

Annual Monitoring Report 2011/12

Monitoring Brentwood Borough Council's local planning
policies

December 2012

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Executive Summary

- Each year the Council publishes an Annual Monitoring Report (AMR). This sets out how the Borough's planning policies have been implemented over the previous financial year and monitors progress on the preparation of documents as set out in the Council's Local Development Scheme (LDS). This AMR is for the period 1 April 2011 to 31 March 2012.
- The introduction of the Localism Act 2011 and the 2012 Regulations sets out changes to the Council's monitoring responsibilities to give local planning authorities more flexibility as to how and when they prepare their reports and how often. The requirement to submit to the Secretary of State has been removed and a requirement introduced for local planning authorities to publish this information directly to the public at least yearly, in the interests of transparency.
- In response to the Government's localism agenda and proposed changes to the planning system, the Council decided to align its Core Strategy and Site Allocations to form a single Brentwood Local Development Plan. This was agreed by the Policy, Performance and Resources Board on 8 December 2010.
- A new Local Development Scheme (LDS) was formally agreed by the Policy, Performance and Resources Board on the 13 December 2012. The LDS reflects the change in the Council's direction from a Local Development Framework to a Local Development Plan, takes account of changing legislation and sets out a timetable for the production of local development documents, as shown in **Appendix 1**.
- A new Statement of Community Involvement (SCI) was formally agreed by the Policy, Performance and Resources Board on the 13 December 2012. The SCI sets out how the Council will engage and involve the wider community in local plan preparation and review, and reflects changes to the consultation and public engagement processes introduced through new legislation.
- The future availability of employment land in the Borough is a significant issue to be considered through the Local Development Plan. New employment land is constrained by the Boroughs Green Belt location. There was no net loss or addition of business floorspace during 2011/12, however, there is outstanding planning permission for a total of 1.13ha for all business uses, which shows potential for future employment provision in the Borough. All outstanding permissions are on previously developed sites.
- Brentwood Borough is surrounded by major retail centres able to offer greater range and choice to that in Brentwood Town Centre. However, the Borough's main centres are performing well in testing economic circumstances, with vacancies for retail units at 11% between January and March 2012 well below the national average of 14.4%. Despite no net increase in retail floorspace during 2011/12, potential exists for significant town centre shopping and leisure development.
- On 11 December 2012 an order to formally revoke the Regional Spatial Strategy (RSS) for the East of England (East of England Plan) was laid before parliament. This order came into effect on 3 January 2013, though during this monitoring period the RSS still formed part of the development plan.

- 132 (net) homes were completed during 2011/12, higher than the RSS cumulative rate. At April 2012 a total of 2,321 homes have been completed in the Borough since 2001. This is 396 above the RSS requirement to 2012 thereby reducing the annual average requirement to 131 homes per year.
- The National Planning Policy Framework (NPPF) requires local planning authorities to “identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing against their housing requirements with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land.” The five year supply period is 1 April 2012 to 31 March 2017. Brentwood Borough Council has an overall amount of identified and deliverable housing land supply for 689 homes over the next five years. That is 34 more than the RSS five year requirement (5%). This equates to a housing land supply of 5.3 years.
- Previously there has been a decline in both the number and proportion of 3+ bedroom completions since 2001. During the monitoring year this trend has reversed with significantly less emphasis on one and two bedroom homes and an increase in the number of 3+ bedroom completions. This change may in part be explained by a reduction in the availability of suitable sites for higher density developments.
- Affordable housing is a significant issue within the Borough with house prices significantly higher than average prices for England. While local income levels are above the national average, house prices and rental levels are well above what many households can afford. The supply of affordable housing varies from one year to another. A total of 51 affordable housing completions took place in the monitoring year, all from redevelopment of the former Highwood Hospital Site, Ongar Road, Brentwood. This contributes to 34.5% of all homes completed in 2011/12 above the Borough’s average for the past 10 years.
- A key component of sustainable development patterns is good accessibility by public transport to key local services. New residential development in Brentwood completed during 2011/12 was very well located in this regard, with all completions being within 30 minutes public transport time of all key services.

1 Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 (The Act) requires every planning authority to produce a monitoring report containing information on the implementation of their Local Development Scheme (LDS) and the extent to which policies in their adopted development plan are being achieved.
- 1.2 This is the Council's eighth Annual Monitoring Report (AMR) and covers the period 1 April 2011 to 31 March 2012.

The Localism Act 2011 and 2012 Regulations

- 1.3 The Localism Act (2011) received Royal Assent on 15 November 2011, with relevant clauses regarding AMRs coming into effect on 15 January 2012. The introduction of the Localism Act sets out changes to the Council's monitoring responsibilities to give local planning authorities more flexibility as to when they prepare their reports, how often and what they contain. The requirement to submit to the Secretary of State has been removed and a requirement introduced for local planning authorities to publish this information directly to the public at least yearly, in the interests of transparency.
- 1.4 The Town and Country Planning (Local Planning) (England) Regulations 2012 (The Regulations) set out requirements for AMRs. The Regulations refer to reports as Authorities Monitoring Reports as apposed to Annual Monitoring Reports.
- 1.5 Over the next two years, Brentwood Borough Council will be preparing a Local Development Plan based on the Council's Corporate Vision. Once adopted this will replace the saved policies within the Replacement Local Plan. In light of this forthcoming transition a decision has been made to reflect the change in title from Annual Monitoring Report to Authority Monitoring Report once the new Local Development Plan is adopted. The AMR will be subject to review during this period.

Annual Monitoring Report and Monitoring Process

- 1.6 This AMR monitors decisions against policies in the current development plan, Brentwood Replacement Local Plan (RLP) (August 2005), in order to assess:
 - Whether objectives, and in particular the delivery of sustainable development, are being achieved;
 - Whether policy targets are being achieved;
 - Whether any actions are needed in order to achieve policies and targets; and
 - Whether assumptions and policy objectives need to be reviewed.

- 1.7 This AMR has been produced by the Planning Policy Team. Information and statistics used have been collated from the following sources:
- (i) Essex County Council residential and non-residential development data;
 - (ii) Brentwood Council Planning Services planning application data;
 - (iii) Other Borough Council services' databases and monitoring e.g. Countryside Management; and
 - (iv) Available national statistics e.g. Neighbourhood Statistics website.
- 1.8 On 30 March 2011 a letter from the Secretary of State to Chief Planning Officers regarding preparation and monitoring of local plans, withdrew guidance on local plan monitoring indicating it is a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation.
- 1.9 Preparation of this eighth AMR builds upon information published in previous AMRs. It is intended to seek continued improvement to existing monitoring systems, including those developed with Essex County Council through further development of the monitoring Service Level Agreement (SLA) and Geographical Information Systems (GIS); improved partnership working; and the development of Sustainability Appraisals.
- 1.10 This AMR has been prepared having regard to Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012 which set out the minimum level of information that must be detailed in monitoring reports.

2 Brentwood Replacement Local Plan

- 2.1 This AMR monitors the implementation of the overall strategy, policies and proposals set out in the Brentwood Replacement Local Plan (RLP) and their contribution to policy objectives. This is achieved through monitoring locally set policy indicators and targets.
- 2.2 Under the Act, the RLP is automatically saved for three years from adoption (August 2005). In May 2008 the Council sought and received the Secretary of State's approval to extend the 'saved' period beyond three years.
- 2.3 In August 2008 the Secretary of State issued a Direction setting out which RLP policies have been saved. 127 of the original 155 adopted local plan policies were saved as set out in **Appendix 4** and at www.brentwood.gov.uk/index.php?cid=49.
- 2.4 RLP policies and proposals seek to implement an overarching aim and strategy, conforming to national and strategic policy objectives. By setting indicators and targets for specific policies, monitoring can assess whether key strategic objectives have been achieved.

Replacement Local Plan Overarching Aim

- 2.5 The Council's overarching aim for the RLP integrates the Planning Service adopted 'Mission Statement' with the Council's corporate objectives and need for sustainable development as follows:

To protect, conserve and enhance the character and appearance of the Borough's natural and built environment whilst promoting the economic, social and cultural well-being of the Borough and seeking to make provision for the development and other needs of the Borough within the context of strategic planning guidelines and the principles of sustainable development.

Sustainability Appraisal

- 2.6 In accordance with national legislation and advice, local planning authorities are required to carry out a full Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) of development plan documents at key stages of the local plan process. This enables environmental, social and economic consequences of plan objectives and policies to be taken into account in formulating the final plan and thus ensure that development is sustainable. SAs undertaken so far can be viewed at www.brentwood.gov.uk/index.php?cid=1219.
- 2.7 The Council undertook an appraisal of the RLP and adopted a set of 'Sustainability Principles' against which policies were assessed. These were set out in regard to environmental, social and economic issues, as follows:

Sustainability Principles

Environmental:

- To conserve and protect natural resources
- To conserve and protect the built heritage
- To make best use of existing urban land and buildings
- To minimise the impact of pollution on the environment and upon public health and safety
- To enhance the quality of the urban and rural environment
- To minimise the need to travel and the use of private vehicles
- To promote waste minimisation and maximise the reuse and recovery of waste
- To minimise the consumption of energy
- To maximise biodiversity

Social:

- To encourage choice of transport mode, particularly non-car modes
- To maximise the choice of housing
- To increase accessibility to employment, services, facilities etc.
- To increase accessibility to open space
- To secure a more accessible environment for those with disabilities

Economic:

- To provide for local economic development
- To provide local employment opportunities
- To locate development in areas accessible by a choice of transport modes, particularly public transport, cycling and walking
- To improve infrastructure provision
- To enhance the vitality and viability of existing town centres

3 Local Development Plan Preparation

- 3.1 A key component of the AMR is to monitor progress on preparation of development plan documents as set out in the Local Development Scheme (LDS).
- 3.2 The National Planning Policy Framework (NPPF), published on 27 March 2012, introduced changes to national policy and guidance replacing nearly all previous Planning Policy Guidance (PPG) and Planning Policy Statements (PPS). The NPPF refers to the collection of documents that make up the statutory plan for a Local Planning Authority (LPA) as the 'Local Plan' which is broadly similar to the Local Development Framework (LDF) set out in the now superseded PPS12.
- 3.3 In response to the Government's Localism agenda and proposed changes to the planning system, the Council decided to align its Core Strategy and Site Allocations to form a single Brentwood Local Development Plan (LDP). This was agreed by the Policy, Performance and Resources Board on 8 December 2010 where it was also resolved to cease work on a separate Gypsies and Travellers DPD and address Gypsy and Traveller accommodation needs within the LDP.
- 3.4 The LDP will set out a vision, strategic priorities, core policies, development management policies and site allocations for the Borough.

Local Development Scheme

- 3.5 Each Local Planning Authority is required to prepare and maintain an LDS. This sets out a three-year timetable for the preparation of various documents that make up a local plan. The First Brentwood LDS was approved by the Secretary of State in August 2006 and formally brought into effect on 12 October 2006. Following approval, the programme was subject to slippage for a number of reasons.
- 3.6 A Second LDS was approved by the Secretary of State in July 2007 and formally brought into effect on 27 September 2007, covering the period January 2007 to December 2009. The programme in the Second LDS was also subject to slippage.
- 3.7 There have been several changes to Regulations since approval of the Second LDS. In 2008, the Government amended regulations with regard to local plan preparation, removing the requirement to list Supplementary Planning Document (SPDs). The Localism Act received Royal Assent on 15 November 2011, with relevant clauses coming into effect on January 2012. This has removed the requirement to submit an LDS and an AMR to the Secretary of State.
- 3.8 On the 13 December 2012 a Third LDS was agreed by the Policy, Performance and Resources Board. This LDS reflects the change in the Council's policy direction from a LDF to a LDP, takes account of changing legislation and sets out a timetable for the documents to be produced (as shown in **Appendix 1**). The Third LDS will be reflected in an updated AMR in due course and can be viewed on the Council's website at www.brentwood.gov.uk/index.php.

Statement of Community Involvement

- 3.9 Formally agreed by the Policy, Performance and Resources Board on 13 December 2012, Brentwood's Statement of Community Involvement (SCI) sets out

how the Council will engage and involve the wider community in local plan preparation and review, and in consideration and determination of planning applications throughout the Borough. Consultation on the SCI took place between 2 – 30 November 2012 and the approved document can be viewed on the Council's website at www.brentwood.gov.uk/index.php?cid=758.

Local Development Documents

- 3.10 New local development documents that the Council proposes to produce in the next three years are listed below:
- Local Development Plan (LDP)
 - Community Infrastructure Levy (CIL)
 - Infrastructure Delivery Plan (IDP)
- 3.11 The Council has given careful consideration of which Local Development Documents it should produce. This has been influenced by policies and proposals in the existing and emerging Local Plan, NPPF and corporate priorities. More detail about each future policy document to be produced over the next three years can be found in the Council's Local Development Scheme.

Supplementary Planning Documents

- 3.12 Under the new system, Supplementary Planning Documents (SPDs) are intended to expand upon, or provide details to policies in Development Plan Documents. New or replacement SPDs will go through a consultation process in accordance with the SCI. Once adopted, SPDs will form part of the Local Development Plan as non-statutory documents, which will not be subject to examination but informed by community and stakeholder involvement.
- 3.13 The Council has adopted three SPDs as set out below and available to view on the Council's website:
- Urban Place Supplement (2007)
 - Shopfront Guidance for Brentwood Town Centre (2010)
 - Vehicle Parking Standards (2011)

Evidence Base

- 3.14 The Council has continued to develop required evidence to inform planning policy review as part of the LDP. During the monitoring year the following studies have been published:
- Strategic Housing Land Availability Assessment (SHLAA, October 2011): Prepared by consultants Atkins, this study identifies areas of land across the Borough with potential for future housing over the plan period.
 - Retail and Commercial Leisure Study (November 2011): Prepared by specialist retail consultants Chase & Partners, this assesses retail provision, capacity, future needs, demand, and market conditions across the Borough.

- 3.15 Studies completed during 2012 include:
- Heart of Essex Housing Growth Scenarios (June 2012): Prepared by consultants the Roger Tym & Partners, this study identifies housing growth scenarios for the Heart of Essex sub region, covering the period to 2031.
 - Heart of Essex Economic Futures (June 2012): Prepared by consultants Nathaniel Lichfield & Partners and Experian, this sets out economic analyses, scenarios and recommendations for delivering future growth for the Heart of Essex authorities, Brentwood, Maldon and Chelmsford.
- 3.16 These and other studies can be viewed on the Council's website at www.brentwood.gov.uk/index.php?cid=966.
- 3.17 A Local Wildlife Sites (LoWS) Review is nearing completion and will provide essential evidence on delivering nature conservation objectives within the Borough. This review is being undertaken by Essex Ecology Services, a subsidiary company of Essex Wildlife Trust.

Conservation Area Appraisals

- 3.18 Local authorities have a duty to designate conservation areas, are required to formulate policies and devise schemes for the preservation and enhancement of their character and appearance, and keep them under review.
- 3.19 To this end, the Brentwood Replacement Local Plan sets out the Council's intention to carry out appraisals for all the Borough's conservation areas, to clearly assess and define their character, allowing informed planning decisions and identification of what should be preserved and enhanced. To date eight of the Borough's 13 conservation areas have completed appraisals, all undertaken by Essex County Council's historic buildings and conservation team.
- 3.20 Since adoption of the Replacement Local Plan in 2005 changes have been made to several conservation area boundaries. These changes have been approved by the Council following consultation on the proposed amendments, which followed from recommendations made in the above appraisals.
- 3.21 Changes have been made to the boundaries of Brentwood Town Centre, Ingatestone Station Lane and Ingatestone High Street conservation areas (13 January 2010) and Great Warley and Herongate conservation areas (17 October 2012). These revised boundaries together with all conservation area appraisals undertaken so far can be viewed on the Councils website at www.brentwood.gov.uk/index.php?cid=31.

4 Key Contextual Characteristics

- 4.1 The Borough's key contextual characteristics provide a backdrop against which policy effects can be considered and inform the interpretation of output and indicators. Characteristics set out in Table 1 are taken from existing published data, most notably the Office for National Statistics 2011 Census Data.
- 4.2 Brentwood Borough is situated in south west Essex, immediately east of the Greater London Metropolitan area, and entirely within Metropolitan Green Belt.
- 4.3 Proximity to London and the M25 provides good accessibility to national and regional road and rail networks; airports at Stansted, City, Southend, Gatwick and Heathrow; and port facilities at Tilbury, Harwich and Felixstowe, as well as south coast ports via the Dartford Crossing. These location advantages mean that Brentwood has been, and will continue to be, an attractive choice for both business and housing.
- 4.4 The Green Belt acts as a significant constraint on development, whilst at the same time maintaining an attractive setting to the Borough's main town and smaller settlements. Brentwood itself has a well-landscaped character, with few areas of poor quality housing.
- 4.5 London and the Borough's Green Belt setting are significant influential factors on the character of the area. Brentwood is a relatively affluent Borough, with residents able to enjoy a high quality of both built and rural environment, good accessibility to shops, services and leisure facilities, and heavily influenced by employment opportunities in London. However, there are issues associated with, for example, affordability of housing, an ageing population and out-commuting for employment.

Table 1: Brentwood Borough key characteristics

| Characteristic | Brentwood | England |
|--|-----------|------------|
| Demographic Structure | | |
| Population Size 2011 (Census) | 73,601 | 53,012,456 |
| Population Size 2001 (Census) | 68,456 | 49,138,831 |
| Population Change 2001 to 2011 | 7.5% | 7.9% |
| Population Aged 60+ | 25.6% | 22.3% |
| Ethnic Composition - White | 93.6% | 85.4% |
| Socio-cultural Issues | | |
| Economically Active: Unemployed | 3.1% | 4.4% |
| Unemployed Age 16 - 24 | 0.8% | 1.2% |
| Retired | 14.9% | 13.7% |
| No Qualifications | 19.4% | 22.5% |
| Crime Rates 2010 to 2011 (Count) (Source: Home Office; Communities & Local Government) | | |
| Violence against the Person | 765 | 765,618 |
| Robbery | 27 | 74,561 |
| Burglary in a Dwelling | 349 | 248,711 |
| Theft of a Motor Vehicle | 169 | 100,700 |
| Theft from a Motor Vehicle | 425 | 297,323 |

| Indices of Deprivation 2010 (Out of 326 Local Authorities) (rank 1 highest, rank 326 lowest) (Source: Communities & Local Government) | | |
|--|----------|----------|
| Average rank | 295 | - |
| Rank of income | 300 | - |
| Rank of employment | 296 | - |
| Life Expectancy at Birth (2008-2010) (Source: Office for National Statistics) | | |
| Males | 81.1 | 78.2 |
| Females | 84.3 | 82.3 |
| Economy | | |
| Economically Active | 72.0% | 69.9% |
| Business Demography 2011 (Source: Office for National Statistics) | | |
| Business Starts - Enterprise Births | 11.8% | 10.4% |
| Business Closures – Enterprise Deaths | 12.6% | 13.1% |
| Socio-Economic Classification | | |
| Higher Managerial, administrative and professional occupations | 15.2% | 10.4% |
| Higher Professional Occupations | 11.7% | 8.0% |
| Lower Managerial, Administrative and Professional Occupants | 26.1% | 20.9% |
| Intermediate Occupations | 16.9% | 12.8% |
| Lower Supervisory and Technical Occupations | 5.2% | 6.9% |
| Never Worked | 1.8% | 3.9% |
| Long Term Unemployed | 1.2% | 1.7% |
| House Price Indicator (mean) (Source: Communities and Local Government) | | |
| All Dwellings (2006) | £315,781 | £206,715 |
| All Dwellings (2009) | £321,959 | £216,493 |
| Detached (2009) | £536,670 | £314,681 |
| Semi-Detached (2009) | £273,890 | £188,212 |
| Terraced (2009) | £223,059 | £179,539 |
| Flat (2009) | £190,812 | £197,370 |
| Housing and the Built Environment | | |
| House Types: | | |
| Detached | 31.0% | 22.3% |
| Semi | 31.9% | 30.7% |
| Terraced | 15.7% | 24.5% |
| Flat | 21.1% | 22.1% |
| Housing Tenure: | | |
| Owner Occupied | 75.1% | 63.3% |
| Social Rented | 11.7% | 17.7% |
| Private Rented | 11.3% | 16.8% |
| Population Density (Persons per Hectare) | 4.8 | 4.1 |
| Quality and Assets of the Built Environment: | | |
| Number of Listed Buildings | 512 | - |
| Number of Conservation Areas | 13 | - |
| Transport | | |
| Car Ownership: | | |
| No Car | 14.9% | 25.8% |
| 2 or more Cars | 42.0% | 32.0% |

Source: 2011 Census, Key Statistics for Local Authorities England and Wales unless otherwise stated

Note: These characteristics will be monitored, reviewed and amended in future AMRs to reflect changes in information and its sources

5 Local Indicators and Outcomes for 2011/12

- 5.1 Previously local authorities were required to monitor a set of core output indicators defined by Government. However, in a letter to Chief Planning Officers, dated 30 March 2011, regarding preparation and monitoring of local plans, the Secretary of State gave notice that core output indicator guidance (Regional Spatial Strategy and Local Development Framework Core Output Indicators – Update 2/2008) would be withdrawn. It is now a matter for each council to decide what to include in their monitoring reports while ensuring they are prepared in accordance with relevant UK and EU legislation.
- 5.2 In order to assess intended Replacement Local Plan (RLP) outcomes, aims, objectives and policies are measured and evaluated throughout the plan period. The RLP includes a set of output indicators and targets for specific policies, relevant to assessing the plan's progress in achieving sustainable development. These performance targets (set out in **Appendix 4**) and other indicators to monitor specific local issues are monitored within this and previous AMRs.

Revocation of the East of England Plan

- 5.3 On the 11 December 2012 an order to formally revoke the regional spatial strategy for the East of England (East of England Plan) was laid before parliament. This order came into effect on 3 January 2013, although during this monitoring period the RSS still formed part of the development plan and assessments have been made using RSS targets.
- 5.4 The Council will need to agree locally derived targets against which future policy can be assessed. This will in part be achieved through a Duty to Co-operate which requires planning authorities and other public bodies to actively engage and work jointly on strategic matters. The Council will explore constructive approaches to such issues jointly with neighbouring authorities and public bodies to ensure that strategic priorities are reflected and, where appropriate, addressed in the Local Plan.

Local Economy

Business Development

- 5.5 New employment land in the Borough is constrained by its Green Belt location. The Replacement Structure Plan's employment land provision figure for 1996 to 2012 amounted to one hectare for the whole Borough. This is provided for in the RLP, with new employment land identified at:
- Land adjacent to the Council's Highways Depot, Warley (approximately 0.65 hectares). This land, together with the adjacent Highways Depot and car parking areas (total area of 1.71 hectares) was granted outline planning permission in May 2004 for a mixed B1(a), B1(b) and Highways Depot development (BBC/BRW/0003/04). This permission has now expired.
 - Hallsford Bridge Industrial Estate extension land, Stondon Massey (approximately 0.58 hectares). The land is owned by the Council and is

currently being disposed of, as agreed by the Brentwood Asset Infrastructure and Localism Panel.

- West Horndon Industrial Estate (approximately 1.05 hectares). The land was part of a larger area of some 10 hectares granted outline permission in 1989, but has remained largely undeveloped, although partly used for open storage of motor vehicles.
- Childerditch Industrial Park (approximately 0.59 hectares of vacant land within the area allocated for employment buildings rather than open storage).

5.6 These land allocations total 2.87 hectares of vacant land. Together with some 1.13 hectares from extant planning permissions this provides a total of 4 hectares (net) of land available for employment development (see Table 2). There was no loss of allocated employment land to other uses during 2011/12.

5.7 The future availability of employment land within the Borough is a significant issue to be considered through the LDP. A locally derived jobs figure will be set out in the forthcoming LDP.

Table 2: Net employment land available by type 2011/12 (hectares)

| | B1(a) | B1(b) | B1(c) | B2 | B8 | Mixed B1/B2 /B8 | Total |
|-----------------------------|-------------|-------------|-------------|-------------|-------------|-----------------|-------------|
| Extant Planning Permissions | 0.60 | 0.00 | 0.00 | 0.02 | 0.09 | 0.42 | 1.13 |
| Extant Allocations | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.87 | 2.87 |
| Total | 0.60 | 0.00 | 0.00 | 0.02 | 0.09 | 3.29 | 4.00 |

5.8 Due to constraints on new employment land, the Council seeks to provide additional business floorspace through better use of existing employment land and change of use/redevelopment of previously developed land. Table 3 sets out the amount of employment floorspace completed during 2011/12 and with outstanding unimplemented planning permission.

Table 3: Business development 2011/12 (sqm)

| Land Use Type | Gross Floorspace | Floorspace Loss | Net Floorspace | Gross Floorspace PDL | % Gross Floorspace PDL | Allocated in Development Plan |
|--------------------|------------------|-----------------|----------------|----------------------|------------------------|-------------------------------|
| Completions | | | | | | |
| B1(a) | 0 | 0 | 0 | N/A | N/A | N/A |
| B1(b)(c) | 0 | 0 | 0 | N/A | N/A | N/A |
| B2 | 1030 | 1030 | 0 | N/A | 100% | N/A |
| B8 | 0 | 0 | 0 | N/A | N/A | N/A |
| Mixed B1/B2/B8 | 0 | 0 | 0 | N/A | N/A | N/A |
| Total | 1030 | 1030 | 0 | 0 | 0.0% | N/A |

| Land Use Type | Gross Floorspace | Floorspace Loss | Net Floorspace | Gross Floorspace PDL | % Gross Floorspace PDL | Allocated in Development Plan |
|--------------------------------|---------------------|--------------------|-------------------|----------------------------|------------------------------|-------------------------------------|
| Outstanding Permissions | | | | | | |
| B1(a) | 5,992 | 0 | 5,992 | 5,992 | 100.0% | N/A |
| B1(b)(c) | 0 | 0 | 0 | N/A | N/A | N/A |
| B2 | 157 | 0 | 157 | 157 | 100.0% | N/A |
| B8 | 884 | 0 | 884 | 884 | 100.0% | N/A |
| Mixed B1/B2/B8 | 4,151 | 0 | 4,151 | 4,151 | 100.0% | N/A |
| Total | 11,184 | 0 | 11,184 | 11,184 | 100.0% | N/A |

Note: Figures in the table relate to developments involving a gain or loss of 100 sqm or more of B1(b) and (c), B2 and B8, and 1,000 sqm or more of B1(a)

- 5.9 One business development was completed in 2011/12 at Unit 6, Everik Ltd, Prospect Way, Hutton. As this development was a subdivision of an existing B2 unit into two units, no net addition of business floorspace resulted. There was no net loss of employment floorspace during the monitoring year
- 5.10 There is still a significant amount of floorspace with outstanding planning permission, a total of 1.13 ha for all business uses, which shows potential for further employment provision in the Borough.

Retail, Office and Leisure Development

- 5.11 Brentwood is surrounded by four major sub-regional centres within a 20 minute drive – Romford, Basildon, Chelmsford and Lakeside. There is also relatively easy access to other facilities in Central London, Westfield Stratford City, and Bluewater in Kent. These are able to offer greater range, choice and quality of shopping and leisure facilities to that in Brentwood.
- 5.12 The Borough's main shopping area is Brentwood Town Centre, centred on the High Street. There are also important local centres at Shenfield Hutton Road, Ingatestone High Street, and Warley Hill around Brentwood railway station. There are many smaller parades and individual shops serving local residential areas and villages. Each has an important role to play in providing essential local services.
- 5.13 Brentwood's Retail and Commercial Leisure Study (November 2011) provides an essential piece of evidence required to inform planning policy review. It assesses current retail and leisure provision, capacity, future needs and demand as well as market conditions across the Borough. The study is available to view on the Council's website at www.brentwood.gov.uk/index.php?cid=966.
- 5.14 It is important to monitor new floorspace for town centre uses such as retail, financial and professional offices, offices and leisure uses. Table 4 shows there were no significant completions for the monitoring year 2011/12 (any development that has occurred has been below monitoring thresholds).

Table 4: Completed retail, office and leisure development 2010/11 (sqm)

| Land Use Type | Gross Floorspace | Net Floorspace Increase | Floorspace in Town Centres | % in Town Centres |
|---------------------------------------|------------------|-------------------------|----------------------------|-------------------|
| Retail [A1] | 0 | 0 | 0 | N/A |
| Financial & Professional Offices [A2] | 0 | 0 | 0 | N/A |
| Offices [B1(a)] | 0 | 0 | 0 | N/A |
| Leisure [D2] | 0 | 0 | 0 | N/A |

Note: Figures in the table relate to developments over the following thresholds involving a gain or loss: Retail [A1] – 250 sqm or more / Offices [B1(a)] – 1,000 sqm or more / Leisure [D2] – 1,000 sqm or more

- 5.15 Potential for significant shopping and leisure development is identified on the Council owned William Hunter Way car park site, north of the High Street. A planning permission for an additional 7,340 sqm of retail floorspace and a six-screen cinema was approved during the 2008/09 monitoring year. Work on site is expected to begin during 2013. In addition, there is additional potential leisure and retail floorspace from outstanding unimplemented planning permissions, totalling 4,116 sqm.
- 5.16 As set out in Table 3 there is 5,934 sqm of further office floorspace potential in outstanding unimplemented planning permissions.

Vacant Retail Units

- 5.17 It is important to monitor the health of retail in the Borough. Vacant retail units within Brentwood Town Centre, including the High Street, form part of Economic Development monitoring taken to the Brentwood Renaissance Group. This identified pockets of empty units, namely at The Baytree Centre and new units on Ongar Road.
- 5.18 Table 5 shows that during the monitoring period the percentage of empty units was 11% in the town centre and high street, this figure falls below the national average of 14.4%¹.

Table 5: Proportion of vacant retail units in Brentwood Town Centre (2012)

| | Unoccupied Units | | |
|--------------------------|------------------|--------------|--------------------|
| | January - March | April - June | October - December |
| Town Centre vacant units | 37 (11%) | 37 (11%) | 30 (10%) |
| High Street vacant units | 13 (11%) | 11 (9%) | 11 (9%) |

Source: October 2012 Town Centre and Renaissance Group, Economic Development monitoring.

Note: Warley Hill, the bottom half of Kings Road and Victoria Road are not within the Town Centre boundary.

¹ Figures from the Local Data Company show that the national vacancy rate was 14.5% throughout the first half of 2012

Housing

Housing Trajectories

- 5.19 It is important that local authorities monitor the delivery of new housing against agreed provision figures set out in strategic policies. Housing trajectories show past and estimated future performance.
- 5.20 The East of England Plan (RSS) (2008) provided for a minimum of 3,500 additional homes (net) for the period 2001-2021, an annual average of 175. As of the 3 January 2013, this housing target was formally revoked, though during this monitoring period the RSS still forms part of the development plan. The Council will set a locally derived housing figure in the forthcoming LDP.
- 5.21 Major housing sites are identified in Table 6 (ie. sites with planning permission, both implemented and unimplemented, or with potential capacity for 12 or more homes average density assumption).

Table 6: Major housing sites completed or with extant planning permission

| Large sites completed by 1 April 2012 | Number of units (gross) |
|--|-------------------------|
| Land bounded by Hart Street and Kings Road, Brentwood | 65 |
| Land rear of the Robin Hood Public House, Ongar Road, Brentwood | 15 |
| Former BT Depot, Hatch Road, Pilgrims Hatch | 16 |
| The Limes, Ingatestone | 15 |
| Land rear of former Warley Hospital site, Warley Hill, Brentwood | 332 |
| Former Anglia Polytechnic University site, Sawyers Hall Lane, Brentwood | 70 |
| Farrell Ward, Warley Hospital, Brentwood | 26 |
| 101-105 High Street, Brentwood | 15 |
| Land at Eastfield Road, Brentwood | 27 |
| St Raphael's Church, Warley Hospital, Brentwood | 16 |
| 22 Rayleigh Road, Hutton | 14 |
| Heybridge Moat House Hotel, Roman Road, Heybridge | 58 |
| Beckett House, Baytree Centre, Brentwood | 125 |
| Land at William Hunter Way, Brentwood | 14 |
| The Retreat, Costead Manor Road | 8 |
| 27-31 Ingrave Road | 12 |
| Former Holly Trees School and 31 Junction Road, Warley | 32 |
| Land adjacent to Britannia Road & 19 Tyrell Rise, Warley | 14 |
| Former Sam's Nightclub, Brentwood (The Meads) | 54 |
| Former St Helens RC Infants School, Queens Road, Brentwood (St Helen's Mews) | 40 |
| Former N V Tools Site, St James Road, Brentwood | 81 |
| Total | 1,049 |

| Large sites with unimplemented or uncompleted planning permissions at 1 April 2012 | Number of units (gross) |
|--|-------------------------|
| 43-53 Ingrave Road, Brentwood | 15 |
| Phase 4A, Former Transco/British Gas Site, St James Road/Wharf Road, Brentwood | 350 |
| Former Warley Hospital, Warley Hill, Warley | 147 |
| Former St Charles Youth Treatment Centre, Brentwood | 120 |
| Land rear of the Grange, 93 Queens Road, Brentwood | 12 |
| 122-124 Station Road, West Horndon | 13 |
| Land rear of Sylvia Avenue/Brindles Close, Hutton | 33 |
| William Hunter Way car park site, Brentwood | 14 |
| Willowbrook Primary School, Brookfield Close, Hutton | 55 |
| Former Highwood and Little Highwood Hospitals, Geary Drive, Brentwood | 204 |
| Glanthams House Hutton Road, Shenfield | 14 |
| Total | 977 |

| Residual allocated sites or sites with potential for development at 1 April 2012 | Number of units (gross) |
|--|-------------------------|
| Essex County Fire Brigade HQ, Rayleigh Road, Brentwood | 100 |
| Trueloves, Trueloves Lane, Ingatestone | 30 |
| Total | 130 |

| | |
|--------------------------|--------------|
| Total (all sites) | 2,156 |
|--------------------------|--------------|

5.22 **Appendix 2** sets out actual dwelling completion figures between 2001/02 and 2011/12, together with projected annual completions based on an identified supply to 2016/17. This table also compares total cumulative net completions against the cumulative approved RSS rate and identifies the annual requirement taking into account past and projected completions. Figures are based on:

- Outstanding planning permissions
- Residual allocated sites
- Sites with planning permission subject to S106 agreement
- One site identified in the Strategic Housing Land Availability Assessment (SHLAA) with potential for housing (Essex County Fire Brigade HQ).

5.23 No allowance for windfall sites has been made in the calculation of the projected completion rates to 2016/17. Windfall sites have provided a continuous supply of housing in the Borough for a number of years and are expected to contribute additional housing supply in the future. In the last five years, windfalls on non-residential land have made up 22% of the Borough's housing supply, an average of 52 dwellings per year. Clearly further permissions will be granted on sites as yet unidentified (windfalls). Therefore taking the above into account the projected completion rates for the next five years are expected to be further increased.

5.24 The Housing Trajectory for 2012 to 2017 set out in **Appendix 3** shows estimates for the future programme of development on large sites (over 12 units), referred to in Table 6 above.

Chart 1: Brentwood Borough housing trajectory – comparison of cumulative housing completion rates against RSS targets, 2001-2017

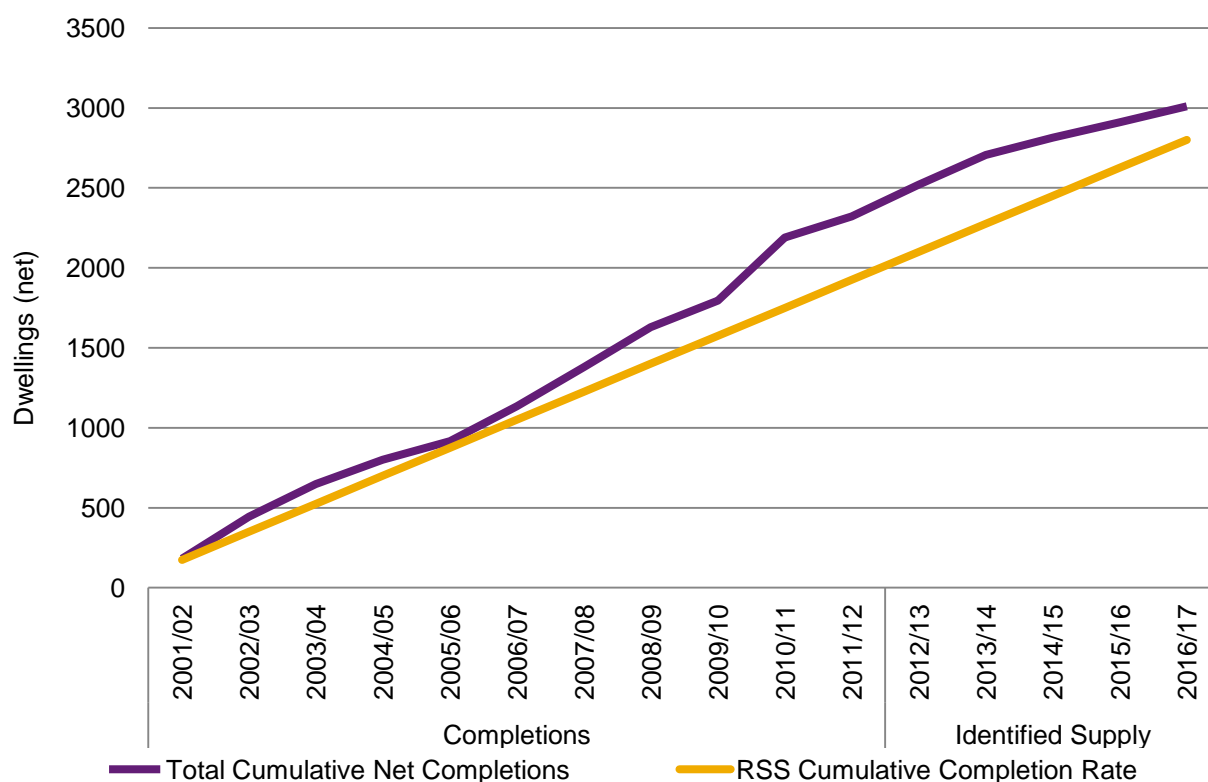
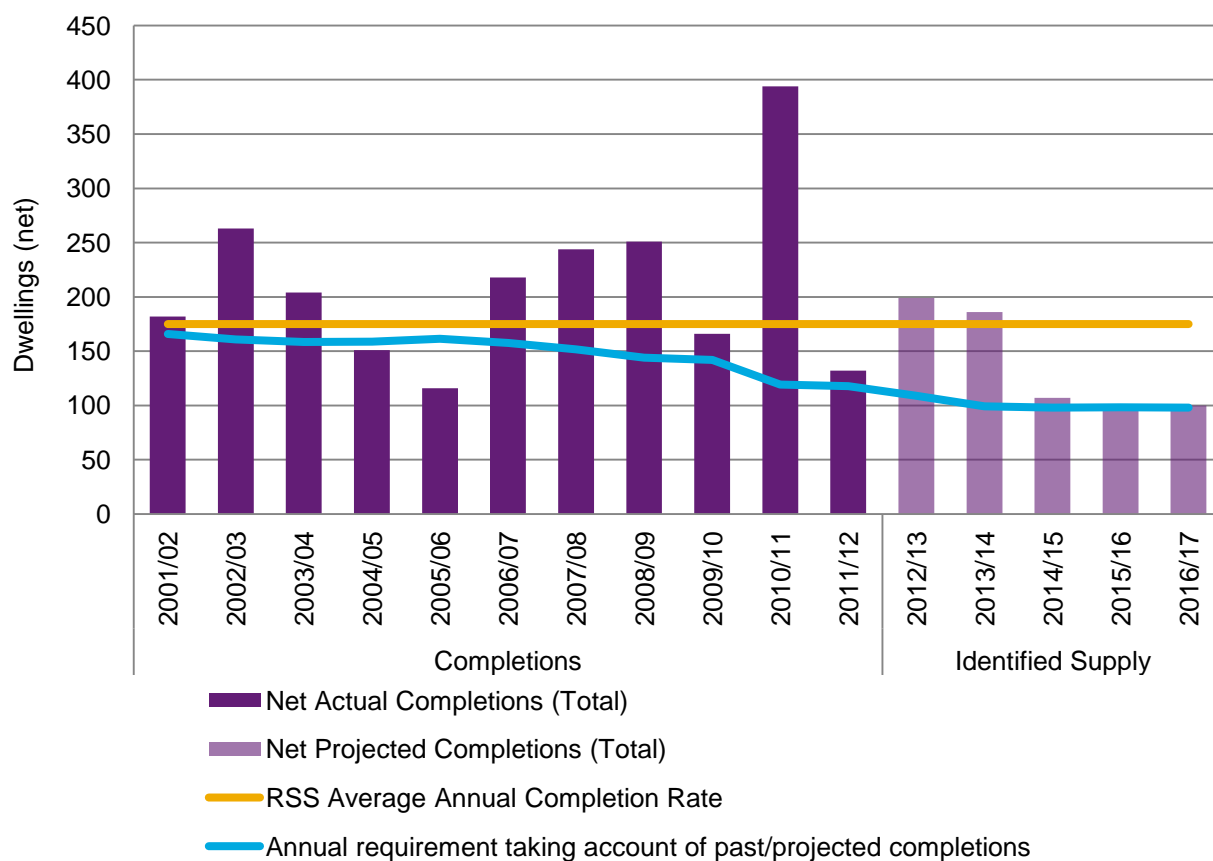


Chart 2: Brentwood Borough housing trajectory – managed delivery target, 2001-2017



- 5.25 Chart 2 shows a levelling off in projected housing completions 2012-2017. Figures post 2012 are made up of identified sites from extant planning permissions, RLP allocations and sites identified in the SHLAA, as set out in **Appendix 3**. However, it is likely that more housing will come forward than this as has happened in the last ten years as a result of sites being identified and windfall housing delivery.
- 5.26 As can be seen from **Appendix 2** and Chart 1 and 2, housing completions to 2011/12 are higher than the RSS cumulative rate. By April 2012 a total of 2,321 homes were completed in the Borough compared to 1,925 RSS target (2001-2012). This equates to an oversupply of 396 homes compared with the RSS target.
- 5.27 Completions for this monitoring year although higher than the annual RSS cumulative rate fell slightly below the RSS annual target, and notably below the previous year (2010/11). Reasons for this include completions on a number of large housing sites during 2010/11 that had been under construction for some years.
- 5.28 Due to high completions in recent years forecasts for three of the next five years fall slightly below the RSS annual target. Projected housing remains ahead of the RSS annual rate for the next five years.

Five Year Residential Land Supply

- 5.29 The National Planning Policy Framework (NPPF) requires local planning authorities to “identify and update annually a supply of specific deliverable sites sufficient to provide five years worth of housing against their housing requirements with an additional buffer of 5% (moved forward from later in the plan period) to ensure choice and competition in the market for land.”
- 5.30 The RSS housing provision figure, which applies during this monitoring period which pre-dates RSS revocation, is for 3,500 homes in the Borough from 2001 to 2021. At 1 April 2012, some 2,321 homes had been built. This is 396 above the RSS requirement to 2012 and leaves a residual of 1,179 for the remaining RSS period, thereby reducing the annual average requirement to 131 homes per year. Therefore the five-year requirement is 655 homes.
- 5.31 The five-year supply period is 1 April 2012 to 31 March 2017. The schedule of housing sites in **Appendix 3** provides details of sites that make up the five year supply of deliverable sites. Brentwood Borough has an overall amount of identifiable and deliverable housing land supply for 689 homes over the next five years. That is 34 more than the RSS five year requirement (5%). This equates to a housing land supply of 5.3 years. The oversupply equals the required additional 5% buffer as set out in the NPPF.
- 5.32 It is considered, therefore, that the Council can demonstrate a five-year supply of deliverable land for housing at 1 April 2012. Detailed figures are set out in the 2012 to 2017 Five Year Housing Supply Assessment, available to view on the Council's website at www.brentwood.gov.uk/index.php?cid=1593.

Housing Location

- 5.33 Key to the achievement of sustainable development is making best use of previously developed land (PDL). PDL is often referred to as brownfield whilst undeveloped land greenfield. The definition of PDL was changed by government in June 2010 to no longer include residential gardens. These are now defined as greenfield but remain as residential use. Some local housing land supply is made

up of garden land or land adjoining residential properties. Therefore, it is likely that that the percentage of housing built on PDL in future will fall, as seems to be beginning to happen in 2011/12, shown in Table 7.

Table 7: Housing completions since 2001 by dwelling size and PDL

| Year | Net Dwelling Completions | | | | | | Gross Dwelling Completions | | |
|----------------|--------------------------|-----------|-----------|-----------|-----------|------------|----------------------------|------------|--------------|
| | 1 bed | 2 bed | 3 bed | 4+ bed | Not known | Total | Total | No. PDL | % PDL |
| 2011/12 | 6 | 55 | 32 | 43 | -4 | 132 | 148 | 131 | 88.5% |
| 2010/11 | 78 | 249 | 25 | 46 | -4 | 394 | 416 | 413 | 99.3% |
| 2009/10 | 70 | 82 | 13 | 10 | -9 | 166 | 188 | 188 | 100% |
| 2008/09 | 67 | 109 | 12 | 19 | 44 | 251 | 273 | 267 | 97.8% |
| 2007/08 | 67 | 127 | 39 | 22 | -14 | 241 | 262 | 262 | 100% |
| 2006/07 | 59 | 154 | 8 | 23 | -26 | 218 | 256 | 256 | 100% |
| 2005/06 | 41 | 31 | 10 | 23 | 11 | 116 | 140 | 139 | 99.3% |
| 2004/05 | 25 | 85 | 18 | 28 | -5 | 151 | 175 | 175 | 100% |
| 2003/04 | 28 | 100 | 43 | 58 | -20 | 209 | 231 | 229 | 99.1% |
| 2002/03 | 34 | 128 | 75 | 47 | -20 | 264 | 284 | 268 | 94.4% |
| 2001/02 | 53 | 60 | 57 | 27 | -16 | 181 | 199 | 196 | 98.5% |

Source: Brentwood Residential Land Monitor, provided by SLA with Essex County Council

Note: Not known column – 2001/02: 2 unknown completions and 18 unknown losses. 2002/03: 20 unknown losses. 2003/04: 2 unknown completions and 22 unknown losses. 2004/05: 19 unknown completions and 24 unknown losses. 2005/06: 8 unknown completions and 18 unknown losses. 2006/07: 12 unknown completions and 38 unknown losses. 2007/08: 7 unknown completions and 21 unknown losses. 2008/09: 51 unknown completions and 7 unknown losses. 2009/10: 9 unknown losses. 2010/11: 4 unknown losses. 2011/12: 4 unknown losses.

- 5.34 As can be seen from Table 7 above, Brentwood has consistently achieved significantly high proportions of residential development on PDL since 2001, with 88.5% of completions on PDL in 2011/12. This reflects the Borough's Green Belt location and ability over time to provide housing within existing settlement boundaries, Brentwood town in particular.

Small Unit Residential Accommodation

- 5.35 Table 7 also shows housing completions by number of bedrooms. Previously there has been a continuing general decline in both the number and proportion of 3+ bedroom completions since 2001 with an observed emphasis on one and two bedroom homes reflecting a shift to higher density developments.
- 5.36 The number of small households has been increasing due to extended life expectancy, household break up and the increasing number of young people who choose to live alone. Generally, newly forming households will be small households requiring smaller dwellings.
- 5.37 However, during the monitoring year this trend has reversed with significantly less emphasis on one bedroom homes and an increase in the number and proportion of 3+ bedroom completions. This change may in part be explained by a reduction in the availability of suitable sites for higher density developments.

- 5.38 A relatively small proportion of the existing dwelling stock comprises one and two bedroom properties, and existing small unit accommodation is lost through extensions to provide additional bedrooms or amalgamation to form larger units. A lack of small unit accommodation affects housing affordability and choice, and may continue to result in the loss of young economically active sections of the population and lead to an imbalance in the population structure in the longer term.
- 5.39 RLP Policy H6, therefore, seeks to achieve at least 50% of total units to be one and two bedroom units on suitable new housing sites. Table 7 shows that in 2011/12 61 homes completed were one or two bedrooms, 46.2% of the gross total 132 completions. Consequently RLP Policy H6 target has not been achieved.

Retention of Existing Residential Accommodation

- 5.40 In order to resist pressure for the release of greenfield land, either in the Green Belt or urban open space, it is important that optimum use is made of the existing housing stock. In addition, loss of existing residential units through redevelopment or change of use, especially within or adjoining commercial centres, involves, in the main, small units of accommodation, which make a valuable contribution to the housing stock in terms of housing choice and affordability.
- 5.41 Policy CP1 seeks to prevent any net loss of residential units. During 2011/12 two permissions were granted involving the net loss of residential accommodation, as detailed below:
- 664 Rayleigh Road, Hutton, Brentwood (11/00858/FUL) – change of use from mixed C3 (dwellinghouse) to D1 (children’s day nursery). Although the proposed results in the loss of residential property contrary to Policy CP1, it was deemed apparent that the commercial use was delivering a community based service. This application is subject to a condition restricting the permitted use to 6 December 2013. At the end of this period it will be up to the Council to determine whether or not to grant full permanent use of the site following an application by the owners.
 - Knaves Hall, Warren Lane, Doddingtonhurst (11/00686/FUL) – demolition of former dwelling and replacement hay barn. Although the building is described as a former bungalow, the use of the site as a permanent residential unit had long since been abandoned and no residential uses were attached to the structure. Therefore it was considered the proposal was not in conflict with Policy CP1.

Change of Use of Upper Floors

- 5.42 Upper floors above shops or other commercial premises frequently tend to be underutilised, being either used for storage or in many cases not used at all. This under use of space is not only a waste of valuable resources but tends to lead to neglect with a negative impact on the street scene. In order to make best use of existing urban land and provide additional small unit accommodation in sustainable central locations, Policy H5 encourages changes of use above commercial premises to residential accommodation.
- 5.43 During the monitoring year there were two permissions granted involving residential accommodation above commercial properties, as detailed below:

- 25A Crown Street, Brentwood (12/00050/FUL) – conversion of first and second floor offices into duplex two bedroom apartments. Although this proposal conflicts with policy E1 which aims to retain existing office floorspace, it was considered that evidence had been provided which adequately demonstrated that there is no current demand for the office floorspace and the proposal complied with Policies H5 and TC4 to provide residential use on upper floors.
- Old Police House, 76 High Street, Ingatestone (12/00088/FUL) – change of use from office to residential and conversion to form three self contained flats. As above, this proposal was considered on balance to provide for additional residential accommodation in line with Policies H5 and TC4 despite conflict with Policy E1 and E2. Evidence was also put forward on the range of currently available office accommodation in the locality.

Use of Upper Floors above Town Centre Commercial Premises

- 5.44 As for the commercial areas elsewhere in the Borough, Policy TC4 looks favourably on the change of use to residential of upper floors above ground floor commercial uses.
- 5.45 Other than the town centre permission granted in paragraph 5.43 above (12/00050/FUL), there were no permissions granted involving residential accommodation above town centre commercial property in 2011/12.

Type of Town Centre Residential Accommodation

- 5.46 The town centre is a particularly suitable location for higher density, smaller units and lower cost housing. Therefore, Policy TC5 requires that all new town centre residential accommodation should normally be one or two bedroom units.
- 5.47 In addition to the town centre permission listed in paragraph 5.45, there were two additional planning permissions granted in 2011/12 for residential units within the town centre, as detailed below:
- 48-52 Queens Road, Brentwood (10/000790FUL) – demolition of existing buildings and construction of 10 residential dwellings (two flats, five duplexes and three town houses). This proposal was considered to accord with Policies TC1, TC2 and TC5 which aim to maximise residential development and in particular one and two bedroom residential units within the town centre. Originally refused permission, this proposal was subsequently granted on appeal.
 - 35 Culyers Yard, High Street, Brentwood (11/01007/FUL) – variation of conditions of planning permission reference BRW/428/2010 to amend wording from pedestrian link to service road. The application features eight two bedroom residential flats, and two one bedroom flats.

Affordable Housing

- 5.48 Affordable Housing is a significant issue within the Borough with house prices significantly higher than average prices for England. Whilst local wages are above

the national average, house prices and rental levels are well above what many households can afford.

- 5.49 The Council has undertaken a Strategic Housing Market Assessment (SHMA), with five other Essex and Hertfordshire London Commuter Belt authorities. This report, completed in January 2010, reinforces the importance of affordable housing provision. It concludes that in order to meet needs over the period 2007 to 2026, 29.6% of new housing would need to be social rented and 65.5% intermediate, leaving only 4.9% market housing. In reality demand for market housing will continue and development viability would preclude this proportion of affordable housing provision. However, the SHMA, alongside other evidence, will inform the review of the Council's affordable housing policies.
- 5.50 Affordable housing supply through new build is severely constrained by the Borough's Green Belt location, restricted supply of development land and lack of development finance and public subsidy. In addition, much of Brentwood's housing is provided on small sites below adopted thresholds set out in Policy H9 of the RLP (20 units and above or 0.66 hectares or more within the Brentwood Urban Area and 5 units and above or 0.16 hectares or more within defined settlements elsewhere in the Borough).
- 5.51 The supply of affordable housing is variable from one year to another, as shown in Table 8. A gross total of 51 affordable housing completions took place in the monitoring year, all from redevelopment of the former Highwood Hospital Site, Ongar Road, Brentwood. This contributes to 34.5% of all homes completed in 2011/12 above the Borough's average for the past 10 years. Large development sites are limited in Brentwood, but sites such as Highwood and the former Highwood Hospital continue to bring forward significant numbers.

Table 8: Affordable housing completions 2001 to 2012

| Year | Number of Affordable Housing Completions | % of Total Permanent Housing Completions |
|----------------|--|--|
| 2011/12 | 51 | 34.5% |
| 2010/11 | 4 | 1.0% |
| 2009/10 | 67 | 35.6% |
| 2008/09 | 78 | 27.4% |
| 2007/08 | 82 | 34.0% |
| 2006/07 | 39 | 17.9% |
| 2005/06 | 21 | 18.1% |
| 2004/05 | 2 | 1.3% |
| 2003/04 | 0 | 0.0% |
| 2002/03 | 14 | 5.3% |
| 2001/02 | 81 | 44.8% |

Gypsies and Travellers

- 5.52 Local authorities carry out a count of Gypsy and Traveller caravans twice a year, in January and July, providing a snapshot of caravan numbers on the day of the count. This is then compiled by government and published. Table 9 provides counts for Brentwood Borough since July 2002.

Table 9: Gypsy and Traveller caravan counts Brentwood Borough 2002 to 2012

| Date | Total | Unauthorised Sites | Authorised Sites: Council | Authorised Sites: Private |
|--------------|-------|--------------------|---------------------------|---------------------------|
| July 2012 | 96 | 36 | 0 | 60 |
| January 2012 | 97 | 41 | 0 | 56 |
| July 2011 | 98 | 35 | 0 | 63 |
| January 2011 | 101 | 50 | 0 | 51 |
| July 2010 | 90 | 34 | 0 | 56 |
| January 2010 | 93 | 32 | 0 | 61 |
| July 2009 | 96 | 26 | 0 | 70 |
| January 2009 | 76 | 17 | 0 | 59 |
| July 2008 | 85 | 33 | 0 | 52 |
| January 2008 | 66 | 37 | 0 | 29 |
| July 2007 | 57 | 38 | 0 | 19 |
| January 2007 | 34 | 20 | 0 | 14 |
| July 2006 | 38 | 17 | 0 | 21 |
| January 2006 | 37 | 19 | 0 | 18 |
| July 2005 | 39 | 21 | 0 | 18 |
| January 2005 | 31 | 18 | 0 | 13 |
| July 2004 | 31 | 18 | 0 | 13 |
| January 2004 | 31 | 18 | 0 | 13 |
| July 2003 | 30 | 18 | 0 | 12 |
| January 2003 | 16 | 6 | 0 | 10 |
| July 2002 | 14 | 4 | 0 | 10 |

5.53 Table 9 shows a rise in unauthorised caravans after January 2007. This reduced markedly in January 2009, due to a number of temporary permissions being granted on appeal, but recent unauthorised sites have increased the number of caravans on unauthorised sites again.

5.54 During the monitoring period the following permissions were granted involving Gypsy and Traveller accommodation in the Borough:

- Willow Park, Plots 1-6 Stock Lane, Ingatestone (11/00096/FUL) – planning application for the retention of use of land as a residential Gypsy caravan site, with ancillary buildings, hard standings and access. Permission was granted for a limited period, expiring on the 30 September 2013.
- The Willows Place, Farm Lane, Doddington, (10/00311/FUL) – planning application for the removal of condition one of planning permission ref. BRW/1120/2005 (limiting occupants and temporary period of three years) for two additional caravan pitches. In the granting of the original permission it was expected that upon its expiry the Council would have a policy framework in place for Gypsies and Travellers and additional sites would be identified. However, as that framework is not yet in place it was considered that in line with the decision in Stock Lane, Ingatestone (above), temporary

permission be granted for two years to enable a definitive decision on the future of this site to be taken in the context of a clearly established local policy.

- Plot 1 Orchard View, 2 Horseman Side, Navestock (11/00232/FUL) – planning application for the permanent retention of the use of the land for residential occupation by Traveller and Gypsy families. As with the above application, in line with the decision at Stock Lane to allow the granting of permission for a limited period, temporary permission was granted for two years to enable a definitive decision on the future of the site to be taken in the context of a clearly established local policy.

Transport Accessibility

- 5.55 A key component of sustainable development patterns is good accessibility by public transport to key local services.
- 5.56 Information in Table 10 shows that new residential development in Brentwood completed during 2011/12 was very well located in this regard, with all completions being within 30 minutes public transport time of all key services.

Table 10: Residential development 30 minutes public transport time of local services

| 2011/12 | | Total | % |
|---------------------------------------|---------------------|-------|------|
| Total net housing completions 2011/12 | | 132 | 100% |
| Local Service | GP | 134 | 100% |
| | Hospital | 134 | 100% |
| | Primary school | 134 | 100% |
| | Secondary school | 134 | 100% |
| | Post 16 education | 134 | 100% |
| | Employment area | 134 | 100% |
| | Major retail centre | 134 | 100% |

Source: Essex County Council

Local Community Facilities

- 5.57 Policy LT11 seeks to restrict the loss of local community facilities as the provision of such facilities within residential neighbourhoods and smaller rural settlements help to create sustainable communities. Any proposed re-use is therefore critically assessed.
- 5.58 During the monitoring year there was one application affecting community facilities:
- Woolpack Mill, Green Road, Fryerning (11/00272/FUL) – which involved the potential loss of a local community facility. The application was for the change of use from A4 and A3 (Pub/Restaurant) to C3 (Dwellinghouse) and erection of a detached garage. The application was refused at Planning Development Control and Licensing Committee as the Council was not satisfied that the change of use of the premises from A4 and A3 purposes was clearly demonstrated to be not viable or that there was no interest for an

alternative community use and for that reason the proposal was deemed in conflict with Policy LT11.

Green Belt and Rural Areas

Inappropriate Development in Green Belt

5.59 The Council is committed to protecting the Borough's Green Belt. Policy GB1 seeks to restrict inappropriate development in Green Belt. In the monitoring year six permissions were granted for inappropriate development in Green Belt:

- Royal British Legion Youth Band Club House, The Drive, Warley, Brentwood (11/00192/FUL) – permission granted for an extension to the Royal British Legion Youth Band Headquarters. Whilst the proposal would be inappropriate development as defined by PPG2 it was considered that the proposal would result in a significant community benefit. Taking account of the particular character of the site and the important role played by the Band in the social and cultural life of the Borough. It was considered that there were other matters to be taken into account in this case that were sufficient to clearly outweigh the policy harm as a result of inappropriateness and effect on openness.
- The Willows Place, Farm Lane, Doddington (10/00311/FUL) – removal of Condition 1) of planning permission Ref. BRW/1120/2005 (Limiting occupants and temporary period of 3 years) for two additional caravan pitches. It was considered that the presence of the development detracted from the character and appearance of the area and was therefore in conflict with Policy CP1. However, in the granting of the previous permission it was expected that upon its expiry the Council would have a policy framework in place for Gypsies and Travellers and additional sites would be identified. However that framework is not yet in place. Therefore in this case it was considered that the background to this proposal combined with emerging policy amounted to matters that clearly outweighed the harm that would arise for a limited period from a temporary permission and that very special circumstances existed, approval was therefore granted.
- Plot 1, Orchard View, 2 Horseman Side, Navestock (11/00232/FUL) – remove condition one (personal, temporary permission for change of use to caravan site for three plots with associated works for occupation by Gypsy families) and two (materials and equipment to be removed and land restored to its former condition) of planning permission Ref BRW/413/2007. As with the previous Gypsy and Traveller application approval was granted based on the same justification.
- Plots 2-3, Orchard View, 2 Horseman Side, Navestock (11/00233/FUL) – remove condition one (personal, temporary permission for change of use to caravan site for three plots with associated works or occupation by Gypsy families) and two (materials and equipment to be removed and land restored to its former condition) of planning permission Ref BRW/412/2007. As with the above application approval was granted based on the same justification.

- Heron Court, 198 Brentwood Road, Herongate (11/00607/FUL) – permission granted for the removal of existing roof, provision of new first floor, new stairs and lift and additional communal facilities. Policy GB1 states that within the Green Belt, planning permission will not be given except in very special circumstances for the construction of new buildings or the extension of existing buildings, for purposes other than those appropriate to a Green Belt. Submitted with this application was a report which set out the degree to which the existing layout and design of the facilities at Heron Court failed to meet current requirements and regulations. Overall it was concluded that very special circumstances exist to justify the development.
- Frieze Hall Farm, Coxtie Green Road, South Weald (11/00890/OUT) – outline permission granted for the construction of a building for housing 120 Charolais cattle. With respect to requirements of Policies GB1 and GB2, the proposed building would reduce the openness of the Green Belt and conflict with the purposes of including the land within the Green Belt. However, it was considered that the benefits to the rural economy which would accrue from the development would outweigh any such harm.

Re-use and Adaptation of Rural Buildings – Residential Conversions

- 5.60 In line with government policy, the RLP takes a positive attitude to the re-use of rural buildings for business use, in order to support the rural economy. However, a more restrictive attitude is taken to residential conversions due to potential harmful impact on Green Belt and detrimental effect on the character of the rural building itself. Policy GB16, therefore, presumes against residential conversion unless a number of specific criteria are met and special justifications apply.
- 5.61 In 2011/12, three permission were granted for residential conversion of rural buildings, as detailed below:
- 8 Brentwood Road, Brentwood (11/00853/FUL) – permission granted for conversion of barn to two Live/Work units. The applicants have demonstrated through local estate agents and London based estate agents that the property was marketed for three years with rest periods and a reasonable effort made to secure a business re-use, for this reason it is considered that the criterion in Policy GB16 has been met.
 - Greenacres Riding Stables, Beads Hall Lane, Pilgrims Hatch, Brentwood (11/00720/FUL) – permission granted for overnight accommodation in converted stable building in association with livery stables. In the pre-text to policy GB16 it is stated that residential use of buildings will not be permitted where those buildings occupy isolated sites located away from defined settlements. This site is located close to the built up area of Pilgrims Hatch and as such the proposal was consistent with this criteria. Overall it was considered that the conversion of this building would comply with Policy GB16.
 - The Forge, Great Warley Street, Brentwood (11/00084/FUL) – change of use, extension and conversion of existing forge building to residential dwelling and erection of six new dwellings and a cartlodge, new access,

parking and landscaping. This application was referred for consideration by the Planning Committee and approved subject to a Section 106 agreement.

Environment

Flood Protection and Water Quality

- 5.62 Very little of the Borough is located within areas at risk of flooding, therefore the extent of necessary consultation with the Environment Agency is relatively limited.
- 5.63 The Environment Agency did not raise any objections to planning applications during 2011/12 on flood risk grounds.

Development of Existing Open Space

- 5.64 Open spaces add considerably to the landscape character, visual amenity and biodiversity of urban areas in addition to the provision of opportunities for formal and informal recreation. Policy LT2 precludes the development of existing open space, although buildings related to the main use of the land, which do not involve major ground coverage, may be considered favourably.
- 5.65 In 2011/12 one permission was granted effecting open space areas:
- Anglo European School, Willow Green, Ingatestone (11/00344/FUL) - construction of outdoor classroom/theatre in The Round providing seating for up to 200 pupils. The site lies within a Protected Urban Open Space and whilst Policy LT2 of the Local Plan indicates that development on these areas is not permitted the preamble to this Policy does make provision for development related to the main open use of the land which would not involve major ground coverage. In this regard it was considered that the proposed development would be related to the main lawful use of the land as a school, for this reason it was considered that the proposed works complied with Policy LT2 and the application was approved.

Development Affecting Sites of Special Scientific Interest

- 5.66 There are three Sites of Special Scientific Interest (SSSI) in the Borough, as set out in Table 11 below:

Table 11: Sites of Special Scientific Interest Brentwood Borough

| Site Name | Citation Summary | Size in Hectares |
|-------------------------|---|------------------|
| Coppice, Kelvedon Hatch | Ancient semi-natural broad leaved woodland including base-rich springline alder woodland which is uncommon nationally and in Essex and oak/hornbeam woodland. | 9.43 |
| Curtis Mill Green | Unimproved grassland/scrub, a small relic of Waltham Ancient Forest. Both damp and dry grassland are found with several uncommon or decreasing species. | 47.3 |
| Thorndon Park | Semi-natural broad leaved woodland and ancient parkland. The woodland includes lowland birch/s oak and p oak/hornbeam types and the site supports an outstanding assemblage of Coleoptera (beetles) including one species that is rare and vulnerable in Britain. | 141.4 |

- 5.67 Policy C1 seeks to prevent harm to SSSI in the Borough, and the Council monitors the number of permissions for development adversely affecting SSSI. As of 24 August 2008, this policy has been deleted from the RLP but permissions affecting SSSIs have continued to be monitored. During the monitoring year there were no permissions affecting SSSIs in the Borough.

Development Affecting County Wildlife Sites, Local Nature Reserves and Other Habitats and Natural Features of Local Value

- 5.68 Policy C3 seeks to prevent harm to protected flora, fauna and their habitats and to sites of nature conservation value (e.g. Local Nature Reserves (LNR) and County Wildlife Sites (CWS) now known as Local Wildlife Sites (LoWS). The Council, therefore, monitors the number of permissions for development adversely affecting species and habitats covered by the Essex Biodiversity Action Plan and County Wildlife Sites/Local Nature Reserves. The Council's Countryside Management Service is also actively working to try and prevent damage to CWS caused by unauthorised activities on such sites.
- 5.69 During the monitoring year there were six applications judged against Policy C3, as detailed below:
- 1-4 The Beeches, Brentwood (11/00089/FUL) – permission was granted for the demolition of four existing dwellings and the development of a registered residential care home with car parking and landscaping. The application site contained an evergreen hedgerow and numerous mature trees covered by woodland. An ecological assessment based on a habitat survey was submitted which concluded that no ecological designations would be adversely affected by the proposed development given their distance from the site. No habitats of significant value to wildlife or wildlife corridors would be lost due to the development. The application was therefore approved in accordance with Policy C3
 - Land Rear Of 131-137 Coxtie Green Road, Pilgrims Hatch (11/00874/OUT) – outline planning application for residential development comprising three detached dwellings. The application was refused partially on the basis that it was not demonstrated that the development would not harm the sites ecological interest. The application was later dismissed at appeal the Inspector considered that the development would erode the openness of the Green Belt.
 - 29 Rose Valley, Brentwood (11/00586/EXT) – renewal of planning permission reference BRW/505/2008 (demolition of existing single storey rear extension and erection rear extension. conversion of resultant building into nine one bedroom units). Essex Badger Protection Group raised concerns that the proposal would reduce the amount of foraging available to local badgers, it was recommended that a condition be imposed requiring that a Badger Mitigation Strategy be approved and implemented to minimise the impact of the proposal on local badgers. As a result, it was considered that the proposal complies with Policy C3 and was recommended for

approval. Following refusal at Planning Committee the application was later granted on appeal.

- Stapleford Abbots Golf Club, Tysea Hill (11/00001/EXT) – renewal of planning permission reference BRW/433/2006 remodelling of existing practice ground and par-3 golf course. The development required the removal of a length of hedgerow, hawthorn scrub and around 140 trees but the proposal includes new planting. The original planning application was accompanied by an assessment of the ecological impact of the proposed remodelling works. This application was also accompanied by a Great Crested Newt Habitat Suitability Survey as a result it was considered that the proposed remained compliant with Policy C3.
- Thorndon Cottage Warley Gap, Warley (11/00653/FUL) – demolition of existing dwelling and outbuildings and erection of a replacement dwelling with double garage. It was considered that the potential impact of the proposed development on the adjacent County Wildlife Site would be minimal. However, as a result of the proposed floorspace and bulk it was considered that the proposed development would be inappropriate development within the Green Belt, contrary to Policy GB1, as such the application was refused
- Hunters Green, Albyns Lane, Navestock (11/00638/FUL) – change of use of land to provide one pitch for Gypsy/Traveller family. The site is located immediately adjacent to the Curtis Mill Green SSSI. The proposal was refused on the grounds that the development would result in severe harm to the openness of the Green Belt, the character and appearance of the area and other potential harm to the adjacent SSSI which would be compounded by ancillary development. Subsequently this proposal is subject to an appeal in progress.

Protecting the Best and Most Versatile Agricultural Land

- 5.70 There were no applications in the monitoring year affecting Policy IR3 (Protecting the Best and Most Versatile Agricultural Land).

Biodiversity

- 5.71 Priority habitats within Brentwood include woodland, grassland, hedgerows and ponds. Priority species include dormice, great crested newts and bats. These are protected and enhanced through planning conditions aimed at protecting breeding and feeding habitats; practical works such as the creation of hibernacula and erection of bat boxes; and targeted management of habitats under Council control.
- 5.72 Brentwood Conservation Management Volunteers continue to carry out a wide range of positive biodiversity works around the Borough including scrub clearance, removal of invasive non-native plants, making and installing bird boxes, pond clearance and planting an extension to an Ancient Semi Natural Woodland.
- 5.73 Brentwood Countryside Management work with the Thames Chase project team on habitat creation and management, providing new planting and green spaces.

- 5.74 The Council is a member of the Essex Biodiversity Project (EBP), a partnership approach to implementing the Essex Biodiversity Action Plan (BAP). The Essex Biodiversity Action Plan 2010 – 2020 is to date partially complete, once complete this will set out local indicators, used to inform future AMRs.

Renewable Energy

- 5.75 It is important to monitor the amount of renewable energy capacity installed by type. The Climate Change Act legislates for a 34% reduction in greenhouse gas emissions against 1990 levels by 2020, and an 80% reduction by 2050. Incorporating renewable energy generation technologies and energy efficiency measures into the design of new development can make a significant contribution to achieving these targets.
- 5.76 The RLP includes policy on renewable energy schemes (Policy IR6). In September 2007 the Council adopted the Urban Place Supplement SPD, which sets out suggested requirements for providing renewable energy as part of residential development.
- 5.77 During the monitoring year one application was judged against Policy IR6 for the installation of photovoltaic solar panels on farmland at Heron Hall, 50 Billericay Road, Herongate. Policy IR6 states that renewable energy schemes will be permitted but only where there is no unacceptable detrimental impact. With regard to this application the proposal was refused on the basis it would harm the setting of adjacent listed buildings, reduce the openness of the Green Belt and visually intrude into the Special Landscape Area within which the site was located.
- 5.78 It should be noted there may have been installation of solar panels on individual residential properties in the Borough where planning permission is not required.

Monitoring Overall Use of Local Plan Policies

- 5.79 This AMR identifies RLP policies not being implemented. This is monitored through output indicators discussed above and an analysis of the amount of times RLP policies have been used in the last three years, as set out in **Appendix 5**.
- 5.80 The Council's reporting of the consideration of planning applications and their decisions sets out all relevant policies that have been material to the determination of the application.
- 5.81 There have been a significant number of policies that were not used in the three monitoring years, particularly in regard to Shopping, Transport and Leisure. A policy may not be used in one particular year because no relevant planning applications were made, but more robust conclusions can be drawn from analysis over a period of years. This information will inform preparation of the local development plan which will supersede the RLP.

Appendix 1

Timetable of documents to be produced – Key Milestones

A Third LDS was agreed by the Policy, Performance and Resources Board on 13 December 2012 and reflects the change in the Council's policy direction from a local development framework to a local development plan, takes account of changing legislation and sets out a timetable for the documents to be produced.

| Document Title | 2013 | | | | | | | | | | | | 2014 | | | | | | | | | | | |
|--|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|
| | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D |
| Development Plan Documents | | | | | | | | | | | | | | | | | | | | | | | | |
| Local Development Plan | ■ | ■ | ■ | ■ | ■ | + | + | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | E | ■ | ■ | ■ | ■ | ■ | ■ | A |
| Supporting Documents | | | | | | | | | | | | | | | | | | | | | | | | |
| Community Infrastructure Levy (CIL) | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | E | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| Annual Monitoring Report | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |
| Documents to form part of Evidence Base | | | | | | | | | | | | | | | | | | | | | | | | |
| Infrastructure Delivery Plan (IDP) | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ |

■ Scoping: Evidence Base
 ■ Preparation of Document
 ■ Consideration & Review

■ Consultation
 ■ Publication
 ■ Submission to SoS

■ E Public Examination
 ■ Recipient of Inspectors Report
 ■ A Publication/Adoption

Appendix 2

Housing Trajectory 2001 – 2017: cumulative completion rates

| | Completions | | | | | | | | | | | Identified Supply | | | | |
|---|-------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-------------------|---------|---------|---------|---------|
| | 2001/02 | 2002/03 | 2003/04 | 2004/05 | 2005/06 | 2006/07 | 2007/08 | 2008/09 | 2009/10 | 2010/11 | 2011/12 | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 |
| Net Actual Completions (Total) | 182 | 263 | 204 | 151 | 116 | 218 | 244 | 251 | 166 | 394 | 132 | | | | | |
| Net Projected Completions (Total) | | | | | | | | | | | | 199 | 186 | 107 | 97 | 100 |
| Total Cumulative Net Completions | 182 | 445 | 649 | 800 | 916 | 1134 | 1378 | 1629 | 1795 | 2189 | 2321 | 2520 | 2706 | 2813 | 2910 | 3010 |
| RSS Average Annual Completion Rate | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 |
| RSS Cumulative Completion Rate | 175 | 350 | 525 | 700 | 875 | 1050 | 1225 | 1400 | 1575 | 1750 | 1925 | 2100 | 2275 | 2450 | 2625 | 2800 |
| Total Net completions compared to RSS Cumulative Rate | 7 | 95 | 124 | 100 | 41 | 84 | 153 | 229 | 220 | 439 | 396 | 420 | 431 | 363 | 285 | 210 |
| Annual requirement taking account of past/projected completions | 166 | 161 | 158 | 159 | 162 | 158 | 152 | 144 | 142 | 119 | 118 | 109 | 99 | 98 | 98 | 98 |

Note: Housing targets 2001-2021 taken from approved East of England Plan

Appendix 3

Five Year Housing Supply 2012 – 2017: Residual completions expected in five year period from 1 April 2012

| Site name/address | 2012/13 | 2013/14 | 2014/15 | 2015/16 | 2016/17 | Total Identified |
|--|------------|-----------|-----------|-----------|----------|------------------|
| Extant Planning Permissions on Allocated Sites | | | | | | |
| Phase 4A - British Gas Site, St James Road/Wharf Road, Brentwood, CM14 4LF | 25 | 28 | | | | 53 |
| Former Warley Hospital, Warley Hill, Warley | 30 | 20 | | | | 50 |
| William Hunter Way car park site, William Hunter Way, Brentwood | | | | 14 | | 14 |
| Former Highwood & Little Highwood Hospital, Geary Drive, Brentwood | 50 | 50 | 3 | | | 103 |
| | 105 | 98 | 3 | 14 | 0 | 220 |
| Extant Planning Permissions on Unallocated Large Sites | | | | | | |
| Former St Charles Youth Treatment Centre, Brentwood, CM14 4TP | 4 | | | | | 4 |
| 43-53 Ingrave Road, Brentwood, CM15 8AZ (SHLAA ref: B216) | | | 11 | | | 11 |
| Land rear of the Grange, 93 Queens Road, Brentwood | | 12 | | | | 12 |
| 122-124 Station Road, West Horndon, CM13 3LZ | 11 | | | | | 11 |
| Land rear of Sylvia Avenue/Brindles Close, Hutton, CM13 2HP | | | 16 | 16 | | 32 |
| Glanthams House, Hutton Road, Shenfield | | | 7 | 6 | | 13 |
| Willowbrook Primary School, Brookfield Close, Hutton, CM13 2RG | 30 | 25 | | | | 55 |
| | 45 | 37 | 34 | 22 | 0 | 138 |
| Extant Planning Permissions on Small Sites | | | | | | |
| | 49 | 51 | 55 | 46 | 0 | 201 |
| Residual Allocated Sites | | | | | | |
| Land north of Highwood Close, Brentwood (SHLAA ref: G160) | | | | | | 0 |
| | 0 | 0 | 0 | 0 | 0 | 0 |

| Contingent Sites | | | | | | |
|--|------------|------------|------------|-----------|------------|------------|
| Trueloves, Trueloves Lane, Ingatestone, CM4 0NQ [planning permission subject to Section 106 agreement] | | | 15 | 15 | | 30 |
| Essex County Fire Brigade HQ, Rayleigh Road, Brentwood, CM13 1AL (SHLAA ref: B218) | | | | | 100 | 100 |
| | 0 | 0 | 15 | 15 | 100 | 130 |
| | | | | | | |
| TOTALS: | 199 | 186 | 107 | 97 | 100 | 689 |

Note: No allowance for windfall sites has been made in the calculation of the five year housing supply of 689 homes.

Appendix 4

Replacement Local Plan Policy Targets and Indicators

Following the direction issued by the Secretary of State setting out which RLP policies had been saved, 28 policies were deleted as of 24 August 2008. Of these deleted policies three were included within the list of local policy indicators (H1: Residential Provision 1996-2011, GB28: Landscape Enhancement, and C1: Sites of Special Scientific Interest). Consequently these policies are no longer included in the list of local output indicators and targets set out below.

Core Policies

| | |
|-----------|--|
| Policy | CP1(vi) Retention of Existing Residential Accommodation |
| Target | No overall net loss in the number of existing residential units |
| Indicator | Planning permissions for change of use/redevelopment involving existing residential properties |

Housing

| | |
|-----------|---|
| Policy | H5 Changes of Use of Upper Floors |
| Target | Year on year increase in the number of residential units above commercial premises in the Borough's main shopping areas |
| Indicator | Residential completions as a result of change of use above commercial premises |

| | |
|-----------|---|
| Policy | H6 Small Unit Accommodation |
| Target | At least 50% of units on relevant sites being 1 or 2 bedroom properties |
| Indicator | Mix of residential unit sizes in planning permissions for residential development |

| | |
|-----------|--|
| Policy | H9 Affordable Housing on Larger Sites |
| Target | At least 35% Affordable Housing on all suitable sites |
| Indicator | Affordable Housing numbers granted planning permission as a proportion of total site provision |

| | |
|------------------|--|
| Policy | H14 Housing Density |
| Target | Densities of not fewer than 65 dwellings per hectare in central areas or other location with good public transport accessibility, and not fewer than 30 dwellings per hectare elsewhere. |
| Indicator | Percentage of planning permissions for residential development meeting the target |

Employment

| | |
|------------------|--|
| Policy | E1 Areas Allocated for General Employment |
| Target | Wider choice of employment opportunities through the provision of additional B1(c), B2 and B8 uses |
| Indicator | Net change in floor space for B1(a), B1(b), B1(c), B2 and B8 as a result of planning permissions, including changes of use |

| | |
|------------------|--|
| Policy | E4 Sites for Additional Employment Land |
| Target | 1 hectare of net additional employment land being achieved by 2011 within the Borough |
| Indicator | Net change in employment land provision as a result of planning permissions for B1, B2 and B8 purposes |

Transport

| | |
|------------------|---|
| Policy | T1 Travel Plans |
| Target | To promote the adoption of Travel Plans |
| Indicator | Number of Travel Plans agreed each year |

| | |
|------------------|--|
| Policy | T14 Cycling |
| Target | To improve cycle facilities |
| Indicator | Length of additional cycle ways provided each year |

Green Belt and the Countryside

| | |
|------------------|--|
| Policy | GB1 New Development |
| Target | To restrict inappropriate development in the Green Belt |
| Indicator | Number of permissions granted for development in the Green Belt not in accordance with Green Belt policy |

| | |
|-----------|--|
| Policy | GB3 Settlements Excluded from the Green Belt |
| Target | At least 90% of all new housing development to be located on previously developed land or through the conversion of existing buildings |
| Indicator | Permissions for new housing on previously developed land or through the conversion of existing buildings |

| | |
|-----------|---|
| Policy | GB5 Extensions to Dwellings |
| Target | To restrict the size of residential extensions in the Green Belt to 37 sqm above the original habitable floor space |
| Indicator | The number of permissions for residential extensions above the 37 sqm limit |

| | |
|-----------|--|
| Policy | GB6 Replacement Dwellings |
| Target | To restrict the size of replacement dwellings in the Green Belt to 37 sqm above the original habitable floor space |
| Indicator | The number of permissions for replacement dwellings that exceed the 37 sqm limit |

| | |
|-----------|--|
| Policy | GB16 Residential Conversions |
| Target | To restrict the re-use of rural buildings for residential purposes |
| Indicator | Number of planning permissions for residential re-use of rural buildings |

| | |
|-----------|--|
| Policy | GB27 Access to the Countryside |
| Target | To enhance and extend the Borough's rural public rights of way |
| Indicator | Length of improved and new rural public rights of way |

Sports & Leisure, Tourism and Community Services

| | |
|-----------|---|
| Policy | LT2 Development of Existing Urban Open Spaces |
| Target | To restrict the loss of Urban Open Space |
| Indicator | Number of permissions for development involving the loss Urban Open Space Net amount of Urban Open Space lost as a result of development |

| | |
|-----------|---|
| Policy | LT3 Areas Deficient in Open Space |
| Target | To reduce deficiencies in formal and informal open space, play areas and play equipment |
| Indicator | Net increase in formal and informal open space, play areas and play equipment |

| | |
|-----------|---|
| Policy | LT11 Retention of Existing Local Community Facilities |
| Target | To restrict the loss of local community facilities |
| Indicator | Number of permissions for redevelopment or change of use resulting in the loss of existing local community facilities |

| | |
|-----------|--|
| Policy | LT14 Recreational Routes |
| Target | To develop a network of recreational routes |
| Indicator | Length of new recreational routes provided, year on year |

Conservation and Protection of the Environment

| | |
|-----------|--|
| Policy | C3 County Wildlife Sites, Local Nature Reserves and Other Habitats and Natural Features of Local Value |
| Target | To prevent harm to protected flora, fauna and their habitats and to sites of nature conservation value |
| Indicator | Number of permissions for development adversely affecting species and habitats covered by the Essex or Brentwood Biodiversity Action Plans Number of permissions for development adversely affecting a County Wildlife Site or Local Nature Reserve |

| | |
|-----------|---|
| Policy | C7 Development Affecting Preserved Trees, Ancient Woodlands and Trees in Conservation Areas |
| Target | To prevent the loss of preserved trees |
| Indicator | Number of preserved trees lost through development proposals |

| | |
|-----------|--|
| Policy | C15 Listed Buildings - Demolition, Alterations or Extensions |
| Target | To maintain the Borough's listed buildings |
| Indicator | Number of consents for demolition of a listed building |

Infrastructure and Resources

| | |
|-----------|---|
| Policy | IR3 Protecting The Best and Most Versatile Agricultural Land |
| Target | To restrict the loss of the best and most versatile agricultural land |
| Indicator | Number of permissions for development on Grade 2 and 3a agricultural land |

Town Centre

| | |
|-----------|--|
| Policy | TC4 Use of Upper Floors above Commercial Properties |
| Target | To provide further residential accommodation above commercial premises within the town centre |
| Indicator | Number of permissions for residential accommodation above commercial premises within the town centre |

| | |
|-----------|--|
| Policy | TC5 Type of Accommodation |
| Target | All new residential accommodation in the town centre to be one or two person properties |
| Indicator | Percentage of permissions involving residential accommodation within the town centre that are one or two person properties |

| | |
|-----------|--|
| Policy | TC7 Non-Retail Uses |
| Target | To retain an appropriate balance of retail units within the town centre shopping areas |
| Indicator | Number of permissions granted for non retail uses beyond the thresholds |

Appendix 5

Replacement Local Plan Policy Usage 2008 – 2011

| Brentwood Replacement Local Plan (2005) | | Number of Applications | | |
|---|---|------------------------|---------|------------|
| Policy Ref. | Policy Title | 2009/10 | 2010/11 | 2011/12 |
| Core Policies | | | | |
| CP1 | General Development Criteria | 887 | 955 | 891 |
| CP2 | New Development & Sustainable Transport Choices | 12 | 16 | 7 |
| CP3 | Transport Assessments | 5 | 1 | 2 |
| CP4 | The Provision of Infrastructure and Community Facilities | 3 | 3 | 7 |
| Housing | | | | |
| H3 | Community Uses in Residential Development | 0 | 0 | 0 |
| H4 | Mixed Use Development | 3 | 0 | 1 |
| H5 | Change of Use of Upper Floors | 2 | 5 | 3 |
| H6 | Small Unit Accommodation | 15 | 13 | 9 |
| H7 | Single Storey Dwellings | 27 | 29 | 28 |
| H8 | Conversions | 3 | 7 | 2 |
| H9 | Affordable Housing on Larger Sites | 6 | 3 | 3 |
| H10 | Affordable Rural Housing | 0 | 1 | 0 |
| H11 | Supported Accommodation | 3 | 0 | 0 |
| H12 | Residential Homes | 0 | 1 | 2 |
| H14 | Housing Density | 18 | 14 | 13 |
| H15 | Hutton Mount | 28 | 33 | 34 |
| H16 | Lifetime Homes | 24 | 10 | 1 |
| H17 | Dormer Windows | 107 | 146 | 114 |
| Employment | | | | |
| E1 | Areas Allocated for General Employment | 11 | 12 | 2 |
| E2 | Areas Allocated for Office Purposes | 7 | 14 | 8 |
| E4 | Sites for Additional Employment Land | 0 | 0 | 0 |
| E5 | Land Adjacent to the Council Depot, Warley | 0 | 0 | 0 |
| E6 | Childerditch Industrial Park, Warley | 3 | 0 | 0 |
| E8 | Employment Development Criteria | 10 | 5 | 2 |
| Shopping | | | | |
| S1 | New Major Retail Developments | 0 | 0 | 0 |
| S3 | Petrol Filling Station Retail Facilities | 0 | 0 | 0 |
| S4 | Non-Retail Uses within Local Shopping Centres and Parades | 16 | 16 | 8 |
| Transport | | | | |
| T1 | Travel Plans | 4 | 3 | 1 |
| T2 | New Development & Highway Considerations | 130 | 92 | 90 |
| T3 | Traffic Management | 0 | 0 | 0 |
| T5 | Parking - General | 39 | 39 | 15 |
| T6 | Public Car Parking Strategy | 2 | 1 | 0 |

| | | | | |
|--|--|-----|-----|------------|
| T7 | Off-Street Public Car Parking | 2 | 1 | 0 |
| T8 | On-Street Parking | 0 | 0 | 1 |
| T9 | Commuter Car Parking | 0 | 0 | 0 |
| T10 | Access for Persons with Disabilities | 0 | 0 | 0 |
| T11 | Bus Services | 0 | 0 | 0 |
| T12 | Rail Services | 0 | 0 | 0 |
| T13 | Taxis | 1 | 0 | 0 |
| T14 | Cycling | 2 | 1 | 2 |
| T15 | Pedestrian Facilities | 0 | 0 | 0 |
| Green Belt and the Countryside | | | | |
| GB1 | New Development | 140 | 141 | 127 |
| GB2 | Development Criteria | 224 | 211 | 199 |
| GB3 | Settlements Excluded from the Green Belt | 4 | 2 | 0 |
| GB4 | Established Areas of Development | 9 | 6 | 7 |
| GB5 | Extensions to Dwellings | 63 | 59 | 54 |
| GB6 | Replacement Dwellings | 13 | 6 | 12 |
| GB7 | Garages, Swimming Pool/Enclosures and Outbuildings | 34 | 25 | 32 |
| GB8 | Extensions to Gardens | 2 | 7 | 5 |
| GB9 | Haverings Grove | 2 | 1 | 1 |
| GB10 | Subdivision of Dwellings | 0 | 0 | 0 |
| GB11 | Temporary Siting of Mobile Homes | 1 | 2 | 1 |
| GB12 | Permanent Dwellings for Agricultural Workers | 2 | 2 | 2 |
| GB13 | Removal of Agricultural Occupancy Condition | 0 | 0 | 0 |
| GB14 | Agricultural Buildings | 3 | 2 | 7 |
| GB15 | Re-Use and Adaptation of Rural Buildings for Small-Scale Employment, Tourism, Leisure and Community Uses | 18 | 23 | 17 |
| GB16 | Residential Conversions | 11 | 13 | 12 |
| GB17 | Conversion or Change of Use of Listed Buildings | 3 | 1 | 3 |
| GB18 | Existing Inappropriate Development Sites | 6 | 4 | 9 |
| GB19 | Farm Shops and Retailing | 1 | 1 | 0 |
| GB22 | Outdoor Sports Facilities | 5 | 3 | 4 |
| GB23 | Ancillary Buildings | 3 | 6 | 5 |
| GB25 | Riding Schools and Livery Stables | 0 | 4 | 9 |
| GB26 | Other Stables | 4 | 1 | 4 |
| GB27 | Access to the Countryside | 0 | 1 | 0 |
| Sport & Leisure, Tourism and Community Services | | | | |
| LT1 | Strategic Public Open Space | 0 | 0 | 0 |
| LT2 | Development of Existing Urban Open Spaces | 4 | 1 | 3 |
| LT3 | Areas Deficient in Open Space | 0 | 0 | 0 |
| LT4 | Provision of Open Space in New Development | 2 | 0 | 1 |
| LT5 | Displacement of Open Land Uses | 3 | 0 | 0 |
| LT6 | The Brentwood Centre | 1 | 0 | 0 |
| LT8 | Use of Redundant Institutional, Recreational and Community Buildings | 1 | 1 | 0 |
| LT9 | Highwood Hospital Site | 0 | 0 | 0 |
| LT10 | Changes of Use or New Buildings for Institutional Purposes | 2 | 4 | 2 |
| LT11 | Retention of Existing Local Community Facilities | 3 | 5 | 1 |
| LT15 | Hotel Accommodation in the Urban Area | 0 | 2 | 0 |
| LT16 | Bed and Breakfast and Self-Catering Accommodation | 0 | 0 | 0 |
| LT19 | Accessibility to Premises to which the Public are Admitted and to Employment Generating Developments | 0 | 0 | 0 |

| Conservation and Protection of the Environment | | | | |
|--|---|-----|----|------------|
| C3 | County Wildlife Sites, Local Nature Reserves and Other Habitats and Natural Features of Local Value | 12 | 11 | 8 |
| C4 | Management of Woodlands | 0 | 1 | 1 |
| C5 | Retention and Provision of Landscaping and Natural Features in Development | 46 | 23 | 10 |
| C6 | Tree Preservation Orders and Works to Preserved Trees | 102 | 98 | 180 |
| C7 | Development Affecting Preserved Trees, Ancient Woodlands and Trees in Conservation Areas | 20 | 12 | 17 |
| C8 | Ancient Landscapes and Special Landscape Areas | 104 | 65 | 14 |
| C9 | Historic Parks and Gardens | 1 | 0 | 1 |
| C10 | Protected Lanes | 2 | 3 | 0 |
| C11 | Thames Chase Community Forest | 1 | 1 | 0 |
| C12 | Landscape Improvements | 1 | 1 | 1 |
| C14 | Development Affecting Conservation Areas | 75 | 68 | 94 |
| C15 | Listed Buildings - Demolition, Alterations or Extensions | 69 | 51 | 55 |
| C16 | Development within the Vicinity of a Listed Building | 32 | 33 | 34 |
| C17 | Change of Use of a Listed Building | 7 | 11 | 3 |
| C18 | Ancient Monuments and Archaeological Sites | 9 | 7 | 4 |
| C19 | Secured by Design | 0 | 0 | 1 |
| C20 | Shop Fronts | 6 | 6 | 2 |
| C21 | Illuminated Advertisements | 18 | 11 | 18 |
| C22 | Signs within Conservation Areas and on Listed Buildings | 12 | 9 | 8 |
| C23 | Externally Illuminated Hanging Signs | 3 | 2 | 1 |
| C24 | Non-Illuminated Advertisements | 14 | 19 | 8 |
| C25 | Floodlighting and Other Forms of Illumination | 6 | 0 | 0 |
| Infrastructure and Resources | | | | |
| IR2 | Telecommunications | 2 | 0 | 1 |
| IR3 | Protecting the Best and Most Versatile Agricultural Land | 0 | 0 | 1 |
| IR4 | Recycling Facilities | 0 | 0 | 0 |
| IR5 | Energy and Water Conservation and the Use of Renewable Sources of Energy in New Development | 56 | 33 | 11 |
| IR6 | Renewable Energy Schemes | 3 | 0 | 1 |
| Pollution Control | | | | |
| PC1 | Land Contaminated by Hazardous Substances | 6 | 3 | 2 |
| PC4 | Noise | 17 | 7 | 3 |
| PC5 | Traffic Noise | 2 | 0 | 0 |
| PC6 | Transport Pollution | 0 | 0 | 0 |
| PC7 | Areas of Poor Air Quality | 3 | 1 | 0 |
| Brentwood Town Centre | | | | |
| TC1 | Vacant and Redevelopment Sites within Residential Allocated Areas | 0 | 0 | 1 |
| TC2 | Residential Replacement | 0 | 0 | 4 |
| TC3 | Mixed Use Development | 1 | 2 | 2 |
| TC4 | Use of Upper Floors Above Commercial Premises | 3 | 7 | 4 |
| TC5 | Type of Accommodation | 2 | 8 | 4 |
| TC6 | Small-Scale Shops | 4 | 2 | 2 |
| TC7 | Non-Retail Uses | 10 | 5 | 3 |
| TC8 | Professional/Financial Office Uses | 0 | 0 | 0 |
| TC9 | The Telephone Exchange | 0 | 0 | 0 |
| TC10 | Site of the William Hunter Way Car Park | 0 | 0 | 0 |

| | | | | |
|--|--|---|----|----------|
| TC11 | Traffic in the High Street | 0 | 0 | 0 |
| TC12 | Landscaping in the Town Centre | 0 | 0 | 0 |
| TC13 | Pedestrian Areas | 0 | 0 | 0 |
| TC14 | Advertisements and Shop Fronts | 8 | 3 | 6 |
| TC15 | Shops Fronts Facing William Hunter Way | 0 | 2 | 1 |
| TC16 | Non-Illuminated Advertisements fronting William Hunter Way | 0 | 0 | 1 |
| TC19 | Medical/Health Uses | 1 | 1 | 1 |
| Policies not saved beyond 24 August 2008 (no longer part of development plan) | | | | |
| H1 | Residential Provision 1996-2011 | 3 | 1 | 0 |
| H2 | Housing Land Availability Monitor | 0 | 0 | 0 |
| H13 | Permanent Sites for Gypsy Travellers | 1 | 0 | 0 |
| H18 | Satellite Dishes | 2 | 0 | 0 |
| E3 | BT Office Site | 0 | 0 | 0 |
| E7 | Employment in Village Settlements Excluded from the Green Belt | 0 | 0 | 0 |
| S2 | Retail Market | 0 | 0 | 0 |
| T4 | Lorry Traffic in Residential and Other Inappropriate Roads | 1 | 2 | 0 |
| GB20 | Garden Centres | 1 | 0 | 0 |
| GB21 | Cemeteries | 1 | 1 | 0 |
| GB24 | Golf Courses | 0 | 0 | 0 |
| GB28 | Landscape Enhancement | 5 | 1 | 0 |
| LT7 | Provision of Small Scale, Local Recreation, Leisure, Cultural and Entertainment Facilities | 1 | 2 | 1 |
| LT12 | Proposals for Medical Uses | 0 | 1 | 0 |
| LT13 | Footpaths and Cycleways in New Developments | 0 | 0 | 0 |
| LT14 | Recreational Routes | 0 | 0 | 1 |
| LT17 | Transit and Other Picnic Sites | 0 | 0 | 0 |
| LT18 | Caravan/Camp Sites | 0 | 0 | 0 |
| C1 | Sites of Special Scientific Interest | 8 | 16 | 0 |
| C2 | Local Nature Reserves | 6 | 2 | 0 |
| C13 | New Development in the Lakeside Area, Ingatestone | 0 | 0 | 0 |
| IR1 | Utility Providers | 0 | 0 | 0 |
| IR7 | Development in Areas at Risk of Flooding | 1 | 1 | 0 |
| IR8 | Surface Water Run Off | 1 | 0 | 0 |
| PC2 | Hazardous Substances | 0 | 0 | 0 |
| PC3 | Development in the Vicinity of Hazardous Substances | 1 | 0 | 0 |
| TC17 | Open Space/Amenity Areas | 0 | 0 | 0 |
| TC18 | New Cultural, Entertainment or Leisure Uses | 0 | 0 | 0 |
| Number of Replacement Local Plan (2005) policies saved beyond August 2008: | | | | 127 |
| Number of Replacement Local Plan (2005) policies not Saved beyond August 2008: | | | | 28 |

Appendix 6

List of Abbreviations and Glossary of Terms

List of Abbreviations

| | |
|---------|--|
| AMR | Annual Monitoring Report |
| BAP | Biodiversity Action Plan |
| CIL | Community Infrastructure Levy |
| CWS | County Wildlife Site |
| DCLG | Department of Communities and Local Government |
| DPD | Development Plan Document |
| EBP | Essex Biodiversity Plan |
| ELR | Employment Land Review |
| GIS | Geographical Information System |
| GO-East | Government Office for the East of England |
| IDP | Infrastructure Delivery Plan |
| LDD | Local Development Document |
| LDF | Local Development Framework |
| LDP | Local Development Plan |
| LDS | Local Development Scheme |
| LoWS | Local Wildlife Site |
| MYE | Mid-Year Estimate |
| NPPF | National Planning Policy Framework |
| ONS | Office of National Statistics |
| PDL | Previously Developed Land |
| PINS | Planning Inspectorate |
| PPG | Planning Policy Guidance note |
| PPS | Planning Policy Statement |

| | |
|-----------------|--|
| RLP | Brentwood Replacement Local Plan |
| RSP | Replacement Structure Plan |
| RSS | Regional Spatial Strategy |
| SCI | Statement of Community Involvement |
| SHLAA | Strategic Housing Land Availability Assessment |
| SHMA | Strategic Housing Market Assessment |
| SLA | Service Level Agreement |
| SPD | Supplementary Planning Document |
| SSSI | Site of Specific Scientific Interest |
| The Act | The Planning and Compulsory Purchase Act 2004 |
| The Regulations | The Town and Country Planning (Local Development) (England) Regulations 2012 |

Glossary of Terms

Adopted: Final agreed version of a document or strategy accepted through a formal resolution

Annual Monitoring Report: Document produced each year recording and presenting progress on all elements of the local development framework where measurement is required. Referred to as Authorities Monitoring Report in 2012 Regulations.

Community Infrastructure Levy: A new levy that local authorities can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure that the Council local community and neighbourhoods want. The Charging Schedule sets out the rate of the levy.

Development Plan Document: Spatial planning documents that are subject to independent examination, and will form the development plan for a local authority area. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.

Development Management Policies: These will be a suite of criteria-based policies which are required to ensure that all development meets the spatial vision and spatial objectives set out in the Local Plan. They may be included in any Development Plan Document or may form a standalone document.

Infrastructure Delivery Plan: The document, which is expected to be completed by the end of March 2013, provides details of the current provision of infrastructure in Brentwood, responds to the growth targets and policies in the Local Development Plan elaborating on how the spatial objectives will be delivered through the provision of infrastructure.

Local Development Document: These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan). LDDs collectively deliver the spatial planning strategy for the local planning authority's area.

Local Development Scheme: The document that sets out Brentwood Borough Council's proposals for new Local Development Documents and the timetable for producing them.

Local Plan: The new term for a local planning authority's local development framework. The Local Plan comprises all the DPDs for a local planning authority's area.

Monitoring and Review: Regular measurement of progress towards targets, aims and objectives. It also involves scrutiny, evaluation and, where necessary, changes in policies, plans and strategies.

Site Allocations: Designation of land in a Local Development Documents for a particular land use (e.g. Housing).

Statement of Community Involvement (SCI): A document which sets out the standards which an authority will achieve with regard to involving local communities in the preparation of Local Development Documents.

Statement of Conformity: Statement which identifies and confirms that all policies, proposals and strategies are in line with relevant regional and national policies.

Strategic Environmental Assessment (SEA): An environmental assessment which complies with the EU Directive 2001/42/EC. The environmental assessment involves the preparation of an environmental report, the carrying out of consultations, the taking into account of these in decision making, the provision of information when the plan or programme is adopted and showing that the results of the environmental assessment have been taken into account.

Supplementary Planning Document (SPD): Documents which local planning authorities may prepare which will provide additional supporting information in respect of policies in development plan documents (DPDs). They do not form part of the Development Plan and are not subject to independent examination but they will be treated as a material consideration when determining planning applications.

Sustainability Appraisal (SA): A tool for appraising policies and documents to ensure they reflect sustainable development objectives. All policies and documents must be subject to a sustainability appraisal.

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