



local development scheme 2009

local development framework
delivering regeneration and growth



Foreword

This document is the second review of the Southend-on-Sea Local Development Scheme (LDS) the current edition of which was published in October 2006.

The purpose of a Local Development Scheme is to explain what documents will make up the new planning policy framework for Southend (known as the Local Development Framework) and the timescales for preparation of these documents.

The current Local Development Scheme includes provision for its review, normally to be undertaken in January/February of each year. The timing is scheduled specifically to follow on from the annual review of progress in Local Development Document (LDD) preparation contained in the Southend Annual Monitoring Report (SAMR), but may also be triggered by external circumstances such as changes to legislation.

The 2008 SAMR shows that there has been limited progress against the plan preparation milestones set in the 2006 LDS apart from the successful adoption of the Core Strategy DPD in December 2007.

This has been due to the need to carry out additional research to provide a robust evidence base before other Development Plan Documents can be taken forward. The adopted Core Strategy DPD has also introduced the need for further Development Plan Documents, in addition to those in the published LDS, including Area Action Plans for London Southend Airport and Shoeburyness and Development Plans dealing with Waste issues. Finally, since the current LDS came into effect the Town and Country Planning (Local Development) (England) (Amendments) Regulations 2008 which governs plan preparation, has amended the stages of preparing Development Plan Documents and Planning Policy Statement 12 (PPS12), which is the Government's policy statement on the production of LDFs, has also been revised in June 2008.

The SAMR 2008, in addressing these changes, makes it clear that the programme and timetable for LDD preparation in the 2006 LDS are no longer either appropriate or realistic and that the LDS should be reviewed. This LDS therefore revises the programme and timetable for LDD preparation in light of amendments to plan preparation processes and local priorities.

The SAMR 2008 and LDS 2006 are available to view on the Council's web site or from the Department of Enterprise, Tourism and the Environment - Strategic Planning and Transport Group.

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section one

1. Local Development Scheme

Introduction

- 1.1 This document is the second review of the Local Development Scheme for Southend-on-Sea and is effective from November 2009. This document revises the version that was approved by the Borough Council in 2006.
- 1.2 The Council is required to prepare and maintain a “Local Development Scheme” (LDS) to inform the public of the documents that will make up the new “Local Development Framework” (LDF) for the town and the timescales they can expect for the preparation and review of these documents.
- 1.3 The government introduced Local Development Frameworks in 2004¹ as part of a new system of plan preparation with the aim of ensuring that long term social, environmental, economic and resource impacts of development were more fully considered as part of delivering sustainable development. The new system aims to achieve greater integration between the various strategies produced by the Borough Council and other agencies and the planning system.
- 1.4 As part of these changes, spatial planning will be expressed and delivered at the Borough level through a ‘portfolio’ of documents which together make up the Local Development Framework (LDF). A Local Development Framework therefore comprises a series of documents including:
- A Local Development Scheme;
 - Local Development Documents of which there are two types:
 - Development Plan Documents (DPDs) - planning policy documents with development plan status (includes Area Action Plans), and
 - Supplementary Planning Documents (SPDs) -providing more detailed advice and guidance.
 - A Statement of Community Involvement; and
 - Annual Monitoring Reports
- 1.5 The new system of Local Development Documents (LDDs) will replace the old system of Structure Plans, Local Plans and Supplementary Planning Guidance. Local Plans will, therefore, be replaced by a range of Local Development Documents (LDDs) that can be prepared at different times dependent on local circumstances. As and when new Local Development Plan Documents become adopted, they will gradually replace policies from the adopted Southend on Sea Borough Local Plan and Essex and Southend Replacement Structure Plan. The relationship with existing planning documents is discussed in Section 6.
- 1.6 The key aims of the Local Development Framework system are:

¹ Via the Planning and Compulsory Purchase Act Purchase Act 2004
Southend-on-Sea Local Development Scheme 2009
Southend-on-Sea Local Development Framework

- i. Flexibility – the Borough Council can respond to changing local circumstances and ensure that spatial plans are prepared and reviewed more quickly than development plans under the old system;
- ii. Strengthening community and stakeholder involvement in the development of local communities – local communities and all stakeholders will be involved from the outset and throughout the preparation of Local Development Documents;
- iii. Front loading – the Borough Council will seek to ensure gain consensus on essential issues early in the plan preparation process to avoid the need for significant changes later via the LDF Member Working Party;
- iv. Integrated strategic environmental and sustainability appraisal – to ensure that Local Development Documents are prepared with the objective of contributing to the achievement of sustainable development by testing a range of reasonable alternative approaches;
- v. Programme management – the Borough Council will ensure the efficient management of the programme of a Local Development Documents in accordance with the Local Development Scheme via its LDF Officer Project Board
- vi. Soundness – Local Development Documents must be soundly based in terms of their content and the process by which they are produced. They must also be based on a robust, credible evidence base.

1.7 The Borough Council is committed to establishing strong links between the LDF, the Sustainable Community Strategy and other Strategies. This will create a consistent and inclusive strategic framework and assist in coordinating community consultation visioning and action planning. It should also improve information gathering, sharing and monitoring.

1.8 The first LDS was adopted by the Borough Council in March 2005 with the first review of the LDS adopted in October 2006.

Purpose of the Local Development Scheme

- 1.9 As set out in PPS12, the purpose of the Local Development Scheme is to:
- i. Provide a brief description of all the Local Development Documents to be prepared and the content and geographic area to which they relate;
 - ii. Explain how DPDs and SPDs relate to each other and the Core Strategy;
 - iii. Set out which guidance or SPDs support ‘saved’ policies
 - iv. Set out a timetable for producing DPDs giving the timings of achievement of the following milestones;
 - Consultation on Issues and Options (Regulation 25)
 - Publication and consultation of the DPD (Regulation 27)
 - Submission of the DPD (Regulation 30)
 - Independent Examination
 - Inspectors Final Report
 - Adoption of the DPD
 - v. Set out the timetable for producing SPDs including publication and adoption

- 1.10 The Local Development Scheme is not required to be subject to Independent Examination or published to the public for consultation. However, it is submitted to the Government Office (on behalf of the Secretary of State) to test the LDS to ensure that:
- i. The timescales are realistic
 - ii. The information base that underpins the Development Plan Documents is sufficiently comprehensive;
 - iii. There are no obvious omissions;
 - iv. The correct priorities are set for the preparation of the Local Development Documents; and
 - v. Supplementary Planning Documents should be Local Development Plan Documents where independent examination is preferable.
- 1.11 The LDS is seen as critical, therefore, to successful programme management of the LDF. It is required to set out a 3-year project plan for preparing Local Development Documents that will make up the LDF. During the interim the existing adopted plans will be automatically 'saved' for three years. This LDS, therefore, sets out the programme the Council will follow for producing the new Local Development Documents which will replace the 'saved' plans over time.

Progress to date

- 1.12 Part 2 of the new Act also requires the Council to prepare an Annual Monitoring Report (AMR). The Annual Monitoring Report must include an assessment of local development document preparation against the milestones and timescales set out in this LDS, as well as the extent to which policies in the local development documents are being achieved.
- 1.13 The 2008 SAMR indicates that since the publication of the first LDS, progress has been made with a number of LDDs in line with the programme set out in the Council's 2006 Local Development Scheme (LDS).
- 1.14 The following documents have already been adopted by the Borough Council:
- 'Southend-on-Sea Core Strategy' DPD - Adopted December 2007
 - 'Southend-on-Sea Design and Townscape Guide' SPD – Adopted June 2006 (a subsequent refresh version published for consultation in April/May 2009)

The need for a Review of the LDS

- 1.15 2008 SAMR does shows that despite the successes highlighted above, there has been limited progress against the plan preparation milestones since the adoption of the Core Strategy DPD in December 2007. This has been due to the need to carry out additional research to provide a robust evidence base before other Development Plan Documents can be taken forward.
- 1.16 The adopted Core Strategy DPD has also introduced the need for further Development Plan Documents, in addition to those in the published LDS, including Area Action Plans for London Southend Airport and Shoeburyness and Development Plans dealing with Waste issues.

- 1.16 In addition, since the current LDS came into effect the Town and Country Planning (Local Development) (England) (Amendments) Regulations 2008 which governs plan preparation, has amended the stages of preparing Development Plan Documents and Planning Policy Statement 12 (PPS12), which is the Government's policy statement on the production of LDFs, has also been revised in June 2008.
- 1.18 This revised LDS has been prepared in light of the findings of the SAMR 2008 It revises the planning policy and related documents that will comprise the Local Development Framework for Southend and rolls forward a 3-year timetable for their preparation and review.

Minerals and Waste

- 1.19 The Council also has responsibility for preparing a minerals and waste development scheme. The Borough Council has agreed to prepare Joint Waste Development Plan Documents with Essex County Council in order to fulfil its statutory duty for Waste Planning.



section two

2. List of Abbreviations

The main abbreviations used within this LDS are set out in Table 1: 'List of Abbreviations'.

Table 1: List of Abbreviations

Abbreviation	Explanation
AAP	Area Action Plan
AMR	Annual Monitoring Report
DCLG	Department of Communities & Local Government
DP	Development Plan
DPD	Development Plan Document
GO-East	Government Office for the East of England
LA	Local Authority
LDF	Local Development Framework
LDD	Local Development Document
LDS	Local Development Scheme
LSP	Local Strategic Partnership
LTP	Local Transport Plan
PPG	Planning Policy Guidance Note
PPS	Planning Policy Statement (replacing PPG)
PINS	Planning Inspectorate
RPB	Regional Planning Body
RPG	Regional Planning Guidance
RSL	Renaissance Southend Limited
RSS	Regional Spatial Strategy (replacing RPG)
SA	Sustainability Appraisal
SAMR	Southend-on-Sea Annual Monitoring Report
SCI	Statement of Community Involvement
SEA	Strategic Environmental Assessment
SoS	Secretary of State
SPD	Supplementary Planning Document



section three

3. Local Development Framework

Context

- 3.1 The Local Development Scheme outlines the programme for the Southend on Sea Borough Local Development Framework which consists of the following local development documents:
- Statement of Community Involvement (SCI)
 - Development Plan Documents (DPD)
 - Supplementary Planning Documents (SPD)
 - Supporting technical documents for the Development Plan Documents – A full schedule of supporting documents and evidence base is set out in Section 7 and Appendix 1.

Southend on Sea Local Development Framework

- 3.2 Taking into account the above, the requirements of the Act and guidance for preparing LDFs, the Regional Spatial Strategy for the East of England Plan and Southend's role within the Thames Gateway Regeneration and Growth Area, it has now been determined that, for the foreseeable future, the following revised list of Local Development Documents will be essential to delivering effective planning and development locally.

Statement of Community Involvement

- 3.3 The Statement of Community Involvement (SCI) is a statutory local development document that provides detail on how the Council will make the planning process accessible to the local community. It sets out the sorts of activity the Borough Council will undertake at each stage of plan preparation to reach all stakeholders, including hard to reach groups. It also identifies how responses will be incorporated into the plan preparation process and how they are taken into account when determining planning applications.
- 3.4 The Council formally adopted its first SCI in November 2007 following public consultation and an Independent Examination (as required by the regulations at the time). The adopted SCI has now been updated to reflect the changes introduced in the 2008 Planning Act and this revised Local Development Scheme. The Borough Council adopted the updated SCI in November 2009.

Development Plan Documents

- 3.5 Development Plan Documents include the Core Strategy, Proposals Map/s, any Area Action Plan and any other document which includes a policy resulting in the allocation of a site for a particular use or development. DPDs will be the subject of an independent public examination run by a Planning Inspector. The Council will be obliged to accept the recommendations in the Inspector's Report if it wishes to adopt the DPD. It is important to note that these DPDs will have statutory Development Plan status with regard to Section 38 (6) of the Act which states:"... for the purpose of any determination to be

made under the Planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise."

- 3.6 All DPDs will need to be subject to SEA Directive and will incorporate a Sustainability Appraisal. They will also need to be in accordance with national planning policy guidance and general conformity with the East of England Plan.
- 3.7 The detail of the DPDs to be prepared by the Borough Council is set out in Section 4.

Supplementary Planning Documents:

- 3.8 Supplementary Planning Documents are non-statutory documents which must be linked to, and provide further guidance to, policies contained in statutory development plan documents. These will be material considerations for development control purposes but will not be the subject of a public examination. They will still be the subject of public consultation by the Borough Council before they are adopted.
- 3.9 The detail of the SPDs to be prepared by the Borough Council is set out in Section 4.
- 3.10 LDDs can deal with different issues and/or different geographical areas but when taken as a whole they must set out the Local Authority's policies relating to the development and use of land.

Proposals Map

- 3.11 A proposal Map will be prepared and published alongside each of the appropriate DPDs. As a separate document within the LDF, the Proposals Map will be revised and updated as each new DPD is adopted.

Sustainability Appraisal / Strategic Environmental Assessment

- 3.12 All DPDs and SPDs will be subject to Sustainability Appraisal and a Strategic Environmental Assessment where appropriate. This involves scoping reports and assessments throughout the preparation of documents to ensure an iterative approach to policy development.

Annual Monitoring Report

- 3.13 The Act 2004 requires the Borough Council to monitor and review its Local Development Scheme (LDS) on an annual basis. The Council will therefore publish an Annual Monitoring Report (AMR) each year (covering the period 1st April to 31st March). The AMR monitors the progress achieved in meeting targets and milestones set out in the LDS, and will determine whether any review of the LDS needs to be undertaken.

Review of Southend LDF

- 3.14 The production of the Southend Annual Monitoring Report (SAMR) 2008 has provided a significant opportunity to conduct a review of progress on preparation of the Southend

Local Development Framework (LDF) and to measure achievements, targets and indicators in relation to a number of key policy areas. In particular, monitoring of key policies and targets relating to housing, employment and infrastructure, and of the balance between them, allows the Council to assess progress in the delivery of sustainable, infrastructure and employment led regeneration and growth.

- 3.15 Since the adoption of the first Southend LDS in 2005 progress has been made with a number of LDDs in line with the programme set out in the Council's 2006 Local Development Scheme (LDS). The following is a summary of progress to date:
- 'Southend-on-Sea Core Strategy' DPD - Adopted December 2007
 - 'Southend-on-Sea Design and Townscape Guide' SPD – Adopted June 2006 (a refreshed version was adopted November 2009)
 - 'Town Centre / Central Area' Area Action Plan – Commenced January 2007 with the publication of an Issues and Options Report
 - 'Seafront' Area Action Plan – Commenced January 2007 with the publication of an Issues and Options Report
 - 'Planning Obligations and Vehicle Parking Standards' DPD – Commenced September 2005 with issue and options consultation, and further consultations on preferred approaches in November 2006
- 3.16 As a consequence of the spatial strategy, outlined in the adopted Core Strategy DPD, the Borough Council commenced, jointly with Rochford District Council, the production of the London Southend Airport and Environs Joint Area Action Plan which is at an advance stage. The production and consultation regarding the document has been implemented in line with the adopted SCI requirements of both authorities, and includes consultation on an Issues and Options Report and Preferred Options Report.
- 3.17 In addition the Borough Council has subsequently agreed to work on the Waste Development Document and Waste Non Strategic Site Allocations Document jointly with Essex County Council in order to fulfil its statutory duty for Waste Planning. The previous Waste Local Plan was also developed jointly. Essex and Southend are considered a sub region within the Regional Spatial Strategy (RSS). There are expected to be a number of benefits to both Authorities from adopting this joint approach. The production of the Waste DPDs will assist with the delivery of Municipal Waste Management Strategies for Essex and Southend. Appendix 2 contains an extract from Essex County Council's Minerals and Waste Development Scheme in relation to the preparation of the Joint Waste Development Documents.
- 3.18 In determining which documents to produce, in what order and when, the Council has had continuing regard to assessments of existing and future needs and issues facing Southend and the Thames Gateway sub region, the needs and priorities set out in the Southend Together (LSP): Sustainable Community Strategy and the findings of the Southend-on-Sea Annual Monitoring Report 2008.
- 3.19 In addition, the need to identify sufficient land for housing remains one of the key drivers behind LDF preparation. It is a Government requirement to have sufficient sites specifically allocated in the LDF to provide a housing supply for at least 5 years, and to have confirmed policies capable of providing at least 10 years supply.

- 3.20 The 2008 SAMR has indicated that the economic downturn has had an effect on the scale of development in the town both in terms of housing provision and employment floorspace. Nevertheless housing provision is still ahead of regional requirements for the plan period and job numbers have maintained an upward **trend**. The overall economy remains weak, however, relative to the regional economy.
- 3.21 The Borough Council has been successful in drawing down funding for transport infrastructure to deliver both LTP and major regeneration schemes promoted through Renaissance Southend Regeneration Framework and Central Area Masterplan. The Borough Council is also satisfied it has at least a 5 year supply of readily available land for housing based on the preliminary findings of the Southend on Sea Strategic Housing Land Availability Assessment (SHLAA).
- 3.22 The current economic climate does mean that the future is uncertain in terms of private investment in the town. It is essential therefore to ensure that the transportation and social infrastructure schemes that have received funding are delivered on the ground to bring forward the necessary improvements needed to facilitate regeneration and growth in the future. This will ensure that the town is ready for the recovery and is in a good position to attract inward investment.
- 3.23 The SAMR has particularly indicated that:
- i. It is clear that the programme and timetable for LDD preparation set out in the current (2006) Local Development Scheme (LDS) will require some limited updating for the period 2009 onwards to:
 - provide a realistic and practical plan preparation timetable based on national experience of the planning system introduced in the 2004 Act;
 - include the new Development Plan Documents identified in the adopted Core Strategy DPD and associated Inspectors Report, namely:
 - a. a **London Southend Airport and its Environs Joint Area Action Plan** with Rochford District Council
 - b. bring forward the planning policy framework for **Shoeburyness as a DPD (Area Action Plan)** and subject to independent examination rather than a SPD
 - c. a **Waste Core Strategy, Development Management and Site Allocations DPDs** jointly with Essex County Council
 - take account of amendments to the stages of preparing Development Plan Documents introduced by the Town and Country Planning (Local Development) (England) (Amendments) Regulations 2008; and
 - take account of revisions to the Government's policy statement on the production of LDFs in the revised Planning Policy Statement 12 (PPS12) in June 2008.
 - ii. The adopted Core Strategy DPD is providing strategic policy guidance in respect of the spatial distribution of regeneration and growth in the town, and together with the adopted Design and Townscape Guide SPD provides clear key development principles and guidance for the appraisal of planning applications;
 - iii. the Council should address, during the current economic downturn, the provision of top class infrastructure by delivering the transportation and public realm schemes that have already been successful in drawing down

funding working in partnership with Renaissance Southend Ltd. In addition effective Area Action Plans for the London Southend Airport and the Town Centre/Central Area will be essential to ensure the Borough is ready for the recovery and in a good position to attract investment for both housing and job growth in these key areas.

- iv. In respect of housing provision, there is a need for **site allocations to be brought forward in the Town Centre, Seafront and Shoeburyness AAPs** to deliver residual housing and regeneration requirements and at the same time adopt a more rigorous approach to unacceptable intensification in those parts of the borough not identified as the focus for regeneration and growth in the Core Strategy DPD. In addition there is a need for the LDF, and **Development Management policies** in particular, to address the need for:
 - a greater provision of affordable housing in line with regional and LAA targets
 - a better balance between development of houses and flats to promote and maintain balanced and sustainable communities within the borough
 - the need for housing to be of a size and quality that meets local needs, including the need to meet Lifetime Homes Standards
- v. In respect of job creation and economic development, there is a need to address through the LDF the findings of the SAMR and the Employment Land Review (due September 2009) to achieve:
 - a more targeted policy approach to the promotion/protection of particular employment use classes in appropriate locations, particularly in respect of B1 uses to be progressed through the **Development Management Policies DPD**
 - work with Renaissance Southend Ltd to accelerate a programme of estate frameworks to promote regeneration of existing employment areas
 - progress as a priority the preparation of the **Joint London Southend Airport and its Environs Area Action Plan** to stimulate economic development
 - work with Renaissance Southend Ltd to ensure the town centre is the primary focus for office, retail, education, culture and leisure uses through a **Central Area Action Plan**.
- vi. In addition a number of further actions are identified as being required, particularly in relation to LDD preparation:
 - On-going alignment of the timing and content of relevant LDD preparation with work of Renaissance Southend Ltd, through close partnership working;
 - Take forward a review of current policy relating to Gypsies and Travellers in the Development Management Policies DPD and Site Allocation DPD proposed in the Council's revised LDS.

Southend Local Development Framework

- 3.24 In order to implement the changes introduced by the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008, Planning Policy

Statement 12 'Local Spatial Planning' and better reflect the priorities and conclusions in Annual Monitoring Report, the Council considers that the following Local Development Documents should comprise the Southend LDF:

Development Plan Documents

- 'London Southend Airport and Environs' Joint Area Action Plan
- 'Southend Central' Area Action Plan (formally known as 'Town Centre / Central Area' Area Action Plan)
- 'Seafront' Area Action Plan and Proposals Map
- 'Development Management' DPD (including Vehicle Parking Standards) and Proposals Map (formally known as 'Criteria-Based Policies and Site Allocations' DPD)
- 'Development Delivery' DPD and Proposals Map (formally known as ('Planning Obligations and Vehicle Parking Standards – Guide for Developers' DPD)
- 'Shoebury' Area Action Plan and Proposals Map

- 'Essex and Southend-on-Sea Waste Development Plan (including Waste Core Strategy' DPD, Strategic Sites and Development Management policies)
- 'Essex and Southend-on-Sea Non-Strategic Waste Site Allocations' DPD and Proposals Map

- Review of 'Core Strategy' DPD
- 'Site Allocation' DPD

Supplementary Planning Documents:

- Review 'Southend-on-Sea Design and Townscape Guide' SPD
- 'Planning Obligations' SPD (in lieu of full DPD – see above)
- Victoria Avenue Development Brief SPD
- 'Sustainable Transport' SPD
- 'Southend-on-Sea Green Space and Green Grid Strategy'
- The Council will also be bringing forward as SPD, Development Briefs as appropriate.

3.25 Diagram 1 provides a summary of the documents which will make up the Southend LDF and how they will inter-relate.

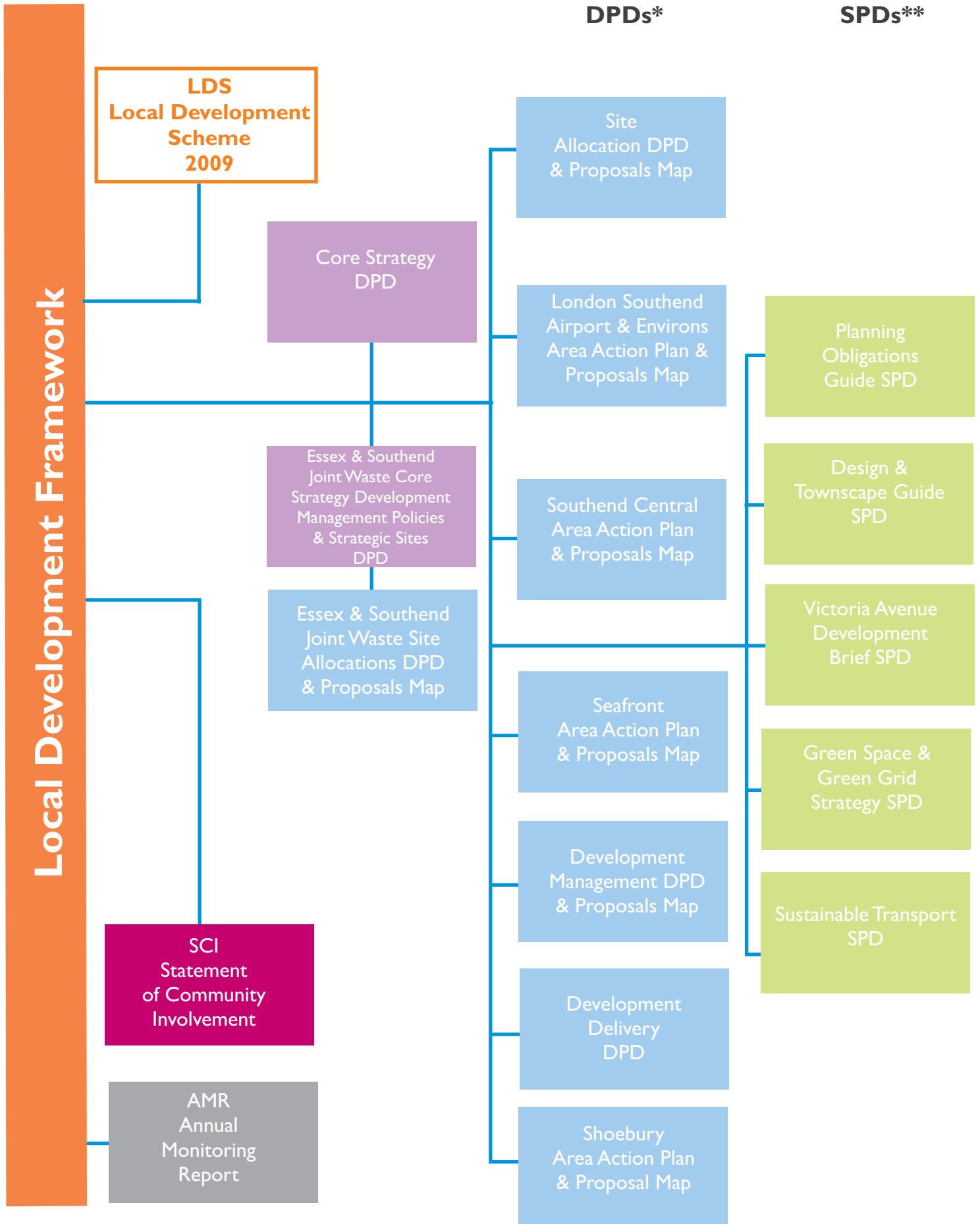
LDD Production timetable

3.26 The LDS timetable for the preparation of Southend on Sea's LDF is set out in the Table 1 on page 17 (see attached excel chart supplied separately). The timetable for document production reflects the conclusions of the SAMR 2008, in particular the key documents being prepared as a priority for this LDS period are:

- i. 'London Southend Airport and its Environs' Joint Area Action Plan and Proposals Map
- ii. 'Southend Central' and Proposals Map
- iii. 'Seafront' Area Action Plans and Proposals Map
- iv. 'Development Management' DPD (including Vehicle Parking Standards) and Proposals Map
- v. 'Development Delivery' DPD and Proposals Map
- vi. 'Planning Obligations Guide' SPD
- vii. Refresh of the 'Design and Townscape Guide' SPD

- 3.27 Work on the Waste Development Plan and Waste Non strategic Site Allocations will be conducted jointly with Essex County Council. The previous Waste Local Plan was also developed jointly.
- 3.28 The Borough Council considers that the review of the Core Strategy DPD should be planned for later in the LDS period so that it can take into account any new policy requirements, particularly in respect of housing provision, resulting from the Review of the East of England Plan. This will be accompanied by a Borough wide Site allocations DPD if necessary.

Figure 1: Southend on Sea Local Development Framework - Content



*Development Plan Document

** Supplementary Planning Document

Table 2 Project Timetable Work sheet

	2009												2010												2011												2012												2013											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
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Planning Obligations Guide SPD																																																												
Design and Townscape Guide (Review) SPD																																																												
Victoria Avenue Development Brief SPD																																																												
Green Space and Green Grid Strategy SPD																																																												
Sustainable Transport SPD																																																												
Annual Monitoring Report																																																												

- 17 Public participation in the preparation of a Supplementary Planning Document
- 25 Public participation in the preparation of Development Plan Document
- 27 Publication/Consultation on Development Plan Document
- 30 Submission of Document to Secretary of State for Independent Examination
- P Pre-examination Meeting
- H Independent Examination Hearing Sessions
- R Inspector's Final Report
- A Adoption of Development Plan Document
- Information gathering / Scoping
- Document Preparation
- Consultation / Participation
- Submission to Secretary of State
- Independent Examination
- Publication of Annual Monitoring Report



section four

4. Schedule of Local Development Documents

- 4.1 This section sets out in greater detail the content, purpose and status of each of the proposed Development Plan Documents and Supplementary Planning Documents to be prepared by the Borough Council, together with a timetable identifying the programme for each of the main stages or 'milestones' in their preparation.

Statement of Community Involvement (SCI) – Update and Review	
Subject and Scope	The document will set out the standards and approach to involving stakeholders and the community in the production of the Southend LDF
Geographical Coverage	Borough of Southend on Sea
Status	Local Development Document
Chain of Conformity	Conformity with the Community Strategy
Production Milestone	
First SCI Adoption	November 2007
SCI Update Adoption	November 2009
Start of Review	April 2011
Document preparation	April – October 2011
Publication and consultation on Draft DPD 6 weeks (Regulation 27)	November – December 2011
Consideration and Processing of representations	January 2012 – March 2012
Submission of DPD to Secretary of State (Regulation 30)	April 2012
Adoption	July 2012
Arrangements for Production	
Production / Management Team	Led by Strategic Planning and Transport (SP&T) Group and managed by LDF Project Board and Working Party SBC
Resources required	Budgetary Provision made in 2010/11 and for subsequent years.
Stakeholder Community Involvement	Consultation with stakeholders and the community through informal process and Regulation 25 and 27. Policy Officers with responsibility for Corporate Communication Strategy and LSP to work closely with SP&T Group
Monitoring and Review	Annual Monitoring Report

Core Strategy DPD - Review

Subject and Scope	A review of the document that provides the vision, objectives and strategy for the spatial development of Southend-on-Sea including the distribution of growth (to include strategic sites if appropriate) and the policy context for 10 year housing supply; and sets out the key policies against which all planning applications will be assessed, including core policies on Minerals and the protection and enhancement of the natural and historic environment
Geographical Coverage	Borough of Southend on Sea
Status	Development Plan Document
Chain of Conformity	General conformity with national policy statements/guidance and East of England Plan. All other DPDs to be in conformity with the Core Strategy
Production Milestone	
Adopted	December 2007
Start of Review	November 2010
Information gathering and scoping	November 2010 – April 2011
Document preparation	May – November 2011
Issues and Options Consultation and Sustainability Appraisal Scoping Report (Regulation 25)	December 2011 – January 2012
Consideration of representations and preparation of revised document	February – June 2012
Publication and consultation on Draft DPD 6 weeks (Regulation 27)	July – August 2012
Consideration and Processing of representations	September 2012 – January 2013
Submission of DPD to Secretary of State (Regulation 30)	February 2013
Pre-Examination Meeting	April 2013
Examination Hearing Sessions	June 2013
Inspector's Final Report	August 2013
Adoption	November 2013
Arrangements for Production	
Production / Management Team	Led by Strategic Planning and Transport (SP&T) Group and managed by LDF Project Board and Working Party SBC
Resources required	Budgetary Provision made in 2010/11 and for subsequent years.
Stakeholder Community Involvement	Consultation with stakeholders and the community through informal process and Regulation 25 and 27.
Monitoring and Review	Annual Monitoring Report

London Southend Airport and its Environs Joint Area Action Plan

Subject and Scope	Contains the policy framework and proposals to deliver planned expansion at London Southend Airport, new employment areas, public and private open space and supporting transport infrastructure and environmental enhancements
Geographical Coverage	London Southend Airport and its Environs (including areas within Borough of Southend on Sea and District of Rochford)
Status	Development Plan Document
Chain of Conformity	Southend on Sea Core Strategy DPD and Rochford Core Strategy DPD, national policy statements/guidance and East of England Plan

Production Milestone

Information gathering and scoping	
Document preparation	
Issues and Options Consultation and Sustainability Appraisal Scoping Report (Regulation 25)	
Consideration of representations and preparation of revised document	
Further Consultation on preferred approach	March – May 2009
Consideration of representations and preparation of revised document	June – December 2009
Publication and consultation on DPD 6 weeks (Regulation 27)	January 2010
Consideration and Processing of representations	February - May 2010
Submission of DPD to Secretary of State (Regulation 30)	June 2010
Pre-Examination Meeting	August 2010
Examination Hearing Sessions	October 2010
Inspector’s Final Report	January 2011
Adoption	April 2011

Arrangements for Production

Production / Management Team	Led by Joint SBC and Rochford Planning Officer Steering Group and Joint Member Briefing Panel
Resources required	Budgetary Provision made in 2010/11 and for subsequent years. Additional expert consultancy procured for plan preparation and technical studies due to specialist nature of planning for Airports and environs
Stakeholder Community Involvement	Consultation with stakeholders and the community through informal process and Regulation 25 and 27.
Monitoring and Review	Annual Monitoring Report

Southend Central Area Action Plan

Subject and Scope	This document will contain the policy framework, site allocations and proposals aimed at strengthening the role of Southend's Town Centre and Central Seafront area as a successful retail, commercial and leisure destination, cultural hub and education centre of excellence, and a place to live. It will also set out the policy framework and proposals for the adjacent residential areas. At the same time as this DPD is adopted, the adopted proposals map will be revised in order to illustrate geographically the application of the policies in this DPD
Geographical Coverage	Southend Town Centre, Central Seafront and adjacent residential areas
Status	Development Plan Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan Any site specific development briefs should conform with this AAP and the Core Strategy

Production Milestone

Information gathering and scoping	January 2007
Document preparation	September - November 2009
Issues and Options Consultation and Sustainability Appraisal Scoping Report (Regulation 25)	December 2009 – January 2010
Consideration of representations and preparation of revised document	February – June 2010
Publication and consultation on DPD 6 weeks (Regulation 27)	July – August 2010
Consideration and Processing of representations	September – November 2010
Submission of DPD to Secretary of State (Regulation 30)	December 2010
Pre-Examination Meeting	February 2011
Examination Hearing Sessions	April 2011
Inspector's Final Report	July 2011
Adoption	November 2011

Arrangements for Production

Production / Management Team	Led by Strategic Planning and Transport (SP&T) Group and managed by LDF Project Board and Working Party SBC
Resources required	Budgetary Provision made in 2010/11 and for subsequent years. Additional support from Renaissance Southend Ltd and Environment Agency
Stakeholder Community Involvement	Consultation with stakeholders and the community through informal process and Regulation 25 and 27.

Seafront Area Action Plan

Subject and Scope	This document will contain the policy framework, site allocations and proposals aimed at strengthening the role of Southend's Seafront area as a successful leisure and tourist destination and place to live. It will also provide policy framework for the protection and enhancement of Sites of International Importance for Biodiversity and flood defence. At the same time as this DPD is adopted, the adopted proposals map will be revised in order to illustrate geographically the application of the policies in this DPD
Geographical Coverage	Southend foreshore, seafront and associated land areas
Status	Development Plan Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan Any site specific development briefs should conform with this AAP and the Core Strategy

Production Milestone

Information gathering and scoping	January 2007
Document preparation	September - November 2009
Issues and Options Consultation and Sustainability Appraisal Scoping Report (Regulation 25)	December 2009 – January 2010
Consideration of representations and preparation of revised document	February - June 2010
Publication and consultation on DPD 6 weeks (Regulation 27)	July – August 2010
Consideration and Processing of representations	September – November 2010
Submission of DPD to Secretary of State (Regulation 30)	December 2010
Pre-Examination Meeting	March 2011
Examination Hearing Sessions	May 2011
Inspector's Final Report	August 2011
Adoption	November 2011

Arrangements for Production

Production / Management Team	Led by Strategic Planning and Transport (SP&T) Group and managed by LDF Project Board and Working Party SBC
Resources required	Budgetary Provision made in 2010/11 and for subsequent years. Additional support from SBC and Environment Agency Officers responsible for Biodiversity and flood defence
Stakeholder Community Involvement	Consultation with stakeholders and the community through informal process and Regulation 25 and 27.

Shoebury Area Action Plan	
Subject and Scope	This document will contain the policy framework, site allocations and proposals to deliver economic, social and environmental regeneration of Shoeburyness. At the same time as this DPD is adopted, the adopted proposals map will be revised in order to illustrate geographically the application of the policies in this DPD
Geographical Coverage	Shoeburyness
Status	Development Plan Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan Any site specific development briefs should conform with this AAP and the Core Strategy
Production Milestone	
Information gathering and scoping	January –May 2010
Document preparation	June 2010 –January 2011
Issues and Options Consultation and Sustainability Appraisal Scoping Report (Regulation 25)	February - March 2011
Consideration of representations and preparation of revised document	April – October 2011
Publication and consultation on DPD 6 weeks (Regulation 27)	November – December 2011
Consideration and Processing of representations	January – May 2012
Submission of DPD to Secretary of State (Regulation 30)	June 2012
Pre-Examination Meeting	August 2012
Examination Hearing Sessions	October 2012
Inspector’s Final Report	December 2012
Adoption	February 2013
Arrangements for Production	
Production / Management Team	Led by Strategic Planning and Transport (SP&T) Group and managed by LDF Project Board and Working Party SBC
Resources required	Budgetary Provision made in 2010/11 and for subsequent years.
Stakeholder Community Involvement	Consultation with stakeholders and the community through informal process and Regulation 25 and 27.
Monitoring and Review	Annual Monitoring Report

Development Management DPD	
Subject and Scope	This document will contain detailed polices for the management of development in the Borough including vehicle parking standards. At the same time as this DPD is adopted, the adopted proposals map will be revised in order to illustrate geographically the application of the policies in this DPD
Geographical Coverage	The Borough Of Southend on Sea
Status	Development Plan Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan
Production Milestone	
Information gathering and scoping	March –October 2009
Document preparation	November 2009 – May 2010
Issues and Options Consultation and Sustainability Appraisal Scoping Report (Regulation 25)	June – July 2010
Consideration of representations and preparation of revised document	August –November 2010
Publication and consultation on DPD 6 weeks (Regulation 27)	December 2010– January 2011
Consideration and Processing of representations	February – May 2011
Submission of DPD to Secretary of State (Regulation 30)	June 2011
Pre-Examination Meeting	August 2011
Examination Hearing Sessions	October 2011
Inspector’s Final Report	December 2011
Adoption	February 2012
Arrangements for Production	
Production / Management Team	Led by Strategic Planning and Transport (SP&T) Group and managed by LDF Project Board and Working Party SBC
Resources required	Budgetary Provision made in 2010/11 and for subsequent years. Additional support from SBC Officers from Development Control Group, Design Team and Climate Change Action Planning
Stakeholder Community Involvement	Consultation with stakeholders and the community through informal process and Regulation 25 and 27.
Monitoring and Review	Annual Monitoring Report

Development Delivery DPD	
Subject and Scope	This document will contain detailed policies as to the contents of any Section 106 Obligations that is required in association with development in the Borough together with the authority's approach to the Community Infrastructure Levy.
Geographical Coverage	The Borough Of Southend on Sea
Status	Development Plan Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan
Production Milestone	
Information gathering and scoping	October 2009 – April 2010
Document preparation	May – October 2010
Issues and Options Consultation and Sustainability Appraisal Scoping Report (Regulation 25)	November – December 2010
Consideration of representations and preparation of revised document	January – April 2011
Publication and consultation on DPD 6 weeks (Regulation 27)	May – June 2011
Consideration and Processing of representations	July – October 2011
Submission of DPD to Secretary of State (Regulation 30)	November 2011
Pre-Examination Meeting	January 2012
Examination Hearing Sessions	March 2012
Inspector's Final Report	May 2012
Adoption	July 2012
Arrangements for Production	
Production / Management Team	Led by Strategic Planning and Transport (SP&T) Group and managed by LDF Project Board and Working Party SBC
Resources required	Budgetary Provision made in 2010/11 and for subsequent years. Additional support from SBC Corporate Capital Programme Working Group, Officers from Development Control Group, Legal Team. Key advice from specialists in health, education and transport providers etc
Stakeholder Community Involvement	Consultation with stakeholders and the community through informal process and Regulation 25 and 27. Targeted consultation with key service providers
Monitoring and Review	Annual Monitoring Report

Site Allocations DPD	
Subject and Scope	This document will contain the remaining necessary proposals, land allocations including new housing and employment development within the Borough (not contained in AAPs). At the same time as this DPD is adopted, the adopted proposals map will be revised in order to illustrate geographically the application of the policies in this DPD
Geographical Coverage	The Borough Of Southend on Sea
Status	Development Plan Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan
Production Milestone	
Information gathering and scoping	November 2010 – April 2011
Document preparation	May – November 2011
Issues and Options Consultation and Sustainability Appraisal Scoping Report (Regulation 25)	December 2011 – January 2012
Consideration of representations and preparation of revised document	February – June 2012
Publication and consultation on DPD 6 weeks (Regulation 27)	July – August 2012
Consideration and Processing of representations	September 2012 – January 2013
Submission of DPD to Secretary of State (Regulation 30)	February 2013
Pre-Examination Meeting	April 2013
Examination Hearing Sessions	June 2013
Inspector's Final Report	August 2013
Adoption	November 2013
Arrangements for Production	
Production / Management Team	Led by Strategic Planning and Transport (SP&T) Group and managed by LDF Project Board and Working Party SBC
Resources required	Budgetary Provision made in 2010/11 and for subsequent years.
Stakeholder Community Involvement	Consultation with stakeholders and the community through informal process and Regulation 25 and 27.
Monitoring and Review	Annual Monitoring Report

Waste Development Document

Subject and Scope	This document contains the Waste Core Strategy setting out the long term direction for waste management and disposal and the policies and proposals to deliver the strategy. It will also contain detailed Development Management policies for waste and preferred Strategic Site Allocations for waste management and disposal. At the same time as this DPD is adopted, the adopted proposals map will be revised in order to illustrate geographically the application of the policies in this DPD
Geographical Coverage	The County of Essex and the Borough of Southend on Sea
Status	Development Plan Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan

Production Milestone

Information gathering and scoping	May 2007 – June 2009
Document preparation	July – October 2009
Issues and Options Consultation and Sustainability Appraisal Scoping Report (Regulation 25)	November – December 2009
Consideration of representations and preparation of revised document	January – August 2010
Further Consultation on preferred approach	September – October 2010
Consideration of representations and preparation of revised document	November 2012 – August 2011
Publication and consultation on DPD 6 weeks (Regulation 27)	September – October 2011
Consideration and Processing of representations	November 2011 – February 2012
Submission of DPD to Secretary of State (Regulation 30)	March 2012
Pre-Examination Meeting	May 2012
Examination Hearing Sessions	June 2012
Inspector's Final Report	September 2012
Adoption	February 2013

Arrangements for Production

Production / Management Team	Led by Joint Essex and Southend Planning Officer Steering Group, Managed by Essex Minerals and Waste Project Board and Joint Member Briefing Panel
Resources required	Budgetary Provision made in 2010/11 and for subsequent years. Additional expert consultancy procured for plan preparation and technical studies due to specialist nature of planning for Waste
Stakeholder Community Involvement	Consultation with stakeholders and the community through informal process and Regulation 25 and 27.
Monitoring and Review	Annual Monitoring Report

Non Strategic Waste Site Allocation Document

Subject and Scope	This document will contain policies and site allocations for any other preferred sites for waste processing during the lifetime of the plan and associated safeguarding required to support the plan at the same time as this DPD is adopted, the adopted proposals map will be revised in order to illustrate geographically the application of the policies in this DPD
Geographical Coverage	The County of Essex and the Borough of Southend on Sea
Status	Development Plan Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan

Production Milestone

Information gathering and scoping	May 2007
Document preparation	November 2009 – May 2010
Issues and Options Consultation and Sustainability Appraisal Scoping Report (Regulation 25)	June – July 2010
Consideration of representations and preparation of revised document	August -2010 – May 2011
Further Consultation on preferred approach	June – July 2011
Consideration of representations and preparation of revised document	August 2011 – April 2012
Publication and consultation on DPD 6 weeks (Regulation 27)	May – June 2012
Consideration and Processing of representations	July - September 2012
Submission of DPD to Secretary of State (Regulation 30)	October 2012
Pre-Examination Meeting	December 2012
Examination Hearing Sessions	January 2012
Inspector’s Final Report	April 2013
Adoption	July 2013

Arrangements for Production

Production / Management Team	Led by Joint Essex and Southend Planning Officer Steering Group, Managed by Essex Minerals and Waste Project Board and Joint Member Briefing Panel
Resources required	Budgetary Provision made in 2010/11 and for subsequent years. Additional expert consultancy procured for plan preparation and technical studies due to specialist nature of planning for Waste
Stakeholder Community Involvement	Consultation with stakeholders and the community through informal process and Regulation 25 and 27.
Monitoring and Review	Annual Monitoring Report

Design and Townscape Guide - Review

Subject and Scope	This document will provide guidance on design issues for all development and/or where development impacts on public areas/open space in Southend
Geographical Coverage	The Borough Of Southend on Sea
Status	Supplementary Planning Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan
Production Milestone	
Adoption	June 2006
Information gathering and scoping for review	
Document preparation	
Consultation on Draft Document (Regulation 17)	February – April 2009
Document amendments/preparation following regulation 17 consultation	May – October 2009
Adoption	November 2009
Monitoring and Review Mechanism	Annual Monitoring Report and review in line with any 'parent' policy review

Planning Obligations Guide SPD

Subject and Scope	This document will set out the Council's approach towards Planning obligations linked to planning permissions for new development and the Council's priorities for planning obligations and their application to individual development proposals. It will also set out procedural information, contact details and a model S106 agreement.
Geographical Coverage	The Borough Of Southend on Sea
Status	Supplementary Planning Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan
Production Milestone	
Information gathering and scoping for review	January - April 2009
Document preparation	May 2009 – November 2009
Consultation on Draft Document (Regulation 17)	December 2009 – January 2010
Document amendments/preparation following regulation 17 consultation	February – June 2010
Adoption	July 2010
Monitoring and Review Mechanism	Annual Monitoring Report and review in line with any 'parent' policy review

Victoria Avenue Development Brief

Subject and Scope	
Geographical Coverage	Victoria Avenue Office Quarter
Status	Supplementary Planning Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan
Production Milestone	
Information gathering and scoping for review	January – June 2009
Document preparation	July 2009 – January 2010
Consultation on Draft Document (Regulation 17)	February – March 2010
Document amendments/preparation following regulation 17 consultation	April – June 2010
Adoption	July 2010
Monitoring and Review Mechanism	Annual Monitoring Report and review in line with any 'parent' policy review

Green Space and Green Grid Strategy

Subject and Scope	This document will give further guidance on the provision of green space, sense of place and environmental protection facilities within development as well as the strategic framework for the provision of functional green infrastructure within the town, with particular attention to the creation of greenways and local delivery of the Thames Gateway Green Grid Strategy.
Geographical Coverage	Borough of Southend on Sea
Status	Supplementary Planning Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan
Production Milestone	
Information gathering and scoping for review	July – December 2011
Document preparation	January – May 2012
Consultation on Draft Document (Regulation 17)	June – July 2012
Document amendments/preparation following regulation 17 consultation	August 2012 – January 2013
Adoption	February 2013
Monitoring and Review Mechanism	Annual Monitoring Report and review in line with any 'parent' policy review

Sustainable Transport	
Subject and Scope	This document, in conjunction with Local Transport Plans (LTPs), will give further guidance on the provision of cycling and walking facilities within development as well as the strategic framework for the provision of cycling and walking routes within the town, with particular attention to the creation of greenways and their contribution to local delivery of the TGSE Green Grid Strategy. It will also set out further information on vehicle parking standards contained in relevant DPDs and provide guidance on design of parking areas for all development in Southend. It will contain guidance for servicing and access arrangements and the preparation and submission of Travel Plans. The document will have regard to the Local Transport Plan and its associated studies including, inter alia, the Sustainable Bus Strategy.
Geographical Coverage	Borough of Southend on Sea
Status	Supplementary Planning Document
Chain of Conformity	Southend on Sea Core Strategy DPD, national policy statements/guidance and East of England Plan
Production Milestone	
Information gathering and scoping for review	July – December 2010
Document preparation	January – May 2011
Consultation on Draft Document (Regulation 17)	June – July 2011
Document amendments/preparation following regulation 17 consultation	August 2011 – January 2012
Adoption	February 2012
Monitoring and Review Mechanism	Annual Monitoring Report and review in line with any 'parent' policy review

4.2 In addition to the Local Development Documents that make up the LDF, the Borough Council has adopted a number of design and / or development briefs to help guide development and investment in the town. These documents have been produced in partnership with the Borough Council's Local Delivery Vehicle 'Renaissance Southend Ltd' and subsequently formally adopted by the Borough Council. The Borough Council intends to regard them as being a material consideration in the determination of planning applications.

Regeneration and Development Frameworks

Name	Document Type	Date Adopted
A Renaissance for Southend	Regeneration Framework	November 2007
Central Area Masterplan	Development Framework	December 2008

Development Briefs and Design Reports

Name	Document Type	Date Adopted
Alexandra Street / Clarence Road Development Brief	Development Brief	Awaiting adoption
Elmer Square Development Brief	Development Brief	January 2009
Progress Road Estate Framework	Design Brief	December 2009
Progress Road Development Brief	Development Brief	Scheduled for adoption 2009
Warrior Square car park Development Brief	Development Brief	Scheduled for adoption 2009
City Beach Public Realm Improvement Scheme	Stage 4 Design Report	November 2008
Victorias Public Realm Improvement Scheme	Stage 4 Design Report	November 2008

Conservation Area Character Appraisals

Name	Document Type	Date Adopted
Chapmanslord Conservation Area	Character Appraisal	June 2004
Cliffdown Conservation Area	Character Appraisal	January 2005
Crowstone Conservation Area	Character Appraisal	April 2003 (currently under review, consultation completed April 2009, scheduled for adoption 2009)
Eastern Esplanade Conservation Area	Character Appraisal	Scheduled for adoption 2009/10
Kursaal Conservation Area	Character Appraisal	April 2003
Leigh Conservation Area	Character Appraisal	Scheduled for adoption 2010
Leigh Cliff Conservation Area	Character Appraisal	Scheduled for adoption 2010
Leigh Old Town Conservation Area	Character Appraisal	Scheduled for adoption 2009.
Milton Conservation Area	Character Appraisal	Scheduled for adoption 2010
Prittlewell Conservation Area	Character Appraisal	May 2003
Shoebury Garrison Conservation Area	Character Appraisal	June 2004
Shorefields Conservation Area	Character Appraisal	Scheduled for adoption 2010
The Leas Conservation Area	Character Appraisal	Scheduled for adoption 2009.
Warrior Square Conservation Area	Character Appraisal	April 2003



section five

5. Relationship with other Development Plan Documents

- 5.1 The LDDs in the Southend Borough Local Development Framework will provide the statutory and non-statutory planning policy framework for the whole borough replacing over time as and when adopted the existing statutory development plans. Following commencement of the 2004 Act, policies and related guidance in the existing statutory development plans were saved for a period of three years. Since that time the Core Strategy DPD and the East of England Plan have replaced some policies. The Borough Council and Essex County Council have had approval to extend appropriate saved policies that have yet to be replaced by the LDF for a further 3 years. A schedule of these can be viewed on the Borough Council's web page.
- 5.2 This LDS provides the context within which LDF documents will be prepared by the Borough Council. However, statutory development plan documents are also produced by other authorities and the existing statutory development plan for the Borough comprises:
- East of England Plan (2008) - Secretary of State for Communities and Local Government / Government Office for the East of England
 - Core Strategy DPD (2007) - Southend on Sea Borough Council
 - Saved Policies in:
 - The Southend on Sea Borough Local Plan, adopted 1994, and its First and Second Alterations (adopted 1997 and 1999 respectively);
 - The Essex and Southend on Sea Waste Local Plan, adopted 2001 and covering the period to 2011;
 - The Essex Minerals Local Plan Adopted first Review 1996;
- 5.3 The Borough Council is working jointly with Essex County Council to replace the existing Essex and Southend Waste Local Plan. Policies relating to minerals will be incorporated within the Council's DPDs where appropriate.
- 5.4 This LDS sets out new Supplementary Planning Documents which the Borough Council intends to prepare during the next 3 years. Supplementary Planning Guidance is currently provided in:
- Southend Design and Townscape Guide SPD; and
 - Saved Interim Supplementary Planning Guidance "Vehicle Parking Standards" dated 2001.
- 5.5 Renaissance Southend Ltd, the town's Local Delivery Vehicle, has produced the following documents which have been adopted by the Borough Council.
- Southend Regeneration Framework
 - Central Area Masterplan
- 5.6 The Central Area Masterplan was adopted as a design brief and interim planning guidance in lieu of the production of the Southend Central AAP
- 5.7 Southend on Sea Borough Council as Highway and Transportation Authority is also responsible for producing a statutory Local Transport Plan the review of which has commenced with adoption scheduled for March 2011.



section six

6. Monitoring and Review

- 6.1 The Southend LDS will be monitored on an annual basis, assessing change and progress that has taken place each year between 1st April and 31st March. Each year a report will be submitted to the Council that will:
- Specify how the Council is performing against the timescales set out within the previous year's LDS.
 - Provide information on the extent to which policies within the LDDs are being achieved using local indicators and targets.
 - Provide an up-to-date list of relevant background documents and other relevant publications.
 - Outline the status of documents in the old planning system of Structure Plans and Local Plans (see section 6).
 - Conclude as to whether any LDDs need reviewing in advance of their scheduled main review date.
 - Update the LDS as appropriate.
- 6.2 This report will be called the Southend-on-Sea Annual Monitoring Report (SAMR) and will be made publicly available. It will be submitted to the Government for information. It is anticipated that each SAMR will contain an update of the LDS. It is anticipated that the SAMR will be submitted to Government by the end of December each year and will be published by the end of December.
- 6.3 Each Local Development Document will normally be reviewed at least every five years depending on circumstances. However, in addition to the scheduled reviews, each SAMR will consider whether earlier reviews are required.
- 6.4 This LDS sets out a work programme leading to the adoption of several DPDs. It is acknowledged that this timetable is challenging, however, the Council intends to maintain a close dialogue with the Government Office for the East of England and the Planning Inspectorate to monitor the situation.
- 6.5 Any changes to this timetable and that for the preparation of other LDDs proposed in Table 1 and in Section 4 would be included within a formal review of the Local Development Scheme



section seven

7. Supporting Documents and Evidence Base

- 7.1 In preparing the planning policies within LDDs the Council will need to take account of a range of background work. Some of this work has already been undertaken by the Council, or on its behalf, and will be published in the form of background technical documents.
- 7.2 In addition, there is a range of studies and strategies that have been undertaken by other organisations and/or not produced specifically for planning purposes that will be of relevance to LDD preparation locally. Examples include: Southend Together's Sustainable Community Strategy, Leigh-on-Sea Town Council's Town Plan 'A Vision for Leigh' 2003, Southend Local Transport Plan and the Thames Gateway South Essex Strategic Framework Document.
- 7.3 Technical Studies and Reports will be publicly available either before or at the same time as any LDD which relies on its content for a justification.
- 7.4 A number of these background documents can be identified now and the Council may publish others in the course of preparing LDDs. A list will be published with the AMR and consideration will be given within the LDF monitoring process as to whether any technical work needs reviewing or whether new studies are required.
- 7.5 A list of Background Documents and Technical Studies are set out in Appendix 1. Whilst every effort will be made to ensure that each report is factually accurate the contents, opinions, conclusions and recommendations are those of the consultant who carried out the study and they do not necessarily represent the views of the Council. They are made available on the basis that as background technical documents they form part of the evidence base which has informed the choice of LDDs identified in this LDS and will inform the proposed policies included within the LDF for Southend.



section eight

8. Project Management and Resources

- 8.1 Preparation of the Southend on Sea Borough LDF is a statutory requirement under the Planning and Compulsory Purchase Act 2004. To prepare this LDS, the Borough Council has liaised with the Government Office for the East of England. The Borough Council has also entered into a Service Level Agreement with the Planning Inspectorate (PINS) to enable the timetable for the preparation of DPDs to be achieved.
- 8.2 The Local Development Framework Project Board has been established to provide the required governance for the preparation of the Southend on Sea Local Development Framework. The board is chaired by the Corporate Director and the LDF Project Leader is the Head of Planning and Transport. The Board will
- Provide the authority for the project to start, proceed to the next stage through agreed milestones
 - Review and approve key project management documents and revisions including project definitions, detailed plans and budget proposals
 - Ensure that key project deliverables identified in the plan are 'fit for purpose' before being submitted for formal approval and publication
 - Monitor the projects progress against agreed plan, and ensure that identified risks and issues are dealt with effectively
 - Support the project Team in resolving issues and managing risks as necessary
 - Ensure compliance with the Southend on Sea Borough Council governance procedures and the Council's Project Management approach

The Project Approach

- 8.3 The Project Board, including the Corporate Director Enterprise Tourism and the Environment (ETE), Head of Service for Planning and Transport, Head of Regeneration, Group Manager Strategic Planning and Transport, Group Manager Development Control, Team Leader Strategic Planning, Chief Executive RSLtd and the Project Manager will oversee the delivery of the LDF. The Board will meet every 4 – 6 weeks. A dedicated Project Team will manage the day to day requirements and report to the project sponsor and the Project Board.
- 8.4 Each Local Development Document is prepared on a 'work package' basis by the Project Team with appropriate Officers appointed to lead each 'work package'. The Project Team comprises, Team Leader Strategic Planning, 2 Senior Planning Officers, 3 Planners, 1 Research and Information Officer, 2 Planning Technicians and an interim Project Manager. The Project Team will draw on resources from groups within ETE and other directorates where appropriate and necessary. Issues likely to require such resources include those related to housing, regeneration, education, leisure, culture and tourism and transport. The Borough Council will also work in collaboration with Renaissance Southend Limited on the production of LDDs where appropriate.
- 8.5 Legal advice will be sought from the Borough Council's legal team who will also be responsible for instructing Counsel to assist through LDF preparation.

- 8.6 External consultancy will be procured to carry out various independent assessments required under statutory procedures and to help develop the evidence base and to assist plan production.
- 8.7 Inspectors will be procured from the Planning Inspectorate for the various Examinations. They will be supported by a Programme Officer(s) to be appointed by the Borough Council on a fixed term basis.
- 8.8 The procurement team will provide advice and support on any procurement
- 8.9 The LDF Project Board will ensure that the budget adequately covers the cost of current work on the LDF. The Council expects to meet its projected costs for future years from its Revenue Budget and from receipt of Housing and Planning Delivery Grant.
- 8.10 The Board will continue to monitor the level of staff and budgetary resources needed to achieve the production of the LDF in accordance with the timetable in this LDS.
- 8.11 A separate Project Board has been set up with Essex County Council to oversee the production of the Waste Core Strategy Development Management and Site Allocations DPDs.
- 8.12 Early Member engagement in plan preparation will take place through the Local Development Framework Working Party. The Joint Briefing Panel will oversee the production of the London Southend Airport and its Environs Joint Area Action Plan being prepared jointly with Rochford District Council.



section nine

9. Risks and Contingencies

9.1 The timetable for the preparation of the Southend Borough Local Development Framework is challenging, but the Borough Council is committed to achieving the targets set out in this LDS. To this end it has assessed the main potential risks in meeting those targets and has identified the contingency measures that may become necessary.

9.2 The following assumptions have been made in identifying the risks and developing the process for managing that risk:

- Early involvement of stakeholders, informally and formally, will enable issues and options to be discussed in a rational manner and concerns to be addressed;
- Stakeholders and statutory consultees will be open about their plans for the future and prepared to engage with other stakeholders at an early stage;
- The national and regional strategies, plans and policies provide a solid foundation to build the LDDs;
- Guidance provided by GO-East will provide clear direction that will not change significantly during the lifetime of the LDF;
- The evidence base will provide a robust justification for the policies and proposals set out in each LDD;
- Independent assessments will help frame the proposals and demonstrate impartial support for the outcomes;
- The volume of consultations and method of return can be managed by the Team in the planned timescale
- The volume of work on strategic issues, including the RSS review and any other issue that may arise, can be managed by the Team within the planned timescales;
- That Team members are not redirected to unrealistic ad hoc priorities

9.3 The identified risks and identified action required/mitigation are as follows:

Risk	Action required / Mitigation
Significant changes to National and Regional plans and/or guidance particularly the East of England Plan following its review	Regular contact with GO-East to identify potential changes and undertake impact assessment, maintain regular contact with key stakeholders
Significantly higher than expected number of responses to consultation due to sensitive issues/ high rates of return	Identify major issues at an early stage and develop action plans to manage them / review major issues log regularly with Cabinet member / key stakeholders / work with LSP on communications strategy
Loss of key staff within Strategic Planning and Transport Group	Second planning staff from DC Group and /or recruit temporary contract staff if necessary to cover shortfall



appendices

Appendix 1 - Background Documents and Evidence Base

In preparing the Core Strategy DPD, the Council has taken into account relevant regional and local strategies and plans and a range of background technical studies. Some of this work has been undertaken by the Council, or on its behalf, and has been published in the form of background technical documents.

Ref No	Name of Document	Availability
CD/1	Draft Revision to the Regional Spatial Strategy (RSS) for the East of England – the East of England Plan, EERA, December 2004	online
CD/2	East of England Regional Economic Strategy, EEDA	online
CD/3	Single Programme Document 2000 – 2006, European Union Objective 2 Programme for the East of England, 2000	Hardcopy
CD/4	Essex Shoreline Management Plan, Mouchel Consulting Limited, April 1997	online
CD/5	Southend-on-Sea Shoreline Strategy Plan, Mouchel Consulting Limited and Southend-on-Sea Borough Council, February 1998	Hardcopy
CD/6	A Vision for the Future, Thames Gateway South Essex Partnership, 2002	online
CD/7	Delivering the Future, Thames Gateway South Essex Partnership, July 2003	online
CD/8	Community Plan “Southend – setting the standard”, Southend Together Local Strategic Partnership, March 2003 and Updated Action Plans 2004	online
CD/9	Renaissance Southend Urban Regeneration Company -Submission to ODPM and DTI, EEDA (supported by Southend-on-Sea Borough Council) 2004	online
CD/10	Southend-on-Sea Borough Council Corporate Plan 2006-2009	online
CD/11	Housing Strategy Statement Update, Southend-on-Sea Borough Council, 2003-2006	online
CD/12	“Making Culture Count”, A Cultural Strategy for the Borough of Southend-on-Sea, Southend-on-Sea Borough Council, 2003	online
CD/13	Local Biodiversity Action Plan, Southend-on-Sea Borough Council, July 2003	online
CD/14	Southend-on-Sea Local Transport Plans 2001/2 - 2005/6 (LTP1) and 2006 – 2011 (LTP2), Southend-on-Sea Borough Council, July 2000 and March 2006	online
CD/15	Southend on Sea Local Transport Plan - 5th Annual Progress Report – Southend on Sea Borough Council, July 2005	online
CD/16	Southend on Sea Cycle Network Appraisal: Final Report, Transportation Planning (International), January 2003; Local Transport Plan and Annual Progress Report Cycle Network Review, Implementation Programme and Funding Opportunities, Southend-on-Sea Borough Council, March 2004	Hardcopy
CD/17	Southend-on-Sea Borough Local Plan Review: Issues Report, Southend-on-Sea Borough Council, March 2001	Hardcopy
CD/18	Southend-on-Sea Gateway Town Centre Strategy 2002-2012, Southend-on-Sea Borough Council Scrutiny Committee Report, December 2001	online
CD/19	Consultation Framework Document “Town Centre Study and Master Plan Framework”, Buro Happold/DTZ Piedad, 2003	online
CD/20	Southend-on-Sea Borough Council - Housing Needs Report 2003 - 2006 (2004 Update)	online
CD/21	Southend-on-Sea Borough Council - Housing Needs Report 2003 Fit For Purpose	online
CD/22	Southend-on-Sea Urban Housing Capacity Study – Final Report, Atkins,	online

Ref No	Name of Document	Availability
	August 2003	
CD/23	Southend-on-Sea Retail Study, CB Richard Ellis, September 2003	online
CD/24	A Study of Playing Pitches in Southend-on-Sea – Final Report, Leisure and the Environment, August 2004	online
CD/25	A Study of Open Space and Recreation in Southend-on-Sea – Final Report, Leisure and the Environment, August 2004	online
CD/26	Southend-on-Sea Key Worker Study – Final Report, Fordham Research, August 2004	online
Additional Documents referred to at the Examination in Public		
CD/27	Southend-on-Sea Housing Needs Survey - 2002 Executive Summary Fordham Research	online
CD/28	Southend-on-Sea Borough Council Housing Needs Survey - May 2003 Final Report Fordham Research	online
CD/29	Southend-on-Sea Borough Council Housing Needs Survey Update - 2004 Fordham Research	online
CD/30	Local Transport Plan Capital Settlement Letter 2006	online
CD/31	Thames Gateway South Essex Business Plan for Essex - November 2005	Hardcopy
CD/32	Southend-on-Sea Residential Land Availability and Annual Monitoring Reports (Reports 2001 - 2006)	online
CD/33	Southend-on-Sea Industrial Estates Study, Renaissance Southend - June 2005	Hardcopy

In addition, there is a range of studies and strategies that have been or are being undertaken by other organisations and/or not produced specifically for planning purposes that will be of relevance to LDD preparation locally. Examples include: Leigh-on-Sea Town Council's Town Plan 'A Vision for Leigh' 2003, the Thames Gateway South Essex Strategic Framework Document, and associated work such as the Thames Gateway South Essex Green Grid Strategy.

Whilst every effort is made to ensure that each report is factually accurate, the contents, opinions, conclusions and recommendations are those of the consultant who carried out the study and they do not necessarily represent the views of the Borough Council. They are made available on the basis that as background technical documents they form part of the evidence base for the policies included within the Local Development Framework for Southend.

Further Evidence Base Preparation

Title	Progress
Thames Gateway South Essex Strategic Housing Market Assessment	Final Report August 2008
Southend Strategic Housing Land Availability Assessment	Draft Report July 2009
Southend Employment Land Review	Draft Report July 2009
Evidence documents associated with production of a Joint Waste Core Strategy DPD: Southend on Sea Waste Arisings, Capacity and Future Requirements Study Detailed Site Assessment Study – Evidence Report	Final reports July 2009
Affordable Housing Viability Study	Commissioned - Report expected September 2009
Southend on Sea Multi Modal Model – to include Southend Transport Strategy (STS) and Local Transport Plan 3 (LTP3)	Work commissioned and Project Board Established
SFRA Level 1 and Level 2 study	Thames Gateway South East (TGSE) Strategic Flood Risk assessment (SFRA) Scoping Report received
Water Cycle Study	Scoping Report received
Town Centre and Retail Study	Draft brief being produced
Southend Gypsy & Traveller Accommodation Assessment	tba
Borough Wide Character Assessment	Draft brief being produced
A Study of Open Space and Recreation in Southend	tbc
Tourism Assessment	tbc
London Southend Airport and Environs JAAP - Technical Studies	
London Southend Airport & Environs Study Sustainability Appraisal Scoping Report	January 2008
London Southend Airport & Environs Study JAAP - Draft Sustainability Appraisal	June 2008
London Southend Airport and Environs Study JAAP Evidence Report	June 2008 Halcrow Group Ltd
London Southend Airport Joint Area Action Plan Transport Assessment	September 2008 Halcrow Group Ltd
London Southend Airport Joint Area Action Plan – Draft Noise Impact Assessment	Planned
Habitats Regulations Assessment	Planned
Economic Impact Assessment	Planned
Assessment of the Acceptability of the Park and Ride element of the JAAP	Planned
Transport Assessment update	Commissioned
Evidence Detailing Cost Benefit Analysis of JAAP (including Key Areas)	Planned

Flood Risk Assessment of Development within the JAAP area	Planned
Study/Work to provide justification/need for the runway extension to make passenger airport viable	Planned
Advice on Air Quality (including how it can be monitored/managed) - Further Evidence Base	Planned

Appendix 2 - Extract from Essex County Council Minerals and Waste Development Scheme

Waste Development Document

- 3.18 The WLP was adopted in 2001 and is relatively up to date and it was developed jointly with Southend on Sea Borough Council. It is site specific and includes specific Development Management policies, and is aimed at moving waste disposal in the county away from landfill in accordance with Government Targets. In 2004 the County Council's Joint Municipal Waste Management strategy (produced jointly with Borough and District Councils in Essex) was emerging and it has now been approved (2008). It has been devised around the policies and sites within the WLP, under which delivery of waste management facilities in line with current Government requirements can be achieved. In 2004 it was considered that to start the WDD at that time could undermine rather than ensure delivery of alternative waste facilities to landfill in Essex. Moreover new government guidance and regional policies were emerging, with the RSS including policies on London apportionment and regional self sufficiency, with the RSS due to be completed by 2006. These were important policy decisions which needed to be made before we asked the public on the options within Essex. The RSS has since been and approved in approved in May 2008.
- 3.19 Originally we had intended to produce two Essex Waste Documents comprising the Core Strategy and Proposed Allocations, with a third revised Minerals and Waste Development Management Policies Document. In 2007, it was decided to rationalise the number of documents, and discussions commenced with Southend and GO East, concerning possible joint waste documents. The intention now is to produce a new joint WDD and a joint Waste Non Strategic Site allocation document with Southend on Sea Borough Council. The WDD will include the Core Strategy, Development Management Policies and Strategic Sites.
- 3.20 As with the MDD, we shall develop an evidence base. We have commissioned a Waste Water Treatment Capacity report and an update to the 2007 Waste Arisings, Capacity and Future Requirements Study, to reflect the latest data. We will also commission a compilation report to bring together the waste arisings data for Southend and Essex. A desktop assessment and site selection criteria will be carried out for inclusion in the Issues and Options Paper. These reports will also form part of the evidence base.
- 3.21 We will need to produce and agree a new SA/SEA scoping report and accompanying baseline report to reflect the combined plan areas of Essex and Southend areas. We will then commission high level SA/SEA, SFRA and AA assessments to support the Issues and Options stage and detailed assessments for the Preferred Approach stage.
- 3.22 The Issues and Options paper will need to consult on the criteria for identifying a strategic site. It will also include a final call for sites which can then be assessed against those criteria and put any such sites forward for consultation at the Preferred Approach stage.
- 3.23 Table 2 below summarises the key stages and anticipated timeframes.

Table 2 key stages and anticipated timeframes

Key Stage	Planned Date
Consultation on the Issues and Options	Nov 2009 – Dec 2009
Consultation on the Preferred Approach	Sep 2010 – Oct 2010
Consultation on the Submission version	Sep 2011 – Oct 2011
Submission to the Secretary of State	March 2012
Examination In Public	Jun 2012
Adoption of the plan.	Feb 2013

Waste Non Strategic Site Allocations

- 3.24 We also expect to produce a Non Strategic Waste Site Allocations plan identifying any other preferred (but non strategic) sites for waste processing during the lifetime of the plan and associated safeguarding required to support the plan. The need to identify such sites will depend on the emerging strategy in the WDD and in particular the strategic site selection criteria, but the assumption at the moment is that we will need this document.
- 3.25 If any new sites do need to be considered, they will need to come forward in the Call for Sites issued with the WDD Issues and Options paper.
- 3.26 Table 3 summarises the key stages and dates currently envisaged for preparing this document, which will follow just behind the Main WDD and will need to conform with the Main WDD.

Table 3 Waste Non Strategic Site Allocations Document Timetable

Key Stage	Planned Date
Consultation on the Issues and Options	Jun 2010 – Jul 2010
Consultation on the Preferred Approach	Jun 2011 – Jul 2011
Consultation on the Submission version	May 2012 – Jun 2012
Submission to the Secretary of State	Oct 2012
Examination In Public	Jan 2013
Adoption of the plan.	Jul 2013



southend-on-sea
town, shore and so much more