

# **Harlow District Council**

## **Local Development Scheme 2007**

**Harlow Council  
Planning Services  
Civic Centre  
The Water Gardens  
Harlow Essex  
CM20 1WG**

## **Contents**

Terminology

Introduction

The New Planning System

Summary of the Harlow Local Development Scheme

Diagram of Local Development Framework

Schedule of Local Development Documents

Local Development Scheme Programme

Rationale Behind the Local Development Scheme Programme

Relationship with Existing Planning Policy Documents

Review and Monitoring

Supporting Statement

Profiles

Abbreviations

Map

## Terminology

**Local Development Framework (LDF)** – the LDF should be seen as the portfolio of Local Development Documents that make up the spatial framework for the area.

**Local Development Scheme (LDS)** – a public statement setting out which documents will make up the Local Development Framework and when they will be produced.

**Local Development Documents (LDD)** – a general name for two types of document:

**Development Plan Documents (DPD)** – these are the statutory planning documents that the Council must produce and include:  
Core strategy and policies, site specific policies and proposals map (and area action plan). These documents will require community consultation and will be subject to independent scrutiny.

**Supplementary Planning Documents (SPD)** – documents that will provide additional and supporting detail for policies and proposals. Community consultation will be required but they are not subject to independent scrutiny.

**Statement of Community Involvement (SCI)** – this is a document produced by the Council setting out how the community and everyone with an interest in the planning system will be consulted.

**Annual Monitoring Report (AMR)** – a publicly available report produced by the Council to show progress on producing the local development framework.

**Sustainability Appraisal (SA)** – the SA is an assessment of the environmental, social, economic and resources effects of the draft plan. The SA incorporates the requirements of the Strategic Environmental Assessment directive which focuses on the environmental factors.

## Introduction

### Local Development Scheme

The Planning and Compulsory Purchase Act introduces a number of changes to the development system including the replacement of Structure and Local Plans with a Local Development Framework. The new system requires Councils to prepare and maintain a scheme to be known as its Local Development Scheme. This document is the Local Development Scheme for Harlow 2005.

The Local Development Scheme serves the following purposes:

- It provides the starting point for the local community to find out what the Local Planning Authority's planning policies are for the area in which they live, as it will set out the current documents which form the development plan for the area; and
- It sets out the programme for the preparation of the local development documents over a 3-year period.
- It sets out the timetable for the review of the documents.

Harlow District Council submitted the Local Development Scheme to the Secretary of State on the 28<sup>th</sup> March 2005. The Local Development Scheme was also made available for inspection at the Civic Centre during working hours and will be published on the website [www.harlow.gov.uk](http://www.harlow.gov.uk)

The Local Development Scheme sets out a work programme for the Local Development Framework starting September 2004. It is anticipated that the final stages of the Replacement Harlow Local Plan adoption would be completed by April/May 2006. The production of the local Development Framework would then commence leading to adoption in 2010.

The Local Development Scheme would be revised when necessary. This may be as a result of the annual monitoring report which should identify whether the timetable has been achieved or if there is a need to revise and/or prepare new local development documents.

Whilst Harlow District Council will be responsible for much of the new planning system, Essex County Council will be responsible for preparing a Minerals and Waste Development Scheme.

## **The New Planning System**

### **The New Planning System**

The new planning system introduces:

- Planning Policy Statements (PPS) to replace Planning Policy Guidance (PPG);
- Regional Spatial Strategies (RSS) to replace Regional Planning Guidance (RPG)
- Local Development Frameworks (LDF) to replace Structure and Local Plans.

Planning Policy Statements will be clearer statements of government policy and Regional Spatial Strategies will become part of the statutory development plan system. The Local Development Framework is effectively a portfolio of the following planning documents:

- Development Plan Documents (DPD) will contain policies used to determine planning applications.
- Statement of Community Involvement sets out how the community will be consulted on all local development documents;
- Supplementary Planning Documents (SPD) provide further details to the policies in the DPDs;
- Annual Monitoring Report assesses the implementation of the Local Development Scheme and the extent to which policies are being achieved; and
- Local Development Scheme sets out the documents in the Local Development Framework and when they will be produced.

### **Sustainability Appraisal (SA)**

Sustainability appraisal is integral to local development document preparation. All policies and proposals in DPDs and SPDs will require sustainability appraisal. Sustainability appraisal seeks to inform decision-making by providing information on the potential implications of policies. The sustainability appraisal objectives include social and economic criteria as well as environmental factors. The government's approach to sustainability appraisal would ensure that environment factors meet the requirements of the Strategic Environmental Assessment directive.

- Pre production

At the pre production stage for local development documents, baseline sustainability appraisal data will be established and a sustainability appraisal scoping report would be prepared.

- **DPD**

For DPDs, the sustainability appraisal initial report will assess the range of issues/options against their impact on the three sustainability objectives. A final sustainability appraisal report would be undertaken for the Preferred Options. Further sustainability appraisal of any new or revised options and significant changes as a result of public participation would be carried out prior to submission to the Secretary of State.

- **SPD**

SPDs would require a sustainability appraisal report to assess the draft SPD. The sustainability appraisal of the DPD to which the SPD conforms may meet these requirements.

## **Conformity**

It is important that the interrelationships between the different local development documents are clear and that the local development framework as a whole is consistent with national policy and in general conformity with regional planning policy.

The main principles of establishing a clear chain of conformity are:

- All local development documents should be consistent with national planning policy.
- All local development documents should be in general conformity with regional spatial strategy.
- All DPD and SPD should be in conformity with the core strategy as it is the primary local development document, or with saved policies if the core strategy is not in place.
- SPD should state clearly which DPD or saved policies they support.

## **Community Strategy and other Relevant Policies and Strategies**

Harlow Local Development Framework will have regard to other relevant policies and strategies, in particular the Community Strategy which is called 'Harlow 2020 Vision'. The final version of Harlow 2020 Vision was published in November 2002. In 2005 the Local Strategic Partnership will carry out the first of a programme of 3-yearly reviews.

## **Examination Process**

DPDs and the Statement of Community Involvement will be subject to independent testing. The purpose of the examination is to consider the soundness of the plan.

The inspector will determine the procedure to be adopted at the examination. It is expected that the majority of representations will be considered by way of written representations. For those who wish to have an oral hearing the inspector will be able to select round table discussions; hearings; or exceptionally, formal inquiry sessions.

After the examination the Inspector will produce a report that is binding upon the authority. Once the document has been modified in accordance with the inspector's recommendations, it would be adopted. At the same time as the DPD is adopted, a revised proposal map would be prepared to illustrate geographically the application of policies in the DPD.

### **Test of soundness**

A key feature of the new system is that plans should be soundly based in terms of both content and the process by which they are produced. The independent examination will consider the soundness of the plan. A DPD will be sound if it meets the following tests:

- Procedural
  - It has been prepared in accordance with the local development scheme.
  - It has been prepared in compliance with the Statement of Community Involvement or with the minimum requirement of the regulations.
  - The plan and policies have been subjected to sustainability appraisal.
- Conformity
  - It is a spatial plan consistent with the national planning policy, in general conformity with the regional spatial strategy and it has had proper regard to other relevant plans, policies and strategies.
  - It has had regard to Harlow's community strategy.
- Coherence, Consistency and Effectiveness
  - The strategies/policies/allocations in the plan are coherent and consistent within and between DPDs prepared by the authority and neighbouring authorities where cross boundary issues are relevant.
  - The strategies/policies/allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base.
  - There are clear mechanisms for implementing and monitoring.
  - The plan is reasonably flexible to enable it to deal with changing circumstances.

## **A Summary of the Harlow Local Development Scheme**

### **Local Development Framework**

The components of the Local Development Framework are as follows:

- Development Plan Documents (DPD) will include:
  - Core Strategy and Spatial Policies DPD sets out the vision and future development of Harlow until 2021. It is the key DPD to which all other DPDs should conform.
  - Proposals Map DPD will illustrate geographically the application of policies in the DPDs and will be revised at the same time as any DPD is adopted;
  - Site Specific Policies DPD will identify sites for development and policies relating to the development of those sites;
  - Generic Development Control Policies DPD sets out policies against which planning applications will be considered;
  
- Supplementary Planning Document (SPD) which include:
  - HDC Common Guidelines SPD
  - Harlow Town Centre SPD
  - Open Space Sport and Recreation SPD
  - Affordable Housing SPD
  - Essex Design Guide Urban Place Supplement SPD(The SPDs will be linked to Replacement Harlow Local Plan Saved Policy)
  
- Statement of Community Involvement.
  
- Annual Monitoring Report.
  
- Local Development Scheme

The diagram of the Local Development Framework indicates the relationship between these documents. The Schedule of Local Development Documents provides a summary of the Local Development Scheme. The Local Development Scheme Programme indicates the timescale for the production milestones.

### **Replacement Harlow Local Plan**

The Replacement Harlow Local Plan was adopted in July 2006.



## **Regional Spatial Strategy - East of England Plan**

The Regional Spatial Strategy for this region is called the East of England Plan. The timetable for the production of the East of England Plan originally indicated that formal adoption will be at the end 2006. The timetable has slipped and the adoption date has been amended to mid 2007. This will be followed by a period for legal challenge. The draft East of England Plan indicates that Harlow is a growth area within the Stansted/M11 sub-region. This will require a significant amount of new development land. Some of the new development land will be found within Harlow. The rest will be located in Epping Forest District and East Herts District on land which is outside Harlow's boundary but close to it. The East of England Plan identifies 20,700 dwellings for the Harlow/Epping Forest/East Herts area, of which 8,000 is allocated for Harlow. This means 3,000 additional dwellings for Harlow because sites for 5000 dwellings have been identified in the Replacement Harlow Local Plan.

These new development areas are likely to have local facilities. However, they could look to Harlow for employment, main transport nodes (bus and rail), town centre facilities and higher order retail, leisure, health and education facilities. Transport links between Harlow and the new development areas would be needed. Therefore, Harlow's Local Development Documents may include policies and proposals relating to the linkages and infrastructure requirements within Harlow to support the new development area(s) close to Harlow's boundary.

The East of England Plan states that the strategy for Harlow will be delivered by a joint local development document prepared by Harlow Council, East Herts District Council, Epping Forest District Council, Essex County Council and Hertfordshire County Council.

## **Rationale Behind the Local Development Framework Programme**

The Local Development Framework programme sets out the timetable for production of the Replacement Harlow Local Plan, Statement of Community Involvement, DPDs and SPDs.

### **Rationale Summary**

The programme identifies that the first priority as the Replacement Harlow Local Plan which was adopted in July 2006.

Once the Local Plan was adopted, it is recognized that the Statement of Community Involvement and the Core Strategy DPD would normally be produced before the other DPDs and SPDs. Therefore, the Statement of Community Involvement has been scheduled to commence in January 2006.

However, due to local circumstances and priorities to meet regeneration challenges and those posed by the East of England Plan, DPD production would not commence until September 2007 when it is anticipated that the East of England Plan will be adopted and challenge period has ended. The East of England Plan could have significant implications for Harlow which could require fundamental changes affecting all aspects of Harlow's planning policy. If joint working is required by the adopted East of England Plan, it is likely that the LDS timetable will need to be amended to take account of changes following agreement between authorities on a way forward for joint documents, joint working arrangements, alignment of timetables and joint evidence base documents. The production of the DPDs has been aligned and would benefit from shared preparation processes. This should ensure that all relevant policies are updated in line with the adopted East of England Plan and in place for implementation at the earliest opportunity.

SPD production has been programmed early in the timetable to prevent a void in supplementary advice and to link to the adopted Replacement Harlow Local Plan.

### **Replacement Harlow Local Plan**

The Replacement Harlow Local Plan was adopted in July 2006.

### **Statement of Community Involvement**

The Statement of Community Involvement is considered to be high priority and can be progressed early in the programme.

## **DPD**

The draft East of England Plan identifies Harlow as a growth area which could mean significant changes to the planning framework for Harlow. It is considered to be high priority to produce DPD that would incorporate East of England Plan adopted proposals. The East of England Plan is not yet adopted and it is considered that the DPDs should not be progressed until the East of England Plan has reached a satisfactory level of certainty. DPD production is scheduled to start when the East of England Plan is adopted and challenge period has ended in September 2007. Any delay in the East of England Plan progress would have an effect on the DPD timetable which would need to be amended. If joint working is required by the adopted East of England Plan, it is likely that the LDS timetable will need to be amended to take account of changes following agreement between authorities on a way forward for joint documents, joint working arrangements, alignment of timetables and joint evidence base documents.

## **SPD**

The new Act introduces SPD to replace the old Supplementary Planning Guidance. The existing Supplementary Planning Guidance is linked to the Harlow Local Plan adopted in 1995. However, now the Replacement Harlow Local Plan has been adopted the existing Supplementary Planning Guidance would no longer be in force. Early production of SPD could be desirable to prevent a void in supplementary advice. SPD production is scheduled to start in April/May 2006. SPD would be linked to Replacement Harlow Local Plan saved policy. The timetable for the production of Essex Design Guide Urban Place Supplement has been included in the LDS. The document will be produced jointly by Essex Authorities and will link to RHLPP saved policy.

## **Relationship with Existing Planning Documents**

The current statutory planning development plans which relate to Harlow are as follows:

- Essex and Southend on Sea Replacement Structure Plan adopted in 2001 and covering a period until 2011.
- Essex and Southend on Sea Waste Local Plan adopted in 2001 and covering a period to 2010.
- Essex County Council Minerals Local Plan adopted in 1997 and covering a period to 2004.
- Replacement Harlow Local Plan (July 2006).

These documents are “saved “ by virtue of transitional provisions in legislation for use in the process of determining planning applications. These documents will remain of relevance in the decision making process until:

- They are replaced by Local Development Documents or by an adopted Regional Spatial Strategy in the case of the Structure Plan.
- They become redundant or are withdrawn by Harlow District Council (or Essex County Council in the case of the Structure Plan).
- Three years passes from the time the Act comes into force.

The Replacement Harlow Local Plan (July 2006) policies are saved for three years from adoption (July 2009). Policies may be saved for longer than 3 years if the Secretary of State agrees. Harlow District Council will seek to save the Replacement Harlow Local Plan policies until Development Plan Documents are adopted in 2010.

### **Supplementary Planning Documents**

The new Act introduces Supplementary Planning Documents (SPD) to replace the old Supplementary Planning Guidance. The existing Supplementary Planning Guidance is linked to Harlow Local Plan adopted 1995. However, once the Replacement Harlow Local Plan has been adopted, the existing Supplementary Planning Guidance would no longer be in force. Early production of SPD could be desirable to prevent a void in supplementary advice. SPDs can be linked to DPD policy or to Replacement Harlow Local Plan saved policy if the core DPDs are not in place.

Harlow has existing Supplementary Planning Guidance linked to the Harlow Local Plan adopted 1995. They are: Vehicle Parking Standards; Essex Design Guide and HDC Common Guidelines.

The vehicle parking standards have been incorporated into the Replacement Harlow Local Plan. The proposed SPDs below would be linked to a Replacement Harlow Local Plan saved policy and are included in the LDS:

- Essex Design Guide Urban Place Supplement SPD
- HDC Common Guidelines SPD
- Harlow Town Centre SPD
- Open Space Sport and Recreation SPD
- Affordable Housing SPD

Once the DPDs have been adopted, the SPDs would need to be linked to a DPD policy and re-adopted.

## Annual Monitoring Report

The new legislation requires local planning authorities to produce Annual Monitoring Report for submission to the Secretary of State. It will be the main mechanism for reviewing Local Development Documents and identifying the major changes necessary.

The Council will prepare an annual monitoring report for 1<sup>st</sup> April to 31<sup>st</sup> March each year which must be submitted to the Secretary of State by the end of the following December. The monitoring report will set out:

### Review

The annual monitoring report should review plan progress compared with the milestones and targets set out in the Local Development Scheme and should assess where the Planning Authority:

- Has met the Local development scheme targets and milestones, is on target to meet them, is falling behind schedule or will not meet them;
- Is falling behind schedule or has failed to meet a target or milestone and the reason for this;
- Needs to update the Local Development Scheme including the steps and the timetable needed for the revision.

### Monitoring

The annual monitoring report should contain an assessment of:

- Whether policies and related targets or milestones in the local development documents have been met or progress is being made towards meeting them and where they are not being met the reason why;
- What impact the policies have in respect of national, regional and local policy targets and other targets identified in the local development documents. In particular, housing trajectories should be produced which demonstrate how policies will deliver housing provision in their area.
- Whether policies in the local development documents need adjusting or replacing because they are not working as intended.
- Whether policies need changing to reflect changes in national and regional policy.
- If policies and proposals need changing, the actions needed to achieve this.

The Annual Monitoring Report will be published on the Council's website [www.harlow.gov.uk](http://www.harlow.gov.uk)

The timing for the full review of each document has been identified in the profiles and schedule of Local Development Scheme documents. This will be kept under review in the context of the Annual Monitoring Report.

## Supporting Statement

### Joint Working

The draft East of England Plan includes proposals for the regeneration and growth of Harlow, which, if adopted in current or similar form to the draft Plan, will have implications for the development strategy for Harlow District Council.

The draft Plan was published for consultation in December 2004 and will go through a process of examination and further consultation, leading to its adoption in mid 2007 followed by a legal challenge period. Until this testing has taken place and the East of England Plan is nearing adoption, or is adopted and legal challenge period has ended, the Council will not be in a position to reflect fully in its Local Development Scheme the implications for this district in relation to Harlow's proposed regeneration and growth.

The draft Plan envisages the strategy for Harlow to be delivered by a joint local development document prepared by the authorities and by a strong new delivery mechanism. Once the East of England Plan has progressed sufficiently it will be clearer what form this joint working will take, its extent and the likely outputs in the form of Local Development Documents for achieving the proposed wider development strategy focused on Harlow.

We will, therefore, review the Harlow Local Development Scheme during 2007 once the East of England Plan can be given considerable weight or immediately following its adoption and legal challenge period. This review may, depending on the outcome of the examination of and further consultation on the East of England Plan, result in changes to the Scheme. If necessary, these changes will include reference in the Scheme to the specific Local Development Documents needed to deliver the proposed development strategy for the Harlow area and the timetable for their production; as well as the need for and form of joint working to be adopted. Epping Forest and East Herts District Councils are expected to take a similar approach in their first Local Development Schemes because of the implications of the proposed regeneration and growth of the Harlow area for their areas. To ensure that there is a common approach reflecting any need for joint or parallel working and Local Development Document production, we will work closely with the other two authorities in reviewing our Local Development Scheme. If joint working is required by the adopted East of England Plan, it is likely that the LDS timetable will need to be amended to take account of changes following agreement between authorities on a way forward for joint documents, joint working arrangements, alignment of timetables and joint evidence base documents.

It is important that in the meantime, before the Scheme may need to be reviewed as described above, other work that will inform the preparation of the Local Development Documents is not delayed. We will therefore take forward initial

preparatory work on the evidence base, which will be needed to start work on Local Development Documents in accordance with new statutory requirements.

## **Resources**

The Local Plans Team within Harlow District Council will be responsible for preparing the Local Development Framework. It will need to call on other District and County Council services as appropriate at various stages in the process. The Council will need to ensure that a satisfactory level of staffing resources are devoted to the section if the timetable and deadlines set out in this document are to be met, either in terms of staffing levels or for the funding of external consultants.

The following in-house resources will be available within planning services:

Forward Planning Manager	50%
Planning Officers x2	80%
Contract Planning Officers x2	80%
GIS Support Officer	25%
Forward Planning Admin Support	50%
Community Consultation/Data Support Officer	100%

New IT software will assist with monitoring and processing inquiry representations.

Consultants will be employed to carry out specific tasks where there is a lack of expertise or capacity within the Local Plans team.

Essex County Council will undertake some of the work on the evidence base and monitoring.

## **Programme Management and Responsibilities**

The schedule and programme above sets out the timetable for Local Development Document production. At this stage assumptions have been made about the availability and capacity of Planning Inspectorate, other agencies and consultants. If necessary, arrangements can be firmed up and adjustments made when the Local Development Scheme is reviewed.

The profiles identify management responsibilities for each area of work.

The Planning and Building Control Manager holds regular meetings with the Head of Regulation and the Forward Planning Manager. The preparation of the Local Development Framework is a standing item on the agenda.

It is anticipated that the Forward Planning team can be managed in such a way to deal with most unforeseen circumstances and peaks in workload to meet the timetable.



## **Council Procedures and Reporting Protocols**

- **DPD**

It is envisaged that a working group would be established to consider the DPDs. The working group would make recommendations to the Environment and Community Committee. All decisions would be ratified by Full Council.

- **Other Documents**

The Local Development Scheme, Statement of Community Involvement and SPDs would be reported to the Environment and Community Committee. All decisions would be ratified by Full Council.

It is possible that special committee meetings would need to be arranged to enable the timetable to stay on track.

The Council will support the appropriate working arrangements with the Local Strategic Partnership.

## **Risk Assessment**

- **Staff Turnover**

The Council will implement the recruitment policy to replace any staff. Contractors and consultants will be employed where required.

- **Political Input**

The working group would be set up with one member representative of each party from the Environment and Community Committee. This working group should identify any political issues at an early stage and reduce the risk of tactical political support.

- **Capacity of agencies e.g. Planning Inspectorate, GO East and County Council**

Their capacity to cope with demand is beyond the Council's control. However, they will be advised of the Council's programme and will be kept informed of revisions to it.

- **Capacity of consultants to carry out specialist tasks for e.g. Sustainability Appraisal, community consultation, map printing, background studies**

This is beyond the Council's control but the Council will contact the consultants at an early stage.

- **Community Consultation Fatigue**

The Council will seek to reduce the potential of consultation fatigue by aligning the consultations where possible.

- **Regional Spatial Strategy**  
The timetable is likely to be subject to slippage. This is beyond the Council's control. However, the Council will progress the DPDs as soon as the RSS reaches a satisfactory level of certainty. However, in preparation for the LDF the District will commence work on the collation of background evidence and, if necessary, will review the timetable if there is slippage in the RSS adoption.
- **Alternative delivery vehicles**  
Alternative delivery vehicles may be considered to deliver growth. This decision would be beyond the Council's control.
- **Soundness of DPD**  
The risk will be minimised by working closely with the Government Office.
- **Legal Challenge**  
The Council will seek to minimise the risk by ensuring that DPDs are sound.
- **Programme Slippage**  
The Council will seek to minimise the potential slippage by arranging special meetings of the Environment and Community Committee as necessary.

## **Evidence Base**

- **Main Background Technical Studies**

The Local Development Documents will establish the Council's planning policies. However, in formulating these policies a large amount of background work needs to be undertaken. The work will be published in the form of background papers and will form the evidence base. The main background technical studies are listed below:

Study Name	Document date	Anticipated completion date
<b>Biodiversity</b>		
Wildlife Site Study	2002	
Harlow biodiversity assessment		Summer 2007
Great crested newt survey		Spring 2007
Desmoulin Whorl Snail survey	2004 & 2005	
Bat tree study	2006	
Habitat Appropriate Assessment (if necessary)		2007
<b>Open Space/Sport/Recreation</b>		
Green space strategy		Summer 2007
Stort Valley Study	2006	
Town Park Strategy		
Green Belt review to 2021 & 2031		2007/08
Harlow area landscape and environment study	Feb 2005	
Green Infrastructure Plan for the Harlow Area	Nov 2005	
<b>Regeneration</b>		
Regeneration strategy		2007
Harlow Area Investment and Renewal Framework	2007	
<b>Phasing and Implementation</b>		
Planning obligations/Tariffs		Winter 2007/08
Essex Local Area Agreement	2006	Reviewed periodically
<b>Water and Flooding</b>		
Strategic Flood Risk Assessment		Winter 2007/08
<b>Transport</b>		
Essex local transport plan	2006	
Strategic Transport Study - Harlow		2007/08
<b>Sustainability</b>		
Sustainability Appraisal Scoping Report	2006	Review ongoing
<b>Key Statistics</b>		
Harlow comparison with Essex 2001 census	2003	
Harlow community ward profile	2002	
Harlow baseline study report	2002	
Annual Monitoring Report	2006 (updated annually)	November 2007
<b>Employment</b>		
Employment Land Requirement and Utilisation Study		Autumn 2007
Employment Land Availability Study	2006 (updated annually)	November 2007
<b>Town Centre/Retail/Leisure</b>		
Retail Frontage Study		2007/08
Retail Study		Summer 2007
Town Centre Strategy		Spring 2007
<b>Housing</b>		
Housing Requirement Study	2005	

Urban Capacity Study		Summer 2007
Residential Land Availability Study	2006 (updated annually)	November 2007
Housing Trajectory	2006 (updated annually)	November 2007
Housing market assessment		2007
Delivering Decent Homes	2007	
<b>Community</b>		
Community Strategy	2006	
Statement of Community Involvement	2007	
<b>Historic environment</b>		
Historic Environment –Scheduled Ancient Monuments/ Archaeological records/ Conservation Areas/Listed Buildings/listed parks & gardens		2007
<b>Other</b>		
NLUD	2006 (updated annually)	
ECC Gypsy and traveler assessment		2007

## Profiles

- Statement of Community Involvement
- Core Strategy DPD
- Site Specific Allocations DPD
- Generic Development Control Policies DPD
- Harlow Town Centre SPD
- HDC Common Guidelines SPD
- Open Space Sports and Recreation SPD
- Affordable Housing SPD
- Essex Design Guide Urban Place Supplement SPD

## Statement of Community Involvement

Document Details	Subject	Sets out how the community will be consulted on all the Local Development Documents.
	Geographical coverage	Harlow District.
	Status	Local Development Document.
	Chain of conformity	N/a
Timetable	Commencement	Jan 2006
	Preparation of draft SCI including public consultation (reg 25)	Jan 2006 – April 2006
	Participation on draft SCI (reg26)	July 2006
	Prepare submissions SCI	Aug-Oct 2006
	Submit SCI to SoS (reg 28)	Nov 2006
	Pre-examination consideration of representations	Dec 2006
	Pre-examination meeting	Dec 2006
	Examination	Feb 2007
	Receipt of Inspector's binding report	March 2007
Adoption and publication of document	April 2007	
Arrangements for Production	Which organisation/ department will lead the process	Forward Planning Manager.
	Management arrangements	Environment and Community Committee will meet at key stages. Working party to consider document and report to Environment and Community Committee. Member involvement throughout the process.
	Resources required	<u>Internal</u> Forward Planning Manager assisted by the policy team. <u>External</u> Consultants for specialist consultation techniques. <u>Stakeholder</u> Local Strategic Partnership to provide key link with community.
	Approach to involving stakeholders/community	Local Strategic Partnership. Publicity and Mailings.
Post production	Monitoring and review	Full review every 5 years.

## Core Strategy DPD

Document Details	Subject	Sets out the vision for future development of Harlow until 2021 together with key policies against which all applications will be assessed.
	Geographical coverage	Harlow District.
	Status	Development Plan Document.
	Chain of conformity	To conform to Region Spatial Strategy and current national guidance.
Timetable	Commencement	September 2007
	Preparation of issues and alternative options and initial SA report including public consultation (reg 25)	September 2007 – April 2008
	Participation on preferred options and formal SA report (reg 26)	February /March 2009
	Consideration of representations	September/October 2009
	Prepare submissions DPD and any amendments to SA report	April – October 2009
	Submit DPD to SoS and SA report	November/December 2009
	Public consultation on submission DPD and SA report (reg 28)	November/December 2009
	Pre-examination consideration of representations	April/May 2010
	Pre-examination meeting	April 2010
	Examination	July/August 2010
	Receipt of Inspector's binding report	April 2011
	Adoption and publication of document and revised proposals map.	May 2011
Arrangements for Production	Which organisation/ department will lead the process	Forward Planning Manager.
	Management arrangements	Environment and Community Committee will meet at key stages. Working party to consider document and report to Environment and Community Committee. Member involvement throughout the process.
	Resources required	<u>Internal</u> Forward Planning Manager assisted by the policy team and GIS support. <u>External</u> Consultants to provide evidence base and sustainability appraisal, produce maps and assist with examination process. <u>Stakeholder</u> Local Strategic Partnership to provide key link with community.
	Approach to involving stakeholders/community	Local Strategic Partnership. Publicity and mailings. As identified in SCI when adopted.
Post Production	Monitoring and review	As required by AMR and full review every 5 years.

## Site Specific Allocations DPD

Document Details	Subject	The policies will identify the sites proposed for development and the policies relating the development of the sites.
	Geographical coverage	Harlow District.
	Status	Development Plan Document.
	Chain of conformity	To conform to core strategy.
Timetable	Commencement	September 2007
	Preparation of issues and alternative options and initial SA report including public consultation (reg 25)	September 2007 – April 2008
	Participation on preferred options and formal SA report (reg26)	February /March 2009
	Consideration of representations	September/October 2009
	Prepare submissions DPD and any amendments to SA report	April – October 2009
	Submit DPD to SoS and SA report	November/December 2009
	Public consultation on submission DPD and SA report (reg 28)	November/December 2009
	Pre-examination consideration of representations	April/May 2010
	Pre-examination meeting	April 2010
	Examination	July/August 2010
	Receipt of Inspector's binding report	April 2011
	Adoption and publication of document and revised proposals map.	May 2011
Arrangement for Production	Which organisation/ department will lead the process	Forward Planning Manager.
	Management arrangements	Environment and Community Committee will meet at key stages. Working party to consider document and report to Environment and Community Committee. Member involvement throughout the process.
	Resources required	<u>Internal</u> Forward Planning Manager assisted by the policy team, development control input and GIS support. <u>External</u> Consultants to provide evidence base and sustainability appraisal, produce maps and assist with examination process. <u>Stakeholder</u> Local Strategic Partnership to provide key link with community.
	Approach to involving stakeholders/community	Local Strategic Partnership. Publicity and Mailings. As identified in SCI when adopted.
Post Production	Monitoring and Review	As required by AMR and full review every 5 years.



## Generic Development Control Policies DPD

Document Details	Subject	The policies will set down criteria and guidelines to control existing and new development and change of use.
	Geographical coverage	Harlow District.
	Status	Development Plan Document.
	Chain of conformity	To conform to core strategy.
Timetable	Commencement	September 2007
	Preparation of issues and alternative options and initial SA report including public consultation (reg 25)	September 2007 – April 2008
	Participation on preferred options and formal SA report (reg26)	February /March 2009
	Consideration of representations	September/October 2009
	Prepare submissions DPD and any amendments to SA report	April – October 2009
	Submit DPD to SoS and SA report	November/December 2009
	Public consultation on submission DPD and SA report (reg 28)	November/December 2009
	Pre-examination consideration of representations	April/May 2010
	Pre-examination meeting	April 2010
	Examination	July/August 2010
	Receipt of Inspector's binding report	April 2011
	Adoption and publication of document and revised proposals map.	May 2011
Arrangement for Production	Which organisation/ department will lead the process	Forward Planning Manager.
	Management arrangements	Environment and Community Committee will meet at key stages. Working party to consider document and report to Environment and Community Committee. Member involvement throughout the process.
	Resources required	<u>Internal</u> Forward Planning Manager assisted by the policy team, development control input and GIS support. <u>External</u> Consultants to provide evidence base and sustainability appraisal, produce maps and assist with examination process. <u>Stakeholder</u> Local Strategic Partnership to provide key link with community.
	Approach to involving stakeholders/community	Local Strategic Partnership. Publicity and Mailings. As identified in SCI when adopted.
Post Production	Monitoring and Review	As required by AMR and full review every 5 years.

## Harlow Town Centre SPD

Document Details	Subject	Provides guidance about Harlow Town Centre
	Geographical coverage	Harlow Town Centre
	Status	Supplementary Planning Document
	Chain of conformity	To conform to RHLP saved policy.
Timetable	Preparation of draft SPD and SA report	April 2006 – Nov 2006
	Consultation of draft SPD and SA report	Dec 2006/Jan 2007
	Consider representations	March/April 2007
	Adopt and publish document	July 2007
Arrangements for Production	Which organisation/ department will lead the process	Forward Planning Manager
	Management arrangements	Environment and Community Committee will meet at key stages. Member involvement throughout the process.
	Resources required	<u>Internal</u> Forward Planning Manager assisted by the policy team. <u>External</u> Consultants. <u>Stakeholder</u> Local Strategic Partnership to provide key link with community.
	Approach to involving stakeholders/community	Local Strategic Partnership. Publicity and Mailings. As identified in SCI when adopted.
Post Production	Monitoring and Review	As required by AMR and full review every 5 years.

## HDC Common Guidelines SPD

Document Details	Subject	Provides guidance and standards on house extensions.
	Geographical coverage	Harlow District.
	Status	Supplementary Planning Document
	Chain of conformity	To conform to RHLP saved policy.
Timetable	Preparation of draft SPD and SA report	April 2006 – Nov 2006
	Consultation of draft SPD and SA report	Dec 2006/Jan 2007
	Consider representations	March/April 2007
	Adopt and publish document	July 2007
Arrangements for Production	Which organisation/ department will lead the process	Development Control
	Management arrangements	Environment and Community Committee will meet at key stages. Member involvement throughout the process.
	Resources required	<u>Internal</u> Development Control Manager and Forward Planning Manager assisted by the policy team. <u>External</u> None identified. <u>Stakeholder</u> Local Strategic Partnership to provide key link with community.
	Approach to involving stakeholders/community	Local Strategic Partnership. Publicity and Mailings. As identified in SCI when adopted.
Post Production	Monitoring and Review	As required by AMR and full review every 5 years.

## Open Space Sports and Recreation SPD

Document Details	Subject	Provides guidance on open spaces.
	Geographical coverage	Harlow District .
	Status	Supplementary Planning Document
	Chain of conformity	To conform to RHLP saved policy.
Timetable	Preparation of draft SPD and SA report	Aug 2006 – Feb 2007
	Consultation of draft SPD and SA report	March/April 2007
	Consider representations	Aug/Sept 2007
	Adopt and publish document	Oct 2007
Arrangements for Production	Which organisation/ department will lead the process	Forward Planning Manager.
	Management arrangements	Environment and Community Committee will meet at key stages. Member involvement throughout the process.
	Resources required	<u>Internal</u> Forward Planning Manager assisted by the policy team. <u>External</u> Essex authorities. Consultants. <u>Stakeholder</u> Local Strategic Partnership to provide key link with community.
	Approach to involving stakeholders/community	Local Strategic Partnership. Publicity and Mailings. As identified in SCI when adopted.
Post Production	Monitoring and Review	As required by AMR and full review every 5 years.

## Affordable Housing SPD

Document Details	Subject	Provides guidance on affordable housing.
	Geographical coverage	Harlow District .
	Status	Supplementary Planning Document
	Chain of conformity	To conform to RHLP saved policy.
Timetable	Preparation of draft SPD and SA report	April 2006 – Nov 2006
	Consultation of draft SPD and SA report	Dec 2006/Jan 2007
	Consider representations	March/April 2007
	Adopt and publish document	July 2007
Arrangements for Production	Which organisation/ department will lead the process	Forward Planning Manager.
	Management arrangements	Environment and Community Committee will meet at key stages. Member involvement throughout the process.
	Resources required	<u>Internal</u> Housing Strategy and Resources Manager and Forward Planning Manager assisted by the policy team. <u>External</u> Essex authorities. Consultants. <u>Stakeholder</u> Local Strategic Partnership to provide key link with community.
	Approach to involving stakeholders/community	Local Strategic Partnership. Publicity and Mailings. As identified in SCI when adopted.
Post Production	Monitoring and Review	As required by AMR and full review every 5 years.

## Essex Design Guide Urban Place Supplement SPD

Document Details	Subject	Provides guidance on design.
	Geographical coverage	Harlow District and Essex County.
	Status	Supplementary Planning Document
	Chain of conformity	To conform to RHLP saved policy.
	Joint preparation	The document will be prepared jointly with other Essex authorities.
Timetable	Preparation of draft SPD and SA report	
	Consultation of draft SPD and SA report	September/October 2006
	Consider representations	January 2007
	Adopt and publish document	January 2007
Arrangements for Production	Which organisation/ department will lead the process	Essex County Council and Harlow District Council
	Management arrangements	Environment and Community Committee will meet at key stages. Member involvement throughout the process.
	Resources required	<u>Internal</u> Forward Planning Manager assisted by the policy team. <u>External</u> Essex authorities. <u>Stakeholder</u> Local Strategic Partnership to provide key link with community.
	Approach to involving stakeholders/community	Local Strategic Partnership. Publicity and Mailings. As identified in SCI when adopted.
Post Production	Monitoring and Review	As required by AMR or agreed by Essex Planning Authorities.

## Abbreviations

AAP	Area Action Plan
AMR	Annual Monitoring Report
DPD	Development Plan Document
CC	County Council
EFDC	Epping Forest District Council
EHDC	East Herts District Council
GIS	Geographic Information System
HATS	Harlow Area Transport Strategy
HDC	Harlow District Council
IT	Information Technology
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
LSP	Local Strategic Partnership
ODPM	Office of the Deputy Prime Minister
PINS	Planning Inspectorate
PPG	Planning Policy Guidance
PPS	Planning Policy Statement
RHLP	Replacement Harlow Local Plan
RSS	Regional Spatial Strategy
RPG9	Regional Planning Guidance for the South East
SEA	Strategic Environmental Assessment
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SoS	Secretary of State
SPD	Supplementary Planning Document

## Map

- Harlow District Boundary (attached)