North East Lincolnshire

Revised Local Development Scheme

effective from

12 September 2016
Revisions

The 2016 Revised Local Development Scheme contains the following revisions:

Statement 1

Revisions

The following revisions have been made:

- Section 2 'Legal compliance' - to include reference to the Housing Planning Act 2016.
- Section 4 'Resources' - to include reference to the Greater Lincolnshire devolution.
- Section 6 'Preparation timetable' - to the new Local Plan - key milestones and timetable overview.
- All hyper-links to the Council's website to reflect the launch of the new website in April 2016.
- Minor changes have been made throughout this document to amend references to the 2015 Revised Local Development Scheme (2015 LDS) to read 2016 Revised Local Development Scheme (2016 LDS).
- Minor changes throughout the document to reflect company name change from Cofely to ENGIE.
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1.1 This Revised Local Development Scheme sets out revisions to the 2015 document which was brought into effect on 23 November 2015. The areas of the document that have been revised are identified in Statement 1 'Revisions' the remaining content is still considered current.

1.2 It represents a public statement of the programme for the preparation of the new Local Plan over a three year period, identifying key milestones and preparation arrangements.

1.3 Local planning authorities (LPA) are required under the Planning and Compulsory Purchase Act 2004 to prepare and maintain an up to date Local Development Scheme. Subsequent changes to legislation whilst changing the way in which authorities prepare and submit their Local Development Schemes do not remove the requirement for a LPA to still have an up to date Local Development Scheme in place.
Legal compliance
2.1 The legal basis for development plan preparation is provided by the Town and Country Planning Act 1990, the Planning and Compulsory Purchase Act 2004, the Planning Act 2008 and the Localism Act 2011. These Acts do not stipulate the precise format of the development plan. Procedures and arrangements for development plan preparation are set out in the new Local Planning Regulations that came into force on 6 April 2012.

2.2 Whilst the Regulations do not define a local plan as a single document, and it is theoretically possible for a local planning authority to produce a suite of documents, there is clear preference for moving towards a single local plan approach. The term Core Strategy has been omitted from the new regulations, in favour of a more general term ‘local plan’. This is consistent with the new National Planning Policy Framework 2012 (NPPF) which also moves away from referring to Local Development Framework and Core Strategies. The Council considers it appropriate to redirect its resources into the preparation of a single new Local Plan document to reflect the new guidance coming from central government as part of its localism agenda.

Revisions to Legislation

2.3 The Planning and Compulsory Purchase Act 2004 (the Act (2004)) and associated Regulations brought about a stepped change in the way development plans were prepared. These changes were intended to make the planning system more responsive to changing circumstances and include community involvement throughout the preparation process.

2.4 The Government reviewed the effectiveness of the Act (2004) and associated Regulations and made changes to them, bringing in the Planning Act 2008 (the Act (2008)) and amendments to the Regulations Town and Country Planning (Local Development (England) (Amendment) Regulations 2008 and subsequent Town and Country Planning (Local Development (England) (Amendment) Regulations 2009. The changes meant that the Government no longer regulated the precise detail of how the Council should prepare the development plan. They provided the opportunity to dovetail the development plan document preparation with other responsibilities within the local authority together with other organisations e.g. the Sustainable Community Strategy and Local Strategic Partnership.

2.5 The Localism Act 2011 (the Act (2011)) has brought about further significant changes to the planning system. These changes are aimed at making the planning system less complex and more accessible, to protect the environment and to promote sustainable growth and have been reflected in this Local Development Scheme.
2.6 The Housing and Planning Act 2016\(^{(1)}\) introduces the ability for Government to implement 'special measures' on local planning authorities that do not progress local plans quickly enough. The Council considers that the timetable set out in this LDS will allow for the new Local Plan to be submitted for examination before the deadline set by Government thereby avoiding its intervention.

2.7 The processes that must be followed are set out in legislation, regulations and the National Planning Policy Framework (NPPF). Summaries of the processes involved in the production of the new Local Plan are set out in the following sections of this Local Development Scheme. These processes give rise to key milestones which are highlighted in the timetables for the individual documents.

**Revocation of the Regional Spatial Strategy**

2.8 Section 109 of the Localism Act 2011 abolished the regional tier of planning and made provisions to revoke or partially revoke, by order, the existing regional strategies.

2.9 The Regional Strategy for Yorkshire and the Humber comprised of:

- The Yorkshire and Humber Plan Regional Spatial Strategy to 2026, published in May 2008
- The Regional Economic Strategy for Yorkshire & Humber 2006-2015, published in 2006 by Yorkshire Forward, the Yorkshire and Humber Regional Development Agency

2.10 The Order\(^{(2)}\) to partially revoke the Regional Strategy for Yorkshire and the Humber came into force on 22 February 2013. Policies which relate to the Green Belt around the City of York were retained.

**Strategic Environmental Assessment**

2.11 The decision to revoke the Regional Strategy for Yorkshire and Humber followed the outcomes of the Strategic Environmental Assessment and associated consultation on the Environmental Report of the abolition in the region. The original Environmental Report for the revocation of the Regional Strategy\(^{(3)}\) was consulted on between October 2011 and January 2012 however, this was superseded by the Environmental Report prepared by AMEC Environment & Infrastructure UK Limited which was consulted on between September 2012 and November 2012. The Council did not respond to either consultation.

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2 The Regional Strategy for Yorkshire and Humber (Partial Revocation) Order 2013 (S.I. 2013/117)
3 Department for Communities and Local Government, October 2011 Environmental report on the revocation of the Yorkshire and Humber Plan

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North East Lincolnshire Council
Appendix C of the Environmental Report (2012) provides a review of targets set in existing adopted Local Plans and saved policies at the time of the Strategic Environmental Assessment. For North East Lincolnshire, this comprises the Local Plan (adopted 2003) and saved policies (2007). The review of the saved plan for North East Lincolnshire identified the following:

- There is no current Local Plan provision for housing
- There is a policy relating to Gypsies and Travellers but there are no Gypsy and Traveller Pitches in the Local Plan
- There are supportive policies relating to Renewable Energy but there is no reference to renewable energy targets
- There are employment land allocations and policies but there is no direct link with the number of jobs this will provide
- The Local Plan to 2006 included mineral apportionments in line with MPG6\(^{(4)}\)
- There are no quantifiable target figures identified for waste

The new Local Plan can take account of the Regional Spatial Strategy and reflect its policies, where appropriate, by undertaking a partial review of specific issues. This work has already commenced with reviews of the information, evidence and figures behind the work undertaken to prepare the Core Strategy and will be used in the formation of the new Local Plan.

The evidence used during the preparation of the Regional Spatial Strategy can also be drawn on to support the new Local Plan policies providing it is supplemented with robust local evidence\(^{(5)}\).

**Duty to co-operate**

The Localism Act 2011 (Section 110) introduces the duty to co-operate which applies to all local planning authorities, national park authorities and county councils in England as well as a number of other public bodies. It requires local planning authorities to engage constructively, actively and on an ongoing basis during the preparation of local plan documents to develop strategic policies.

The duty to co-operate is further developed in the National Planning Policy Framework and will form part of the soundness test for local plans as they go through independent examination. The Council will need to show how it has considered joint plan making

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arrangements, what decisions were reached and why. It will also need to report how the duty is being taken forward on an ongoing basis through its Authority Monitoring Report(s).

Evidence base

2.17  A proportionate evidence base will be prepared to support the new Local Plan. This will provide the robust local evidence required to enable the preparation of and justification for the policies in the new Local Plan. This Local Development Scheme whilst not identifying a comprehensive list of evidence provides an overview of potential evidence that could be drawn on during the preparation of the new Local Plan, including:

- Strategic Flood Risk Assessment
- Retail and Leisure Study
- Strategic Housing Land Availability Assessment
- Environment Infrastructure Study
- Infrastructure Delivery Plan (including Transport Modelling)
- Planning Contributions Viability Assessment

2.18  Copies of the documents that make up the evidence base will be made available on the Council website. In addition a list of documents relevant to each stage of the Local Plan preparation will also be made available\(^{(6)}\).

Sustainability Appraisal Report

2.19  The sustainability appraisal process is an integral part to the preparation of a local plan. It should inform the decision making process to facilitate the evaluation of alternatives and help to demonstrate that the plan is the most appropriate given the reasonable alternatives.

2.20  The Sustainability Appraisal Report\(^{(7)}\) on the new Local Plan will appraise the social, environmental and economic effects of the plan from the outset, helping to ensure that decisions are made that contribute to achieving sustainable development.

2.21  The Sustainability Appraisal Report will combine two main requirements, the Sustainability Appraisal and Strategic Environmental Assessment in one report. More information is given below about these requirements.

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6 Information relating to the evidence base documents will be made available at: https://www.nelincs.gov.uk/planning-and-development/planning-policy/.

7 A copy of the Sustainability Appraisal Report will be made available on the Council website at: https://www.nelincs.gov.uk/planning-and-development/planning-policy/.
Sustainability Appraisal

2.22 The Planning and Compulsory Purchase Act 2004 requires all local plan documents to be subject to a process of Sustainability Appraisal. The Sustainability Appraisal is often referred to as the SA process. The Sustainability Appraisal promotes sustainable development through better integration of sustainability considerations.

2.23 The Sustainability Appraisal will also help to deliver the UK Sustainable Development Strategy 2005\(^(8)\) which sets out five guiding principles for sustainable development to benefit people now without compromising future generations.

Strategic Environmental Assessment

2.24 In 2004 the European Commission published the EU Directive 2001/42/EC\(^{(9)}\) which requires a formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment. This Directive, usually referred to as the Strategic Environmental Assessment Directive (SEA), and its legal provisions were transposed into UK law by the Environmental Assessment of Plans and Programmes Regulations 2004\(^{(10)}\).

Habitats Regulations Assessment

2.25 A separate European Commission Directive requires local planning authorities to undertake specific and detailed assessments if any proposals in their emerging plans are likely to have significant effects on sites designated as being as European (International) importance for their wildlife and ecological value. This Directive 92/43/EEC, known as the European Habitats Directive\(^{(11)}\) has been transposed into UK law through the Conservation of Habitats and Species Regulations 2010\(^{(12)}\).

2.26 A separate Habitats Regulations Assessment will be carried out on the new Local Plan\(^{(13)}\).

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13 A copy of the Habitat Regulations Assessment will be made available on the Council website at: [https://www.nelincs.gov.uk/planning-and-development/planning-policy/](https://www.nelincs.gov.uk/planning-and-development/planning-policy/).
What documents can be prepared as part of the new Local Plan?
3.1 The new Local Plan will be a single document that sets out the spatial vision and objectives for the Borough along with Development Management policies, the allocation of sites for various land uses and if identified as being required a Community Infrastructure Levy. Additional documents will be prepared to support and monitor the new Local Plan; more information is included below about these documents.

**Authorities Monitoring Report**

3.2 Local planning authorities are required to document how effectively their local plan policies are being implemented and whether new trends or issues are emerging in the Borough which warrant a different approach by analysing progress against a range of indicators.

3.3 Whilst the Localism Act (2011) removes the need for authorities to submit their monitoring reports to the Secretary of State each December. The requirement to report on the progress and achievement of their local plan remains in place, focusing on what is most appropriate to their communities in the interest of transparency. 'Timetable overview' of this Local Development Scheme shows the anticipated timetable for the publication of the monitoring report.

3.4 The National Planning Policy Framework requires that Authority Monitoring Report(s) also include information about progress against the duty to cooperate to ensure greater transparency so that the Council is held accountable by the communities.

**Statement of Community Involvement**

3.5 The Council adopted a revised Statement of Community Involvement in February 2013\(^{14}\). The revised document sets out how the council intends to consult, involve and inform its communities in and about the preparation of the new Local Plan. It also includes information about how the Council will progress major planning applications and the consultation stages involved.

**Supplementary Planning Documents**

3.6 The Council may also prepare additional supplementary planning documents to provide greater detail on the policies set out in the new Local Plan. They should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development.

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\(^{14}\) A copy of the Statement of Community Involvement can be viewed on the Council website at: [https://www.nelincs.gov.uk/planning-and-development/planning-policy/](https://www.nelincs.gov.uk/planning-and-development/planning-policy/).
3.7 This Local Development Scheme does not identify any specific Supplementary Planning Documents (SPD) or timetable for their preparation. Information relating to the preparation of any future SPD will be advertised on the Council website\(^{(15)}\).

**Neighbourhood Plans**

3.8 The Localism Act 2011 introduced a suite of neighbourhood planning tools enabling communities to shape the development and growth of their local area through the preparation of a neighbourhood development plan led by their Parish, Town and Village Council's or neighbourhood forum.

3.9 The local planning authority's role is to advise and provide support, it will organise the independent examination and the neighbourhood referendum at the end of the process.

3.10 Neighbourhood plans are about enabling development and not stopping it. They must be in line with strategic policies set out in the new Local Plan and will not be able to block any new strategic development.

**Local Development Orders**

3.11 Local Development Orders (LDOs), where prepared do not form part of the statutory development plan. However, they do help to provide the conditions to stimulate economic development and outline planning permission for a specified area.

3.12 This LDS does not identify any specific LDO for preparation nor will they be included in future revisions. The Council will publish information relating to the preparation of future LDOs on its website\(^{(16)}\).

3.13 The Government has indicated its intention for all local planning authorities to secure LDOs granting planning approval on 90 percent of brownfield sites suitable for housing by 2020.

3.14 To complement the Government's statements the Planning Advisory Service (PAS) are offering councils its support and have prepared a guide for Councils on meeting the legal requirements for making LDOs. The Council is committed to meeting these requirements and has recently taken part in a pilot scheme in partnership with PAS and three other Councils.

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\(^{(15)}\) Information relating to the preparation of SPD will be made available at: https://www.nelincs.gov.uk/planning-and-development/planning-policy/.

\(^{(16)}\) Information about the preparation of LDOs and copies of adopted LDOs will be made available at: https://www.nelincs.gov.uk/planning-and-development/planning-policy/.
2016 - Revised Local Development Scheme

Resources
4.1 It is important that the role of the new Local Plan is recognised across the Council and key stakeholders. Whilst the preparation of the new Local Plan is governed by regulation and guidance it is important that it is not seen as just a technical planning document, but as an accessible and spatially informative strategy that sits at the heart of the Council. Adopting a corporate approach crucially gains greater ownership of the process across the Council, leading to increased confidence and satisfaction of the outcomes.

Partnership

4.2 The Council has entered a partnership with ENGIE to move forward with its improvement agenda aimed at meeting and delivering top performing services for the communities it serves. This partnership agreement provides opportunities for the Council to utilise specialist expertise and support and has the potential to increase the resource capacity for the production of the new Local Plan. The partnership agreement commenced on 1 July 2010.

The team

4.3 The main preparation of the new Local Plan will be carried out by the Spatial Planning Team (ENGIE) which comprises four Spatial Planners and one Mapping/Technical Officer. However, key stakeholders will be called upon to assist where they have specialist skills and responsibilities.

4.4 The team works closely with officers from across North East Lincolnshire Council to deliver documents that address locally identified needs.

4.5 The preparation of the new Local Plan must be supported by key documents such as the Sustainability Appraisal Report and Habitats Regulation Assessment and key evidence such as the Strategic Flood Risk Assessment. The preparation of which brings their own resource implications. Specialist advice will be brought in to assist in the preparation and delivery of this work where appropriate.

Community Engagement

4.6 Community engagement is key to the preparation of the new Local Plan, early and meaningful engagement and collaboration with a wide selection of the community, including individuals, groups, businesses or organisations likely to be affected by the document will be crucial. This will help to reflect a collective vision and a set of agreed priorities for the sustainable development of the Borough. The Council must not discriminate in the way they inform, consult or involve them, promoting equal opportunities for people to engage and get involved.
4.7 Establishing good links with community forums now and into the future will enable greater understanding of the new Local Plan and how it can support and encourage investment and development in the Borough.

4.8 The Council adopted a revised Statement of Community Involvement in February 2013 which sets out how it intends to consult, involve and inform its communities (17).

**Partnership working across North East Lincolnshire**

4.9 A ‘Theme Board’ approach to partnership working involving key organisations from across North East Lincolnshire was introduced in 2013 to replace the former ‘Local Strategic Partnership’.

4.10 This new partnership structure consists of three Theme Boards (18) overseen by a Joint Theme Board Chairs group which takes on a co-ordination role.

4.11 The Theme Boards bring together commissioners and providers of services from the voluntary, community, private and public sectors to work with and through the community to bring about lasting change. By working with the Theme Boards the new Local Plan for North East Lincolnshire can help to achieve these priorities.

**Town, Parish and Village Councils**

4.12 Involving the Town, Parish and Village Councils in the preparation of the new Local Plan will help it to reflect the needs and aspirations of the communities that make up North East Lincolnshire. The Town, Parish and Village Councils will enable our local communities to become involved more easily in the decision making process on the things that affect them, building a greater sense of community spirit and involvement and help to improve the local area.

**Local Enterprise Partnerships**

4.13 North East Lincolnshire Council has joined the Greater Lincolnshire Local Enterprise Partnership (LEP). A partnership comprising the administrative County of Lincolnshire plus North and North East Lincolnshire Unitary Authorities (an area straddling the former East Midlands and Yorkshire and the Humber Government Office Regions). The partnership with the Greater Lincolnshire LEP allows the alignment of natural housing markets and trade corridors tackling key economic opportunities and challenges.

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17 A copy of the Statement of Community Involvement can be viewed on the Council’s website at: [https://www.nelincs.gov.uk/planning-and-development/planning-policy/](https://www.nelincs.gov.uk/planning-and-development/planning-policy/).

18 The three Theme Boards are: Development and Growth, Health and Wellbeing, and Safer, Stronger Communities.
The Council has also become part of the Humber-wide LEP (June 2011) in which North and South Humber bank authorities are working closely together recognising the economic potential of the key industries in the Humber region including petrochemicals, ports and logistics, and renewables.

**Greater Lincolnshire devolution**

North East Lincolnshire Council along with nine other local authorities and the Greater Lincolnshire LEP agreed a devolution deal with Whitehall in May 2016.

Although all the Councils will continue to exist in their current form, they will also come together to form a “combined authority” to exercise the new powers. Like other areas with devolved powers, such as Sheffield and Manchester, the combined authority will also have its own directly elected mayor.

The ten Councils (19) have signed a proposed agreement, but that isn't a final decision to go ahead, and each Council will have to formally agree the deal at their full council, following consultation with residents.

The devolution deal could be an important opportunity to improve local services for residents, bring about stronger economic growth and increase the number of jobs. It would also have the opportunity to gain further responsibilities and funding from Government in the future. Meaning that more decisions about spending on some public services would be made locally rather than nationally.

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19 The Councils involved are Boston Borough Council, City of Lincoln Council, East Lindsey District Council, Lincolnshire County Council, North East Lincolnshire Council, North Lincolnshire Council, North Kesteven District Council, South Holland District Council, South Kesteven District Council and West Lindsey District Council.
Programme management
5.1 The Planning Advisory Service (PAS) has identified that in drawing up the Local Development Scheme it is important to identify the critical path of individual documents and consider who will do each task, when and what skills and knowledge will be needed. This Local Development Scheme has been prepared taking full account, in accordance with Planning Advisory Service advice, of other work commitments, staff development and training, the nature of the decision-making process, and the time required for effective engagement.

5.2 Critical to this process is the need to operate a pro-active project management approach to all tasks. It is therefore intended to introduce a more robust programme monitoring mechanism which will be reported on through the Authority's Monitoring Report\(^{(20)}\) and will be based on the key milestones set out in this document.

### Council procedures and reporting protocols

5.3 As a key strategic document for the council wider ownership of the new Local Plan is crucial to gaining increased confidence, satisfactory outcomes and the preparation of a mutually agreed plan for the borough.

5.4 Consideration has been given to a corporate approach and new governance protocols for the preparation of the local plan developed. The process will include the creation of a Local Plan Project Board\(^{(21)}\), a Local Plan Steering Group and Scrutiny Panel(s) consultation. As well as the committee processes as set out in the \textit{North East Lincolnshire Council Constitution} which could include Cabinet committee and Full Council ratification, where appropriate.

#### Statement 2

It should be noted that Table 5.1 'New Local Plan reporting mechanism' provides an indication of the corporate approach and should not be considered exhaustive.

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20 Copies of the monitoring reports are available on the Council website at: [https://www.nelincs.gov.uk/planning-and-development/planning-policy/](https://www.nelincs.gov.uk/planning-and-development/planning-policy/).

21 The Local Plan Project Board will include senior officers from across the Council/ENGIE partnership, Leader of the Council, Leader of the opposition party and will be chaired by the relevant Portfolio Holder.
### New Local Plan reporting mechanism

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Stage and main actions</th>
<th>Primary officers/department involvement</th>
<th>Councillor/Council officer involvement</th>
<th>Decision maker</th>
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<tbody>
<tr>
<td></td>
<td>Evidence gathering activities, analysis of evidence and publication of Issues Papers</td>
<td>Place Directorate, North East Lincolnshire Council Spatial Planning team, ENGIE</td>
<td>Local Plan Steering Group</td>
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<tr>
<td></td>
<td>Development and identification of emerging and preferred options</td>
<td>Place Directorate, North East Lincolnshire Council Spatial Planning team, ENGIE</td>
<td>Local Plan Steering Group Local Plan Project Board Scrutiny Panel(s) consultation</td>
<td></td>
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<tr>
<td>18</td>
<td>Preparation of a local plan Drafting and development of options, preferred approaches, preferred options And Consultation on draft documents relating to the above</td>
<td>Place Directorate, North East Lincolnshire Council Spatial Planning team, ENGIE</td>
<td>Local Plan Steering Group Local Plan Project Board Scrutiny Panel(s) consultation</td>
<td>Cabinet</td>
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<tr>
<td></td>
<td>Consideration of representations received during</td>
<td>Place Directorate, North East Lincolnshire Council</td>
<td>Local Plan Steering Group Local Plan Project Board</td>
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### New Local Plan reporting mechanism

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<th>Councillor/Council officer involvement</th>
<th>Decision maker</th>
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<tr>
<td></td>
<td>consultation and preparation of a Statement of Consultation and Engagement report including the main issues raised and recommendations for proposed amendments where appropriate</td>
<td>Spatial Planning team, ENGIE</td>
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<tr>
<td><strong>19 and 20</strong></td>
<td><strong>Publication</strong>&lt;br&gt;Consultation on a pre-submission draft document</td>
<td>Place Directorate, North East Lincolnshire Council&lt;br&gt;Spatial Planning team, ENGIE</td>
<td>Local Plan Steering Group&lt;br&gt;Local Plan Project Board&lt;br&gt;Scrutiny Panel(s) consultation</td>
<td>Cabinet</td>
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<tr>
<td></td>
<td>Consideration of representations and preparation of submission statements</td>
<td>Place Directorate, North East Lincolnshire Council&lt;br&gt;Spatial Planning team, ENGIE</td>
<td>Local Plan Steering Group&lt;br&gt;Local Plan Project Board</td>
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<td><strong>22</strong></td>
<td><strong>Submission to Secretary of State</strong>&lt;br&gt;Local plan and supporting documentation</td>
<td>Place Directorate, North East Lincolnshire Council&lt;br&gt;Spatial Planning team, ENGIE</td>
<td>Local Plan Steering Group&lt;br&gt;Local Plan Project Board&lt;br&gt;Scrutiny Panel(s) consultation</td>
<td>Full Council</td>
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### New Local Plan reporting mechanism

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<th>Councillor/Council officer involvement</th>
<th>Decision maker</th>
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<tr>
<td></td>
<td>submitted to the Secretary of State for examination</td>
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<tr>
<td>25</td>
<td>Publication of the recommendation of the appointed person</td>
<td>Place Directorate, North East Lincolnshire Council Spatial Planning team, ENGIE</td>
<td>Local Plan Steering Group Local Plan Project Board</td>
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<tr>
<td>26</td>
<td>Adoption</td>
<td>Place Directorate, North East Lincolnshire Council Spatial Planning team, ENGIE</td>
<td>Local Plan Steering Group Local Plan Project Board Scrutiny Panel(s)</td>
<td>Cabinet and Full Council</td>
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Table 5.1 New Local Plan reporting mechanism

### Finance

5.5 The Council recognises the financial costs of preparing the new Local Plan.

5.6 To date costs have been incurred relating to the preparation of the Core Strategy, Initial Issues and Options Paper, Consultation Draft Local Plan, Pre-Submission Draft and the development of an extensive evidence base to support those documents. The continues preparation of key evidence is considered essential to support the preparation of the new Local Plan.

5.7 The main costs associated with the examination of the new Local Plan have yet to be faced.
Preparation timetable
The purpose of the Local Development Scheme is to set out the timetable, covering the next three years, for the preparation of the new Local Plan for the Borough, which includes the following key milestones:

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<th>Regulation</th>
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<th>Dates</th>
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<tbody>
<tr>
<td>18</td>
<td>Preparation of a local plan</td>
<td>To February 2016</td>
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<tr>
<td></td>
<td>Including finalisation of evidence gathering activities, consideration of representations and preparation of Pre-Submission Draft document, Sustainability Appraisal and Habitats Regulations Assessment</td>
<td></td>
</tr>
<tr>
<td>19 ad 20</td>
<td>Publication</td>
<td>February/April 2016</td>
</tr>
<tr>
<td></td>
<td>Publication and consultation period for making representations on the soundness of the document</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consideration of representations and preparation of consultation statements</td>
<td>April/September 2016</td>
</tr>
<tr>
<td></td>
<td>Further consultation</td>
<td>October 2016</td>
</tr>
<tr>
<td></td>
<td>Additional public consultation on additional and updated evidence which supports the Pre-Submission Draft Local Plan (2016)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consideration of representations and preparation of submission statements</td>
<td>November 2016</td>
</tr>
<tr>
<td>22</td>
<td>Submission to Secretary of State(^{(22)})</td>
<td>December 2016</td>
</tr>
<tr>
<td></td>
<td>Submission of the Local Plan to the Secretary of State for independent public examination</td>
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</tr>
</tbody>
</table>

\(^{(22)}\) The examination is considered to have commenced at the point at which the local plan document is submitted to the Secretary of State. It should be noted that following submission to the Secretary of State the timing of the examination is determined by the Planning Inspector, the timetable set from this point is provided for indicative purposes only.
## Local Plan key milestones

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Stage</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Pre hearing meeting</strong></td>
<td><strong>February 2017</strong></td>
</tr>
<tr>
<td></td>
<td>May be required to deal with particular procedural matters that need to be resolved in advance of finalising the hearings arrangements</td>
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</tr>
<tr>
<td>24</td>
<td><strong>Examination</strong></td>
<td><strong>April/May 2017</strong></td>
</tr>
<tr>
<td></td>
<td>Hearing sessions conducted by an independent person appointed by the Secretary of State</td>
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<tr>
<td>25</td>
<td><strong>Publication of the recommendation of the appointed person</strong></td>
<td><strong>August 2017</strong></td>
</tr>
<tr>
<td>26</td>
<td><strong>Adoption</strong></td>
<td><strong>December 2017</strong></td>
</tr>
</tbody>
</table>

Table 6.1 Local Plan key milestones
**Timetable overview**

2016 - Revised Local Development Scheme Timetable (Further consultation)

<table>
<thead>
<tr>
<th>Year</th>
<th>2016</th>
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<tbody>
<tr>
<td>Month</td>
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<td>N</td>
<td>D</td>
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<tr>
<td>Local Plan</td>
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<td>1</td>
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<tr>
<td>Policy Map</td>
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<td>3</td>
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<td>5</td>
<td>6</td>
<td>7</td>
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<tr>
<td>Authority's Monitoring Report</td>
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<tr>
<td>AMR</td>
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<tr>
<td>Strategic Housing Land Availability Assessment</td>
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<td>11</td>
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<tr>
<td>SHLAA Review</td>
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<td>12</td>
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<tr>
<td>5 year supply</td>
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<td></td>
<td>12</td>
</tr>
</tbody>
</table>

**KEY**

- **Regulation**
  - Publication of a local plan (Regulation 19 and 20)
  - Submission of documents and information to Secretary of State (Regulation 22)
  - Independent Examination (Regulation 24)
  - Publication of the recommendation of the appointed person (Regulation 25)
  - Adoption of a local plan (Regulation 26)

- **Key milestones/activities**
  - AMR Publication
  - SHLAA Publication

- **Committee process**
  - Preparation including internal consultation with Councillors
  - Complete

**Figure 6.1 Timetable overview**
Risk assessment
7.1 In preparing this Local Development Scheme a number of areas of risk have been identified together with a consideration of mitigating actions these are listed in Table 7.1 ‘Risk Assessment’.

7.2 It is recognised that the timetable for the preparation of the new Local Plan is ambitious and reliant on the ability of the Council/Cofely partnership to call on resources from within both the Council and Cofely. However, despite the availability of those resources it is considered important to note that further specialist resources will be required to complete work that relates to the preparation of the Sustainability Appraisal Report\(^{23}\) and the Habitats Regulations Assessment\(^{24}\).

<table>
<thead>
<tr>
<th>Risk</th>
<th>Impact</th>
<th>Mitigation Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Legislation</td>
<td>Additional work to ensure compliance.</td>
<td>Keep up to date on emerging national policies and respond early.</td>
</tr>
<tr>
<td>New national policy published</td>
<td>Additional work to ensure compliance with new policies.</td>
<td>Keep up to date on emerging national policies and respond early.</td>
</tr>
<tr>
<td>Uncertainty on how the new planning system will operate</td>
<td>Potential slippage in programme. Challenge on legal aspect of the document.</td>
<td>Keep up to date with advice, guidance and publication from the Planning Inspectorate, Planning Advisory Service and monitor the progress of other authorities local plans to establish best practice.</td>
</tr>
<tr>
<td>Regional Spatial Strategy revocation</td>
<td>Additional work to ensure robust local evidence base.</td>
<td>Justification of targets and development of a robust local evidence base to underpin policies, objectively assessing local need.</td>
</tr>
<tr>
<td>Local Political change in priorities</td>
<td>Slippage in programme.</td>
<td>Ensure Members are kept up to date of issues and options to build consensus.</td>
</tr>
<tr>
<td>Local Development Scheme programme too ambitious</td>
<td>Slippage in programme.</td>
<td>Prepare realistic Local Development Scheme taking account of reporting.</td>
</tr>
</tbody>
</table>

\(^{23}\) EU Directive 2001/42/EC on the assessment of effects of certain plans and programmes on the environment

## Risk Assessment

<table>
<thead>
<tr>
<th>Risk</th>
<th>Impact</th>
<th>Mitigation Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volume of new Local Plan work greater than anticipated e.g. Volume or complexity of representations</td>
<td>Slippage in programme</td>
<td>Ensure adequate front loading at start of document preparation to manage against risk. Assess overall resource requirements through effective project management. Consider additional resources.</td>
</tr>
<tr>
<td>Failure to identify and undertake key evidence</td>
<td>Slippage in programme</td>
<td>Scope evidence requirements early and identify requirements through effective project management.</td>
</tr>
<tr>
<td>Poor project management</td>
<td>Slippage in programme</td>
<td>Ensure Local Development Scheme is robust and project management techniques employed. Ensure adequate training and monitoring. Ensure Corporate buy-in at Member and Officer level.</td>
</tr>
<tr>
<td>Insufficient revenue support to finance the project</td>
<td>Slippage in programme</td>
<td>Assess overall resource requirements through effective project management. Consider additional resources.</td>
</tr>
<tr>
<td>Sustainability Appraisal not embedded in document preparation</td>
<td>Slippage in programme</td>
<td>Ensure SA work is programmed and integrated into document preparation.</td>
</tr>
<tr>
<td>Complexity of Habitats Regulations Assessment</td>
<td>Report concludes there is a need for a stage 2 assessment to be carried out. Significant slippage.</td>
<td>Close working with stakeholders particularly Natural England to address risks to protected habitats. Prepare realistic Local Development Scheme taking account of lead-in times.</td>
</tr>
<tr>
<td>Staff turnover and recruitment difficulties</td>
<td>Slippage in programme</td>
<td>Address staff retention issues. Prompt action with vacancies. Consider consultancy/agency support.</td>
</tr>
</tbody>
</table>
## Risk Assessment

<table>
<thead>
<tr>
<th>Risk</th>
<th>Impact</th>
<th>Mitigation Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spatial Planning Team required to deliver unforeseen work</td>
<td>Slippage in programme.</td>
<td>Establish new Local Plan as a Corporate priority.</td>
</tr>
<tr>
<td>Lack of in-house skills for specialist areas of policy work</td>
<td>Slippage in programme. Possible challenge, quality objectives compromised.</td>
<td>Consider consultancy support.</td>
</tr>
<tr>
<td>Inspector requests an exploratory meeting due to fundamental or cumulative flaws in submitted new Local Plan</td>
<td>Examination delayed or cancelled, new Local Plan found unsound.</td>
<td>Carry out thorough Soundness Self Assessment using Toolkit.</td>
</tr>
<tr>
<td>Planning Inspectorate can not meet programme</td>
<td>Slippage in programme.</td>
<td>Prepare realistic Local Development Scheme in liaison with Government Office and Inspectorate. Take account of guidance issued by Inspectorate.</td>
</tr>
<tr>
<td>New Local Plan fails test of soundness</td>
<td>Significant slippage in programme.</td>
<td>Ensure evidence base is robust, well documented community engagement and embedded Sustainability Appraisal. Keep up to date with experience elsewhere and undertake soundness self assessment.</td>
</tr>
</tbody>
</table>
### Risk Assessment

<table>
<thead>
<tr>
<th>Risk</th>
<th>Impact</th>
<th>Mitigation Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Infrastructure Levy (CIL)</td>
<td>Removal/replacement of funding streams provided by Section 106 agreements.</td>
<td>Ensure adequate front loading at start of document preparation to manage against risk.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure evidence base is robust, well documented community engagement to support Community Infrastructure Levy through examination.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assess overall resource requirements through effective project management.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure Corporate buy-in at Member and Officer level.</td>
</tr>
<tr>
<td>Housing supply figures and calculations are challenged</td>
<td>Significant slippage in programme.</td>
<td>Engage independent critical friend at an early stage.</td>
</tr>
</tbody>
</table>

**Table 7.1 Risk Assessment**

7.3 In addition it is also considered appropriate to implement a more robust programme monitoring mechanism to ensure the key milestones identified in this document are achieved. It is anticipated that the results of this mechanism will be publicly reported on through the Authority's Monitoring Report.
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Document Availability

If you would like to receive this document in any other language or in another format such as large print, Braille or on audiotape, please contact:

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