

Borough of Oadby & Wigston



Oadby & Wigston

LOCAL DEVELOPMENT SCHEME 2014



1 INTRODUCTION

- 1.1 This Local Development Scheme sets out the Council's proposal for the preparation of the Local Plan for the Borough of Oadby and Wigston.
- 1.2 The Local Plan provides the planning policy framework for the entire Borough up to 2026 and will include Development Control policies and sites for new housing and employment development. The (new) Local Plan will eventually replace the existing Saved Local Plan.
- 1.3 The Local Development Scheme establishes a programme of work and identifies milestones that the Council will strive to meet. As well as timescales, the Local Development Scheme outlines the policies that make up the Development Plan for the Borough, whilst the Local Plan is under preparation.
- 1.4 The Council is committed to working with its partners, stakeholders and all members of the local community in the preparation of new planning policy. Together, the Local Development Scheme and the adopted Statement of Community Involvement set out how and when the aforementioned can participate in the process. External participation throughout the process is integral to shaping the future of the Borough.

2 GLOSSARY OF RELEVANT DOCUMENTS

Local Plan (LP)

Is the collection of documents setting out the overall planning strategy, policies and proposals for Oadby and Wigston Borough Council.

Local Development Scheme (LDS)

Is the document that sets out the programme for the preparation of the Borough Council's Local Plan.

Local Development Documents (LDD)

Are the documents that set out the Development Plan policies and supporting guidance that shape the Borough. The two types of Local Development Documents are Development Plan Documents and Supplementary Planning Documents.

Development Plan Documents (DPD)

Are the Local Development Documents that 'carry' Development Plan status. These documents contain the policies for which any planning application for new development will be considered.

Supplementary Planning Documents (SPD)

Are the Local Development Documents that do not carry Development Plan status. They contain guidance which is used as a 'material consideration' in the deciding of a planning application.

Area Action Plans (AAP)

Establish site specific plans for key areas of opportunity, change/development or conservation.

Statement of Community Involvement (SCI)

Outlines how the Borough Council engages the community in the preparation of Local Development Documents and in considering a planning application.

Annual Monitoring Report (AMR)

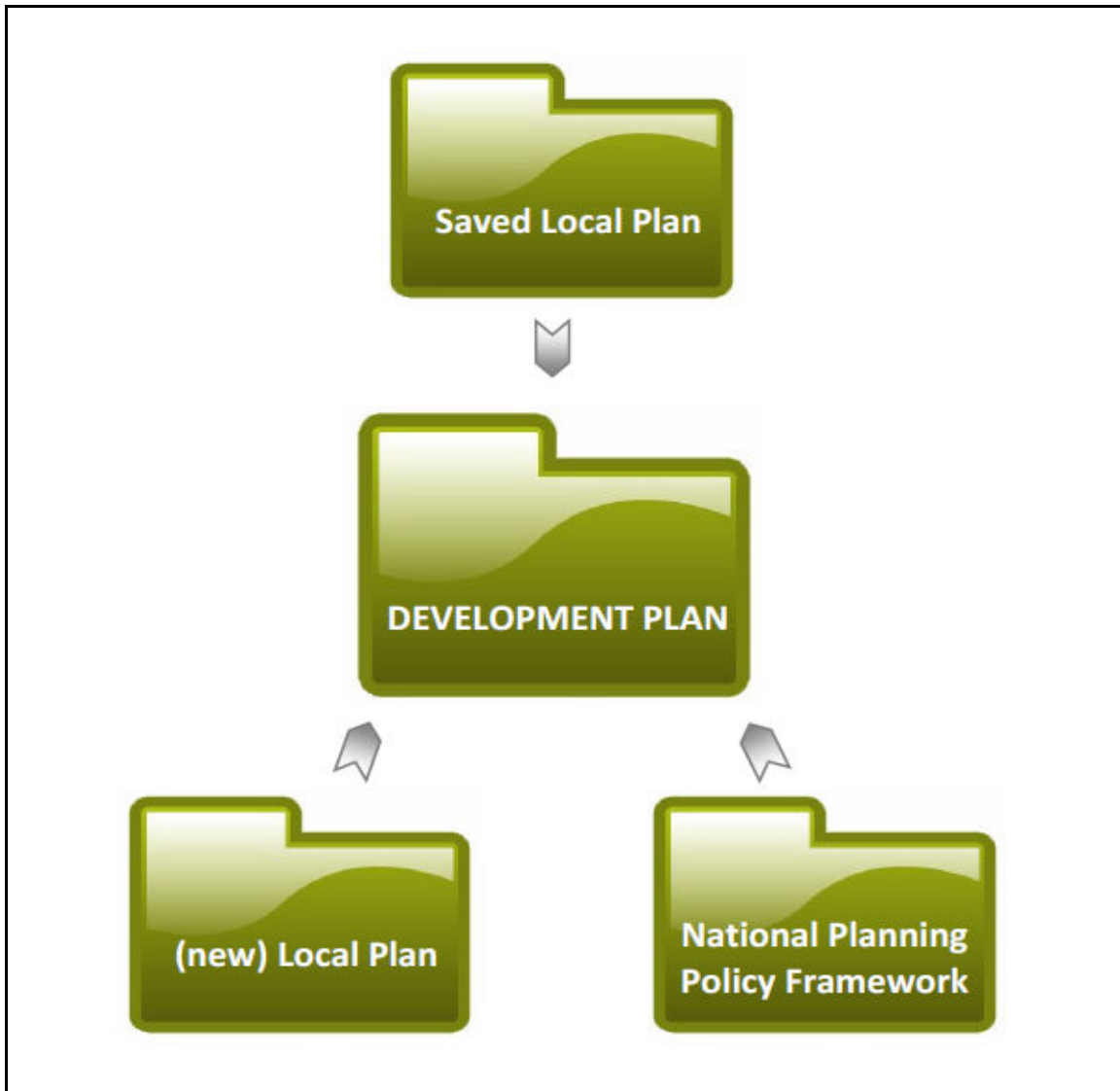
Is a report that measures the 'success' of planning policies and assesses plan making performance against the milestones set out in the Local Development Scheme.

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

Are processes to ensure that environmental issues are taken into account during the preparation of Local Development Documents, as well as the extent to which they achieve environmental, economic and social objectives.

3 THE DEVELOPMENT PLAN

- 3.1 The Development Plan for Oadby and Wigston consists of the Borough Council's Local Plan, the Borough Council's Saved Local Plan, and the National Planning Policy Framework (as illustrated below).



Saved Local Plan and Local Plan

- 3.2 The Saved Oadby and Wigston Local Plan was initially adopted on 29th October 1999, and policies were 'saved' on 28th September 2007. It was subsequently updated on 28th September 2010 upon the adoption of the Core Strategy and on the 20th September 2013 upon adoption of the Town Centres Area Action Plan. The Borough Council has also adopted Supplementary Planning Documents (SPD), Supplementary Planning Guidance (SPG) and Borough Council Policy Statements that amplify various policies of the Plan as set out below.
- 3.3 The Core Strategy and the Town Centres Area Action Plan are the first and second Development Plan Documents to be adopted within the Borough

Council's Local Plan, and set out the vision, spatial objectives and planning strategy for the Borough up to 2026. Many of the Saved Local Plan policies were superseded upon adoption of the Core Strategy and Town Centres Area Action Plan, with Supplementary Planning Guidance notes and Supplementary Planning Documents now being relevant to those. The table below sets out the supplementary documents relevant to policies contained within the Borough's Saved Local Plan and Local Plan.

Relevant Supplementary Planning Guidance / Documents	Date of Adoption	Local Plan Policy	Core Strategy Policy	Town Centres AAP Policy
Landscape & Design Considerations (SPG)	04-04-2002	Landscape Policy 1	-	-
Advertisements (SPG)	04-04-2002	Landscape Policy 8	-	-
Residential Development (SPD)	01-11-2005	Housing Policy 17	-	-
Conservation Area (SPD)	01-08-2008	-	Policy 15	-
Boundary Treatments (SPG)	04-04-2002	Landscape Policy 1	Policy 15	-
Industry and Employment (SPG)	04-04-2002	Employment Policy 10	-	-
		Landscape Policy 1	-	-
Premises used for sale of hot food (SPG)	04-04-2002	Shopping Policy 9	-	Policy 10
Shop Fronts/Security Screens/Shutters (SPG)	04-04-2002	Shopping Policy 16/17	-	Policy 8
		Landscape Policy 2	-	
Renewable Energy/Energy Efficiency (SPG)	26-02-2004	-	Policy 8	
Public Realm Strategy (SPD)	04-09-2012	-	Policy 2	Policy 12 Policy 14 Policy 18
		-	Policy 14	
Developer Contributions (SPD)	13-12-2011	-	Policy 17	Any policy promoting built development.

Saving Policies

- 3.4 The Planning and Compulsory Purchase Act 2004 made provision for previously adopted plans to retain Development Plan status until 28th September 2007 (three years from commencement of the Act).
- 3.5 The Planning and Compulsory Purchase Act 2004 also made provision for policies to be saved for longer than three years provided that they had regard to the Local Plan, the Sustainable Community Strategy, the Core

Strategy Development Plan Document, the Town Centres Area Action Plan and have the approval of the Secretary of State.

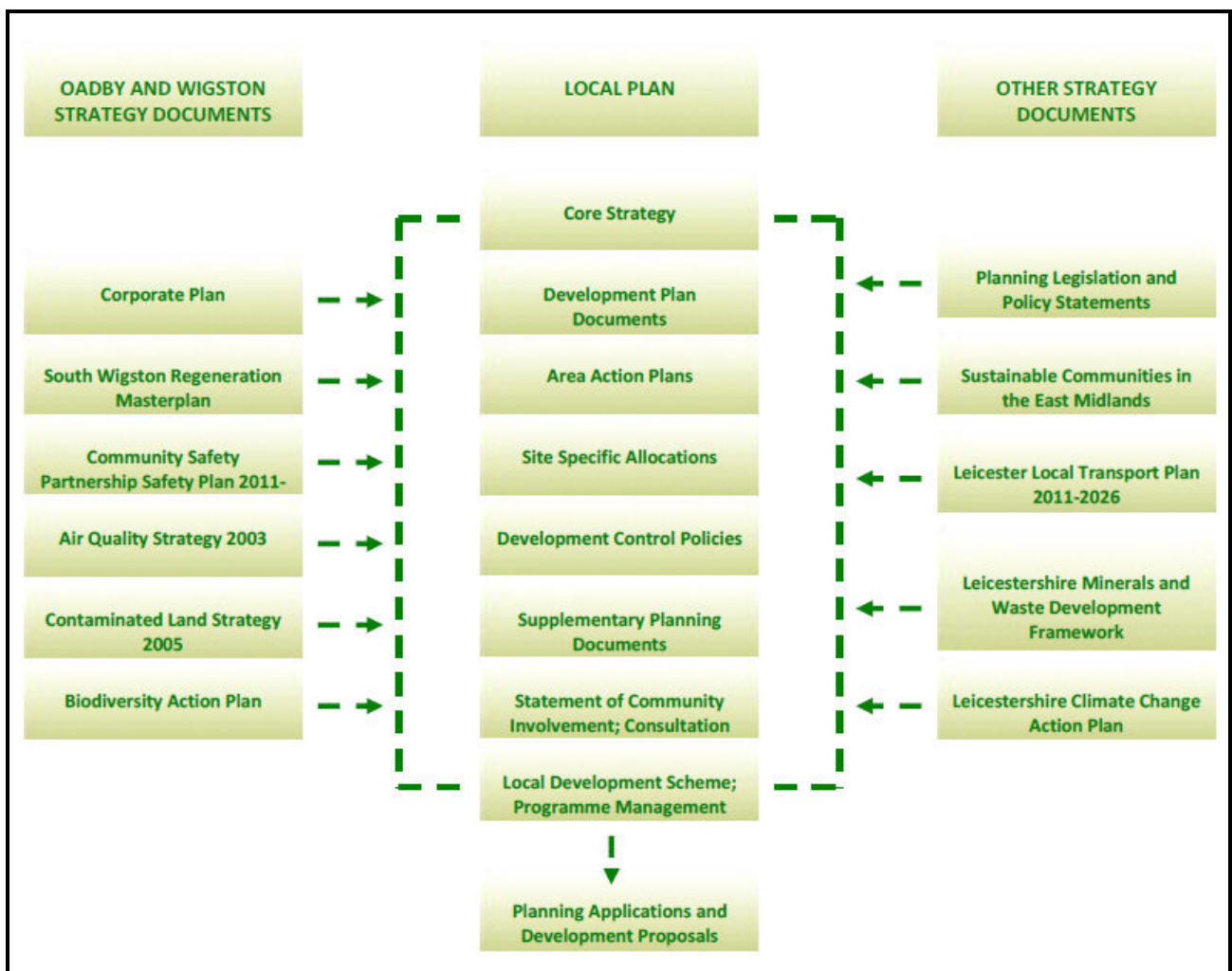
- 3.6 As mentioned above, the adoption of the Council's Core Strategy and Town Centres Area Action Plan has meant many of the Saved Local Plan policies have been superseded; however policies not superseded have been saved, and will remain so until a Development Plan Document, for example the Local Plan Review has policies that supersede them.
- 3.7 Supplementary Planning Guidance and Supplementary Planning Documents will remain in 'force' for as long as the policies to which the guidance/documents relate, are saved or superseded.
- 3.8 Policies in a Development Plan Document that supersede Saved Local Plan policies, once adopted, form part of the Development Plan. Once 'saved' policies have been superseded they are/will be withdrawn.

National Planning Policy Framework Transition

- 3.9 Since the publication of the National Planning Policy Framework (NPPF), all local planning policy has been reviewed to ensure its conformity with the new national framework. The NPPF states that *'the policies contained in the Local Plan should not be considered out of date simply because they were adopted prior to the publication of this framework'*.
- 3.10 A transitional arrangement was put in place that suggested that *'for 12 months from the day of publication, decision takers may continue to give full weight to relevant policies adopted since 2004 even if there is a limited degree of conflict with this framework'*. However *'in other cases and following this 12 month period, due weight should be given to relevant policies in existing plans according to their degree of consistency with this framework'*.
- 3.11 Within March 2014 the government published the National Planning Practice Guidance which gives further guidance on specific aspects of the planning system, for example the Duty to Cooperate and housing and economic land availability assessments.

4 LINKS TO OTHER STRATEGIES AND PLANS

- 4.1 The Local Plan is a key component in the delivery of the Council objectives, setting out its spatial aspects and providing a long term spatial vision for the Borough. The Statement of Community Involvement provides more information on the relationships between these documents.
- 4.2 Leicestershire County Council is responsible for preparing Minerals and Waste Plans. When relevant, the programme for the review of these is set out in a separate Local Development Scheme, prepared by Leicestershire County Council. In preparing the Local Plan, account will also be taken of a number of other Borough Council and external strategies that have spatial implications. The diagram below identifies these documents and shows how they relate to the Local Plan.



5 THE BOROUGH'S LOCAL PLAN

- 5.1 This Local Development Scheme outlines the Borough Council's priorities for bringing forward Local Development Documents.
- 5.2 The Local Development Scheme is driven by the Borough Council's priorities for updating planning policy. The adopted Core Strategy Development Plan Document establishes a strategy for integrating new development into the Borough in a sustainable manner. Another key Development Plan Document contained within the Local Plan is the Town Centre Area Action Plan for the town centres of Oadby and Wigston. The action plan establishes a spatial framework for development in the town centres, including identification of sites, providing a context for the Local Plan Review Development Plan Development. The Council has also begun preparation of the Local Plan Review that will identify constraints and sites for major new development within the Borough as well as reviewing and updating other policy where relevant.
- 5.3 Whilst it is intended that effort will be focused on Development Plan Documents, the Borough Council will continue to bring forward Supplementary Planning Documents where it is programmed in the Local Development Scheme and other relevant planning documentation.
- 5.4 The programme includes the preparation of a wide range of background studies which will be prepared and used to inform various Local Development Documents (including where relevant a Sustainability Appraisal). The Sustainability Appraisal will be integral to the process and aims to ensure that Local Development Documents are consistent with a wide range of sustainability measures and indicators.
- 5.5 The documents that will be produced in the forthcoming programme are summarised below. The table illustrates the dates to when each aspect of the Local Plan is proposed to be undertaken. More detailed information in relation to each of the mentioned Local Development Documents can be found in the Appendices.
- 5.6 When a Local Development Document is adopted it becomes part of the collection of documents that make up the Local Plan. The Local Plan is designed to allow the flexibility with Local Development Documents, so they can be inserted and extracted as necessary. This reflects, that the Local Plan is an ongoing process and that new Local Development Documents will be prepared on a regular basis.
- 5.7 The following table illustrates the Local Development Documents that are within the forthcoming work programme.

Note: Documents that form part of the newly introduced Local Plan will be summarised below, even if already adopted.

Document	Development Plan Status	Brief Description	Regulation 18 Date	Date for Publication of Draft	Regulation 19/20 Date	Proposed Date for Adoption
Local Development Scheme	N/A	Sets out the documents that make up the Local Plan and their timetable for preparation	N/A	N/A	N/A	May 2014
Core Strategy	DPD	Sets out the vision, objectives and spatial strategy for development within the Borough	November 2008 to January 2009	N/A	October 2009 to November 2009	Adopted September 2010
Oadby and Wigston Town Centre Masterplan Area Action Plan (exc. S Wigston)	DPD	Establishes a spatial framework for the development in the town centres, including identification of sites	November 2007 to December 2007 and November 2008 to January 2009	N/A	October 2011	Adopted September 2013
Local Plan Review	DPD	Identifies new sites, including for housing and employment uses	Sept 2014 to December 2014	N/A	August 2015 to September 2015	June/July 2016
Policies Map	DPD	Illustrates on an Ordnance Survey base the main proposals, designations and locations of development.	The Policies Map will be updated upon the adoption of each Local Development Document, where a particular Local Development Document requires information to be illustrated spatially			
Statement of Community Involvement	N/A	Is a statutory document that identifies the process of community involvement and engagement.	N/A	June 2014	N/A	September 2014
Stoughton Farm park Development Brief	SPD	Aims to illustrate possible restraints and show potential opportunities for development.	N/A	November 2014	N/A	February 2015
Residential Areas	SPD	Sets out the detailed development control guidelines for new residential development	N/A	August 2005 to September 2005	N/A	Adopted November 2005
Public Realm Strategy	SPD	The document supplements planning policies contained within the Saved Local Plan, the Core Strategy and the Town Centres Masterplan Area Action Plan	N/A	March 2012 to April 2012	N/A	Adopted September 2012
Conservation Areas	SPD	Seeks to ensure Conservation Areas continue to thrive without prejudicing their character and appearance	N/A	January 2008 to February 2008	N/A	Adopted October 2008
Developer Contributions	SPD	Amplifies Development Plan Document policies in relation to developer contributions	N/A	August 2011 to September 2011	N/A	Adopted December 2011
Guidelines for New Development	SPD	It is proposed that policy and guidance that was to form the Guidelines for New Development SPD will now be incorporated into the Local Plan Review.				

6 STAKEHOLDER AND COMMUNITY INVOLVEMENT

- 6.1 Initial background work began on the Local Plan in January 2003 with two major community and stakeholder consultation events. All the work undertaken prior to September 2004 forms part of the evidence gathering process and will be used to inform the preparation of Local Development Documents.

Visioning Seminar – Friday 24th January 2003

- 6.2 The Visioning Seminar was the first step in gathering information for the development of the Borough Council's Local Plan. The aim of the seminar was to begin the process with no predetermined ideas or agendas. Through this consultation process a number of key ideas were generated which now form the basis of a spatial vision for the development of the Borough.
- 6.3 The seminar was designed to identify the aims and aspirations of local people, and all sectors of the community, including employers, community groups, developers, service providers, and retailers were in attendance. The seminar also involved Officers from the various departments of the Borough Council, to ensure that the Local Plan would link in with other, existing or emerging, specific strategies and programmes.
- 6.4 The seminar consisted of a series of presentations from representatives of each of the sectors represented at the seminar. The speakers outlined the current aims of their sector, how they might change in the future, and what implications these changes might have on how land is used in the Borough. Furthermore delegates were given the opportunity to participate in three workshops which allowed their contribution towards creating a vision for the Borough's town centres, existing urban environments and the location of potential new development.

Envision: Planning Our Future – 11th August to 31st October 2003

- 6.5 The Envision: 'Planning Our Future' public consultation aimed to take the information gathering process to the wider local community. Many of the issues raised at the Visioning Seminar were taken forward in nine different 'Issues Papers' covering the following topics:

- Planning for Sustainable Development
- Countryside and Natural Environment
- Residential Areas
- Employment and the Local Economy
- Natural Resources
- Landscape and Design
- Open Space, Community and Leisure
- Town Centres

→ Traffic and Public Transport

6.6 Local people were invited to comment on a number of different questions that were contained in the issues papers. The responses have resulted in the gathering of a large amount of information around the various topics. In summary, the top six priorities identified by respondents to be addressed through the Local Plan are, (in order of priority);

→ Mixed use development and the provision of a range and mix of services and facilities

→ An efficient transport infrastructure and high quality public transport services

→ Sustainable development

→ A vibrant local economy and opportunities for economic growth

→ Good design

→ The efficient use of land

6.7 A number of different consultation techniques were employed to ensure the entire local community had the opportunity to express their thoughts. In addition to the issues papers these included; leaflets; posters; press releases; display boards; exhibitions; road shows; and, officer attendance at a range of local meetings with groups and organisations.

Statement of Community Involvement (SCI)

6.8 Further community and stakeholder events have been held and continue to be planned as the Local Plan progresses. The Statement of Community Involvement sets out the Borough Council's approach to community consultation and identifies when and how stakeholders and the local community can become involved in the production of all Local Development Documents and local planning applications.

Public Consultation on Development Plan Documents – 2003 onwards

6.9 Core Strategy

<i>Issues and Options Stage Consultation</i>	<i>July 2005 to August 2005</i>
<i>Preferred options Stage Consultation</i>	<i>April 2006 to June 2006</i>
<i>Supplemental Issues and Options Consultation</i>	<i>June 2007 to August 2007</i>
<i>Regulation 25 Consultation Stage</i>	<i>November 2008 to January 2009</i>
<i>Regulation 27 Consultation Stage</i>	<i>October 2009 to November 2009</i>

6.10 Town Centre Area Action Plans

<i>Issues and Options Stage Consultation</i>	<i>May 2007 to June 2007</i>
<i>Preferred Options Stage Consultation</i>	<i>November 2007 to December 2007</i>
<i>Regulation 25 Consultation Stage</i>	<i>November 2008 to January 2009</i>

Regulation 27 Consultation Stage

October 2011 to December 2011

6.11 Local Plan Review

Issues and Options Stage Consultation
Call for Sites Consultation

May 2007 to June 2007
May 2013 to June 2013

6.12 Throughout each consultation stage the Borough Council invites public participation via differing methods, including; officer attended road shows; officer attended forums; stakeholder meetings; unattended exhibitions in various locations around the Borough; and, advertisements in the Council produced newspaper/leaflet that is distributed to every household within the Borough.

7 KEY EVIDENCE BASE STUDIES

Oadby and Wigston Green Wedge Management Strategy and the Oadby, Stoughton and Thurnby Green Wedge Management (2003 and 2005 respectively)

- 7.1 The Borough Council appointed Munro and Whitten to prepare a Green Wedge Management Strategy for the Oadby and Wigston Green Wedge and EMEC and Faulks Perry Culley and Rech to prepare a Green Wedge Management Strategy for the Oadby, Thurnby and Stoughton Green Wedge. These strategies will assist in formulating an overall strategy to guide the future of planning and management of the Borough's Green Wedges.

Landscape Character Assessment (2005)

- 7.2 The Borough Council appointed David Tyldesley and Associates to prepare a Landscape Character Assessment to identify the character areas that exist within the urban and rural parts of Borough. Such a document will encourage spatial development in the Borough to take place in a sustainable manner.

Conservation Area Appraisals (2004 and 2008)

- 7.3 The Borough Council appointed QuBE Planning to prepare Conservation Areas Appraisals and Development Control Guidance for all the Borough Conservation Areas. The appraisals provide the basis for reviewing boundaries and providing justification for their inclusion in the Local Plan.

Housing Needs Assessment (2005)

- 7.4 The Borough Council appointed David Couttie Associates to prepare a Housing Needs Assessment. The assessment provides the basis for affordable housing policies and for determining the type and tenure of new dwellings that need to be provided through the Local Plan.

Phase 1 Habitat Survey and Biodiversity Audit (2005)

- 7.5 The Borough Council appointed ESL Limited to prepare a Phase 1 Habitat Survey and Biodiversity Audit. This document provides essential baseline data, which will feed into the Sustainability Appraisal process and will allow the preparation of spatial planning policies that will improve habitats throughout the Borough.

BE Group Oadby and Wigston Employment Land Study (2006)

- 7.6 In March 2006 an employment study undertaken by BE Group was finalised and formally approved by the Borough Council. The report assesses the supply of and demand for employment sites and land in the Borough of Oadby and Wigston. The three main areas of the study are; an assessment

of the Borough's economy that will inform the amount, location and type of employment land and premises required to facilitate its development and growth; a review of the current portfolio of employment land and premises; and, recommendations on the future allocation of employment land and premises to maintain the Borough's continued economic growth.

Flood Risk Assessment (2007)

- 7.7 In May 2007 JBA Consulting were jointly appointed by a number of local authorities, including Oadby and Wigston, the Environment Agency and Leicestershire County Council, to undertake a Joint Strategic Flood Risk Assessment (Joint SFRA). The Strategic Flood Risk Assessment is a planning tool that enables local authorities to select and develop sustainable allocations away from flood risk areas, with a focus on proposed and existing allocations within the Borough.

Oadby and Wigston Retail Study (2008)

- 7.8 In 2008, Savills were appointed by the Borough Council to undertake a Retail Capacity Assessment that would form part of the emerging Local Plan. The purpose of the study was to provide a robust and credible evidence base that will inform decisions on future retail policy and site allocations, as well as examine the current retail needs and future retail capacity of the Borough's three town centres.

PACEC Leicester and Leicestershire HMA Employment Land Study (2008)

- 7.9 In March 2008 PACEC, Warwick Business Management Ltd and Mather Jamie were appointed by the Leicester Shire Economic Partnership to undertake an employment land study for the Leicester and Leicestershire Housing Market Area. The study assesses; joint employment land planning and delivery up to 2026; employment land policies and allocations of local authorities; and, investment priorities and targets for Local Area Agreements and Multi Area Agreements.

Faith Community Profile and Places of Worship Needs Assessment (2008)

- 7.10 In July 2008, the Borough Council appointed CAG Consultants in association with Land Use Consultants and Diverse Ethics to undertake and prepare a Faith Community Profile and Places of Worship Needs Assessment. The study is an evidence base that will provide a comprehensive faith communities profile. Such a profile includes a needs assessment in relation to places of worship and associated facilities and will inform planning policy formulation, particularly in regards to the Town Centre Masterplans.

Strategic Housing Market Assessment (2009)

- 7.11 The Leicester and Leicestershire Strategic Housing Market Assessment (SHMA) covers eight local authorities within Leicestershire. Blaby, Charnwood,

Harborough, Hinckley and Bosworth, Leicester, Melton, North West Leicestershire and Oadby and Wigston was designated as a housing market area by the Regional Housing and Planning Board in 2004. The report has been produced as an evidence base for local authorities, so that they can develop long term strategic views and management processes that encourage a more robust housing sector.

Strategic Housing Land Availability Assessment (annual update)

- 7.12 The Strategic Housing Land Availability Assessment (SHLAA) is a requirement of the National Planning Policy Framework and forms a key part of the evidence base for the Core Strategy. The assessment informs the Borough Council of appropriate and viable land targets that could come forward if additional sites are needed in order to fulfil strategy targets. The Strategic Housing Land Availability Assessment report is a technical paper that provides background evidence only and is not an allocations document.

Affordable Housing Viability Assessment (2009)

- 7.13 The Affordable Housing Viability Assessment (AVHA) is a requirement of the National Planning Policy Framework and forms a key part of the evidence base for the Core Strategy. The assessment informs the Borough Council on the most viable affordable housing thresholds and percentages within new residential developments.

Open Space, Sport and Recreation Facilities Study (2009 and updated annually)

- 7.14 Having a study of Open Space, Sport and Recreation Facilities is a requirement of the National Planning Policy Framework and forms a key part of the evidence base for the Local Plan. The assessment will inform the Borough Council on the open space, sport and recreation needs of the Borough and will allow the Council to employ mitigation measures on ensuring the provision of open space.

Employment Sites and Brownfield Land Study 2010

- 7.15 The above study provides a detailed assessment of the Borough's employment sites using a site assessment matrix. Sites that have been assessed have been categorised in relation to their capacity for change.

Town Centres Delivery Strategy Updates (2012)

- 7.16 In June 2012, BE Group produced Delivery Strategies for the Oadby and Wigston Town Centre Masterplans. The report advised on the viability and deliverability of the six AAP projects based on the approved masterplan designs issued at that time.

Joint Leicestershire, Leicester and Rutland Gypsy and Traveller Needs Assessment Refresh (2013)

- 7.17 The Leicestershire, Leicester and Rutland local authorities commissioned De Montfort University in partnership with John Bloxsom and Bob Line, to undertake a refresh of the Gypsy and Traveller accommodation needs in the area. The report is a refresh of the 2007 GTAA study published by the Leicestershire, Leicester and Rutland authorities.

Joint Leicester and Leicestershire Strategic Housing Market Area Assessment (2014)

- 7.18 All local authorities within the Leicester and Leicestershire Housing Market Area are producing an up to date Strategic Housing Market Area Assessment with the final report timetabled late 2014.
- 7.19 For further information on the background studies please contact the Planning Policy team at Oadby and Wigston Borough Council.

8 Sustainability Appraisal

- 8.1 A sustainability Appraisal ensures that the process of preparing the Local Plan takes into account environmental issues in their widest sense and that the Local Development Documents will achieve the Borough's environmental, economic and social objectives. The Sustainability Appraisal process is integral to the production of certain Local Development Documents.
- 8.2 The Borough Council appointed White Young Green to undertake Sustainability Appraisal work alongside the preparation of the Local Plan, with an initial Scoping Report being published in June 2005. From 2011 onwards, the Planning Policy team will be leading on all Sustainability Appraisal work.

9 PLANNING POLICY RESOURCES

Employed Staff

- 9.1 Completion of the programme outlined in this Local Development Scheme represents a realistic challenge to the Borough Council. Although the Borough is small in size, the Local Plan needs to embrace just as many issues as any other, larger local planning authority. The following resources will be made available to allow the completion of the Local Plan.

Post	Percentage of Time
Planning Policy and Regeneration Manager	60%
Senior Planning Policy Officer	80%
Planning Policy Officer (2)	80%
Economic Development Officers	20%
Town Centre Manager	10%

- 9.2 In addition to the above, limited staff resources will be made available in the Development Management Team, the Technical and the Administration Team as well as ICT Services. Consultants may be appointed for specific projects if there is a need for expertise beyond that of the Planning Policy and Regeneration team.

Councillors

- 9.3 The Borough Council has put in place a procedure for Councillor Involvement within the Local Plan process. A cross party Strategic Place Shaping Member Working Group was established in December 2002 and now involves 10 elected members. The group, which meets throughout the calendar year has become familiar with the Local Plan process and has the following terms of reference.

- To provide input in relation to issues where guidance from Councillors is required.
- To provide advice on issues where guidance is needed quickly in order to meet the milestones set out in the Local Development Scheme.
- To agree the various methods for undertaking public consultation and to represent the Borough Council in relation to Local Plan issues, including chairing meetings and providing statements to the press through press releases and interviews.

9.4 Key decisions in relation to the Local Plan are made by Full Council or Policy, Finance and Development Committee where milestones necessitate, ensuring that all Councillors are involved in the major stages of the Local Plans production. This will usually entail approving a document before it is published for public consultation, submitted to the Secretary of State or formal Adoption. These instances are indicated on the Overall Programme. Members or the public may attend Full Council, or Policy Finance and Development Committee meetings to observe the decisions being made.

10 Risk Management

10.1 A number of factors could arise which affect the ability of the Borough Council to deliver the Local Plan in accordance with the Local Development Scheme. These factors are identified below, along with the necessary actions to reduce the impact of the risk.

Risk	Likelihood/Impact	Action
Loss of financial resources and staff due to Government funding cuts, as well as the Council restructuring process.	Medium/High Government funding cuts have forced the Council to review its staffing structure.	Continue to work as efficiently and effectively as possible, always looking for potential savings and 'value for money' opportunities.
Inability to meet the challenging programme in the Local Development Scheme for the preparation of the Local Plan.	Low As illustrated with previous milestone achievements, the Planning Policy team are confident that, although challenging, the current timetabled plan is achievable.	Continue to work as an efficient and effective unit, even in the current difficult economic climate. Continue to develop expertise 'in house' so there is less of a need for external outsourcing.
Lack of public interest in the Local Plan process.	High/Medium Local people may not wish to become engaged in the process.	The Borough Council's Statement of Community Involvement contain a number of initiatives to engage local people. The Planning Policy team will continue to undertake extensive public consultation where needed.
Lack of capacity of the Planning Inspectorate (PINS) and other agencies to meet the demands of the Local Development Scheme	Medium/High The Planning Policy Team will continue to submit Development Plan Documents for Examination over the coming years.	The Planning Inspectorate and other relevant agencies will be contacted at an early stage to ensure a transparent and achievable Local Development Scheme process.
Impact of other work upon the Planning Policy Team	High/High The Planning Policy Team is involved in a wide range of other spatial policy and strategic work on a regular basis.	The importance of the completion of the Local Plan is widely recognised within the Borough Council and is timetable accordingly into the Planning Policy team's workload.
Failure to meet tests of soundness in preparing Development Plan Documents	Low The Inspector may find that the process of preparing a Development Plan Document is not sound thus delaying the process.	The Borough Council will follow all procedures set out in government policy and guidance. Close liaison will be maintained with the Planning Inspectorate throughout the process.

11 Monitoring and Review

- 11.1 An Annual Monitoring Report (AMR) is produced each year and published on the Council's website. The report assesses progress towards the implementation of the Local Development Scheme, and the extent to which the policies in Local Development Documents (when adopted) are being achieved. If necessary, the Local Development Scheme will be revised in the light of the monitoring report.
- 11.2 Other monitoring work that the Borough Council undertakes annually, for example the Residential and Employment Land Availability Reports are also published alongside the Annual Monitoring Report. The Local Plan is supported by output indicators at a Local level with progress towards meeting these targets reported within the Annual Monitoring Report.

12 Project Management

The Local Plan process will be project managed by the Planning Policy and Regeneration Manager. For further information on the Local Development Scheme or the Local Plan, please contact:

Planning Policy and Regeneration Manager
0116 288 8961
planningpolicy@oadby-wigston.gov.uk

Availability of the Local Plan

All documents that make up the Local Plan will be published and made available free of charge at Council Offices, Libraries and on the website at www.oadby-wigston.gov.uk

Alternatively they are available by telephoning 0116 288 8961

or by writing to us at:

Planning Policy Team,
Planning Department,
Oadby and Wigston Borough Council,
Council Offices,
Station Road,
Wigston,
Leicestershire,
LE18 2DR.

Please note that a charge is made for some documents to cover the cost of publication.

It is also worth noting that 'live' updates in relation to the Local Development Scheme process and document preparation will be published on the Council's website.

Appendices

Profile of the Local Development Documents

Local Plan Review

Role and Subject	Identifies new sites for housing, employment, community and other uses in the Borough, including provision for gypsies and travellers, as well as reviewing and updating other policy where relevant.
Geographical Coverage	Entire Borough
Status	Development Plan Document
Chain of Conformity	In conformity with Planning Policy Statements and the Core Strategy. Consultation and Participation to conform with the Statement of Community Involvement.

Timetable

Completion of pre-production/survey work	December 2003
Commencement – LDF/Sustainability Appraisal Issues	December 2005
Commencement SEA/SA Scoping Report	January 2007
Consultation on Issues and Options	May 2007 to June 2007
Call for Sites	May 2013 to June 2013
Regulation 18 Consultation	September 2014 to December 2014
Consideration of Representations	January 2015 to July 2015
Regulation 19/20 Consultation	August 2015 to September 2015
Submission to Secretary of State	November 2015
Pre-examination Meeting	January 2016
Examination	February 2016 to March 2016
Receipt of Inspectors binding report	May 2016
Adoption	June/July 2016

Arrangements for Production

Lead Section	Planning Policy Team, Planning Department, Oadby and Wigston Borough Council
Project Manager	Planning Policy Manager
Management Arrangements	Member Working Group to provide detailed input at Key Stages and Adoption agreed by Full Council and Service and Development
Internal Resources	Planning Policy Team; Development Control Team; Community Development and Housing
External Resources	Leicestershire County Council, the Local Strategic Partnership and neighbouring district councils
Approach to involving stakeholders and the community	Set out in Statement of Community Involvement
Monitoring and Review	Approach set out in section 11 of this document

Policies Map

Role and Subject	Illustrates the main proposals, designations and locations of development within the Borough. Identifies areas where specific policies and Area Action Plans apply.
Geographical Coverage	Entire Borough
Status	
Chain of Conformity	In conformity with Planning Policy Statements and the Core Strategy. Consultation and Participation to conform with the Statement of Community Involvement.

Timetable

The Proposals Map will be updated upon the adoption of each Local Development Document, where the particular Local Development Document requires information to be illustrated spatially.

Arrangements for Production

Lead Section	Planning Policy Team, Planning Department, Oadby and Wigston Borough Council
Project Manager	Planning Policy Manager
Management Arrangements	Member Working Group to provide detailed input at Key Stages and Adoption agreed by Council committee.
Internal Resources	Planning Policy Team; Development Control Team; IT Services
External Resources	Leicestershire County Council, the Local Strategic Partnership and neighbouring district councils.
Community Involvement	Set out in Statement of Community Involvement
Monitoring and Review	Approach set out in section 11 of this document

Stoughton Farm Development Brief

Role and Subject	Amplifies Development Plan Document policies in relation to the Stoughton Farm Park area.
Geographical Coverage	Stoughton Farm Park
Status	Supplementary Planning Document
Chain of Conformity	In conformity with Planning Policy Statements and the Core Strategy. Consultation and Participation to conform with the Statement of Community Involvement.

Timetable

Completion of pre-production/survey work	March 2014 to April 2014
Publication of draft for Consultation	November 2014
Consideration of representations	November 2014 to December 2014
Adopted	February 2015

Arrangements for Production

Lead Section	Planning Policy Team, Planning Department, Oadby and Wigston Borough Council
Project Manager	Planning Policy Manager
Management Arrangements	Member Working Group to provide detailed input at Key Stages and Adoption agreed by Council committee.
Internal Resources	Planning Policy Team; Development Control Team
External Resources	Leicestershire County Council, the Local Strategic Partnership and neighbouring district councils.
Community Involvement	Set out in Statement of Community Involvement.
Monitoring and Review	Approach set out in section 11 of this document.

Statement of Community Involvement

Role and Subject	Is a statutory document that identifies the process of community involvement and engagement.
Geographical Coverage	Entire Borough.
Status	N/A
Chain of Conformity	National guidance and legislation.

Timetable

Completion of pre-production/survey work	March 2014 to April 2014
Publication of draft for Consultation	June 2014
Consideration of representations	July 2014 to August 2014
Adopted	September 2014

Arrangements for Production

Lead Section	Planning Policy Team, Planning Department, Oadby and Wigston Borough Council
Project Manager	Planning Policy Manager
Management Arrangements	Member Working Group to provide detailed input at Key Stages and Adoption agreed by Council committee.
Internal Resources	Planning Policy Team; Development Control Team
External Resources	Leicestershire County Council, the Local Strategic Partnership and neighbouring district councils.
Community Involvement	Set out in Statement of Community Involvement.
Monitoring and Review	Approach set out in section 11 of this document.