



Local Development Scheme 2016

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1 The Purpose of the Local Development Scheme

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1 The Purpose of the Local Development Scheme

What is the Local Development Scheme

1.1 Councils are required to produce an LDS under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). The LDS must specify the documents which when prepared will comprise the Local Plan for the area. It must be made publicly available on the Council's website and be kept up to date to enable local communities and interested parties to keep track of progress.

1.2 This Local Development Scheme (LDS), sets out the timetable for the production of documents that will form the Lichfield District Local Plan over the next three year period (September 2016 to August 2019) and supersedes the Council's previous LDS published in February 2015. It will be subject to annual review linked to the District Council's Authority Monitoring Report which is published on the District Council's website. The amendments made to the LDS are listed at **Appendix 5**.

1.3 The National Planning Policy Framework (NPPF) and the associated [Planning Practice Guidance \(PPG\)](#) sets the national context. The District Council must take account of this national policy in preparing plans. This national policy may also be relevant to decisions on individual planning applications and appeals.

1.4 Community involvement in plan making and determination of planning applications is at the heart of modern day planning. The detailed arrangements we have set in place for planning in Lichfield District are set out in the Statement of Community Involvement adopted in June 2016. Further details can be found at www.lichfielddc.gov.uk/sci

1.5 The Lichfield District Local Plan will be made up of a number of documents which together will guide development in the District. The Local Plan Strategy (2015) provides the strategic context, allocates strategic sites for residential development, and sets local planning policies for the area. This was adopted by Lichfield District Council in February 2015 and will be followed by a 'Stage 2' Local Plan, namely the Local Plan Allocations document, which will provide more localised detail. Additional localised detail is also provided by Neighbourhood Plans. Under the provisions of the Localism Act 2011, communities can also prepare their own Neighbourhood Plans. The timescales for these are at the discretion of the communities themselves, but if 'made' become part of the Development Plan for the local area. The Local Plan will be supported by a range of other documents, including Supplementary Planning Documents (SPDs).

1.6 The Local Plan will be accompanied by other planning documents which are not Local Plan Documents and for which inclusion within this LDS is not required. However these documents, including Supplementary Planning Documents (SPD) Statement of Community Involvement (SCI) and the Authority Monitoring Report (AMR) are referenced in Chapter 4 to give context to their relationship with the Local Plan.

Why do we need a Local Development Scheme

1.7 This LDS provides a public statement of documents that will be prepared by the District Council to guide development at the local level and enables the District Council to prioritise and plan resources for the preparation of Local Development Documents. It gives local residents and interested parties information about those documents which have been adopted and those to be produced over the three year period from the point of this Scheme's approval by Full Council; how the documents interrelate and how monitoring and review of the LDS will take place.

1.8 The scheme must include the following information:

- Which of the Local Development Documents (LDD) are to be Local Plan Documents;
- The subject matter and geographical area to which each Local Plan Document relates;
- Which Local Plan Documents (if any) are to be prepared jointly with one or more other local planning authorities;
- Any matter or area in respect of which the authority have agreed (or propose to agree) to the constitution of a joint committee;
- The timetable for the preparation and revision of the Local Plan Documents.

1.9 The LDS is available in hard copy from the District Council and can also be viewed electronically at www.lichfielddc.gov.uk/localplan.



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2 Local Plan Resources & Management

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2.1 The broad resources and management arrangements for each Local Development Document are set out within the table at **Appendix 2**. Staff resources will come primarily from the Spatial Policy and Delivery team, but there will be significant involvement of other officers across the District Council and assistance from the County Council, for example in relation to transportation and education issues. The use of external resources may also be necessary, such as specialist consultants to prepare evidence.

2.2 The Spatial Policy and Delivery team, led by a Spatial Policy and Delivery Manager, includes policy planners and technical and administrative support whose principal task is to prepare documents contributing to the Local Plan. The officer input will be provided by:

- Lichfield District Council Spatial Policy and Delivery team (technical and policy development);
- Lichfield District Council Leadership Team.

2.3 The arrangements for managing each document, preparing technical work and decision making are set out below:

2.4 Officer Input:

- Liaison with Stakeholders (production and commissioning of evidence and consultation);
- Regular production and monitoring of team project plan;
- Joint working and consultation with Duty to Cooperate Partners;
- Supporting the examination.

2.5 Member Involvement:

- Member Sub Committee;
- Economic Growth, Environment and Development (Overview and Scrutiny) Committee;
- Joint Member / Officer Infrastructure Working Group;
- Cabinet;
- Full Council.

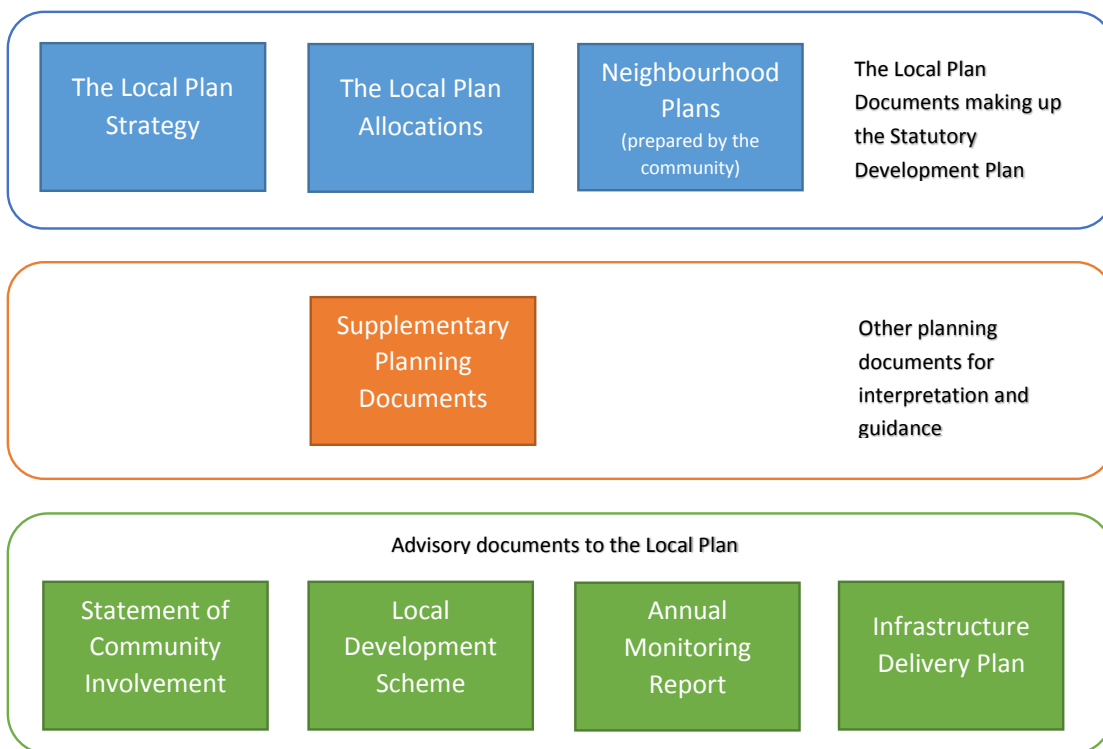


3 Content of the Local Development Scheme

3 Content of the Local Development Scheme

Local Plan Documents

3.1 The Lichfield District Local Plan comprises a Strategy and an Allocations document with a number of supporting documents. Together these will provide the framework for managing development, addressing key planning issues and guiding investment across the District. An overview of the different documents which make up the Lichfield District Local Plan is shown in Diagram 1 below along with those that provide support:



Picture 3.1

3.2 It is not proposed to prepare any joint Local Plan Documents with other authorities requiring adoption by all parties. The Council will however work with neighbouring authorities under the Duty to Cooperate. This may include joint work on evidence base studies or memoranda of understanding between authorities on strategic planning issues.

Local Plan Strategy

3.3 Following the adoption of the Local Plan Strategy in February 2015, the District Council proposes to adopt one key Development Plan Document within the period covered by this LDS. This will be the Lichfield District Local Plan Allocations document.

Local Plan Allocations

3.4 The Allocations document will be submitted to the Secretary of State in 2017 and will be subject to an independent Public Examination by a Planning Inspector. The Local Plan Strategy incorporates a number of 'saved' policies from the previous adopted 1998 Local Plan which will be reviewed as part of the Local Plan Allocations document development process. These 'saved' policies are listed at **Appendix 1**.

Neighbourhood Plans

3.5 The Localism Act 2011 enables local communities to produce a neighbourhood plan to support the development of their area. A neighbourhood plan becomes part of the statutory development plan once it has been agreed at a referendum and is made (brought into legal force) by the local planning authority. Applications for planning permission must be determined in accordance with the development plan, unless material considerations indicate otherwise.

3.6 The District Council supports the development of Neighbourhood Plans that will form part of the Local Plan for Lichfield District. At present there are 16 designated Neighbourhood Areas where Neighbourhood Plans are being progressed. Currently 2 Neighbourhood Plans have been 'made' namely Stonnall and Little Aston, with a further 2 (Shenstone and Wigginton, Hopwas & Comberford) due to go to referendum later in 2016. The remaining designated neighbourhood areas are: Alrewas, Longdon, Armitage with Handsacre, Colton, Lichfield City, Burntwood, Wall, Whittington & Fisherwick, Hammwerwich, Fradley, Streethay.

3.7 Details of the neighbourhood areas being designated by the District Council is published on the District Council's website at www.lichfielddc.gov.uk/neighbourhoodplans. This also provides details of the status and progress of these plans. The LDS will be updated as applicable.

Other Supporting Documents:

Supplementary Planning Documents

3.8 Supplementary Planning Documents (SPDs) expand on policies and proposals contained in the Local Plan. They do not form part of the statutory development plan and are not subject to formal independent examination.

3.9 A number of new SPDs were identified as a priority in the adopted Local Plan Strategy. These have been completed and adopted during 2015 and early 2016. As such these SPD's are a material consideration in the determination of planning applications, although they are not be part of the statutory development plan. The status of the SPDs is shown in the table at **Appendix 4**.

Statement of Community Involvement

3.10 The District Council adopted its Statement of Community Involvement (SCI) in May 2016. It sets out the standards that the District Council intends to achieve in relation to involving the community in the preparation, alteration and continuing review of all local development documents and in development control decisions. The SCI goes beyond the

statutory minimum requirements for consultation. All documents are required to be prepared in accordance with the SCI, although it identifies the potentially different approaches between statutory documents and Supplementary Planning Documents.

Sustainability Appraisal

3.11 Where required Development Plan documents will be subject to a Sustainability Appraisal (SA) that fully meets the requirements of the Strategic Environmental Assessment (SEA) Directive. The main purpose of an SA is to appraise the social, environmental and economic effects of strategies and policies from the outset of the preparation process, so that decisions can be made that accord with the objectives of sustainable development. SA reports will be produced to support the various plan making stages as required by the legislation.

Habitats Regulations Assessment

3.12 A Habitats Regulations Assessment identifies whether a plan is likely to have a significant effect on a European site, either alone or in combination with other plans or projects. This assessment must determine whether significant effects on a European site can be ruled out on the basis of objective information. It has already been established that the Cannock Chase Special Area of Conservation (SAC) could potentially be affected by land-use proposals within the Lichfield Local Plan in combination with residential development contained within the Local Plans of other neighbouring authorities. Studies to consider the potential impact were undertaken and a mitigation strategy has been developed by the Cannock Chase SAC Partnership.

Authority Monitoring Report

3.13 Local planning authorities are required to publish an annual report that monitors the progress and implementation of each Local Plan Document. It must specify whether adopted policies are meeting their stated objectives. Whilst in the past Annual Monitoring Reports (AMR) have been produced as part of the Government's changes to the planning system, the Council is now required to produce an Authority Monitoring Report. The District Council's [AMRs](#) are available on the website.

Community Infrastructure Levy

3.14 The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the Community Infrastructure Levy Regulations 2010 (as amended) and based on a £ per sqm charge.

3.15 Lichfield District Council adopted its CIL on 19th April 2016 and commenced charging on 13th June 2016. A CIL charge will apply to all relevant applications determined on or after this date. A number of policies to support the CIL were also adopted including an Instalment Policy, In Kind Policy and Exemptions and Relief Policy. The Regulation 123 list of the Community Infrastructure Levy Regulations provides for charging authorities to set out a list of those projects or types of infrastructure that it intends to fund in whole or in part through the levy.

4 Background Evidence



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4 Background Evidence

4.1 A range of background work needs to be undertaken or taken into account when preparing the Local Plan Allocations document. This background work, including the Sustainability Appraisal, will be the evidence base that supports the strategy and policies of the Local Plan. Some of the evidence base studies will be undertaken in house, however specialist knowledge will be required for other studies and as such are likely to be undertaken by consultants. Depending on the subject matter each evidence base study will be published at draft stage to allow for public involvement and duty to cooperate discussions. This has been factored into the timetable for plan preparation.

4.2 It is recognised that further evidence, including some updates of the documents below are required to underpin the policies and proposals to be contained within the Local Plan Allocations document. The supporting documents will be prepared using information from a wide range of sources and documents prepared both by the District Council and by external partners including national guidance, community engagement and external technical documents. Some of these studies have involved engagement with other local authority partners to provide cross-boundary studies where this is necessary.

4.3 There is a range of existing strategies, policies and background technical studies that have been important in developing the Local Plan Strategy and many of these will also be important in the preparation of the Local Plan Allocations document. The evidence base can be viewed at www.lichfielddc.gov.uk/evidence. Some examples include:

- National Planning Policy Framework and Planning Practice Guidance
- A Plan for Lichfield District 2016-2020
- Sustainable Community Strategy for Staffordshire (Our County, Our Vision)
- Transport evidence
- Strategic Housing Land Availability Assessment
- Strategic Housing Market Assessment
- Gypsy & Traveller Accommodation Assessment
- Rural Settlement Sustainability Study
- Rural Masterplanning Project
- Employment Land Review
- Historic Environment Landscape Character Assessment
- Conservation Area Appraisals
- Ecological Assessment
- Strategic Flood Risk Assessment
- Water Cycle Study
- Surface Water Management Plan
- Biodiversity Strategy
- Playing Pitch Strategy
- Open Space Assessment
- Indoor Sports & Facilities Assessment
- Play Strategy
- Retail Evidence
- Climate Change & Renewables evidence

4 Background Evidence

- Rural Housing Needs Survey
- Affordable Housing Viability Assessment
- Green Belt Review
- Tamworth Future Development & Infrastructure Study
- Local community/neighbourhood studies and plans



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5 Schedule of Local Plan Documents

5 Schedule of Local Plan Documents

5.1 A table detailing the Local Plan Documents to be prepared is contained within **Appendix 2**. This table summarises each document by providing:

- A document reference and title
- A brief synopsis of its content
- Details of the area to which it relates
- The status of the document
- The chain of conformity
- Management arrangements
- Resources

5.2 The programme for the preparation of the Local Plan Documents is set out in **Appendix 3**.



6 Monitoring & Review

6 Monitoring & Review

6.1 The following factors will be assessed in each Authority Monitoring Review:

- Progress against specified milestones for each Local Plan and supporting document
- Reasons for any progress issues and necessary actions
- Any new technical information that warrants changes or review
- The impact of any other reviews e.g. the Strategic Plan or Staffordshire Sustainable Community Strategy 2008-2023
- Any other unforeseen circumstances that may have occurred

7 Risks to Production



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7 Risks to Production

7.1 There will always be a degree of uncertainty associated with preparing a Local Development Scheme. The Council has carried out a Risk Assessment of the projects contained in this document as set out in the table below.

Risk	Impact	Mitigating Actions
New National Policies published	Additional work to comply with new requirements	<ul style="list-style-type: none"> Respond to changes as early as possible
Level of public engagement proves greater than the assumption made	Increased time required for public and stakeholder involvement. Possible programme slippage	<ul style="list-style-type: none"> Build in some flexibility in programme Monitor progress Consider drawing in additional resources
Staff turnover and difficulties in recruitment	Reduced capacity may cause slippage in Local Plan preparation	<ul style="list-style-type: none"> Fill vacancies promptly where possible Consider re-deployment to meet key targets and milestones Consider recruitment incentives Consider using consultants where specific expertise is required.
Unforeseen pressures on staff time for other work	Staff diverted to other work may cause slippage in Local Plan preparation	<ul style="list-style-type: none"> Local Plan to be Strategic Plan priority Closely manage staff tasks and consider re-deployment
Insufficient financial resources, including lower levels of grant than anticipated	Danger that quality of evidence base is compromised and/ or key milestones unable to be met	<ul style="list-style-type: none"> Closely monitor costs
IT systems unreliable or inadequate for consultation and Examination processes	Possible delays in consultation administrative processes causing slippage	<ul style="list-style-type: none"> Ensure corporate liaison on IT and communications issues Invest early in IT systems and GIS
LDS programme too ambitious	Key milestones may not be met	<ul style="list-style-type: none"> Use experience already gained to ensure programme is realistic

Risk	Impact	Mitigating Actions
		<ul style="list-style-type: none"> • Monitor progress of the LDS through the AMR • Prioritise documents
Planning Inspectorate unable to meet post submission process timescales	Examination and/ or report is delayed and key milestones not met	<ul style="list-style-type: none"> • Close liaison with PINS to ensure problems identified
Local Plan Allocations document found unsound	Document requires additional work and repetition of specific stages of the process	<ul style="list-style-type: none"> • As far as possible ensure evidence base is robust and up-to-date on submission • Engage with the community and stakeholders • Critical friend analysis prior to submission
Legal Challenge	Possible quashing of document or requirement to repeat work	<ul style="list-style-type: none"> • Ensure Regulations complied with and processes audited • Carefully consider Inspector's recommendations

Table 7.1 Risks to Production

Appendix 1 Saved Development Plan Documents & Local Plan Policies

Document Title	Status	Brief Description
Lichfield District Local Plan 1998	Adopted June 1998. Replaced by Local Plan Strategy February 2015 however a number of policies have been saved and are set out in Table 1.2 below. These are under review and will be replaced by the Local Plan Allocations document.	Detailed planning policies for the District.
Supplementary Planning Guidance/ Supplementary Planning Documents	(See Appendix 3)	Detailed planning guidance and planning documents.

Table 1.1 'Saved' Development Plan Documents & Policies

Local Plan Policy Number	'Saved' Policy Name
E2	Forest of Mercia
C2	Conservation Areas: Development Proposals
C7	Conservation Areas: Buildings out of scale or character
C9	Protected Open Space
EMP2	Existing Industrial Areas
EMP5	Major Developed Sites in Green Belt
EMP11	Wyrley & Essington Canal
T6	Rail Transport
S2	Neighbourhood Shopping Centres
L7A	Housing - Buffer Depot, Streethay
L9	Employment - Extension to Boley Park Industrial Estate
L10	Employment - Britannia Way
L12	Office Development - Sandford Street
L13	City Centre Redevelopment

Appendix 1 Saved Development Plan Documents & Local Plan Policies

Local Plan Policy Number	'Saved' Policy Name
L15	Primary Retail Area
L16	Secondary Retail Area
L17	Bird Street
L18	Dam Street
L19	Business Areas
L21	New Roads
L22	Road Line Safeguarding
L23	Road & Junction Improvements
L24	Traffic Management
L26	Rear Servicing
L27	Pedestrian Access to the City Centre
L31	Lichfield Railway Stations
L35	Recreation Zones
L36	Recreation Zones
L37	Lichfield Linear Park
L42	Environmental & Housing Improvements
L46	Shopfronts
L47	Cathedral Close
L49	Framework Open Space
L50	Landscape Improvements in Framework Open Space
B1	Burntwood - Existing Residential Areas
B5	Sankey's Corner - New Shopping Development
B6	Indoor Leisure
B9	Redevelopment & Town Square
B13	Redevelopment & Expansion of Neighbouring Centres

Appendix 1 Saved Development Plan Documents & Local Plan Policies

Local Plan Policy Number	'Saved' Policy Name
B15	Road & Junction Improvements
B21	Chasetown Industrial Estate
B22	Recreation Zones
B24	Chasewater Area & Country Park
NA1	Cannock Chase - Area of Outstanding Natural Beauty
NA12	Employment - Lea Hall Colliery
NA13	Employment - Rugeley Power Station
NA20	Public Open Space - Longdon
EA1	Fradley Airfield Industrial Proposals
EA13	Hotel at Fradley
EA14	The Tame & Trent Valley
EA16	The National Forest
SA3	Laurel House, Fazeley
SA6	Little Aston Park
SA7	Canal Facilities at Fazeley

Table 1.2 List of 'Saved' Local Plan Policies from Lichfield District Local Plan (1998)

Appendix 2 Local Plan Document Profiles

Local Plan Documents

Appendix 2 Local Plan Document Profiles

Document title	Status	Role and Content	Geographical Coverage	Chain of Conformity	Management Arrangements	Resources
Local Plan Allocations	DPD	<p>To produce a document that:</p> <ul style="list-style-type: none"> Identifies development sites and proposals Identifies specific designations and policies relevant to those designations; Sets the framework for realising, managing and implementing sites Promotes accessibility. 	District Wide	<ul style="list-style-type: none"> General conformity with national planning policy Consistent with the Local Plan: Strategy Influenced by local strategies 	<p>Strategic Director of Democratic, Development and Legal Services ▲</p> <p>Leadership Team ▲</p> <p>Cabinet Member for Economic Growth and Development Services ▲</p> <p>Economic Growth, Environment & Development (Overview & Scrutiny) Committee ▲</p> <p>Cabinet Full Council</p> <p>Evidence agreed by Local Plan Sub-Committee</p>	<ul style="list-style-type: none"> Local Plan Project Team and Administrative Support; Cost of production: e.g. printing, delivery, postage costs; Cost of mapping: production, printing and copyright; Consultants fees: e.g. retail consultant; Technology and Research costs: e.g. consultation software; Examination costs: Planning Inspectorate, administrative and legal fees.

Table 2.1 Local Plan Allocations Profile

2.1 Please note Neighbourhood Plans are not included in the above as their production is outwith the control of the District Council.

Appendix 3 Local Plan Document Programme

Appendix 3 Local Plan Document Programme

Task	2016				2017					2018						
	J	A	S	O	N	D	J	F	M	A	M	J	F	M	A	M
Local Plan Allocations preparation process																
Publication consultation																
Submission to Secretary of State																
Hearing Sessions																
Adoption and publication																

Table 3.1 Local Plan Document Programme

Appendix 4 Status of SPDs

Supplementary Planning Document	Adopted	Withdrawn
Staffordshire Residential Design Guide	2000	
Re-use of Rural Buildings SPD	July 2005	December 2015
Planning Obligations SPD	May 2006	May 2016
Trees & Development SPD	July 2005	May 2016
A Planning Guide to Residential Extensions SPD	July 2005	December 2015
Residential Design Guide SPD	Dec 2007	December 2015
Open Space, Sport and Recreation Assessment Paper and Annex	2005	May 2016
Developer Contributions	2006	May 2016
Trees and Landscape SPD	May 2015	
Rural Development SPD	December 2015	
Historic Environment SPD	December 2015	
Sustainable Design SPD	December 2015	
Biodiversity SPD	May 2015	
Developer Contributions SPD	May 2015	

Table 4.1 SPD status

Appendix 5 Amendments to LDS

In summary this LDS has been amended in the following ways:

- Updated narrative to reflect the current situation
- Reflects the changes to the requirements of the information provided by an LDS to conform to the Planning and Compulsory Purchase Act 2004 (as amended) and the Localism Act 2011 requirements.
- Chapters 1 and 2 of the LDS 2015 have been amalgamated.
- Chapter 5 of the LDS 2015 has been amalgamated into Chapter 4 of the LDS 2016.
- Development Plan and Implementation team replaced by Spatial Planning and Delivery Team throughout the document.
- Added sections on Habitats Regulations Assessment, Neighbourhood Plans, Authority Monitoring Report and Community Infrastructure Levy to Chapter 3. Also identified more clearly which documents form the Local Development Plan.
- Appendix 2: Local Plan document profiles amended to only contain Development Plan Documents and these are now in a table format.
- New Appendix 3: the LDS now contains a Gantt chart timetable of the programme for the development of the Development Plan documents.
- Appendix 3 of 2015 LDS is now Appendix 4 and the status of SPD's has been updated to reflect those withdrawn and those adopted.
- New Appendix 5 showing amendments made to LDS 2015.