



Shropshire Council
Legal and Democratic Services
Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Committee:
Cabinet

Date: Wednesday, 3 March 2021

Date: Thursday, 11 March 2021
Time: 1.30 pm
Venue: THIS IS A VIRTUAL MEETING

Members of the public will be able to listen to this meeting by clicking on this link:

<https://www.shropshire.gov.uk/cabinetmeeting11march2021/>

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You are requested to attend the above meeting.
The Agenda is attached

Claire Porter
Director of Legal and Democratic Services (Monitoring Officer)

Members of Cabinet

Peter Nutting (Leader)
Steve Charmley (Deputy Leader)
Gwilym Butler
Dean Carroll
Lee Chapman
Steve Davenport
Robert Macey
David Minnery
Lezley Picton
Ed Potter

Your Committee Officer is: Amanda Holyoak 01743 257714 amanda.holyoak@shropshire.gov.uk

AGENDA

1 Apologies for Absence

2 Disclosable Pecuniary Interests

3 Minutes

The Minutes of the meeting held on 8 March 2021 will be presented at the Cabinet meeting on 29 March 2021

4 Public Question Time

To receive any questions from members of the public, notice of which has been given in accordance with Procedure Rule 14. Deadline for notification is not later than 1.30 pm on Tuesday 9 March 2021

5 Member Question Time

To receive any questions from members of the Council, notice of which has been given in accordance with Procedure Rule 14. Deadline for notification is not later than 5.00 pm on Monday 8 March 2021

6 Scrutiny Items

7 Local Plan Update to Preparation Timetable (Pages 1 - 26)

Lead Member – Councillor Robert Macey – Portfolio Holder for Housing and Strategic Planning

Report of Director of Place attached

Contact: Mark Barrow 01743 258916



Committee and Date

Cabinet
8 March 2021

Item

Public

LOCAL PLAN: UPDATE ON PREPARATION TIMETABLE

Responsible Officer

e-mail: Mark.barrow@shropshire.gov.uk

Tel:

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1. Summary

- 1.1 The sole purpose of this report is to ask Cabinet to agree an update to the Council's Local Development Scheme, i.e. the timetable for preparation of the Local Plan Review. The proposed change to the programme is a direct result of the extension to the Pre-Submission (Regulation 19) consultation into the Local Plan, which took account of the additional 'lockdown' restrictions which came into force on 5th January 2021.

2. Recommendations

1. That Cabinet approves the proposed revisions to the Local Development Scheme (Appendix 1) which establishes the ongoing timetable for the Local Plan Review.

REPORT

3. Risk Assessment and Opportunities Appraisal

- 3.1 A Local Development Scheme (LDS) is required under section 15 of the Planning and Compulsory Purchase Act 2004(as amended). This must specify (among other matters) what development plan documents, such as the Local Plan, will be prepared and which will comprise part of the development plan for the area. The LDS must be made available publicly and kept up-to-date. It is important that local communities and interested parties can keep track of progress on local planning matters. Local planning authorities should publish their Local Development Scheme on their website. Local Development Schemes must also be produced in compliance with any data standard for this purpose published by Ministry for Housing, Communities and Local Government (MHCLG).

4. Financial Implications

- 4.1 Planned growth provides the best possible opportunity for Shropshire Council to harness growth potential by providing a stable platform for investors and developers. New growth simultaneously imposes an additional burden on local services and facilities, whilst also providing opportunities to secure investment to improve them. The adoption of an up-to-date LDS will ensure that potential investors into the area have a clear understanding of the timescale for the preparation of the Local Plan.

5. Climate Change Appraisal

- 5.1 **Energy and fuel consumption:** The Local Plan Review will include policies to support sustainable energy provision, and include a distribution of development which seeks to reduce the need for travel by private car. The proposed timeframe for the Local Plan preparation will allow the Plan to respond to the emerging climate emergency draft strategy.
- 5.2 **Renewable energy generation:** The Local Plan Review will include policies to support sustainable energy production. The proposed timeframe for the Local Plan preparation will allow the plan to respond to the emerging climate emergency draft strategy.
- 5.3 **Carbon offsetting or mitigation:** The Local Plan Review will include policies to mitigate the impacts of climate change as a result of development. The proposed timeframe for the Local Plan preparation will allow the plan to respond to the emerging climate emergency draft strategy.
- 5.4 **Climate Change adaptation:** The Local Plan Review will include policies to support climate change adaptation. The proposed timeframe for the Local Plan preparation will allow the plan to respond to the emerging climate emergency draft strategy.

6. Background

- 6.1 The LDS is the document used by Local Authorities to programme progress on their Local Plan and associated documents. The current published LDS was approved by Cabinet on 7th December 2020. This states that Full Council will be asked to consider the Submission of the Local Plan to the Secretary of State for Examination in March 2021.
- 6.2 The currently published timetable assumed a seven week consultation period for the pre-submission (regulation 19) version of the Plan. Following Cabinet approval on 7th December 2020, this consultation commenced on 18th December 2020 and was due to close on 5th February 2021. However, in light of the additional 'lockdown' restrictions which came into force on 5th January 2021, consideration was given to the potential impact this would have

on the opportunity for Shropshire's communities to respond effectively. In response, as part of a package of measures the length of the consultation was extended by three weeks and therefore closed on Friday 26th February 2021. As a result of this extension to the regulation 19 stage consultation, and taking into account the need to give due consideration to all duly made responses to the pre-submission Local Plan consultation, it is no longer considered the published timetable for the submission of the Local Plan is achievable.

- 6.3 The new proposed timetable indicates that Council approval will be sought to submit the Local Plan for examination in July 2021. It is considered this provides a positive and realistic timeframe, and one which continues to respond effectively to the Government's expectations on local authorities to maintain an up-to-date local plan for their area.
- 6.4 The proposed timetable also looks beyond the submission date and seeks to identify a realistic timeframe for further key milestones up to the point of adoption of the Local Plan. However, it should be noted the length of the independent examination and the publication of the inspector's report (and thus the date of adoption) will be dictated largely by the Planning Inspectorate, and will therefore need to be kept under review.
- 6.5 The proposed change to the timeframe for the Local Plan is summarised in the following table and captured within the proposed LDS in Appendix 1 to this report:

Local Plan stage	Current LDS timeframe	Proposed LDS timeframe
Cabinet to consider pre-submission version of Local Plan for six week consultation (regulation 19 stage)	December 2020	December 2020
Consultation on pre-submission Local Plan, subject to Cabinet approval (regulation 19 stage)	December 2020 – early February 2021	December 2020 – late February 2021
Full Council to consider the submission of Local Plan to Secretary of State (regulation 22 stage)	March 2021	July 2021
Submission of Local Plan to Secretary of State, subject to Council approval (regulation 22 stage)	April 2021	July 2021
Independent examination by Planning Inspectorate (regulation 24 stage)	April 2021 – March 2022	July 2021 – May 2022*
Expected inspector's report	March 2022	May 2022*

Full Council to agree adoption of the plan	May 2022	July 2022*

***Estimated timeframe. Precise timeframe subject to Planning Inspectorate (PINS)**

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Cabinet Member (Portfolio Holder)

Local Member

Councillor Robert Macey, Portfolio Holder for Housing and Strategic Planning

Appendices

Appendix 1: Draft Local Development Scheme (LDS) – March 2021

SHROPSHIRE COUNCIL LOCAL DEVELOPMENT SCHEME 2021

1. Introduction

What is a Local Development Scheme?

- 1.1 The Shropshire Local Plan currently comprises the Core Strategy (adopted 2011) and the Site Allocations and Management of Development (SAMDev) Plan (adopted 2015), together with the adopted Neighbourhood Plans for Much Wenlock and Shifnal. These documents set out proposals for the use of land and policies to guide future development in order to help to deliver the sustainable growth in Shropshire for the period up to 2026.
- 1.2 The LDS is the 'Project Plan' that identifies the documents the Council will prepare as part of the Local Plan over the next 3-year period. The Local Development Scheme (LDS) explains:
 - The purpose of the Local Plan documents;
 - The resources the Council will require; and
 - Timescales for producing Local Plan documents, including when public consultation will take place.
- 1.3 This LDS will cover the period 2019 to 2022. The LDS will be kept up to date by considering the need to revise it on at least an annual basis.
- 1.4 The LDS can be viewed:
 - On the Shropshire Council website at: [http://shropshire.gov.uk/planning-policy/local-plan/local-development-scheme-\(lds\)/](http://shropshire.gov.uk/planning-policy/local-plan/local-development-scheme-(lds)/)
 - At the Council's office at Shirehall, Shrewsbury
- 1.5 Individual documents may be reviewed as directed in regulations or when monitoring indicates that this is required.

Why is the LDS being amended?

- 1.6 The main changes are due to the scale of the work required to assemble an appropriate evidence base and to prepare the Local Plan in a timely manner.

If I need further information about the LDS, who should I contact?

- 1.7 Further advice on this LDS or other planning policy documents can be obtained from the Council's Planning Policy team on 0345 678 9004 or email: planning.policy@shropshire.gov.uk

2. The Development Plan and Related Documents

- 2.1. The statutory Development Plan for Shropshire comprises:
 - The Local Plan which is prepared by Shropshire Council and is subject to independent testing by the Planning Inspectorate; and

- Neighbourhood Plans prepared by local communities and subject to testing by an independent examiner.

2.2. More detailed advice or guidance on the policies in the Local Plan may be provided through the preparation of Supplementary Planning Documents (SPD's) which are subject to rigorous community involvement, but are not subject to independent testing and do not form part of the statutory Development Plan.

2.3. The stages of preparing a Local Plan comprise:

1.Pre-production	Evidence gathering stage to develop the evidence base to inform the preparation of a 'sound' Local Plan.
2. Production	Preparation of Issues and Options and potentially additional Preferred Option stages, by involving the community and other stakeholders and consultation on these. A final or Pre-Submission draft version of the Local Plan is prepared for gathering representations on 'soundness' for the Examination. Should significant new issues be raised there is the opportunity to go back to a previous stage before submitting the Local Plan for Examination to the Secretary of State in the light of the representations received.
3. Examination	Independent examination by a Planning Inspector to consider the 'soundness' and legal compliance of the Plan;
4. Adoption	The Inspector prepares a report possibly with modifications to make the Local Plan sound which may require further consultation. Once undertaken if required the Council adopted and publish the Local Plan.

2.4. The stages of preparing a Neighbourhood Plan comprise:

1.Designation	The qualifying body submits an application to designate a neighbourhood area to the local planning authority, which publicises and consults on the area application for minimum of 6 weeks;
2. Production	The qualifying body develops proposals advised by the local planning authority. This comprises: <ul style="list-style-type: none"> • gathering baseline information and evidence; • engaging and consulting with those living and working in the neighbourhood area and those with an interest in or affected by the proposals (eg service providers) • talking to land owners and the development industry • identifying and assessing options

	<ul style="list-style-type: none"> determining whether a plan or an Order is likely to have significant environmental effect starting to prepare proposals documents
3. Pre-submission consultation	The qualifying body invites representations on the draft plan and considers consultation responses and amends it if appropriate. The qualifying body prepared a consultation statement.
4. Submission to the Local Planning Authority	<p>The qualifying body submits the plan to the local planning authority, which checks that submitted proposal complies with all relevant legislation. If the local planning authority finds that the plan or order meets the legal requirements it:</p> <ul style="list-style-type: none"> publicises the proposal for minimum 6 weeks and invites representations; notifies consultation bodies referred to in the consultation statement; appoints an independent examiner (with the agreement of the qualifying body)
5. Independent Examination	The local planning authority sends the draft plan and representations to the independent examiner, who undertakes examination and issues a report to the local planning authority and qualifying body. The local planning authority publishes the report and reaches its own view on whether to send the plan to referendum.
6. Referendum and Making the neighbourhood plan	Shropshire Council publishes an information statement and a notice of referendum. Polling takes place and the results are declared. Subject to the results, the local planning authority 'makes' the neighbourhood plan, bringing it into force.

- 2.5. The process of preparing Supplementary Planning Documents (SPDs) is shorter and does not involve independent examination:

1. Preparation of Draft SPD	Includes evidence gathering and the involvement of the community and stakeholders from an early stage.
2. Consultation on Draft SPD	Representations invited on a published draft.
3. Adoption	Council considers representations received and finalises SPD before adoption.

- 2.6. Accompanying the Local Plan documents will be additional documents describing:
- The sustainability implications of the new documents (*Sustainability Appraisal* or SA which incorporates *Strategic Environmental Assessment* or SEA).

- A *Habitat Regulations Assessment* or HRA, assessing the implications of development for European sites in and adjoining the Plan Area. This will include *Appropriate Assessment* as necessary.
- A *Statement of Community Involvement* or SCI which shows how Shropshire Council intends to achieve continuous and meaningful community involvement in the production of Local Plans to help build consensus regarding their content.
- The results of annual monitoring (*Authority's Monitoring Report* or AMR).

3. Purpose and content of the Local Development Scheme

3.1 This document is the Council's 'Project Plan' for the period from 2019 to 2022. Its main purposes are:

- To inform the community and other stakeholders of the Local Plan documents for the area and the timescales they can expect for their preparation and subsequent review, and;
- To establish the Council's priorities for the preparation of the Local Plan and its associated work programme.

3.2 The LDS sets out:

- The Local Plan documents that are to be prepared over the forthcoming 3-year period to replace existing policies;
- The current Local Plan documents which make up the statutory Development Plan for Shropshire and any existing policies that will be saved;
- The subject matter and the geographical area to which each document relates;
- Supplementary Planning Documents (SPDs) that are to be prepared over the forthcoming 3-year period to clarify and provide further guidance;
- Which organisation is to lead the process of each document preparation and which, if any, are to be prepared jointly with other local planning authorities;
- The arrangements for monitoring of the Local Plan.

4. Structure and Operation of the Shropshire Local Plan

Local Plan Review

- 4.1 The Council considers that to provide further certainty and clarity for development and investment, it is sensible and pragmatic to carry out an early review of the Local Plan. Reflecting the advice in Paragraph 11 of the National Planning Policy Framework (NPPF) for flexibility to respond to changing circumstances and as acknowledged by the Inspector for the SAMDev Local Plan document in her Inspectors Report (October 2015).
- 4.2 The timetable in this LDS may change further in response to changes in the evidence base; changes in national government policy and guidance; and the availability of Council resources. The LDS will therefore be kept under regular review.

- 4.3 The content and programme for review and production of the Local Plan and associated evidence base are set out in the Schedule of Proposed Documents (Table 1) which follows this section and the Individual Document Profiles in Appendix 1.

Table 1: SCHEDULE OF PROPOSED DEVELOPMENT PLAN DOCUMENTS

<i>Document Title</i>	<i>Status (Local Plan/SPD)</i>	<i>Brief Description</i>	<i>Chain of Conformity</i>	<i>Date of Issues & Options Consultation</i>	<i>Date for Submission to Secretary of State</i>	<i>Proposed Date for Adoption</i>
Local Plan Review 2016-2038	Local Plan document	Document identifying revised growth requirements and additional sites proposed to deliver this growth during the revised plan period.	General conformity with National Planning Policy Framework (NPPF) and National Planning Practice Guidance (PPG)	January 2017	July 2021	July 2022
Neighbourhood Plans	Dev Plan document	Neighbourhood Plans setting out local objectives, development management policies and allocations	Core Strategy, SAMDev, future Local Plan documents	tbc	tbc	tbc

4.4 The current (adopted) Local Plan for Shropshire comprises:

Core Strategy

4.5 The Core Strategy sets out the approach and strategic framework for development in Shropshire. It incorporates the spatial elements of the Sustainable Community Strategy and other corporate strategies. The Core Strategy underwent independent examination during 2010 and was found to be “sound” and adopted by Shropshire Council in March 2011. The Core Strategy:

- Sets out the broad community vision and spatial strategy;
- Identifies key strategic sites for development;
- Sets out a settlement strategy, with criteria-based policies to enable development to come forward;
- Provides strategic guidance for development management in conjunction with national and other guidance but does not contain numerous development control policies; and
- Sets out an investment/implementation plan, including priorities and mechanisms for infrastructure delivery.

4.6 Further information on the adopted Core Strategy can be found via:
<http://shropshire.gov.uk/planning-policy/local-plan/core-strategy-2006-2026>

Site Allocations and Management of Development (SAMDev)

4.7 Although strategic site allocations are set out in the Core Strategy, it is necessary to ensure that sufficient land is allocated specifically to meet Shropshire’s needs for housing employment, retail and services. In particular, it is imperative that we can meet housing needs and the government requirement to identify a 5 year supply of available housing land. It is also important to ensure that the range of strategic policies in the Core Strategy is complemented by a suite of more detailed policies in this Local Plan document. This is to make sure there are no ‘gaps’ with national and regional policies and that a suitable policy framework is in place to enable a ‘development management’ approach to be delivered.

4.8 Therefore a single Site Allocations and Management of Development (SAMDev) Local Plan document for Shropshire was prepared. It was not the intention to identify every single site for development over the next 15-20 years, as criteria-based policies within the Core Strategy and SAMDev provide a framework for additional sites to come forward. The SAMDev was examined during 2014 and adopted in December 2015.

4.9 Further information on the SAMDev Local Plan document can be found via:
<http://shropshire.gov.uk/planning-policy/local-plan/samdev-plan-2006-2026/>

Saved Policies

4.10 Whilst the Local Plan Review will result in a new, single Local Plan document, many of the existing policies in the Core Strategy & SAMDev do not need to

be amended and will be carried forward. The review will focus on key areas of change, including options for the level and distribution of new housing and the delivery of the Council's Economic Growth Strategy during the period to 2038, together with any amended policies and new site allocations which are needed to demonstrate that these requirements can be delivered. The existing Core Strategy & SAMDev Plan will remain in force until any new Plan is adopted which is anticipated early 2022.

Neighbourhood Plans

- 4.11 Parish and Town Councils can prepare Neighbourhood Development Plans (NDPs) putting in place policies to guide the future development of the area. Shropshire Council has a legal duty to support the preparation of any NDP, including the provision of information and evidence, advice on sustainability assessment, the appointment of a suitable person who will publicly examine the NDP and holding a referendum within the area covered by the NDP.
- 4.12 Shifnal, Much Wenlock and Woore have adopted Neighbourhood Plans. A number of other areas have been designated Neighbourhood Areas and are working on their respective Neighbourhood Plans.
- 4.13 Any NDP must be in general conformity with 'strategic policies' in the Local Plan and with national policy. NDPs are not able to propose lower levels of development than those set out in up to date Local Plans but could propose higher levels. Before an NDP is adopted it must be subject to a referendum. If over 50% of the votes are in favour the local planning authority would have a duty to 'make' (adopt) the NDP.
- 4.14 Further information on neighbourhood planning can be found via <http://shropshire.gov.uk/planning-policy/much-wenlock-neighbourhood-plan/>

Authority's Monitoring Report

- 4.15 An Authority's Monitoring Report (AMR) is a requirement of every planning authority and should be published in December of every year. The Council will monitor annually how effective its policies and proposals are in meeting the vision and objectives set out in the Core Strategy. It will aim to prepare an AMR before 31 December each year that will cover the previous financial year (1 April to 31 March). The task of monitoring and producing the AMR will, in effect, become part of the process of maintaining an up to date evidence base and tracking plan-making progress.
- 4.16 The AMR will include:
- A survey and review of the area's characteristics, including: published statistics that help paint a social, environmental, economic, physical and demographic background; and local indicators on particular local issues, concerns or policy objectives;
 - Whether the Council is meeting, or is on track to meet, the targets and milestones set out in the LDS, and if not the reasons why;

- An assessment of the extent to which policies in the Local Plan are being implemented and, if not, the reasons why;
 - The actions required to address any identified issues (the AMR itself will not revise or amend policies, but it will set out the steps the Council will take to address those issues, e.g. bring forward a review); and
 - Indicate whether any new Local Plan documents need to be prepared.
- 4.17 The latest AMR covering the financial year 2016-2017 was published in March 2018. Further information can be found at: [http://shropshire.gov.uk/planning-policy/annual-monitoring-report-\(amr\)/](http://shropshire.gov.uk/planning-policy/annual-monitoring-report-(amr)/) Shropshire Council is currently preparing a new AMR and expects to publish this in early 2021.

Supplementary Planning Documents

- 4.18 Supplementary Planning Documents (SPDs) are intended to expand upon policy or provide further detail to policies in adopted Local Plan Documents. Supplementary Planning Documents replace the old system of supplementary planning guidance, but act in a similar way. SPDs give further information to the policies contained in the development plan documents, and can cover a wide variety of issues. The Council currently has three adopted SPDs: The Developer Contributions SPD, the Sustainable Design SPD (both adopted in 2011); and the Type and Affordability of Housing SPD (adopted in 2012). Whilst SPD's have also been drafted to provide additional guidance to support Local Plan policies on the Historic Environment and the Natural Environment, further progress with these documents is currently a lower priority than the Local Plan Review.
- 4.19 Further information on Shropshire Council's SPD's can be found via: [http://shropshire.gov.uk/planning-policy/supplementary-planning-documents-\(spds\)/](http://shropshire.gov.uk/planning-policy/supplementary-planning-documents-(spds)/)

5 Community Infrastructure Levy

- 5.1 The Community Infrastructure Levy (CIL) is a charge on new development to help fund supporting infrastructure. The CIL process is closely related to but not part of the statutory planning framework. Statute for the CIL is provided by Community Infrastructure Levy Regulations 2010 (as Amended). Shropshire Council's CIL levy is based on the size, type and location of new development. CIL liability is calculated using the Gross Internal Area of a development. In order to secure the necessary infrastructure funding, Shropshire Council have an adopted Charging Schedule in place and have been implementing the CIL since 1st January 2012. The Charging Schedule sets out CIL rates per square metre of floorspace for all open market residential development only.
- 5.2 No review of the Council's CIL Charging Schedule is currently proposed, but this may be required in future in response to changes in national legislation

and local viability evidence. Further information on CIL can be found via:
<http://shropshire.gov.uk/CIL>

Table 2: Preparation Programme

Document	2019							2020								2021								2022															
	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Monitoring																																							
Authority Monitoring Report including Local Aggregates Assessment							P												P											P									
5 Year Housing Land Supply Statement										P											P												P						
Shropshire Local Plan Review 2016 - 2036																																							
Draft Local Plan		2	2	2											2	2			C 3	3	3					© 4													
Sustainability Appraisal																																							
Habitats Regulations Assessment																																							

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Key:

- C Cabinet
- © Council
- ◆ Pre-Hearing Meeting (if required)
- ® Inspector's Report
- P Final Publication

Preparation Stages

- Pre-Production stage
- Production stage
- Examination
- Adoption
- Formal Consultation

Sustainability Appraisal & HRA

- SA refining alternatives & assessing effects
- SA Final Draft
- SA Submission Report
- Habitat Regulations assessment
- Habitat Regulations Final Report

Milestones

- 0 - Start of preparation
- 1 - Development of Issues & Alternative Options;
- 2 - Targeted Consultation on Preferred Options
- 3 - Publication of Final Plan/Pre-Submission Draft
- 4 - Submission to Secretary of State;
- 6 - Examination Hearing
- 7 - Proposed Adoption;

6 Risk Management

- 6.1 The Risk Management Log (Appendix 2) contains analysis of the areas of uncertainty and risk facing production of the Local Plan, with risks of a critical or significant potential impact and of a very high or high likelihood including for example: staff turnover and recruitment difficulties or receipt of large numbers of objections.
- 6.2 There are significant risks that could impact upon delivery of the Local Plan to the schedules set out within this Local Development Scheme. In order to minimise possible impacts, risk management has been embedded in the Local Plan production processes in order that risk can be evaluated and where possible eliminated. Whilst proposed responses or mitigation measures have been set out, seeking where possible to manage these risks, some areas of risk are outside the Council's control. In addition, financial pressures could curtail many of the proposed mitigation measures.
- 6.3 In conclusion, the risk assessment would suggest that the Local Plan programme remains extremely challenging. For example, where individual document production milestones are missed it could be difficult to get "back on track" without impacts on other elements of the overall programme. The most fundamental overall mitigation measure that can be made is to ensure sufficient resources are available throughout the timescale of the LDS and to build-in realistic document production timescales into this LDS at the outset.

Appendix 1: Document Profiles

Shropshire Local Plan Review 2016 - 2038	
Document Overview	
<i>Role & subject:</i>	Sets out the vision, objectives, targets and spatial strategy for the development of Shropshire together with site allocations to meet development requirements for this period and detailed development management policies.
<i>Geographical area:</i>	Shropshire
<i>Status:</i>	Statutory Local Plan document
<i>Conformity:</i>	General conformity with NPPF and NPPG
Timetable	
<i>Commence preparation</i>	June 2016
<i>Consultation on Issues & Options</i>	January 2017
<i>Targeted engagement on Preferred Options</i>	October 2017 – September 2019
<i>Publication of Pre-Submission draft Plan</i>	December 2020
<i>Submission to S of S</i>	July 2021
<i>Examination</i>	July 2021 – May 2022
<i>Inspector's Report</i>	May 2022
<i>Adoption</i>	July 2022
Arrangements for Production	
<i>Lead for production process</i>	Planning Policy & Strategy Manager
<i>Political Management arrangements</i>	Local Plan Member Group, Cabinet & Council

<i>Resource requirements</i>	Core Planning Policy staff supported by contractors and by staff across a wide range of other council services
<i>Habitat Regulations Assessment (HRA) and Sustainability Appraisal (SA) (incorporating Strategic Environmental Assessment or SEA).</i>	HRA and combined SA incorporating SEA carried out in-house
<i>Evidence Base</i>	Resource data held by Councils, statutory bodies, consultation responses
<i>Involvement of stakeholders & the community</i>	Compliance with the published Statement of Community Involvement (SCI) and Duty to Co-operate requirements
Monitoring and Review	
<i>Monitoring requirements</i>	Monitored on an annual basis (AMR) and subject to review if the monitoring highlights a need
<i>Review timescale</i>	The document will be formally reviewed at least once every five years or linked to the implications of new evidence.

Appendix 2: Local Plan production Risk Management Log

Area of Uncertainty/Risk		Effect	Likelihood	Impact	Total Risk Score	Response / Counter Measures
1	Revision/change of LDS	<ul style="list-style-type: none"> Approval of LDS delayed. Causes slippage in overall Local Plan programme 	4	3	12 (medium)	<ul style="list-style-type: none"> Close relationship and advocacy with members and directors
2	Constrained Council financial resources – insufficient budgetary provision to adequately finance Local Plan Review project Rising Inspectorate fees are also noted	<ul style="list-style-type: none"> Work cannot be progressed to published timescales Objectives on quality compromised 	3	4	12 (medium)	<ul style="list-style-type: none"> A strong a case for setting an appropriate budget to deliver Local Plan and costs/budget kept under review. Use of funding for Service improvements. Maximise use of matrix management to draw on suitable staff resources within the Council Expand partnership working to draw upon the skills and resources within other organisations Review LDS timetables where necessary
3	Lack of in-house skills for specialised areas of policy work/background studies	<ul style="list-style-type: none"> Slow progress causing a slippage in programme Evidence base challenged or undermined Quality compromised 	4	3	12 (medium)	<ul style="list-style-type: none"> Obtain training for areas where expertise is lacking. Review the adequacy of staffing as part of annual service reviews. Expand partnership working In some cases it will be more efficient to engage consultants where specialist skills are required to short timescales and in-house development is unrealistic.
4.	Project Team required to contribute to other work priorities	<ul style="list-style-type: none"> Diverts Team from Local Plan causing a 	4	3	12 (medium)	<ul style="list-style-type: none"> Make Local Plan a Corporate Priority Identify key staff to be 'shielded' from other work

Area of Uncertainty/Risk		Effect	Likelihood	Impact	Total Risk Score	Response / Counter Measures
	(eg: Planning Appeals, Infrastructure planning)	slippage in programme.				<ul style="list-style-type: none"> • Increase size of team
5.	Staff turnover and recruitment difficulties – Some staff turnover might be expected over the LDS period and this could have a considerable impact.	<ul style="list-style-type: none"> • Reduced capacity causing slippage in programme or failure to prepare Local Plan 	3	4	12 (medium)	<ul style="list-style-type: none"> • Take prompt action to fill vacancies with staff with the required skills • Pay recruitment/ retention incentives • Where recruitment difficulties are encountered, consider interim arrangements such as temporary appointments, use of agency staff or secondment of staff.
6.	Staff absence e.g. long term sickness, maternity leave.	<ul style="list-style-type: none"> • Reduced capacity causing slippage in programme or failure to prepare Local Plan 	4	3	12 (medium)	<ul style="list-style-type: none"> • Consider interim arrangements such as temporary appointments, buying in agency staff or secondment of staff. • The adequacy of staffing levels will be evaluated through the monitoring of the preparation of the Local Plan.
7.	Joint working with other internal departments and / or external authorities causes delay	<ul style="list-style-type: none"> • Causes a slippage in programme 	4	3	12 (medium)	<ul style="list-style-type: none"> • Ensure that timescales for the Local Plan Review realistically reflect partner organisations ability to contribute to joint working • Ensure commitment to milestone dates and resource allocation is obtained from relevant parties in advance in particular HE, NE and EA • Consider involvement mechanisms carefully, seeking to ensure stakeholders feel engagement is worthwhile. • Consider ways to help improve the ability of local stakeholders to get involved and where possible will look to achieve efficiencies by linking with Community Enablement Team processes for example.

Area of Uncertainty/Risk		Effect	Likelihood	Impact	Total Risk Score	Response / Counter Measures
8.	Volume of work greater than anticipated e.g. higher level of representations than expected	<ul style="list-style-type: none"> Causes slippage in programme. 	4	3	12 (medium)	<ul style="list-style-type: none"> Ensure timetable is realistic but has some flexibility built in Monitor progress against LDS Consider additional resources
9	Planning Inspectorate unable to meet the timescale for examination and/or reporting	<ul style="list-style-type: none"> Examination and/or report is delayed Key milestones in programme not met 	3	3	9 (medium)	<ul style="list-style-type: none"> Once the LDS is in place there is a Service Level Agreement with PINS regarding the proposed public examination dates in this Scheme. Close liaison with PINS to ensure early warning of any problems (e.g. consultation on LDS) Experience has shown that PINS delays occur post examination in the reporting phase leading to problems with decision taking and at appeal
10	Political considerations – all key Local Plan preparation steps involve Member decisions. Reports also need to be prepared around a month before the date of decision.	<ul style="list-style-type: none"> Change in membership of Local Plan Member Group Change in approach/priorities arising from new members 	2	3	6 (low)	<ul style="list-style-type: none"> lead-in-time to member decisions has been allowed for in all document timetables in this LDS Members involved in the Local Plan preparation process in order to provide ownership, leadership and commitment to future implementation It is proposed that quarterly performance against these indicators will be included in the Council's performance management framework.

Area of Uncertainty/Risk		Effect	Likelihood	Impact	Total Risk Score	Response / Counter Measures
11	Local Plan Review found unsound	<ul style="list-style-type: none"> Local Plan cannot be adopted without significant additional work 	2	4	8 (medium)	<ul style="list-style-type: none"> Ensure Local Plan is sound, founded on a robust evidence base with sustainability appraisal and well audited community and stakeholder engagement Keep in view best practice elsewhere. Obtain training for areas where expertise is lacking.
12	Legal Challenge on procedural grounds	<ul style="list-style-type: none"> Adopted Local Plan quashed Additional workload 	2	4	8 (medium)	<ul style="list-style-type: none"> Ensure all relevant regulatory procedures are complied with
13	National planning policy changes	<ul style="list-style-type: none"> Uncertainty & delay Need to revise scope, content or timetable for review 	3	3	9 (medium)	<ul style="list-style-type: none"> Officer level / political engagement with CLG; Careful project design and management, including particularly the measures identified under 2-8 above.

Risk Definition Guidance

Risk Matrix

R I S K I M P A C T	5					
	4					
	3					
	2					
	1					
		1	2	3	4	5
RISK LIKELIHOOD						

15 - 25	High	Immediate Senior Management action
8 - 12	Medium	Manage closely at Directorate level
4 - 6	Low	Continue to manage at Manager level
1 - 4	Very Low	Continue to manage at Service level

Likelihood Definitions

Score	Likelihood	Definitions (replacing all previous)
1	Rare/ Highly Unlikely	It is unlikely that the event will occur
2	Possible	It is likely that this event will occur but not within the next year
3	Likely	There is a fair chance (50:50) that this event will occur within the next year
4	Almost Certain	The event will almost certainly occur within the next six months
5	Certain	The event has occurred or will almost certainly occur within the next three months

Impact Definitions

Score	Impact	Definitions (replacing all previous)
1	Negligible	<ul style="list-style-type: none"> • Day to day operational problems • Budgetary issues that can be resolved within Service
2	Minor	<ul style="list-style-type: none"> • Manageable disruption to services • Noticeable internal impact, but the Service would remain on course to achieve priorities • Budgetary issues that can be resolved within Service Management Team • Localised reputational damage • Isolated complaints • Minor Injury to employees or those in the Council's care

Score	Impact	Definitions (replacing all previous)
3	Significant	<ul style="list-style-type: none"> • Significant loss, delay or interruption to services • Disruption to one critical Council Service for more than 48hrs • Non-delivery of corporate and service plan objectives • Significant stakeholder concern • Attracting short term media attention and potential for litigation/ prosecution from legislative or regulatory bodies • Long term regional damage to reputation • Budgetary issues that can be resolved at Directorate level. • Serious Injury to employees or those in the Council's care • Significant complaints
4	Major	<ul style="list-style-type: none"> • Widespread medium to long term impact on operational efficiency, performance and reputation. • Major disruption to Council's critical services for more than 48hrs (e.g. major ICT failure) • Breach of legal or contractual obligation attracting medium-term attention of legislative or regulatory bodies. • Adverse coverage in National Press/Front page news locally • Budgetary issues that can only be resolved by Section 151 Officer / Chief Executive / Members • Serious Injury to employees or those in the Council's care
5	Critical	<ul style="list-style-type: none"> • Potential to threaten the existence of a service/s • Death of employees or those in the Council's care • Inability to function effectively, Council-wide • Service delivery has to be taken over by Central Government • Front page news story in National Press • Serious breach of legal or contractual obligation resulting in National impact with rapid intervention of legislative or regulatory bodies. • Extensive adverse media interest. • Budgetary intervention at national level