

Local Development Scheme

2017

**Evidence base under pinning the Local Plan for the Borough of
Oadby and Wigston**



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Useful Contacts

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1 Introduction

- 1.1** This Local Development Scheme sets out the Council's proposal for the preparation of the Local Plan for the Borough of Oadby and Wigston.
- 1.2** The adopted Local Plan currently consists of the Core Strategy, the Town Centres Area Action Plan and the Saved Local Plan and provides the planning policy framework for the entire Borough up to 2026. A new Local Plan is being prepared and will eventually replace the existing Saved Local Plan, Core Strategy and Town Centres Area Action Plan.
- 1.3** The Local Development Scheme establishes a programme of work and identifies milestones that the Council will strive to meet. As well as these timescales the Local Development Scheme outlines the policies that make up the Development Plan for the Borough whilst the Local Plan is under preparation.
- 1.4** The Council is committed to working with its partners, stakeholders and all members of the local community in the preparation of new planning policy. Together, the Local Development Scheme and the adopted Statement of Community Involvement set out how and when the aforementioned can participate in the process. External participation throughout the process is integral to shaping the future of the Borough.

2 Glossary of Relevant Documents

Local Plan (LP)

Is the collection of documents setting out the overall planning strategy, policies and proposals for the Borough of Oadby and Wigston.

Local Development Scheme (LDS)

Is the document that sets out the programme for the preparation of the Borough Council's Local Plan.

Local Development Documents (LDD)

Are the documents that set out the Development Plan policies and supporting guidance that shape the Borough. The two types of Local Development Documents are Development Plan Documents and Supplementary Planning Documents.

Development Plan Documents (DPD)

Are the Local Development Documents that 'carry' Development Plan status. These documents contain the policies for which any planning application for new development will be considered.

Supplementary Planning Documents (SPD)

Are the Local Development Documents that do not carry Development Plan status. They contain guidance which is used as a 'material consideration' when determining a planning application.

Area Action Plans (AAP)

Establish site specific plans for key areas of opportunity, change/development or conservation.

Statement of Community Involvement (SCI)

Outlines how the Borough Council engages the community in the preparation of Local Development Documents and in considering a planning application.

Annual Monitoring Report (AMR)

Is a report that measures the 'success' of planning policies and assesses plan making performance against the milestones set out in the Local Development Scheme.

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

Are processes to ensure that environmental issues are taken into account during the preparation of Local Development Documents, as well as the extent to which they achieve environmental, economic and social objectives.

3 The Development Plan

- 3.1** The Development Plan for Oadby and Wigston currently consists of the Borough Council's Local Plan, the Borough Council's Saved Local Plan, the National Planning Policy Framework and the National Planning Practice Guidance (as illustrated below).

The adopted Local Plan

- 3.2** The Saved Oadby and Wigston Local Plan was initially adopted on 29th October 1999, and policies were 'saved' on 28th September 2007. It was subsequently updated on 28th September 2010 upon the adoption of the Core Strategy and on the 20th September 2013 upon adoption of the Town Centres Area Action Plan. The Borough Council has also adopted Supplementary Planning Documents (SPD), Supplementary Planning Guidance (SPG) and Borough Council Policy Statements that amplify various policies of the Plan as set out below.
- 3.3** The Core Strategy and the Town Centres Area Action Plan are the first and second Development Plan Documents to be adopted within the Borough Council's Local Plan, and set out the vision, spatial objectives and planning strategy for the Borough up to 2026. Many of the Saved Local Plan policies were superseded upon adoption of the Core Strategy and Town Centres Area Action Plan, with Supplementary Planning Guidance notes and Supplementary Planning Documents now being relevant to those. The table below sets out the supplementary documents relevant to policies contained within the current Local Plan.

Relevant Supplementary Planning Guidance / Documents	Date of Adoption	Local Plan Policy	Core Strategy Policy	Town Centres AAP Policy
Landscape & Design Considerations (SPG)	04-04-2002	Landscape Policy 1	-	-
Advertisements (SPG)	04-04-2002	Landscape Policy 8	-	-
Residential Development (SPD)	01-11-2005	Housing Policy 17	-	-
Conservation Area (SPD)	01-08-2008	-	Policy 15	-
Boundary Treatments (SPG)	04-04-2002	Landscape Policy 1	Policy 15	-
Industry and Employment (SPG)	04-04-2002	Employment Policy 10 Landscape Policy 1	-	-
Premises used for sale of hot food (SPG)	04-04-2002	Shopping Policy 9	-	Policy 10
Shop Fronts/Security Screens/Shutters (SPG)	04-04-2002	Shopping Policy 16/17 Landscape Policy 2	-	Policy 8
Renewable Energy/Energy Efficiency (SPG)	26-02-2004			
Public Realm Strategy (SPD)	04-09-2012	-	Policy 2	Policy 12
			Policy 14	Policy 14 Policy 18
Employment Sites (SPD)	27-09-2011	Employment Policy 1/4/6/9/10/11	Policy 1	-
Developer Contributions (SPD)	13-12-2011	-	Policy 17	Any policy promoting built development.

Saving Policies

- 3.4** The Planning and Compulsory Purchase Act 2004 made provision for previously adopted plans to retain Development Plan status until 28th September 2007 (three years from commencement of the Act).
- 3.5** The Planning and Compulsory Purchase Act 2004 also made provision for policies to be saved for longer than three years provided that they had regard to the Local Plan, the Sustainable Community Strategy, the Core Strategy Development Plan Document, the Town Centres Area Action Plan and have the approval of the Secretary of State.
- 3.6** The adoption of the Council's Core Strategy and Town Centres Area Action Plan has meant many of the Saved Local Plan policies have been superseded; however policies not superseded have been saved, and will remain so until a Development Plan Document, for example the new Local Plan has policies that supersede them.

- 3.7** Supplementary Planning Guidance and Supplementary Planning Documents will remain in ‘force’ for as long as the policies to which the guidance/documents relate, are saved or superseded.
- 3.8** Policies in a Development Plan Document that supersede Saved Local Plan policies, once adopted, form part of the Development Plan. Once ‘saved’ policies have been superseded they are/will be withdrawn.

National Planning Policy Framework

- 3.9** Since the publication of the National Planning Policy Framework (NPPF), all local planning policy has been reviewed to ensure its conformity with the new national framework. The NPPF states that *‘the policies contained in the Local Plan should not be considered out of date simply because they were adopted prior to the publication of this framework’*.
- 3.10** During March 2014 the government published the National Planning Practice Guidance (subsequent amendments have been made since) which gives further guidance on specific aspects of the planning system, for example the Duty to Cooperate and housing and economic land availability assessments.
- 3.11** In response to the publication of the National Planning Policy Framework the Council undertook an assessment of conformity of the Borough’s Core Strategy which assessed its level of conformity with the National Planning Policy Framework. Outcomes of this assessment can be viewed within the ‘Local Planning Documents: Conformity with the National Planning Policy Framework’ document which can be found on the Council’s website.

4 Links to other Strategies and Plans

- 4.1** The Local Plan is a key component in the delivery of the Council's objectives, setting out its spatial aspects and providing a long term spatial vision for the Borough.
- 4.2** Leicestershire County Council is responsible for preparing Minerals and Waste Plans. When relevant, the programme for the review of these is set out in a separate Local Development Scheme, prepared by Leicestershire County Council. In preparing the Local Plan, account will also be taken of a number of other Borough Council and external strategies that have spatial implications. The diagram below identifies examples of these documents and shows how they relate to the Local Plan.



5 The Borough's Local Plan

- 5.1** This Local Development Scheme outlines the Borough Council's priorities for bringing forward Local Development Documents.
- 5.2** The Local Development Scheme is driven by the Borough Council's priorities for updating planning policy. The adopted Core Strategy Development Plan Document establishes a strategy for integrating new development into the Borough in a sustainable manner. Another key Development Plan Document contained within the Local Plan is the Town Centres Area Action Plan for the centres of Oadby and Wigston. The action plan establishes a spatial framework for development, including identification of sites, providing a context for the new Local Plan. The Council has begun preparation of the new Local Plan that will identify constraints and sites for major new development within the Borough as well as reviewing and updating other policy where relevant.
- 5.3** Whilst it is intended that effort will be focused on Development Plan Documents, the Borough Council will continue to bring forward Supplementary Planning Documents where it is programmed in the Local Development Scheme and other relevant planning documentation.
- 5.4** The programme includes the preparation of a wide range of background studies which will be prepared and used to inform various Local Development Documents (including where relevant a Sustainability Appraisal). The Sustainability Appraisal will be integral to the process and aims to ensure that Local Development Documents are consistent with a wide range of sustainability measures and indicators.
- 5.5** The documents that will be produced in the forthcoming programme are summarised below. The table illustrates the dates when each aspect of the new Local Plan is proposed to be undertaken. More detailed information in relation to each of the Local Development Documents can be found in the Appendices to this document.
- 5.6** When a Local Development Document is adopted it becomes part of the Local Plan. Due to the fluid nature of planning the Local Plan is an ongoing process and new Local Development Documents will be prepared on a regular basis as and when required.
- 5.7** The following table illustrates the Local Development Documents that are within the forthcoming work programme.

Note: Documents that form part of the Local Plan will be summarised below, even if already adopted.

Document	Development Plan Status	Brief Description	Regulation 18 Date	Date for Publication of Draft	Regulation 19/20 Date	Proposed Date for Adoption
Local Development Scheme	N/A	Sets out the documents that make up the Local Plan and their timetable for preparation	N/A	N/A	N/A	January 2017
Core Strategy	DPD	Sets out the vision, objectives and spatial strategy for development within the Borough	November 2008 to January 2009	N/A	October 2009 to November 2009	Adopted September 2010
Oadby and Wigston Town Centre Masterplan Area Action Plan (exc. S Wigston)	DPD	Establishes a spatial framework for the development in the town centres, including identification of sites	November 2007 to December 2007 and November 2008 to January 2009	N/A	October 2011	Adopted September 2013
New Local Plan	DPD	Identifies new sites, including for housing and employment uses	October 2015 to November 2015 and November 2016 to December 2016	N/A	August 2017 to October 2017	June 2018
Policies Map	DPD	Illustrates on an Ordnance Survey base the main proposals, designations and locations of development.	The Policies Map will be updated upon the adoption of each Local Development Document, where a particular Local Development Document requires information to be illustrated spatially			
Statement of Community Involvement	N/A	Is a statutory document that identifies the process of community involvement and engagement.	N/A	June 2014	N/A	Adopted September 2014
Residential Areas	SPD	Sets out the detailed development control guidelines for new residential development	N/A	August 2005 to September 2005	N/A	Adopted November 2005
Public Realm Strategy	SPD	The document supplements planning policies contained within the Saved Local Plan, the Core Strategy and the Town Centres Masterplan Area Action Plan	N/A	March 2012 to April 2012	N/A	Adopted September 2012
Conservation Areas	SPD	Seeks to ensure Conservation Areas continue to thrive without prejudicing their character and appearance	N/A	January 2008 to February 2008	N/A	Adopted October 2008
Developer Contributions	SPD	Amplifies Development Plan Document policies in relation to developer contributions	N/A	August 2017 to October 2017	N/A	November 2017

6 Stakeholder and Community Involvement

6.1 Initial background work began on the Local Plan in January 2003 with two major community and stakeholder consultation events. All the work undertaken prior to September 2004 forms part of the evidence gathering process and will be used to inform the preparation of Local Development Documents.

Visioning Seminar – Friday 24th January 2003

6.2 The Visioning Seminar was the first step in gathering information for the development of the Borough Council's Local Plan. The aim of the seminar was to begin the process with no predetermined ideas or agendas. Through this consultation process a number of key ideas were generated which now form the basis of a spatial vision for the development of the Borough.

6.3 The seminar was designed to identify the aims and aspirations of local people, and all sectors of the community, including employers, community groups, developers, service providers, and retailers were in attendance. The seminar also involved Officers from the various departments of the Borough Council, to ensure that the Local Plan would link in with other, existing or emerging, specific strategies and programmes.

6.4 The seminar consisted of a series of presentations from representatives of each of the sectors represented at the seminar. The speakers outlined the current aims of their sector, how they might change in the future, and what implications these changes might have on how land is used in the Borough. Furthermore delegates were given the opportunity to participate in three workshops which allowed their contribution towards creating a vision for the Borough's town centres, existing urban environments and the location of potential new development.

Envision: Planning Our Future – 11th August to 31st October 2003

6.5 The Envision: 'Planning Our Future' public consultation aimed to take the information gathering process to the wider local community. Many of the issues raised at the Visioning Seminar were taken forward in nine different 'Issues Papers' covering the following topics:

- Planning for Sustainable Development
- Countryside and Natural Environment
- Residential Areas
- Employment and the Local Economy
- Natural Resources
- Landscape and Design
- Open Space, Community and Leisure
- Town Centres
- Traffic and Public Transport

6.6 Local people were invited to comment on a number of different questions that were contained in the issues papers. The responses have resulted in the gathering of a large amount of information around the various topics. In summary, the top six priorities identified by respondents to be addressed through the Local Plan are, (in order of priority);

- Mixed use development and the provision of a range and mix of services and facilities
- An efficient transport infrastructure and high quality public transport services
- Sustainable development
- A vibrant local economy and opportunities for economic growth
- Good design
- The efficient use of land

6.7 A number of different consultation techniques were employed to ensure the entire local community had the opportunity to express their thoughts. In addition to the issues papers these included; leaflets; posters; press releases; display boards; exhibitions; road shows; and, officer attendance at a range of local meetings with groups and organisations.

Statement of Community Involvement (SCI)

6.8 Further community and stakeholder events have been held and continue to be planned as the Local Plan progresses. The Statement of Community Involvement sets out the Borough Council's approach to community consultation and identifies when and how stakeholders and the local community can become involved in the production of all Local Development Documents and local planning applications.

Public Consultation on Development Plan Documents – 2003 onwards

6.9 Core Strategy

<i>Issues and Options Stage Consultation</i>	<i>July 2005 to August 2005</i>
<i>Preferred options Stage Consultation</i>	<i>April 2006 to June 2006</i>
<i>Supplemental Issues and Options Consultation</i>	<i>June 2007 to August 2007</i>
<i>Regulation 25 Consultation Stage</i>	<i>November 2008 to January 2009</i>
<i>Regulation 27 Consultation Stage</i>	<i>October 2009 to November 2009</i>

6.10 Town Centre Area Action Plans

<i>Issues and Options Stage Consultation</i>	<i>May 2007 to June 2007</i>
<i>Preferred Options Stage Consultation</i>	<i>November 2007 to December 2007</i>
<i>Regulation 25 Consultation Stage</i>	<i>November 2008 to January 2009</i>
<i>Regulation 27 Consultation Stage</i>	<i>October 2011 to December 2011</i>

6.11 New Local Plan

<i>Call for Sites Consultation</i>	<i>May 2013 to June 2013</i>
<i>Regulation 18 Consultation – Key Challenges</i>	<i>October 2015 to November 2015</i>
<i>Regulation 18 Consultation – Preferred Options</i>	<i>November 2016 to December 2016</i>

- 6.12** Throughout each consultation stage the Borough Council invites public participation via differing methods, including; officer attended road shows; officer attended forums; stakeholder meetings; unattended exhibitions in various locations around the Borough; and, articles in the Council produced newspaper/leaflet that is distributed to every household within the Borough.

7 Key Evidence Base Studies

Oadby and Wigston Green Wedge Management Strategy and the Oadby, Stoughton and Thurnby Green Wedge Management (2003 and 2005 respectively)

- 7.1** The Borough Council appointed Munro and Whitten to prepare a Green Wedge Management Strategy for the Oadby and Wigston Green Wedge and EMEC and Faulks Perry Culley and Rech to prepare a Green Wedge Management Strategy for the Oadby, Thurnby and Stoughton Green Wedge. These strategies assist in formulating an overall strategy to guide the future of planning and management of the Borough's Green Wedges.

Conservation Area Appraisals (2004 and 2008) (review currently underway to evidence new Local Plan due to be complete summer 2017)

- 7.2** The Borough Council appointed QuBE Planning to prepare Conservation Areas Appraisals and Development Control Guidance for all the Borough Conservation Areas. The appraisals provide the basis for reviewing boundaries and providing justification for their inclusion in the Local Plan.

Housing Needs Assessment (2005)

- 7.3** The Borough Council appointed David Couttie Associates to prepare a Housing Needs Assessment. The assessment provides the basis for affordable housing policies and for determining the type and tenure of new dwellings that need to be provided through the Local Plan.

Phase 1 Habitat Survey and Biodiversity Audit (2005) (extended report due to be complete February 2017)

- 7.4** The Borough Council appointed ESL Limited to prepare a Phase 1 Habitat Survey and Biodiversity Audit. This document provides essential baseline data, which will feed into the Sustainability Appraisal process and will allow the preparation of spatial planning policies that will improve habitats throughout the Borough.

PACEC Leicester and Leicestershire HMA Employment Land Study (2008) (and 2013 refresh)

- 7.5** In March 2008 PACEC, Warwick Business Management Ltd and Mather Jamie were appointed by the Leicester Shire Economic Partnership to undertake an employment land study for the Leicester and Leicestershire Housing Market Area. The study assesses; joint employment land planning and delivery up to 2026; employment land policies and allocations of local authorities; and, investment priorities and targets for Local Area Agreements and Multi Area Agreements.

Faith Community Profile and Places of Worship Needs Assessment (2008)

- 7.6** In July 2008, the Borough Council appointed CAG Consultants in association with Land Use Consultants and Diverse Ethics to undertake and prepare a Faith Community Profile and Places of Worship Needs Assessment. The study is an evidence base that will provide a

comprehensive faith communities profile. Such a profile includes a needs assessment in relation to places of worship and associated facilities and will inform planning policy formulation, particularly in regards to the Town Centres Area Action Plan.

Strategic Housing Land Availability Assessment (annual update)

- 7.7** The Strategic Housing Land Availability Assessment (SHLAA) is a requirement of the National Planning Policy Framework and forms a key part of the evidence base for the Core Strategy. The assessment informs the Borough Council of appropriate and viable land targets that could come forward if additional sites are needed in order to fulfil strategy targets. The Strategic Housing Land Availability Assessment report is a technical paper that provides background evidence only and is not an allocations document. Future SHLAA's will also take account of guidance set out in the National Planning Practice Guidance.

Affordable Housing Viability Assessment (2016)

- 7.8** The Affordable Housing Viability Assessment (AVHA) is a requirement of the National Planning Policy Framework and forms a key part of the evidence base for the Core Strategy. The assessment informs the Borough Council on the most viable affordable housing thresholds and percentages within new residential developments.

Open Space, Sport and Recreation Facilities Study (initial 2009 and updated annually)

- 7.9** Having a study of Open Space, Sport and Recreation Facilities is a requirement of the National Planning Policy Framework and forms a key part of the evidence base for the Local Plan. The assessment will inform the Borough Council on the open space, sport and recreation needs of the Borough and will allow the Council to employ mitigation measures on ensuring the provision of open space.

Employment Sites and Brownfield Land Study (2010)

- 7.10** The above study provides a detailed assessment of the Borough's employment sites using a site assessment matrix. Sites that have been assessed have been categorised in relation to their capacity for change.

Town Centres Delivery Strategy Updates (2012)

- 7.11** In June 2012, BE Group produced Delivery Strategies for the Oadby and Wigston Town Centre Masterplans. The report advised on the viability and deliverability of the six AAP projects based on the approved masterplan designs issued at that time.

Joint Leicester City, Leicestershire, Gypsy, Traveller Showpeople Accommodation Assessment (2017)

- 7.12** The Leicestershire and Leicester local authorities commissioned Opinion Research Services (ORS) to undertake a Gypsy and Traveller accommodation needs in the area.

Joint Strategic Flood Risk Assessment (2014)

- 7.13** The Joint Strategic Flood Risk Assessment 2014 is an update document to the Strategic Flood Risk Assessment 2007. The Strategic Flood Risk Assessment is a planning tool that will aid decision making and will inform decisions on the location of future development. The SFRA will also inform the preparation of sustainable policies in the new Local Plan.

Retail Capacity Study (2016)

- 7.14** In 2016 the Council commissioned Nathaniel Lichfield Partners to produce an up to date retail capacity study that assessed all of the Borough's town, district and local centres.

Housing and Economic Development Needs Assessment (HEDNA) (2017)

- 7.15** All local authorities within the Leicester and Leicestershire Housing Market Area have been involved in the production of the HEDNA. All authorities jointly commissioned GL Hearn and JGC to undertake the assessment.
- 7.16** As well as the completed evidence base mentioned above there are evidence base documents that the Council is currently in the process of producing or has produced.

- Locally Listed Buildings review (ongoing)
- Green Wedge review (ongoing)
- Climate Change study (complete)
- Local Transport Study work (ongoing)
- Landscape Character Assessment (ongoing)

- 7.17** Throughout the production of the Local Plan Review there will be a need for the Council to undertake additional evidence base studies.

8 Sustainability Appraisal

- 8.1 A sustainability Appraisal ensures that the process of preparing the Local Plan takes into account environmental issues in their widest sense and that the Local Development Documents will achieve the Borough's environmental, economic and social objectives. The Sustainability Appraisal process is integral to the production of certain Local Development Documents.
- 8.2 During the preparation of the Local Plan the following Sustainability Appraisal stages have taken place.
- a scoping report was prepared in June 2005
 - a sustainability appraisal was prepared to inform the Core Strategy
 - a sustainability appraisal was prepared to inform the Town Centres Area Action Plan
 - a scoping report was produced in 2016 to inform the new Local Plan process
 - a sustainability appraisal was prepared for the Local Plan reasonable alternatives and policy options during 2016
 - a sustainability appraisal was prepared for the Local Plan preferred options document in 2016

9 Planning Policy Resources

Employed Staff

- 9.1 Completion of the programme outlined in this Local Development Scheme represents a realistic challenge to the Borough Council. Although the Borough is small in size, the Local Plan needs to embrace just as many issues as any other, larger local planning authority. The following resources will be made available to allow the completion of the new Local Plan.

Post	Percentage of Time
Planning Policy Team Leader	80%
Planning Policy Technical Officer	30%
Planning Policy Officer (x2)	80%
Economic Regeneration Officers	20%
Town Centre Manager	10%

- 9.2 In addition to the above, limited staff resources will be made available in the Planning Control team, the technical and the administration Team as well as ICT services. Consultants may be appointed for specific projects if there is a need for expertise beyond that of the Planning Policy and Regeneration team.

Councillors

- 9.3 The Borough Council has put in place a procedure for Councillor Involvement within the Local Plan process. A cross party Place Shaping Working Group was established in December 2002 and now involves elected members. The group, which meets throughout the calendar year has become familiar with the Local Plan process and has the following terms of reference.

- To provide input in relation to issues where guidance from Councillors is required.
- To provide advice on issues where guidance is needed quickly in order to meet the milestones set out in the Local Development Scheme.
- To agree the various methods for undertaking public consultation and to represent the Borough Council in relation to Local Plan issues, including chairing meetings and providing statements to the press through press releases and interviews.

- 9.4 Key decisions in relation to the Local Plan are made by Full Council or Policy, Finance and Development Committee where milestones necessitate, ensuring that all Councillors are involved in the major stages of the Local Plans production. This will usually entail approving a document before it is published for public consultation, submitted to the Secretary of State or formal Adoption. These instances are indicated on the Overall Programme.

Members or the public may attend Full Council, or Policy Finance and Development Committee meetings to observe the decisions being made.

10 Risk Management

10.1 A number of factors could arise which affect the ability of the Borough Council to deliver the Local Plan in accordance with the Local Development Scheme. These factors are identified below, along with the necessary actions to reduce the impact of the risk.

Risk	Likelihood/Impact	Action
Loss of financial resources and staff due to Government funding cuts, as well as the Council restructuring process.	Medium/High Government funding cuts have forced the Council to review its staffing structure.	Continue to work as efficiently and effectively as possible, always looking for potential savings and 'value for money' opportunities.
Inability to meet the challenging programme in the Local Development Scheme for the preparation of the Local Plan.	Low Despite undertaking an ever diverse workload the Planning Policy team are confident that, although challenging, the current timetabled plan is achievable.	Continue to work as an efficient and effective unit, even in the current difficult economic climate. Continue to develop expertise 'in house' so there is less of a need for external outsourcing.
Lack of public interest in the Local Plan process.	High/Medium Local people may not wish to engage in the process.	The Borough Council's Statement of Community Involvement contains a number of initiatives to engage local people. The Planning Policy team will continue to undertake extensive public consultation where needed.
Lack of capacity of the Planning Inspectorate (PINS) and other agencies to meet the demands of the Local Development Scheme	Medium/High The Planning Policy team will continue to submit Development Plan Documents for Examination over the coming years.	The Planning Inspectorate and other relevant agencies will be contacted at an early stage to ensure a transparent and achievable Local Development Scheme process.
Impact of other work upon the Planning Policy team	High/High The Planning Policy team is involved in a wide range of other spatial policy and strategic work on a regular basis.	The importance of the Local Plan is widely recognised within the Borough Council and is timetabled accordingly into the Planning Policy team's workload.
Failure to meet tests of soundness in preparing Development Plan Documents	Low The Inspector may find that the process of preparing a Development Plan Document is not sound thus delaying the process.	The Borough Council will follow all procedures set out in government policy and guidance. Close liaison will be maintained with the Planning Inspectorate throughout the process.
Delays stemming from the requirement to comply with the Duty to Cooperate	Medium/High The Duty to Cooperate involves all Councils within the Leicester and Leicestershire HMA. Delays could occur due to the number of authorities involved and each ones differing decision making processes.	The Council will continue to work closely and collaboratively with all authorities within the Leicester and Leicestershire HMA to ensure any potential delays are minimised. A Strategic Planning Group has been established to facilitate joint working in the HMA alongside a joint Member Advisory Group.

11 Monitoring and Review

- 11.1** A number of planning monitoring reports, for example the Residential Land Availability Assessment and the Strategic Housing Land Availability Assessment, are produced on an annual basis by the Council to feed into the Annual Monitoring Report. This all encompassing report (AMR) is produced each year and published on the Council's website. The report assesses progress towards the implementation of the Local Development Scheme, and the extent to which the policies in Local Development Documents (when adopted) are being achieved. If necessary, the Local Development Scheme will be revised in light of these monitoring reports.
- 11.2** The Local Plan is supported by output indicators at a Local level with progress towards meeting these targets reported within the Annual Monitoring Report.

12 Project Management

The Local Plan process will be project managed by the Planning Policy Team Leader. For further information on the Local Development Scheme or the Local Plan, please contact:

Planning Policy Team Leader
0116 288 8961
planningpolicy@oadby-wigston.gov.uk

Availability of the Local Plan

All documents that make up the Local Plan will be published and made available to view free of charge at Council Offices. The documents are also available on the website at <https://www.oadby-wigston.gov.uk/pages/planning> (policy document preparation link).

Alternatively they are available by telephoning 0116 288 8961

or by writing to us at:

Planning Policy team,
Planning Department,
Oadby and Wigston Borough Council,
Council Offices,
Station Road,
Wigston,
Leicestershire,
LE18 2DR.

Please note that a charge is made for some documents to cover the cost of printing.

It is also worth noting that 'live' updates in relation to the Local Development Scheme process and document preparation will be published on the Council's website.

Appendices

Profile of the Local Development Documents

New Local Plan

Role and Subject	Identifies new sites for housing, employment, community and other uses in the Borough, including provision for gypsies and travellers, as well as reviewing and updating other policy where relevant.
Geographical Coverage	Entire Borough
Status	Development Plan Document
Chain of Conformity	In conformity with Planning Policy Statements and the Core Strategy. Consultation and participation to conform with the Statement of Community Involvement.

Timetable

Commencement SEA/SA Scoping Report	May 2014
Call for Sites	March 2015
Regulation 18 Consultation (issues and options)	October 2015 to November 2015
Consideration of Representations	December 2015 to August 2016
Regulation 18 Consultation (preferred options)	November 2016 to December 2016
Consideration of Representations	January 2017 to June 2017
Pre-submission consultation	August 2017 to October 2017
Submission to Secretary of State	December 2017 / January 2018
Pre-examination Meeting	February 2018
Examination	March 2018
Receipt of Inspectors binding report	May 2018
Adoption	June 2018

Arrangements for Production

Lead Section	Planning Policy team
Project Manager	Planning Policy Team Leader
Management Arrangements	Member Working Group to provide detailed input at key stages and adoption agreed by Council committee.
Internal Resources	All relevant Council sections
External Resources	Leicestershire County Council, the Local Strategic Partnership and neighbouring district councils
Community Involvement	Set out in the Council's Statement of Community Involvement
Monitoring and Review	Approach set out in section 11 of this document

Policies Map

Role and Subject	Illustrates the main proposals, designations and locations of development within the Borough. Identifies areas where specific policies and Area Action Plans apply.
Geographical Coverage	Entire Borough
Status	Adopted policies map
Chain of Conformity	In conformity with Planning Policy Statements and the Core Strategy. Consultation and participation to conform with the Statement of Community Involvement.

Timetable

The Proposals Map will be updated upon the adoption of each Local Development Document, where the particular Local Development Document requires information to be illustrated spatially.

Arrangements for Production

Lead Section	Planning Policy team
Project Manager	Planning Policy Team Leader
Management Arrangements	Member Working Group to provide detailed input at key stages and adoption agreed by Council committee.
Internal Resources	Planning Policy team and Planning Control team
External Resources	Leicestershire County Council, the Local Strategic Partnership and neighbouring district councils.
Community Involvement	Set out in the Council's Statement of Community Involvement
Monitoring and Review	Approach set out in section 11 of this document

Developer Contributions

Role and Subject	Amplifies Development Plan Document policies in relation to developer contributions
Geographical Coverage	Entire Borough
Status	Supplementary Planning Document
Chain of Conformity	In conformity with Planning Policy Statements and the Core Strategy. Consultation and participation to conform with the Statement of Community Involvement.

Timetable

Completion of pre-production/survey work	July 2017
Publication of draft for Consultation	August 2017
Consideration of representations	October 2017 to November 2017
Adoption	November 2017

Arrangements for Production

Lead Section	Planning Policy team
Project Manager	Planning Policy Team Leader
Management Arrangements	Member Working Group to provide detailed input at key stages and adoption agreed by Council committee.
Internal Resources	Planning Policy team and Planning Control team
External Resources	Leicestershire County Council, the Local Strategic Partnership and neighbouring district councils.
Community Involvement	Set out in the Council's Statement of Community Involvement
Monitoring and Review	Approach set out in section 11 of this document