

Melton Borough Council

Melton Local Plan

Melton Local Development Scheme

April 2016

Melton Local Plan
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Contents

1 Introduction

2 Key Documents and Stages

3 Melton Local Plan Programme

Table1 Schedule of Local Plans and CIL

Table 2 Timetable for Local Plans and CIL

4 Programme Management

Appendix 1 Glossary

Appendix 2 Description of Local Plan Documents and CIL

Appendix 3 Saved Melton Local Plan policies

1 Introduction

- 1.1 Planning shapes the places where people live, work, shop and play and protects the countryside and heritage we value. The saved policies from the adopted Melton Local Plan 1991-2006 currently provide the local planning framework for the Borough. We are replacing this with a new Melton Local Plan which will cover the period 2011-2036. . We will refer to this as the new Melton Local Plan, in order to avoid confusion with the adopted Plan.
- 1.2 The National Planning Policy Framework (NPPF) states that each local planning authority should produce “a Local Plan for its area”, which can be reviewed in whole or in part. Any additional Development Plan Documents should only be used where they can clearly be justified. The NPPF also states that Supplementary Planning Documents (SPDs –see below) should only be used where they can help applicants make successful applications or aid infrastructure delivery.
- 1.3 Local Plans can therefore be either a single document or a collection of local development documents which deliver the planning strategy for a local authority area. Following Examination of the Melton Core Strategy and the Inspector’s Preliminary Conclusions that the submitted Core Strategy was unsound in its current form, the Council resolved to withdraw the Core Strategy and prepare a new Local Plan. A Melton Local Development Scheme (MLDS) was published in April 2014 to reflect this decision and provide the timeframe for the preparation of the new Melton Local Plan. This MLDS has now been reviewed to reflect some slippage in the timetable and to take the plan making process forward into 2018.
- 1.4 This MLDS sets out our programme for preparing the documents which we intend to produce over the next three years as part of the new Local Plan. Appendix 1 contains a Glossary to the terms used in the MLDS.
- 1.5 It is no longer necessary to submit SPDs or the Statement of Community Involvement (SCI – see below) to the Secretary of State or to include them in the MLDS.
- 1.6 It is our intention to keep to the timetables set out in this document but there may be occasions when there will be a need to make revisions to the timetable and the documents we intend to produce. We will consider the need for revisions on an annual basis. We are no longer required to consult the Secretary of State on the MLDS, or to include information on progress against it in the Annual Monitoring Report (AMR- see below). However, we must publish up to date information on progress in preparing Local Plans against the MLDS; we propose to do this by using on-line timetables which will be regularly updated.

2 Key Documents and Stages

- 2.1 As stated above, the Local Plan can be one document or a portfolio of documents, which provide the basis for decisions to be made on planning applications. Different types of documents are as follows.
- 2.2 **Development Plan Documents (DPDs)**, now called **Local Plans** in the 2012 Regulations, have statutory status. Together with saved Policies from the adopted Melton Local Plan and adopted Neighbourhood Development Plans, they will form the Development Plan for a local planning authority area. Adopted DPDs/Local Plans carry the most weight for making decisions on planning applications. They are subject to an independent examination by an Inspector and undergo rigorous procedures of community involvement and consultation. Previously there was a requirement to prepare a Core Strategy DPD as the overarching strategy for other DPDs, such as those dealing with site allocations and development control policies. This is no longer the case.
- 2.3 Another part of the development plan is the **Policies Map**, previously known as a **Proposals Map**. This illustrates the policies and proposals of Local Plans as they affect geographic areas of the Borough. A Policies Map for the Borough will be prepared in tandem with the new Melton Local Plan.
- 2.4 **Supplementary Planning Documents (SPDs)** are intended to expand upon or provide further details to policies in a Local Plan. SPDs go through a consultation process in accordance with the SCI but SPDs will not be subject to examination. Once adopted, SPDs will form part of the Local Plan as non-statutory documents. This MLDS refers to those SPDs currently proposed or suggested but does not cover them in detail, in order to maintain flexibility to respond to changing issues, priorities and the resources available.
- 2.5 Under earlier legislation, the Council prepared Supplementary Planning Guidance (SPG), similar to SPDs. These have either been overtaken by events or the adopted Local Plan policies to which they relate have not been “saved”. Therefore, they have no weight in development control decisions. The saved Melton Local Plan policies are listed in Appendix 3. These will be replaced by the new Melton Local Plan. In the meantime, the weight attached to them will depend upon their consistency with the National Planning Policy Framework.
- 2.6 The **Statement of Community Involvement (SCI)** sets out how we will engage and consult with the public and other stakeholders during the production of the Local Plan, and, when dealing with planning applications. The process of producing Local Plans can be broken into a number of stages. The involvement and consultation of stakeholders and local communities is an important part of each stage, particularly in the early stages of considering the options available. Previously it has been a requirement to include the SCI in the LDS but this is no longer the case. However, the SCI will still be reviewed and amended as part of the work on the new Melton Local Plan to maximise public engagement and ensure efficient consultation.
- 2.7 The **Authority Monitoring Report (AMR)** assesses the effectiveness of our planning policies to deliver development in accordance with the policies in the

Local Plan. These previously monitored progress in implementing the LDS. This is no longer a requirement.

- 2.8 **Sustainability Appraisals (SA)** are an evaluation of the economic, environmental, and social effects of a plan which ensure that the plan accords with the principles of sustainable development. Sustainability Appraisals form an integral part of each stage of plan preparation from the outset of the preparation process.
- 2.9 The Localism Act 2011 has introduced **Neighbourhood Development Plans (NDP)** which now form part of the Development Plan for the local area. These plans are prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area and do not need to be included in the MLDS. NDPs must be prepared positively and be in general conformity with the Local Plan and national planning policy.
- 2.10 Once the community has prepared its NDP it must be submitted to the Council for consideration, following which it will be subject to a statutory process which includes: formal public consultation; Examination by an Independent Inspector and; a community referendum; before it can be “made” part of the development plan. Once “made” an NDP is afforded the same weight as a Local Plan and will be used in the determination of planning applications in that area. The table below show which parishes within the Borough have been designated as Neighbourhood Plan Areas at the time of publication. NDPs within these areas are at different stages of preparation.

Parish Council Area	Neighbourhood Area designated
Ab Kettleby	18/01/2016
Asfordby	30/01/2013
Bottesford	04/10/2013
Burton and Dalby	15/03/2016
Clawson, Hose and Harby	18/01/2016
Croxtan Kerrial	28/06/2015
Frisby on the Wreake	08/02/2016
Hoby with Rotherby	17/06/2015
Nether Broughton and Old Dalby	23/11/2015
Somerby	21/12/2015
Waltham on the Wolds	26/02/2014
Wymondham	28/05/2015

- 2.11 The **Community Infrastructure Levy (CIL)** Charging Schedule is a further type of planning document included in the Melton LDS. The Community Infrastructure Levy is a charge that local planning authorities may choose to levy on new development to fund infrastructure needed to support growth, usually taking the form of a charge per unit area of floorspace and may vary between types of development (i.e. housing, retail, industry). To date, Melton Borough Council has used Section 106 Agreements negotiated with developers to obtain such funding. However, since April 2015 the scope to use Section 106 Agreements has become more limited.

3 Melton Local Plan Programme

- 3.1 The new Melton Local Plan will guide and control development in Melton Borough, replacing the adopted Melton Local Plan 1996-2006. We will have regard to the National Planning Policy Framework and our own corporate plan and the sustainable community strategy in identifying key issues for the Melton Local Plan to incorporate. This will help us to decide how we want Melton to look in the future and how we should deliver an appropriate planning framework to realise that vision.
- 3.2 The first **Melton Statement of Community Involvement** was prepared and submitted to the Secretary of State for examination in April 2006 and adopted in October 2006. The SCI was revised in October 2011 to reflect changes in the plan-making system. The SCI was updated and republished in April 2014 to reflect further changes made to plan-making Regulations in 2012 and the Council's resolution on 15th April 2013 to set up a reference group or groups (including representation from Parish Councils, landowners, developers and local residents' groups) and to fully engage all the residents of the Borough throughout the new Local Plan preparation process. This SCI has guided the preparation of the new Melton Local Plan to date and will continue to be used to ensure that the community continues to be involved in the preparation of the Local Plan in the later stages of its preparation.
- 3.4 Set out below are the documents that we will be working on over the two year period between May 2016 and May 2018, and, the timetable for their preparation. The timetable gives the anticipated dates for the various stages in producing and adopting the documents; however, these are subject to various influences beyond the control of the Borough and as such should not be considered definitive. In particular the Examination phase of the plan's preparation is determined by the Planning Inspectorate based upon the number representations and complexity of issues considered by the examination. It is not possible to predict the length of time this stage may take to complete, therefore an anticipated date for adoption can only be seen as a best guess at this stage.
- 3.5 Table 1 sets out a schedule of proposed new Development Plan Documents (i.e. the new Local Plan and its Policies Map) to be prepared together with their roles and the main milestones to achieve their adoption. It also includes the Community Infrastructure Levy, but does not cover Supplementary Planning Documents or Neighbourhood Plans.
- 3.6 Table 2 is a simple timeline chart providing an overview of the timetable for preparing the new Local Plan. The programme management details are set out in profiles for each individual document at Appendix 2.
- .
- 3.8 The new **Melton Local Plan** will roll forward the housing requirement to 2036, based on objectively assessed need for the borough as evidenced in

the Strategic Housing Market Assessment (SHMA). This replaces housing requirements in the now revoked East Midlands Regional Plan. It will cover the whole Borough with the exception of detailed policies, allocations and designation boundaries in the areas covered by any “made” Neighbourhood Plans. The Plan will incorporate strategic policies, development site allocations and policies for their delivery across the whole of the Borough. It will also include policies to protect and enhance the landscape and countryside and indicate the boundaries of other designations, proposals and policies for Melton Mowbray town centre, and, generic development management (previously development control) policies.

- 3.9 The Local Plan will include the identification of sites for housing, employment, retail, gypsies and travellers, recreation/open space, nature conservation and other land uses. It will contain policies relating to proposals that require site specific conditions such as design guidance and protection of open areas and will be accompanied by a **Policies Map**, with inset maps as necessary.
- 3.10 The Local Plan will be subjected to **Sustainability Appraisal** (SA) which will also incorporate the requirements of the Strategic Environmental Assessment Directive (2001)., This is an iterative process that will help us to make decisions by providing information on the possible effects of proposals and policies against social, economic and environmental criteria. The outputs will be subject to public consultation and full engagement of all residents and reference groups and will be tested at Examination.
- 3.11 Our future work on providing guidance and advice through **Supplementary Planning Documents** will depend on the Council’s priorities, the needs of the development industry and other emerging issues, as well as on the availability of resources. The following topics have been identified as potentially requiring an SPD:
- Renewable energy.
 - Developer contributions
 - Housing needs (e.g. size, type and tenure).
 - Affordable housing.
 - Town centre design guidance.
 - Residential design guidance.
 - Development briefs for allocated housing and business sites, including any Sustainable Urban Extension and Employment Growth area.
- 3.12 Some of these will be prepared during the next three years, while others will be programmed for preparation after the adoption of the Melton Local Plan.

Table 1: Schedule of Proposed Documents

Document	Status	Brief description	Chain of Conformity	Geographic Coverage	Consultation	Publication	Submission	Examination Hearing	Adoption
Melton Local Plan	Development Plan Document	Identifies housing and employment needs and strategic policies; defines SUE and development sites; reviews and proposes other designations; sets policies for MM town centre; and sets out development mgmt. policies.	National Planning Policy Framework	Borough-wide	October 2014 – January 2015 Issues and options (Reg18) January – April 2016 (Emerging Options) (Reg 18)	November – December 2016 (Reg 19)	Feb 2017	May 2017 onwards	To be advised
Melton Policies Map	Development Plan Document	Shows all relevant policies from the Melton Local Plan on an Ordnance Survey base.	Melton Local Plan	Borough-wide	October 2014 – January 2015 Issues and options (Reg18) January – April 2016 (Emerging Options) (Reg 18)	November – December 2016 (Reg 19)	Feb 2017	May 2017 onwards	To be advised
Community Infrastructure Levy	CIL Schedule	Schedule setting out CIL payments	Melton Local Plan	Borough-wide	November 2016- January 2017 (Preliminary Draft Charging Schedule)	October - December 2017 (Draft Charging Schedule)	January 2018	March 2018	April /May 2018

MELTON LOCAL DEVELOPMENT SCHEME 2016

Table 2: Indicative Timetable for Local Plan and CIL (2013-2017)

	2014			2015												2016												2017												2018																																						
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S																														
Melton Local Plan	C	C	C	C												C	C	C	C									C	C																																																	
Melton Policies Map																C	C	C	C									C	C																																																	
CIL																													C	C																																																

Key

Preparation (Reg 18)	Document preparation, evidence gathering and stakeholder engagement including Reg 18 consultation (C)
	Generation and assessment of options/PDCS including consultation (C)
	Analysis of responses, negotiation and changes
Pre-Submission (Reg 19)	Preparation and Consultation on the Pre-Submission document / Charging Schedule (6weeks)
	Analysis of responses, negotiation and changes
Submission and Examination	Submission
	Preparation, Hearing sessions , Main Modification consultation, and report writing
Adoption	

4 Programme Management

- 4.1 This section gives an account of how we will administer the Local Plan programme, the resources that will be allocated, and how risks will be managed.

Resources

- 4.2 The Council's Planning Policy team is responsible, on a day-to-day basis, for the preparation of the Melton Local Plan. The team is led by the Local Plan Manager and includes three full time equivalent policy officers' posts, a part time GIS Technician and a part time Housing Policy Officer. The team is also supported by other services within the Council. Consultants are engaged on specific projects to provide specific technical expertise or where there is a need for independent advice and support. A review of this staff resource is underway and additional skills and knowledge will be brought into the team to ensure that the timetable proposed can be delivered. There are also contributions from various departments of Leicestershire County Council, particularly on transportation, conservation, education and environmental issues.
- 4.3 We have prepared a budget profile to provide for the preparation and publication of the Local Plan and for the development of our evidence base. This profile is used to inform our medium-term financial strategy to ensure that the budget needed to support the Local Plan programme is available. Contributions from the revenue budget are earmarked for a reserve fund which is used to ensure that sufficient resources are available to fund the plan preparation process on a rolling basis.
- 4.4 Subject to other demands, we also have access to resources made available from reserves and/ or through the New Homes Bonus. Work on CIL can be partly funded retrospectively through 5% of CIL receipts.

Governance Structures

- 4.5 The Melton Local Plan Working Group oversees the preparation of Local Plan documents and reports its findings, proposals and recommendations directly to Full Council.

Managing the Programme

- 4.6 Performance against the LDS programme is reviewed regularly and an updated progress report is published on our website. From time to time we will consider if any changes need to be made to the programme, and if there is a need to revise the MLDS.

Risk Assessment

4.7 In order to ensure a clear timetable for delivery of the Plan is in place it is important that potential risks which could affect the work programme are identified. We have assessed the risks to the programme set out in this MLDS and these are regularly reviewed. The main issue is the impact that the risk could have on the programme, although it is important that the plan progresses in compliance with legislation and regulations and is found “sound” at the Examination. The table below identifies the key risks to the delivery together with a summary of the actions we are taking to reduce the possibility of them occurring, and/or lessen their impact.

Risk Identified	Likelihood / Impact	Action/ Management of risk
Publication of new National policy or guidance part way through	High/High Extensive reform to planning system has already taken place and consultation on further changes has occurred. Further changes to policy, guidance and statute is likely to result	<ul style="list-style-type: none"> • Monitor policy change and consultations • Continue to prepare plan in context of best information • Seek advice and support from PAS, PINs and DCLG at appropriate stages
Staff Capacity, Experience and Knowledge. Loss of staff	Medium / High Loss of experienced staff has already impacted on the programme. New team now in place which needs time and support to fill any gaps in knowledge and experience. Public sector cuts continue to require Council to consider its priorities and how it resources them.	Focus of Local plan team is on plan preparation. Relevant training of staff in place Use of consultants and technical experts for specialised areas of work. Corporate recognition of priority of the plan is in place Strong leadership and corporate management involvement in programme
Scale and complexity of representations	High/High The scale and complexity of issues arising from consultation is unknown. Complex and new issues can arise at any point in the plan making process Scale of public interest – particularly in site allocations can be very high – each response must be considered and addressed	Extensive community engagement, the development of reference groups and the involvement of stakeholders and the local community in the preparation the Local Plan has helped to identified concerns and issues early in the process. Investment in consultation software allows responses to be submitted, which can be simpler to summarise and report
Need to meet Duty to Co-operate and undertake joint work with other authorities	Medium/High Inspector’s reports have highlighted the “risk of not satisfying the duty to the plan being found sound. Other authorities and partners have their own priorities and timetable for development plan preparation which differ from the MLP Publication of joint evidence reports commissioned for the Leicester and Leicestershire Strategic Growth Plan may	Continue to work with HMA partners and neighbouring authorities Duty to Co-operate framework in place to ensure commitment to co-operation on identified strategic cross boundary issues Work with partners to commission joint evidence Secure updated/ new MoU regarding housing need and supply

	need to be taken into consideration	
Capacity of Planning Inspectorate and other agencies to support the process	Low/high Resources of statutory agencies to deal with consultations and of the Inspectorate to maintain EiP programmes have been increased, however all LPAs are working to the same deadline of publication plans by 2017	Liaise with Planning Inspectorate at regular intervals to keep them up-to-date of plan progress. Maintain regular contact with key agencies to minimise risk of slippage
Requirement to carry out further studies or additional evidence work in light of responses to consultation, additional and new sites and or national policy changes	Medium / medium New sites suggested through consultation will have to be assessed in same way – including additional technical assessment. National policy changes and consultation responses may raise issues which require additional evidence or research	Review progress and changes to policy. Ensure additional sites are assessed on same basis as existing – ensure specialist consultancies have time to carry out assessments
DPD fails “test of soundness”	Low/High All of the above risks can lead to the plan failing the test of soundness.	Ensure appropriate risk management is in place for all of the above. Undertake legal compliance check list and self assessment of plan Work with PAS and Pins to reduce risks. Take independent legal advice where necessary.

Local Plan Evidence

4.8 The Local Plan must be underpinned by robust and up to date evidence. The Council has undertaken, and where necessary commissioned research to support the preparation of the plan and this is available via the www.Meltonplan.co.uk website. However, the Council has an obligation to keep its’ evidence up to date and to undertake new studies as necessary and review existing evidence in a timely manner.

Duty to Co-operate

4.9 The Duty to Co-operate was created in the Localism Act 2011, and amends the Planning and Compulsory Purchase Act 2004. It places a legal duty on local planning authorities, county councils in England and public bodies to engage constructively, actively and on an on-going basis on matters which it considers to be strategic priorities.

4.10 The strategic priorities the Government expects joint working includes where appropriate:

- The provision of new housing across a wider housing market area
- The provision of major retail, leisure, industrial and other economic development across a travel to work area

- The provision of infrastructure for transport, waste treatment, energy generation, telecommunications, water supply and water quality
- Requirements for minerals extraction
- The provision of health, security, and major community infrastructure facilities
- Measures needed to address the causes and consequences of climate change, including managing flood risk and coastal change
- Protection and enhancement of the natural and historic environment, including townscape.

4.11 The Duty to Co-operate covers a number of public bodies in addition to councils. These bodies are set out in Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Those which are relevant to Melton Borough comprise:

- Environment Agency
- Historic Buildings and Monuments Commission for England (English Heritage)
- Natural England
- Civil Aviation Authority
- Homes and Community Agency
- Clinical Commissioning Groups
- National Health Service Commissioning Board
- Office of the Rail Regulator
- Highways Agency
- Integrated Transport Authorities
- Highway Authorities

4.12 These bodies are required to co-operate with councils on issues of common concern to developing sound local plans. Local Enterprise Partnerships and Local Nature Partnerships are not covered by the Duty but local planning authorities have to co-operate with LEPs and LNPs having regard to their activities as they relate to Local Plans.

4.13 The Council has, and continues to undertake a range of work to ensure the Duty to Co-operate is met. This includes one to one meetings with neighbouring authorities on specific issues and at specific stages in the preparation of respective development plan documents and meeting with groups of authorities. Specific work is undertaken on a cross borough basis, for instance the joint Strategic Housing Market Assessment undertaken jointly for Leicester and Leicestershire, and work with Rutland County Council and South Kesteven District Council through the Welland Partnership.

Appendix 1: Glossary

AAP Area Action Plans

Area Action Plans focus on the implementation of key opportunity areas and will be relevant to a wide range of circumstances including urban expansion areas, new settlements, regeneration areas and areas sensitive to change.

Adopted/ Adoption

The final confirmation of a Local Plan being given full status by a local planning authority.

AMR Annual Monitoring Report

The Annual Monitoring Report will monitor and assess development in the area to help determine whether policies are being achieved. The Sustainability Appraisal has specific monitoring requirements which can be used in developing AMR contextual indicators.

Chain of Conformity

This term describes the relationship between documents, plans and policies and how closely they must correspond with one another and reflect other planning strategies and policies. 'Conformity' can take a number of forms ranging from 'having regard to' to 'must conform to'.

CIL Community Infrastructure Levy

The levy allows local authorities to raise funds from owners or developers of land undertaking new building projects in their area.

Core Strategy

A former Development Plan Document which set out the spatial vision and strategic objectives of the planning framework for an area, having regard to the Community Strategy.

DC/ DM Development Control/ Development Management

The process whereby a local planning authority receives and considers the merits of a planning application and whether it should be given permission, having regard to the development plan and all other material considerations.

Development Plan

A document which sets out the policies and proposals for development and use of land in the area. This includes adopted Local Plans and Neighbourhood Plans and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.

DPD Development Plan Documents

Statutory development plan documents are now termed Local Plans in the 2012 Regulations and must be subject to rigorous procedures of community involvement, consultation and independent examination, and are adopted after receipt of the inspector's binding report. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise.

Duty to Cooperate

A requirement, introduced by the Localism Act 2011 for local planning authorities to work collaboratively with neighbouring authorities and other public bodies across local boundaries on strategic priorities, such as development requirements which cannot wholly be met within one local authority area.

Infrastructure

Basic services necessary for development to take place, eg roads, electricity, sewerage, water, education and health facilities.

Local Plan

The Local Plan will establish a local planning authority's policies for meeting the economic, environmental and social aims for their area as it affects the development and use of land.

LDS Local Development Scheme

The Local Development Scheme sets out the timetable, targets and milestones for the preparation of LDF documents.

NPPF National Planning Policy Framework

This sets out the Government's planning policies for England and how these are expected to be applied, replacing previous Planning Policy statements and Guidance (PPS/PPGs). It must be taken into account in the preparation of local plans and is a material consideration in planning decisions.

Neighbourhood Plan

A plan prepared by a Parish Council or neighbourhood Forum for a particular neighbourhood area.

New Homes Bonus

This is an incentive for local authorities to promote and welcome growth and to ensure that growing areas have the resources to meet the needs of their new residents and existing communities. The Government provides additional funding for new homes by match funding the additional council tax raised for new homes and empty properties brought back into use, with an additional amount for affordable homes, for the following six years. The New Homes Bonus is based on past increases in housing supply.

Policies Map (formerly Proposals Map)

This will illustrate the policies and proposals of Local Plans and 'saved' policies that have a geographic designation or specific land use implication. The map will be an Ordnance Survey base map and where necessary include inset maps.

Saved

The term confirms that an adopted development plan or policy will continue to operate for a period of three years from the commencement of the Planning and Compulsory Purchase Act 2004, or from the date of adoption of an emerging plan. The period may be extended for a plan or particular policies with the agreement of the Secretary of State.

Soundness

A Local Plan will be examined by an independent inspector whose role is to assess whether it is "sound". To be sound it must be:

- *positively prepared* (meeting assessed development and infrastructure requirements, including those unmet in neighbouring authorities),
- *justified* (the most appropriate strategy when considered against reasonable alternatives, based on proportionate evidence),
- *effective* (deliverable over its period and based on effective joint working on cross-boundary strategic priorities) and
- *consistent with national policy* (enabling the delivery of sustainable development in accordance with the NPPF)

SEA Strategic Environmental Assessment

A Strategic Environmental Assessment is a required under European Union regulations and will assess the policies and proposals of DPDs likely to have a significant environmental impact. It will be incorporated within the Sustainability Appraisal process.

SCI Statement of Community Involvement

A Statement of Community Involvement establishes a local authority's strategy on community and stakeholder consultations on the LDF and planning applications.

SPD Supplementary Planning Documents

Supplementary planning documents will elaborate on policies and proposals in DPDs. They will not have development plan status. They will be considered as a material planning consideration and their weight will be reflected by their status. SPDs are likely to take the form of design guides, development briefs and issue or thematic based documents.

SPG Supplementary Planning Guidance

Similar to SPDs but prepared prior to the 2004 Planning and Compulsory Purchase Act. Supplementary Planning Guidance may cover a range of issues, both thematic and site specific and provide further detail of policies and proposals in a development plan.

SA Sustainability Appraisal

Sustainability Appraisal will assess the social, economic and environmental impacts of the policies and proposals of Local Plans. It is an iterative process that will commence from the outset of document preparation.

Sustainable Community Strategy

The Local Government Act 2000 places on principal local authorities a duty to prepare 'community strategies', for promoting or improving the economic, social and environmental well-being of their areas, and contributing to the achievement of sustainable development in the UK. It also gives authorities broad new powers to improve and promote local well-being as a means of helping them to implement those strategies.

Sustainable Development

Sustainable Development should meet the needs of the present without compromising the ability of future generations to meet their own needs. The five guiding principles of sustainable development are: living within environmental limits; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

The NPPF identifies the need for planning to perform a number of roles in delivering sustainable development:

- *An economic role*- contributing to building a strong, responsive and competitive economy.
- *A social role*- supporting strong, vibrant and healthy communities.
- *An environmental role*- contributing to protecting and enhancing our natural, built and historic environment; this includes improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.

Appendix 2: Description of Local Plan Documents and CIL

Melton Local Plan

Overview

Role and subject	To update the Local Plan, including extending housing provision beyond 2031, based on objectively assessed need. To provide a policy framework containing land allocations and site specific proposals and define settlement boundaries. The DPD will include the identification of sites for housing, employment, retail, gypsy and traveller sites, recreation/open space, nature conservation and other land uses and will contain policies relating to proposals that require site specific conditions such as design guidance and protection of open areas.
Geographic coverage	Borough-wide, areas covered by Neighbourhood Plans may introduce some exceptions.
Status	Development Plan Document
Priority	High
Chain of conformity	It must be in general conformity with National Planning Policy Framework and have regard to the Melton Sustainable Community Strategy.
Saved Policies to be replaced	See Appendix 4

Timetable

Stage		Dates
Pre-production	Document preparation, evidence gathering and stakeholder engagement (Reg 18)	May 2013 to March 2014
	Consulting statutory bodies on the scope of the Sustainability Appraisal	April – June 2014
Production	Draft Development Plan Document on Issues and Options (incorporating consultation)	April 2014 to January 2015
	Draft development Plan Document on Preferred Options (incorporating consultation)	January 2015 - April 2016
	Publication of and consultation on the Publication (Pre-Submission) document	April – December 2016
Examination	Consideration of representations, negotiation and preparation of changes.	January 2017
	Submission of DPD	February 2017
	Pre-examination meeting	April 2017
	Independent Hearing	To be advised
Adoption		To be advised

Management

Lead officer	Planning Policy Manager
Lead service	Regulatory Services
Resources	Local plan budget Planning Policy team Staff from other services as appropriate Policy preparation and consultation software Specialist consultants are used particularly in the preparation of evidence and Sustainability Appraisal Key stakeholder input, particularly the Highway Authority
Stakeholder & Community Involvement	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the 2012 Regulations and the Statement of Community Involvement.
Monitoring & Review	Development Plan Documents will be kept under regular review and an Annual Monitoring Report on their effectiveness published.

Melton Policies Map**Overview**

Role and subject	A document that will show all relevant policies from the Melton Local Plan on an Ordnance Survey base.
Geographic coverage	Borough-wide with some exceptions in Neighbourhood Plan areas, insets possible at a larger scale for Melton Mowbray, town centre, local centres, villages and strategic development sites
Status	Development Plan Document
Priority	High
Chain of conformity	It must be in conformity with the new Melton Local Plan

Timetable

Stage		Dates
Pre-production	Document preparation, evidence gathering and stakeholder engagement (Reg 18)	May 2013 to March 2014
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	Independent Hearing	To be advised
Adoption		To be advised

Management

Lead officer	Planning Policy Manager
Lead service	Regulatory Services
Resources	Local plan budget Planning Policy staff Staff from other services as appropriate Policy preparation and consultation software Specialist consultants are used particularly in the preparation of evidence Key stakeholder input
Stakeholder & Community Involvement	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the 2012 Regulations and the Statement of Community Involvement.
Monitoring and Review	Development Planning Documents will be kept under regular review and an Annual Monitoring Report on their effectiveness published.

Community Infrastructure Levy Schedule

Overview

Role and subject	A schedule that will identify payments required under the Community Infrastructure Levy
Geographic coverage	Borough-wide
Status	CIL Schedule
Priority	High
Chain of conformity	It must be in conformity with the new Melton Local Plan

Timetable

Stage	Dates
Evidence gathering, including preparation of infrastructure schedules and viability testing, coordinating with Core Strategy Infrastructure Plan	May 2014 to February 2015
Prepare Preliminary Draft Charging Schedule	March to August 2014
Consultation on Preliminary Draft Charging Schedule	November – December 2016
Consultation on Draft Schedule	October – November 2017
Submission of Schedule	January 2018
Independent examination	Feb- April 2018
Formal reporting and Adoption	May 2018

Management

Lead officer	Planning Policy Manager
Lead service	Regulatory Services
Resources	Local plan budget Planning Policy staff Staff from other services as appropriate Policy preparation and consultation software Specialist consultants are used particularly in the preparation of evidence Key stakeholder input, particularly infrastructure deliverers, developers and Housing Associations
Stakeholder & Community Involvement	Stakeholder involvement will be essential at each stage of production and the arrangements for this will be in line with the CIL Regulations 2010, 2012 and 2013.
Monitoring and Review	The CIL Schedule will be reviewed every 3 years (or if house prices change significantly).

Appendix 3: Saved Melton Local Plan Policies

In accordance with the Planning and Compulsory Purchase Act, policies in local plans were saved automatically for 3 years from the date of commencement of Section 38 of the Planning & Compulsory Purchase Act 2004. At the end of that period, 28 September 2007, they ceased to form part of the development plan except for those policies 'saved' by the Secretary of State.

The policies 'saved' by the Secretary of State are listed below. Only these adopted Melton Local Plan policies continue to be part of the development plan. Relevant 'saved' policies in the adopted Melton Local Plan will be integrated into the new Local Plan as it is progressed.

Chapter 2: Overall Strategy	
Policy	Title
OS1	Development within village and town envelopes
OS2	Development within the countryside
OS3	Infrastructure
Chapter 3: Housing	
H2	Proposed Allocations: Melton Mowbray
H6	Residential development within village envelopes
H7	Affordable Housing on Allocated Sites
H8	Other Affordable Housing Sites
H10	Amenity Open Space in New Housing: Developments
H11	Outdoor Playing Space in New Housing Developments
H12	Dieppe Way Melton Mowbray
H15	Uplands/Pochin Close Melton Mowbray
H17	Access Housing
H21	Gypsy Caravan and Travelling Showpeople's sites
Chapter 4: Industry and Employment	
EM2	Employment Allocations in the Borough
EM3	Existing Commitments
EM4	Holwell Works Asfordby
EM6	Kirby Lane (South) Melton Mowbray
EM7	Dalby Road Former Melton Mowbray Airfield
EM8	Airfield Sites
EM9	Existing Rural Industries
EMI0	Employment Development Outside of Town or Village Envelopes
EMI2	Hazardous Substance
Chapter 5: Transportation	
T1	Road Improvements
T3	Suitable Road Layouts For Public Transport
T5	Melton Chord Rail Link
T6	Provision for Cyclist and Pedestrians in New Developments
Chapter 6: Countryside and the Built Environment	
C1	Development of Agricultural Land
C2	Farm-based Diversification
C3	Agricultural Buildings
C4	Stables, Riding Schools and Kennels
C5	Stables Outside Town and Village Envelopes
C6	Re-use and Adaptation of Rural Buildings for a Commercial, Industrial or Recreational Use
C7	Re-use and Adaptation of Rural Buildings For Residential Use in the Open Countryside
C10	Residential Mobile Homes
C11	Residential Extensions in the Open Countryside
C12	Replacement Dwellings in the Open Countryside
C13	Sites of Ecological, Geological or Other Scientific Importance

C14	Nature Conservation Value
C15	Wildlife Habitat Protection
C16	Trees and Woodland
Chapter 7: The Built Environment and Conservation	
BE1	The Siting and Design of Buildings
BE9	Historic Parks and Gardens
BE11	Archaeological Sites of County or District Significance
BE12	Protected Open Areas
BE13	Special Considerations
Chapter 8: Shops and Offices	
S1	Proposed Retail Allocations
S3	Primary Shopping Frontages
S4	Secondary Shopping Frontages
S5	Accommodation above Ground Floor
S6	Village and Neighbourhood Centres
S7	Retailing in Asfordby and Bottesford
Chapter 9: Advertisements and Shop Fronts	
AD5	Shop Fronts
Chapter 10: Education and Community Facilities	
CF1	New Education Facilities on Land Used for Educational Purposes
CF2	New Health Care Facilities on Land Occupied by Existing Hospitals and Surgeries / Clinics
CF4	Loss of Local Community Facilities
Chapter 11: Recreation and Leisure	
R1	Recreation Allocations
R3	Recreation Facilities in the Open Countryside
R4	Floodlights
R8	Footpaths
R9	Cycleways
R10	Protection of Disused Railway for Walking, Cycling or Horse Riding
R11	Grantham Canal
Chapter 13: Utilities and Other Services	
UT3	Development in Essential Washland Areas