



City of Bradford Metropolitan District Council

Local Development Scheme

For the period 2025 to 2028

July 2025

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1.0 INTRODUCTION

1.1 Background

- 1.1.1 The Local Plan is a key requirement of the planning system, which should establish the long-term spatial vision for change in the area and related policies to shape and guide development. This also sets the local policies used in the determination of planning applications. The Planning and Compulsory Purchase Act 2004 (as amended) provides the legal basis for the preparation of the Local Plan. The National Planning Policy Framework (NPPF) and Guidance provides the details on both content and approach in preparing a local plan.
- 1.1.2 National planning policy sets clear expectations as to how a Local Plan must be developed in order to be justified, effective, consistent with national policy and positively prepared to deliver sustainable development that meets local needs and national priorities.
- 1.1.3 It is also important that they are based on up to date and proportionate evidence and are kept up to date to respond to changing circumstances. Under regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) local planning authorities must review local plans, and Statements of Community Involvement at least once every 5 years from their adoption date to ensure that policies remain relevant and effectively address the needs of the local community.
- 1.1.4 A key requirement of the 2004 Act is the need for clear and transparent programme management through the preparation of a Local Development Scheme (LDS).
- 1.1.5 The purpose of the LDS is to set out what local plan documents are in place and the future development plan documents to be produced and their programme for preparation for a three-year period. Guidance requires the LDS to be reviewed on a regular basis (at least every 3 years) to take account of progress and slippage on any documents and new policy issues.
- 1.1.6 The current LDS was approved by the Council in March 2024. It set out the programme for the period 2024 to 2026.
- 1.1.7 Since the Revised LDS (2024) was approved, there has been significant progress on the Local Plan but also significant changes to national planning policy and guidance. In this context the Council have reviewed the LDS. The revised LDS will cover the period 2025 to 2028 and be applicable on approval.

1.2 The Development Plan System

Local Plan

- 1.2.1 The Local Plan for Bradford District currently consists of a portfolio of local documents which provide the framework for delivering the spatial planning strategy for the area. There are two main types of Local Plan Documents – Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs):
- 1.2.2 The Development Plan Documents form part of the statutory development plan for Bradford District and prior to adoption are subject to a Public Examination by an independent Planning Inspector to test their legal compliance and “soundness”. DPDs are the starting point for considering planning applications.
- 1.2.3 In addition, local communities can prepare their own local planning policies to guide development in their areas through the preparation of a Neighbourhood Development Plan (using powers in the Localism Act 2011). These can be produced by a Neighbourhood Forum or Parish/Town Council and need to conform with the strategic policies in the Local Plan. A neighbourhood development plan forms part of the overall development plan for the District and has the same legal status as the Local Plan produced by the local planning authority once it has been approved at a referendum, following independent examination and it is ‘made’ by the local planning authority.
- 1.2.4 The SPDs are non-statutory documents that supplement policies and proposals contained in a Development Plan Document. For example, they may provide more detail to a DPD or may focus on developing a brief for a site. All SPDs will be the subject of public consultation but not a public examination.

Local Plan Reforms

- 1.2.5 There have been significant reforms to the Planning system which have had implications for the Development Plan system. The most recent changes include the publication of the revised National Planning Policy Framework (NPPF) in December 2024¹ and updates to National Planning Policy Guidance (NPPG).

National Planning Policy Framework (NPPF)

- 1.2.6 Guidance on the preparation of DPDs is contained in the NPPF. The NPPF is supplemented by more detailed advice in the web based NPPG. The NPPF should also be read in conjunction with the Government’s planning policy for traveller sites and its planning policy for waste.

¹ Paragraph 155 subsequently updated 7 February 2025

- 1.2.7 The NPPF reinforces the primacy of the development plan, the presumption in favour of sustainable development and makes clear that each local planning authority should prepare an up to date and robust Local Plan.
- 1.2.8 Any additional DPDs should only be used where they are clearly justified. SPDs 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. Although it should be noted that the Government's proposed changes to the Planning System will see additional DPDs and/or SPDs replaced with new Supplementary Plans.

1.3 What is the Local Development Scheme (LDS)?

- 1.3.1 The Planning and Compulsory Purchase Act (2004), the Planning Act (2008), the Localism Act (2011), Levelling-Up and Regeneration Act (2023) and the National Planning Policy Framework (NPPF), supported by the Local Planning (England) Regulations 2012 (as amended) set out the current requirements for plan making by local authorities and the key requirements by which the LDS will be prepared.
- 1.3.2 The LDS has three main purposes:
- to describe the Development Plan Documents (DPD) which the Council intends to include as part of its Local Plan (both existing and proposed);
 - to explain their relationship to other DPDs in the Local Plan; and
 - to set out the timetables for producing DPDs.
- 1.3.3 The Council's first LDS was brought into force in June 2005 with subsequent updates.
- 1.3.4 The progress in delivering the LDS programme is reviewed annually through the Authority's Monitoring Report (AMR). This will identify progress against the key milestones and highlight any new issues. The information gathered will form part of the evidence base that is used to review whether any changes are required to the LDS.

1.4 Stakeholder and Community Involvement

- 1.4.1 A key objective of the planning system is to strengthen community and stakeholder involvement in the preparation and revision of Local Plans. The LDS programme therefore allocates time for community and stakeholder consultation. The aim of the LDS is to inform the public and interested parties in advance of when public consultation is likely to take place for individual documents.
- 1.4.2 Details of how the community and interested parties will be involved in Local Plan preparation is set out in a separate document that has been produced by the Council entitled 'Statement of Community Involvement' (SCI). The current SCI was adopted in November 2018 and is subject to an update in 2025 to align with any changes to national regulations and continued move towards digital planning.

2.0 Current Development Plan

2.1 Current Policy Coverage

- 2.1.1 The adopted development plan for the City of Bradford Metropolitan Council area is provided in summary in Box 1. The full details of each document can be viewed on the council's website.
- 2.1.2 The status of the adopted policies in the Local Plan will continue to be monitored against compliance with the NPPF and NPPG

Box 1: Adopted Development Plan

Core Strategy (Adopted 2017)

- Sets out the broad aims and objectives for sustainable development within the Bradford District for the next 15 to 20 years until 2030.
- Includes key diagram.
- Sets out broad policies for guiding where new development should be located and where development should be restricted.
- Sets out the broad locations for new housing, employment and infrastructure investment.
- Does not allocate specific sites for new housing and employment development.

City Centre Area Action Plan (adopted 2017)

Spatial vision for locality and plan objectives. Comprehensive allocations and designations as well as detailed policies including locally specific development management policies.

Shipley and Canal Road Corridor Area Action Plan (adopted 2017)

Spatial vision for locality and plan objectives. Comprehensive allocations and designations as well as detailed policies including locally specific development management policies.

Waste Management Development Plan Document (adopted 2017)

Detailed policies for the management of waste and allocation of sites to meet needs to 2030.

Replacement Unitary Development Plan (adopted 2005) (Update Schedule of Policies – June 2020)

Limited set of saved policies linked to allocations and designations including Green Belt outside of the two Area Action Plans.

Neighbourhood Development Plans (NDPs):

These set out local policies to shape the future growth and development of a number of the District's communities. These policies cover a range of subjects

including local designations to protect or enhance existing community facilities, protecting Local Green Spaces, protecting local heritage assets, guidance on the design of new development, or addressing local infrastructure needs. None of the following “made” (adopted NDPs) include site allocations for housing or employment:

- **Addingham Neighbourhood Development Plan (Made January 2020):**
- **Burley in Wharfedale Neighbourhood Development Plan (Made May 2018)**
- **Harden Neighbourhood Development Plan (Made September 2023)**
- **Haworth, Cross Roads & Stanbury Neighbourhood Development Plan (Made June 2021).**
- **Ilkley Neighbourhood Development Plan (Made June 2022)**
- **Oxenhope Neighbourhood Development Plan (Made June 2022)**
- **Steeton with Eastburn & Silsden Neighbourhood Development Plan (Made June 2021).**
- **Wilsden Neighbourhood Development Plan (Made May 2025)**

2.2 Community Infrastructure Levy (CIL)

- 2.2.1 The Bradford District Community Infrastructure Levy Charging Schedule was formally approved by Full Council on 21 March 2017 and took effect from 1 July 2017.
- 2.2.2 The Infrastructure Funding Statement sets out the contributions received and where it has been spent. The Council reports to Executive annually the amount of CIL collected in the preceding year and proposed allocation. The Infrastructure Funding Statement is published annually.

3.0 Where Are We now

3.1 Progress Against the Revised LDS 2024

3.1.1 The regulations require the LDS to be reviewed on a regular basis to take account of progress and slippage on any documents and new policy issues. The review should be linked to the production of the Authority Monitoring Report (AMR) which considers progress on meeting the programme set out in the LDS.

3.1.2 While significant progress has been made to put in place the local plan, there has been slippage on the LDS milestones. There are several reasons for this:

- further significant national planning reforms emerging;
- ensuring a robust and up to date evidence base;
- reducing local government resources;
- changing local circumstances and opportunities;
- additional work pressures (Neighbourhood Plans, etc).

3.1.3 These issues have informed a review of both the approach and timetable.

3.2 Progress on Development Plan Documents

Draft Bradford District Local Plan

3.2.1 The Council has reviewed the approach and has moved from the Portfolio approach to a single comprehensive local plan. This decision was based on a range of work undertaken as part of the development of the different DPDs and took account of earlier consultations as well as more recent circumstances and changes to national policy.

3.2.2 This culminated in the Draft Bradford District Local Plan Regulation 18 (2020-2038) document being published between 8th February 2021 and 24th March 2021 for comments. The Draft Local Plan set out an updated vision and strategic development strategy as well as detailed strategic and thematic policies together with area-based proposals and designations including sites for housing and economic development.

3.2.3 The consultation sought views on the preferred approach as well as the alternative options considered including sites at this stage discounted. A range of evidence and draft assessments were published alongside the draft local plan for comment. A further call for sites was also issued.

3.2.4 The representations have been recorded and summaries published online. The call for sites information has also been published for information. The main issues raised have been reviewed and considered as the work progresses forward to the next version of the Local Plan.

3.2.5 The Local Plan is underpinned by significant quantity of technical evidence and impact studies and that with recent changes to national policy / guidance there has been a need to update and review some of this material. The need for a number of critical updates has informed the revised timetable in this LDS.

3.2.6 Alongside the technical studies, the infrastructure plan is being updated. Work has also progressed on the range of supporting assessments including Health, Sustainability and equality which will continue to be updated as the local plan is progressed to its next version.

3.3 Progress on Supplementary Planning Documents

3.3.1 There were no commitments to new SPDs in the 2024 LDS. However, work was undertaken to update the Landscape Character Assessment alongside the local plan. This is now in a position to progress towards an updated SPD. Work has also commenced on a review of the existing Shop Front SPD.

3.4 Progress on Neighborhood Development Plans

3.4.1 Several of the District's communities are using the provisions of the Localism Act 2011 (as amended) and the Neighbourhood Planning (General) Regulations 2012 (as amended) to prepare neighbourhood development plans (NDPs) to help shape future growth and development of their areas.

3.4.2 Since the introduction of neighbourhood planning 13 applications for Neighbourhood Area designation have submitted by qualifying bodies and approved by the Council. All have been from Town or Parish Councils.

3.4.3 Eight Neighbourhood Development Plans have been through the preparation process including extensive community/stakeholder consultation as well as an independent examination and have been legally 'made' (adopted) following successful local referendums (see Box 1 for details).

3.4.4 Several other NDPs (Baildon, Bingley and Keighley) are at varying stages of preparation, with some being more advanced than others. It is anticipated that these will progress during the next two years. To date, there have been no proposals put forward to review any of the "made" neighbourhood development plans.

3.4.5 The Local Plan team will continue to support communities in bringing forward their plans over the coming years. Progress will be reported in the Authority Monitoring Report (AMR), whilst the Neighbourhood Plans section of the website will be kept up to date.

3.4.6 Work on Neighbourhood Development Plan for Cullingworth has formally stopped.

4.0 SCHEDULE OF PROPOSED LOCAL DEVELOPMENT DOCUMENTS

4.1 Proposed Development Plan Documents

4.1.1 It is intended that the DPDs listed below are to be produced by Bradford Council in the next three years:

- Bradford District Local Plan (DPD)
- Policies Map (DPD)

4.1.2 In addition, the Council, in collaboration with the other four West Yorkshire Councils (Calderdale, Kirklees, Leeds and Wakefield) and West Yorkshire Combined Authority (WYCA), will draft and adopt a Joint DPD to provide a planning policy framework for the delivery of the proposed West Yorkshire Mass Transit network and its aligned growth objectives. Once adopted, the Joint DPD will form part of the statutory development plan for the District.

4.1.3 Details for each of the DPDs is set out in the Table 1 below. They provide a brief description of the content of each document, and the key milestones for document preparation from early public consultation through to adoption.

Table 1 Local Plan	
Role and purpose	The local plan sets out strategic and non-strategic policies, area-based strategies and site allocations for development of the district and an accompanying policies map.
Coverage	District wide
Status	DPD
Conformity	In accordance with legislation and national planning policies and guidance
Timetable	
Regulation 18 Draft	February 2021
Regulation 19 Draft	July 2026
Submission	November 2026
Adoption ²	Summer 2028

Table 1 Mass Transit Joint Development Plan Document	
Role and purpose	Mass Transit Sustainable Development Framework (Part 1) is a Joint Development Plan for Bradford, Calderdale, Kirklees, Leeds and Wakefield 2026 to 2056 – a network-wide strategic spatial planning policy document for the delivery of current planned and future phases of Mass Transit and recognition of the wider benefits to arise from evolution of transit corridors to economic growth corridors.

² Depending on timescales for the Examination (January 2027-January 2028)

Coverage	Leeds City Region
Status	DPD
Conformity	In accordance with legislation and national planning policies and guidance
Timetable	
Regulation 18 Draft	February 2026
Regulation 19 Draft	August 2026
Submission	October 2026
Adoption ³	Spring 2027

³ Depending on timescales for the Examination (Winter 2026/27)

5.0 Proposed Supplementary Planning Documents

5.1.1 It is intended that the SPDs listed below are to be produced by Bradford Council in the next three years:

- Shop front SPD
- Landscape Character SPD

5.1.2 These are reviews and updates to two existing SPDs, and when adopted will supersede the existing versions.

5.1.3 Details for each of the SPDs is set out in the Table 2. They provide a brief description of the content of each document, and the key milestones for document preparation from public consultation through to adoption. Please note that the list is not exhaustive and the Council may seek to prepare additional SPDs in the future, this will also include a review of all existing SPDs and determine if they will be revoked or retained upon adoption of the new local plan.

Table 2 Shop Fronts SPD	
Role and purpose	The Two existing SPDs – the ‘Shopfront Design Guide’ and ‘A Shopkeepers Guide to Securing Their Premises’ will be updated and combined to form one new document, with additional content relating to security measures and shopfront enhancements.
Coverage	District wide
Status	SPD
Conformity	In accordance with legislation and national planning policies and guidance and adopted Local plan
Timetable	
Consultation	Autumn 2025
Adoption	Winter 2025

Table 2 Landscape Character SPD	
Role and purpose	The document will provide an updated landscape Character assessment (based on up to date good practice and guidance) and replace the current SPD.
Coverage	District wide
Status	SPD
Conformity	In accordance with legislation and national planning policies and guidance and adopted Local plan
Timetable	
Consultation	Autumn 2025
Adoption	Winter 2025

6.0 MONITORING AND REVIEW

- 6.1.1 A key aspect of the planning system is the process for monitoring and review of the progress of preparing Local Plans, and the effectiveness of implementing policies and proposals contained within it. It is a requirement of the 2004 Act that the Council produces an Authority Monitoring Report (AMR). The AMR will cover the period 1st April – 31st March. The AMR assesses:
- How the Council is performing in meeting key milestones and targets for Local Plan preparation as set out in the Local Development Scheme.
 - The extent to which policies in the Local Plan are being achieved, and where they are not, the reasons why.
 - The impact Local Plan policies are having on local policy targets, and any other targets identified.
 - Whether policies in the Local Plan need to be replaced/adjusted because they are not working as intended.
- 6.1.2 The AMR will therefore highlight any changes that need to be made to Local Plan, such changes, where necessary, will then be reflected in subsequent reviews of the LDS rolling work programme.

7.0 DELIVERING THE LOCAL PLAN

City Region, Duty to Cooperate and Partnerships

- 7.1.1 A Development Plan Document must be prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and be sound. As part of the Duty to Co-operate, the Council is committed to working collaboratively with other local authorities, the West Yorkshire Combined Authority (WYCA) and other prescribed bodies on matters of cross boundary and sub-regional significance.
- 7.1.2 This means engaging with one another in an active, constructive and ongoing basis to address cross-boundary, strategic planning issues as part of preparing the Local Plan. This takes a variety of forms including holding regular meetings, collaborating on producing evidence to support the Plan or participating in various regional or sub -regional working groups.
- 7.1.3 The Statement of Common Ground for the Leeds City Region is a written record of the progress made by council and partner bodies to address cross boundary, strategic planning matters, and documents where effective co-operation is taking place during the plan-making process.

District plans and Strategies

- 7.1.4 The Local plan helps deliver key district priorities which are set out in the District and Council plan. These include:
- Better skills more good jobs and a growing economy
 - Decent homes
 - Better health, better lives
 - Good start, great schools
 - Safe, strong, active communities
 - Sustainable district
- 7.1.5 Other strategies will support delivery of the local plan itself including:
- Economic Strategy
 - Housing Strategy
 - Development Frameworks

Assessments

- 7.1.6 All policies and proposals contained within a Development Plan Document will be subject to a Sustainability Appraisal (SA) and also a Strategic Environment Assessment (SEA) and Habitat Regulations Assessment, where appropriate. This involves scoping reports and assessments throughout the preparation of the Local Plan to ensure an iterative approach to consider policies and their impacts.
- 7.1.7 The SA of the Local Plan integrates the requirements of SEA.

Evidence Base

City of Bradford Metropolitan District Council
Revised Local Development Scheme – July 2025

7.1.8 NPPF states that all Local Plans should be based upon up to date and relevant evidence to formulate the policies in the Plan. A range of evidence has been updated in support of the emerging local plan. Key elements include:

- Strategic Housing Market Assessment (SHMA)
- Gypsy and Traveller Needs Assessment (GTNA)
- Flood Risk assessments
- Future Employment Analysis
- Bradford District Open Space Assessment
- Bradford District - Selective Green Belt Review
- Bradford District Local Infrastructure Plan (LIP)

7.1.9 For more details see following link: [Bradford District Local Plan | Bradford Council](#).

7.1.10 This evidence will be updated as the local plan progresses towards submission to ensure it has an appropriate range of up-to-date evidence to underpin its soundness at examination.

7.2 Managing the Process

7.2.1 Managing Resources

7.2.2 The Council's Planning and Transport Strategy Service will take the lead in producing the Local Plan.

7.2.3 Further resources are available within the Planning Service, including the Landscape, Conservation, Highways and Design Group.

7.2.4 The Service will work collaboratively and draw on the resources and expertise within wider Council services, for example Development Services, Economic Development, and Housing as well as Public Health. Other Council services will also contribute as appropriate depending on the nature of the content and approach, including for example education services.

7.2.5 Where the Council does not have the technical expertise and/or capacity it has employed specialist consultants to provide support, especially on the technical evidence and assessments.

7.2.6 The Council has made agreed non-recurring funding available through the annual Budget process on an occasional basis. This provides non staffing funding for the following types of activity in support of the Local Plan:

- Preparation of technical evidence and appraisals
- Consultation and engagement
- Examination and adoption

7.2.7 The Council funding has been supplemented by additional revenue from Government, following successful expressions of interest, submitted to the two rounds of funding available in early 2025.

7.2.8 Other funding opportunities will be explored which could address the pressures where possible. However, the programme will require additional funding to be determined as part of future Budget Processes to ensure progress to adoption.

7.2.9 Programme Management

7.2.10 The Strategic Director (SD) Place has the overall responsibility for preparing the Local Plan. Day to day management will normally be the Planning and Transport Strategy (PTS) Manager, reporting to the Assistant Director (AD) Planning Transportation and Highways.

7.2.11 A Local Plan Board chaired by the AD with a core membership of the PTS manager and Local Plan Team Leader provide strategic level oversight to the Local Plan programme management and alignment and linkage to corporate priorities. Membership is supplemented by others as required including:

- Planning
- Transport Planning
- Economic Development
- Housing
- Corporate support
- Culture, Tourism and Sport

7.2.12 A cross party local plan reference group has been established to provide opportunity for wider sounding on emerging content and approach ahead of any formal consideration by Executive and Full Council. The membership of the group includes representatives from the main political parties as well as the Chairs/Deputy Chairs of Planning Committees and the Portfolio Holder.

7.2.13 Political Management

7.2.14 The process for the approval of the Local Plan will be as follows:

- Decisions on informal early consultation such as scoping and issues and options work will be approved by the Assistant Director Planning, Transportation and Highways in consultation with Executive Portfolio holder responsible for Planning.
- Preferred Options documents will be approved by the Assistant Director Planning, Transportation and Highways in consultation with Executive Portfolio holder responsible for Planning.
- Full Council resolution required for submission stages.
- Full Council resolution required for adoption stages.

7.2.15 For all SPDs the process for their approval will be as follows:

- Assistant Director PTH in consultation with Executive Portfolio holder responsible for Planning, to approve for consultation draft SPD.
- The Executive to approve for adoption by Regulatory and Appeals Committee

7.2.16 Risk Assessment

7.2.17 There are several areas of risk in preparing the Local Plan as set out in the LDS. The key areas of risk are listed in Table 3 below. This identifies the risk factor, the impact of the risk if it occurs, the nature of that impact, the probability of the risk happening and the mitigation or contingency for dealing with the risk.

Table 3: RISK ASSESSMENT

Risk	Nature of Impact	Impact L/M/H	Probability L/M/H	Mitigation /Contingency
Change to national policy and legislative framework.	Additional work to comply with new policies causing slippage	H	M	Keep up to date with new legislation and guidance as published and anticipate new guidance based on MHCLG forward plan. Respond early to any significant changes. Integrate into LDS review process.
Failure to comply with Duty to Cooperate. Duty requires ongoing positive engagement with key bodies such as adjacent Councils on cross boundary issues in the Local Plan.	Slippage Soundness	M	M	Ongoing work through the Leeds City Region (LCR) officer and member arrangements in line with the LCR Statement of Cooperation and Statement of Common Ground. Early scoping of strategic issues and potential impacts and instigate arrangements for liaison and ongoing work with key bodies and ensure ongoing and positive engagement and collaborative and cooperative working arrangements on key issues.
Volume of work greater than anticipated e.g. submitted representations or work arising from sustainability appraisal.	Slippage in programme	M	M	Allow for a challenging but realistic timetable for Local Plan documents with a degree of flexibility built in. Develop robust project plans for each stage using the Planning Advisory Service Tool Kit and Self Assessment and emerging good practice and experience. Monitor progress against LDS and review if necessary. Consider additional resources either from within the Council or bringing in outside resources where

Risk	Nature of Impact	Impact L/M/H	Probability L/M/H	Mitigation /Contingency
				appropriate through collaborative working and selective use of consultants on specialist areas.
Lack of in-house skills for specialised areas of policy work /sustainability appraisal /background studies.	Slows progress in programme Evidence base compromised	M	M	Undertake a competency audit for key programme areas and identify gaps linked to project plan. Review other Council resources. Commission external support for one off projects
Local Plan Team required to undertake other unforeseen work.	Programme slippage	M	M	Ensure Local Plan given corporate recognition and priority for staff time and resources. Manage other priorities through programme management and Local Plan Board.
Staff retention and recruitment.	Slow progress leading to programme slippage and of continuity.	H	M	Seek to fill vacant positions with appropriately qualified staff quickly. Adopt flexible working arrangements. Call on wider corporate resources to fill temporary gaps. Use of external consultants
Local Plan programme too ambitious.	Key milestones not met	H	M	LDS prepared with emerging good practice and knowledge from other LPAs and Planning Advisory Service, which has informed an ambitious but realistic

Risk	Nature of Impact	Impact L/M/H	Probability L/M/H	Mitigation /Contingency
				timetable than the first LDS.
Change in circumstance which impact on to delivery of strategic sites and potential soundness of the plan	Plan not being found sound at examination due to failure to show deliverable plan	M	M	Ongoing work to support strategic sites through partnership working and master planning and seeking funding opportunities.
Planning Inspectorate unable to meet the timescale for examination and reporting.	Examination and/or report delayed. Key milestones not met	H	M	The capacity of PINS is not something that the Council can directly influence. On-going liaison with Government and PINS regarding the programme and key milestones.
Local Plan fails soundness test.	Local Plan not adopted	H	L	Ensure robust up to date evidence base, sustainability appraisal appropriate to the Local Plan, public involvement in line with SCI. Develop robust project plans for the Local Plan using the Planning Advisory Service Tool Kit and emerging good practice and experience. Use PAS self assessment at key stages to check 'soundness'. Access PAS support and training packages and other critical friend support as appropriate. Use of pre submission Inspectors visits.
Legal Challenge.	Adopted Local Plan quashed in whole or in part.	H	L	Ensure the Local Plan is 'sound', in that they are founded upon a robust evidence base, sustainability appraisal appropriate to the Local plan, public involvement in line with SCI. Seek legal advice including from specialist Counsel on major areas of risk both in terms of content and process.

Risk	Nature of Impact	Impact L/M/H	Probability L/M/H	Mitigation /Contingency
Inability of key stakeholders, agencies and bodies to cope with demand and fail to deliver on time.	Weaken evidence to underpin Local Plan at key stages. Slippage of programme	M	M	Close liaison with all key stakeholders involving sending them a copy of the LDS and involve them in planning the key stages at the earliest opportunity so they can programme work. On-going communication with key stakeholders. Develop robust project plans for the Local Plan using the Planning Advisory Service Tool Kit and emerging good practice and experience.
Political uncertainty.	Lack of commitment to programme Programme slippage	M	M	Make planning central to delivery of Corporate objectives. Briefing all members as to importance of Local Plan and Planning generally. Engagement with all members throughout the preparation process as appropriate to the stage to enable members to understand the approach and procedural issues. Local Plan Cross Party Reference Group used to sound out programme and key content and approach.
Inability to recruit external contractors.	Programme slippage Weaken evidence base	H	M	Plan the programme of key activities involving the need for consultants at the earliest opportunity. Develop draft briefs and test the market in terms of capacity informally.

APPENDIX ONE

GLOSSARY OF TERMS

Area Action Plan (AAP) – These are Development Plan Documents that provide a planning framework for an area of the District where significant change or conservation is needed.

Authority Monitoring Report (AMR) – This is a Report that the Council is required to prepare as part of the Local Plan. The Report will annually assess the extent to which policies in Local Development Documents are being achieved.

Core Strategy – This is a Development Plan Document that provides the strategic planning framework for the District. It sets out the long-term spatial vision and the strategic objectives and policies to deliver that vision. The strategy contains core policies, a monitoring and an implementation framework. All other Development Plan Documents that form the Local Plan must be in conformity with the Core Strategy.

Development Plan Document (DPD) – These are Local Development Documents that are part of the Local Plan. They form the statutory development plan for the district and are subject of an independent examination. They include the following: Core Strategy, Site Allocations, Area Action Plans, and a Proposals Map.

Local Development Document (LDD) – These are the individual documents that make up the Local Plan. They comprise of Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local Development Scheme (LDS) – This is a three-year rolling work programme setting out the Council's timetable for preparing each Local Development Document. The Scheme is revised regularly in light of outcomes from the Authority Monitoring Report.

Local Plan – title of statutory development plan which NPPF recommends to be a single document but can where justified comprise of several Development Plan Documents.

National Planning Policy Framework (NPPF) – National Planning policy supported by web based National Planning Practice Guidance (NPPG)

Neighbourhood Development Plan – Plan produced by Parish /Town Council or Neighbourhood forum with stakeholders and communities to guide development in their locality.

Replacement Unitary Development Plan (RUDP) – This is the current development plan for the district, adopted in the October 2005 and saved in 2008 by the Secretary of State. The report of 5 June 2014 Regulatory and Appeals Committee approved an assessment of the compliance of the saved policies with the more recent national policy contained in NPPF.

Statement of Community Involvement (SCI) – This sets out the standards that the Council intends to achieve in involving the community and stakeholders in the preparation, alteration and review of all Local Development Documents and development control decisions. The Statement of Community Involvement is not a Development Plan Document, nor is it the subject of a sustainability appraisal.

Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA) – This is a generic term used internationally to describe the assessment of policies, plans and programmes considering their social economic and environmental impacts and informing the most appropriate approach). An integrated approach to SEA and Sustainability Appraisal will be required to avoid duplication in the plan making process.

Supplementary Planning Document (SPD) – These are Local Development Documents that are part of the Local Plan. They provide supplementary guidance to policies and proposals contained in Development Plan Documents, however, they do not form part of the statutory plan, nor are they subject to an independent examination.