



**BRENTWOOD  
BOROUGH COUNCIL**

# LOCAL DEVELOPMENT SCHEME

Project plan for the preparation of Brentwood Borough  
Council's local planning policies

July 2015

[www.brentwood.gov.uk/localplan](http://www.brentwood.gov.uk/localplan)



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## BRENTWOOD LOCAL PLAN



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# 1 INTRODUCTION

## Purpose

- 1.1 Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires local planning authorities to prepare and maintain a Local Development Scheme.
- 1.2 The Local Development Scheme sets out the documents which, when prepared, will comprise the Local Plan for the area. It provides timescales and key milestones, such as future public consultation dates.
- 1.3 The Local Development Scheme must be made available publically and kept up-to-date so that local communities and interested parties can keep track of progress.

## Background

- 1.4 Brentwood Borough Council began the process of preparing a Local Development Plan, or new Local Plan, based on the Council's corporate vision in 2012. This plan-making process is currently ongoing. The Plan will set out policies, proposals and site allocations to guide future development in the Borough. It will enable the Council to manage growth sustainably and protect local character.
- 1.5 In order to facilitate this the Local Development Scheme sets out:
  - Current planning policies and documents that have been 'saved' pending adoption of the new Local Plan.
  - Details and timetables for relevant planning policy documents that the Council is preparing.

- Key milestones as part of the process leading to the adoption of documents (where relevant).
- Information on key supporting documents, such as the Authorities Monitoring Report and Statement of Community Involvement.
- Resources available and any constraints.

- 1.6 Prior to the Localism Act (2011) the Council was required to submit the Local Development Scheme to the Secretary of State for inspection. However, this is no longer a requirement. Now local planning authorities must keep Local Development Schemes up-to-date and publish these on their website.
- 1.7 The Council's first Local Development Scheme was adopted in 2006 and has since been subject to reviews in 2007 and 2012. This is the fourth review and reflects revisions to the Local Plan timetable in light of the abolition of the East of England Plan, additional work required after consultation on Preferred Options in 2013, and changing legislation.
- 1.8 This Local Development Scheme (July 2015) was approved by the Council's Planning & Licensing Committee on 21 July 2015.

## Legislation, Policies and Guidance

- 1.9 The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) sets out the current system of plan-making for local planning authorities. The introductions of the Localism Act, National Planning Policy Framework and Planning Practice Guidance, have signalled

changes to the planning system and the way in which plans are prepared. Key changes include:

- **Neighbourhood Planning:** The provisions of the Localism Act for neighbourhood planning came into force in April 2012 with subsequent amendments. They allow a community to prepare a plan for its neighbourhood, provided the plan is in general conformity with strategic elements of the development plan and national policy. The plan is subject to independent examination and a referendum.
- **Duty to Cooperate** with neighbouring authorities and other bodies; requiring local authorities to engage constructively, actively and on an ongoing basis in relation to the duty on strategic matters.
- **Abolition of Regional Plans:** The Localism Act 2011 contains provisions to abolish regional spatial strategies. The Government revoked the East of England Plan in 2013, and so this no longer forms part of the development plan.
- **Single Local Plan document:** As part of a move away from producing Local Development Frameworks (LDFs), which consisted of a collection of Development Plan Documents and Supplementary Planning Documents, the National Planning Policy Framework makes clear that the Government's preferred approach is for each local planning authority to prepare a single Local Plan for its area (or a joint document with neighbouring areas).

## 2 CURRENT DEVELOPMENT PLAN

2.1 Legislation states that planning applications must be determined in accordance with the development plan unless material considerations indicate otherwise.

2.2 The statutory development plan for Brentwood is currently comprised of saved policies from the Brentwood Replacement Local Plan (2005), relevant Essex County Council plans, and national policy and guidance.

### Brentwood Replacement Local Plan

2.3 The Replacement Local Plan (adopted 25 August 2005) supersedes the first Adopted Brentwood Local Plan (adopted March 1995, with a First Alteration adopted in July 1997). This provides a comprehensive statement of land use policies and proposals for the Borough.

2.4 Under the Planning and Compulsory Purchase Act 2004, policies in the Brentwood Adopted Replacement Local Plan were automatically 'saved' until replaced by a new Local Plan for a period up to three years from adoption. To ensure there are no gaps in policy coverage prior to a new Local Plan being adopted, the Council applied to the Secretary of State to save all but 24 of the adopted Replacement Local Plan policies beyond the automatic three year period. It was deemed that these policies were either covered by other saved policies, repeated national policy, or no longer necessary due to changed circumstances. In addition the Secretary of State deleted four further policies. The full list of policies not saved beyond August 2008 can be viewed on the Council's website.

2.5 The Brentwood Replacement Local Plan 'Saved Policies' will continue to form the development plan document for the Borough until the new Local Plan is adopted.

### National Planning Policy Framework

2.6 Published in March 2012, this replaced Planning Policy Statements and Planning Policy Guidance. The framework sets out the Government's planning policies for England and how these are expected to be applied. It is a material consideration which must be taken into account in decisions on planning applications and in preparing new Local Plans. In addition, there are other national planning policies that should be taken into account.

2.7 Planning Practice Guidance provides revised and regularly updated online guidance. This sets out important information relating to the planning system linked with the National Planning Policy Framework.

### County Context

2.8 Essex County Council has produced a number of publications, planning advice notes and Supplementary Planning Guidance documents. Key documents produced since 2005 include:

- Essex Design Guide (2005)
- Developer Contribution Guidelines (2005)
- Vehicle Parking Standards (2009)
- Developers Guide to Infrastructure Contributions (2010)
- Education Contributions Supplement (2010)

- Development and Public Rights of Way (2010)
- Development Management Policies Supplementary Planning Guidance (2011)
- Essex Local Transport Plan (2011)
- Street Materials Guide: Design and Good Practice (2012)
- Sustainable Drainage Systems Design Guide (2012)
- Essex Minerals Local Plan (2014)

2.9 Essex County Council as Mineral and Waste Planning Authority are preparing documents to replace the existing Minerals and Waste Local Plans. The Minerals Plan was adopted in 2014 and the Waste Plan is currently being prepared. Until the new Waste Plan is adopted policies within the current Plan will continue to apply in Brentwood Borough.

2.10 As Highway and Transportation Authority, Essex Council produces a statutory Local Transport Plan.

## Supplementary Planning Documents

2.11 Supplementary Planning Documents (SPDs) expand upon and provide more detailed advice or guidance on Local Plan policies.

2.12 New or replacement supplementary planning documents should be prepared only where necessary and in line with paragraph 153 of the National Planning Policy Framework. Once adopted these form part of the development plan as non-statutory documents, not subject to examination but informed by community and stakeholder involvement. Consultation

should be undertaken in accordance with the Council's Statement of Community Involvement.

2.12 Brentwood Borough Council has adopted three supplementary planning documents:

- Urban Place Supplement (2007)
- Shopfront Guidance for Brentwood Town Centre (2010)
- Vehicle Parking Standards (2011)

## 3 FUTURE DEVELOPMENT PLAN

### Local Development Plan

- 3.1 Over the next two years the Council will continue to prepare a new Local Plan for the Borough. In line with the National Planning Policy Framework, the Plan will bring together several policy facets into a single development plan document. Once adopted this will replace the saved policies in the current Brentwood Replacement Local Plan (2005) and become the development plan document for the Borough. The Plan will be subject to regular monitoring, update and review.
- 3.2 The Brentwood Local Plan will set out an overarching spatial strategy and vision for future growth within the Borough over the next 15-20 years, strategic development policies, development management policies, site specific land use allocations, and a policies map.
- 3.3 Any Neighbourhood Plans produced and adopted will also form part of Brentwood's development plan. Related documents that will supplement the Local Plan comprise:
- Supplementary Planning Documents
  - Local Development Scheme
  - Statement of Community Involvement
  - Authorities Monitoring Report
  - Community Infrastructure Levy Charging Schedule (CIL)
- 3.4 In addition to the new Local Plan, the Council will also prepare and adopt a Community Infrastructure Levy (CIL) Charging Schedule and an Infrastructure Delivery Plan.

- 3.5 Figure 1 (page 7) sets out the planning context for documents that inform the Brentwood Local Development Plan. Figure 2 (page 8) shows the documents that will make up local planning policies. More detail about specific policy documents being prepared is set out in **Appendix 1**.
- 3.6 A timetable containing key milestones in the preparation of each document is set out in **Appendix 2**.

### Neighbourhood Plans

- 3.7 The Localism Act (2011) enables local communities to produce Neighbourhood Development Plans. As a community-based document, neighbourhood plans can be initiated through Parish Councils or neighbourhood forums. The Council has a statutory role to provide advice and support to communities producing a plan. After passing an independent examination and a local referendum, neighbourhood plans will ultimately be adopted by the Council as part of the borough's development plan. As neighbourhood plans are not produced by the Council, their preparation is not included within the Local Development Scheme timetable.
- 3.8 Brentwood Borough Council was awarded frontrunner status with Doddinghurst Parish Council by the Department for Communities and Local Government in response to the neighbourhood planning vanguard scheme in 2011. Following an application by the Parish Council, Brentwood Borough Council approved Doddinghurst parish as a neighbourhood plan area in December 2012.

- 3.9 West Horndon Parish Council submitted an application requesting that the parish be considered as a neighbourhood plan area, which was approved in November 2014.

## Evidence Base

- 3.10 As part of preparing the Local Plan a range of background work needs to be undertaken. This work will be published as the evidence base to inform planning policies, both current and future.
- 3.11 Studies completed since adoption of the existing Replacement Local Plan (2005) are available to view on the Council's website.
- 3.12 The Council is currently in the process of preparing an Infrastructure Delivery Plan. This will form an essential part of the evidence base, sitting alongside the Local Plan and Community Infrastructure Levy. It will cover the Local Plan period, although its content will be monitored and periodically reviewed.
- 3.13 The need for further studies or revisions to existing studies will be kept under review as work on the Local Plan progresses.

## Resources and the Duty to Cooperate

- 3.14 The Borough does not exist in isolation from our neighbours. The Brentwood Local Plan will need to take account of broader issues and opportunities affecting neighbouring areas and the wider region, considering and addressing strategic cross-boundary issues. The Council will continue to work with neighbouring authorities, Essex County Council, and other

relevant bodies, to co-ordinate joint working arrangements.

- 3.15 The Localism Act contains provisions for the duty to cooperate in relation to sustainable development. In dealing with strategic cross-boundary matters the Council must engage constructively, actively and on an ongoing basis with other local planning authorities and prescribed bodies.
- 3.16 The main responsibility for delivery of the Local Plan and related documents will be undertaken by the Planning Policy Team in addition to contributions from other departments within the Council. Additionally, the team continues to work closely with stakeholders and other partners.

## Monitoring and Review

- 3.17 The Council will undertake regular monitoring of policies and proposals as and when data becomes available. Among other things, the Council's Authorities Monitoring Report will assess:
- Whether Local Plan policies and targets have been met or progress is being made towards meeting them.
  - What impact policies are having on national, and local needs and targets.
  - Whether any policies in the Local Plan need to be replaced if they are not working as intended or not achieving sustainable development objectives. If policies need changing or replacing, suggested actions to achieve this will be identified.

- 3.18 Local planning authorities are no longer required to report on the progress of the Local Development Scheme in a monitoring report or submit the development scheme to the Secretary of State. Flexibility is given on how best to present this information to the public.
- 3.19 Regular review will be made of the Authorities Monitoring Report and Local Development Scheme, and these will be published on the Council’s website to ensure that local communities and interested parties can keep track of progress.
- 3.20 In addition, the Council will regularly review its Statement of Community Involvement to ensure that we engage local communities and other interested parties on preparation of the Local Plan

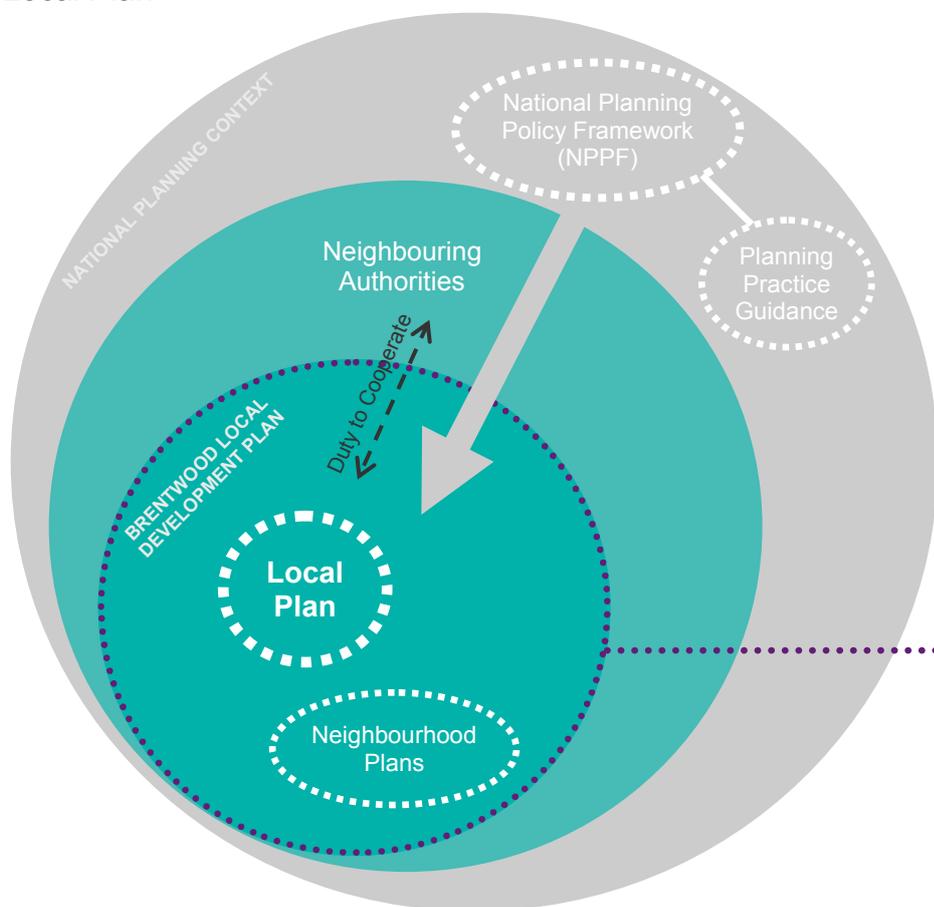


Figure 1: **Planning Context**

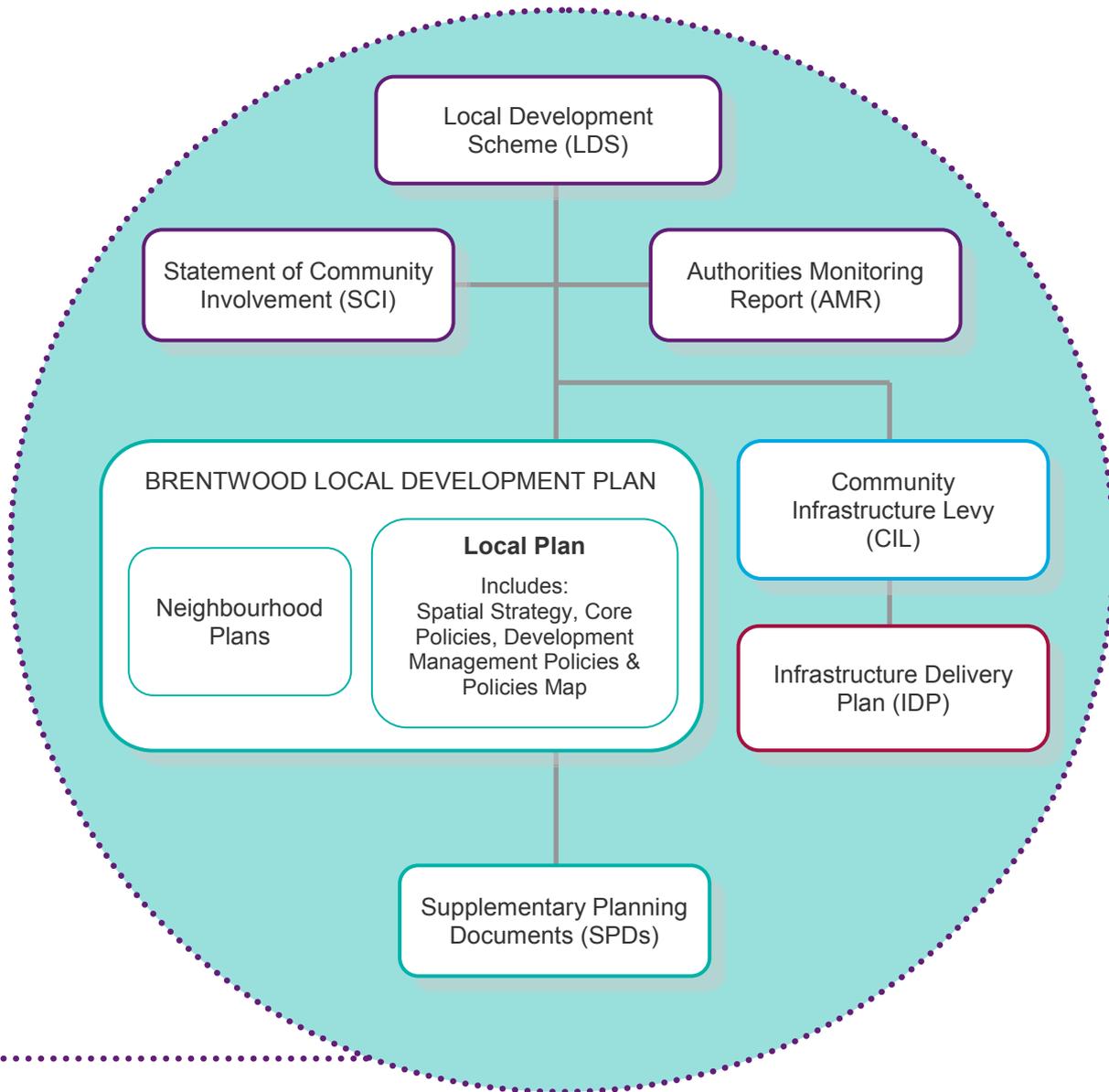


Figure 2: Overview of Planning Policy Documents

## 4 SUSTAINABILITY APPRAISAL & HABITATS REGULATION ASSESSMENT

- 4.1 In accordance with national legislation and advice, the Council is required to assess and appraise its development plan documents to comply with Strategic Environmental Assessment / Sustainability Appraisal (SEA/SA) requirements. This incorporates requirements under the Planning and Compulsory Purchase Act (2004) and European Directive 2001/42/EC on Strategic Environmental Assessments<sup>1</sup>.
- 4.2 The key difference between the two processes is that Strategic Environmental Assessment focuses on environmental effects only, whereas Sustainability Appraisal gives equal consideration to economic and social effects in addition to environmental. Sustainability Appraisals assist in the consideration of options and decisions for Local Plan policies and proposals. It is an iterative tool that highlights any significant environmental, social or economic effects. It then assesses these against a number of sustainability objectives in order to identify impacts and potential ways they can be addressed.
- 4.3 The Council will also undertake Habitats Regulation Assessments (HRA) where required by the Conservation of Habitats and Species Regulations 2010. The purpose is to assess possible effects of proposed land use plans on nature and biodiversity objectives. For example, if a policy or proposal is likely to have a detrimental impact on any Natura 2000 site or other nature conservation site of European importance for habitats and species.

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1 The key UK requirements for the sustainability appraisal of development plan documents are set out in guidance 'Sustainability Appraisal of Regional Spatial Strategies and Local Development Documents (2005)'

## 5 RISK ASSESSMENT

- 5.1 In preparing the Local Development Scheme, an assessment has been carried out of the factors that could affect the ability of the Council to deliver the Local Plan and related documents in accordance with the work programme. Actions to manage these risks have been identified creating two separate options for delivery as set out in Table 1 and Table 2.

Table 1: *Risk Assessment One*

RISK IDENTIFIED	LIKELIHOOD   IMPACT	RESPONSIBILITY
Programme slippage	<b>Moderate</b>   <b>High</b> Regular reviews of staffing needs and workload; Use of temporary staff if heavy workload identified.	Head of Planning & Development / Planning Policy Team Leader
Staff resources	<b>Moderate</b>   <b>High</b> On-going training and development to improve expertise and encourage staff retention; Loss of staff will be countered by recruiting permanent and where necessary temporary staff.	Head of Planning & Development / Planning Policy Team Leader
Insufficient expertise and additional unforeseen evidence base requirements	<b>Low</b>   <b>Moderate</b> Use of specialist consultants to cover particular gaps in expertise (e.g. SA/SEA)	Head of Planning & Development / Planning Policy Team Leader
Financial resources	<b>Low</b>   <b>High</b> Annual budget review to identify budget needs; Reserve of a contingency amount to fund additional financial needs.	Head of Planning & Development / Planning Policy Team Leader

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RISK IDENTIFIED	LIKELIHOOD   IMPACT	RESPONSIBILITY
Consultation fatigue (community being consulted too often over a wide range of issues)	<p><b>Moderate   High</b></p> <p>Minimise by re-arranging a corporate coordinated programme and possibly integrating individual engagement activities with other agencies</p>	Planning Policy Team Leader
Lack of capacity of statutory agencies to respond	<p><b>Low   High</b></p> <p>Decisions taken nationally to change the resources of statutory agencies, and their capacity to manage local plan consultations and other work, may cause delays to the programme;</p> <p>The Local Development Scheme provides forward notice of the Council's local plan programme. Maintain contact with key agencies to minimise prospect of slippage.</p>	Planning Policy Team Leader
Planning Inspectorate ability to resource examinations	<p><b>Low   High</b></p> <p>Early and on-going dialogue with the Planning Inspectorate</p>	Planning Policy Team Leader
Intervention by Secretary of State or successful legal challenge	<p><b>Low   Moderate</b></p> <p>Collaboration with the Planning Inspectorate at all milestone stages to ensure that the LDP fulfils all legal requirements and is found to be sound;</p> <p>Support programme undertaken with the Planning Advisory Service to ensure soundness.</p>	Head of Planning & Development / Planning Policy Team Leader
Revisions to national planning policy guidance and procedures	<p><b>Low   Moderate</b></p> <p>Monitoring of national planning policy revisions</p>	Planning Policy Team Leader

Table 2: Risk Assessment Two

RISK IDENTIFIED	LIKELIHOOD   IMPACT	RESPONSIBILITY
National Planning Policy Framework – key policy areas	<b>High</b> Undertake scoping of the current development plan; undertake scoping of the emerging plan;	Head of Planning & Development
Lack of consensus to endorse the Plan – or conflict over making difficult choices  (Green Belt, Gypsy & Travellers, Affordable Housing)	<b>High</b> Early briefing and involvement of Members at key stages;  Fortnightly meetings with Lead Member, briefing Front Bench chairs group and Corporate Leadership Board.	Head of Planning & Development / Local Development Plan Member Working Group Chair / Corporate Leadership Board
Diversion of the team and corporate resources to other corporate projects.  e.g. neighbourhood planning	<b>Moderate</b> Identification as a corporate project, corporate reporting at Members Training; maintain high profile;  Overall workload management;  Managing expectations.	Head of Planning & Development
Additional requirements placed on authority by Government. Emerging case law.	<b>Low   Moderate</b> Watching brief, keeping up to date on emerging matters;  Essex Planning Officers Association (EPOA).	Head of Planning & Development
Inadequate financial resources to procure support/ projects	<b>Low</b> Budget and project management. Early warning to Corporate Leadership Board and Front Bench chairs group.	Head of Planning & Development / Local Development Plan Member Working Group Chair / Corporate Leadership Board

## APPENDIX 1: DOCUMENT PROFILES

Local Development Plan (LDP)	
<b>Role and Content</b>	Strategy for the future growth within the Borough over the next 15 years, setting out the spatial vision, strategic planning policies, development management policies, policies map and site specific land use allocations
<b>Geographical Coverage</b>	Brentwood Borough
<b>Status</b>	Development Plan Document
<b>Chain of Conformity</b>	<ul style="list-style-type: none"> <li>• National Planning Policy Framework</li> <li>• Essex Minerals and Waste Development Plans</li> <li>• Brentwood Borough Council Corporate Plan</li> </ul>
<b>Replaces</b>	'Saved Policies' in the current Replacement Local Plan (2005)
<b>Team to lead production</b>	Planning Policy Team, Brentwood Borough Council
<b>Anticipated resources</b>	<ul style="list-style-type: none"> <li>• Local Development Plan Member Working Group</li> <li>• Other Council Officers</li> <li>• Cooperation with neighbouring local planning authorities</li> <li>• Use of technology and web-based communication to assist with consultation; and</li> <li>• Where necessary use of consultancy support to develop, review and update the evidence base</li> </ul>

## LDP

### Timetable

Pre-production and Document Preparation Issues and Options <i>Completed</i>	Published November 2009
Preparation of Document <i>Completed</i>	April 2013
Preferred Options Consultation <i>Completed</i>	July – October 2013
Analysis of Representations and Review of Strategic Issues <i>Completed</i>	November 2013 – May 2014
Strategic Growth Options Consultation <i>Completed</i>	January – February 2015
Consider representations	February – August 2015
Draft Plan Consultation	Q4 2015
Consider Representations	Q1 – Q2 2016
Publication of Document	Q2 2016
Pre-submission Consultation	Q3 2016
Submission to Secretary of State	Q4 2016
Independent Examination	Q4 2016 – Q1 2017
Receive and publish Inspectors recommendations	Q2 2017
Adopt Plan	Q2 2017
<b>Post Production</b>	
Monitoring and Review mechanisms	Authorities Monitoring Report

Q1 = January, February, March  
 Q2 = April, May, June  
 Q3 = July, August, September  
 Q4 = October, November, December

<b>Community Infrastructure Levy (CIL)</b>	
<b>Role and Content</b>	The document will set out the charges to be levied on new development in Brentwood
<b>Geographical Coverage</b>	Brentwood Borough
<b>Status</b>	Charging Schedule
<b>Chain of Conformity</b>	<ul style="list-style-type: none"> <li>• National Planning Policy Framework</li> <li>• Essex Minerals and Waste Development Plans</li> <li>• Brentwood Borough Council Corporate Plan</li> </ul>
<b>Replaces</b>	Will largely replace the current system of section 106 'planning obligations'
<b>Team to lead production</b>	Nationwide CIL Services have been appointed to prepare CIL on behalf of Brentwood Borough Council
<b>Anticipated resources</b>	<ul style="list-style-type: none"> <li>• The Planning Policy Team of Brentwood Borough Council</li> <li>• Cooperation with neighbouring local planning authorities in relation to cross boundary infrastructure provision; and</li> <li>• Cooperation with Essex County Council as education and highway authority</li> </ul>

## CIL

### Timetable

Evidence gathering, including preparation of an Infrastructure Delivery Plan <i>Completed</i>	April – December 2013
Prepare Preliminary Draft Charging Schedule <i>Completed</i>	January – March 2014
Further evidence gathering to prepare revised Preliminary Draft Charging Schedule	Q4 2015
Consultation on Preliminary Draft Charging Schedule	Q1 2016
Consideration & Review	Q1 – Q2 2016
Publish draft schedule and consultation	Q2 2016
Submit for examination	Q3 2016
Examination	Q4 2016 – Q1 2017
Publication of Examiner's recommendations	Q2 2017
Modify and Adopt Charging Schedule	Q2 2017
<b>Post Production</b>	
Monitoring and Review mechanisms	Authorities Monitoring Report

Q1 = January, February, March  
 Q2 = April, May, June  
 Q3 = July, August, September  
 Q4 = October, November, December

## APPENDIX 2: TIMETABLE

Q1 = January, February, March

Q2 = April, May, June

Q3 = July, August, September

Q4 = October, November, December

	2015				2016				2017			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Local Plan</b>												
Growth Options consultation (Reg 18)	■											
Consider representations	■	■										
Prepare Draft Plan		■	■									
Draft Plan consultation (Reg 18)				■								
Consider representations					■	■						
Prepare pre-submission plan						■						
Pre-submission consultation (Reg 19)							■					
Consider representations (Reg 20)							■					
Submission to Secretary of State (Reg 22)								■				
Independent examination (Reg 24)								■	■			
Inspector's recommendation (Reg 25)									■			
Adopt Plan (Reg 26)										■		
Adopt Policies Map										■		
<b>Community Infrastructure Levy</b>												
Gather evidence & prepare report				■								
Preliminary draft charging schedule consultation					■							
Consider representations					■							
Prepare Draft Version						■						
Publish draft charging schedule & consult (Reg 16)						■						
Consider representations (Reg 17)							■					
Submission to Secretary of State (Reg 19)							■					
Independent examination								■	■			
Adopt CIL										■		

## APPENDIX 3: GLOSSARY

**Adopted:** Final agreed version of a document or strategy accepted through a formal resolution.

**Authorities Monitoring Report (AMR):** Document produced each year recording and presenting progress on all elements of the local development framework where measurement is required.

**Local Planning Authority:** Local authority or council empowered by law to exercise statutory town planning functions for a particular area.

**Community Infrastructure Levy and Charging Schedule (CIL):** A statutory charge which allows local planning authorities to require financial contributions from development to help fund infrastructure in the area. Contributions can be used to support development by funding infrastructure that the local community need. The Charging Schedule sets out the rate of the levy.

**Core policies:** Broad policies in place to deliver the long-term spatial vision and objectives of the Local Plan.

**Department for Communities and Local Government (DCLG):** UK Government department with responsibilities for local government and planning, among other things.

**Development Plan:** The adopted Local Plan, Supplementary Planning Documents, and neighbourhood plans, as defined in section 38 of the Planning and Compulsory Purchase Act 2004.

**Development Plan Document (DPD):** Spatial planning documents subject to independent examination, forming the development plan of an area.

**Development Management policies:** A suite of criteria-based policies required to ensure that development meets the spatial vision objectives set out in the Local Plan. These can be included within the Local Plan or may form a standalone document.

**Duty to Cooperate:** The legal duty on local planning authorities, county councils and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation. This is not a duty to agree, but every effort should be made to secure cooperation on strategic cross boundary matters before a Local Plan is submitted.

**East of England Plan, Regional Spatial Strategy (RSS):** Provided the regional planning framework for the East of England. Local planning authorities were required to ensure Local Plans were in conformity with the regional plan, such as housing and job targets to be delivered over a plan period. The plan was prepared by the regional planning body in the form of the Regional Assembly. Following the Localism Act 2011, the regional assembly was dissolved and the East of England Plan was revoked on 3 January 2013. Local planning authorities are now required to assess their individual housing and job needs in their local area.

**Habitat Regulations Assessment (HRA):** An assessment required as a result of the European Union's Habitat Regulations, of the impact which any development may have on any designated Natura 2000 site (Special Area of Conservation (SAC) or Special Protection Area (SPA)).

**Inspector's report:** Document produced by an independent inspector from the Planning Inspectorate. It assesses the soundness and robustness of Development Plan Documents and Community Infrastructure Levy.

**Local Development Document:** Include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan). These collectively deliver the spatial planning strategy for the local planning authority's area.

**Local Development Scheme (LDS):** Sets out the documents that will comprise the Local Plan for an area with timescales and key milestones.

**Local Plan:** The plan for future development of the local area, drawn up by the local planning authority in consultation with the community.

**Localism Act 2011:** Is an Act of Parliament that changed the powers of local government in England. The aim of the act is to facilitate the devolution of decision-making powers from central government control to individuals and communities.

**Material Consideration:** A factor to be taken into account when making a planning decision.

**Monitoring and Review:** Regular measurement of progress towards targets, aims and objectives. It also involves scrutiny, evaluation and, where necessary, changes in policies, plans and strategies.

**National Planning Policy Framework (NPPF):** Sets out the Government's planning policies for England and how these are expected to be applied. It must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in planning decisions.

**Neighbourhood Plan:** A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

**Options Consultation:** A stage in the production of a Local Development Document which seeks to actively involve statutory authorities and the public in determining a range of options for future planning policy and development.

**Planning Inspectorate:** Deal with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework in England and Wales. This is an executive agency, sponsored by the Department for Communities and Local Government.

**Planning Policy Team:** The service within Brentwood Borough Council responsible for producing the Local Plan and other planning policies for Brentwood Borough.

**Planning Practice Guidance:** Online guidance that sits alongside and supports the NPPF. The guidance provides a more detailed and practical interpretation of the overarching policies in the NPPF, such as how to carry out housing needs assessments and what policies in development plans should and should not do. It is not a static guidance as it is continuously reviewed and updated by Government.

**Policies Map:** Illustrates Local Plan policies on a map of the local area.

**Section 106 Obligations:** Requirements of developers as part of planning permissions. These are agreed in the planning application process, to provide contributions (usually financial) to develop facilities / amenities for the local community (e.g. education, open space).

**Site allocations:** Designation of land in a Local Plan for a particular land use (e.g. Housing).

**Spatial strategy:** Provides the context for managing change and shaping how an area develops in future. The strategy sets out the level and location of development, highlights key areas of change and provides the basis for delivering strategic objectives, planning policies and land allocations.

**Statement of Community Involvement (SCI):** Explains how the Council will engage local communities and other interested parties in producing the Local Plan and determining planning applications.

**Strategic Environmental Assessment (SEA):** An environmental assessment which complies with the EU Directive 2001/42/EC. The environmental assessment involves the preparation of an environmental report, the carrying out of consultations, the taking into account of these in decision making, the provision of information when the plan or programme is adopted and showing that the results of the environmental assessment have been taken into account.

**Supplementary Planning Document (SPD):** Provide additional supporting information to the Local Plan. They do not form part of the development plan and are not subject to independent examination but they will be treated as a material consideration when determining planning applications.

**Sustainability Appraisal (SA):** An appraisal of the economic, environmental, and social effects of the Local Plan (and some supporting documents) from the outset of the preparation process to allow decisions to be made that accord with sustainable development.

## BRENTWOOD LOCAL PLAN



Find out more about the Local Plan at  
[www.brentwood.gov.uk/localplan](http://www.brentwood.gov.uk/localplan)



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