

(DRAFT) Hinckley and Bosworth Local Plan

Local Development Scheme 2013-2016



**Hinckley & Bosworth
Borough Council**

October 2013

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1 Introduction

What is this Document?

- 1.1 The Local Development Scheme sets out the programme for preparing all of the documents (Local Development Documents) which form the Borough Council's Local Plan. 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.
- 1.2 This LDS is an update to the LDS published in June 2010 and the subsequent LDS Programme published in July 2012. The LDS has been prepared in accordance with the requirements of the Planning and Compulsory Purchase Act 2004, the Localism Act 2011 and the Town and Country Planning (Local Planning) England Regulations 2012.
- 1.3 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.

The Strategic Planning Context

- 1.4 Since the publication of the Local Development Scheme 2010, the planning landscape has changed considerably. In 2011 the Localism Act was introduced enabling the revocation of Regional Strategies (the East Midlands Regional Plan was revoked by the Secretary of State on 12 April 2013), introducing 'Neighbourhood Planning' and changes to the Town and Country Planning Regulations (Local Planning Regulations 2012). The National Planning Policy Framework (NPPF) was published in March 2012 and in conjunction with the 2012 Local Planning Regulations set out the need to prepare 'Local Plans', replacing the former development plan system of 'Local Development Frameworks'.
- 1.5 The National Planning Policy Framework (NPPF) superseded a majority of the Planning Policy Guidance / Statements. The NPPF sets out the policy framework for preparing Local Plans and states that:

"Each LPA should produce a Local Plan for its area which can be reviewed in whole or in part to respond flexibly to changing circumstances. Any additional development plan documents should only be used where clearly justified. Supplementary planning documents should only be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development."

Local Development Documents

- 1.6 All documents which comprise or support the delivery of the Local Plan are Local Development Documents.

Development Plan Documents

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

future planning decisions in the Borough. DPDs form the 'Development Plan' for the Borough in conjunction with any Neighbourhood Development Plans when adopted.

- 1.8 Whilst the NPPF encourages the delivery of a single 'Local Plan', a number of documents can comprise the Local Plan where any development plan documents (DPDs) are justified, where existing DPDs or 'saved' policies remain in force.

Supplementary Planning Documents

- 1.9 Supplementary Planning Documents (SPDs) are documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. SPDs are capable of being a material consideration in planning decisions but do not form part of the development plan.

Statement of Community Involvement

- 1.10 This Statement of Community Involvement (SCI) 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 Plan and when dealing with planning applications.

Authority Monitoring Report

- 1.11 The Council is required to monitor annually how effective its policies and proposals are. An Authority Monitoring Report (AMR) will be published by the council each year to inform Local Development Scheme reviews and will be made available for public inspection.

- 1.12 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.

- 1.13 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.

Statement of Community Involvement

- 1.14 The Statement of Community Involvement (SCI) (adopted 2006) sets out the standards to which Hinckley and Bosworth Borough Council will engage and consult the public and other stakeholders during the production of the current Local Plan (formerly the LDF), over the period 2006 - 2026 and when processing planning applications.

- 1.15 A review of the SCI has been programmed ahead of undertaking a review of the Local Plan. This will allow the authority to undertake a review of the methods used for consulting on DPDs and SPDs at both formal and informal stages.

Neighbourhood Development Plans

- 1.17 A **Neighbourhood Development Plan** (NDP) is a plan prepared by a Parish, Town Council or Neighbourhood Forum for a particular area. An NDP can be used to set a shared vision for an area, shape and direct sustainable development and set policies to determine decisions on planning applications. NDPs will form part of the planning policy framework for the respective Neighbourhood Area where they are brought forward and must be in general conformity with the strategic policies of the Local Plan. As local planning authorities are not responsible for the preparation or timetabling of any NDPs that are proposed, they are not considered in this LDS.

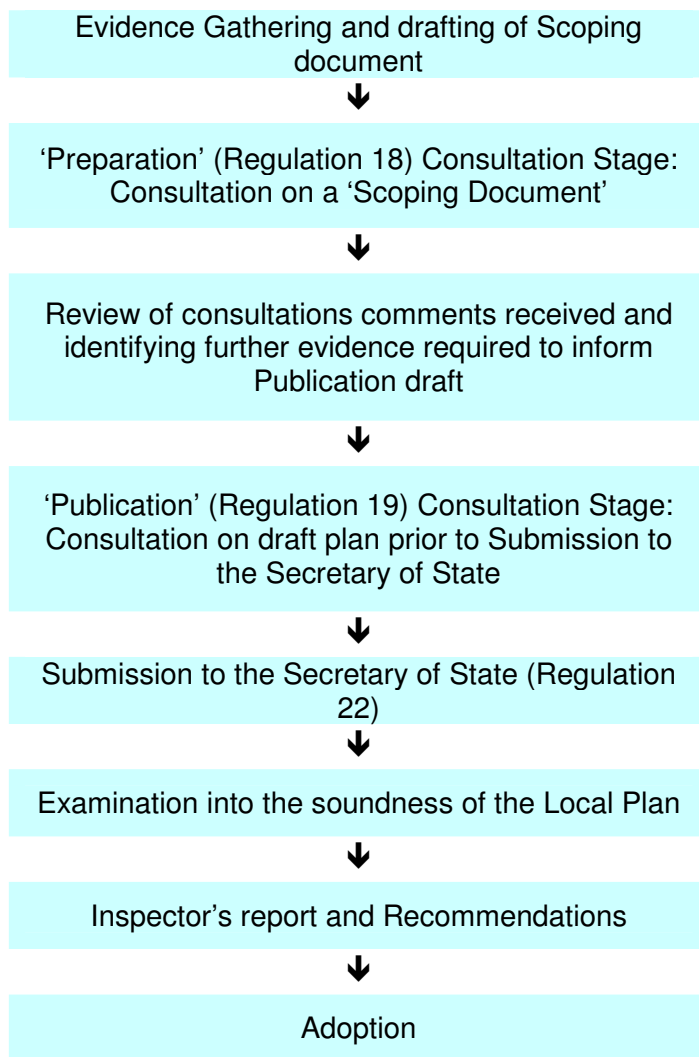
Regulatory and Consultation Requirements

- 1.18 The Local Plan is to be prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012. The 2012 Regulations now require the following formal consultation and notification stages prior to adoption (summarised in Figure 1):

Key Stages of Local Plan Preparation

- i. **Preparation (Regulation 18) stage** – requires the LPA to notify and invite responses on the subject and contents of a local plan which the LPA proposes to prepare. The document takes the form of a scoping document and sets out the proposed matters and issues to be covered by the Plan and seeks views on the contents of the Plan including policy coverage and approach. The responses to the consultation will be used to inform the publication draft of the Plan and identify any further evidence required. It is envisaged that this document would seek to draw upon the existing DPDs as basis for the consultation.
 - ii. **Publication (Regulation 19) stage** – requires consulting on a draft of the Plan prior to it being submitted to the Secretary of State for Independent Examination.
 - iii. **Submission (Regulation 22)** – Submission of the Plan to the Secretary of State for Independent Examination.
- 1.19 The process of producing DPDs is summarised in Figure 1 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. Supplementary Planning Documents will not be subject to examination.

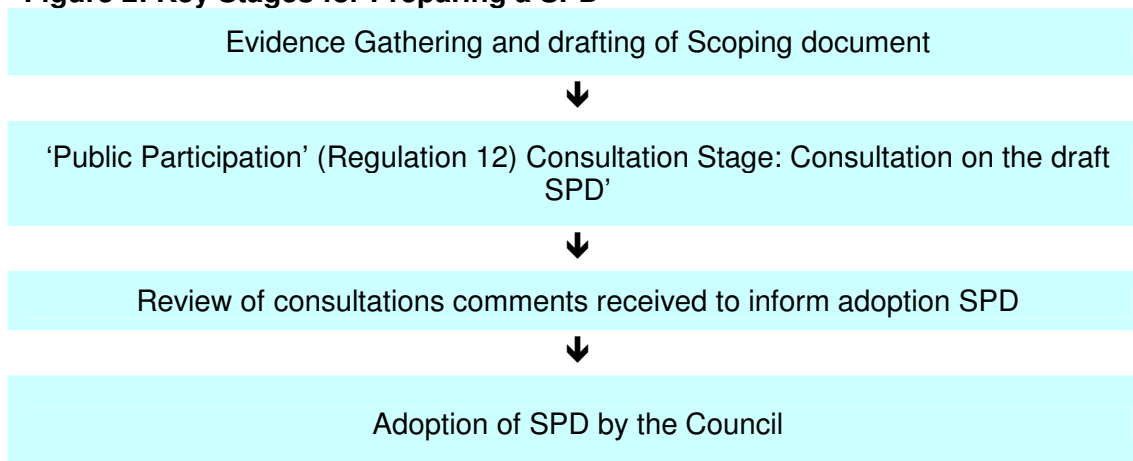
Figure 1: Stages for Preparing a Development Plan Document



Key Stages for Preparing a Supplementary Planning Document

1.20 The borough Council is required to prepare a SPD in conformity with the 2012 Local Planning Regulations, however the Regulations do not require SPDs to be subject to Examination. The key stages for preparing a SPD are summarised in Table 2.

Figure 2: Key Stages for Preparing a SPD



1.21 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 currently adopted Local Plan to reflect the East Midlands Regional Plan;
- Land-use requirements arising from the Community Strategy;
- New planning regulations and associated guidance;
- The emerging Evidence Base and Monitoring regimes;
- Discussions with the Communities and Local Government, stakeholders and other agencies;
- Known developer interest; and
- 5 Year Housing Land Supply.

Relationship to other Key Plans and Strategies

1.22 A number of other local strategies, guidance and evidence base documents are important to inform and help shape development and infrastructure requirements in the Borough and need to be considered throughout the preparation of the Local Plan and SPDs.

- i. Hinckley & Bosworth Borough Community Plan (2010-2015) sets out the priorities for improving the quality of life in the Borough over a five year period, but puts this into the context of a longer term vision for the type of place the Borough should be in 2026.
- ii. The planning framework for minerals extraction and waste management facilities throughout the County is the responsibility of Leicestershire County Council and comprises the Waste Core Strategy and Development Control policies and Waste Core Strategy and Development Control policies DPDs (adopted 2009) and some 'saved' policies from the Waste Local Plan (adopted 2002).
- iii. The County Council, as the highways authority is responsible for preparing the Local Transport Plan (LTP). LTP 3 was published in 2011 and sets out the highways authority will seek to ensure that transport continues to play its important role in helping Leicestershire to continue to be a prosperous, safe and attractive County.

1.23 A number of other important Borough Council, County Council and external strategies and evidence base documents are also taken into account when preparing DPDs and SPDs. The documents are considered during the scoping of a DPD / SPD and throughout the Sustainability Appraisal process (discussed below).

The Role of Strategic Environmental Assessment and Sustainability Appraisal

- 1.24 The Council is required to undertake a Sustainability Appraisal¹ (SA) and Strategic Environmental Assessment² (SEA) of all Development Plan Documents (for the purpose of preparing DPDs, the SA incorporates the requirements of the SEA Directive). The purpose of the SA is to assess the key environmental, social and economic (sustainability) impacts resulting from the policies and proposals within the DPDs. An SA is required at each stage of the plan preparation process to inform both the impacts and recommendations for monitoring, mitigating and enhancing the impacts and effects of a plan and, if necessary, addressing any sustainability issues that arise through changes to each iteration of the plan.
- 1.25 The preparation of a SA involves, where applicable:
- Identifying strategic development options;
 - 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.

Evidence Base

- 1.26 To produce informative, effective and up-to-date planning policies, the Council needs to prepare and consider a reliable baseline of evidence when drawing up its planning framework. Evidence documents are critical to informing the direction and content of policies within the Local Plan and guidance within SPDs. A number of various studies have been prepared to inform the documents set out in the LDS Programme relating to housing provision and land availability; renewable energy; employment land provision and availability and the availability and requirement for community facilities and existing standards of play and open space provision.

¹ As required under the Planning and Compulsory purchase Act 2004 (section 39 (2))

² As required under the Strategic Environmental Assessment Directive 2001/42/EC transposed through the Environmental Assessment of Plans and Programmes Regulations 2004

2 The Hinckley and Bosworth LDS Programme

2.1 The LDS Programme for the preparation of the Local Plan is provided in Appendix 1. It comprises the delivery of the emerging DPDs and SPDs and the subsequent review and preparation of a new Local Plan.

2.2 The first stage seeks the completion of the emerging DPDs and SPDs to form the Local Plan which meets the requirements of the Core Strategy (adopted 2009) and is compliant with the NPPF. Furthermore the Borough Council has 'saved' a number of the policies from the 2001 Local Plan until such time as the relevant Development Plan Documents are in place.

2.3 The Local Plan for the Borough will comprise of the following:

- **The Core Strategy Development Plan Document** provides the strategic planning policy framework and spatial development strategy for the Borough over the period 2009-2026. The Core Strategy was adopted in December 2009 and all other LDDs must be in conformity to and enable the delivery of the Core Strategy and its vision.
- **The Site Allocations and Development Management Policies DPD** will allocate land to deliver the 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. The DPD is programmed for adoption in June 2015.
- **Gypsy and Traveller Allocations DPD** will provide the planning policy framework and allocate land to deliver residential pitches / sites to meet the requirements set out in the Core Strategy and reflect up to date evidence. The DPD is programmed for adoption in October 2016.
- **Hinckley Town Centre Area Action Plan** includes site allocations for retail, employment, residential, leisure, and open space in Hinckley town centre. The AAP was adopted in March 2011.
- **Barwell and Earl Shilton Area Action Plan** will provide the planning policy framework for the future development of two Sustainable Urban Extensions located south east of Earl Shilton and north west of Barwell. It will also provide the policy framework for the regeneration of the existing Earl Shilton and Barwell local centres and for development across the entire settlements. The AAP is programmed for adoption in July 2014.
- **The Shopping and Shop Fronts Supplementary Planning Document** adopted in October 2007 provides guidance which forms the basis for negotiating with developers on the quality and design of shop fronts and associated advertisements and the location and mix of retail and non-retail uses, such as pubs and bars. The LDS includes a review of the SPD programmed for adoption in August 2015.
- **Affordable Housing SPD** supplements adopted Core Strategy Policy 15 to ensure that sufficient affordable housing is delivered. The SPD was adopted in February 2011.
- **Rural Needs SPD** To supplement adopted Core Strategy Policy 17 to ensure 'local needs' in relation to housing, employment and community facilities are met. The SPD was adopted in February 2011.

- **Sustainable Design SPD** adopted in April 2008 to supplement relevant 'saved' policies of the Local Plan. The LDS includes a review of the SPD entitled '**Sustainable Development and Renewable Energy SPD**' programmed to be adopted in November 2015.
- **Play and Open Spaces Developer Contributions SPD** adopted in September 2008 provides guidance for implementing policies and standards for the provision of new and improved play and open space opportunities. The LDS programmes a review of the SPD in August 2015.
- **Hinckley Town Centre Strategic Transport Development Contributions SPD** outlines a list of highway and public transport improvements which would be needed in the town centre if major developments went ahead. It also suggests contributions that developers should pay to finance these improvements. The SPD was adopted in April 2009.
- **Biodiversity SPD** will set out methods of identifying the required mitigation and compensatory measures and guidance to meet the need for biodiversity 'off-setting'. The programmed date for adoption of the SPD is November 2015.

2.4 The Proposals Map (including inset plans) is currently part of the adopted and saved policies of Local Plan. However, it will be updated as and when Development Plan Documents are adopted.

Review of the Local Plan

2.5 The LDS includes a review of the Local Plan. The Local Plan will eventually supersede the DPDs referred to above and provides the opportunity to consolidate the DPDs into one Local Plan. Furthermore, a revised Strategic Housing Market Assessment (SHMA) is due to be prepared in 2014 which will inform future planning policies and housing need for all local authorities throughout Leicester and Leicestershire. This will eventually supersede the SHMA published in 2008. The programme in Appendix 1 identifies that initial preparation of the Scoping document will begin in December 2014, after completion of the Site Allocations DPD and the updated SHMA.

Changes to the LDS Programme since 2012

2.6 A number of changes have been made to the LDS programme accommodating the Council's approach to preparing and reviewing its Local Plan and a review of the Supplementary Planning Documents to supplement the Site Allocations and Development Management DPD. The most significant changes are summarised below and set out in Table 1.

2.7 **The Site Allocations DPD** was due for publication consultation in August & September 2013 and Submission to the Secretary of State in January 2014. Further work to identify appropriate site allocations including Member working groups to consider alternatives, is being undertaken to inform the Publication draft of the Site Allocations DPD which need to be addressed prior to the plan being submitted to full Council for approval. As a result of considering further alternative site allocation options, it was not possible to meet this publication date.

- 2.8 **The Earl Shilton and Barwell AAP** was programmed for publication consultation in June and July 2013. The AAP underwent Publication consultation from 30 August – 14 October 2014. The delay of two months to the existing programme was the result of a conscious decision not to consult during the summer holidays and to allow for consideration at Planning Committee (25 June) and subsequent meeting of the Council (16 July) to seek approval to consult on the Publication draft and to submit the Submission version of the AAP to the Secretary of State.
- 2.9 The authority has decided to postpone the preparation of CIL until such a time as the Site Allocations DPD and the Earl Shilton and Barwell AAP are advanced to 'Submission' and to coincide with any subsequent preparation of a Local Plan.

Table 1: Revisions to Local Development Scheme Programme since 2012

Document	Programmed Adoption Date 2012	Programmed Adoption Date 2013	Reason for Change
Statement of Community Involvement	N/A (Adopted 2006)	October 2014	Review of SCI adopted in 2006 to be undertaken to be consistent with the 2012 Regulations.
Core Strategy	N/A (Adopted 2009)	See 'Local Plan' below.	Now adopted – Removed from Programme
Site Allocations and Development Management Policies DPD	December 2014	June 2015	Further work to identify appropriate site allocations is being undertaken to inform the Publication draft of the Site Allocations DPD which need to be addressed prior to the plan being submitted to full Council for approval.
Earl Shilton & Barwell Area Action Plan	April 2014	July 2014	The delay of two months to the existing programme was the result of a conscious decision not to consult during the summer holidays and to allow for attendance at Planning Committee (25 June) and subsequent meeting of the Council (16 July), the purpose of which was to seek approval to consult on the Publication draft and to submit the Submission version of the AAP to the Secretary of State.
Gypsy and Traveller Site Allocations DPD	February 2016	October 2016	To accommodate further preparation time of a 'Scoping Document' and reflect consultation stages of the 2012 Local Planning Regulations.
Play & Open Spaces Developer Contributions Supplementary Planning Document	N/A (Adopted September 2008)	August 2015	Review of SPD adopted in 2008 to be undertaken to supplement the Site Allocations and Development Management DPD.
Shopping & Shop Fronts Supplementary Planning Document	N/A (Adopted October 2007)	August 2015	Review of SPD adopted in 2007 to be undertaken to supplement the Site Allocations and Development Management DPD.
Sustainable Development & Renewable Energy DPD	N/A	November 2015	SPD will supplement the Site Allocations and Development Management DPD and supersede the Sustainable Design SPD.
Biodiversity SPD	N/A	November 2015	SPD will supplement the Site Allocations and Development Management DPD.

3 Management of Development Plan Preparation

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

Duty to Cooperate

- 3.2 The Localism Act introduced the Localism Act sets out a 'duty to co-operate'. This applies to all local planning authorities, national park authorities and county councils in England and to a number of other public bodies. The duty:
- relates to sustainable development or use of land that would have a significant impact on at least two local planning areas or on a planning matter that falls within the remit of a county council
 - requires that councils set out planning policies to address such issues
 - requires that councils and public bodies 'engage constructively, actively and on an ongoing basis' to develop strategic policies
 - requires councils to consider joint approaches to plan making.
- 3.3 The NPPF sets out the strategic issues where co-operation might be appropriate, addressing matters such as the provision of infrastructure across local authority boundaries such as housing provision, transport and flood risk. The NPPF highlights the importance of joint working to meet development requirements that cannot be wholly met within a single local planning area, through either joint planning policies or informal strategies such as infrastructure and investment plans.
- 3.4 The Council has in the past worked closely with neighbouring authorities and external agencies and will continue to foster such relationships where required, particularly in preparing baseline evidence.

Resources

- 3.5 The Planning Policy and Regeneration Team is responsible for preparing the Local Plan and coordinating work required to support the delivery of the documents set out in this LDS on a day to day basis. The Council will work closely with colleagues from other Service Areas and external agencies to prepare evidence base documents and inform policies in the Local Plan.
- 3.6 Consultants will be engaged on specific projects to provide technical expertise or where there is a need for independent advice. Some work will be undertaken in conjunction with Leicestershire County Council particularly to identify infrastructure and highways requirements and where opportunities arise with other districts to avoid duplication of effort across the county such as the preparation of the Strategic Housing Market Assessment.
- 3.7 During the preparation of the Core Strategy and the subsequent DPDs, the council has made annual contributions from its revenue budget to an earmarked reserve to fund the plan preparation process. Development Services department has a business plan which provides a framework for project delivery and this plan is reviewed annually.
- 3.8 Resource and financial implications have been considered through the preparation of this LDS. Detailed resource and budget implications will need to be considered prior to undertaking the Local Plan review, however the Policy and Regeneration Team, at its current staffing levels will be able to

sufficiently resource the preparation of the Local Plan. Furthermore the Council will continue to explore appropriate opportunities for joint working with neighbouring authorities, which will result in a sharing of resources and evidence base documents.

Programme Management and Responsibilities

- 3.9 The profiles in Section 4 identify management responsibilities for each area of work.
- 3.10 Regular meetings are held between the Chief Planning and Development Officer and the Policy and Regeneration Manager to ensure lines of communication are working and to review progress of plan preparation.
- 3.11 Progress on the Local Development Scheme programme and the preparation of Local Development Documents will be reported at various Senior Management and Member briefings as and when considered necessary. Furthermore, each DPD and LDD will be subject to consideration and approval through the relevant committee process prior to consultation on each stage referred to above.
- 3.12 At this stage, informed assumptions have had to be made about the availability of the Planning Inspectorate to examine DPDs. However, the Borough Council will enter into a service level agreement with the Planning Inspectorate for the Examination and reporting period at the appropriate stage.

Council Procedures and Reporting Protocols

- 3.13 For each Development Plan Document, Supplementary Planning Document and the Statement of Community Involvement, the levels of political responsibility include the following:
- Member briefings or Member working groups as and when required throughout the preparation of DPDs and SPDs;
 - Executive for key stages of production of Development Plan Documents.
 - If appropriate, the 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

- 3.14 In preparing the Local Development Scheme, it was found that the main areas of risk relate to:

Staff Turnover

- 3.15 This has been reduced as far as reasonably practical by the introduction of a staff retention package for key staff. Also, 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

- 3.16 This has been reduced as far as possible by the political management arrangements put in place. Officers will maintain an ongoing dialogue with Members at key stages of the plan preparation process. Where necessary the Scrutiny Commission has the opportunity to consider documents prior to consultation stages.

Capacity of Planning Inspectorate to cope with demand nation-wide

- 3.17 The Borough Council will seek to minimise this as much as practicably possible through sending the LDS; 'Publication' consultation documents and intended date of submission to the Planning Inspectorate. Prior to Submission, the Borough Council will enter into a Service Level Agreement with the Planning Inspectorate setting out timeframes and responsibilities of both parties for the submission and examination for each DPD.

"Soundness" of Development Plan Documents

- 3.18 The Borough Council will undertake a 'soundness self-assessment' throughout each stage of the plan preparation process, utilising the Planning Advisory Service (PAS) 'Soundness Self-assessment checklist'.

Legal Challenge

- 3.19 The Borough Council will seek to minimise the threat of legal challenge by making sure that the legal and procedural requirements as set out in the Planning and Compulsory Purchased Act and the Town and Country (Local Planning) Regulations for preparing DPDs have been met. The Council will undertake a 'Legal Compliance' check throughout each stage of the plan preparation process, utilising the PAS 'Local Plan Legal Compliance Checklist'.

4 Local Development Document Profiles

Site Allocations and Development Management Policies Development Plan Document

OVERVIEW	
Role & Subject	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 Council's 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. It will contain policies relating to proposals that require site specific conditions such as design guidance, conservation and protection of open spaces and criteria based policies against which planning applications for the development and use of land and buildings will be considered.
Geographical Coverage	Borough-wide
Document Type	Development Plan Document.
Chain of Conformity	It must be in conformity with the Core Strategy, the National Planning Policy Framework and the Hinckley & Bosworth Community Plan.
Programmed Adoption Date	June 2015
TIMETABLE	
Stage	Dates
Document preparation and stakeholder engagement.	September – December 2005
Consultation on Issues & Options.	July – September 2007
Consideration of Representations and Stakeholder Discussions.	October 2007 – August 2008
Public Consultation on Preferred Options.	February – April 2009
Publication of Development Plan Document.	March 2014
Submission to Secretary of State.	August 2014
Estimated programmed date for Examination.	January 2015
Programmed date for Adoption.	June 2015
ARRANGEMENTS FOR PRODUCTION	
Organisational Lead	Policy and Regeneration Team.
Management Arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Members will be briefed as and when it is considered appropriate to inform recommendations to Executive and other Council meetings as appropriate.
External Resources	Formal and informal consultation responses from external stakeholders and service and infrastructure providers. Local Strategic Partnership to provide key link to community planning. Consultants to assist with the preparation Sustainability Appraisal / Strategic Environmental Assessment; evidence based documents and attendance at examination as required.
Stakeholder & Community Involvement	Stakeholder and community engagement and consultation 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.
Monitoring and Review	The DPD will be subject to review in the form of the Borough Council Local Plan (see below). The effectiveness of the policies and delivery of site allocations will be monitored on an annual basis through the Authority Monitoring Report.

Barwell and Earl Shilton Area Action Plan

OVERVIEW	
Role & Subject	To set out detailed policies and site proposals for the delivery of two Sustainable Urban Extensions at Barwell and Earl Shilton. The AAP will include the policy framework to assess development proposals across the whole of Barwell and Earl Shilton relating to matters such as retail, employment, residential, leisure, and open space). It will also include 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.
Geographical Coverage	Barwell and Earl Shilton.
Document Type	Development Plan Document.
Priority	High
Chain of Conformity	It must be in conformity with the Core Strategy, the National Planning Policy Framework and the Hinckley & Bosworth Community Plan.
Programmed Adoption Date	July 2014
TIMETABLE	
Stage	Dates
Document preparation and stakeholder engagement.	September – December 2005
Consultation on Issues & Options.	July – September 2007
Consideration of Representations and Stakeholder Discussions.	October 2007 – August 2008
Public Consultation on Preferred Options.	February – April 2009
Publication of Development Plan Document.	August 2013
Submission to Secretary of State.	December 2013
Estimated programmed date for Examination.	March 2014
Programmed date for Adoption.	July 2014
ARRANGEMENTS FOR PRODUCTION	
Organisational Lead	Policy and Regeneration Team.
Management Arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External Resources	Development Industry expertise, including seeking advice from stakeholder groups. Consultants have previously been commissioned to undertake a masterplanning exercise for the Sustainable Urban Extensions and identify potential regeneration opportunities for the district centres of Barwell and Earl Shilton. Consultants to assist with the preparation Sustainability Appraisal / Strategic Environmental Assessment; evidence based documents and attendance at examination as required.
Stakeholder & Community Involvement	Stakeholder and community engagement and consultation 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.
Monitoring and Review	The effectiveness of the policies and delivery of site allocations will be monitored on an annual basis through the Authority Monitoring Report.

Gypsy & Traveller Allocations Development Plan Document

OVERVIEW	
Role & Subject	To provide a policy framework containing land allocations and site specific proposals for gypsy and traveller pitches/sites up to 2031, in accordance with requirements, vision and spatial strategy set out in the Core Strategy and informed by appropriate evidence. The DPD 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 and criteria based policies against which planning applications for the development and use of land and buildings will be considered.
Geographical Coverage	Borough-Wide
Status	Development Plan Document.
Priority	High.
Chain of Conformity	It must be in conformity with the Core Strategy, the National Planning Policy Framework and the Communities and Local Government Planning Policy for Traveller Sites.
TIMETABLE	
Stage	Dates
Evidence base gathering and drafting of Scoping document.	October 2013 – April 2014
Consultation on Scoping DPD Document.	May – June 2014
Publication of Development Plan Document	July – August 2015
Submission to Secretary of State.	February 2016
Estimated date of Pre-Examination Meeting and Commencement of Examination hearings.	May2016 – June2016
Estimated date for Adoption.	October 2016
ARRANGEMENTS FOR PRODUCTION	
Organisational Lead	Policy and Regeneration Team.
Management Arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External Resources	Leicester and Leicestershire Joint Traveller Unit, including seeking advice from stakeholder groups.
Stakeholder & Community Involvement	Stakeholder and community engagement and consultation 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.
Monitoring and Review	The effectiveness of the policies and delivery of site allocations will be monitored on an annual basis through the Authority Monitoring Report.

Shopping & Shop Fronts Supplementary Planning Document

OVERVIEW	
Role & Subject	To provide supplementary policy guidance for negotiating with developers on the quality of shop fronts and associated advertisements and the location and mix of retail and non-retail uses, such as pubs and bars.
Geographical Coverage	Borough-wide.
Document Type	Supplementary Planning Document.
Priority	Medium.
Chain of Conformity	Must be in conformity with the Site Allocations and Development Management DPD; the Earl Shilton and Barwell AAP and the Hinckley Town Centre Area Action Plan.
Programmed Date for Adoption	August 2015.
Stage	Dates
Drafting of Publication SPD.	October 2013 – April 2014
Consultation on Publication SPD.	July – August 2014
Programmed date for Adoption.	August 2015
ARRANGEMENTS FOR PRODUCTION	
Organisational Lead	Policy and Regeneration Team.
Management Arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External Resources	None anticipated – SPD to be prepared internally.
Stakeholder & Community Involvement	The Publication draft SPD will be subject to stakeholder consultation in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
Monitoring and Review	The effectiveness of the policies and delivery of the relevant DPDs will be monitored on an annual basis through the Authority Monitoring Report. The implications of any changes to relevant plan policies to the SPD as a result of monitoring will be considered.

Sustainable Development and Renewable Energy Supplementary Planning Document

OVERVIEW	
Role & Subject	To provide supplementary guidance on Policy 24 and 16 of the adopted Core Strategy and relevant design policy and guidance on the delivery of renewable energy provision throughout the Borough to supplement relevant policy within the Site Allocations and Development Management DPD.
Geographical Coverage	Borough-wide.
Status	Supplementary Planning Document.
Priority	Medium.
Chain of Conformity	Must be in conformity with Policy 24 and 16 of the adopted Core Strategy and relevant design policy within the Site Allocations and Development Management DPD.
TIMETABLE	
Stage	Dates
Drafting of Publication SPD.	July – November 2014
Consultation on Publication SPD.	February – March 2015
Programmed date for Adoption.	November 2015
ARRANGEMENTS FOR PRODUCTION	
Organisational Lead	Policy and Regeneration Team
Management Arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External Resources	None anticipated – SPD to be prepared internally.
Stakeholder & Community Involvement	The Publication draft SPD will be subject to stakeholder consultation in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
Monitoring and Review	The effectiveness of the policies and delivery of the relevant DPDs will be monitored on an annual basis through the Authority Monitoring Report. The implications of any changes to relevant plan policies to the SPD as a result of monitoring will be considered.

Play & Open Spaces Developer Contributions Supplementary Planning Document

OVERVIEW	
Role & Subject	To provide supplementary guidance to advise and inform those involved in planning new development throughout the Borough as to how relevant Borough Council policies and standards will be applied to the provision of new and improved play and open space opportunities and the method for calculating financial contributions towards their delivery.
Geographical Coverage	Borough Wide.
Status	Supplementary Planning Document.
Priority	Medium.
Chain of Conformity	Must be in conformity with 19 of the adopted Core Strategy and relevant policy within the Site Allocations and Development Management DPD.
TIMETABLE	
Stage	Dates
Drafting of Publication SPD.	October 2013 – April 2014
Consultation on Publication SPD.	July – August 2014
Programmed date for Adoption.	August 2015
ARRANGEMENTS FOR PRODUCTION	
Organisational Lead	Policy and Regeneration Team
Management Arrangements	The Policy Team will co-ordinate and manage work on a day to day basis. Senior Management and Members will be regularly briefed and offer an opportunity to inform recommendations to Executive and other Council meetings as appropriate.
External Resources	None anticipated – SPD to be prepared internally.
Stakeholder & Community Involvement	The Publication draft SPD will be subject to stakeholder consultation in line with the Town and Country Planning Regulations and the Statement of Community Involvement.
Monitoring and Review	The effectiveness of the policies and delivery of the relevant DPDs will be monitored on an annual basis through the Authority Monitoring Report. The implications of any changes to relevant plan policies to the SPD as a result of monitoring will be considered.

Appendix 3: Glossary of Planning Terms

Area Action Plan	AAP	These site-specific plans will provide the planning policy framework for key areas of opportunity, change and/or conservation.
Annual Monitoring Report	AMR	This is a document to be produced each year to assess the effectiveness of the Development Plan Documents.
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 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.
Development Plan		The local planning policy framework against which planning applications are determined. This includes adopted Local Plans and Neighbourhood Development Plans
Development Plan Document	DPD	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.
Examination		An examination chaired by an independent Planning Inspector into the soundness of the Development Plan Documents.
Local Development Document	LDD	A document 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 the Statement of Community Involvement.
Local Development Scheme	LDS	The project management document setting out the programme for preparing the Local Development Documents and proposals for monitoring and review.

Local Plan	LP	<p>The plan for the future development of the local area, prepared by the local planning authority in consultation with the community. The Local Plan comprises of development plan documents adopted under the Planning and Compulsory Purchase Act 2004 and policies which have been 'saved' under the 2004 Act. For Hinckley and Bosworth the current Local Plan comprises:</p> <ul style="list-style-type: none"> • The 'saved' policies of the Borough Local Plan 2001; • The Core Strategy (adopted 2009); and • The Hinckley Town Centre Area Action Plan (adopted 2011).
Local Planning Authority	LPA	The public authority whose duty it is to carry out specific planning functions for a particular area. In Hinckley and Bosworth this is the Borough Council.
Local Strategic Partnership	LSP	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.
Neighbourhood Development Plan	NDP	A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).
Stakeholders		Stakeholders are any organisations, bodies or individuals affected or interested in the Local Plan. This will involve members of the public, developers, landowners, interest groups and organisations such as the Environment Agency.
Statement of Community Involvement	SCI	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 Plan and when dealing with planning applications.

Strategic Environmental Assessment	SEA	An assessment of the potential impacts of policies and proposals on the environment to include proposals for the mitigation of impacts.
Supplementary Planning Document	SPD	Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. SPDs can be a material consideration in planning decisions but do not form part of the development plan.
Sustainability Appraisal	SA	An assessment of the social, economic and environmental impacts of the policies and proposals of each Development Plan Document.

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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