

Local Development Scheme

**Policy and Strategy Team
March 2024**



Lichfield
District Council

If you need this in another format, such as large print, please call Lichfield District Council on 01543 308000 and ask to speak to the Policy and Strategy team or email developmentplans@lichfielddc.gov.uk.

Contents

Contents	3
1. The purpose of the Local Development Scheme	4
2. Development Plan Documents	5
New Lichfield District Local Plan	5
Neighbourhood plans	6
3. Other supporting documents.....	8
Policies Map	8
Supplementary planning documents, design codes and masterplans	8
Statement of Community Involvement.....	8
Sustainability Appraisal and Habitat Regulations Assessment.....	9
Authority Monitoring Report	9
Evidence base.....	9
Infrastructure Delivery Plan and Infrastructure Funding Statement	9
Community Infrastructure Levy	10
4. Resources, monitoring and review and risk assessment	11
Resources	11
Monitoring and Review.....	11
Risk Assessment	11

1. The purpose of the Local Development Scheme

- 1.1 Local planning authorities are required through the [Planning and Compulsory Purchase Act 2004](#) (as amended) to prepare, maintain and publish a time-table known as a Local Development Scheme (LDS). The Local Development Scheme sets out the Development Plan Documents (DPDs) that will be produced and, once adopted will form the development plan for Lichfield District. In Lichfield District the development plan documents are known as the [Local Plan](#). The LDS details the main stages in the preparation of the local plan to inform members of the public, stakeholders and organisations about the timetable for the plan's preparation.
- 1.2 This LDS covers the period January 2024 to July 2027 and supersedes the council's previous LDS.
- 1.3 The current development plan for Lichfield District comprises the [Local Plan Strategy](#) which was adopted in 2015 and the [Local Plan Allocations](#) document which was adopted in July 2019. In addition there are a number of adopted or 'made' [neighbourhood plans](#) within the district which form part of the development plan for their area. This LDS also provides an updated schedule of the neighbourhood plans which have been progressed by our communities and form part of the development plan for the district. The delivery of neighbourhood plans is the responsibility of the Parish Council for their respective plans.
- 1.4 We also prepare [Supplementary Planning Documents](#) (SPDs) which are used to supplement adopted policy. Whilst there is no requirement to do so, this LDS provides detail of on the preparation of SPD's in the district¹.
- 1.5 The local plan is accompanied by other planning documents which are not local plan documents, these documents, including SPDs, [Statement of Community Involvement](#) (SCI) and the [Authority Monitoring Report](#) (AMR), section three of this LDS provides the context to their relationship with the local plan.
- 1.6 The LDS will be kept under review and updated when required.

¹ Local planning authorities can decide to produce an SPD without it being identified within the Local Development Scheme.

2. Development Plan Documents

- 2.1 The current development plan for Lichfield District comprises a number of adopted Development Plan Documents (DPDs), these being the [Local Plan Strategy](#), [Local Plan Allocations](#) documents prepared by the District Council and ‘made’ [Neighbourhood Plans](#) prepared by parish councils.

New Lichfield District Local Plan

- 2.2 The [National Planning Policy Framework](#) (NPPF) and its [associated guidance](#) sets out the national context for planning policy and must be taken into account when we prepare our local plan. The NPPF says that plans should be reviewed regularly and updated as necessary. The Local Plan Strategy was adopted in July 2015 and the Local Plan Allocations document in February 2019. The Local Plan Strategy and Allocations document will ultimately be replaced with a new local plan for the district. The intention of this LDS is to set out the timetable for the progression of this new plan.
- 2.3 The has begun preparation of a new local plan for Lichfield District. We are undertaking a comprehensive review of our evidence base and continue to work proactively with partners. It is not proposed to prepare any joint local plan documents with other authorities requiring adoption by all parties.
- 2.4 The following describes the content, coverage, status, chain of conformity and key stages within the timetable to produce the new Lichfield District Local Plan.
- Role and content: The new plan will review the adopted Local Plan in totality. The document will set a framework for the future sustainable development of Lichfield District. It will contain strategic and non-strategic policies to guide future sustainable development including site allocations to meet the identified needs across the plan period.
 - Coverage: The new plan will cover the whole of the district.
 - Status of the document: The new plan will be a development plan document.
 - Conformity: National Planning Policy Framework, and associated guidance, Planning Policy for Traveller Sites, legislation and written ministerial statements and case law. It will be influenced by local strategies and other cross boundary strategic matters underpinned by relevant and up to date local evidence.

Table 1: Timetable for the new Lichfield District Local Plan

Stage	Date
Evidence base gathering	Commenced January 2024 (ongoing)
Call for sites	January to March 2024
Issues and Options consultation (Regulation 18 consultation)	September/October 2024
Publication consultation (Regulation 19 consultation)	October/November 2025

Stage	Date
Submission for examination ²	March/April 2026
Examination	July/August 2026
Adoption	January/February 2027

2.5 Where possible the Council will seek to expedite the above timetable and bring forward its new local plan sooner. This LDS will be monitored and updated where necessary. The above timetable is based upon the current plan-making approach; however, it is important to recognise that the Levelling-Up and Regeneration Act (LURA) has introduced primary legislation to reform the plan-making process in England. Such reforms, once brought into force would likely have implications for the timetable set out within this LDS. Where this is the case, the Council will seek to ensure the work on its local plan is adapted to any new plan-making system and this LDS would be updated accordingly.

Neighbourhood plans

- 2.6 The [Localism Act 2011](#) enables local communities to produce a neighbourhood plan to support the development of their area. Neighbourhood plans are prepared by the community with the Parish, Town or City Council being the responsible body for the development of the plan. Lichfield District Council has a statutory role to provide advice and guidance to those communities preparing plans but is not responsible for their preparation.
- 2.7 A neighbourhood plan becomes part of the statutory development plan once it has passed independent examination and been agreed at a local referendum. Once this takes place Lichfield District Council must adopt the plan as part of its development plan. This means the neighbourhood plan must be taken into consideration when we make decisions on planning applications.
- 2.8 As neighbourhood plans are not prepared by the council, the timetable for their production is not included within the LDS. Table 2 sets out, at the date of this LDS, those neighbourhood plans which have been adopted by the District Council.

Table 2: Adopted or 'made' neighbourhood plans

Neighbourhood plan	Date adopted
Alrewas neighbourhood plan	9 October 2018
Armitage with Handsacre neighbourhood plan	9 October 2018
Burntwood neighbourhood plan	8 June 2021
Elford neighbourhood plan	15 January 2019
Fradley neighbourhood plan	12 February 2019
Hammerwich neighbourhood plan	23 December 2021
Lichfield City neighbourhood plan	17 April 2018
Little Aston neighbourhood plan	19 April 2016
Longdon neighbourhood plan	9 October 2018
Shenstone neighbourhood plan	13 December 2016
Stonnall neighbourhood plan	19 April 2016
Whittington and Fisherwick neighbourhood plan	17 April 2018
Wigginton, Hopwas and Comberford neighbourhood plan	13 December 2016

² It should be noted that following the submission of the plan the timetable for the examination is determined by the Planning Inspectorate. As such stages beyond the submission are subject to change which may be outside of the Council's control.

- 2.9 There are several communities progressing neighbourhood plans in the district which have yet to be adopted whilst some communities are in the process of reviewing their adopted plans. Further details of all the neighbourhood plans in progress is available on [our website](#).

3. Other supporting documents

Policies Map

- 3.1 The policies map illustrates the policies, land use designations and site allocations which are set out within the adopted local plan on an Ordnance Survey base map. The policies map will be updated as new DPDs are adopted to illustrate the application of policies on the area. Our policies maps are available to view on [our interactive map](#).

Supplementary planning documents, design codes and masterplans

- 3.2 Supplementary Planning Documents (SPDs) expand on policies and proposals contained in the local plan. The production of SPDs follows a statutory process and they are subject to public consultation but are not subject to examination. They do not form part of the statutory development plan; however, they are a material consideration in the determination of planning applications.
- 3.3 Table 3 lists the current SPDs and date they were adopted. It is no longer required to set out the timetable for the preparation of SPDs within the LDS.

Table 3: Adopted SPDs

SPD	Date adopted
Rural Development SPD	December 2015
Historic Environment SPD	December 2015
Sustainable Design SPD	December 2015 ³
Biodiversity and Development SPD	May 2016
Developer Contributions SPD	May 2016
Trees, Landscape and Development SPD	May 2016
Rugeley Power Station Development Brief	April 2019

- 3.4 In addition to SPDs the Council may progress other supporting documents such as development briefs and design codes where appropriate, as such those listed above should not be considered exhaustive. A full list of the adopted SPDs and other supporting documents can be found on [our website](#).

Statement of Community Involvement

- 3.5 Our [Statement of Community Involvement](#) (SCI) details how we will engage with local communities and stakeholders to participate in the planning system, both on the preparation of our local plan and in decisions on planning applications. The SCI sets out the standards that we intend to achieve which go beyond the statutory minimum requirements for consultation.
- 3.6 Our SCI was adopted in September 2020 and will continue to be subject to review to ensure it remains fit for purpose.

³ Appendix A of the Sustainable design supplementary planning document was updated in spring 2019.

Sustainability Appraisal and Habitat Regulations Assessment

- 3.7 Where required development plan documents will be subject to a [Sustainability Appraisal](#) (SA) that fully meets the requirements of the strategic environmental assessment (SEA) directive. The main purpose of an SA is to appraise the social, environmental and economic effects of strategies and policies from the outset of the preparation process, so that decisions can be made that accord with the objectives of sustainable development. The sustainability appraisal process will be completed to support the various plan making stages as required by the legislation.
- 3.8 A [Habitats Regulations Assessment](#) identifies whether a plan is likely to have a significant effect on a European site, either alone or in combination with other plans or projects. This assessment must determine whether significant effects on a European site can be ruled out based on objective information.

Authority Monitoring Report

- 3.9 Local planning authorities are required to publish an annual report that monitors the progress and implementation of their local plans. It must specify whether adopted policies are meeting their stated objectives. The District Council's [Authority Monitoring Reports](#) (AMRs) are published annually and are useful in helping to identify whether our policies are meeting their objectives.

Evidence base

- 3.10 When preparing our local plan, the council will develop and maintain an extensive evidence base to underpin the plan. A wide range of background work needs to be undertaken and considered when preparing the local plan. This evidence base that supports the strategy and policies of the local plan. Some of the evidence base studies will be undertaken in house, however specialist knowledge will be required for other studies and as such will be undertaken by consultants.
- 3.11 The range of strategies, policies and background technical studies includes the following documents, the full locally prepared evidence base can be viewed on the [District Council's website](#).

Infrastructure Delivery Plan and Infrastructure Funding Statement

- 3.12 An [Infrastructure Delivery Plan](#) (IDP) sets out what infrastructure improvements will be required to help deliver the aspirations of the local plan. It includes transport improvements, social and community facilities, utility services and green spaces, it sets out what is committed and what will be required to deliver the local plan as well as the longer term and aspirational infrastructure projects within the district.
- 3.13 The council is required to publish an [Infrastructure Funding Statement](#) (IFS) each year which provides a summary of the financial and non-financial planning obligations which have been sought and received by the council. We seek such obligations through the community infrastructure levy (CIL) and section 106 agreements (S106). Both S106 agreements and CIL are used to provide for supporting infrastructure associated with new development.

Community Infrastructure Levy

- 3.14 The [Community Infrastructure Levy](#) (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities in England and Wales to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the [Community Infrastructure Levy Regulations 2010](#) (as amended) and is based on a charge per square metre of development.
- 3.15 Lichfield District Council adopted its [CIL charging schedule](#) on 19 April 2016 with charging commencing from 13 June 2016. A CIL charge applies to all relevant applications determined on or after this date. Several policies to support the council's CIL process have been adopted:
- [Exemptions, Relief and Exceptional Circumstances Policy](#)
 - [Instalment Policy](#)
 - [Payment in Kind Policy](#)
 - [Surcharges and Enforcement Policy](#)
 - [Governance Administration Procedures](#)

4. Resources, monitoring and review and risk assessment

Resources

- 4.1 The staff resources and management for delivering the DPDs and associated documents within this LDS are primarily located within the Policy and Strategy Team at the council. However, there will be significant involvement of other officers across the council and assistance from other organisations such as Staffordshire County Council, for example in relation to transportation and education issues. External technical expertise may also be utilised when necessary. The council also works closely with a range of external partners and stakeholders in developing the local plan.
- 4.2 Throughout the process the input from our elected members will be vital and this will be through the relevant council committees, working groups and other groups where appropriate.

Monitoring and Review

- 4.3 We will monitor progress of the work set out within the LDS through the [Authority Monitoring Report](#) which is published annually. The council will monitor the progress of the preparation of the local plan. There will always be a degree of uncertainty associated with preparing the timetable within the LDS. If issues are identified or unexpected events or changes occur, the LDS will be updated to reflect any change in circumstance.

Risk Assessment

- 4.4 The council has carried out a risk assessment of the projects contained in this document as set out in the table 4.

Table 4: Risk assessment

Risk	Likelihood	Impact	Mitigating actions
New national policies published.	High	Additional work to comply with new requirements. Abortive work undertaken.	Respond to changes as early as possible. Ensure work undertaken can be adapted to new requirements where possible,
Level of public engagement proves greater than the assumption made.	Medium	Increased time required for public and stakeholder involvement. Possible programme slippage.	Build in some flexibility in programme. Monitor progress. Consider drawing in additional resources.
Staff turnover and difficulties in recruitment.	Medium	Reduced capacity may cause slippage in Local Plan preparation.	Fill vacancies promptly where possible.

Risk	Likelihood	Impact	Mitigating actions
			<p>Consider re-deployment to meet key targets and milestones.</p> <p>Consider recruitment incentives.</p> <p>Consider using consultants where specific expertise is required.</p>
Unforeseen pressures on staff time for other work.	Medium	Staff diverted to other work may cause slippage in local plan preparation.	<p>Local plan to be a strategic plan priority.</p> <p>Closely manage staff tasks and consider re-deployment.</p>
Insufficient financial resources, including lower levels of grant than anticipated.	High	Danger that quality of evidence base is compromised and/or key milestones unable to be met.	<p>Closely monitor costs and ensure adequate budget and contingency.</p> <p>Manage contracts.</p>
Commissioned evidence not delivered on time.	Low	Key milestones unable to be met.	Closely monitor delivery of contracts.
Governance process	Medium	Delay to decision being made on the plan may cause slippage in local plan preparation.	<p>Establishment of cross-party working group to ensure understanding, buy-in and transparency.</p> <p>Use of delegated authority for specific matters.</p>
IT systems unreliable or inadequate for consultation and Examination processes.	Low	Possible delays in consultation administrative processes causing slippage.	<p>Ensure corporate liaison on IT and communications issues.</p> <p>Invest early in IT systems.</p>
Local development scheme programme too ambitious.	Medium	Key milestones may not be met.	<p>Use experience already gained to ensure programme is realistic.</p> <p>Monitor progress of the LDS through the authority monitoring report.</p>

Risk	Likelihood	Impact	Mitigating actions
Planning Inspectorate unable to meet post submission process timescales.	Medium	Examination and/ or report is delayed and key milestones not met.	Close liaison with the Planning Inspectorate to ensure problems identified.
Local plan document found unsound.	Low	Document requires additional work and repetition of specific stages of the process.	As far as possible ensure evidence base is robust and up-to-date on submission. Engage with the community and stakeholders. Critical friend analysis.
Legal challenge	Low	Possible quashing of document or requirement to repeat work.	Ensure regulations complied with and processes audited. Carefully consider inspector's recommendations. Utilise legal advice.