

Brentwood Local Plan Timetable

Local Development Scheme 2022 – 2025

July 2022



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1. Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 requires that Brentwood Borough Council prepare a Local Development Scheme (LDS), or local plan timetable. This sets out the rolling programme for preparation of planning documents that will form Brentwood's Local Development Plan. It also identifies the key stages in the preparation of the council's Local Development Plan Documents. This LDS covers the period 2022 to 2025.
- 1.2 The Brentwood Local Development Scheme is a project management document, which informs the public and stakeholders of the planning documents that the council will produce and the timescale for their production.

2. Planning Context

National Planning Policy

- 2.1 [The National Planning Policy Framework \(July 2021\)](#) sets out the government's planning policies for England and how these are expected to be applied. It provides a framework within which locally prepared plans for housing and other development can be produced. Regarding plan-making, paragraph 15 of the framework describes how "the planning system should be genuinely plan-led. Succinct and up-to-date plans should provide a positive vision for the future of each area; a framework for addressing housing needs and other economic, social and environmental priorities; and a platform for local people to shape their surroundings."

County Planning Policy

- 2.2 Essex County Council is the authority responsible for production of minerals and waste local plans, which form part of the Development Plan in Brentwood borough. At present the adopted plans are:
- a) [The Essex Minerals Local Plan \(2014\)](#) (currently under review)
 - b) [The Essex and Southend-on-Sea Waste Local Plan \(2017\)](#)

Local Planning Policy

- 2.3 The Development Plan for Brentwood comprises the [Brentwood Local Plan 2016-2033](#), which was adopted in March 2022. Policy MG06: Local Plan Review and Update, commits the council to an early review of the plan to address housing needs. This requires a local plan review to be submitted for examination within 28 months of adoption, which would be by July 2024.

Supplementary Planning Documents and Guidance

- 2.4 Supplementary Planning Documents (SPDs) are non-statutory documents that give further guidance on the policies and proposals set out in development plan documents. Whilst SPDs must be in conformity with the development plan and subject to public consultation, they do not have to undergo examination.
- 2.5 The council has adopted and/or endorsed several guidance documents, including:
- a) Essex Coast Recreational Avoidance Mitigation Strategy SPD (2020)
 - b) Brentwood Town Centre Design Guide SPD (2019)

- c) Developers' Guide to Infrastructure Contributions (Revised Edition 2016)
- d) Sustainable Drainage Systems Design Guide (2015)
- e) Vehicle Parking Standards (2011)
- f) Shopfront Guidance for Brentwood Town Centre SPD (2010)
- g) Urban Place Supplement SPD (2007)

Statement of Community Involvement

- 2.6 The council's [Statement of Community Involvement](#) was adopted in December 2018. The SCI outlines how the council will involve the local community and other stakeholders in the preparation of its planning policy documents (plan-making) and consideration of planning applications (decision-making).
- 2.7 The council has subsequently prepared an addendum to its adopted SCI, relating to the preparation of the South Essex Joint Strategic Plan (JSP).

3. Brentwood Local Plan Review

- 3.1 The Brentwood Local Plan 2016-2033 commits to a partial review and update of the plan in Policy MG06 with the objective of meeting the full Objectively Assessed Housing Needs. The review commenced immediately upon adoption of the plan with submission of the review for examination required within 28 months from adoption by 31 July 2024.
- 3.2 The timetable for the review and update is set out below in Table 1 and Appendix A. These will be updated with further detailed timescales as the review progresses and relevant milestones are met or require amending. The table provides timescale quarters for each year as follows:
- a) Quarter 1 = January / February / March
 - b) Quarter 2 = April / May / June
 - c) Quarter 3 = July / August / September
 - d) Quarter 4 = October / November / December

Table 1: Local Plan Review Timescales

Stage	Estimated timescale
New/revised evidence base procured/produced/revised	Quarter 2 2022 and ongoing thereafter
Duty to Co-operate engagement	Quarter 2 2022 and ongoing thereafter
Formal Regulation 18 consultation (Preferred Options)	Quarter 3 2023 (six week consultation)
Review comments and revise Plan	Quarter 3 / Quarter 4 2023
Submission Local Plan consultation (Regulation 19)	Quarter 1 2024 (six week consultation)
Review comments and revise plan	Quarter 2 2024
Submission of Local Plan and representations to Secretary of State (Regulations 20, 22 and 35)	Quarter 3 2024
Independent Examination (Regulation 20)	Quarter 4 2024
Inspector's Report and adoption of Local Plan (Regulations 20 and 35)	Quarter 1 / Quarter 2 2025

4. Community Infrastructure Levy (CIL)

- 4.1 The CIL is a planning charge on new developments used by local authorities to fund and deliver infrastructure needed to support new development. CIL is charged on a £ per square metre basis on the gross internal area of new development.
- 4.2 Following adoption of the local plan in March 2022 the council is committed to the preparation of CIL for the borough. The timetable for this is set out below in Table 2 and Appendix A.

Table 2: Community Infrastructure Levy (CIL) Timescales

Stage	Estimated timescale
Publish draft schedule and consultation	Quarter 3 2022
Submit for examination	Quarter 4 2022
Examination	Quarter 4 2022 – Quarter 2 2023
Modify and adopt Charging Schedule	Quarter 2 2023 – Quarter 3 2023

5. Other Statutory and Non-Statutory Planning Documents

Supplementary Planning Documents and Guidance

- 5.1 The council has adopted a number of Supplementary Planning Documents to date as detailed in paragraph 2.5 above. Whilst it is not anticipated that these guidance documents will need to be revised at present, the council's adopted documents will be kept under review as the local plan review and CIL progress. The LDS will be updated as necessary.
- 5.2 Currently there are two new guidance documents programmed for the next three year period, which includes the Dunton Hills Garden Village Design Guidance SPD and Planning Obligations SPD. The timetable for the two documents is set out in Table 3 below and Appendix A.
- 5.3 The Dunton Hills Garden Village Design Guidance SPD will complement local plan policies R01 (I) & (II) to provide more detailed guidance and ensure the key aims of the strategic allocation are realised.
- 5.4 The Planning Obligations SPD will support several local plan policies by providing further detail on the collection of planning obligations / contributions received by the council as a result of planned development across the borough.

Table 3: Other Statutory and Non-Statutory Planning Documents Timescales

Stage	Estimated timescales
Dunton Hills Garden Village Design Guidance SPD	
Adoption	Quarter 3 2022
Planning Obligations SPD	
Preparation	Quarter 2 / Quarter 3 2022
Public consultation and review of comments	Quarter 3 2022 / Quarter 4 2022
Adoption	Quarter 4 2022 / Quarter 1 2023

Neighbourhood Plans

- 5.5 Neighbourhood plans are community-led plans for guiding the future development and growth of a local area introduced by the Localism Act (2011). Such plans must be in general conformity with the strategic policies in the local development plan for the area. They are subject to independent examination and referendum, and once adopted will form part of the statutory local development plan for the area.

- 5.6 In areas with defined parishes, these plans can be prepared by the parish council in consultation with the local community. As of July 2022 there are three designated neighbourhood planning areas in the borough: Doddington, Ingatestone & Fryerning and West Horndon.
- 5.7 Ingatestone & Fryerning Parish Council formally submitted their neighbourhood plan to Brentwood Borough Council in November 2021. Regulation 16 consultation of the Ingatestone & Fryerning Neighbourhood Plan took place between December 2021 and March 2022. The neighbourhood plan was submitted for independent examination in April 2022 with the Inspector's report received in June 2022 confirming, subject to modifications, that it could proceed to referendum. The referendum is scheduled to take place in August 2022 and if successful will be a 'made' plan.

South Essex Joint Strategic Plan

- 5.8 The local authorities across South Essex have a history of working collaboratively on a range of issues to develop appropriate approaches to meet common strategic aims and objectives. Building on this partnership working approach, the Leaders and Chief Executives from Basildon, Brentwood, Castle Point, Rochford, Southend-on-Sea and Thurrock Councils, and Essex County Council initiated an approach of collaboration to develop long term place-based growth ambition in July 2017. This culminated in the signing of a South Essex 2050 Memorandum of Understanding in January 2018. A joint approach will enable South Essex to collectively support economic growth and sustainable development across the sub-region and effectively respond to external pressures, such as the Thames Estuary 2050 Commission and the London Plan.
- 5.9 Part of the South Essex ambition to effectively deal with the challenge of growth will be realised through the preparation and adoption of a Joint Strategic Plan. The Joint Strategic Plan will be a high-level planning framework covering the whole of South Essex, which includes the six local authorities listed above.
- 5.10 A Statement of Common Ground has been prepared, in accordance with the NPPF, to support the preparation of the Joint Strategic Plan. This will ensure that there is not only a proactive and positive approach to strategic planning matters across the sub-region, but that there is a clear (and agreed) approach to how these will be delivered in all relevant local planning documents.
- 5.11 The scope and timetable of the Joint Strategic Plan is currently under review and an up-to-date timetable will be provided in a future LDS update once agreed.

6. Monitoring and review

- 6.1 The Authority (formerly Annual) Monitoring Report (AMR) is a document prepared by the Council which includes information on progress of local development plan preparation. This report is published on the council's website at the earliest opportunity.
- 6.2 The Council's progress in respect of plan production will be monitored through the AMR. Each year the AMR will:
- a) show how the council is performing against the timescales in the LDS for the preparation of development plan documents and supplementary planning documents
 - b) consider the effectiveness of extant policies in advance of the adoption of new planning policy documents
 - c) monitor local development plan policies against a set of national and local indicators
 - d) provide an up to date list of documents in preparation and adopted, and provide details of future reviews of those documents.
- 6.3 This LDS sets out broad timetables for the preparation of development plan documents. These timetables will be reviewed and refined as the document production progresses.

7. Risks and contingencies

Table 4: Local Development Scheme Risks and Contingencies

	Risk	Level	Contingency
7.1	Significant changes to the planning system – publication of new Government legislation/guidance	Medium to High	Continue to keep fully abreast with any changes/publications of Government legislation. Assess as soon as practicable any revisions that may be necessary to the Local Plan.
7.2	Problems/inability to engage with key stakeholders and the community	Low	Continue to engage and maintain good relationships with key stakeholders and communities. Raise any problems or issues through appropriate channels.
7.3	Failure to comply with Duty to Cooperate	Medium	Prepare and implement a Duty to Cooperate strategy and ensure early engagement at officer and Member level.
7.4	Handling higher than expected numbers of representations	Medium to High	Engage additional staff resources during and after consultation periods with the use of external specialists if necessary.
7.5	Loss of key staff within Planning Policy team	Medium	Recruiting temporary contract staff, if necessary, to cover any shortfalls in staffing levels.
7.6	Inability for the Planning Inspectorate to deliver hearings and reports on time	Medium	This would affect the Examination and adoption of the Local Plan Review. No contingency as Planning Inspectorate is the sole body able to undertake this process.
7.7	Legal compliance and soundness tests not met at examination	Medium	Robust, evidence based plan. Effective public engagement. Ongoing engagement with specific prescribed bodies as part of the Duty to Cooperate.
7.8	Legal Challenges to the Local Plan	Medium	Seek appropriate legal advice through the preparation of the

			Local Plan and keep abreast of best practice.
7.9	Budget shortfalls as a result of timetable delays, examination length and / or legal challenge	Medium	Regular budget monitoring. Seeking external funding sources. Ongoing engagement with S151 officer and Leadership Team.

Appendix A: Summary timetable of documents to be produced

Document Title	2022			2023				2024				2025			
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Development Plan Documents															
Brentwood Local Plan Review						Reg 18		Reg 19		Sub					
Charging Schedules															
Community Infrastructure Levy (CIL)															
Supplementary Planning Documents and Guidance															
Dunton Hills Garden Village Design Guidance SPD															
Planning Obligations SPD															