

Trafford Council
Civic Quarter Area Action Plan
Legal Compliance Statement March 2022

This checklist is based on the Local Plan Route Mapper and Toolkit (October 2021) prepared by the Planning Advisory Service.

The Civic Quarter Area Action Plan is a new development plan document which, as an Area Action Plan, will sit alongside the remaining elements of the statutory development plan for Trafford. When having regard to the form of the development plan document that is being prepared, it is Part 3 of the toolkit that has been applied. This is focussed on whether the process requirements of legislation and policy concerning development plan preparation have been accurately followed. Part 3 takes the form of a table which sets out key questions which should be considered when undertaking development plan preparation.

The following abbreviations are used:

P&CA - Planning and Compulsory Purchase Act 2004 (as amended)

T&CP - The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

In addition:

'L' identifies legal requirements included in legislation relevant for that stage of plan-making; and

'PM' highlights project management reminders arising from these requirements.

Toolkit Part 3 – Have the relevant process requirements of legislation and policy been followed?

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage A: Navigating the process of reviewing Local Plan policies				
1.	L	Have you consistently kept under review the matters which are likely to affect the development of your area and the planning of its development?	P&CPA Section 13 T&CP Regulation 34	Y	<ul style="list-style-type: none"> ● Authority Monitoring Report ● Baseline technical data 	Evidence base, earlier iterations of the AAP , consultation responses at all stages, planning applications within the AAP area
2.	L	Have you prepared to undertake a review of your local plan policies and complete the review within 5 years of the date of adoption of the current local plan? (also see guidance within Part 1 of the Route Mapper and the 'Local Plan Review Assessment' within Part 1 of the Toolkit)	T&CP Regulation 10A NPPF para 33	N/A	<ul style="list-style-type: none"> ● Local Development Scheme 	
3.	L	Have you prepared to review your Statement of Community Involvement and complete the review within 5 years of the date of adoption of the current Statement of Community Involvement?	P&CPA Section 18 and 19(3) T&CP Regulation 10A	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Statement of Community Involvement 	Current Statement of Community Involvement is dated August 2021 (previous SCI September 2020)

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
4.	PM	Have you checked your scheme of delegation and engaged with the relevant person(s) who will make decisions on the outcome of any review(s) of the Local Plan policies and the Statement of Community Involvement?	The Council's scheme of delegation	Y	<ul style="list-style-type: none"> • The Council's scheme of delegation 	Committee reports relating to the AAP (to Full Council, to the Executive and to the Planning and Development Management Committee)
5.	L	<p>Have you prepared a report for the relevant person(s) deciding on the review of the local plan policies that takes into account the matters that are likely to affect the development of your area and the planning of its development to enable them to make a decision on whether:</p> <ol style="list-style-type: none"> 1. the policies do not need updating (publishing the reasons for this decision); and / or 2. that one or more strategic policies do need updating (moving to Stage B to update your Local Development 	<p>T&CP Regulation 10A</p> <p>NPPF para 33</p>	N/A	<ul style="list-style-type: none"> • Published report and decision • 5 year plan review assessment (See Part 1 of this toolkit) • Baseline technical data 	

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Scheme to set out the timetable for this revision)?				
		Stage B: Scoping and preparing for your policies update				
6.	L	Where an update of the Statement of Community Involvement is required have you prepared, consulted and adopted a revised Statement in accordance with the procedures set out in Part 2 of the P&CPA? Have you ensured that the Statement is up to date and reflects who the relevant consultation bodies are - for all stages of the plan making process - and what actions will	P&CPA Part 2 T&CP Regulation 18 NPPF Para 16	Y	<ul style="list-style-type: none"> Statement of Community Involvement 	Current Statement of Community Involvement is dated August 2021 (previous SCI September 2020)

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		be undertaken to involve the community in any updates to the local plan policies?				
7.	PM	<p>Have you prepared a report for the relevant person(s) who will make a decision on the outcome of the review of the Statement of Community Involvement including where relevant details and justification of proposed changes?</p> <p>This should also consider the any practicalities of making documents available for inspection at the submission stage.</p>	<p>P&CPA Section 18</p> <p>T&CP Regulation 10A</p>	N/A	<ul style="list-style-type: none"> ● Published report and decision ● Statement of Community Involvement 	
8.	PM	Have you identified the proposed scope of the update of the local plan by setting out the principal policy areas that will be considered?		Y	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● Baseline technical data 	Evidence base, committee reports relating to the AAP, earlier iterations of the AAP

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
9.	PM	Have you drafted a project plan to manage and timetable the development and update of the local plan policies?		Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	Local Development Scheme (2021 – 2024)
10.	L	Have you prepared a new Local Development Scheme which identifies the local plan policies update document(s) and the Sustainability Appraisal and timescales for their production?	P&CPA Section 15(2) and Section 19(1)	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	Local Development Scheme (2021 – 2024)
11.	L	Does your Statement of Community Involvement and project plan identify the legally prescribed bodies you will engage with under the duty to cooperate? This should also include each Local Enterprise Partnership and each Local Nature Partnership in the area.	P&CPA Section 20 and Section 33A T&CP Regulation 4	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground 	Statement of Community Involvement (August 2021)
12.	L	Have you identified the “strategic matters” that will be included in the updated local plan policies and which have / would have a significant impact on your area and at least one other planning area and on which you are required to engage constructively, actively and on an ongoing basis?	P&CPA Section 20 and Section 33A	N/A	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● 5 year plan review assessment (See Part 1 of this toolkit) ● Duty to Cooperate Statement(s) of Common Ground / 	The CQAAP sits underneath Places for Everyone, from which the housing figures (up to 2,500 units in the plan period) have been transferred

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					Duty to Cooperate Statements	
13.	L	In addition to the legally prescribed bodies does your Statement of Community Involvement and project plan identify any additional bodies / person(s) who you will engage with on strategic cross-boundary matters and who will be party to your Statement(s) of common ground?	NPPF para 27 and para 35	Y	<ul style="list-style-type: none"> • Statement of Community Involvement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Statement of Community Involvement (August 2021)
14.	PM	Have you designed a template to record the progress made with the above bodies / person(s). This should document where effective co-operation is and is not happening throughout the plan making process, and the outcomes from engagement. This will also be required as evidence to demonstrate that you have met the Duty to Cooperate.	<p>P&CPA Section 20 and Section 33A</p> <p>NPPF para 27 and para 35</p>	N/A	<ul style="list-style-type: none"> • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Template documents 	See Statements of Common Ground (emails) with Manchester City Council and Salford City Council

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
15.	PM	In line with your Local Development Scheme and project plan have you timetabled relevant meetings / briefings with the authorities senior management team and elected Members (including any relevant Cabinet / Committee) to ensure that there is support for the development of the local plan policies update and that any necessary permissions for publication are obtained?		Y	<ul style="list-style-type: none"> Any relevant local authority reports and decisions 	Committee reports relating to the AAP, regular steering group meetings
16.	L	Have you prepared a Scoping Report for the development of your Sustainability Appraisal to inform the update of your plan policies? Have you included a proposed framework for testing local plan policies update options and alternatives using the baseline information and an identified set of sustainability objectives? Have you incorporated the requirements of the Strategic Environmental Assessment?	<p>P&CPA Section 19 and Section 39</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>NPPF Para 32</p>	Y	<ul style="list-style-type: none"> Local Development Scheme Sustainability Appraisal Scoping document Sustainability Appraisal report 	Integrated Assessment Scoping Report, and Updated Integrated Assessment (Appendix B)

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
17.	L	Have you consulted the statutory environment consultation bodies, and other interested parties, on the scope and level of detail of the environmental information to be included in the Sustainability Appraisal report?	The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Sustainability Appraisal report scoping document ● Sustainability Appraisal report ● Copies of the consultation letters sent to, and any responses from, the bodies 	Documents relating to Regulation 18 consultation (February/April 2020) which included the Integrated Assessment and Integrated Assessment Scoping Report
		Stage C: Developing the update to your local plan policies				
18.	L	Have you collected in a presentable format the relevant baseline information that will inform and evidence an update to your plan? This may include evidence commissioned by third parties.	P&CPA Section 13 and Section 20	Y	<ul style="list-style-type: none"> ● Baseline technical data ● Commissioned reports and studies ● Authority Monitoring Report 	Evidence base

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
19.	L	<p>Have you undertaken early engagement with stakeholders to help develop spatial options, particularly on strategic cross-boundary matters?</p> <p>Have you ensured that you are keeping a continual log of engagement for your Duty to Cooperate Statement of Common Ground?</p>	<p>P&CPA Section 20 and Section 33A</p> <p>NPPF para 27 and para 35</p>	N/A	<ul style="list-style-type: none"> •Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	See Statements of Common Ground (emails) with Manchester City Council and Salford City Council
20.	L	Have you drafted policies / policy options and alternatives based on evidence and engagement? Do the options serve a clear purpose, have they been prepared positively and written in a clear manner and unambiguous?	NPPF para 15 to 34	Y	<ul style="list-style-type: none"> •First draft plan •Sustainability Appraisal report •Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Earlier iterations of the AAP
21.	L	Have you taken account of the NPPF requirements for plan content and the Government's planning policy for traveller sites? At the time of publication this was included in the August 2015 DCLG Planning Policy for traveller sites. This policy must be taken into account in the preparation of development plans.	<p>NPPF</p> <p>Planning policy for traveller sites, DCLG August 2015</p>	N/A	<ul style="list-style-type: none"> •Evidence based documents •First draft plan •Consultation statement •Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	There is no need for the AAP to consider traveller sites. This matter is dealt with in the Core Strategy/emerging Local Plan

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
22.	L	<p>Have you considered plan production processes set out within the NPPF, including:</p> <ul style="list-style-type: none"> • Plan making provisions set out in section 3 – para 15-37 • Considering transport issues at the earliest stages of plan production – para 104 • Aligning strategies and investments – para 106 • Considering changes in the demand for land – para 122 • Discussing the strategic location of housing growth and any proposed changes to Green Belt boundaries with neighbouring authorities – para 141 • Applying a sequential, risk-based approach to the location of development to avoid flood risk to people and property – para 161 • Allocating land with the least environmental value – para 175 	NPPF	Y	<ul style="list-style-type: none"> • Evidence based documents • First draft plan • Consultation statement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Evidence base, the CQAAP Regulation 19 stage

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
23.	L	Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the policies in the plan and to enable a review to be triggered where necessary?	<p>P&CPA Section 13 and Section 35</p> <p>T&CPA Regulation 34</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>NPPF Para 31, 33, 76, 122</p>	Y	<ul style="list-style-type: none"> ● Sustainability Appraisal ● Authority Monitoring Report ● Reports or documents setting out the appraisal and monitoring framework 	The CQAAP Regulation 19 stage (section 5), Annual Monitoring Reports (forthcoming)
24.	L	Have you undertaken a Habitats Regulations Screening Assessment to determine whether the update to the local plan is likely to have a significant effect on a European site or a European offshore site (either alone or in combination with other plans or projects)?	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	Habitats Regulations Assessment (Screening) September 2021

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
25.	L	Have you consulted the relevant “nature conservation body” on your Habitats Regulations Screening Assessment and had regard to their representations? Have you also consulted, if considered appropriate, other relevant organisations?	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>Habitats Regulations Assessment (Screening) September 2021</p> <p>Notification on Habitats Regulations Assessment (Screening) (done 06.12.21)</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
26.	L	<p>Did the Habitats Regulations Assessment screening assessment determine that the plan is likely to have a significant effect on a European site or a European offshore site?</p> <p>If so you <u>must</u> undertake an appropriate assessment of the implications of the plan (as part of your Habitats Regulatory Assessment (HRA)) for the Plan's policies and site(s) within the context of the European site's conservation objectives.</p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	N	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Habitats Regulations Assessment (Screening) September 2021
27.		Have you carried out an Equalities Impact Assessment?	<i>Equality Act 2010</i>	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	Integrated Assessment and Updated Integrated Assessment
28.		Have you considered combining the Sustainability Appraisal, Equalities Impact Assessment and potentially Habitats Regulations Assessment as part of an Integrated Impact Assessment that is	<i>Equality Act 2010</i>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report 	Integrated Assessment and Updated Integrated Assessment

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		developed and updated alongside the plan in order to inform its options? This may not be appropriate in all instances.			<ul style="list-style-type: none"> ● Habitats Regulations Assessment ● Equalities Impact Assessment 	
29.	L	Have you assessed the draft plan / policy options against relevant soundness and quality measures?	NPPF Para 35 to 36	Y	<ul style="list-style-type: none"> ● Draft plan / policy options ● Duty to Cooperate Statement(s) of Common Ground ● Local Plan Form and Content Checklist (see Part 2 of this Toolkit) ● Local Plan Soundness and Quality Assessment (see Part 4 of this Toolkit) 	Earlier iterations of the AAP
30.	L	Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map? If yes, have you prepared a submission policies map?	T&CPA Regulations 5(1) (b), 9 (1), 17 & 22(1)	Y	<ul style="list-style-type: none"> ● Submission policies map ● Brief statement if a submission policies map is not required 	Revised Composite Policies Map
31.	L	Is the local plan policies update consistent with any other adopted Local Plan Documents for the area?	T&CPA Regulation 8(3) and (4)	Y	<ul style="list-style-type: none"> ● Local Plan and relevant background papers 	

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
32.	L	Is the local plan policies update intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	T&CPA Regulation 8(5)	Y	<ul style="list-style-type: none"> • Local Plan 	The CQAAP Regulation 19 stage
33.	L	Is the local plan policies update (if a London Borough or Mayoral DC) in general conformity with the spatial development strategy?	P&CPA section 24	N/A	<ul style="list-style-type: none"> • Letter from Mayor of London/ Mayoral Development Corporate • Local Plan and relevant background papers 	
		Stage D: Consulting and engaging on the policies update				

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
34.	PM	Have you obtained the relevant authority permissions to publish the first draft / options for public consultation?		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	Committee reports relating to the AAP
35.	L	<p>Have you notified the following bodies or persons that you are preparing a local plan policies update and invited them to make representations on what the plan should contain?</p> <ul style="list-style-type: none"> The specific consultation bodies that may have an interest; The general consultation bodies that the authority consider appropriate; Residents or other persons carrying on business in the area as considered appropriate; and Any other stakeholders that you have engaged with in earlier stages on strategic matters and who will be party to your Duty to Cooperate Statement(s) of Common Ground and are relevant parties pursuant to your duty to cooperate 	<p>P&CPA Section 20 and Section 33A</p> <p>T&CP Regulation 18</p> <p>NPPF Para 16, 24-27, and 35</p>	Y	<ul style="list-style-type: none"> Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements Consultation Statement Copies of consultation notifications Records of discussion 	Regulation 18 Consultation Statement

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
36.	L	<p>Have you made sure that the consultation and invitation to make representations:</p> <ul style="list-style-type: none"> • Follows the principles set out in your adopted Statement of Community Involvement; • Integrates any involvement with the Duty to Cooperate Statement(s) of Common Ground; and • Is proportionate to the scale of issues involved in the local plan policies update. 	<p>P&CPA Section 19</p> <p>NPPF Para 27 and 35</p>	Y	<ul style="list-style-type: none"> • Statement of Community Involvement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement 	Regulation 18 Consultation Statement
37.	L	<p>Have you prepared a draft of your Consultation Statement (a “proposed submission document”) that includes a record of:</p> <ul style="list-style-type: none"> • The individuals or bodies invited to make representations; • How this was done; • The main issues raised; and • In preparation of Stage E (and to be completed in Stage E as outline below) how the main issues have been addressed in the local plan policies update. 	<p>P&CPA Section 19</p> <p>T&CPA Regulation 17, 18, 19 and 22</p> <p>NPPF Para 16, 24-27, and 35</p>	Y	<ul style="list-style-type: none"> • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement 	Regulation 18 Consultation Statement

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
38.	L / PM	<p>Have you consulted on the following emerging documents alongside your first draft plan so that they can be reviewed against representations and policy options and alternatives as they are developed?</p> <ul style="list-style-type: none"> • Sustainability Appraisal; and • Habitats Regulations Screening Assessment (or Habitats Regulations Assessment if one has been developed at this stage) 	<p>P&CPA Section 19 and Section 39</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>The European Directive 92/43/EEC</p> <p>NPPF Para 32</p>	<p>Y (for SA)</p> <p>N (for HRSA)</p>	<ul style="list-style-type: none"> • Sustainability Appraisal (and any drafts) • Habitats Regulations Assessment screening report • Habitats Regulations Assessment • Statement of Community Involvement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement 	<p>Regulation 18 Consultation Statement, Integrated Assessment Update, AAP committee report (11.11.21)</p> <p>Habitats Regulations Assessment (Screening) September 2021</p> <p>Notification on Habitats Regulations Assessment (Screening) (done 06.12.21)</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage E: Developing the submission version of the policies update				
39.	PM	Taking account of the consultation have you considered whether there is a need for further evidence and / or evidence to be updated to support the policy options set out in your plan?	P&CPA Section 13 and Section 20	Y	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies 	Updates to evidence base
40.	PM	Have you considered whether further consultation and engagement is required depending on the nature and significance of any proposed changes to the preferred	P&CPA Section 13 and Section 20	Y	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies 	

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<p>strategy following consultation and / or further evidence?</p> <p>Where further consultation and engagement is required prior to submission this should be undertaken, recorded and reported in line with the requirements set out above. This includes updating and consulting where necessary on any corresponding amendments to the Sustainability Appraisal and Habitats Regulations Assessment.</p>			<ul style="list-style-type: none"> ● Sustainability Appraisal (and any drafts) ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	
41.	L	<p>Have you prepared the Sustainability Appraisal report on any revised draft of the local plan policies update? Is it clear how the sustainability appraisal has influenced the plan?</p>	<p>P&CPA Section19(5)</p> <p>Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	Y	<ul style="list-style-type: none"> ● Sustainability Appraisal 	Integrated Assessment Update

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
42.	L	Have you prepared an Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 2001/42/EC The European Directive 92/43/EEC NPPF Para 32	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	<p>Habitats Regulations Assessment (Screening) September 2021</p> <p>Notification on Habitats Regulations Assessment (Screening) (done 06.12.21)</p>
43.	L	Have you updated your Equalities Impact Assessment?	Equality Act 2010	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	Integrated Assessment and Integrated Assessment Update
44.	L	Have you taken account of all of the representations received from all person(s) in response to the consultation(s) in Stage D? Have you recorded how the main issues have/will be addressed in your draft consultation statement?	T&CPA Regulation 17, 18 and 22	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement ● Local Plan 	Regulation 18 Consultation Statement

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					<ul style="list-style-type: none"> • Relevant correspondence 	
45.	PM	Have you considered whether or not you intend to confirm the housing land supply through the independent examination process? If so, have you clearly stated this within your Regulation 19 Submission local plan policies update and have you ensured that you will engage appropriately with developers and others with an interest in housing delivery on the housing land supply?	<p>NPPF para 75</p> <p>T&CPA Regulation 17, 18 and 22</p>	N	<ul style="list-style-type: none"> • Local Plan • Relevant correspondence 	
46.	PM	<p>Does your local plan policies update include a trajectory illustrating the expected rate of housing delivery over the plan period?</p> <p>Will your local plan policies update provide for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on adoption against the housing requirement (which is informed by a local housing need assessment conducted using the standard method as a starting point)?</p>	NPPF paras 11, 74 and 75	Y	<ul style="list-style-type: none"> • Local Plan 	A housing trajectory has been prepared to accompany the Council's response to the Matters, Issues and Questions

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage F: Independent examination and adoption				
47.	PM	<p>Have you obtained the relevant authority permissions to publish the submission version of the local plan policies update?</p> <p>You may want to consider including approval to submit this to the Secretary of State (Planning Inspectorate)</p>		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	AAP Executive report (03.12.20)
48.	L	Have you made clear where and within what period representations must be made?	T&CPA Regulation 17, 19, 20 and 35	Y	<ul style="list-style-type: none"> Report or record of decisions 	Consultation material (emails, letter drop, Council website)
49.	L	<p>Have you published on your website and made copies of the following available for inspection:</p> <ul style="list-style-type: none"> the proposed submission documents the statement of the representations procedure statement and details of where and when documents can be inspected 	T&CPA Regulations 19 and 35	Y	<ul style="list-style-type: none"> Statements and record of where and when documents were made available Consultation Statement 	Consultation material (emails, letter drop, Council website), Statement of Community Involvement

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Have you checked you have met all other requirements of your Statement of Community Involvement?				
50.	L	<p>Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> • A copy of each of the proposed submission documents; and • the statement of the representations procedure 	T&CPA Regulation 19(b)	Y	<ul style="list-style-type: none"> • Consultation Statement • Evidence of notifications (email) 	Email sent to contacts on consultation database (including specific consultation bodies) with link to CQAAP webpage (on Council's website) where consultation documents were located
51.	L	<p>Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> • the statement of the representations procedure; and • where and when the documents can be inspected 	T&CPA Regulation 19(b)	Y	<ul style="list-style-type: none"> • Consultation Statement • Evidence of notifications (email) 	Email sent to contacts on consultation database (including general consultation bodies) with link to CQAAP webpage (on Council's website) where consultation documents were located
52.	L	Have you, on the day of publication, requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the local plan update with the spatial development strategy?	<p>P&CPA Section 24</p> <p>T&CPA Regulation 21</p>	N/A	<ul style="list-style-type: none"> • Copy of letter 	

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Getting ready for submission to PINS				
53.	PM	Get ready for submission and examination, this might mean starting the process of appointing a programme officer, securing rooms for a potential hearing and other practical arrangements. Refer to guidance from the Planning Inspectorate.	See PINS Procedure Guide for Local Plan Examinations 2021	Y		
54.	PM	Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS)		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	AAP committee report (11.11.21)
55.	L	Have you collated all of the representations made to the publication draft plan policies update?	<p>P&CPA Section 20(3)</p> <p>T&CPA Regulation 22(1)(e)</p>	Y		Submission documents (26.11.21)
56.	PM	<p>Does each representation made have a unique ID and contact details?</p> <p>PINs require that these are provided in an electronic database enabling the full text of each representation to be accessed easily in both policy and paragraph number order and</p>	See PINS Procedure Guide for Local Plan Examinations 2021	Y		Submission documents (26.11.21)

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		representor order. The database should also clearly identify those who have made a request to be heard by the Inspector under section 20(6) of the PCPA				
57.	L	Have you assembled the relevant supporting documents (documents relevant to the preparation of your plan which normally includes or comprises the evidence base)?	P&CPA Section 20(3) T&CPA Regulation 22(1)(g)	Y	<ul style="list-style-type: none"> • Submission documents / Examination library 	Submission documents (26.11.21)
58.	PM	Do all of the documents that you will submit to the inspectorate have a unique reference listed in an 'Examination Library'?		Y	<ul style="list-style-type: none"> • Submission documents / Examination library 	Submission documents (26.11.21)
59.	L/ PM	You may need to consider whether you need to redact certain personal details from representations for the website and inspection purposes. However, those who have made representations should be able to contact one another and documents should be provided without details redacted. See the guidance from the Planning Inspectorate.	General Data Protection Regulation 2018 See PINS Procedure Guide for Local Plan Examinations 2021	Y		Submission documents (26.11.21), communication with the programme officer

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
60.	L	<p>Have you prepared a statement setting out:</p> <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 18 • How they were invited • A summary of the main issues raised • How the representations have been taken into account 	<p>P&CPA Section 20 (3)</p> <p>T&CPA Regulation 22(1)(c)</p>	Y	<ul style="list-style-type: none"> • Consultation statement 	Regulation 18 Consultation Statement
61.	L	<p>Have you prepared a statement giving:</p> <ul style="list-style-type: none"> • the number of representations made under Regulation 22 • a summary of the main issues raised OR • Stating that no representations were made 	<p>P&CPA Section 20(3)</p> <p>T&CPA Regulation 22(1)(c)</p>	Y	<ul style="list-style-type: none"> • Consultation Statement • The Statement as required in Regulation 22(1)(c) – this can be included in the Consultation statement 	Regulation 19 Consultation Summary, Viability Consultation Response, Summary of representations and the Council's response
62.	PM	<p>Consider what documents need printing to ensure that hard copies are available where necessary for inspection and for the examination library.</p>	<p>See PINS Procedure Guide for Local Plan Examinations 2021</p>	Y		
		Submission to PINS				

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
63.	L	<p>Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of:</p> <ul style="list-style-type: none"> • a copy of the local plan policies update • and (if prepared) policies map <p>Have you sent the Secretary of State (the Planning Inspectorate) an electronic version of:</p> <ul style="list-style-type: none"> • the Final ‘consultation statement’ supplemented by or incorporating the documents consultation required under Regulation 22(1) • The Sustainability Appraisal • Copies of representations • ‘Supporting documents’ <p>Guidance from PINS also highlights other material necessary for the examination which includes:</p> <ul style="list-style-type: none"> • An Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and 	<p>P&CPA Section 20(1) and 20(3)</p> <p>T&CPA Regulations 22</p> <p>See PINS Procedure Guide for Local Plan Examinations 2021</p>	Y (electronic only so far)		Submission documents (26.11.21)

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<p>confirmation from Natural England that they concur;</p> <ul style="list-style-type: none"> • The LPA's current Local Development Scheme; • In London, confirmation that the Mayor has indicated general conformity with the London Plan (note however that the Inspector is entitled to take his/her own view on conformity). • It is also helpful if the LPA provide an Equalities Impact Assessment 				
64.		<p>As soon as practical after submission, on your website, have you published:</p> <ul style="list-style-type: none"> • The documents submitted to PINS (identified above) including representations made under Regulation 20 (where practicable) taking into account GDPR requirements? • Statement as to where and when these documents are available for inspections (again this should be in line with any requirements in your Statement of Community Involvement)? 	T&CPA Regulation 22(3) and 35(1)(b)	Y (the duty to make hard copies available for inspection is presently not in force)		Examination webpage, Statement of Community Involvement (August 2021), Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
65.	L	<p>For each general consultation body invited to make representations under Regulation 18(1), have they been sent:</p> <ul style="list-style-type: none"> • notification that the documents submitted to PINS are available for inspection • details of where and when they can be inspected 	T&CPA Regulation 22(3)(b)	Y	<ul style="list-style-type: none"> • Copies of correspondence 	Email sent to contacts on consultation database with link to Examination webpage where submission documents are located
66.	L	Have you given notice to persons who have requested to be notified that submission has taken place?	T&CPA Regulation 22(3)(c)	Y	<ul style="list-style-type: none"> • Copies of correspondence 	Email sent to contacts on consultation database
67.	L	<p>If examination hearings are being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> • published the time and place of the examination and the name of the person appointed to carry out the examination on your website? • notified those who have made representations on the published DPD which have not been withdrawn of these details? 	<p>P&CPA Section 20</p> <p>T&CPA Regulations 24 and 35</p>	Not yet done	<ul style="list-style-type: none"> • Website 	
68.	L	Have you asked the Inspector to recommend 'main modifications' (changes that materially affect the policies) to make a submitted local	See Section 6 of the PINS Procedure Guide	Y	<ul style="list-style-type: none"> • Schedule of proposed main modifications 	Main modifications

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		plan policies update sound and legally compliant? These modifications should be published for consultation.	for Local Plan Examinations 2021 P&CPA Section 20 (7C)			
69.	L	Depending on the scope of the modifications, have you considered whether there is a need to undertake further Sustainability Appraisal, Habitats Regulations Assessment, and Equalities Impact Assessment on the modifications.	The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) The European Directive 2001/42/EC The Conservation of Habitats and Species Regulations 2017 (as amended)	Not yet done	<ul style="list-style-type: none"> ● Sustainability Appraisal (and any drafts) ● Equalities Impact Assessment ● Habitats Regulations Assessment screening report 	

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			The European Directive 92/43/EEC Equality Act 2010			
70.	L	If the plan policies update is sound, have you formally adopted the plan policies update in a full meeting of the local planning authority?	T&CPA Regulation 4(1) and (3) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000).	Not yet done	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	
71.	L	On adopting a Local Plan policies update, have you made publicly available a copy of the plan, an Adoption Statement and Sustainability Appraisal?	T&CPA Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.	Not yet done	<ul style="list-style-type: none"> Adoption Statement 	