



Hinckley & Bosworth  
Borough Council

*A Borough to be proud of*

June 2010

Towards a Local Development Framework

# Local Development Scheme



Our aim is to plan for the most sustainable future land use in the Borough, to provide opportunities for promoting healthy lifestyles with access to a range of homes, jobs, shopping and leisure facilities, whilst protecting the environment and local character.



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## **1.0 Introduction**

- 1.1 Planning shapes the environment in which we live. Our aim within Hinckley and Bosworth Borough is to reach a balance between protecting the environment and the character of the borough, and meeting the needs of local communities for homes, jobs, shopping, travel and leisure facilities.

What is this Document?

- 1.2 This document is called a Local Development Scheme (LDS) and is part of a new style of Local Plan which will eventually set out how the borough will look years from now. It is the starting point for the public and all those who wish to influence the future development of Hinckley and Bosworth.
- 1.3 The Local Development Scheme sets out the programme for preparing all of the documents needed for the new style of Local Plan, and shows how they will be monitored to ensure they achieve results. This Local Development Scheme includes details of important opportunities where all those that live, work, visit or have an interest in the borough can be involved in this process to help shape the future of Hinckley and Bosworth.
- 1.4 There is a glossary of terms at the end of this document to help readers with the range of new terms that have been introduced.

What is this New System?

- 1.5 The new style of Local Plan is called a Local Development Framework (LDF). Local Development Frameworks are formatted differently to Local Plans and involve a new process that has been designed to speed up the process, ensure environmental issues are better integrated into the decisions that are made and are more accessible to the public.
- 1.6 The Planning and Compulsory Purchase Act 2004 has introduced this and other changes to the development planning system.
- 1.7 A Local Development Framework is a portfolio of documents, which provide the basis for decisions to be made on planning applications. The different types of document that will be included in the Local Development Framework portfolio are listed below and the relationships between them are shown in Diagram 1 (page 18).

### **Local Development Documents:**

#### **Development Plan Documents**

Development Plan Documents (DPDs) outline the Borough Council's policies for development within the Borough. The Development Plan Documents carry the most weight for making decisions on planning applications, which will form the legal basis for all future planning decisions in the Borough.

#### **Supplementary Planning Documents**

Supplementary Planning Documents (SPDs) are intended to expand upon, or provide further details to, policies in Development Plan Documents, but do not carry the same weight in determining planning applications.

## Statement of Community Involvement

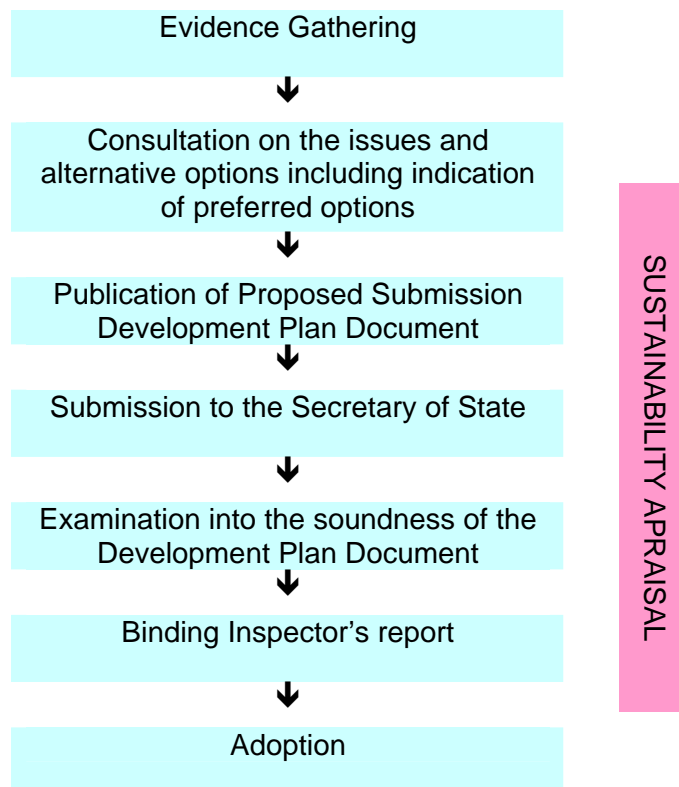
This document sets out the standards to which the Local Planning Authority will engage and consult the public and other stakeholders during the production of the Local Development Framework and when dealing with planning applications.

## Other Local Development Framework Documents

### Annual Monitoring Report

This report assesses the implementation of this Local Development Scheme and the effectiveness of policies outlined in Local Development Documents.

- 1.8 The process of producing Development Plan Documents can be broken into a number of stages, outlined in the diagram below. The involvement and consultation of stakeholders and local communities will be an important part of each stage, particularly in the early stages of considering the issues and alternative options available. Sustainability Appraisals will also form an integral part of each stage of preparation. Supplementary Planning Documents will not be subject to examination or sustainability appraisal but will be informed by community involvement.



## **2.0 Current and Proposed Local Planning Policy and Guidance**

### **Current Planning Policy and Guidance**

- 2.1 Whilst the new Local Development Framework is being prepared, the adopted Hinckley and Bosworth Local Plan will remain part of the statutory plan, providing the basis for planning decisions. Government policy allowed authorities to 'save' their plans in this way for 3 years from September 2004 or until policies are replaced by Development Plan Documents. The Borough Council applied to extend the saved period until the relevant Development Plan Documents are in place. The application was successful.
- 2.2 Leicestershire County Council adopted the Minerals Core Strategy and Development Control Policies document in October 2009. The Waste Core Strategy and Development Control Policies document was also adopted in October 2009. The programme for the production of the remaining Minerals and Waste Local Development Framework documents is set out in the County Council's Minerals & Waste Development Scheme (<http://www.leics.gov.uk>).
- 2.3 The Borough Council currently has a range of Supplementary Planning Documents (SPDs), which supplement Local Plan policies (In addition, see Appendix 3 for list of existing Supplementary Planning Guidance and their relationship to Local Plan saved policies). As Local Plan policies are replaced by policies in Development Plan Documents, revised Supplementary Planning Documents will be prepared.

### **Proposed Planning Policy and Guidance**

- 2.4 The Borough Council is currently in the process of producing a Local Development Framework for Hinckley and Bosworth Borough to guide and control development. This Local Development Framework will gradually replace the adopted Local Plan.
- 2.5 The Proposals Map (including inset plans) is currently part of the adopted and saved Local Plan. However, it will be revised and replaced as Development Plan Documents are adopted.

### **Programme for the Preparation of Documents**

- 2.6 The next section of this Local Development Scheme outlines the documents that the Borough Council will be producing over the next three years and the timetable for their preparation. This information is presented in Table 1 and 2 and then individual profiles in Appendix 1.
- 2.7 Table 1 sets out a schedule of proposed new Local Development Documents to be prepared over the next 3 years, including those milestones that have already been completed (excluding documents which have been adopted), together with their roles and the main milestones to adoption.
- 2.8 Table 2 is a simple timeline chart providing an overview of the timetable for preparing the new Local Development Documents. The programme management details are then outlined in profiles for each individual document (Appendix 1).

2.9 Please note that the programme of documents has changed since the last Local Development Scheme was adopted, reflecting changing priorities and resources. Table 3 sets out these changes.

**TABLE 1- SCHEDULE OF PROPOSED LOCAL DEVELOPMENT DOCUMENTS**

<b>Document Title</b>	<b>Status</b>	<b>Brief Description</b>	<b>Chain of Conformity</b>	<b>Geographical Coverage</b>	<b>Stakeholder Engagement Options</b>	<b>Pre-submission Consultation</b>	<b>Date for Submission to Secretary of State</b>	<b>Estimated date for Adoption*</b>
Proposals Map and Inset Plan	Development Plan Document	Will show in graphical form the locations of the main policy designations.  Will be prepared and updated as the policy is adopted.	Must be in general conformity with, and reflect all adopted Development Plan Documents	Borough-wide	N/A	N/A	N/A	Updated each time a Development Plan Document is adopted
Site Allocations and Generic Development Control Policies	Development Plan Document	Merged document containing land allocations and site specific proposals in Hinckley & Bosworth Borough (excluding Hinckley Town Centre, Earl Shilton and Barwell, these will be dealt with in the Area Action Plans for those areas). The document also sets out criteria based policies against which planning applications for the development and use of land and buildings will be considered.	Must be in general conformity with Core Strategy, and National policies.	Borough-wide	September 2007 – October 2007  <b>COMPLETED</b>  <b>Preferred Options February 2009 – April 2009</b>  <b>COMPLETED</b>	August 2012 – September 2012	January 2013	December 2013
Hinckley Town Centre Area Action Plan	Development Plan Document	Sets out detailed policies and site proposals to address identified redevelopment / regeneration opportunities with the aim of enhancing the vitality and viability of Hinckley town centre.	Must be in general conformity with Core Strategy, and National policies.	Hinckley Town Centre	August 2005 – September 2005  <b>COMPLETED</b>	October 2008 – December 2008  <b>COMPLETED</b>  June 2010 – July 2010	September 2010	May 2011

<b>Document Title</b>	<b>Status</b>	<b>Brief Description</b>	<b>Chain of Conformity</b>	<b>Geographical Coverage</b>	<b>Stakeholder Engagement Options</b>	<b>Pre-submission Consultation</b>	<b>Date for Submission to Secretary of State</b>	<b>Estimated date for Adoption*</b>
Earl Shilton & Barwell Area Action Plan	Development Plan Document	Sets out land allocations and site specific policies for Earl Shilton and Barwell including the Sustainable Urban Extensions. The document will also identify redevelopment and regeneration opportunities within the centres of Barwell and Earl Shilton with the aim of enhancing the vitality and viability of these areas.	Must be in general conformity with Core Strategy, and National policies.	Earl Shilton and Barwell	December 2010 – January 2011	August 2011 - September 2011	November 2011	July 2012
Gypsy & Traveller Allocations Development Plan Document	Development Plan Document	Sets out land allocations and site specific policies for Gypsy & Traveller sites across the borough. The document also sets out criteria based policies against which planning applications for sites/pitches will be considered.	Must be in with Core Strategy Policy 18 and National Policies.	Borough-wide	January 2013 – February 2013	Post 2013	Post 2013	Post 2013

\*Estimated date, once a document has been submitted to the Secretary of State the timetable for further progression is dependent on Inspectorate availability.



**TABLE 1- SCHEDULE OF PROPOSED LOCAL DEVELOPMENT DOCUMENTS (Continued)**

<b>Document Title</b>	<b>Status</b>	<b>Brief Description</b>	<b>Chain of Conformity</b>	<b>Geographical Coverage</b>	<b>Stakeholder Engagement Options on Issues &amp; Options</b>	<b>Consultation on Draft Supplementary Planning Document</b>	<b>Date for Submission to Secretary of State</b>	<b>Estimated date for Adoption*</b>
<b>Rural Needs</b>	Supplementary Planning Document	To provide supplementary guidance on adopted Core Strategy Policy 17 in relation to meeting 'local need' either through Local Choice or a Rural Exceptions Site	Must be in conformity with adopted Core Strategy policy 17	Borough-wide	N/A	October 2010 – November 2010	N/A	April 2011
<b>Affordable Housing</b>	Supplementary Planning Document	To provide supplementary guidance on adopted Core Strategy policy 15 in relation to the provision of affordable housing across the Borough.	Must be in conformity with adopted Core Strategy policy 15	Borough-wide	<b>N/A</b>	October 2010 – November 2010	N/A	April 2011
<b>Infrastructure Plan</b>	Supplementary Planning Document	To provide supplementary guidance on adopted Core Strategy Policies 1, 2, 3, 4, 5, 7, 8, 10, 11, 12, 13, 14 and 20 in relation to the provision of infrastructure to support growth in the borough, including timescales, and possible funding sources. The Supplementary Planning Document will also include Town Centre Strategic transport Contributions guidance.	Must be in conformity with adopted Core Strategy Policies 1, 2, 3, 4, 5, 7, 8, 10, 11, 12, 13, 14 and 20	Borough-wide	<b>N/A</b>	<b>May 2013 – June 2013</b>	N/A	December 2013

<b>Document Title</b>	<b>Status</b>	<b>Brief Description</b>	<b>Chain of Conformity</b>	<b>Geographical Coverage</b>	<b>Stakeholder Engagement Options on Issues &amp; Options</b>	<b>Consultation on Draft Supplementary Planning Document</b>	<b>Date for Submission to Secretary of State</b>	<b>Estimated date for Adoption*</b>
<b>Play &amp; Open Spaces Developer Contributions</b>	Supplementary Planning Document	To provide supplementary guidance on relevant Policy within the Site Allocations and Generic Development Plan Document in relation to developer contributions	Must be in conformity with relevant Policy within the Site Allocations and Generic Development Control Policies Development Plan Document and Planning Circular in relation to developer contributions.	Borough-wide	<b>N/A</b>	Post 2013	N/A	Post 2013
<b>Sustainable Design</b>	Supplementary Planning Document	To provide supplementary guidance on Policy 24 of the adopted Core Strategy and relevant design policy within the Site Allocations and Generic development Control Policies Development Plan Document in relation to sustainable development.	Must be in conformity with Policy 24 of the adopted Core Strategy and relevant design policy within the Site Allocations and Generic development Control Policies Development Plan Document.	Borough-wide	<b>N/A</b>	Post 2013	N/A	Post 2013

<b>Document Title</b>	<b>Status</b>	<b>Brief Description</b>	<b>Chain of Conformity</b>	<b>Geographical Coverage</b>	<b>Stakeholder Engagement Options on Issues &amp; Options</b>	<b>Consultation on Draft Supplementary Planning Document</b>	<b>Date for Submission to Secretary of State</b>	<b>Estimated date for Adoption*</b>
<b>Shopping &amp; Shop Fronts</b>	Supplementary Planning Document	To provide supplementary guidance on relevant policy within the Hinckley Town Centre Area Action Plan in relation to retail development	Must be in conformity with relevant policy within the Hinckley Town Centre Area Action Plan in relation to retail development	Borough-wide	<b>N/A</b>	Post 2013	N/A	Post 2013

**PROGRAMME MANAGEMENT – TABLE 2**

Year	2010												2011												2012												2013													
Month	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	J	F	M	A	M	J	J	A	S	O	N	D		
Development Plan Documents																																																		
Site Allocations & Generic Development Control Policies DPD																																																		
Gypsy and Traveller Allocations DPD																																																		
Eari Shilton & Barwell Area Action Plan																																																		
Hinckley Town Centre Area Action Plan																																																		
Supplementary Planning Documents																																																		
Rural Needs SPD																																																		
Affordable Housing SPD																																																		
Infrastructure Plan SPD																																																		
Play and Open Space Developer Contributions SPD																																																		
Sustainable Design SPD																																																		
Shopping and Shop Fronts SPD																																																		

1	Commencement of Document & Preparation
2	Drafting of Options
3	Consultation on Preferred Options / or Draft SPD & Sustainability Appraisal (SA Where Applicable)
4	Analysis of Consultation Responses
5	Drafting of Submission Document
6	Consultation on Submission Document
7	Analysis of Consultation Responses
8	Date for submission to Secretary of State
9	Pre-examination Meeting
10	Commencement of Hearing/Examination
11	Proposed Date for Adoption

- 2.10 Due to changing priorities and the experience of the resource intensive Core Strategy Examination, the programme of documents has changed since the last Local Development Scheme was adopted in 2007. Table 3 summarises these changes.

**Table 3: Revisions to Local Development Scheme Programme since 2007**

Local Development Scheme Programme 2007	Local Development Scheme Programme 2010	Reason for Change
Statement of Community Involvement	Not included	Now adopted – Removed from Programme
Proposals Map & Inset Plans	Proposals Map & Inset Plans	No change
Core Strategy	Not Included	Now adopted – Removed from Programme
Site Allocations Development Plan Document	Site Allocations and Generic Development Control Policies Development Plan Document	Site Allocations Development Plan Document and Generic Development Control Policies Development Plan Document have been combined into one Development Plan Document. Change to timescale as a result of resource intensive consultation and preparation.
Generic Development Control Policies Development Plan Document	Site Allocations and Generic Development Control Policies Development Plan Document	Generic Development Control Policies Development Plan Document has been merged with the Site Allocations Development Plan Document for the benefit of cohesiveness for the planning process and allowing clarity.
Site Allocations Development Plan Document	Gypsy & Traveller Allocations Development Plan Document	Allocations of gypsy and traveller pitches previously formed part of the Site Allocations DPD. However, consultation on this demonstrated the need to separate out the pitch allocations to enable further evidence base collation without impacting upon the rest of the timetable.
Hinckley Town Centre Area Action Plan	Hinckley Town Centre Area Action Plan	Change to timescales as a result of the requirement to undertake a viability assessment.
Not Included	Barwell And Earl Shilton Area Action Plan	Added to Local Development Scheme to establish guidance and delivery tool for those areas.

Local Development Scheme Programme 2007	Local Development Scheme Programme 2010	Reason for Change
Shopping & Shop Fronts Supplementary Planning Document	Shopping & Shop Fronts Supplementary Planning Document	Completed but based on Local Plan Policy, will need to be revised once the Hinckley Town Centre Area Action Plan DPD has been adopted.
Affordable Housing Supplementary Planning Document	Affordable Housing Supplementary Planning Document	Completed but has since been superseded by Policy 15 of the Core Strategy. Revision will be necessary to reflect the new policy.
Sustainable Design Supplementary Planning Document	Sustainable Design Supplementary Planning Document	Completed but based on Local Plan Policy, will need to be revised once all the relevant Development Plan Document Policies have been adopted. This will also provide an opportunity to encompass other design issues.
Town Centre Strategic Transport Development Contributions Supplementary Planning Document	Infrastructure Plan Supplementary Planning Document	Completed but based on Local Plan Policy, will need to be revised once relevant Development Plan Document Policy has been adopted. For a cohesive approach this Supplementary Planning Document will now be dealt with through the Infrastructure Plan Supplementary Planning Document.
Play & Open Spaces Developer Contributions Supplementary Planning Document	Play & Open Spaces Developer Contributions Supplementary Planning Document	Completed but has since been superseded by Policy 19 of the Core Strategy. Revision will be necessary to reflect the new policy.
Ratby Village Design Statement Supplementary Planning Document	Not included	Now adopted – Remove from Programme.
Not included	Rural Needs Supplementary Planning Document	Additional Guidance to expand on Core Strategy Policy 17.
Not Included	Infrastructure Plan Supplementary Planning Document	Additional guidance on adopted Core Strategy in relation to infrastructure provision. The Supplementary Planning Document will also include Town Centre Strategic transport Contributions guidance for cohesive purposes.

### **3.0 Supporting Statement**

3.1 This statement explains in detail how the Borough Council intends to produce informative, effective and up-to-date policies. Policies will be based firmly on evidence gathered about the Borough and will be appraised for their sustainability. Community groups and stakeholders will be involved throughout, but with particular emphasis in the early stages.

3.2 This section is split into three sections:

- Justification of the Programme and Timetable
- Context and Key Influences on Local Development Documents
- Management of the Programme

#### **Justification of the Programme and Timetable**

##### **Identifying Priorities**

3.3 There are a number of documents that will make up the Local Development Framework and the Borough Council therefore has to prioritise which documents need to be prepared first. The flexibility of the new system allows for this approach, so that the far-reaching scope of a Local Development Framework can be developed through time. The consideration of the following factors determined the Council's priorities in this Local Development Scheme:

- The need to review and update key policies and proposals set out in the national planning structure and any intermediary documents that form material planning considerations;
- Land-use requirements arising from the Community Strategy;
- New planning regulations and associated guidance;
- The emerging Evidence Base and Monitoring regimes;
- Discussions with Government Office, stakeholders and other agencies; and
- Known developer interest

#### **Rationale for Programme of Local Development Documents**

3.4 Diagram 1 shows the relationship between the different Local Development Documents that will comprise the Local Development Framework up to 2014. The rationale for selecting these local development documents for inclusion in the council's Local Development Framework is as follows:

- **Adopted Local Plan**  
This was adopted in 2001 with an end date of 2006, however under the new regulations it will be saved whilst development plan documents are put in place to replace it. As each development plan document is adopted, the policies and proposals in the adopted local plan that it replaces will be superseded.
- **Statement of Community Involvement**

This outlines the council's commitment towards public and stakeholder involvement in the Local Development Framework process and was adopted in November 2006. It will ensure future plan making addresses locally based requirements and expectations for community involvement.

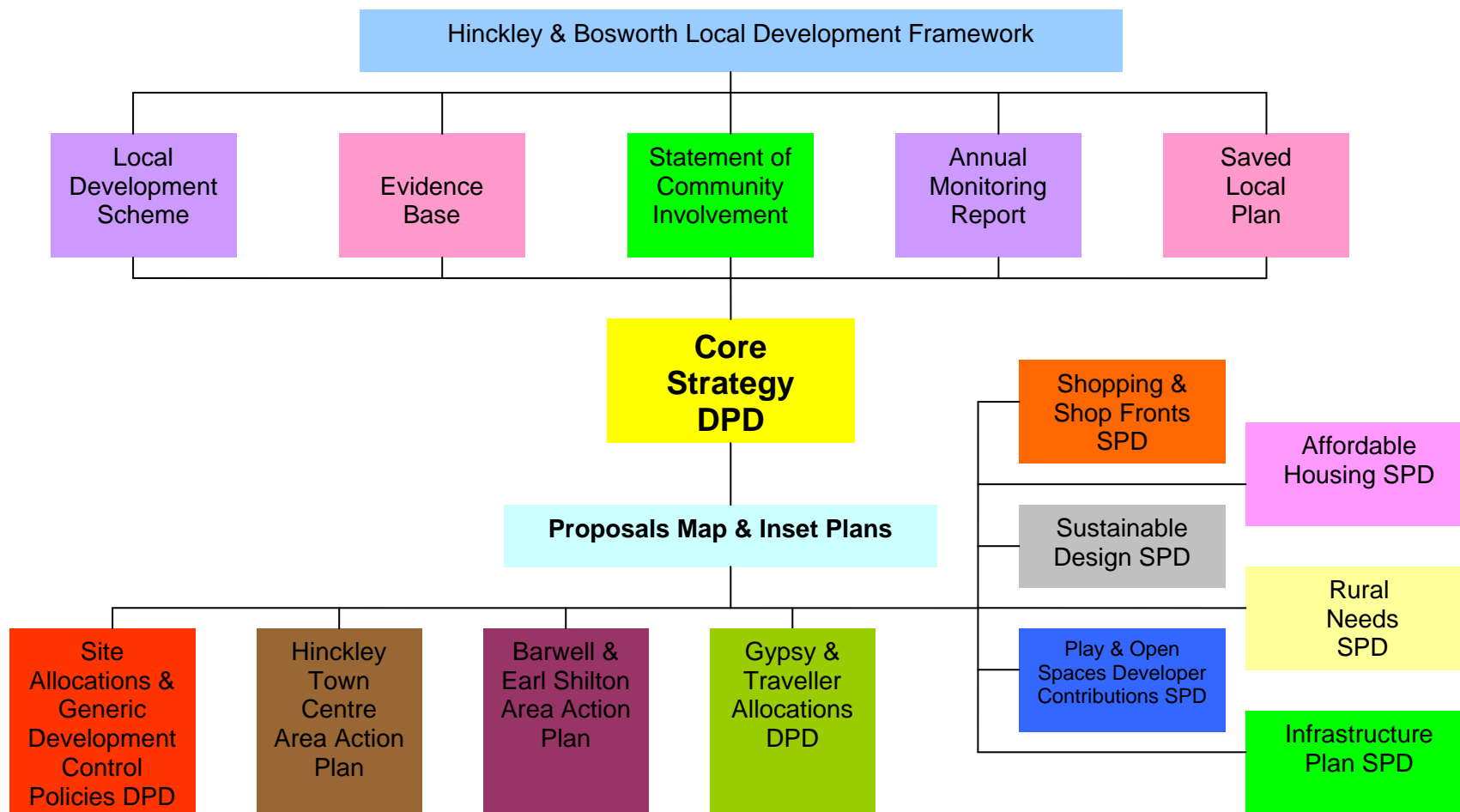
- **Core Strategy Development Plan Document**  
This Core Strategy provides a vision for Hinckley and Bosworth Borough, measurable objectives and strategic policies to provide a coherent spatial strategy for the Borough. The Core Strategy was adopted in December 2009 and all other local development documents must enable the delivery of the Core Strategy and its vision.
- **Site Allocations and Generic Development Control Policies Development Plan Document**  
The Site Allocations and Generic Development Control Policies Development Plan Document allocates land to deliver housing and other major development needs such as employment, retail, recreation/ open space, nature conservation, community uses and other land uses, to meet the requirements set out in the Core Strategy. In addition, it also includes generic development control policies which will be used when determining planning applications. The Site Allocations and Generic Development Control Policies Development Plan Document must enable delivery of the Core Strategy.
- **Hinckley Town Centre Area Action Plan**  
To address identified opportunities for redevelopment, having regard to the Community Plan and the Core Strategy. This will maintain the momentum and build on the site specific work already undertaken as part of the Hinckley Town Centre Masterplan and the Druid Quarter Masterplan whilst addressing the wider spatial issues associated with the town. It will include site allocations for retail, employment, residential, leisure, open space in the town centre.
- **Barwell and Earl Shilton Area Action Plan**  
To set out the masterplan for the Barwell and Earl Shilton Sustainable Urban Extensions and establish a policy framework for the future development of both the Sustainable Urban Extensions, and land allocations within all of Barwell and Earl Shilton. The Development Plan Document will also provide a framework for the regeneration of the existing Earl Shilton and Barwell local centres. The Development Plan Document must enable delivery of the Core Strategy.
- **Gypsy & Traveller Allocations Development Plan Document**  
The Gypsy & Traveller Allocations Development Plan Document allocates land to deliver residential pitches/sites to meet the requirements set out in the Core Strategy.
- **Shopping and Shop Fronts Supplementary Planning Document**  
To supplement relevant policy within the Hinckley Town centre Area Action Plan in relation to retail development to ensure that the objectives in the Town Centre Masterplan are being delivered.
- **Affordable Housing Supplementary Planning Document**



To supplement adopted Core Strategy Policy 15 to ensure that sufficient affordable housing is delivered.

- **Rural Needs Supplementary Planning Document**  
To supplement adopted Core Strategy Policy 17 to ensure 'local needs' in relation to housing, employment and community facilities are met.
- **Sustainable Design Supplementary Planning Document**  
To supplement and expand on relevant policy within the Site Allocations and Generic Development Control Policies Development Plan Document and Core Strategy Policy 24 and 16, working to ensure that sustainable and quality design is being achieved across the Borough.
- **Infrastructure Plan Supplementary Planning Document**  
To supplement adopted Core Strategy Policies 1,2,3,4,5,7,8,10,11,12,13, 14 and 20 to provide guidance on the provision and funding of infrastructure to support growth in the Borough. This document will include town centre strategic transport developer contributions guidance; this will ensure that the objectives of the Hinckley Town Centre Area Action Plan are achieved.
- **Play and Open Spaces Developer Contributions Supplementary Planning Document**  
To supplement relevant policy within the Site Allocations and Generic Development Control Policies Development Plan Document to ensure there is clarity in Play and Open Space S106 negotiations.

**Diagram 1 - HBBC Local Development Framework Structure**



## **Context and Key Influences on Local Development Documents**

- 3.5 This section deals specifically with the production of Local Development Documents, it outlines how existing policies and strategies will affect their production, how evidence will be collected and how they will be influenced by sustainability appraisal

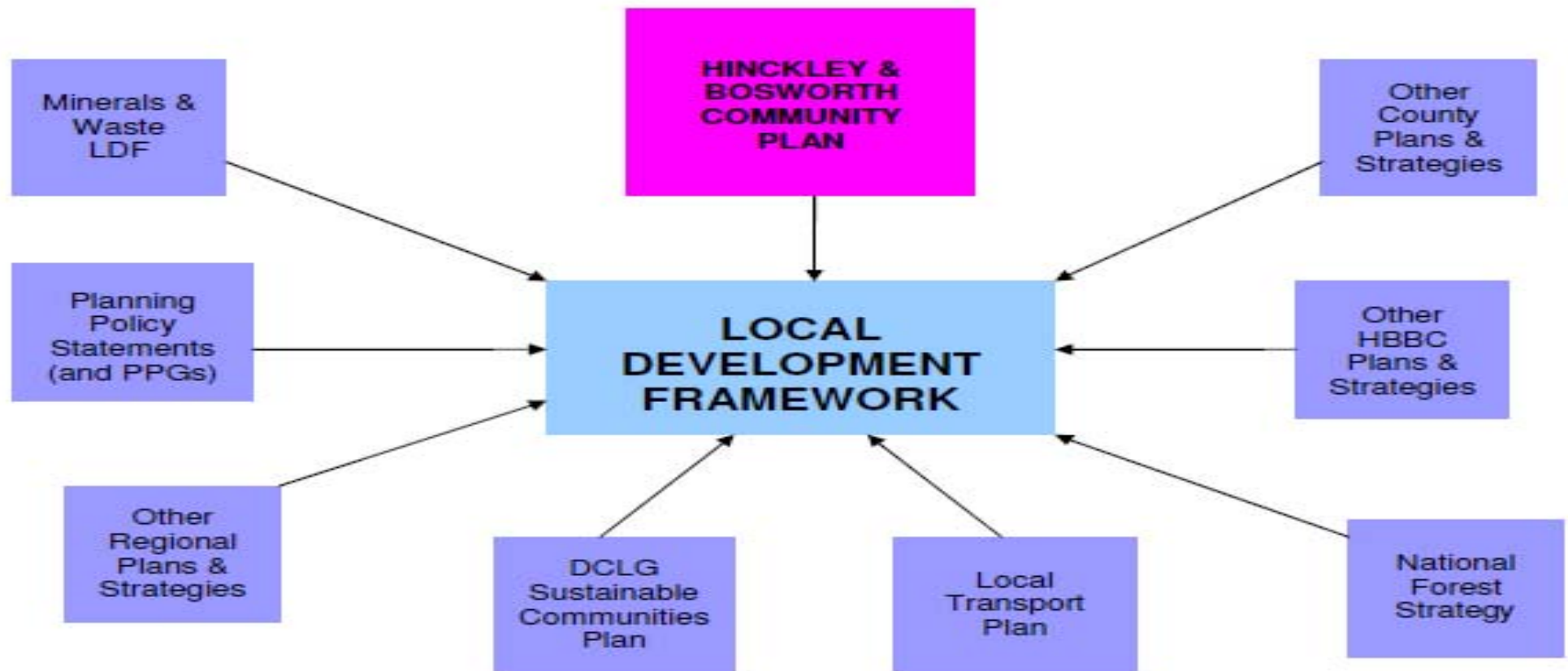
### **Strategic Planning Context**

- 3.6 National Planning Policy and Guidance is published by the Department of Communities and Local Government (DCLG) in the form of Planning Policy Statements (PPS), Planning Policy Guidance (PPG) and best practice guides. The Department for Communities and Local Government is in the process of reviewing and updating Planning Policy Guidance, which will be replaced with Planning Policy Statements.

### **Links to the Community Plan and Other Strategies**

- 3.7 The key strategy which the Local Development Framework must have regard to is the Hinckley and Bosworth Community Plan 2009 – 2014. It is produced by the Hinckley and Bosworth Local Strategic Partnership (LSP), which is a partnership of organisations and individuals that aims to improve the quality of life of people in the borough. It has a much wider concern than just the physical development of land, providing an important overarching strategy and context for the Local Development Framework.
- 3.8 Work is on-going by the Local Strategic Partnership to establish community and other stakeholder focus groups. This work will be built upon in the process of preparing the Local Development Framework.
- 3.9 Other important documents which the Local Development Framework will need to have regard to are the Minerals and Waste Development Frameworks and the two Local Transport Plans for Leicestershire and Central Leicestershire. These documents will have a key influence on future development patterns.
- 3.10 There are also a number of council and external strategies which will need to be taken into account in the preparation of the Local Development Framework.
- 3.11 Diagram 2 shows how the key strategies fit in with the preparation of the Local Development Framework.

Diagram 2 - Relationship between Local Development Framework and other Key Strategies/Plans



## **Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA)**

3.12 Throughout the process of preparing development policies and proposals it will be important to have a clear understanding of the sustainability implications of the options available. To ensure this information is available to stakeholders and to the borough council to help inform views and decisions, the government have required authorities to produce a Sustainability Appraisal at each stage of document preparation for Development Plan Documents. It is important that this Sustainability Appraisal meets the requirements set out in the European Strategic Environmental Assessment Directive but that it also considers wider sustainability issues related to social and economic factors.

3.13 Preparing a Sustainability Appraisal involves:

- Identifying strategic alternatives;
- Collecting base-line monitoring information;
- Predicting significant environmental, social and economic effects of the options;
- Engaging and consulting with the public and key organisations on the implications of the options available; and
- Addressing and monitoring the significant environmental, social and economic effects of the plan;

The Sustainability Appraisal process is an integral part of production of documents for the Local Development Framework. At each stage of consultation the borough council will consider the significant effects of the options or draft proposals.

### **Evidence Base**

3.14 To produce informative, effective and up-to-date policies, the council needs to prepare and consider a reliable baseline of evidence when drawing up its planning framework to explore housing need, environmental improvements, landscape, retail capacity and previous issues papers that the public have been involved with.

### **Annual Monitoring Report**

3.15 The council is required to monitor annually how effective its policies and proposals are. An Annual Monitoring Report will be published by the council each year to inform Local Development Scheme reviews and will be made available for public inspection.

3.16 As part of the monitoring process, the council will assess:

- Whether it is meeting, or is on target to meet, the milestones set out in the Local Development Scheme and, if not, the reasons why;
- What impact Local Development Documents are having on other national and locally set targets;

- Whether any policies need to be reviewed or replaced to meet sustainable development objectives; and
  - What action needs to be taken if policies need to be replaced.
- 3.17 As a result of monitoring, the council will consider what changes, if any, need to be made. If changes are appropriate, these will be brought forward through the review of the Local Development Scheme.

## **Management of Local Development Document Preparation**

- 3.18 This section gives an account of how the council will work, the resources that will be allocated, and how risks will be managed.

### **Joint Working**

- 3.19 It is not the intention of the council to set up a joint planning board with any of our neighbouring authorities for the production of the Local Development Framework. However, the council has in the past worked closely with neighbouring authorities and external agencies (such as the County Council) and will continue to foster such relationships where they have benefits for the borough as a whole, particularly in preparing baseline evidence.
- 3.20 The Development Plans Forum is an established inter-authority working group, which aims to provide a forum for authorities to work together and share best practice about development planning around the region.

### **Resources**

- 3.21 A Local Development Framework Project Team has been set up to co-ordinate work on a day to day basis and work closely with colleagues from other Service Areas and organisations to prepare documents for the Local Development Framework. Various studies and selected policies which inform the Local Development Framework have been identified as a priority for these officers in the Service's Business Delivery Plan.
- 3.22 Consultants will be engaged on specific projects to provide specific technical expertise or where there is a need for independent advice or a lack of in house capacity. Some work will be undertaken in conjunction with Leicestershire County Council and where opportunities arise with other districts to avoid duplication of effort across the county.
- 3.23 During the Local Development Framework process, the council has made annual contributions from its revenue budget to an earmarked reserve to fund the review process. The Strategy and Regeneration Section has a business plan which provides a framework for project delivery and this plan is reviewed annually.

### **Programme Management and Responsibilities**

- 3.24 The tables in Section 2 set out the timetable for Local Development Document production. At this stage, assumptions have had to be made about the exact availability of the Planning Inspectorate to hold examinations; however the Planning Inspectorate will be consulted by Government Office for the East Midlands and a service level agreement entered into, to ensure the Local Development Scheme is realistic.
- 3.25 The profiles in Appendix 1 identify management responsibilities for each area of work.
- 3.26 Progress on the Local Development Scheme and preparation of Local Development Documents will be reported to the Council's Local Development Framework Members Working Party.

- 3.27 Regular meetings are held between the Head of Planning and the Strategy and Regeneration Manager to ensure lines of communication are working and to review progress.
- 3.28 All officers engaged on the project are linked by email and shared work directories to facilitate joint working. Specialist software will be used to record and manage the process.
- 3.29 The Chief Executive will take personal responsibility for ensuring that the Annual Monitoring Report is produced on time and that the information is fed into the annual review of the Local Development Scheme.
- 3.30 The Borough Council has worked closely with Government Office for the East Midlands on drafts of this Local Development Scheme to ensure it is fit for purpose. This relationship will continue to ensure documents are prepared and consulted on in the appropriate way and the government's requirements are met.

### **Council Procedures and Reporting Protocols**

- 3.31 For each Development Plan Document, Supplementary Planning Document and the Statement of Community Involvement, the levels of political responsibility are as follows.
  - Local Development Framework Members Working Party to oversee the preparation of all documents and make recommendations to Executive/Planning Committee/Council;
  - Executive for all pre-submission stages of Development Plan Documents.
  - Council's Scrutiny Commission will review evidence for Development Plan Documents, and results of consultation for all documents and make recommendation to Executive Members as appropriate;
  - Council Resolution required for submission and adoption stages;

### **Risk Assessment**

- 3.32 In preparing the Local Development Scheme, it was found that the main areas of risk relate to:
  - **Resourcing**  
The council has established good working relationships over the years with consultants and neighbouring authorities and where appropriate resources will be pooled for mutual benefit.
  - **Political Issues**  
This has been reduced as far as possible by the political management arrangements put in place. The Members Working Party is a cross-party group, which oversees the production of the Local Development Framework to achieve consensus for recommendation to Executive. Where necessary the Scrutiny Commission have the opportunity to consider documents at all stages.
  - **Capacity of Planning Inspectorate and other agencies to cope with demand nation-wide**



This has been reduced as far as possible by the early notification of the Local Development Scheme programme to the Planning Inspectorate.

- **“Soundness” of Development Plan Documents**  
We will minimise this risk by working closely with Government Office and the Planning Inspectorate at all milestone stages and in the run up to submission of Development Plan Documents.
- **Legal Challenge**  
We will minimise this by ensuring that Development Plan Documents are “sound” and founded on a robust evidence base and well-audited stakeholder and community engagement systems.

## Appendix 1 - Local Development Document Profiles

### Site Allocations and Generic Development Control Policies Development Plan Document

#### Overview

<b>Role &amp; Subject</b>	To provide a policy framework containing land allocations and site specific proposals up to 2026, in accordance with requirements, vision and spatial strategy set out in the Core Strategy. The Development Plan Document will include the identification of sites for housing, employment, retail, recreation/open space, nature conservation and other land uses and will contain policies relating to proposals that require site specific conditions such as design guidance, conservation and protection of open spaces. The LDD will also detail allocations that have particular Development Control Requirements. To set out criteria based policies against which planning applications for the development and use of land and buildings will be considered.
<b>Geographical Coverage</b>	Borough-wide
<b>Status</b>	Development Plan Document.
<b>Priority</b>	High
<b>Chain of Conformity</b>	It must be in conformity with the Core Strategy, national policy and the Hinckley & Bosworth Community Plan.
<b>Saved Local Plan Policies to be replaced</b>	See Appendix 2

#### Timetable

Stage	Dates
Document preparation and stakeholder engagement.	September 05 – December 05 – Completed
Consultation on Issues & Options and Sustainability Appraisal.	July 07 – September 07 - Completed
Consideration of Representations and Stakeholder Discussions.	October 07 – August 08 – Completed
Public Consultation on Preferred Options and Sustainability Appraisal.	February 2009 – April 2009 – Completed
Preparation of Submission Document and Sustainability Appraisal.	October 2011 – July 2012
Publication of Development Plan Document and Final Sustainability Report.	August 2012 – September 2012
Submission to Secretary of State	January 2013
Estimated date of Pre-Examination Meeting / <u>Commencement of hearing/ Examination</u>	July 2013 – <u>August 2013</u>
Estimated date for Adoption.	December 2013

#### Arrangements for Production

<b>Organisational Lead</b>	Strategy & Regeneration Manager.
<b>Management Arrangements</b>	A Local Development Framework Project team will co-ordinate and manage work on a day to day basis. A Members Working Party will oversee preparation of the LDF and make recommendations to Executive.
<b>External Resources</b>	Local Strategic Partnership to provide key link to community planning. Development Industry expertise. Consultants to organise/facilitate consultation where necessary. Consultations have already been engaged in to provide evidence base (i.e. Housing Needs Study / PPG17 Study / Employment Land and Premises Study). Consultants to assist with Sustainability Appraisal and Strategic Environmental Assessment work and examination work.
<b>Stakeholder &amp; Community Involvement</b>	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
<b>Monitoring and Review</b>	Development Plan Documents will be kept under regular review and an Annual Monitoring Report on their effectiveness published.

## Hinckley Town Centre Area Action Plan

### Overview

<b>Role &amp; Subject</b>	To set out detailed policies and site proposals to address identified redevelopment/ regeneration opportunities with the aim of enhancing the vitality and viability of Hinckley Town Centre. It will include site allocations for retail, employment, residential, leisure, and open space in the town centre.
<b>Geographical Coverage</b>	Hinckley Town Centre
<b>Status</b>	Development Plan Document.
<b>Priority</b>	High
<b>Chain of Conformity</b>	It must be in conformity with the Core Strategy, national policy and the Hinckley & Bosworth Community Plan.
<b>Saved Local Plan Policies to be replaced</b>	See Appendix 2

### Timetable

Stage	Dates
Document preparation and stakeholder engagement.	October 2003 – July 2005– Completed
Consultation on Issues & Options and Sustainability Appraisal.	August 05 – September 05– Completed
Consideration of Representations and Stakeholder Discussions.	October 05 – August 07– Completed
Public Consultation on Preferred Options and Sustainability Appraisal.	September 07 – October 07– Completed
Preparation of Submission Document and Sustainability Appraisal.	November 07 – August 08– Completed
Publication of Development Plan Document and Final Sustainability Report.	October 08 – December 2008 – Completed June 2010 – July 2010
Submission to Secretary of State	September 2010
Estimated date of Pre-Examination Meeting / <u>Commencement of hearing/ Examination</u>	November 10 – <u>December 10</u>
Estimated date for Adoption.	May 11

### Arrangements for Production

<b>Organisational Lead</b>	Strategy & Regeneration Manager.
<b>Management Arrangements</b>	A Local Development Framework Project team will co-ordinate and manage work on a day to day basis. A Members Working Party will oversee preparation of the LDF and make recommendations to Executive.
<b>External Resources</b>	Local Strategic Partnership to provide key link to community planning. Development Industry expertise, including seeking advice from stakeholder groups (i.e. Hinckley Chamber of Trade and Economic Partnership). Consultants to undertake an Employment Land & Premises Study. Consultants to undertake a viability assessment on the sites included within the Area Action Plan. Consultants to assist with Sustainability Appraisal and Strategic Environmental Assessment work and examination work.
<b>Stakeholder &amp; Community Involvement</b>	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
<b>Monitoring and Review</b>	Development Plan Documents will be kept under regular review and an Annual Monitoring Report on their effectiveness published.

## **Barwell and Earl Shilton Area Action Plan**

### **Overview**

<b>Role &amp; Subject</b>	To set out detailed policies and site proposals for the Barwell and Earl Shilton Sustainable Urban Extension. In addition, the plan shall include site allocations across the whole of Barwell and Earl Shilton (retail, employment, residential, leisure, and open space) including the identification of redevelopment and regeneration opportunities within the centres of Barwell and Earl Shilton with the aim of enhancing the vitality and viability of these areas.
<b>Geographical Coverage</b>	Barwell and Earl Shilton
<b>Status</b>	Development Plan Document.
<b>Priority</b>	High
<b>Chain of Conformity</b>	It must be in conformity with the Core Strategy, national policy and the Hinckley & Bosworth Community Plan.
<b>Saved Local Plan Policies to be replaced</b>	See Appendix 2

### **Timetable**

<b>Stage</b>	<b>Dates</b>
Commencement of Area Action Plan.	May 2010
Consultation on Issues, Alternative Options and Preferred Options (Sustainability Appraisal).	December 2010 – January 2011
Preparation of Submission Document and Sustainability Appraisal.	February 2011 – July 2011
Publication of Development Plan Document and Final Sustainability Report.	August 2011 – September 2011
Submission to Secretary of State	November 2011
Estimated date of Pre-Examination Meeting / <u>Commencement of hearing/ Examination</u>	January 2012 – <u>February 2012</u>
Estimated date for Adoption.	July 2012

### **Arrangements for Production**

<b>Organisational Lead</b>	Strategy & Regeneration Manager.
<b>Management Arrangements</b>	<p>The Majors Project team will co-ordinate and manage the Consultants on a day to day basis whilst the Masterplan is being prepared.</p> <p>A Local Development Framework Project Team will co-ordinate and manage work on a day to day basis during the preparation of the Area Action Plan.</p> <p>A Members Working Party will oversee preparation of the LDF and make recommendations to Executive.</p>
<b>External Resources</b>	<p>Development Industry expertise, including seeking advice from stakeholder groups</p> <p>Consultants have been commissioned to undertake a masterplanning exercise for the Sustainable Urban Extensions and the centres of Barwell and Earl Shilton. The Consultants will provide support to the LDF Project Team during the drafting of the Area Action Plan and appear at the Examination along with Council Officers.</p> <p>Consultants to organise/facilitate consultation on the Masterplan and LDF Project Team to organise consultation on the Area Action Plan.</p> <p>Consultants to prepare the Sustainability Appraisal and Strategic Environmental Assessment.</p>
<b>Stakeholder &amp; Community Involvement</b>	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
<b>Monitoring and Review</b>	Development Plan Documents will be kept under regular review and an Annual Monitoring Report on their effectiveness published.

## **Gypsy & Traveller Allocations Development Plan Document**

### **Overview**

<b>Role &amp; Subject</b>	To provide a policy framework containing land allocations and site specific proposals for gypsy and traveller pitches/sites up to 2026, in accordance with requirements, vision and spatial strategy set out in the Core Strategy. The Development Plan Document will include the identification of sites for gypsy and traveller accommodations and will contain policies relating to proposals that require site specific conditions such as design guidance, conservation and protection of open spaces. The LDD will also detail allocations that have particular Development Control Requirements. To set out criteria based policies against which planning applications for the development and use of land and buildings will be considered.
<b>Geographical Coverage</b>	Borough-Wide
<b>Status</b>	Development Plan Document.
<b>Priority</b>	High
<b>Chain of Conformity</b>	It must be in conformity with the Core Strategy, national policy and the Hinckley & Bosworth Community Plan.
<b>Saved Local Plan Policies to be replaced</b>	See Appendix 2

### **Timetable**

<b>Stage</b>	<b>Dates</b>
Commencement of Development Plan Document.	November 2012
Consultation on Issues, Alternative Options and Preferred Options (Sustainability Appraisal).	January 2013 – February 2013
Preparation of Submission Document and Sustainability Appraisal.	September 2013 – Beyond LDS Period
Publication of Development Plan Document and Final Sustainability Report.	Beyond LDS period
Submission to Secretary of State	Beyond LDS period
Estimated date of Pre-Examination Meeting / <u>Commencement of hearing/ Examination</u>	Beyond LDS period
Estimated date for Adoption.	Beyond LDS period

### **Arrangements for Production**

<b>Organisational Lead</b>	Strategy & Regeneration Manager.
<b>Management Arrangements</b>	A Local Development Framework Project team will co-ordinate and manage work on a day to day basis. A Members Working Party will oversee preparation of the LDF and make recommendations to Executive.
<b>External Resources</b>	Leicester and Leicestershire Joint Traveller Unit, including seeking advice from stakeholder groups Consultants to assist with Sustainability Appraisal and Strategic Environmental Assessment work and examination work.
<b>Stakeholder &amp; Community Involvement</b>	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
<b>Monitoring and Review</b>	Development Plan Documents will be kept under regular review and an Annual Monitoring Report on their effectiveness published.

## **Shopping & Shop Fronts Supplementary Planning Document**

### **Overview**

<b>Role &amp; Subject</b>	To provide supplementary guidance on relevant policy within the Hinckley Town Centre Area Action Plan in relation to retail development.
<b>Geographical Coverage</b>	Borough-wide.
<b>Status</b>	Supplementary Planning Document.
<b>Priority</b>	Medium
<b>Chain of Conformity</b>	Must be in conformity with the relevant policy within the Hinckley Town Centre Area Action Plan.

### **Timetable**

<b>Stage</b>	<b>Dates</b>
Preparation of Draft Supplementary Planning Document	September 2013 –Beyond LDS Period
Consultation on Draft Supplementary Planning Document	Beyond LDS Period
Consideration of consultation representations.	Beyond LDS Period
Estimated Date for Adoption.	Beyond LDS Period

### **Arrangements for Production**

<b>Organisational Lead</b>	Strategy & Regeneration Manager.
<b>Management Arrangements</b>	A Local Development Framework Project team will co-ordinate and manage work on a day to day basis. A Members Working Party will oversee preparation of the LDF and make recommendations to Executive/Planning Committee/Full Council.
<b>External Resources</b>	Local Strategic Partnership to provide key link to community planning. Consultants to organise/facilitate consultation where necessary.
<b>Stakeholder &amp; Community Involvement</b>	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
<b>Monitoring and Review</b>	The Annual Monitoring Report examines the Council's progress on their production which will be measured against the milestones within this Local Development Scheme.

## **Rural Needs Supplementary Planning Document**

### **Overview**

<b>Role &amp; Subject</b>	To provide supplementary guidance on adopted Core Strategy Policy 17 in relation to meeting 'local need' either through Local Choice or a Rural Exceptions Site
<b>Geographical Coverage</b>	Borough-wide.
<b>Status</b>	Supplementary Planning Document.
<b>Priority</b>	High.
<b>Chain of Conformity</b>	Must be in conformity with the adopted Core Strategy Policy 17

### **Timetable**

<b>Stage</b>	<b>Dates</b>
Preparation of Draft Supplementary Planning Document	June 2010-September 2010
Consultation on Draft Supplementary Planning Document	October 2010 – November 2010
Consideration of consultation representations.	December 2010 – January 2011
Estimated Date for Adoption.	April 2011

### **Arrangements for Production**

<b>Organisational Lead</b>	Strategy & Regeneration Manager.
<b>Management Arrangements</b>	A Local Development Framework Project team will co-ordinate and manage work on a day to day basis. A Members Working Party will oversee preparation of the LDF and make recommendations Executive/Planning Committee/Full Council.
<b>External Resources</b>	Local Strategic Partnership to provide key link to community planning. Consultants to organise/facilitate consultation where necessary.
<b>Stakeholder &amp; Community Involvement</b>	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
<b>Monitoring and Review</b>	The Annual Monitoring Report examines the Council's progress on their production which will be measured against the milestones within this Local Development Scheme.

## **Affordable Housing Supplementary Planning Document**

### **Overview**

<b>Role &amp; Subject</b>	To provide supplementary guidance on adopted Core Strategy Policy 15 in relation to the provision of affordable housing across the Borough.
<b>Geographical Coverage</b>	Borough-wide.
<b>Status</b>	Supplementary Planning Document.
<b>Priority</b>	High.
<b>Chain of Conformity</b>	Must be in conformity with the adopted Core Strategy Policy 15

### **Timetable**

<b>Stage</b>	<b>Dates</b>
Preparation of Draft Supplementary Planning Document	June 2010-September 2010
Consultation on Draft Supplementary Planning Document	October 2010 – November 2010
Consideration of consultation representations.	December 2010 – January 2011
Estimated Date for Adoption.	April 2011

### **Arrangements for Production**

<b>Organisational Lead</b>	Strategy & Regeneration Manager.
<b>Management Arrangements</b>	A Local Development Framework Project team will co-ordinate and manage work on a day to day basis. A Members Working Party will oversee preparation of the LDF and make recommendations Executive/Planning Committee/Full Council.
<b>External Resources</b>	Local Strategic Partnership to provide key link to community planning. Consultants to organise/facilitate consultation where necessary.
<b>Stakeholder &amp; Community Involvement</b>	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
<b>Monitoring and Review</b>	The Annual Monitoring Report examines the Council's progress on their production which will be measured against the milestones within this Local Development Scheme.



## Sustainable Design Supplementary Planning Document

### Overview

<b>Role &amp; Subject</b>	To provide supplementary guidance on Policy 24 and 16 of the adopted Core Strategy and relevant design policy within the Site Allocations and Generic development Control Policies Development Plan Document in relation to sustainable and quality design.
<b>Geographical Coverage</b>	Borough-wide.
<b>Status</b>	Supplementary Planning Document.
<b>Priority</b>	Medium.
<b>Chain of Conformity</b>	Must be in conformity with Policy 24 and 16 of the adopted Core Strategy and relevant design policy within the Site Allocations and Generic development Control Policies Development Plan Document.

### Timetable

<b>Stage</b>	<b>Dates</b>
Preparation of Draft Supplementary Planning Document.	September 2013 –Beyond LDS Period
Consultation on Draft Supplementary Planning Document.	Beyond LDS Period
Consideration of consultation representations.	Beyond LDS Period
Estimated Date for Adoption.	Beyond LDS Period

### Arrangements for Production

<b>Organisational Lead</b>	Strategy & Regeneration Manager.
<b>Management Arrangements</b>	A Local Development Framework Project team will co-ordinate and manage work on a day to day basis in liaison with DC Officers / Urban Design Specialists. A Members Working Party will oversee preparation of the LDF and make recommendations to Executive/Planning Committee/Full Council.
<b>External Resources</b>	Local Strategic Partnership to provide key link to community planning. Consultants to organise/facilitate consultation where necessary.
<b>Stakeholder &amp; Community Involvement</b>	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
<b>Monitoring and Review</b>	The Annual Monitoring Report examines the Council's progress on their production which will be measured against the milestones within this Local Development Scheme.

## Infrastructure Plan Supplementary Planning Document

### Overview

<b>Role &amp; Subject</b>	To provide supplementary guidance on adopted Core Strategy Policies 1, 2, 3, 4, 5, 7, 8, 10, 11, 12, 13, 14 and 20 in relation to the provision of infrastructure to support growth in the borough, including timescales, and possible funding sources. The Supplementary Planning Document will also include Town Centre Strategic Transport Contributions guidance.
<b>Geographical Coverage</b>	Borough wide
<b>Status</b>	Supplementary Planning Document.
<b>Priority</b>	Medium
<b>Chain of Conformity</b>	Must be in conformity with the adopted Core Strategy Policies 1, 2, 3, 4, 5, 7, 8, 10, 11, 12, 13, 14 and 20

### Timetable

<b>Stage</b>	<b>Dates</b>
Preparation of Draft Supplementary Planning Document.	November 12 – April 2013
Consultation on Draft Supplementary Planning Document.	May 2013 – June 2013
Consideration of consultation representations.	July 2013 – August 2013
Estimated Date for Adoption.	December 2013

### Arrangements for Production

<b>Organisational Lead</b>	Strategy & Regeneration Manager.
<b>Management Arrangements</b>	A Local Development Framework Project team will co-ordinate and manage work on a day to day basis. A Members Working Party will oversee preparation of the LDF and make recommendations to Executive/Planning Committee/Full Council.
<b>External Resources</b>	Local Strategic Partnership to provide key link to community planning. Consultants have been commissioned undertake the transport assessment exercise for the Town Centre. Consultants to organise/facilitate consultation where necessary.
<b>Stakeholder &amp; Community Involvement</b>	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
<b>Monitoring and Review</b>	The Annual Monitoring Report examines the Council's progress on their production which will be measured against the milestones within this Local Development Scheme.

## **Play & Open Spaces Developer Contributions Supplementary Planning Document**

### **Overview**

<b>Role &amp; Subject</b>	To provide supplementary guidance on the relevant Policy within the Site Allocations and Generic Development Control Policies Development Plan Document in relation to developer contributions.
<b>Geographical Coverage</b>	Borough Wide
<b>Status</b>	Supplementary Planning Document.
<b>Priority</b>	Medium
<b>Chain of Conformity</b>	Must be in conformity with the relevant Policy within the Site Allocations and Generic Development Control Policies Development Plan Document.

### **Timetable**

<b>Stage</b>	<b>Dates</b>
Preparation of Draft Supplementary Planning Document	September 2013 –Beyond LDS Period
Consultation on Draft Supplementary Planning Document	Beyond LDS Period
Consideration of consultation representations.	Beyond LDS Period
Estimated Date for Adoption.	Beyond LDS Period

### **Arrangements for Production**

<b>Organisational Lead</b>	Strategy & Regeneration Manager.
<b>Management Arrangements</b>	A Local Development Framework Project team will co-ordinate and manage work on a day to day basis. A Members Working Party will oversee preparation of the LDF and make recommendations to Executive/Planning Committee/Full Council.
<b>External Resources</b>	Local Strategic Partnership to provide key link to community planning. Development Industry Expertise Consultants to organise/facilitate consultation where necessary. Consultants employed to undertake the PPG17 Study which will inform the contents of this future document.
<b>Stakeholder &amp; Community Involvement</b>	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
<b>Monitoring and Review</b>	The Annual Monitoring Report examines the Council's progress on their production which will be measured against the milestones within this Local Development Scheme.

## Appendix 2 - Saved Local Plan Policy

In accordance with the Planning and Compulsory Purchase Act, policies in local plans were saved automatically for up to 3 years from the date of commencement of Section 38 of the Planning & Compulsory Purchase Act 2004 on 28 September 2004. At the end of that period they ceased to form part of the development plan unless the Secretary of State extended them.

The Council asked the Secretary of State to save the majority of policies in the Hinckley & Bosworth Local Plan in excess of the 3 year period which ended on 27<sup>th</sup> September 2007. A list of saved policies and the Councils intentions for them were submitted to the Government Office on 1 April 2007 and were subsequently approved.

This table sets out how each policy in the Hinckley & Bosworth Local Plan have and will be integrated into the new Local Development Framework as it is progressed.

Introduction	Housing	Employment	Conservation & the Built Environment	The Natural Environment	Transportation	Retailing & Town Centre Issues	Recreation & Tourism	Community Facilities
IMP 1	Res 1a-q	EMP1	BE 1	NE 1	T 1	Retail 1	REC 1	CF 1
	Res 2	EMP2	BE 2	NE 2	T 2	Retail 2	REC 2	CF 2
	Res 3	EMP3	BE3	NE 3	T 3	Retail 3	REC 3	CF3
	Res 4	EMP 3a	BE 4	NE 4	T 4	Retail 4	REC 4	CF 4
	Res 5	EMP 3b	BE 5	NE 5	T 5	Retail 5	REC 5	CF 5
	Res 6	EMP 3c	BE 6	NE 6	T 6	Retail 6	REC 6	CF 6
	Res 7	EMP 3d	BE 7	NE 7	T 7	Retail 7	REC 7	CF 7
	Res 8	EMP 4	BE 8	NE 8	T 8	Retail 8	REC 8	CF 8
	Res 9	EMP 5	BE 9	NE 9	T 9	Retail 9	REC 9	
	Res 10	EMP 6	BE 10	NE 10	T 10	Retail 10	REC 10	
	Res 11	EMP 7	BE 11	NE 11	T 11	Retail 11	REC 11	
	Res 12		BE 12	NE 12		Retail 12	REC 12	
	Res 13		BE 13	NE 13		Retail 13	REC 13	
			BE 14	NE 14		Retail 14	REC 14	
			BE 15	NE 15		Retail 15	REC 15	

Introduction	Housing	Employment	Conservation & the Built Environment	The Natural Environment	Transportation	Retailing & Town Centre Issues	Recreation & Tourism	Community Facilities
			BE 16	NE 16		Retail 16	REC 16	
			BE 17	NE 17			REC 17	
			BE 18	NE 18			REC 18	
			BE 19	NE 19			REC 19	
			BE 20	NE 20			REC 20	
			BE 21	NE 21			REC 21	
			BE 22	NE 22			REC 22	
			BE 23	NE 23			REC 23	
			BE 24	NE 24			REC 24	
			BE 25	NE 25			REC 25	
			BE 26	NE 26			REC 26	
			BE 27	NE 27				

\* Please note, this is indicative only and may change as Development Plan Documents are progressed further. Some of the site specific policies in the local plan have already been implemented. They have been included in this analysis because similar policies, with updated sites, will be brought forward through the Local Development Framework.

	Core Strategy
	Hinckley Town Centre AAP
	Earl Shilton & Barwell Area Action Plan
	Site Allocations and Generic DC Policies
	Gypsy & Traveller Allocations
	Deleted by the Secretary Of State
	No policy deemed necessary for a Development Plan Document as it repeats national/regional policy or legislation/no longer relevant any longer.

### Appendix 3 - Existing Adopted Supplementary Planning Guidance

<b>Title</b>	<b>Adopted</b>	<b>Local Plan Policy</b>
Conversion of Rural Buildings	June 2004	BE20 Reuse and Adaptation of Rural Buildings
Montgomery Road Development Brief	January 2004	Policy RES1(i) Ronald Toon Road, Earl Shilton
Nutts Lane Development Brief	January 2000	EMP3 Land for Employment Development EMP3(b) Land at Nutts Lane
Town Centre Development Opportunity	August 1999	RETAIL1 General Retail Strategy
Caterpillar Development Brief	March 1999	EMP2 Expansion of Existing Employment Uses
Bagworth Planning & Design Brief	February 2000	RES1(a) North of Bagworth Colliery, Bagworth

Existing SPG's outlined in this appendix will be reviewed and if still relevant will be updated as the Local Plan Policy they relate to are replaced by Development Plan Documents. This will provide stakeholders with an opportunity to comment on the guidance before it is adopted as a Supplementary Planning Document. A programme for reviewing SPG's is outlined in the main text.

#### Appendix 4 – Glossary of Planning Terms

AAP	Area Action Plan	These site-specific plans will provide the planning policy framework for key areas of opportunity, change and/or conservation.
AMR	Annual Monitoring Report	This is a document to be produced each year to assess the implementation of the Local Development Scheme and effectiveness of Local Development Documents.
Chain of Conformity	Chain of Conformity	This term describes the relationship between documents, plans and policies and how closely they must correspond with one another and reflect other planning strategies and policies. 'Conformity' can take number of forms ranging from 'having regard to' to 'must conform to'.
Community Plan	Community Strategy	Local Authorities are required by the Local Government Act 2000 to prepare Community Strategies, with the aim of improving the social, environmental and economic well being of their areas. Through the Community Plan, authorities are expected to co-ordinate the actions of the local public, private, voluntary and community sectors through the establishment of a Local Strategic Partnership.
DPD	Development Plan Document	Any part of the Local Development Framework that forms part of the statutory development plan e.g. the Core Strategy, site-specific allocations of land, area action plans and the proposals map.
Early Stakeholder and Community Engagement	Early Stakeholder and Community Engagement	Raising awareness of the Local Development Framework process and establishing relationships with stakeholders in order to engage them in the preparation of Local Development Documents. The Local Planning Authority will seek the views of stakeholders on the key issues, which should be considered during the Local Development Framework preparation.

Examination	Independent Public Examination	An examination chaired by an independent Planning Inspector into the soundness of the Development Plan Documents and Statement of Community Involvement.
GOEM	Government Office for the East Midlands	Regional Government office (based in Nottingham) responsible for implementing national policy in the region and ensuring Local Planning Authority policies and plans accord with national guidance.
LDD	Local Development Document	The individual documents that set out planning policies and guidance for the Borough for specific topics or for geographical areas, includes Development Plan Documents, Supplementary Planning Documents and Statement of Community Involvement.
LDF	Local Development Framework	The collective name given to all those policies and documents forming the planning framework for the Borough including Development Plan Documents, Supplementary Planning Documents, The Proposals Map, Statement of Community Involvement, Local Development Scheme and Annual Monitoring Report.
LDS	Local Development Scheme	The project management document setting out the programme for preparing the Local Development Documents and proposals for monitoring and review (this document).
LP	Local Plan	The existing adopted statutory plan for the Borough, Hinckley and Bosworth Local Plan 1991-2006, which sets out the policies for development and its control and proposals for particular areas/sites. As Development Plan Documents are adopted they will replace parts of this Plan.
LPA	Local Planning Authority	The name given to the council that has responsibility for local planning matters. In Hinckley and Bosworth this is the Borough Council.



LSP	Local Strategic Partnership	A cross sector partnership including service providers, voluntary organisations, community groups, and residents. The aim of the partnership is to plan and deliver a joint programme for improving quality of life. In Hinckley and Bosworth this programme is called the Community Plan, but there is also a Leicestershire Community Strategy prepared by a Countywide Local Strategic Partnership, Leicestershire Together.
PPG/PPS	Planning Policy Guidance/Statement	These are subject specific Government advice and policies on national land-use in England. Planning Policy Statements are being phased in to supersede Planning Policy Guidance. These can be viewed online: <a href="http://www.communities.gov.uk">www.communities.gov.uk</a>
SA	Sustainability Appraisal	An assessment of the social, economic and environmental impacts of the policies and proposals of each Development Plan Document and Supplementary Planning Document.
SCI	Statement of Community Involvement	A document that sets out the standards to which the Local Planning Authority will engage and consult the public and other stakeholders during the production of the Local Development Framework and when dealing with planning applications.
SEA	Strategic Environmental Assessment	An assessment of the potential impacts of policies and proposals on the environment to include proposals for the mitigation of impacts.

Soundness	Soundness	All Local Development Documents will have to be tested for 'soundness' as part of the examination process. For Local Development Documents to be 'sound' they must meet minimum standards of community involvement as laid down in the Statement of Community Involvement, have been properly appraised for sustainability and conform with national planning policy. They must also be coherent and consistent with the core strategy and effective, so they are able to deliver results.
SPD	Supplementary Planning Document	Supplementary Planning Documents are intended to elaborate upon the policies and proposals contained in Development Plan Documents but do not have their statutory status. Supplementary Planning Document is subject to a Sustainability Appraisal.
SPG	Supplementary Planning Guidance	Supplementary Planning Guidance are the predecessor to Supplementary Planning Document and performed the same function under the old system. Supplementary Planning Guidance produced to supplement adopted Local Plan policies cannot be saved but will remain a material consideration in making planning decisions until the relevant Local Plan policy is replaced by a Development Plan Document.
Stakeholders	Stakeholders	Stakeholders are any organisations, bodies or individuals affected or interested in the Local Development Framework preparation. This will involve members of the public, developers, landowners, interest groups and organisations such as the Environment Agency.

Submission Document/Stage	Submission Document	Submission of a Local Development Document and Final Sustainability Appraisal to the Secretary of State for examination by an Independent Inspector. This will follow consultation on a 'Preferred Options Report' by the Borough Council and consideration of the representations received. Once prepared a submitted document will be published for further consultation for six weeks and the Inspector will consider the representations made.
Sustainable Development	Sustainability	Environmentally responsible development, commonly defined as "development which meets the needs of the present generation without compromising the ability of future generations to meet their own needs".

## **Further copies, versions in alternative languages and larger print or audio versions**

Further copies, versions in alternative languages and larger print or audio versions are available from the following address:

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