



Examination of the Sheffield Plan: Our City, Our Future

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Dear Mr Johnson

Inspectors' Letter: Implementation and Monitoring

Implementation and Monitoring

1. Matter 26: Implementation and Monitoring is timetabled to be discussed during Stage 3 hearings in October 2024. In advance of issuing Matters, Issues and Questions in respect of Stage 3 hearings in early March 2024, we write regarding the Council's implementation and monitoring framework as it presently has very limited coverage within the Plan.
2. Monitoring is an essential part of the process of plan-making and plan implementation and helps understanding of whether policies are achieving their objectives and are delivering sustainable development. In order to aid this understanding, the Council should produce a more comprehensive monitoring framework, which is specific, measurable, achievable, realistic, and time-bound (SMART).
3. The SMART monitoring framework should include the following:
 - Strategic objectives as set out in Part 1 of the Plan
 - A list of all policies (by policy number and name) within Parts 1 and 2 of the Plan, grouped under their relevant objective
 - Purpose of the relevant policy
 - Target(s)
 - Indicator(s)
 - Trigger(s) (i.e. what will trigger a review)
 - Delivery mechanism, including any partnership working
 - Data source(s)
 - Frequency of monitoring

4. It would also be sensible to consider qualitative and quantitative change, and whether a purely numeric approach is sensible in each instance, e.g. does the change in the number of designated heritage assets make a difference, or is it more relevant to consider whether any designated heritage assets are at risk and whether that number has increased or decreased since last monitored.
5. The monitoring framework should be produced for submission alongside the Council's hearing statement for Matter 26: Implementation and Monitoring. The submission date for hearing statements on this Matter is 19 July 2024.

Additional evidence

6. At the time of submitting the Plan, the Council highlighted some key areas of the evidence base which had not yet been completed and submitted, including several signed Statements of Common Ground and a Level 2 Strategic Flood Risk Assessment. We would welcome updates on the progress and expected submission dates of all awaited evidence base documents, particularly if any further delays are envisaged.
7. If you have any questions, please do not hesitate to contact us via the Programme Officer.

Yours sincerely

J Gilbert *R Morgan* *D Troy*

Inspectors