

Core Strategy Work Programme - Timescales

Task Plan

Task no.	Tasks / subtasks	status	lead officer	start	finish	Calendar Days
	Preparation of the Local Plan: evidence gathering	In progress	Strategic Planning Manager	01/07/2020	31/03/2023	1003
1	Housing Market and Needs Assessment	in progress	Strategic Housing/ Strategic	01/07/2020	01/03/2021	243
2	Housing and Employment Land Availability Assessment	in progress	Forward Planning Officer	01/07/2020	01/07/2021	365
3	Rural Settlement Audit and development of options for settlement hierarchy	in progress	NDP team	01/07/2020	01/05/2021	304
4	Transport Strategy Development	to be agreed	Head of Transport and Access			424
		Jan-March 2021	Services,	01/06/2021	30/07/2022	
5	Town Centre and Retail Assessment (or equivalent study)	to be commissioned	Senior Planning Officer	01/07/2021	31/12/2021	183
6	Climate Change Background studies	to be commissioned	Senior Planning Officer/ Sustainability team	01/06/2021	31/12/2021	213
7	Green Infrastructure/Open Space	to be commissioned	Senior Planning Officer	01/06/2021	31/12/2021	213
8	Natural Environment update of evidence	to be commissioned	Senior Planning Officer	01/06/2021	31/12/2021	213
9	Historic Environment	to be commissioned	Senior Planning Officer	01/06/2021	31/12/2021	213
10	Review of Neighbourhood Development Plan policy and evidence	to be commissioned	Senior Planning Officer	01/06/2021	31/12/2021	213
11	Design based evidence	to be commissioned	Senior Planning Officer	01/01/2022	01/06/2022	151
12	Master planning for key sites in "growth areas"	to be commissioned	TBD	01/06/2022	31/03/2023	303
13	Employment land needs assessment	to be commissioned	Senior Planning Officer	01/06/2022	31/03/2023	303
14	Water Cycle Study	to be commissioned	Senior Planning Officer	01/06/2021	31/12/2021	274
15	Public Health related evidence	to be commissioned	Senior Planning Officer	01/06/2021	01/01/2022	214
15	Site/Area specific transport studies	to be commissioned	Senior Planning Officer	01/06/2022	30/03/2023	302
16	Review of evidence prior to publication	to be commissioned	TBD	01/06/2022	30/03/2023	302
17	Preparation of the Local Plan: stakeholder and community engagement and consultation		Strategic Planning Manager	01/04/2021	14/08/2023	865
18	Prepare community engagement strategy	not started	Community Engagement Officer	01/04/2021	01/06/2021	61
19	Early engagement with key stakeholders on emerging spatial options and topics	not started	Community Engagement Officer	01/06/2021	31/12/2021	213
20	Developing Options and/or Stage 1 of a new system the "call for" suggestions for areas (6 months engagement with public).	not started	Community Engagement Officer	01/01/2022	30/06/2022	180
21	Draft Plan public consultation (if based upon the current plan making process)	not started	Community Engagement Officer	31/01/2023	31/03/2023	59
22	Publication plan (Regulation 19 or equivalent under the new system)	not started	Community Engagement Officer	03/07/2023	14/08/2023	42
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26	Preparation of the Local Plan: councillor and officer engagement		Strategic Planning Manager	01/04/2021	31/03/2023	729
27	Member visioning workshop	not started	Community Engagement Officer	01/04/2021	30/05/2021	59
28	Pre-options /Stage 1 workshop	not started	Community Engagement Officer	01/12/2021	31/01/2022	61
29	Draft Plan/ Stage 2 - place based discussions with members or groups of members in preparation of the plan	not started	Community Engagement Officer	01/06/2022	31/12/2022	213
30	Draft Plan / Stage 2 - workshop	not started	Community Engagement Officer	01/12/2022	31/12/2022	30
31	Officer working groups - covering key topic areas	not started	Strategic Planning Manager	01/06/2021	31/03/2023	668
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42	Preparation of the Local Plan: appraisals		Strategic Planning Manager	01/07/2020	31/03/2023	1003
43	Habitats Regulations Assessment	not started		01/04/2022	31/03/2023	364
44	Sustainability Assessment (New planning system requirement)	not started		01/04/2022	31/03/2023	364
45	Economic Viability Assessment (not yet clear on requirement)	not started		01/04/2022	31/03/2023	364
46	Strategic Flood Risk Assessment (level 2)	not started		01/04/2022	31/03/2023	364
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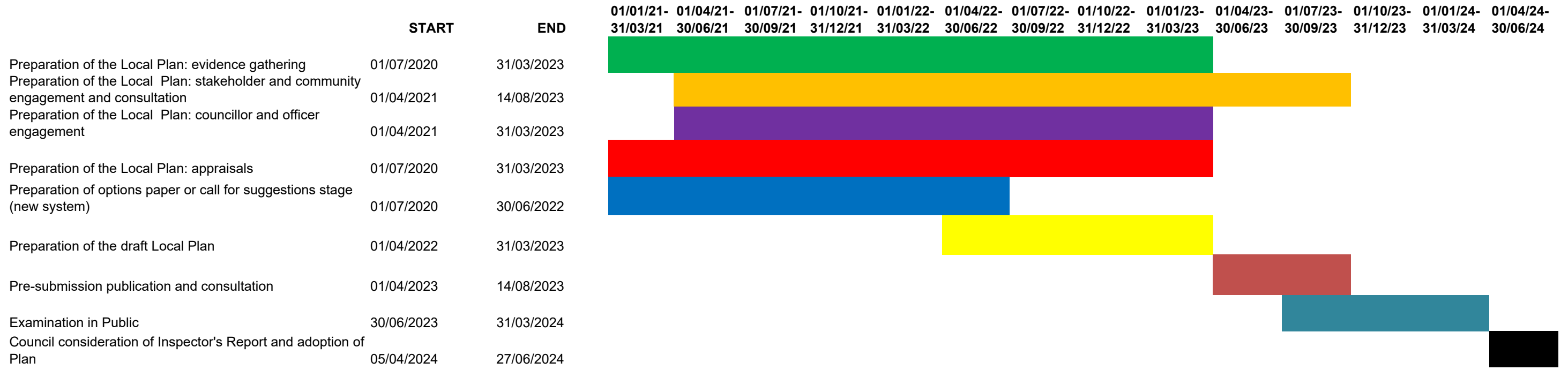
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54	Preparation of options paper or call for suggestions stage (new system)		Strategic Planning Manager	01/07/2020	30/06/2022	729
55	Preparation of Spatial Options and/or Topic Papers, including as follows:			01/01/2022	30/06/2022	180
56	Strategic spatial options	undeway	Senior Planning Officer/Planning Officer	01/01/2021	30/06/2022	545
57	Settlement hierarchy	underway	Senior Planning Officer/Planning Officer	01/07/2020	30/06/2022	729
58	Climate change	not started	Senior Planning Officer/Planning Officer	01/01/2022	30/06/2022	180
59	Place based strategic options	not started	Senior Planning Officer/Planning Officer	01/01/2022	30/06/2022	180
60	Natural Environment	not started	Senior Planning Officer/Planning Officer	01/01/2022	30/06/2022	180
61	Historic Environment	not started	Senior Planning Officer/Planning Officer	01/01/2022	30/06/2022	180
62	Economy and employment (including retail and town centres)	not started	Senior Planning Officer/Planning Officer	01/01/2022	30/06/2022	180
63	Health and community	not started	Senior Planning Officer/Planning Officer	01/01/2022	30/06/2022	180
64	Built environment and design	not started	Senior Planning Officer/Planning Officer	01/01/2022	30/06/2022	180
65	Transport and Infrastructure	not started	Senior Planning Officer/Planning Officer	01/01/2022	30/06/2022	180
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74	Preparation of the draft Local Plan		Strategic Planning Manager	01/04/2022	31/03/2023	364
75	Settlement hierarchy	not started	Senior Planning Officer/Planning Officer	01/04/2022	31/01/2023	305
76	Climate change	not started	Senior Planning Officer/Planning Officer	01/04/2022	31/01/2023	305
77	Place based strategic policies and proposals	not started	Senior Planning Officer/Planning Officer	01/04/2022	31/01/2023	305
78	Natural Environment	not started	Senior Planning Officer/Planning Officer	01/04/2022	31/01/2023	305
79	Historic Environment	not started	Senior Planning Officer/Planning Officer	01/04/2022	31/01/2023	305
80	Economy and employment (including retail and town centres)	not started	Senior Planning Officer/Planning Officer	01/04/2022	31/01/2023	305
81	Health and community	not started	Senior Planning Officer/Planning Officer	01/04/2022	31/01/2023	305
82	Built environment and design	not started	Senior Planning Officer/Planning Officer	01/04/2022	31/01/2023	305
83	Transport and Infrastructure	not started	Senior Planning Officer/Planning Officer	01/04/2022	31/01/2023	305
84	Approval of Draft Plan	not started	Strategic Planning Manager	31/12/2022	31/03/2023	90
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92	Pre-submission publication consultation and publicity (existing system) or Stage 3 of the new system (submission of the Plan and publicises the plan for the public comment)		Strategic Planning Manager	01/04/2023	14/08/2023	135
93	Prepare and publish appropriate notices	not started	Senior Planning Officer/Planning Officer	01/04/2023	03/07/2023	93
94	Prepared and publish requisite comment form	not started	Senior Planning Officer/Planning Officer	01/04/2023	03/07/2023	93
95	Update Council website	not started	Planning Technician	01/04/2023	03/07/2023	93
96	Prepare media releases and address actions of community engagement strategy (Task 17 above)	not started	Community Engagement Officer	01/04/2023	03/07/2023	93

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97	Directly inform key stakeholders and others with an interest in the plan	not started	Community Engagement Officer	01/04/2023	03/07/2023	93
98	Complete statement of reasons	not started	Senior Planning Officer	01/04/2023	03/07/2023	93
99	All documentation and evidence assembled for submission	not started	Senior Planning Officer	01/04/2023	03/07/2023	93
100	Prepare database to receive comments	not started	Senior Planning Officer/Planning Officer	01/04/2023	03/07/2023	93
101	Publication plan (Regulation 19 or equivalent under the new system) - see also task 21 above	not started	Strategic Planning Manager	03/07/2023	14/08/2023	42
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108	Examination or Stage 4 (planning inspector consideration of whether the three categories in the proposed Local Plan are "sustainable")	9 months	Planning Inspectorate	30/06/2023	31/03/2024	275
109	Not yet clear regarding the examination process			30/06/2023	31/03/2024	275
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124	Council consideration of Inspector's Report and adoption of Plan	6 weeks	Strategic Planning Manager	05/04/2024	27/06/2024	83
125	Not yet clear regarding the adoption process			05/04/2024	27/06/2024	83
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Summary



Evidence Base Preparation Gantt

	Start	End	In house/ commissioned	Estimated cost	
Preparation of the Local Plan: evidence gathering	01/07/2020	31/03/2023			
Housing Market and Needs Assessment	01/07/2020	01/03/2021	Commissioned (completed)	£50k (with Strategic housing)	
Housing and Employment Land Availability Assessment	01/07/2020	01/07/2021	In-house (underway), may need to buy in some technical advice	£20k	
Rural Settlement Audit and development of options for settlement hierarchy	01/07/2020	01/05/2021	In-house (underway)		0
Transport Strategy Development	01/06/2021	30/07/2022	completed	£250k	Not from CS budget
Town Centre and Retail Assessment (or equivalent study)	01/07/2021	31/12/2021	Commissioned	£30k	
Climate Change Background studies	01/06/2021	31/12/2021	Commissioned	£30k	
Green Infrastructure/Open Space	01/06/2021	31/12/2021	Commissioned	£30k	
Natural Environment update of evidence	01/06/2021	31/12/2021	Commissioned	£30k	
Historic Environment	01/06/2021	31/12/2021	Commissioned	£30k	
Water cycle study	01/04/2021	31/12/2021	Commissioned	£40k	
Design based evidence	01/01/2022	01/06/2022	Commissioned	£30k	
			Not yet clear – may be as part of new roles for professional officers.	£50k	
Master planning for key sites in “growth areas”	01/06/2022	31/03/2023			
Employment land needs assessment	01/06/2022	30/06/2023	Commissioned	£40k	
Economic Viability assessment (if required)	01/07/2022	30/03/2023	Commissioned	£60k	
Strategic Flood Risk Assessment (level 2)	01/07/2022	30/03/2023	Commissioned	£80k	
			In house and/or commissioning depending on requirements and staff capacity.	£10k	
Public health related evidence	01/04/2021	14/08/2023			
Site/Area specific transport studies	01/06/2022	30/06/2023	Commissioned	£40k	
Habitats Regulations Assessment	01/07/2022	31/03/2024	Commissioned	£60k	

Year	MTFS funding (amended to account for car parking funding)	Total estimated costs	Evidence Base development	Estimated costs (external)	Notes	Additional staff costs	Notes	Other costs (e.g. EIP, consultations)	
2020-21	£230k	£50K		£50k	Actual spending for this year likely to be around £50k evidence base development. No additional staff costs for 2020-21	0	No additional staff costs for 2020-21		£0
			Housing Market and Needs Assessment (HMANA)	£20k	Costs shared with strategic housing (50k total)				
			Hereford SFRA Level 2	£30k					
2021-22	£500k	£460,000		£260k		£140k	Addition of 2 fixed term Senior Planning Officers and Planning Officer to assist with option development and progress to draft plan.		£60k
			Housing and Employment Land Availability Assessment (HELAA)	£30k	Likely to require external funding for assessment advice for environmental assessment, transport and other technical advice.			Costs of consultation/engagement	£10k
			Economic Needs Assessment	£40k				Project management	£40k
			Town Centres study	£20k				Legal advice	£10k
			Climate Change Background studies	£30K					
			Green Infrastructure/Open Space	£30K					
			Natural Environment update of evidence	£30K					
			Historic Environment	£30K					
			Public health related evidence	£10k					
			Water cycle study	£40k					
2022-23	£500k	£500,000		£220K		£230k	Additional 2 fixed term Planning Officers to assist with completions of draft plan, public consultations, pre-submission and preparation for EIP		£50k
			Master planning for key sites in "growth areas"	£50k				legal advice	£10k
			Strategic Flood Risk Assessment (level 2) - County wide	£50k				project management	£40k
			Economic Viability assessment	£20K					
			Design based evidence	£30K					
			Habitats regulations Assessment	£30k					
			Site/Area specific transport studies	£40k					
2023-24	£550k	£550,000		£130K		£230k	Staff level as previous year for EIP.		£190K
			Key evidence base review/update (focus on time related evidence)					Publication/consultation	£15k
			HMANA	£10K				Project management	£40K
			HELAA	£10k				Examination in public costs	
			Environmental evidence base update	£15k				Inspector	£50K
			Climate emergency evidence update	£15k				Programme officer	£20K
			Economic/employment needs update	£10k				Venue hire	£5K
			Town centre study	£10k				Legal advice and representation	£30K
			Habitats regulations Assessment	£30k				Specialist witness and consultants fees.	£30K
			Contingency for new requirements	£30k					
TOTALS	£1780k	£1560k		£660K		£600k			£300K

Note existing staff costs for the Strategic Planning and Neighbourhood Planning teams are £417,758

Potential workloads by officer in new structure (note scope for detailed amendments dependent on skills/experience etc).

Senior Planning Officer –Existing (pt)	Senior Planning Officer –Existing (pt)	Senior Planning Officer –Existing (pt)	Senior Neighbourhood Planning Officer –Existing (ft)	Senior Planning Officer -New Strategic Planning	Senior Planning Officer -New local planning	Neighbourhood Planning Officer – Existing(ft)*	Planning Officer –Existing (ft)	Planning Officer - New Strategic Planning	Planning Officer - New Local Planning	Planning Officer -New Local Planning
Delivery Action Plan	5 Year Housing Land Supply	Minerals and Waste	NP support officer	Self Build register and policy development	Duty to Co-operate conformity	NP support officer	Strategic Housing and Employment Land Assessment	Responses to NDP on strategic issues	Responses to planning applications on policy issues	Responses to planning applications on policy issues
Leominster strategic policy	Kington, and Bromyard strategic policy	Ross-on-Wye strategic policy	Rural policy	Ledbury	Hereford strategic site policy	Rural policy	Hereford site support	Leominster support	Ross –on –Wye support	Kington and Bromyard support
Gypsy and Travellers Needs Assessment and policy development	Housing Market Area Housing Needs Assessment Policy lead	Natural Environment background work	SEA/HRA for NDPS	Employment and retail policy background	Transport policy background work	SEA/HRA for NDPS	Local Development Scheme updates	Brownfield sites register	Policy support for rural areas	Policy support for rural areas
Historic Environment policy background work	Green infrastructure Environment policy background work	Hereford City detailed policy (HMO)	Rural Settlement Hierarchy	Design	Climate Change	Rural Settlement Hierarchy	Employment and retail support	Housing support	Health and community support	Environmental support
			Health, community and social		SEA/HRA commission management					

Proposed new posts in red