



Portfolio Holder Decision
Making Session and date/time

Portfolio Holder Decision
Making Session 10am 20th
October 2014

Item

3

Public

Shropshire Council Draft Local Development Scheme (LDS) 2015-2018

Responsible Officer Andrew Evans, Head of Economic Growth and Prosperity
Email: Andrew.m.evans@shropshire.gov.uk Tel: 01743 252003 Fax:

1. Summary

1.1 The Local Development Scheme is the formal programme of the development plan and supporting documents to be prepared which will comprise the Shropshire Council Local Plan. The purpose of this report is to seek approval for a draft version (attached as Appendix A) of the Local Development Scheme (LDS) to be published and referred to if required in the forthcoming SAMDev examination.

2. Recommendations

2.1 To approve the draft Local Development Scheme (LDS) for publication.

Reasons for decision:
To consider the timescales for producing statutory Local Plan documents and to publish the draft LDS at an appropriate time before the commencement of the hearing part of the SAMDev examination.

REPORT

3. Risk Assessment and Opportunities Appraisal

3.1 The Risk Management Log of the LDS 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.

3.2 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.

- 3.3 The risk assessment would suggest that the Local Plan programme remains extremely challenging. For example, where individual project production milestones are missed it could be difficult to get "back on track" without impacts on other elements of the overall programme. Given however, that the production of a Local Plan is a statutory requirement in order to provide local planning policy coverage and deliver housing land, these risks must be accepted by the Council. The most fundamental overall mitigation measure that can be made is to build-in realistic document production timescales into this LDS at the outset and ensure sufficient resources are available throughout the timescale of the LDS.

4. Financial Implications

- 4.1 There are no financial implications arising from the LDS itself, it is a requirement that Councils publish one setting out their plan production schedule. Any financial implications arise potentially from slippage in the timetable leading to delays in Local Plan production with subsequent impacts on development management decision making, housing land supply and infrastructure funding.

5. Background

- 5.1 The spatial planning system is based on a portfolio of Local Plan documents and other components. Some are mandatory, whilst local authorities have a certain amount of discretion over whether others are needed. The programme of policy work must be set out in a project timetable or Local Development Scheme (LDS), which must be published, and then monitored and reviewed if required on an annual basis.
- 5.2 The LDS sets out the programme or timetable for the various stages in the production of new Planning documents, principally the Core Strategy and Site Allocation documents, highlighting important milestones such as public consultation stages, examination and adoption. It also shows how other important work areas such as neighbourhood planning, monitoring and evidence base work interact with or impact upon the production of new Planning documents.

6. Additional Information

- 6.1 Whilst the submitted SAMDev document is considered 'sound' in implementing a growth strategy with a localism approach across the whole of Shropshire it is acknowledged that the SAMDev Plan has taken some time to progress to submission, due largely to the scale of the project and the necessary stages of consultation and engagement integral to our approach. In order, therefore to provide further certainty and clarity for development and investment and plan for potential new issues arising from the development of a university in Shrewsbury, the

potential further growth of i54, redevelopment of Ironbridge power station and new evidence such as the 2014 household projections the Council considers it sensible and pragmatic to begin an early review of the Local Plan.

- 6.2 The draft LDS shows a timeline with milestones for a review to begin in late 2015 with a consideration of evidence including that from the reviewed SHMA (Strategic Housing Market Assessment) showing revised levels of housing requirements beyond 2026 to develop options for a development strategy (if required) in early 2016, new policies and potential allocations by mid 2016, and submission by 2017. It is thought at this point that the Plan period will be extended to 2036 to accommodate the outcome of the next stage of ONS household projections expected in late 2014.
- 6.3 Until the examination into SAMDev is concluded with receipt of the Inspectors Report and the evidence base review undertaken it is not yet possible to be certain over the range and scope of the Plan review, whether this will entail additional allocations for housing and other uses, strategy review or a change of policy criteria is too early to tell. This draft LDS focuses on the emerging evidence base around housing numbers and the timescale for plan review. However the geography of any partial review will have to be determined at a later date, tied into the Inspectors Report which may suggest those settlements that should be subject to partial review, given it is unlikely that resources will allow another full-scale SAMDev type approach.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information):
Key Decision: Yes/No
Included within Forward Plan: Yes/No
If a Key Decision and not included in the Forward Plan have the General Exception or Special Urgency Procedures been complied with: Yes/No
Name and Portfolio of Executive Member responsible for this area of responsibility: Councillor Mal Price, Portfolio Holder Planning, Housing and Commissioning (Central)
Local Member: All
Appendices: Appendix A: Shropshire Council Draft LDS 2015-2018

.....
.....

Note: If you do not wish to approve the recommendations, or wish to make an alternative decision, it is important that you consult the report author, Head of Legal and Democratic Services, Chief Executive and the Head of Finance, Governance and Assurance (S151 Officer) and, if there are staffing implications the Head of Human Resources (or their representatives) so that (1) you can be made aware of any further relevant considerations that you should take into account before making the decision and (2) your reasons for the decision can be properly identified and recorded, as required by law.

Note to Portfolio Holder: Your decision will now be published and communicated to all Members of Council. If the decision falls within the criteria for call-in, it will not be implemented until five working days have elapsed from publication.

DRAFT SHROPSHIRE COUNCIL LOCAL DEVELOPMENT SCHEME 2015-2018

1. Introduction

What is a Local Development Scheme (LDS)?

1.1 A Local Development Scheme sets out which Local Plan (LP) documents are to be produced. Local Plan documents are very important when deciding planning applications.

1.2 This Local Development Scheme will cover the period January 2015 to December 2018. This will replace the existing LDS (July 2014) and will be kept under review.

1.3 Shropshire Council has prepared a Core Strategy Local Plan document and is currently preparing a Site Allocations and Management of Development (SAMDev) Local Plan document. Much Wenlock Town Council, in conjunction with Shropshire Council have prepared a Neighbourhood Plan for the parish of Much Wenlock. The Local Development Scheme (LDS) explains

- The purpose of the Local Plans
- Timescales for producing LPs, including when public consultation will take place

1.4 Individual documents may be reviewed as directed in regulations or when the Council sees fit dependent upon local circumstances and to a certain extent by local opinion through extensive consultation.

1.5 The Local Development Scheme (LDS) is the 'Project Plan' that explains the documents the Council will prepare as part of the LDF over the forthcoming 3-year period. It also sets out the resources the Council will require and the timetable for each document. The Local Development Scheme will be kept up to date - considering the need to revise it on, at least, an annual basis.

1.6 This document represents the Council's revised Local Development Scheme from January 2015.

1.7 Where can the LDS be viewed?

- Via [http://shropshire.gov.uk/planning-policy/local-development-framework-\(ldf\)/local-development-scheme-\(lds\)/](http://shropshire.gov.uk/planning-policy/local-development-framework-(ldf)/local-development-scheme-(lds)/)
- At the Council's office at Shirehall, Shrewsbury

Why is the LDS being amended?

1.8 The main changes are due to:

- The slippage and changes to the previous timetable
- To reflect the production of the SAMDev Local Plan document
- To programme early review of critical elements of the evidence base especially the Strategic Housing Market Assessment
- The subsequent need to review related elements of the Local plan
- Changes that have been made to legislation and accompanying regulations

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

1.9 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.

1.10 The Local Development Framework portfolio will contain:

- Local Plan Documents that are subject to community involvement as well as independent testing (by the Planning Inspectorate) and have ‘Development Plan’ status, and
- Supplementary Planning Documents that are subject to rigorous community involvement, but are not tested by the Planning Inspectorate and do not have ‘Development Plan’ status.

1.11 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 by involving the community and other stakeholders and consultation on these. A non-statutory ‘Preferred Option’ stage is included to increase stakeholder involvement. Although both are prepared under a framework of continuous engagement with stakeholders and the community. 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’ of the DPD;
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.

1.12 The process of preparing SPD’s 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.

1.13 Accompanying the Local Plan documents will be additional documents describing:

- the environmental and sustainability implications of the new documents (*Strategic Environmental Assessment* or SEA and *Sustainability Appraisal* or SA);
- the outcome of *appropriate assessment* for the implications of development for European sites in and adjoining the Plan Area;
- how it intends to achieve continuous and meaningful community involvement in the production of Local Plans that will build consensus in their content (called a *Statement of Community Involvement* or SCI)
- the results of annual monitoring (*Authorities Monitoring Report* or AMR)

2 Purpose and content of the Local Development Scheme

2.1 This document is the Council's Scheme for 2015 to 2018. Its main purposes are:

- to inform the community and other partners 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 documents and their associated work programmes, including in relation to budgeting and resources.

2.2 The Local Development Scheme sets out:

- the present Development Plan(s) for Shropshire and the existing policies that will be saved,.
- the Local Plan documents that are to be prepared over the forthcoming 3-year period to replace existing policies,
- Supplementary Planning Documents (SPD) , that are to be prepared over the forthcoming 3-year period to clarify and provide further guidance
- the subject matter and the geographical area to which each Local Plan or SPD relates,
- which organisation is to lead the process of each Local Plan document preparation and, if any, are to be prepared jointly with other local planning authorities, and
- the arrangements for future monitoring of the Local Plans, including the timetable for the preparation and review of future documents.

3 Structure and Operation of the Shropshire Local Plan

3.1 The Council considers that to provide further certainty and clarity for development and investment and plan for potential new issues arising it is sensible and pragmatic to begin an early review of the Local Plan. Reflecting the advice in para 153 of NPPF for flexibility to respond to changing circumstances.

3.2 An initial draft scope and timetable is set out in this LDS. However, until the examination into SAMDev is concluded and the evidence base review undertaken it is not yet possible to be certain over the range and scope of the Plan review, how long this may take or whether this will entail additional allocations for housing and other uses, strategy review or a change of policy. The LDS will be kept under regular review.

3.3 The draft content and programme for review and production of the Documents and associated evidence base are set out in the Schedule of Proposed Documents (Table 1) that follows this section and the Individual Document Profiles in Appendix 1.

Table 1: SCHEDULE OF PROPOSED LOCAL PLAN DOCUMENTS

<i>Document Title</i>	<i>Status (Local Plan/SPDr)</i>	<i>Brief Description</i>	<i>Chain of Conformity</i>	<i>Date of Issues & Options Consultation (DPDs only)</i>	<i>Date for Submission to Secretary of State</i>	<i>Proposed Date for Adoption</i>
Local Plan Review 2016-2036	Local Plan document	Document identifying revised housing requirements and additional sites proposed for development to meet the land requirements and other objectives of the Core Strategy. This will also set out potential revised detailed development management policies to complement strategic policies in the Core Strategy	General conformity with National Planning Policy Framework and PPG	August 2016	December 2017	September 2018
Neighbourhood Plans	Local Plan document	Neighbourhood Plan setting out local objectives, development management policies and allocations	Core Strategy	tbc	tbc	tbc

The present Local Plan for Shropshire Core Strategy

3.2 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 November and December 2010 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;
- Sets out an investment/implementation plan, including priorities and mechanisms for infrastructure delivery.

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

Site Allocations and Management of Development (SAMDev)

3.3 Whilst it is proposed to set out strategic site allocations in the Core Strategy, it will be 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 DPD. 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.

3.4 Therefore a single Site Allocations and Management of Development (SAMDev) DPD for Shropshire has been prepared. It is 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 would provide a framework for additional sites to come forward. The SAMDev examination is programmed for November and December 2014 with anticipated adoption in May 2015.

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

Neighbourhood Planning and the Much Wenlock Neighbourhood Plan

3.5 Parish and Town Councils can now 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. This would include the provision of information and evidence, advice on sustainability assessment, appointing a suitable person who will publicly examine the NDP and holding a referendum within the area covered by the NDP.

3.6 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' the NDP

3.7 The Much Wenlock Neighbourhood Plan sets out a range of locally derived and supported objectives to be delivered through locally specific development management policies and a housing targets rather than a site allocation. The NP successful passed a referendum in May 2014 (85% in favour) and is to be adopted or 'made' by Shropshire Council in July 2014.

Further information on neighbourhood planning can be found via <http://shropshire.gov.uk/planning-policy/much-wenlock-neighbourhood-plan/>

Saved Policies

3.8 A number of policies from previous district (pre – 2009 authorities) have been saved and are still in operation. These are detailed in Appendix 1 of the Core Strategy. It is anticipated that the remaining saved policies will be superseded and removed upon adoption of the SAMDev Local Plan document.

Authorities Monitoring Report

3.9 An Authorities 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 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.

3.10 The AMR will include:

October 2014

- 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, and
- 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).
- Indicate whether any new Local Plan documents need to be prepared.

Further information on the Council's AMR can be found via:

[http://shropshire.gov.uk/planning-policy/annual-monitoring-report-\(amr\)/](http://shropshire.gov.uk/planning-policy/annual-monitoring-report-(amr)/)

Supplementary Planning Documents

3.11 Supplementary Planning Documents (SPDs) are intended to expand upon policy or provide further detail to policies in adopted Development Plan Documents (DPDs). 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. SPD's have been prepared on; the Type and Affordability of Housing (2012), Developer Contributions (2011), Sustainable Design part 1 (2011). Draft SPD has been written for the Historic Environment and the Natural Environment it is anticipated that these will be finalised and adopted in April 2015. Reviews of both the Type and Affordability of Housing and Developer Contributions SPD's are planned during 2016-17.

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)/)

4. Community Infrastructure Levy

4.1. 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 (Amendment) Regulations 2014. 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.

A review of the Council's CIL Charging Schedule is anticipated following updated evidence and revised legislation. A draft indicative timetable is shown for the period 2016-17.

Further information on CIL can be found via

[http://shropshire.gov.uk/planning-policy/what-is-the-community-infrastructure-levy-\(cil\)/](http://shropshire.gov.uk/planning-policy/what-is-the-community-infrastructure-levy-(cil)/)

5. Risk Management

5.1 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.

5.2 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.

5.3 In conclusion, the risk assessment would suggest that the Local Plan programme remains extremely challenging. For example, where individual project production milestones are missed it could be difficult to get "back on track" without impacts on other elements of the overall programme. Given however, that the production of a Local Plan is a statutory requirement in order to provide local planning policy coverage and deliver housing land, these risks must be accepted by the Council. The most fundamental overall mitigation measure that can be made is to build-in realistic document production timescales into this LDS at the outset and ensure sufficient resources are available throughout the timescale of the LDS.

Appendix 1: Document Profiles

Core Strategy DPD	
Document Overview	
<i>Role & subject:</i>	Sets out the vision, objectives, targets and spatial strategy for the development of Shropshire together with core strategic 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>	April 2008
<i>Consultation on Issues & Options</i>	January 2009
<i>Consultation on Preferred Options Draft</i>	August 2009
<i>Publication of Final Plan</i>	February 2010
<i>Submission to S of S</i>	July 2010
<i>Pre-Hearing meeting</i>	September 2010
<i>Hearing</i>	November & December 2010
<i>Inspector's Report</i>	February 2011
<i>Adoption.</i>	March 2011
Arrangements for Production	
<i>Lead for production process</i>	Director of Economy & Environment/Chair SPOG
<i>Political Management arrangements</i>	LDF Sub-Committee and Implementation Executive at all stages prior to April 2009. Then LDF Member Group, Cabinet and Council
<i>Resource requirements</i>	Planning Policy staff with input from wider Sustainability Group, Development Control staff and other departments and external agencies
<i>Strategic Environmental Assessment (SEA) or Sustainability Appraisal (SA)</i>	Combined SEA / SA and HRA carried out in-house
<i>Evidence Base</i>	Resource data held by Councils, WMRA, Government Agencies, statutory bodies, consultation responses
<i>Involvement of stakeholders & the community</i>	See SCI - District Council's; Government Agencies; and other stakeholders and environmental interest groups
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 .

Site Allocations & Development Management DPD	
Document Overview	
<i>Role & subject:</i>	Document identifying sites proposed for development to meet the housing, employment and other land requirements and setting out detailed development management policies.
<i>Geographical area:</i>	Shropshire
<i>Status:</i>	Statutory Local Plan document
<i>Conformity:</i>	NPPF, NPPG and Core Strategy
Timetable	
<i>Commence preparation</i>	January 2010
<i>Consultation on Issues & Options</i>	April 2010
<i>Consultation on Preferred Options Draft</i>	April – August 2012
<i>Consultation on Revised Preferred Options Draft</i>	Policies consultation February – April 2013
<i>Consultation on Revised Preferred Options Draft</i>	Settlement strategies and site allocations consultation July – September 2013
<i>Publication of Pre-Submission draft Plan</i>	March – April 2014
<i>Submission to S of S</i>	July 2014
<i>Pre-Hearing meeting</i>	September 2014
<i>Hearing</i>	November/December 2014
<i>Inspector's Report</i>	February 2015
<i>Adoption.</i>	April 2015
Arrangements for Production	
<i>Lead for production process</i>	Policy and Environment Manager/Portfolio Holder
<i>Political Management arrangements</i>	LDF Member Grp, Cabinet and Council
<i>Resource requirements</i>	Planning Policy staff with input from wider Sustainability Group, Development Control staff and other departments and external agencies
<i>Strategic Environmental Assessment (SEA) or Sustainability Appraisal (SA)</i>	Combined SEA / SA and HRA carried out in-house
<i>Evidence Base</i>	Resource data held by Councils, statutory bodies, consultation responses
<i>Involvement of stakeholders & the community</i>	See SCI – neighbouring authorities; Government Agencies; and other stakeholders and environmental interest groups
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 .
Much Wenlock Neighbourhood Plan	
Document Overview	
<i>Role & subject:</i>	Sets out objectives and locally specific policies etc for Much Wenlock parish
<i>Geographical area:</i>	Much Wenlock Parish
<i>Status:</i>	Neighbourhood Plan
<i>Conformity:</i>	NPPF and Core Strategy
Timetable	
<i>Commence preparation</i>	September 2012
<i>Consultation on Draft Plan</i>	January 2013
<i>Submission to Shropshire Council</i>	May 2013
<i>Examination</i>	June – October 2013
<i>Inspector's Report</i>	January 2014
<i>Referendum</i>	22 nd May 2014
<i>Adoption.</i>	July 2014
Arrangements for Production	
<i>Lead for production process</i>	Much Wenlock Town Council NP Steering Group
<i>Political Management arrangements</i>	Much Wenlock Town Council, Shropshire Council Local Member, Portfolio Holder Shropshire Council
<i>Resource requirements</i>	Planning Policy staff
<i>Strategic Environmental Assessment (SEA) or Sustainability Appraisal (SA)</i>	SEA not required. SA carried out during production
<i>Evidence Base</i>	Much Wenlock Town Council and Shropshire Council
<i>Involvement of stakeholders & the community</i>	Integral see Town Council web-site
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>	Committed to 3 year review 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 / countermeasures
1	Revision/change of LDS	<ul style="list-style-type: none"> Approval of LDS delayed. Causes slippage in overall Local Plan programme 	3	3	9 (low)	<ul style="list-style-type: none"> Close relationship and advocacy with members and directors
2	<p>Constrained Council financial resources – insufficient budgetary provision to finance LDF project</p> <p>Rising Inspectorate fees are also noted</p>	<ul style="list-style-type: none"> Work cannot be progressed 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. 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 	3	3	9 (low)	<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 do other unforeseen work	<ul style="list-style-type: none"> Diverts Team from Local Plan causing a 	3	4	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 / countermeasures
		slippage in programme.				<ul style="list-style-type: none"> • Increase size of team
5.	Staff turnover and recruitment difficulties – Significant staff turnover would 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 DPDs 	4	5	20 (high)	<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, buying in consultants 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 DPDs 	3	2	6 (low)	<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 	3	4	12 (medium)	<ul style="list-style-type: none"> • Ensure that timescales for DPDs realistically reflect partner authorities ability to contribute to joint working • Ensure commitment to milestone dates and resource allocation is obtained from relevant parties in advance • Consider involvement mechanisms carefully, seeking to ensure stakeholders feel engagement is worthwhile.

	Area of Uncertainty/Risk	Effect	Likelihood	Impact	Total Risk Score	Response / countermeasures
						<ul style="list-style-type: none"> 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 Strategy processes for example.
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. 	3	5	15 (high)	<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 	2	2	4 (low)	<ul style="list-style-type: none"> Once the LDS is in place there is a Service Level Agreement with the Inspectorate regarding the proposed public examination dates in this Scheme. Close liaison with the Planning Inspectorate to ensure early warning of any problems (e.g. consultation on LDS)
11	Political delays – all key Local Plan preparation steps involve Member decisions. Reports also need to be prepared around a month before the date of decision.		3	4	6 (medium)	<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

	Area of Uncertainty/Risk	Effect	Likelihood	Impact	Total Risk Score	Response / countermeasures
						Council's performance management framework.
12	DPD found unsound	<ul style="list-style-type: none"> DPD cannot be adopted without significant additional work Delay in progress of later DPD's – Site Allocations etc 	3	5	5 (high)	<ul style="list-style-type: none"> Ensure DPDs are 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.
13	Legal Challenge – possibly arising from confusion during transition period	<ul style="list-style-type: none"> Adopted DPD quashed Additional workload 	2	4	8 (low)	<ul style="list-style-type: none"> Ensure procedures, Act, Regulations, etc, are complied with
14	Council Reorganisation	<ul style="list-style-type: none"> Delay in resolving issues arising from new structures and procedures 	5	4	20 (high)	<ul style="list-style-type: none"> Seek to maintain an LDF programme to ensure the required development plan coverage whatever the outcome.

Explanation of Risk Scoring

Likelihood (With current controls in place)

	Score		Definition
Very Low	1	Rare	May occur only in exceptional circumstances
Low	2	Possible	Risk may occur in the next 3 years
Medium	3	Likely	The risk is likely to occur more than once in the next 3 years.

High	4	Almost Certain	The risk is likely to occur this year
Very High	5	Certain	The risk has occurred and will continue to do so without action being taken

Impact (Potential impact that could occur)

	Score		Definition
Very Low	1	No Impact	No notable impact identifiable
Low	2	Minor	Affects only one group of stakeholders, with minimum impact. Organisationally localised, with position recoverable within the financial period. Eg: failure to meet minor project deadlines. No external interest.
Medium	3	Significant	Affects more than one group of stakeholders, with widespread but short-term impact. May attract the short-term attention of legislative/regulatory bodies. Eg: short-term failure of key systems, high-profile litigation.
High	4	Major	Affects more than one group of stakeholders, with widespread but short-term impact. Attracts the medium-term attention of legislative/regulatory bodies. Eg: prolonged failure of a key system, severely adverse external report (such as from Best Value inspectorate).
Very High	5	Catastrophic	Medium to long term impact on performance. Affects all groups of stakeholders, with a long-term impact. National impact, with the rapid intervention of legislative/regulatory bodies. Eg: total failure of key systems and services.

The Risk Matrix

I M P A C T	5	H	H	H	H	H
	4	L	L	M	M	H
	3	VL	L	L	M	M
	2	VL	VL	L	L	M
	1	VL	VL	VL	L	L
		1	2	3	4	5
		LIKELIHOOD				

The risk matrix which is used to help assess and prioritise risks. It has been designed to ensure that all high priority risks are given urgent attention and is so a considerable advance on what had been used previously.

All risks have countermeasures identified those in the Medium or High categories ie numbers 7, 10 and 12 will be given associated action plans.