



Hinckley & Bosworth
Borough Council

A Borough to be proud of

Local Plan (2006 – 2026)

**Local Development Scheme
2015 - 2018**

February 2015

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1 INTRODUCTION

What is this document?

- 1.1 The Local Development Scheme (LDS) 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 December 2013. 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 in Appendix 2 to help readers with the range of new terms that have been introduced.

The Strategic Planning Context

- 1.4 Following on from the Planning and Compulsory Purchase Act 2004, further changes to the development plan system have been introduced through the Localism Act 2011 (see S180 of the 2008 Planning Act) and the publication of the National Planning Policy Framework, which provides the framework for making planning decisions. The phrase Local Plan is still with us, however since the 2012 regulations it can now, where justified, be made up of a number of Development Plan Documents.
- 1.5 The National Planning Policy Framework (NPPF) superseded a majority of the Planning Policy Guidance/Statements.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 once made.
- 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 (LPA) 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
 - 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.

Neighbourhood Development Plans

- 1.14 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 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

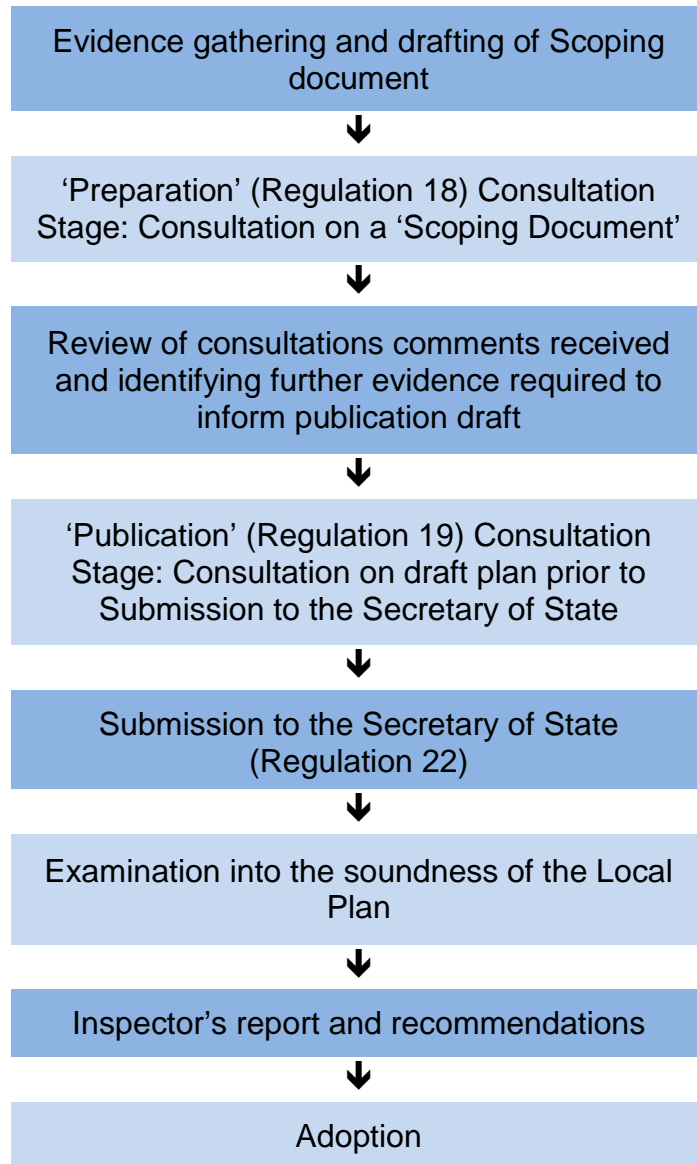
- 1.15 The Local Plan is to be prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012. The 2012 regulations now require the following formal consultation and notification stages prior to adoption (summarised in Figure 1):

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 (Regulation 19) 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.
- 1.16 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 are not subject to examination.

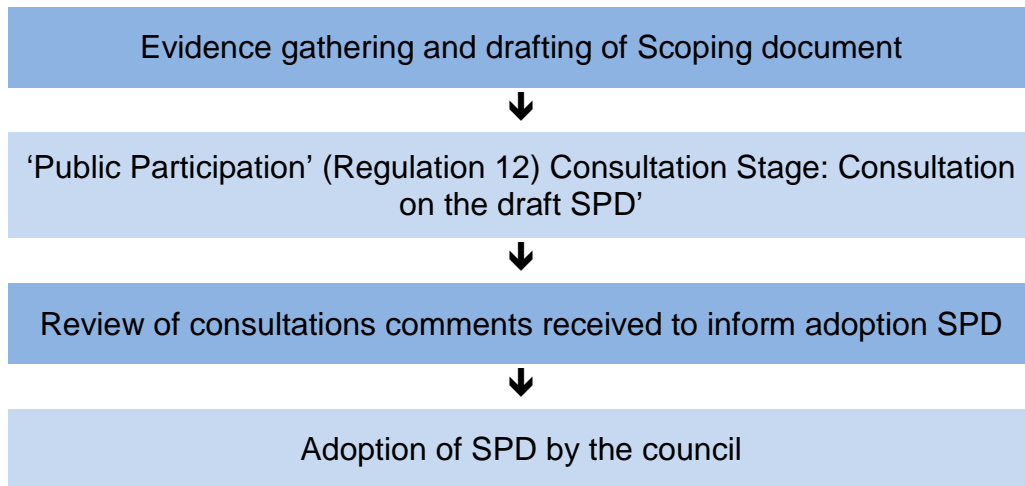
Figure 1: Stages for Preparing a Development Plan Document



Key Stages for Preparing a Supplementary Planning Document

- 1.17 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 Figure 2.

Figure 2: Key Stages for Preparing a SPD



1.18 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
- The requirement to have an up to date plan in place to be compliant with new planning regulations, policies and associated guidance
- The emerging evidence base and monitoring data
- Discussions with the communities, stakeholders and other agencies including the Local Enterprise Partnership (LEP)
- Internal staff resources
- The need to fill policy gaps
- The requirement to achieve a 5 Year Housing Land Supply

Relationship to other Key Plans and Strategies

1.19 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 and Bosworth Borough Community Plan (2014-2018) sets out the priorities for tackling the most important challenges facing the borough in achieving the long term vision for the borough.
- 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 Minerals Core Strategy and Development Control Policies DPDs (adopted 2009)

and some 'saved' policies from the Waste Local Plan (adopted 2002). The County Council consulted upon the scope of the new Minerals and Waste Local Plan in November 2013 – January 2014.

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.

1.20 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 (SA) process which is discussed below.

The Role of Strategic Environmental Assessment and Sustainability Appraisal

1.21 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.

1.22 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
- Addressing and monitoring the significant environmental, social and economic effects of the plan

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

Evidence Base

- 1.23 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; flooding, renewable energy; employment land provision and availability, and the availability and requirement for community facilities and existing standards of play and open space provision.

2 THE HINCKLEY AND BOSWORTH LOCAL DEVELOPMENT SCHEME

- 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 as a priority along with an Infrastructure Planning and Developer Contributions SPD followed by a review and preparation of a new Local Plan.
- 2.2 The first stage seeks the completion of the emerging DPDs and a priority SPD 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 (2006 – 2026) 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 2006-2026. 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 January 2016.
 - **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 2017.
 - **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** provides 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 also provides the policy framework for the regeneration of the existing Earl Shilton and Barwell local centres

and for development across the entire settlements. The AAP was adopted in September 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 June 2017.
- **Affordable Housing SPD** supplements adopted Core Strategy Policy 15 to ensure that sufficient affordable housing is delivered. The SPD was adopted in February 2011. A review of the Affordable Housing SPD is planned which will be encompassed into the Infrastructure Planning and Developer Contributions SPD which is due for adoption in July 2016.
- **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 June 2017.
- **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. A review of the Play and Open Spaces Developer Contributions SPD is to be integrated into the Infrastructure Planning and Developer Contributions SPD which is due for adoption in July 2016.
- **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 June 2017.

- **Infrastructure Planning and Developer Contributions SPD** will set out how the council will approach securing planning obligations from developers towards a range of infrastructure to support the delivery of truly sustainable development. This SPD will include, but will not be limited to:
 - Transport
 - Affordable Housing
 - Education
 - Health
 - Play and Open Space
 - Sport and Recreation
 - Waste Management
 - Library Services
 - Emergency Services
 - Utilities
 - Telecommunications

The document will also supersede the following Supplementary Planning Documents:

- Play and Open Space Developer Contributions SPD (2008)
- Affordable Housing SPD (2011)

The Infrastructure Planning and Developer Contributions SPD is programmed to be adopted in July 2016.

- 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) was completed in 2014. It will be used to inform future planning policies and housing need for all local authorities throughout Leicester and Leicestershire. The programme in Appendix 1 identifies that initial preparation of the Scoping document will begin in September 2015, after the planned Examination in Public for the Site Allocations and Development Management Policies DPD.

Changes to the LDS Programme since 2013

- 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 and Development Management Policies DPD** was due for submission to the Secretary of State in August 2014. In light of the representations received to the pre-submission version, it was necessary to make modifications to the DPD in order to reduce the possibility of the Planning Inspector finding the document unsound when it is considered at examination. Due to the nature of those changes it was necessary to consult upon the modifications proposed.
- 2.8 **The Earl Shilton and Barwell AAP** was programmed for submission in December 2013, the council met this deadline. The AAP was then subject to an Examination in Public in March/ April 2014 and was subsequently adopted in September 2014. The adoption date was later than programmed due to the requirement to consult on main modifications which was required by the Planning Inspector.
- 2.9 **The Gypsy and Traveller Allocations DPD** was programmed to begin in October 2013. The Borough Council approved an updated Gypsies and Travellers Accommodation Needs Assessment (GTAA) at Executive (11 September 2013). The council has made significant progress towards meeting this need within the borough by permitting suitable sites. An update to the GTAA is programmed for early 2015, the results will be used to inform the Gypsy and Traveller Allocations DPD.
- 2.10 The Hinckley and Bosworth **Local Plan Review** was programmed to commence in December 2014, work on the evidence to inform the plan has started in the form of a Strategic Housing Market Assessment which was completed in June 2014. Significant work was not started on the Local Plan in December 2014 as it was decided to focus resources on the completion of the Site Allocations and Development Management Policies DPD as a further round of consultation was required on the document prior to submission, which was not foreseen when the 2013 timetable was compiled.

Table 1: Revisions to Local Development Scheme Programme since 2013

Document	Programmed Adoption Date 2013	Programmed Adoption Date 2015	Reason for Change
Statement of Community Involvement	October 2014	N/A (Adopted September 2014)	Now adopted – removed from programme
Site Allocations and Development Management Policies DPD	June 2015	January 2016	Additional modifications were required to the plan following the pre-submission consultation which required a further round of consultation to be undertaken prior to submission.
Earl Shilton and Barwell Area Action Plan	July 2014	N/A (Adopted September 2014)	Now adopted – removed from programme.
Gypsy and Traveller Allocations DPD	October 2016	October 2017	To allow for additional evidence to be prepared and to accommodate further preparation time of a 'Scoping Document'.
Play and Open Spaces Developer Contributions Supplementary Planning Document	August 2015	N/A to be integrated into Infrastructure SPD (See below)	The review of the 2008 SPD which will supplement the Site Allocations and Development Management Policies DPD will be integrated into the Infrastructure Planning and Developer Contributions SPD, see below.

Document	Programmed Adoption Date 2013	Programmed Adoption Date 2015	Reason for Change
Shopping and Shop Fronts Supplementary Planning Document	August 2015	June 2017	Review of SPD adopted in 2007 to be undertaken to supplement the Site Allocations and Development Management Policies DPD. Preparation of this SPD has been postponed to allow resources to be focussed on the DPD's.
Sustainable Development and Renewable Energy DPD	November 2015	June 2017	SPD will supplement the Site Allocations and Development Management Policies DPD and supersede the Sustainable Design SPD. Preparation of this SPD has been postponed to allow resources to be focussed on the DPD's.
Biodiversity SPD	November 2015	June 2017	SPD will supplement the Site Allocations and Development Management Policies DPD. Preparation of this SPD has been postponed to allow resources to be focussed on the DPD's.
Infrastructure Planning and Developer Contributions SPD	N/A	July 2016	Added to LDS to supplement the Site Allocations and Development Management Policies DPD.

Document	Programmed Adoption Date 2013	Programmed Adoption Date 2015	Reason for Change
Local Plan Review	Beyond previous LDS timeframe	August 2018	Amendment to timescales to reflect prioritising resources on Local Plan 2006 – 2026.

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 'duty to co-operate', which 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; and
- Requires councils to consider joint approaches to plan making

- 3.3 The National Planning Policy Framework (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 always worked closely with neighbouring authorities and external agencies and will continue to foster such relationships where required.

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; Strategic Housing Market Assessment or Strategic Flood Risk 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 Review. Furthermore the council will continue to explore appropriate opportunities for joint working with neighbouring authorities.

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 and Supplementary Planning Document, 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 consultation, 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 These have 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 nationwide

- 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

4.1 Site Allocations and Development Management Policies Development Plan Document

OVERVIEW	
Role and 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 and Bosworth Community Plan.
TIMETABLE	
Stage	Dates
Document preparation and stakeholder engagement	September – December 2005
Consultation on Issues and 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	February – March 2014
Pre-Submission Modifications public consultation	December 2014 – January 2015
Submission to Secretary of State	April 2015
Estimated programmed date for examination	August 2015
Programmed date for adoption	January 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. 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 of evidence based documents and attendance at examination as required.
Stakeholder and 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.

4.2 Gypsy and Traveller Allocations Development Plan Document

OVERVIEW	
Role and subject	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 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	September –December 2015
Consultation on Scoping DPD Document	January – February 2016
Publication of Development Plan Document	October – November 2016
Submission to Secretary of State	February 2017
Estimated programmed date for examination	June 2017
Programmed date for adoption	October 2017

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. Consultants will be employed to assist in evidence preparation.
Stakeholder and 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 and Planning Policy for Traveller sites.
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.

4.3 Shopping and Shop Fronts Supplementary Planning Document

OVERVIEW	
Role and 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.
TIMETABLE	
Stage	Dates
Drafting of publication SPD	February – August 2016
Consultation on publication SPD	September – October 2016
Programmed date for adoption	June 2017
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 and 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.

4.4 **Sustainable Development and Renewable Energy Supplementary Planning Document**

OVERVIEW	
Role and subject	To provide supplementary guidance on Policy 24 and 16 of the adopted Core Strategy and to supplement relevant policy within the Site Allocations and Development Management Policies 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 Policies DPD.
TIMETABLE	
Stage	Dates
Drafting of publication SPD	February – August 2016
Consultation on publication SPD	September – October 2016
Programmed date for adoption	June 2017
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 and 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.

4.5 Infrastructure Planning and Developer Contributions Supplementary Planning Document

OVERVIEW	
Role and subject	The purpose of the SPD will be to set out how the council will approach securing planning obligations from developers towards a range of infrastructure to support the delivery of truly sustainable development.
Geographical coverage	Borough-wide
Status	Supplementary Planning Document
Priority	Medium
Chain of conformity	Must be in conformity with relevant policy within the Site Allocations and Development Management Policies DPD.
TIMETABLE	
Stage	Dates
Drafting of publication SPD	December 2014 – September 2015
Consultation on publication SPD	October - November 2015
Programmed date for adoption	July 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	No external resources are required to prepare the SPD as it will be prepared internally, however external stakeholders will be contacted to gather the evidence to inform the contents of the SPD.
Stakeholder and community involvement	As described above the SPD will be compiled in conjunction with key stakeholders to inform the contents. The publication draft SPD will be subject to a formal consultation exercise 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.
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4.6 Biodiversity Supplementary Planning Document

OVERVIEW	
Role and subject	The SPD will provide guidance for developers regarding the protection and enhancement of the natural environment from development proposals which could impact or result in an adverse effect on biodiversity. Including the approach towards off-setting. The SPD will supplement relevant policy within the Site Allocations and Development Management Policies DPD.
Geographical coverage	Borough-wide
Status	Supplementary Planning Document
Priority	Medium
Chain of conformity	Must be in conformity with relevant policy within the Site Allocations and Development Management Policies DPD.
TIMETABLE	
Stage	Dates
Drafting of publication SPD	February – August 2016
Consultation on publication SPD	September – October 2016
Programmed date for adoption	June 2017
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 and community involvement	The publication draft SPD will be subject to a formal consultation exercise 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.
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APPENDIX 1 – LOCAL DEVELOPMENT SCHEME PROGRAMME

Year	2015												2016												2017												2018											
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 and Development Management Policies DPD																																																
Gypsy and Traveller Allocations DPD																																																
Supplementary Planning Documents																																																
Infrastructure Planning and Developer Contributions SPD																																																
Shopping and Shop Fronts SPD																																																
Sustainable Development and Renewable Energy SPD																																																
Biodiversity SPD																																																
Hinckley and Bosworth Local Plan																																																

Local Plan

1	Commencement of Document
2	Evidence Base Gathering and drafting of Scoping Document
3	Consultation on Scoping Document
4	Analysis of Consultation Responses
5	Drafting of Publication Document
6	Committee Cycle
7	Publication Document
8	Analysis of Consultation Responses
9	Date for submission to Secretary of State
10	Pre-examination Meeting
11	Commencement of Hearing/Examination
12	Proposed Date for Adoption

Supplementary Planning Document

1	Commencement of Document
2	Drafting of Publication SPD
3	Consultation on Publication SPD
4	Analysis of Consultation Responses
5	Drafting of adoption draft SPD
6	Committee Cycle
7	Adoption

APPENDIX 2 – 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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Hinckley & Bosworth Borough Council
Hinckley Hub
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Hinckley
Leicestershire
LE10 0FR
Tel: 01455 238141
Email: planningpolicy@hinckley-bosworth.gov.uk

অন্যান্য ভাষায় অনুবাদ এবং বড় ছাপা অক্ষর বা অডিও'তে আরো কপি নিম্নের ঠিকানায় পাওয়া যায় :
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Hinckley Hub, Rugby Road, Hinckley, Leics LE10 0FR টেলিফোন : 01455 238141 ই-মেইল :
planningpolicy@hinckley-bosworth.gov.uk

બીજી ભાષાઓના ભાષાંતરમાં અને મોટા અક્ષરોમાં અથવા ઓડિઓના રૂપમાં વધારાની નકલો
નીચેના સરનામા ઉપર ઉપલબ્ધ છે: Policy and Regeneration Team
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Policy and Regeneration Team, Hinckley and Bosworth Borough Council,
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planningpolicy@hinckley-bosworth.gov.uk ٹیلیفون: 01455 238141 ای میل

Dalsze kopie, wersie w innych jezykach i drukowane wiekszymi literami lub wersie audio
sa dostepne pod nastepujacym adresem: Policy and Regeneration Team
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