



Colchester's Local Development Scheme 2013 – 2016

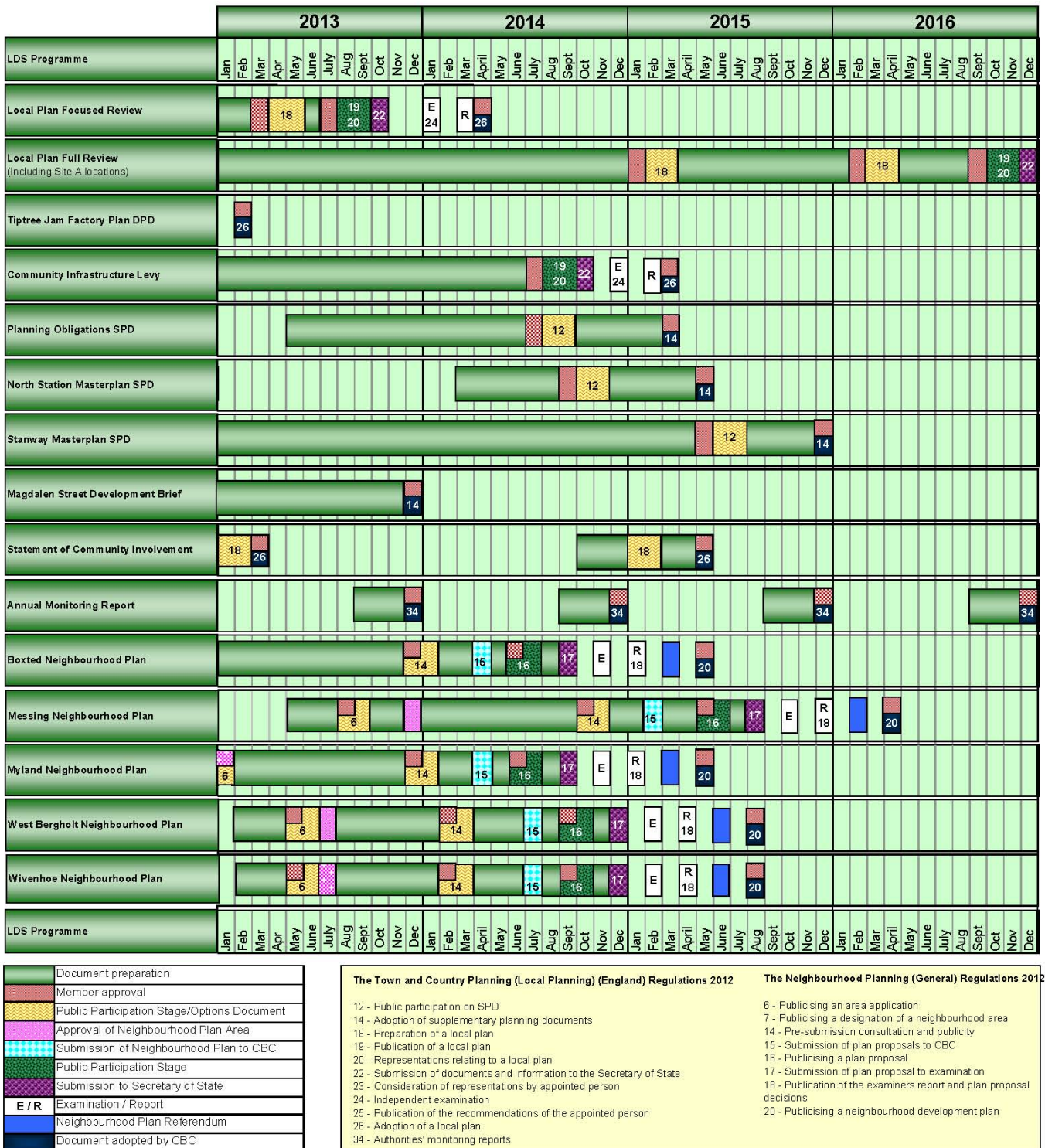
September 2013

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Local Development Scheme Project Chart 2013 - 2016



LDS project chart updated September 2013

1. Introduction

Colchester Borough Council first adopted a Local Development Scheme (LDS) in May 2005 with various revisions published since then. The latest revision was in March 2013 which this current version (September 2013) now supersedes. Earlier versions of the Colchester LDS were prepared under the requirements of the 2004 Planning and Compulsory Purchase Act and The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.

The production of an LDS is now to be prepared under the requirements of the Localism Act 2011, section 111 which amended section 15 of the 2004 Planning and Compulsory Purchase Act and is supported by the Town and Country Planning (Local Planning) (England) Regulations 2012.

The Council has a good record in meeting the milestones set out in the earlier versions of the LDS and it is considered appropriate to set out a future programme for the preparation of Local Plan documents up the end of 2016.

The LDS sets out the council's proposals for implementing the Act, in particular a schedule of relevant documents and a timetable for their production and review. The current LDS covers the period 2013 to 2016.

Documents to be produced

The Local Development Scheme will;

- Provide a brief description of all the development plan documents (DPD's), supplementary planning documents (SPD's) and Neighbourhood Plans (NP's) to be prepared and the content and geographical area to which they relate.
- Explain how the different documents relate to each other, and especially how they relate to the adopted Core Strategy (and the Local Plan focused review).
- Set out the timetable for producing documents – giving the timings for the achievement of the following milestones:
 - consulting statutory bodies on the scope of the Sustainability Appraisal
 - publication of the document
 - submission of the document
 - adoption of the document
- Set out the timetable for producing SPDs – giving the timings for the publication of the draft SPD and the adoption of the SPD.

Please note - The glossary at the end describes the types of documents and their acronyms and other technical terms used in this document.

Review of the LDS

The scheme is required to be reviewed annually as part of the Colchester Borough Council Annual Monitoring Report (usually published each December). The review will;

- Show how the programme is being implemented against the set milestones
- Indicate where new matters are to be included
- Provide an updated programme rolled forward for the following 3 years (where necessary).

2. The content of the Local Development Scheme

The LDS sets out the process and projected timetable for the production and adoption of all documents. It also sets out the resources available for the production of documents and the risks associated with preparation; it sets out the arrangements for monitoring and review; and it identifies those background documents that are to be prepared to inform the production of the Local Plan.

3. Documents to be prepared during 2013 to 2016

Phasing of work for Local Development Documents (LDDs)

The timetable for the production of documents is shown in the chart on page 3. It is important that the LDS is kept under review and reflects any changes in Government policy.

Local Development Documents

Statement of Community Involvement (SCI)

The Statement of Community Involvement (SCI) was the first LDD to be produced by Colchester Borough Council, given its importance in ensuring consultation and engagement during the production of future documents of all types. The SCI was originally submitted to the Planning Inspectorate in October 2005 and adopted by the Council in June 2006. It was subject to minor amendments in 2008 following changes to the regulations and was also

revised further early in 2011. In January 2013 a further revised SCI was published for consultation which focused primarily on consultation procedures for planning applications. The latest SCI revision was adopted in March 2013 following consideration of the consultation responses.

The production of an SCI is in part governed and directed by guidance and requirements at the national level. Should the regulations change or new examples of best practice be introduced the Council will update the SCI accordingly. The project chart shows the SCI to be reviewed in 2015.

Development Plan Documents

Local Plan Focused Review

The Local Plan Focused Review is to be the first development plan document that the Council will produce as the main planning policy document for Colchester. The focused review will ensure that the Colchester development plan is in conformity with the National Planning Policy Framework (NPPF). The focused review will consider the current policies that are judged to not be in accordance with the NPPF and also provides opportunity to revise policies which are no longer considered to be most appropriate or those that have been challenged successfully at appeal. This will ensure that the Colchester Local Plan is not silent on any issue and that the future development of the Borough is genuinely plan led.

Local Plan Full Review

The focused review of the Local Plan will ensure that the overall strategic objectives and areas for growth are firmly identified through the comprehensive production of a complete Local Plan which will combine the policies currently found within the Core Strategy, Site Allocations and Development Policies documents. The Local Plan Full Review will enable longer term strategic issues to be discussed through public consultation and the duty to co-operate. It will also address strategic site allocations and infrastructure requirements alongside identification of housing and employment needs across the Borough up to 2031.

Community Infrastructure Levy

Colchester Borough Council is part of the Community Infrastructure Levy (CIL) front runners project in partnership with the Department of Communities and Central Government. Two rounds of public consultation took place in 2011 with regards to the production of a CIL Charging Schedule and relevant implementation and governance procedures. The CIL Charging Schedule has been held back and is now expected to come forward in line with government requirements for local authorities to implement CIL Charging Schedules.

Tiptree Jam Factory Plan

The Tiptree Jam Factory Plan is a stand alone DPD which focuses on the redevelopment of the Wilkin & Sons Jam Factory in Tiptree and associated enabling development, community facilities and open space provision. Previous versions of the LDS included milestones relating to the Tiptree Jam Factory Plan which was subject to public consultation in 2011 and 2012 and a public examination conducted by the Planning Inspectorate in autumn 2012. In December 2012, the Council received the Inspector's recommendations for the document and the Plan was formally adopted by Full Council in February 2013.

Neighbourhood Planning

The Localism Act 2011 and the publication of the NPPF in March 2012 placed greater emphasis on developing plans at the local level through Neighbourhood Planning. Neighbourhood Plans are to be produced by local communities and once complete (subject to examination and local referendum) they can become part of the local authorities' development plan and have a significant influence on the future growth and development of particular areas. Colchester Borough Council currently has two Neighbourhood Plans (Boxted and Myland & Braiswick) which have received funding as front runner projects from the Department of Communities and Local Government.

Communities in Messing, West Bergholt and Wivenhoe have also come forward to undertake a Neighbourhood Plan within their area. These are not part of the front runner scheme but are still utilising government funding to assist the communities developing their plans.

The LDS project plan shows the expected timescales for the production of these Neighbourhood Plans and it is expected the further Neighbourhood Plans will be added to future revisions of the LDS once communities across the Borough express an interest to the Council.

Other Local Development Documents to be prepared

Annual Monitoring Report

The Annual Monitoring Report (AMR) is published each December to demonstrate how the Council's planning policies have performed over a 12 month period against a range of established indicators. The AMR also includes general information about the Borough including population and the local economy.

Supplementary Planning Documents

SPD supplements policy contained in a DPD, it cannot set new policy but are treated as a material consideration in the determination of planning applications across the Borough. There are a number of SPD documents

(previously called Supplementary Planning Guidance, SPG) that are proposed either to be carried forward, currently under preparation, or proposed to be undertaken during the LDS period.

These are listed in Appendix 1.

Guidance notes and other documents

These will be produced to assist in explaining protocols, and other technical matters. They are essentially informative and may be used to assist the determination of planning applications or in other areas where planning decisions are required. They may not be subject to public consultation or a sustainability appraisal by the Borough Council. An example is the Essex Contaminated Land Report.

The Council is also encouraging Parish and Town Councils to prepare their own community plans (normally Parish Plans and Village Design Statements) These will not have the same weight in the decision making process as Neighbourhood Plans but will still be a material planning consideration. These documents will also be adopted by the Council where they are in compliance with national and local policy.

The current Guidance Notes are listed in Appendix 1.

4. General programme for Development Plan Document preparation and adoption

The Project Chart at the front of this document shows the main milestones as set out in the Regulations for the production of each of the documents we intend to prepare in the next three years. The table below sets out each stage of plan preparation and the amount of time the Council expects each stage to be completed.

The Town and Country Planning (Local Planning) (England) Regulations 2012 came into force on 6 April 2012 and provide the guidance for the production of Local Plans and associated documents in England.

Development Plan Documents (DPDs)

(Please note the timings below are indicative only and reference should be made to the LDS Project Chart for specific details and timescales)

| Stage | How long? | Notes | Related Regulation (2012) | |
|---------------------------------|------------|--|---------------------------|--|
| Project work | 6 months | Preparation of evidence base and other supporting information before the first publication of a Local Plan document and Sustainability Appraisal Scoping Report. | Regulation 18 | |
| Member approval | 1 month | Approval of evidence base and first consultation documents. | | |
| Consultation | 2 months | Public participation and Sustainability Appraisal Scoping Report. | Regulation 19 | |
| Project work | 3-6 months | Analysis of consultation results. Results feed into preparation of a further revision to a Local Plan document and Final Sustainability Appraisal. | | |
| Member approval | 1 month | Approval of evidence base and a further consultation document if required. | | Optional Depending on their content, some DPDs may not require this additional stage of consultation |
| Consultation | 2 months | Public participation and Sustainability Appraisal. | Regulation 19 | |
| Project work | 3-6 months | Analysis of consultation results and amendments to the draft DPD. | | |
| Member approval | 1 month | Approval of Local Plan document which is to be published prior to submission to Secretary of State. | | |
| Publication Consultation | 2 months | Publish final version of the Local Plan document. Invite representations for a period of six weeks. | Regulation 19 | |
| Submission | | Submit final version of Local Plan document, Sustainability Appraisal, and a summary of representations to Secretary of State and GO. | Regulation 22 | |
| Preparatory work | 2-4 months | Publish details of the examination six weeks beforehand. Unable to make changes to the document before the examination. Hearing statements to be prepared in | Regulation 24 | |

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|---------------------------|----------|---|---------------|
| | | accordance with deadline set by inspector. | |
| Examination | 1 month | Independent examination takes place. | Regulation 24 |
| Gap | 3 months | Await the inspector's report. | |
| Inspector's Report | 1 month | Receive the inspector's report (including modifications) and publish the recommendations. | Regulation 25 |
| Adoption | | Publish the final DPD and adoption statement. | Regulation 26 |

Summary and Profile of Proposed Documents

Details of the documents we intend to produce in the next five years follow in the tables below. The timetable for the production of documents reflects previous experience. The Planning Inspectorate (PINS) are also consulted about the production timetable specifically with regards to documents which require submission of the document to the Secretary of State and a formal examination in public.

Local Plan Focused Review

| | |
|---|--|
| Subject and Scope | This document will ensure that the Colchester policies are in conformity with the National Planning Policy Framework. The focused review will consider the current policies that are judged to not be in accordance with the NPPF. It will also reconsider policies that are deemed out of date. |
| Geographical area | All Colchester Borough |
| Status | Development Plan Document |
| Chain of conformity | Must be in conformity with the National Planning Policy Framework. |
| Timetable for production | |
| Document preparation | December 2012 – February 2013 |
| Member approval | March 2013 |
| Local Plan document and sustainability appraisal scoping report published for consultation | April – May 2013 |
| Consideration of responses and amendment of document | June 2013 |
| Member Approval | July 2013 |
| Publication Draft of Local Plan document and Sustainability Appraisal for consultation | August – September 2013 |
| Submit documents and information to Secretary of State | October 2013 |
| Independent examination | January 2014 |
| Inspector's report | March 2014 |
| Adoption | April 2014 |
| Production arrangements | Led by Spatial Policy group, with input from all internal CBC service groups and Essex County Council as appropriate. The SCI outlines how external parties and members of the public will be involved. |
| Timetable for review | The Annual Monitoring Report (AMR) will assess the effectiveness of the policies contained within the Local Plan. It is envisaged that a full review of the Local Plan will be on going with consultation expected in 2015. |

Local Plan Full Review

| | |
|---|--|
| Subject and Scope | This document will develop the overall strategic objectives and areas for growth in the Borough. The Local Plan Full Review will combine the policies currently found within the Core Strategy, Development Policies and Site Allocations documents. |
| Geographical area | All Colchester Borough |
| Status | Development Plan Document |
| Chain of conformity | Must be in conformity with the National Planning Policy Framework. |
| Timetable for production | |
| Document preparation | December 2012 – December 2014 |
| Member approval | January 2015 |
| Local Plan document and sustainability appraisal scoping report published for consultation | February - March 2015 |
| Consideration of responses and amendment of document | April – January 2016 |
| Member Approval | February 2016 |
| Local Plan document and sustainability appraisal scoping report published for further consultation | March - April 2016 |
| Consideration of responses and amendment of document | May - August 2016 |
| Member approval | September 2016 |
| Publication Draft of Local Plan document and Sustainability Appraisal for consultation | October – November 2016 |
| Submission of DPD and summary of comments received to Secretary of State | December 2016 |
| Independent examination | March 2017 |
| Inspector's report | May 2017 |
| Adoption | June 2017 |
| Production arrangements | Led by Spatial Policy group; input from all internal CBC service groups and Essex County Council as appropriate. The SCI outlines how external parties and members of the public will be involved. |
| Timetable for review | The Local Plan Full review will set the overall spatial strategy for the Borough |

| | |
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| | and will be reviewed within 5 – 10 years of adoption. |
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Tiptree Jam Factory DPD

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|---|---|
| Subject and Scope | This document will include policies and allocations to support Tiptree Jam Factory, an important local employer. The plan is likely to include employment and housing allocations. |
| Geographical area | Tiptree |
| Status | Development Plan Document |
| Chain of conformity | Must conform with the Core Strategy and be consistent with other adopted DPDs. The plan will update the allocations for this area of Tiptree. |
| Timetable for production | |
| Document preparation | July 2011 – October 2011 |
| Member approval | November 2011 |
| Consultation on draft document and sustainability appraisal scoping report | November – January 2012 |
| Consideration of responses and amendment of document | January – February 2012 |
| Member Approval | April 2012 |
| Publication and 6 week consultation | April – May 2012 |
| Submission of DPD and summary of comments received to Secretary of State | May 2012 |
| Independent examination | September 2012 |
| Inspector's report | December 2012 |
| Adoption | February 2013 |
| Production arrangements | Spatial Policy group and Melville Dunbar Associates (on behalf of Wilkin & Sons). Input from internal CBC service groups and Essex County Council as appropriate. The SCI has determined how external parties and members of the public will be involved. |
| Timetable for review | The Annual Monitoring Report (AMR) will assess the effectiveness of the policies and allocations. The allocations will also be reconsidered as part of the Local Plan Full Review as required. |

Community Infrastructure Levy

| | |
|---|--|
| Subject and Scope | Community Infrastructure Levy |
| Geographical area | Colchester Borough |
| Status | CIL charging schedule, governance arrangements, implementation plan, installment policy and other associated documents |
| Chain of conformity | Must conform with Local Plan and other DPD's as well as the NPPF. |
| Timetable for production | |
| Consultation on draft documents | July – September 2011 and November – December 2011 |
| Consideration of responses and amendment of document following earlier consultations | January 2012 – June 2014 |
| Member Approval | July 2014 |
| Publication and 6 week consultation | August - September 2014 |
| Submission of plan and summary of comments received to Secretary of State | October 2014 |
| Independent examination | December 2014 |
| Inspector's report | February 2015 |
| Adoption | March 2015 |
| Production arrangements | Spatial Policy group. Input from internal CBC service groups and Essex County Council as required. |
| Timetable for review | It is anticipated that the regulation 123 list (infrastructure items) will be reviewed and updated as required on an annual basis. The charging schedule and other CIL documents will be reviewed as required. The Annual Monitoring Report (AMR) will assess the effectiveness of CIL policies. |

Annual Monitoring Report

| | |
|---|---|
| Subject and Scope | This document provides an in-depth analysis of how the Colchester planning policies are performing against a range of established indicators. |
| Geographical area | Colchester Borough |
| Status | Local development document which is updated annually. |
| Chain of conformity | None |
| Timetable for production – same process followed each year | |
| Project work | September – November |
| Member Approval | December |
| Publication | December |
| Production arrangements | Spatial Policy group. Input from internal CBC service groups and Essex County Council as required. |
| Timetable for review | The AMR is produced in the autumn of each year and is presented to the last Local Plan Committee meeting in the calendar year. |

Boxted Neighbourhood Plan

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|--|---|
| Subject and Scope | Neighbourhood Plan for Boxted Parish |
| Geographical area | Boxted Parish |
| Status | Neighbourhood Plan |
| Chain of conformity | Must conform with strategic policies in the Local Plan and other adopted DPDs. |
| Timetable for production | |
| Document preparation | November 2011 – July 2012 |
| Member approval | August 2012 |
| Consultation on Neighbourhood Plan Area | August – September 2012 |
| Adoption of Plan Area | October 2012 |
| Document preparation | January – November 2013 |
| Member approval | December 2013 |
| Pre-submission consultation and publicity | December – January 2014 |
| Document preparation and analysis of consultation responses | February - March 2014 |
| Submission of Neighbourhood Plan Proposals to CBC | April 2014 |
| Document preparation | May 2014 |
| Member approval | June 2014 |
| Publication of Neighbourhood Plan Proposals | June – July 2014 |
| Document preparation | August 2014 |
| Submission of plan proposal to examination | September 2014 |
| Independent examination | November 2014 |
| Inspector's report | January 2015 |
| Referendum | March 2015 |
| Adoption | May 2015 |
| Production arrangements | Boxted Parish Council with support from Spatial Policy group as appropriate. Input from internal CBC service groups and Essex County Council as required. |
| Timetable for review | The Annual Monitoring Report (AMR) will assess the effectiveness of the policies and allocations. |

Messing cum Inworth Neighbourhood Plan

| | |
|--|--|
| Subject and Scope | Neighbourhood Plan for Messing cum Inworth Parish |
| Geographical area | Messing cum Inworth Parish |
| Status | Neighbourhood Plan |
| Chain of conformity | Must conform with strategic policies in the Local Plan and other adopted DPDs. |
| Timetable for production | |
| Document preparation | May – July 2013 |
| Member approval | August 2013 |
| Consultation on Neighbourhood Plan Area | August – September 2013 |
| Adoption of Plan Area | December 2013 |
| Document preparation | January – September 2014 |
| Member approval | October 2014 |
| Pre-submission consultation and publicity | October – November 2014 |
| Document preparation and analysis of consultation responses | December – January 2015 |
| Submission of Neighbourhood Plan Proposals to CBC | February 2015 |
| Document preparation | March – April 2015 |
| Member approval | May 2015 |
| Publication of Neighbourhood Plan Proposals | May - June 2015 |
| Document preparation | July 2015 |
| Submission of plan proposal to examination | August 2015 |
| Independent examination | October 2015 |
| Inspector's report | December 2015 |
| Referendum | February 2015 |
| Adoption | April 2015 |
| Production arrangements | Messing cum Inworth Parish Council with support from Spatial Policy group as appropriate. Input from internal CBC service groups and Essex County Council as required. |
| Timetable for review | The Annual Monitoring Report (AMR) will assess the effectiveness of the policies and allocations. |

Myland and Braiswick Neighbourhood Plan

| | |
|--|--|
| Subject and Scope | Neighbourhood Plan for Myland Parish |
| Geographical area | Myland Parish |
| Status | Neighbourhood Plan |
| Chain of conformity | Must conform with strategic policies in the Local Plan and other adopted DPDs. |
| Timetable for production | |
| Document preparation | November 2011 – July 2012 |
| Member approval | August 2012 |
| Consultation on Neighbourhood Plan Area | August – September 2012 |
| Adoption of Plan Area | January 2013 |
| Document preparation | January – November 2013 |
| Member approval | December 2013 |
| Pre-submission consultation and publicity | December – January 2014 |
| Document preparation and analysis of consultation responses | February - March 2014 |
| Submission of Neighbourhood Plan Proposals to CBC | April 2014 |
| Document preparation | May 2014 |
| Member approval | June 2014 |
| Publication of Neighbourhood Plan Proposals | June – July 2014 |
| Document preparation | August 2014 |
| Submission of plan proposal to examination | September 2014 |
| Independent examination | November 2014 |
| Inspector's report | January 2015 |
| Referendum | March 2015 |
| Adoption | May 2015 |
| Production arrangements | Myland Community Council with support from Spatial Policy group as appropriate. Input from internal CBC service groups and Essex County Council as required. |
| Timetable for review | The Annual Monitoring Report (AMR) will assess the effectiveness of the policies and allocations. |

West Bergholt Neighbourhood Plan

| | |
|--|--|
| Subject and Scope | Neighbourhood Plan for West Bergholt Parish |
| Geographical area | West Bergholt Parish |
| Status | Neighbourhood Plan |
| Chain of conformity | Must conform with strategic policies in the Local Plan and other adopted DPDs. |
| Timetable for production | |
| Document preparation | February – April 2013 |
| Member approval | May 2013 |
| Consultation on Neighbourhood Plan Area | May – June 2013 |
| Adoption of Plan Area | July 2013 |
| Document preparation | August – January 2014 |
| Member approval | February 2014 |
| Pre-submission consultation and publicity | February – March 2014 |
| Document preparation and analysis of consultation responses | April – June 2014 |
| Submission of Neighbourhood Plan Proposals to CBC | July 2014 |
| Document preparation | August 2014 |
| Member approval | September 2014 |
| Publication of Neighbourhood Plan Proposals | September – October 2014 |
| Document preparation | November 2014 |
| Submission of plan proposal to examination | December 2014 |
| Independent examination | February 2015 |
| Inspector's report | April 2015 |
| Referendum | June 2015 |
| Adoption | August 2015 |
| Production arrangements | West Bergholt Parish Council with support from Spatial Policy group as appropriate. Input from internal CBC service groups and Essex County Council as required. |
| Timetable for review | The Annual Monitoring Report (AMR) will assess the effectiveness of the policies and allocations. |

Wivenhoe Neighbourhood Plan

| | |
|--|---|
| Subject and Scope | Neighbourhood Plan for Wivenhoe |
| Geographical area | Wivenhoe |
| Status | Neighbourhood Plan |
| Chain of conformity | Must conform with strategic policies in the Local Plan and other adopted DPDs. |
| Timetable for production | |
| Document preparation | February – April 2013 |
| Member approval | May 2013 |
| Consultation on Neighbourhood Plan Area | May – June 2013 |
| Adoption of Plan Area | July 2013 |
| Document preparation | August – January 2014 |
| Member approval | February 2014 |
| Pre-submission consultation and publicity | February – March 2014 |
| Document preparation and analysis of consultation responses | April – June 2014 |
| Submission of Neighbourhood Plan Proposals to CBC | July 2014 |
| Document preparation | August 2014 |
| Member approval | September 2014 |
| Publication of Neighbourhood Plan Proposals | September – October 2014 |
| Document preparation | November 2014 |
| Submission of plan proposal to examination | December 2014 |
| Independent examination | February 2015 |
| Inspector's report | April 2015 |
| Referendum | June 2015 |
| Adoption | August 2015 |
| Production arrangements | Wivenhoe Town Council with support from Spatial Policy group as appropriate. Input from internal CBC service groups and Essex County Council as required. |
| Timetable for review | The Annual Monitoring Report (AMR) will assess the effectiveness of the policies and allocations. |

Profiles for Supplementary Planning Documents

| North Station Masterplan | |
|---|---|
| Title | North Station Masterplan |
| Role and content | To provide advice on the future redevelopment in the area |
| Status | SPD |
| Chain of conformity | The SPD will supplement policies in the Local Plan |
| Geographic coverage | Land around Colchester North Station, North Station Road and the Cowdray Centre |
| Timetable and milestones in months: | <ul style="list-style-type: none"> • Member approval for consultation – September 2014 • Public participation – October - November 2014 • Consideration of consultation representations and revisions to the document – December – April 2015 • Adoption – May 2015 |
| Arrangements for production | Colchester Borough Council (CBC) to lead with significant input from Essex County Council. Public consultation to include a press release, advertisement and letters/emails. |
| Post production - Monitoring and review mechanisms | CBC to monitor after adoption through a review of planning applications. |

| Stanway Masterplan | |
|--|---|
| Title | Stanway Masterplan |
| Role and content | To provide advice on future development in the area |
| Status | SPD |
| Chain of conformity | The SPD will support the policies within the Local Plan |
| Geographic coverage | Stanway Growth Area |
| Timetable and milestones in months: | <ul style="list-style-type: none"> • Preparation of draft SPD and sustainability appraisal scoping report – January 2013 – April 2015 • Member approval for consultation – May 2015 |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Public consultation – June - July 2015 • Consideration of consultation representations – August – November 2015 • Adoption – December 2015 |
| Arrangements for production | Colchester Borough Council (CBC) to lead with significant input from Essex County Council. Public consultation to include a press release, advertisement and letters/emails. |
| Post production - Monitoring and review mechanisms | CBC to monitor after adoption through a review of planning applications. |

Magdalen Street Development Brief

| | |
|---|--|
| Title | Magdalen Street Development Brief |
| Role and content | To provide advice on the future redevelopment in the area |
| Status | Development Brief |
| Chain of conformity | The Development Brief will supplement policies in the Local Plan which will encourage regeneration in this part of the Borough. |
| Geographic coverage | Land around Magdalen Street and Military Road |
| Timetable and milestones in months: | <ul style="list-style-type: none"> • Document Preparation – January – November 2013 • Adoption – December 2013 |
| Arrangements for production | Colchester Borough Council (CBC) to lead with input from Essex County Council and landowners. |
| Post production - Monitoring and review mechanisms | CBC to monitor after adoption through a review of planning applications. |

| Planning Obligations SPD | |
|---|--|
| Title | Planning Obligations SPD |
| Role and content | To provide further details on the collection of the planning obligations received by the Council as a result of planned developments across the Borough. |
| Status | SPD |
| Chain of conformity | The SPD will support the policies within the Local Plan and the Community Infrastructure Levy |
| Geographic coverage | Whole Borough |
| Timetable and milestones in months: | <ul style="list-style-type: none"> • Preparation of draft SPD and sustainability appraisal scoping report – May 2013 – June 2014 • Member approval for consultation – July 2014 • Public consultation – August - September 2014 • Consideration of consultation representations – September – February 2015 • Adoption – March 2015 |
| Arrangements for production | Colchester Borough Council (CBC) to lead with significant input from Essex County Council. Public consultation to include a press release, advertisement and letters/emails. |
| Post production - Monitoring and review mechanisms | CBC to monitor after adoption through a review of planning applications. |

5. Evidence Base

The 'evidence base' is a key feature of the Colchester Local Plan. It seeks to ensure that the development plan's proposals and policies are soundly based. To ensure this a number of specialist studies and other research projects are, or will be undertaken. These will also be important in monitoring and review, as required by the AMR.

Some documents will also be published that are not specifically for planning purposes but are important in informing the process (eg. the Colchester Borough Council's Strategic Plan and other service strategies).

Each document will be made publically available at the appropriate time in the process, usually on the Council's website (www.colchester.gov.uk). All will be made available at the relevant examination. These documents will be reviewed in the AMR to see if they need to be reviewed or withdrawn. Other documents may also be produced as needed during the process.

The table on the following pages identifies the reports and studies that will be used to provide a robust and credible evidence base for the Local Plan. This list will be added to if additional work is required.

Integration with other Strategies

The Local Plan has a key role in providing a spatial dimension for many other strategies and helping their co-ordination and delivery.

Documents to be produced as Evidence Base for Local Development Documents

| Title | Purpose and Scope | Timescale and review |
|---|--|--|
| SEA Baseline Study & Environment Report | To provide sound evidence base on main environmental factors in the borough for SEA and SA of all documents. | Base line study will be updated as part of the Local Plan Focused Review. |
| Strategic Environmental Assessment & Sustainability Appraisal | To provide sound evidence base for all documents (except some guidance notes). | Sustainability Appraisal work will be undertaken alongside the formulation of policy documents. |
| Townscape Character Study | To provide a sound basis for the SHLAA and built environment DPD policies. | Completed June 2006. |
| Housing Land Availability Assessment | To provide evidence for housing land availability and distribution in relation to Core Strategy requirements. | Completed February 2007 |
| Strategic Housing Land Availability Assessment (SHLAA) | Update of previous Housing Land Availability and Urban Capacity work to meet the requirements for Strategic Housing Land Availability Assessments. | Final Report Completed November 2007. Updated annually as part of the AMR. A new SHLAA will be required to inform the Local Plan Full Review starting in 2014/15. |
| Housing Needs Survey and Strategic Housing Market Assessment (SHMA) | Joint study with Braintree and Chelmsford Councils. This updates the HNS for Colchester undertaken in 2002. It assesses local housing markets and housing needs. | Completed February 2008 and updated annually. A new SHMA will be required to inform the Local Plan Full Review in 2014/15. A sub regional SHMA has been commissioned in 2013. |
| Employment Land Study | To add detail to the Haven Gateway study on a borough level. The study looks at existing sites and future needs | Completed May 2007 to help inform the production of Core Strategy. Study will be updated to inform the |

| | | |
|--|--|---|
| | to at least 2021. | Local Plan Full Review starting in 2014/15 |
| Retail study | Joint study with Maldon, Braintree and Tendring Councils. To provide evidence for future shopping strategies provision across the borough up to 2021. | Report completed March 2007. The study helped the production of Core Strategy and other documents. Updated in 2009. A new study will be completed in 2013/14 |
| Landscape Character Assessment | To provide evidence for countryside strategies and housing allocations. | Assessment completed November 2005. |
| Haven Gateway Green Infrastructure Study (HAGGIS). | To ensure there are sufficient open space, sport and recreational facilities, that they are in the right places, are of high quality, attractive to users and well managed and maintained. | Study completed April 2008. |
| Colchester Green Infrastructure Study | To provide additional detail at the local level | Work completed in October 2011. |
| PPG17 Study | To ensure there are sufficient open space, sport and recreational facilities, that they are in the right places, are of high quality, attractive to users and well managed and maintained. | PPG17 Study completed February 2008. A new Open Space Study will be commissioned in 2013/14. |
| Strategic Flood Risk Assessment | Joint study with Maldon and Braintree Councils. The assessment helped inform the production of Site Allocations and other DPD's. | Completed October 2007. |
| Transport Model for Colchester | To enable area-wide traffic and public transport modelling to take place including the future traffic scenarios to be predicted and transport solution to be tested | The model has been validated and calibrated and is available for testing scenarios and projects as part of the Local Plan Full Review expected to start in 2014/15. |
| East Transit Corridor study | To investigate options for a high-speed, high- | Initial stage of feasibility study complete which |

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|---------------------------------------|---|--|
| | frequency public transport link between the University, East Colchester regeneration area and the Town Centre. | identifies short, medium and long term options. |
| Town Centre Car Parking strategy | To ascertain current and future demand for parking and develop a parking strategy for the Town complementing Colchester's Park and Ride strategy. | Capacity and demand analysis undertaken in relationship to Regeneration Programme. Strategy is kept under review to reflect changes in regeneration programme. |
| Review of Local Wildlife Sites | Resurvey the whole borough including a review of existing local wildlife sites (last carried out in late 1980's) Produce list of wildlife sites following consultation | Work completed December 2008 |
| Hotel Demand Study | Identify gaps in the market and inform potential hotel investors of development opportunities. Provide a sequential site assessment of potential sites for development | Completed April 2007 and updated 2009 |
| Historic Environment Characterisation | This project design presents a programme of work to characterise the historic environment of Colchester Borough | Work completed November 2008. |
| Green Breaks Study | Assess the justification for including land in such local designations | Work completed January 2009 |
| Affordable Housing Viability Study | To assess the impact the delivery of affordable housing on the viability of schemes across the Borough | Work commissioned in 2012 and will be completed in 2013. |

6. Monitoring and review

Monitoring of LDDs

The development plan system is a continuous process with monitoring and review being fundamental aspects to the delivery of a successful plan. Since the introduction of the Planning and Compulsory Purchase Act 2004, it has been a requirement that an Annual Monitoring Report (AMR) will be published by the end of December each year. The AMR has been used to inform the review of this Local Development Scheme annually.

The AMR will analyse the period of the previous April to March of the current year. The report will:

- Set out how the Council is performing in the production of documents against the timescales and milestones set out in the previous years LDS;
- Provide information on how the strategies/policies/targets in the Local Plan are being achieved;
- Advise on whether any LDDs need reviewing;
- Review progress on SPDs and whether any new ones are required or old ones withdrawn or reviewed;
- Advise on the need to update the LDS as appropriate; and
- Provide information on the 'State of the Borough'.

As required by the Regulations, the LDS will be monitored annually, informed by the AMR and a report produced and submitted to the Local Plan Committee for revision should changes be required.

Review of LDDs

Following the initial adoption of development plan document, it is anticipated that subsequent reviews will be in the form of a rolling programme following recommendations from the Local Plan Committee.

The AMR will provide information regarding the performance of each document as well as identifying areas where strategies/policies/targets are not being achieved. The outcomes will be dependent on a variety of influences such as changes to Government policy or pressures for development(s) across the Borough.

7. Resources and Risk Assessment

Professional officer input

The Local Plan process will be led by the Spatial Policy Team as part of Commercial Services at Colchester Borough Council.

The Spatial Policy Team consists of Planning Policy and Transportation Policy. The team is lead by the Place Strategy Manager who will be responsible for the overall project and policy direction. The team also includes a planning policy manager and four planning officers, who will be responsible for various elements of the Local Plan process and policy. Transportation officers will also be heavily involved in the production of the Local Plan, working alongside colleagues from Essex County Council.

Additional staff resources will be brought in to the process from time to time as required from other professional groups within the Council and outside agencies as follows:

Commercial Services

Housing Policy,
Enterprise,
Regeneration,
Leisure, Tourism and Cultural services.

Other CBC Services

Development Management,
Environmental Protection,
Research and Engagement,
Community Strategies,
Operational Services.

Others

Highways Agency (strategic highways matters)
Essex County Council (other highway matters, education, planning etc)
Rural Community Council for Essex (to promote/facilitate links with parish councils)
Consultants have been commissioned to develop elements of the evidence base and this is continuing.

Consultee groups

The Statement of Community Involvement sets out in detail who we will consult and at what stage in the production of all documents. The SCI covers both plan making and decision taking so all aspects of the Council's statutory planning functions have been included within the SCI.

Financial resources

In 2010 the Government announced it was abolishing the Housing and Planning Delivery Grant. This had been a significant source of funding and was used to fund the various technical studies required to underpin and inform the production of planning documents. The evidence base is a continuous process and whilst further studies and updates are identified above, there is limited funding identified in the future.

Risk Assessment

Risks

There are several factors which may impact upon the ability of the Council to keep to the timetable for the production of documents. The table below considers and deals with the main risks.

| Issue and level of Risk | Comment and proposed mitigating measures |
|--|---|
| Significant public opposition to plan proposals. Medium Risk | <p>The production of the Local Plan and specifically the allocation of land is likely to be contentious. Whilst every effort will be made to build cross-community consensus, there is a high risk of significant public opposition.</p> <p>Where there is opposition to things that have already been determined within previous documents (Core Strategy and subsequently the Site Allocations DPD) there is little the Council can do without a full scale review. Even then the allocations have already been found to be most appropriate.</p> |
| Inability of PINS to deliver examinations/reports to timetable. Medium Risk | <p>The Planning Inspectorate has been identified for 35% cuts to its budget and will need to change the way it works and the number of staff.</p> <p>There is also uncertainty as to the Governments plans for planning policy.</p> <p>PINS may not be able to provide Inspectors at the appropriate times.</p> <p>If problems do occur, caused by factors outside the council's control, we may have to accept some slippage of the timetable. The LDS would need to be amended accordingly.</p> |
| Loss/turnover of staff Low Risk | <p>The Spatial Policy Team have benefitted from low turnover in recent years.</p> <p>In the past the programme suffered through the loss of a number of experienced officers and it was difficult to replace them.</p> |

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| <p>Financial shortfall</p> <p>Medium Risk</p> | <p>Any review of documents is a costly exercise, involving preparation of an evidence base, production of documents, consultation and examination.</p> <p>In previous years the Council has allocated funds through the Housing & Planning Delivery Grant (HPDG) and its Service and Financial Planning process to allow for the preparation of the Local Plan. In the longer term no HPDG funding is available. Additional Council expenditure will be subject to scrutiny.</p> <p>Examination costs may inflate due to the length/complexity of the Examination. This will be kept under review.</p> |
| <p>Changing Political Priorities</p> <p>Medium Risk</p> | <p>This document has been considered and approved by Local Plan Committee which has a cross party representation of members. Elections in the borough could result in political changes and/or there could be changing priorities. Any future changes in the documents to be produced can be dealt with at the annual review.</p> |
| <p>Legal Challenge</p> <p>Low Risk</p> | <p>A legal challenge may be lodged to any document within six week of adoption. The degree to which this will happen is uncertain due to the untried nature of the system emerging. However, a challenge will only succeed if the Council (or Inspector) has made a mistake in procedure or in fact.</p> <p>To avoid a legal challenge, every effort will be made to ensure that procedures are followed and facts are correct.</p> |

Appendix 1

SUPPLEMENTARY PLANNING GUIDANCE/DOCUMENTS AND PLANNING GUIDANCE NOTES **Status and Programme as at September 2013**

| Subject | Authorities involved and Projected Date of Approval | Timetable for review |
|--|---|---|
| Existing Supplementary Planning Guidance | | |
| Blackwater Estuary Management Plan | Colchester Borough Council/ Maldon District Council/English Nature/Essex County Council 1996. | Additional documents published to be read in conjunction with the Plan; Issues Update – 1999 Review Document - 2002 |
| Great Horkesley Village Appraisal | Colchester Borough Council March 1998 | |
| Severalls Hospital/Cuckoo Farm Masterplan | Colchester Borough Council 2001 | |
| Magdalen Street and Barrack Street Development Brief | Colchester Borough Council 2001 | |
| Colchester Garrison Development Plan/Masterplan | Colchester Borough Council 2001 Adopted November 2002 | |
| Dedham Vale AONB & Stour Valley Management Strategy & Action Plan | Colchester Borough Council Essex County Council Adopted 2004 | |

| Existing Guidance Notes proposed to be retained (these are not SPG) <i>This guidance forms a material consideration</i> | | |
|--|--|------------------------------|
| Legal Obligations | CBC adopted March 2004 | |
| Development Team Protocol | CBC adopted March 2004 | |
| Paxmans Development Brief | CBC adopted February 2005 | |
| Tilehouse Farm Great Horkesley Development Brief | CBC adopted June 2005 | Development almost complete. |
| St Botolphs Masterplan | CBC adopted as Council Guidance 30.6.05 | |
| Magistrates Court Development Brief | CBC adopted May 2006 | Development complete. |
| Planning Out Crime | Colchester Borough Council Adopted 5 April 2005 | |
| Contaminated Land | CBC/Essex Contaminated Land Consortium. Adopted July 2004 | |
| Layer Road Development Brief | CBC adopted October 2006 | Revised 2010 |
| Stanway Rail Sidings Development Brief | CBC adopted February 2006 | Revised 2010 |
| Betts Development Brief | CBC adopted December 2010 | |
| Stanway Railway Sidings Development Brief | CBC adopted May 2011 | |
| Town Centre Public Realm Strategy | CBC adopted June 2011 | |
| Rural Workers Dwellings Guidance Note | CBC adopted August 2012 | |
| Air Quality Management Guidance Note | CBC adopted August 2012 | |
| Dedham Village Design Statement | CBC adopted October 2007 | |

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|---|-------------------------------------|-------------------------|
| Langham Village Design Statement | CBC adopted September 2008 | |
| Wivenhoe Town Plan | CBC adopted December 2008 | |
| Boxted Joint VDS and Parish Plan | CBC adopted June 2010 | Action Plan outstanding |
| Little Horkesley Village Design Statement | CBC adopted August 2010 | |
| Myland Design Statement | CBC adopted September 2010 | |
| West Bergholt Parish Plan | CBC adopted December 2010 | |
| Stanway Joint Design Statement and Parish Plan | CBC adopted March 2011 | |
| West Bergholt Village Design Statement | CBC adopted December 2011 | |
| Dedham Parish Plan | CBC adopted December 2011 | |
| Winstred Hundred Community Plan | CBC adopted March 2012 | |
| Myland Parish Plan | CBC adopted July 2012 | |
| Essex County Council Guidance (no resource implications for CBC) <i>This guidance forms a material consideration</i> | | |
| Essex Golf Report | Essex County Council 1992 | |
| Essex Design Guide and Urban Place Supplement | Essex Planning Officers Assoc. 2005 | |
| Developers Guide to Infrastructure Contributions | Essex County Council 2010 | |
| Education Contributions Supplement | Essex County Council 2010 | |
| Development and Public Rights of Way | Essex County Council 2011 | |
| Procedure and Policy for Public | Essex County Council 2011 | |

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|--|---------------------------------|---|
| Path Creations | | |
| Procedure for Public Path Diversions | Essex County Council 2011 | |
| Adopted Supplementary Planning Documents | | |
| External Materials | Colchester Borough Council | Adopted June 2004 |
| Rowhedge Port Redevelopment Brief | Colchester Borough Council | Adopted June 2004 |
| Open Space, Sport and Recreational facilities | Colchester Borough Council | Adopted July 2006 |
| Extending Your House | Colchester Borough Council | Adopted November 2005 |
| Magdalen Street (south side) | Colchester Borough Council | Adopted November 2005 |
| Colne Harbour Masterplan | Essex CC and Colchester BC | Adopted December 2007 |
| Sustainable Construction | Colchester Borough Council | Adopted October 2007 and revised in June 2011 |
| Backland and Infill Development | Colchester Borough Council | Adopted December 2010 |
| Community Facilities | Colchester Borough Council | Adopted September 2009 |
| Car Parking Standards | Essex Planning Officers Society | Adopted September 2009 |
| Shop front Design Guide | Colchester Borough Council | Adopted June 2011 |
| Affordable Housing | Colchester Borough Council | Adopted August 2011 |
| Cycling Delivery Strategy | Colchester Borough Council | Adopted January 2012 |
| North Colchester Growth Area | Colchester Borough Council | Adopted June 2012 |
| Street Services | Colchester Borough Council | Adopted October 2012 |
| Better Town Centre | Colchester Borough Council | Adopted December 2012 |

Supplementary Planning Documents under Preparation

| | | |
|----------------------------------|----------------------------|------------------------|
| Stanway Master Plan | Colchester Borough Council | Adoption expected 2015 |
| Planning Obligations | Colchester Borough Council | Adoption expected 2015 |
| North Station Master Plan | Colchester Borough Council | Adoption expected 2015 |

Note: Planning Guidance Notes are non statutory because they have not been through all the formal procedures set out in legislation and regulations. These documents will therefore be largely advisory or relate to procedures. They do however set out Council policy and may be used in determining planning applications, or informing any other planning decisions.

Appendix 2

Glossary of terms and acronyms

Annual Monitoring Report (AMR)

This assesses how the Council is progressing with the timetables set out in the Local Development Scheme. It also assesses how effective the various policies contained in the other Local Development Documents are in practice. This is a statutory document but is not a Local Development Document (LDD).

Communities and Local Government (CLG)

The department was created on 5 May 2006 with a powerful remit to promote community cohesion and equality, as well as responsibility for housing, urban regeneration, planning and local government.

Community Led Plans

The most recognised current “types” of community led plans are Neighbourhood Plans, Parish Plans and Village/Town Design Statements (VDS). There is no standard format for community-led plan documents, although there are generic structures and guidance on how to prepare them. The documents usually contain results of the appraisal and survey work undertaken and the actions/guidance arising from it, but each one is unique to the community that will monitor it. There is however a fundamental difference between Parish Plans/Market Town Initiatives and Village/Town Design Statements;

- **Neighbourhood Plans**

The Localism Act enables a local group to work together either through their Parish, Town or Community Council or a specially constituted Neighbourhood Forum to prepare a Neighbourhood Plan. The Plan will set out a development vision about how the local community wants their local area to develop in the future.

- **Parish Plans**

Parish Plans address a range of social, environmental and economic issues, and produce two main types of outcome – action which can be undertaken by local groups, and proposals to influence actions, decisions and policies of larger organisations. Similar action based community-led plans can be undertaken in urban areas which focus on housing estates or other geographically identifiable areas of a town.

- **Village Design Statements (VDS)**

VDS describes the character of the local area and produces design guidance and practical ways to care for and enhance the appearance of the local area. The VDS, if in accordance with development plan policy, can be adopted as planning guidance and can then be a material consideration in the determination of planning applications.

Development Plan Documents (DPD)

These are the documents which must be taken into account in determining planning applications. Planning permission must be granted in accordance with these documents unless material considerations indicate otherwise. Development Plan Documents must be subjected to independent examination before being adopted.

Local Development Documents (LDD)

These documents can be Development Plan Documents (DPD) and Supplementary Planning Documents (SPD) both of which are used to guide development and by the Council in the determination of planning applications. The Statement of Community Involvement (SCI) is also an LDD.

Local Development Framework (LDF)

This is the complete “portfolio” of documents that make up the Development Plan for the Borough. In Colchester it comprised of the Local Development Scheme, Annual Monitoring Report, Statement of Community Involvement, Local Development Documents, Development Plan Documents, Supplementary Planning Documents and Planning Guidance Notes. The Local Development Framework system is now to be replaced by a Local Plan following the publication of the National Planning Policy Framework.

Local Development Scheme (LDS)

This document sets out which documents are part of the Local Plan, the timetable for their review and the preparation of new documents. This is a statutory document although not a Local Development Document (LDD).

Local Plan

A document to be produced covering the whole of the Borough which guides growth and development of Colchester. An earlier Local Plan was adopted in 2004 and then was replaced by documents under the Local Development Framework. The Council will be replacing the LDF documents with a new Local Plan in coming years.

Local Plan Committee

The working group of councillors set up by the council to take forward the Local Plan process. The committee is open to the public and has delegated power from the Full Council to decide the form and content of the Local Plan.

National Planning Policy Framework (NPPF)

The National Planning Policy Framework was published in March 2012 and provides policy guidance at the national level. All development plan documents are to be in conformity with the NPPF.

Planning Inspectorate (PINS)

The independent Government Agency charged with Examinations into LDDs and dealing with planning appeals. The Inspectors decisions will be binding on the council on all LDDs.

Portfolio Holder

The Cabinet Member responsible for the planning function of the council. The portfolio holder will agree the process and content for SPD and other Guidance documents.

Statement of Community Involvement (SCI)

This sets out the Council's policy on involving the community in policy-making and major planning applications. It is a Local Development Document.

Strategic Environmental Assessment (SEA)

Required under the terms of the European directive 2001/42/EC for "environmental assessment of certain plans and programmes, including those in the field of planning and land use". Undertaken in conjunction with the Sustainability Appraisal.

Supplementary Planning Documents (SPD)

There is no legal requirement to take these documents into account in determining planning applications, but where they are relevant, the council will do so. They are intended to provide guidance to applicants wishing to develop land or buildings. The community will be involved in their preparation, but there is no independent examination of the document.

Supplementary Planning Guidance (SPG)

Same as SPD, but produced under the old system, with fewer regulations governing their preparation.

Sustainability Appraisal (SA)

An assessment of the impact the proposals contained within a Local Development Document would have on the environment, economy and society. SA is an ongoing process; it should be used to improve the sustainability of subsequent versions of the document. It is to be carried out in conjunction with the Strategic Environmental Assessment.