

# **Brentwood Local Development Scheme 2025 – 2029**

**February 2025**



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## **1. Introduction**

- 1.1 The Planning and Compulsory Purchase Act 2004 requires that Brentwood Borough Council prepare a Local Development Scheme (LDS), or local plan timetable. This sets out the rolling programme for preparation of planning documents that will form Brentwood's Local Development Plan. It also identifies the key stages in the preparation of the council's Local Development Plan Documents. This LDS covers the period 2025 to 2029.
- 1.2 The Brentwood Local Development Scheme is a project management document, which informs the public and stakeholders of the planning documents that the council will produce and the timescale for their production.

## 2. Planning Context

### National Planning Policy

- 2.1 [The National Planning Policy Framework \(December 2024\)](#) sets out the government's planning policies for England and how these are expected to be applied. It provides a framework within which locally prepared plans for housing and other development can be produced. Regarding plan-making, paragraph 15 of the framework describes how "the planning system should be genuinely plan-led. Succinct and up-to-date plans should provide a positive vision for the future of each area; a framework for addressing housing needs and other economic, social and environmental priorities; and a platform for local people to shape their surroundings."

### County Planning Policy

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

### Local Planning Policy

- 2.3 The Development Plan for Brentwood comprises the [Brentwood Local Plan 2016-2033](#), which was adopted in March 2022.

### Supplementary Planning Documents and Guidance

- 2.4 Supplementary Planning Documents (SPDs) are non-statutory documents that give further guidance on the policies and proposals set out in development plan documents. Whilst SPDs must be in conformity with the development plan and subject to public consultation, they do not have to undergo examination.
- 2.5 The council has adopted and/or endorsed several guidance documents, including:
- a) Planning Obligations SPD (2023)
  - b) Dunton Hills Garden Village SPD (2023)
  - c) Essex Coast Recreational Avoidance Mitigation Strategy SPD (2020)
  - d) Brentwood Town Centre Design Guide SPD (2019)

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

### **Statement of Community Involvement**

- 2.6 The council's [Statement of Community Involvement](#) was adopted in December 2018. The SCI outlines how the council will involve the local community and other stakeholders in the preparation of its planning policy documents (plan-making) and consideration of planning applications (decision-making).

### 3. Brentwood Local Plan Review

3.1 The timetable for the review and update is set out below in Table 1 and Appendix A. These will be updated with further detailed timescales as the review progresses and relevant milestones are met or require amending. The table provides timescale quarters for each year as follows:

- a) Quarter 1 = January / February / March
- b) Quarter 2 = April / May / June
- c) Quarter 3 = July / August / September
- d) Quarter 4 = October / November / December

**Table 1: Local Plan Review Timescales**

<b>Stage</b>	<b>Estimated timescale</b>
New/revised evidence base procured/produced/revised	Q1 2025 and ongoing thereafter
Duty to Co-operate engagement	Q1 2025 and ongoing thereafter
Formal Regulation 18 consultation (Preferred Options)	Q2 2026 (six week consultation)
Review comments and revise Plan	Q3 / Q4 2026
Submission Local Plan consultation (Regulation 19)	Q2 2027 (six week consultation)
Review comments and revise plan	Q3 / Q4 2027
Submission of Local Plan and representations to Secretary of State (Regulations 20, 22 and 35)	Q1 2028
Independent Examination (Regulation 20)	Q2 2028 / Q4 2028
Inspector's Report and adoption of Local Plan (Regulations 20 and 35)	Q1 2029

#### **4. Community Infrastructure Levy (CIL)**

- 4.1 The CIL is a planning charge on new developments used by local authorities to fund and deliver infrastructure needed to support new development. CIL is charged on a £ per square metre basis on the gross internal area of new development.
- 4.2 The Council adopted a CIL Charging Schedule in September 2023 which was brought into effect in January 2024. As the work on the Local Plan Review progresses the Council will consider the need to prepare an updated CIL Charging Schedule if required based upon emerging infrastructure and viability evidence.

## **5. Other Statutory and Non-Statutory Planning Documents**

### **Supplementary Planning Documents and Guidance**

- 1.1 The council has adopted a number of Supplementary Planning Documents to date as detailed in paragraph 2.5 above. There is currently one document that is anticipated to be updated is the Vehicle Parking Standards 2009, the revised version of this is proposed to be adopted as guidance rather than an SPD in early 2025. It is not currently anticipated that any further guidance documents will need to be revised at present, the council's adopted documents will be kept under review as the local plan review and CIL progress. The LDS will be updated as necessary.

### **Neighbourhood Plans**

- 5.1 Neighbourhood plans are community-led plans for guiding the future development and growth of a local area introduced by the Localism Act (2011). Such plans must be in general conformity with the strategic policies in the local development plan for the area. They are subject to independent examination and referendum, and once adopted will form part of the statutory local development plan for the area.
- 5.2 In areas with defined parishes, these plans can be prepared by the parish council in consultation with the local community. As of January 2025 there are three designated neighbourhood planning areas in the borough: Doddinghurst, Ingatestone & Fryerning and West Horndon.
- 5.3 The Ingatestone & Fryerning Neighbourhood Plan was adopted in August 2022. It is anticipated that this will be reviewed in line with the Brentwood Local Plan Review as that progresses. The LDS will be updated as necessary once a timetable is established by the Parish Council.



## **6. Monitoring and review**

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

## 7. Risks and contingencies

**Table 4: Local Development Scheme Risks and Contingencies**

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

7.8	Legal Challenges to the Local Plan	Medium	Seek appropriate legal advice through the preparation of the Local Plan and keep abreast of best practice.
7.9	Budget shortfalls as a result of timetable delays, examination length and / or legal challenge	Medium	Regular budget monitoring. Seeking external funding sources. Ongoing engagement with S151 officer and Corporate Leadership Team.

## Appendix A: Summary timetable of documents to be produced

Document Title	2025			2026				2027				2028			
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Development Plan Documents															
Brentwood Local Plan Review					Reg 18				Reg 19			Sub			