

# REPORT TO CABINET

REPORT OF: Head of Planning Policy and Economic Regeneration

REPORT NO. PLA498

DATE: 9<sup>th</sup> May 2005

<b>TITLE:</b>	<b>Local Development Scheme (March 2005)</b>
<b>FORWARD PLAN ITEM:</b>	<b>Included in Forward Plan</b>
<b>DATE WHEN FIRST APPEARED IN FORWARD PLAN:</b>	<b>17<sup>th</sup> May 2004</b>
<b>KEY DECISION OR POLICY FRAMEWORK PROPOSAL:</b>	<b>Key Decision</b>

<b>COUNCIL AIMS/PORTFOLIO HOLDER NAME AND DESIGNATION:</b>	The LDF will set future District Council land use planning policy Cllr John Smith (Economic Portfolio)
<b>CORPORATE PRIORITY:</b>	Planning and Conservation, Affordable Housing, Town Centres
<b>CRIME AND DISORDER IMPLICATIONS:</b>	Minor
<b>FREEDOM OF INFORMATION ACT IMPLICATIONS:</b>	Minor
<b>BACKGROUND PAPERS:</b>	Lincolnshire Structure Plan (Adopted and Deposit Draft) Regional Planning Guidance Planning and Compulsory Purchase Act 2004 Letter from GOEM 11 <sup>th</sup> April 2005 Letter from PINs 13 <sup>th</sup> April 2005

## 1. INTRODUCTION

- 1.1 Further to the two previous reports considered by Cabinet on 24<sup>th</sup> November 2004 and 7<sup>th</sup> February 2005 regarding the Councils proposed Local Development Scheme (LDS). Confirmation has now been received that the Secretary of State will not issue a direction to change the LDS. It can therefore be assumed that the LDS as modified in February and March and submitted to GOEM has been accepted by the Government Office.
- 1.2 The revised LDS was prepared in consultation with the Economic Portfolio Member and the Head of Planning Policy and Economic Development. The revised LDS was submitted to the Government Office for the East Midlands (GOEM) on 15<sup>th</sup> March, before the deadline for submission (Thursday 24<sup>th</sup> March 2005) to meet the PSA6 target for the receipt of Planning Delivery Grant. (The LDS which was submitted is attached to this report at Appendix 1)
- 1.3 The revised LDS did take on board many of the comments made by GOEM in January, in respect of timetabling. However the LDS continues to indicate the Council's intention to prepare the Core Principles of Development and Location Strategy in tandem with the Housing and Employment Policy DPD. Ensuring that public consultation, and examination and adoption of these documents is undertaken in parallel.
- 1.4 Part of the submission and approval process for the LDS involves consultation with the Planning Inspectorate (PINs), who have raised a number of questions in respect of the detailed programming of examinations, and the time between the receipt of the Inspectors reports and adoption for each of the DPD's proposed. These comments can be incorporated in to the LDS when it is reviewed as a result of the Annual Monitoring Report process (due for publication December 2005).
- 1.5 The involvement of PINs in this approval process is very important as a significant part of the statutory process for each DPD is largely dependant upon the Planning Inspectorate. To this end PINs have issued an Initial Service Level Agreement that indicates that they are broadly content with the programme for examination of the proposed DPD's and that subject to a number of criteria they will provide the appropriate Inspectorate resources for the examinations identified in the LDS. Both the Council and the PINs should sign this ISLA.
- 1.6 The criteria included in the initial Service level agreement are as follows:  
That the:
  - a) LPA meets the milestones set out in the LDS
  - b) LPA submit a plan which they consider to be "sound" in reference to the tests of soundness in PPS12
  - c) LPA demonstrates that it has considered the resource implications of the examination programme and has put into place arrangements to ensure it can meet these requirements
  - d) That at the appropriate time for each DPD the LPA will:

- i. Appoint a Programme Officer to be in post by submission of the DPD
- ii. Establish a representation database
- iii. Advertise the examinations in accordance with the Regulations, and ensure all procedural requirements required by the regulation have been met
- iv. Ensure suitable accommodation is available for each examination
- v. Inform PINs of any changes to the programme set out in the LDS as soon as it is known

A copy of the SLA is attached to this report in appendix 2.

- 1.7 The detailed requirements of the DPD examination stage will need to be discussed by the Council and PINs later in the process (eg on receipt of the Preferred Options documents). These arrangements will form the subject of a detailed Service Level Agreement between the Council and PINs.
- 1.8 The Town and Country Planning (Local Development) (England) Regulations 2004 (11) requires that the LDS should be formally brought into effect by the Local Planning Authority (LPA), and should specify the date from which the scheme shall have effect. It is suggested that the date of the GOEM letter, 11<sup>th</sup> April is used for this purpose. In addition Regulation 12, requires that a copy of the documents is available for inspection at the Council's principal Office, and is published on the Web site. I suggest that the LDS is also made available at the other district council offices and in local libraries.

## **2. RECOMMENDATIONS**

- 2.1 Members are asked to note and welcome the Government Office's letter of 11<sup>th</sup> April confirming that the Secretary of State does not intend to issue a direction under Section 15(4) of the Planning and Compulsory Purchase Act 2004.
- 2.2 In accordance with the Regulations (11 and 12 of the Town and Country Planning (Local Development) (England) Regulations 2004) the Cabinet is asked to resolve that the LDS (as attached) should come into immediate effect and be formally dated 11<sup>th</sup> April 2005 (that is the date of the GOEM letter approving the LDS). It should then be formally published on the Council's website, and copies placed in the district offices and libraries for information purposes.
- 2.3 The Cabinet is recommended to accept the terms of the initial Service Level Agreement and delegate formal acceptance of this agreement to the Head of Planning Policy and Economic Development.

## **3. CONTACT OFFICER**

- 3.1 Mike Sibthorp, Head of Planning Policy and Economic Regeneration

**DRAFT SOUTH KESTEVEN LOCAL DEVELOPMENT SCHEME**

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## FORWORD

The Government's Planning & Compulsory Purchase Act 2004 introduces major changes to the way the planning policy system operates. It replaces the old system of Local Plans and Supplementary Planning Guidance with a new system of Local Development Documents (LDDs) making up a Local Development Framework (LDF).

The review of the South Kesteven Local Plan should therefore proceed through the preparation of a Local Development Framework (LDF) for the district.

This document

- explains the new system of Local Development Frameworks (LDFs) which replaces Local Plans and Structure Plans
- Sets out the proposed documents which will form the South Kesteven Local Development Framework (LDF), together with the timetable of key milestones for the preparation of these documents over the next 3 years,
- Explains how progress on the LDF will be monitored, reviewed and updated

The Local Development Documents (LDDs) which form the LDF will guide future development in South Kesteven and play a key role in delivering the council's vision to *"ensure that the residents of South Kesteven are proud of their District and their Council"*.

The preparation of the LDF will be underpinned by the Council's core values of:

- Performing ....by resourcing and delivering the Council's Priorities
- Respecting ....all residents and recognising their needs
- Informing ....residents and enabling them to become involved
- Developing ...all our communities
- Enabling .....staff to unlock their full potential

Overall, the Council is aiming to have a complete new planning policy framework in place by the spring of 2007. To meet this target, we have already started to prepare the background studies that will form the evidence base for the LDF. Consultation on the first of the new documents; the Statement of Community Involvement (SCI) and the Issues and Preferred Options document will begin towards the end of this year.

The Council is keen to maximise opportunities for the District's communities and other interested parties to shape the contents of the new policy framework and invite anyone interested in being involved in the process to contact the LDF team to register their interest and level of involvement.

This draft version of the Local Development Scheme (LDS) is a public document and provides the starting point for the local community and others to find out about the District Council's programme for the preparation of the documents which for the Local Development Framework (LDF) over a 3 year period. It includes a timetable which will tell people when the various stages in the preparation of any particular LDD will be carried out. In effect the LDS is the document which the public can use to find out what the District is proposing to do and when, and at what stage they can expect to be involved in the planning process.

This document is also available on the Council's website: <http://www.southkesteven.gov.uk/>

If you would like to make any comments about this document, please send them to:

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## **LOCAL DEVELOPMENT SCHEME**

### **1. INTRODUCTION**

- 1.1 This document is the Council's 2005 edition of the Local Development Scheme (LDS). Its purpose is to set out proposals for the next three years for the preparation of the Local Development Framework (LDF), the new type of plan that will replace the current Local Plan for the District. The LDS will be reviewed and updated on an annual basis.
- 1.2 The LDS describes the individual documents - called Local Development Documents (LDDs) - that will make up the LDF, together with the timescales and targets for their preparation. This LDS includes a profile of each proposed document, explaining its purpose and status, and how it relates to the LDF as a whole. The LDS also sets out the overall timetable and programme for the LDF, and explains the evidence base and background studies that will underpin the preparation process. It also explains how progress on preparing the LDF will be monitored, and how any necessary revisions will be made via reviews of this document.
- 1.3 Preparation of an LDS is a legal requirement under the new planning system. The District Council is required to submit a Local Development Scheme to the First Secretary of State within 6 months of commencement of the Planning and Compulsory Purchase Act (28<sup>TH</sup> September 2004) and accordingly this LDS has been submitted to the Secretary of State for approval. The Secretary of State will make a judgement as to whether the content of the scheme is sound and whether the District Council has identified the correct priorities for the preparation of their local development documents, also whether the timescales for their preparation are realistic. Assuming no changes will be required following submission, the Council will formally adopt the LDS. Once the LDS is adopted the Council will enter into an Initial Service Level Agreement with the Planning Inspectorate ensuring that the Inspectorate is aware of, and committed to meeting their requirements for public examinations. The LDS will subsequently be monitored and reviewed on an annual basis.
- 1.4 The LDS has been prepared in liaison with The Government Office for the East Midlands and the Planning Inspectorate.

## **2. WHAT IS A LOCAL DEVELOPMENT FRAMEWORK?**

- 2.1 Local Development Frameworks (LDFs) are part of the Government's reform of the planning system and will replace local plans. The legislation bringing in LDFs takes effect in September 2004, and all district councils are required to replace their local plans with LDFs over the next few years.
- 2.2 In broad terms, an LDF is a framework for the location and design of development (homes, shops, offices, etc) and for protecting the natural and built environment. It is a "spatial" plan, because it deals with the location and layout of developments and activities and how these affect people and their environment.
- 2.3 LDFs will consist of a number of documents – called Local Development Documents (LDDs) -which can be prepared and updated separately. The LDF is therefore the collective name for a group of documents that form the planning policies and proposals for the district. An explanation of the terminology used within this document is given at the end the LDS.

## **3. THE SOUTH KESTEVEN LOCAL DEVELOPMENT FRAMEWORK (LDF)**

- 3.1 The South Kesteven Local Plan was adopted in April 1995, and covered a plan period of 1991 to 2001. A review of the Local Plan commenced in 2001 with the publication of the South Kesteven Local Plan 2001 – 2011, First Stage Deposit. However, in response to the Government's proposals to revise the planning system, and on the advice of the Government Office for the East Midlands (GOEM) the Council has taken a decision not to progress this review any further, but instead to move directly to the preparation of a Local Development Framework (LDF). The First deposit version of the Local Plan Review (January 2002) has therefore be withdrawn.
- 3.2 Initially the South Kesteven LDF will be prepared in accordance with the strategic policy context provided by the East Midlands Regional Planning Guidance (RPG8) and the emerging Lincolnshire Structure Plan (Deposit April 2004 and Proposed Changes February 2005). However changes brought about by the new Act will eventually lead to the abolition of the Structure Plan. Regional Guidance in the form of a Regional Spatial Strategy (RSS) will be developed to replace the Structure Plan policy context. The documents which form the LDF will be reviewed and updated in accordance with the RSS when it is prepared and adopted.

3.3 As the LDF is not a single document, it can develop and change over time as new documents are added, replaced or reviewed. Individual timetables for the preparation and adoption of each document in the LDF are proposed. These timetables will ensure that a complete policy framework for the district is in place by 2009. However additional documents may be added to the LDF and existing documents may be reviewed after this time. To maintain planning policy coverage for the District in the meantime policies in the Adopted South Kesteven Local Plan (1995) will be saved and replaced on a rolling programme as LDDs are adopted. A combination of saved policies and newly adopted LDDs will ensure that a full spatial planning framework for the District is in place by March 2007. This will mean that a number of policies within the South Kesteven Local Plan (Adopted 1995) will be saved for more than the automatic three years allowed by the Act.

4. **LOCAL DEVELOPMENT DOCUMENTS (LDDs) will comprise:**

4.1 **A STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**, must be prepared by the District Council as part of the LDF process. This document will set out the standards which the planning authority intend to achieve in relation to involving the community in the preparation, alteration and continuing review of all local development documents and in significant development control decisions. It will be prepared in accordance with the Council's main Consultation Strategy, utilising Local Area Assemblies as the main vehicle for community engagement. The SCI will also show how the local planning authority intends to achieve these standards included. The Statement of Community Involvement will not be a development plan document but will be subject to public consultation and independent examination. A consultation statement showing how the local planning authority has complied with its Statement of Community Involvement will be required for all local development documents.

4.2 **DEVELOPMENT PLAN DOCUMENTS (DPDs).** These will be spatial planning documents which provide the policy framework for development within the district. These documents should be subject to community consultation in accordance with the requirements of the SCI and will be subject to independent examination. There will be a right for those making representations seeking change to be heard at an independent examination. DPDs may cover a range of policy areas, a single subject or geographic area. Individual development plan documents or coherent parts of a

single development plan document will be able to be reviewed independently from other development plan documents.

4.3 The Development Plan Documents that the District Council must prepare includes:

- **A Core Strategy** which will set out the long term spatial vision for the Council's area and the strategic policies and proposals necessary to deliver that vision. It will contain a set of primary policies for delivering the core strategy and may include broad locations for development to be set out in a 'key diagram'. This document may also include affordable housing policies and some generic, criteria based policies which will be used to ensure that all development within the area meets the vision and policies set out within the core strategy
- **Site Specific Allocations and Policies** which will include the designation of sites for development and policies identifying any particular requirements for individual proposals. In particular this document will include policies and proposals for housing and employment development. .
- **Area Action Plans** will be prepared for the three towns of Grantham, Stamford and Bourne. These documents will be used to provide a detailed planning framework for the proposed areas of change and areas of conservation.
- **A Proposals Map** (with Inset Maps, where necessary) which will illustrate, on an Ordnance Survey Map, the policies and proposals included in the LDD's. It will identify areas of protection and define sites for particular future use and / or development and the areas to which specific policies apply. It will also identify areas covered in Inset Maps. **Inset Maps** may be used to show the proposals which effect certain parts of the district, such as the policies and proposals for Area Action Plans.

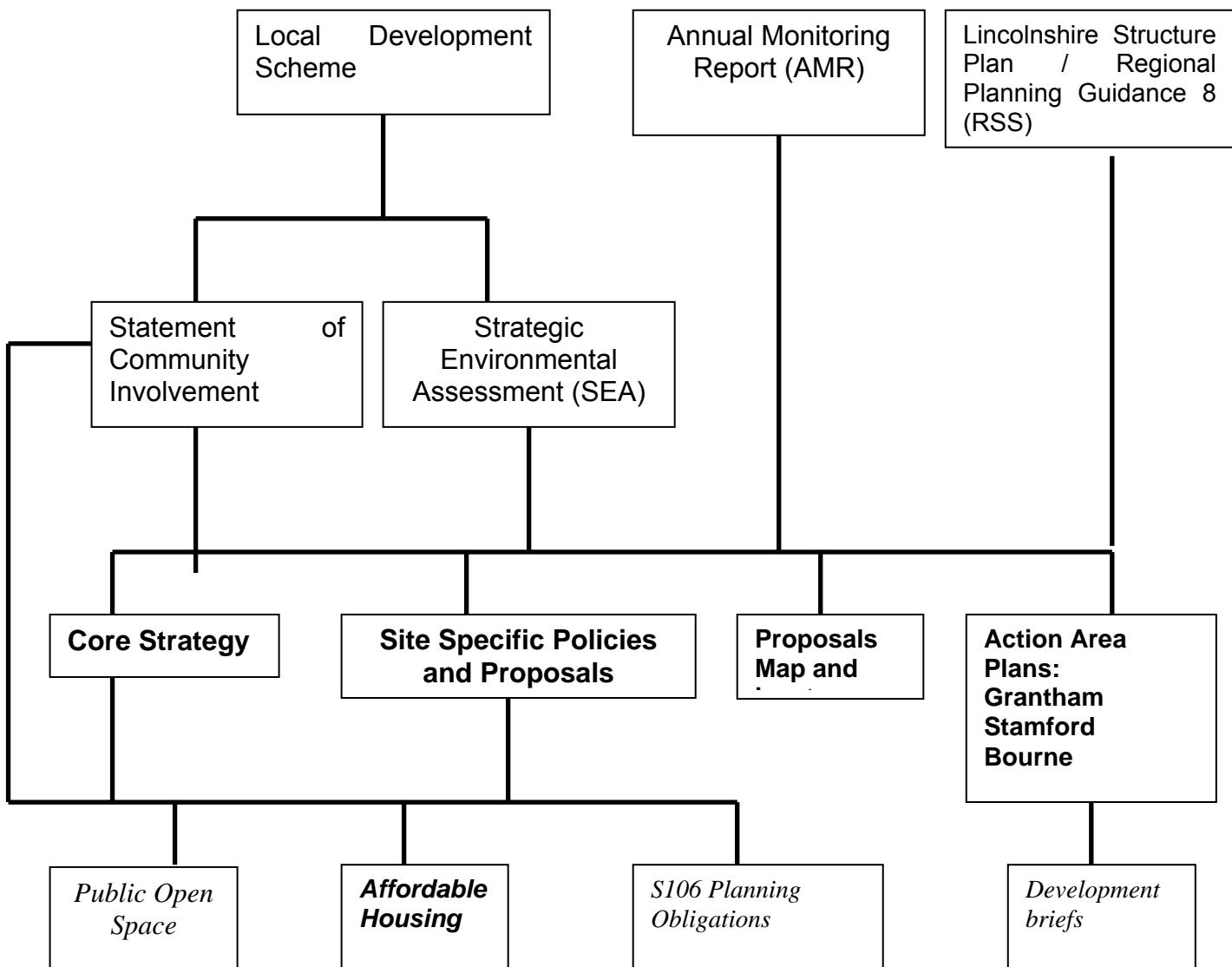
4.4 In terms of status, Development Plan Documents (DPDs) have full statutory weight – called development plan status – for making decisions on planning applications, and are subject to external testing (examination) by an Inspector.

4.5 **SUPPLEMENTARY PLANNING DOCUMENTS (SPDs)** covering a wide range of issues on which the District Council wishes to provide additional policy guidance to supplement specific policies and proposals in development plan documents will also be prepared. They will not form part of the development plan or be subject to independent examination, although they will need to be subject to community consultation in accordance with the requirements of the SCI. At this stage it is expected that three SPD's will be prepared to cover the following topics: Affordable Housing; S106 Obligations; and Public Open Space and Children's Play Areas. SPDs must relate to an adopted policy within a DPD. All three of the proposed SPD will expand upon parent policies included within the Core Strategy and the Site Specific Allocation DPD. Preparation of these SPD will run alongside the preparation of the parent policies, however the SPD will not be formally adopted until after the parent policy documents has been adopted.

4.6 Supplementary Planning Documents (SPDs) are not subject to external examination and do not therefore have full development plan status. However, they will be taken into account in decisions on planning applications. SPDs must therefore be prepared following robust procedures, including community engagement, in accordance with the requirements of the SCI.

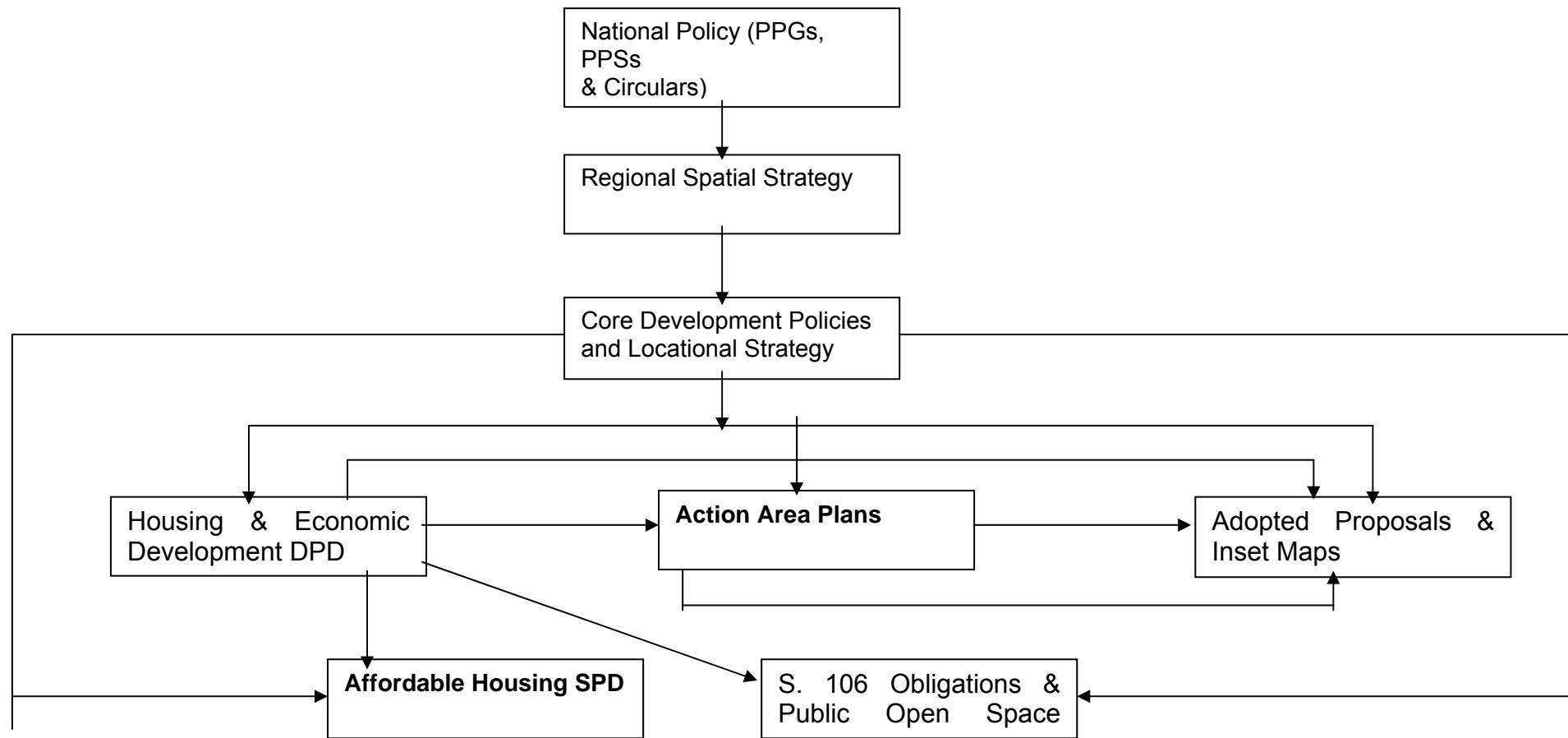
4.7 The flow diagram below summarises the main LDDs proposed and how these relate to each other and to the Lincolnshire Structure Plan and East Midlands Regional Planning Guidance (RPG8).

Figure 1: Relationship of documents in the South Kesteven Local Development Framework



4.8 **Chain of Conformity** - It is essential that documents within the LDF are in conformity with national and regional planning guidance, provided by the RSS and PPGs, PPSs and circulars. In addition it is important that documents within the framework conform with each other. Figure 2. below outlines the chain of conformity between the documents proposed for inclusion in the South Kesteven LDF.

**Figure 2: Chain of Conformity**



Appendix A sets out a schedule of the proposed local development documents the District Council intends to produce over the next 3 years, their role, the Saved Policies which they will replace and their position in the chain of conformity, together with an indication of key milestones in the preparation process.

Appendix B sets out the overall timetable for the production of the proposed local development documents.

Appendix C contains a profile and the role of each proposed local development document.

## **5. PLAN PERIOD**

5.1 It is intended that the LDF will cover the period to 2021, to match the period of the emerging Lincolnshire Structure Plan and the Regional Planning Guidance (RPG) for the East Midlands. However, this may not be practical or realistic for all issues, particularly where new information and trends are expected. The relevant period for policies will therefore be identified in individual LDF documents.

## **6. RELATIONSHIP WITH EXISTING LOCAL PLAN – SAVED POLICIES**

6.1 The LDDs proposed in this LDS will provide a new planning policy framework that will replace the existing South Kesteven Local Plan, which was adopted in April 1995. Until the new LDDs (in particular the Core Strategy and the Site Specific Policies) are adopted, the existing Local Plan will remain of relevance as a planning framework for making planning decisions, including determining planning applications. The Council is therefore “saving” the existing Local Plan in its entirety for the period while the DPDs are under preparation. The “saving” covers all the policies in adopted Local Plan, however it is acknowledged that a number of policies and proposals within the plan are out of date. A schedule will be prepared which identifies which saved policies have been superseded by national and regional guidance.

6.2 “Saved” policies can remain of relevance to planning decisions for up to three years after commencement of the Act, however they will be formally superseded by the adoption of one or more DPDs. Appendix A shows which saved policies will be replaced by each DPD. If preparation of one or more of the DPDs is delayed the Council will need to consider whether it is necessary to formally extend the “saved” period for policies beyond the initial 3 year period.

6.3 Existing Supplementary Planning Guidance (SPG) will also continue to be relevant to planning decisions provided that it is linked to a “saved” Local Plan policy. South Kesteven has adopted the following documents as Supplementary Planning Guidance (SPG):

- Backland Development
- Garden Extensions
- Bourne Core Area SPG
- Bath Road, Stamford SPG
- Shop Front Guide for Grantham
- Shop Front Guide for Stamford

In addition the following Village Design Statements have been adopted by the Council as SPG:

- Rippingale
- Folkingham
- Harlaxton (Adopted as a Position Statement)

6.4 It will not be possible to transfer saved SPG directly into the LDF. Therefore when “saved” policies are replaced by new DPDs, the Council will need to consider whether and how guidance in an existing SPG is transferred to the new system. This will be done by either preparing a new Supplementary Planning Document (SPD) or by including the guidance in the new DPD.

## 7. PRODUCTION STAGES FOR DEVELOPMENT PLAN DOCUMENTS

7.1 There will be four main stages of development plan document preparation as set out below, Appendix C contains a proforma for each LDD to be prepared summarising the timetable for each of the key milestone stages:

7.2 The **Pre-Production and Survey Stage (including consultation on Issues)** will involve the District Council in the collection of necessary data to develop a robust evidence base for the plan identifying, with the help of the local community and others (including developers and land-owners), the opportunities, constraints and issues for the area, including the location of future growth and development.

7.3 The **Production Stage (including pre-submission and submission consultation stages)** will involve developing, with the local community and others, the vision, objectives and spatial options for the plan. The District Council will then publish the preferred options and proposals in a report to be supplemented by an Initial Sustainability Appraisal / Strategic Environmental Assessment and invite comments over a specified period of 6 weeks. Following consideration of the

representations received, the Council will prepare the development plan document to be submitted for independent examination, along with the final Sustainability Appraisal / Strategic Environmental Assessment and invite representations to be made within a further 6 weeks.

- 7.4 **Examination** will take place in public by an independent inspector of the 'soundness' of the development plan document (in terms of its content and whether the correct process and procedures have been followed) and the representations received. The Inspector's report produced following the Examination will be binding upon the Council. This means that the Council must incorporate the Inspector's decisions within the adopted LDD.
- 7.5 **Adoption** and entry of the development plan document into the local development framework will follow receipt of the Inspector's report.

## **8. SUSTAINABILITY APPRAISAL AND STRATEGIC ENVIRONMENTAL ASSESSMENT (SA/SEA)**

- 8.1 Under the new system, all policies and proposals in development plan documents will be subject to a **Sustainability Appraisal (SA)** to assess their impacts on environmental, social and economic aspects of sustainability. The Sustainability Appraisal must also meet the legal requirements of the European Directive on **Strategic Environmental Assessment (SEA)** to ensure that they reflect sustainable development principles. These principles, which are set out in the Government report 'A Better Quality of Life,' seek to maintain high and stable levels of economic growth; achieve social progress which recognises the needs of everyone; and, at the same time, secure effective protection of the environment and the prudent use of natural resources.
- 8.3 The SA/SEA of South Kesteven District Council will be undertaken as an integral part of preparing the LDDs. The Council will publish the results at 2 key stages:
  - an Initial SA/SEA report to accompany the Pre-submission consultation on preferred options; and
  - a Final SA/SEA Report which will be submitted with the DPD(s) for examination

## **9. PRODUCTION ARRANGEMENTS**

### **Resources**

- 9.1 The Council has considered the resources likely to be needed to prepare the documents that form the LDF. The existing Planning Policy team comprises 4 members of staff with varying

skills and experience. Whilst changes within the team cannot be predicted it is assumed that this size of team should be sufficient to meet most of the staffing resources required. It is recognised, however that certain specialised areas of work may need to be put out to consultants and provision for this has been made within the LDF budget. Budget provision has also been made to allow for the use of temporary or consultancy staff to "fill" any gaps in in-house staffing which may arise through the next three years. Use will also be made of the full range of skills and experience available within the Council as a whole, for example technical skills, consultation experience and utilising existing consultation networks.

### **Risk Assessment**

9.2 When programming work for a three year period there is a degree of risk and uncertainty involved. Whilst the timetable shown at Appendix B is considered achievable in light of current resources, including officer levels and abilities, this situation may change during the three year period. A small amount of flexibility has been built into the timetable to allow for unexpected events and slippage, however if it becomes apparent that the programme cannot be achieved, as set out, contingency plans will be put in place. These may include the use of temporary or contracted staff for certain documents or elements of the process, or it may mean a need to review the programme by delaying the preparation of one or more LDDs. Where this occurs the Council's priority will be to ensure the production of Development Plan Documents over and above the preparation of Supplementary Planning Documents. Annual monitoring of progress will be undertaken which will lead to the review and updating of the LDS. A revised LDS will be prepared and published at the end of each year.

### **Internal Organisation and Responsibilities**

9.3 South Kesteven District Council will be the lead organisation for the preparation of the DPDs. The majority of the work will be undertaken by the planning policy team in close liaison with other sections, as appropriate to the subject and issues included. In particular it is expected that there will be close liaison with officers responsible for implementing policies and objective, with those responsible for the Community Strategy and with those working closely with stakeholders and community groups. In addition it is expected that work on the three Action Area Plans will be driven by the work of the three Town Centre Management Partnerships (TCMPs).

9.4 To ensure an efficient and effective production process the Council has established a LDF Advisory Group to consider the details of policy preparation and community involvement, this will be a non-decision making consultative panel. The Council's cabinet will ultimately make decisions on policies and proposals. An internal officer panel has also been established to

ensure that the documents are prepared in accordance with the aims and objectives of other Council strategies and programmes.

9.5 At this stage the Council does not believe it would be appropriate to prepare any of the LDF documents jointly with neighbouring authorities. However through the Council's membership of the Welland partnership, and in liaison with neighbouring authorities within Lincolnshire it is likely that a number of issues will be discussed and considered jointly through the respective planning policy officers forums.

9.6 It is acknowledged that benefits can be derived from working jointly with neighbouring authorities to achieve objectives; this kind of joint working has already been explored and will be considered at various stages throughout the process. An example of how this joint working and pooling of ideas may be effective is in the SEA/SA process. A joint training session on SEA/SA has already taken place within the Welland partnership; consideration is now being given to the possibility of jointly funding consultants to undertake part of this work on our behalves. In the future it may become apparent that jointly prepared SPD could also be prepared and added to the LDF.

### **Involving the Community**

9.5 Community Involvement will be a key part of the preparation of documents in the LDF. The Statement of Community Involvement will be one of the first documents to be prepared and adopted. This document will clearly demonstrate how and when the Council intends to involve the community and will give a commitment to involving the community in the early stages of policy preparation. Existing consultation forums will be utilised to achieve early involvement, in particular the six Local Area Assemblies will be used as the starting point for disseminating information and encouraging involvement. The Council has already set up a database of contact details for interested parties, this database will be expanded as more individuals and organisations register their interest and desire to be involved in the process. It is intended that though this database consultation can be targeted and focused on those individuals and groups interested in particular documents and on specific issues.

## **10. BACKGROUND STUDIES**

10.1 A range of background work needs to be undertaken to provide a robust evidence base for the proposals and policies included within the LDF.

10.2 In preparing Development Plan Documents the District Council will have regard to:

- National policies and guidance (PPGs PPSs circulars and good practice guides).

- The Lincolnshire Structure Plan and the Regional Spatial Strategy for the East Midlands and the Regional Spatial Strategy for the adjoining Region of East Anglia.
- The District Council's Community Strategy as it applies to the area covered by the Development Plan Document.
- Any other Local Development Document and relevant strategies adopted by the Council.

10.3 In addition as part of the pre-production and survey stage of the development plan process the District Council has already carried out, or is in the process of reviewing and updating the following background studies which will be made public and used to inform future LDDs:

10.4 Whilst a number of these background documents have already been completed or are expected, the Council may prepare and publish others in the course of preparing LDDs. An updated list of background documents will be contained in the Annual Monitoring Reports.

10.5 Background Documents that have been completed are :

- **An Affordable Housing Need Study** to identify the level, type and locations of need for the provision of affordable housing. This will be used to justify a requirement for provision of affordable housing on both private development schemes and on rural exception sites.
- **A Flood Risk Assessment Study** undertaken to identify the level of flood risk for a number of sites which may be considered for allocation, in accordance with the requirements of PPG25.
- **A Retail Study** to identify the need and capacity within the four towns for new retail development with a view to identifying whether retail sites need to be identified to preparing policies to control retail proposals.

10.6 Background Documents which are being prepared or updated:

- **An Urban Capacity Study** to identify the amount of previously developed land which may come forward for development during the plan period, and the capacity on these sites over five year periods. Consultation on this document began in March 2005.
- **An Open Space and Recreational Land (including allotments) Study** to identify the amount, level of use, and deficiencies / oversupply of public opens space and allotments with a view to protecting, reviewing alternative uses and justifying the requirement for additional open space provision as part of development schemes.
- **The Local Transport Plan** Prepared by Lincolnshire County Council in liaison with the district councils this plan sets out the transport priorities for a 5 year period, including a programme for improvements, new schemes and accident prevention measures.

- **The South Kesteven Community Strategy** prepared by the South Kesteven Local Strategic Partnership this is currently being reviewed. The community strategy sets out priority actions for achieving the economic, social and environmental improvement of the area.
- **The Housing Strategy** prepared by the district council in close liaison with the Regional Assembly, this document sets out priorities and targets for the provision of social housing.
- **An Employment Land Study** to identify the amount of employment development which has already taken place and / or which has planning permission in the district together with an assessment of the level of need and demand for land buildings. Being prepared in tandem with the Council's economic development officer.
- **Housing Needs and Market Assessment Study** A brief for tender for this element of a wide ranging Housing stock condition, need and assessment is being prepared with a view to the final report being submitted to the Council in October 2005. Once finalised this study will replace the Affordable Housing Need Study referred to in 10.5 above

## 11 MONITORING AND REVIEW

11.1 The District Council will monitor the LDS on an annual basis. Annual Monitoring Reports (AMRs) will be prepared for the Council's Executive and made available for submission to the Secretary of State. This monitoring process will assess whether the preparation programme for the local development documents as set out in this local development scheme is being met. Where the programme for the LDF is not being achieved, the Council will give its reasons why, and what actions it proposes to take to address the situation, including an updated LDS, with an updated list of background documents.

11.2 The District Council will also keep under review all matters which may affect development of the area, and will monitor the extent to which the policies in the local development documents are being achieved. Whilst monitoring of certain quantitative matters such as housing completions is ongoing, the monitoring of other key indicators will be undertaken at prescribed periods through the year. The results of this monitoring will also be included within the Annual Monitoring Report and will be used to inform the review of policies and proposals included within the LDDs.

**Appendices A and B are A3 colour timetables.**

**Copies are available for consideration in the Members Room or from Rachel Armstrong, Planning Policy**

## Appendix C

### Profile of Proposed Local Development Document

<b>Title</b>	<b>Statement of Community Involvement</b>
Subject Matter	Sets out how, when and why we will involve the community in the preparation of all documents in the LDF South Kesteven District
Geographical Area Covered	
Status	Local Development Document
Chain of Conformity	N/A
Timetable	
Pre-production scoping	February / March 2005
Pre- submission Consultation (6 weeks)	April 2005
Submit to Secretary of State	September 2005
Public consultation on submission document (6 weeks)	September 2005
Pre Examination consideration of representation	November 2005
Examination	December 2005
Receipt of Inspectors binding report	January 2006
Adoption and publication	February 2006
Lead Authority	South Kesteven District Council
Management arrangements	LDF Advisory Group, Officer Liaison Group with Cabinet approval
Resources required	Maximise use of internal resources, supplemented where necessary with external consultants.
Community Involvement	At all stages

<b>Title</b>	<b>Core Principles of Development and Location Strategy</b>
Subject Matter	Sets vision, objectives and spatial strategy for achieving sustainable development. Includes policies for Affordable Housing provision and Development Principles
Geographical Area Covered	South Kesteven District
Status	Development Plan Document
Chain of Conformity	National Policy (PPG, PPSs ), Regional Spatial Strategy
 <b>Timetable</b>	
Pre-production / survey completed included SEA/SA baseline data	April 2005
Consult on Issues	May / June 2005
SA/SEA identify and test alternatives	September 2005
Consultation on Preferred Options (Pre-submission consultation)	Jan / Feb2005
Consider Representations and prepare document for submission	March – July 2006
Submit to Secretary of State	July 2006
Public consultation on submission document (6 weeks)	July 2006
Pre Examination consideration of representation	September 2006
Examination	January 2007
Receipt of Inspectors binding report	May 2007
Adoption and publication	Aug 2007
 <b>Lead Authority</b>	
Management arrangements	LDF Advisory Group, Officer Liaison Group with Cabinet approval
 <b>Resources required</b>	Maximise use of internal resources, supplemented where necessary with external consultants for specialised/technical studies eg: SA/SEA
 <b>Community Involvement</b>	In accordance with the Councils SCI

<b>Title</b>	<b>Housing and Economic development policy document</b>
Subject Matter	Sets out the strategy for meeting housing, employment and retail development needs, including the identification of allocated sites.
Geographical Area Covered	South Kesteven District
Status	Development Plan Document
Chain of Conformity	National Policy (PPG, PPSs ), Regional Spatial Strategy, and Core principles of Development and Location Strategy
<b>Timetable</b>	
Pre-production / survey completed included SEA/SA baseline data	April 2005
Consult on Issues	May / June 2005
SA/SEA identify and test alternatives	September 2005
Consultation on Preferred Options (Pre-submission consultation)	Jan / Feb 2006
Consider Representations and prepare document for submission	March 2006 – July 2006
Submit to Secretary of State	July 2006
Public consultation on submission document (6 weeks)	July 2006
Pre Examination consideration of representation	September 2006
Further Consultation on site suggested (6 weeks)	October 2006
Examination	February 2007
Receipt of Inspectors binding report	June 2007
Adoption and publication	August 2007
<b>Lead Authority</b>	South Kesteven District Council
Management arrangements	LDF Advisory Group, Officer Liaison Group with Cabinet approval
Resources required	Maximise use of internal resources, supplemented where necessary with external consultants for specialised/technical studies eg: SA/SEA
Community Involvement	In accordance with the Councils SCI

<b>Title</b>	<b>Stamford Town Centre Action Area Plan</b>
Subject Matter	Detailed policies and proposals aimed at strengthening the town centre as a successful retail, business and leisure destination
Geographical Area Covered	Stamford Town Centre
Status	Development Plan Document
Chain of Conformity	National Policy (PPG, PPSs ), Regional Spatial Strategy, Core Principles of development and location strategy, Housing and Economic Development Policy Document
<b>Timetable</b>	
Pre-production / survey completed included SEA/SA baseline data	November 2005
Consult on Issues	Jan / Feb 2006
SA/SEA identify and test alternatives	Summer 2006
Consultation on Preferred Options (Pre-submission consultation)	Nov / Dec 2007
Consider Representations and prepare document for submission	January / 2007
Submit to Secretary of State	August 2007
Public consultation on submission document (6 weeks)	August 2007
Pre Examination consideration of representation	October 2007
Examination	February 2008
Receipt of Inspectors binding report	April 2008
Adoption and publication	June 2008
Lead Authority	South Kesteven District Council
Management arrangements	Town Centre Management Partnership, LDF Advisory Group, Officer Liaison Group with Cabinet approval
Resources required	Maximise use of internal resources, supplemented where necessary with external consultants for specialised/technical studies
Community Involvement	In accordance with the Councils SCI

<b>Title</b>	<b>Grantham Town Centre Action Area Plan</b>
Subject Matter	Detailed policies and proposals aimed at strengthening the role of Grantham as a sub-regional centre and therefore as a successful retail, business and leisure destination
Geographical Area Covered	Grantham Town Centre
Status	Development Plan Document
Chain of Conformity	National Policy (PPG, PPSs ), Regional Spatial Strategy, Core Principles of development and location strategy, Housing and Economic Development Policy Document
Timetable	
Pre-production / survey completed included SEA/SA baseline data	November 2005
Consult on Issues	Jan / Feb 2006
SA/SEA identify and test alternatives	Summer 2006
Consultation on Preferred Options (Pre-submission consultation)	Nov / Dec 2007
Consider Representations and prepare document for submission	January / June 2007
Submit to Secretary of State	August 2007
Public consultation on submission document (6 weeks)	August 2007
Pre Examination consideration of representation	October 2007
Examination	February 2007
Receipt of Inspectors binding report	April 2008
Adoption and publication	June 2008
Lead Authority	South Kesteven District Council
Management arrangements	Town Centre Management Partnership, LDF Advisory Group, Officer Liaison Group with Cabinet approval
Resources required	Maximise use of internal resources, supplemented where necessary with external consultants for specialised/technical studies
Community Involvement	In accordance with the Councils SCI

<b>Title</b>	<b>Bourne Town Centre Action Area Plan</b>
Subject Matter	Detailed policies and proposals aimed at strengthening the town centre as a successful retail, business and leisure destination
Geographical Area Covered	Bourne town centre
Status	Development Plan Document
Chain of Conformity	National Policy (PPG, PPSs ), Regional Spatial Strategy, Core Principles of development and location strategy, Housing and Economic Development Policy Document
Timetable	
Pre-production / survey completed included SEA/SA baseline data	July 2006
Consult on Issues	Nov / Dec 2006
SA/SEA identify and test alternatives	Spring 2007
Consultation on Preferred Options (Pre-submission consultation)	August 2007
Consider Representations and prepare document for submission	Spring 2008
Submit to Secretary of State	May 2008
Public consultation on submission document (6 weeks)	May 2008
Pre Examination consideration of representation	July 2008
Examination	November 2008
Receipt of Inspectors binding report	January 2009
Adoption and publication	March 2009
Lead Authority	South Kesteven District Council
Management arrangements	Town Centre Management Partnership, LDF Advisory Group, Officer Liaison Group with Cabinet approval
Resources required	Maximise use of internal resources, supplemented where necessary with external consultants for specialised/technical studies eg: SA/SEA
Community Involvement	In accordance with the Councils SCI

<b>Title</b>	<b>Affordable Housing</b>
Subject Matter	Provides guidance on the provision of affordable housing
Geographical Area Covered	South Kesteven District
Status	Supplementary Planning Document
Chain of Conformity	National Policy (PPG, PPSs ), Regional Spatial Strategy, Core Principles of development and location strategy, Housing and Economic Development Policy Document
Timetable	
Start preparing draft	October 2005
Consultation on draft document	November 2006
Consider Representations and prepare document	Spring 2007
Public consultation on council approved document	July 2007
Adoption and publication	August 2007
Lead Authority	South Kesteven District Council
Management arrangements	LDF Advisory Group, Officer Liaison Group with Cabinet approval
Resources required	Maximise use of internal resources, supplemented where necessary with external consultants for specialised/technical
Community Involvement	In accordance with the Councils SCI

<b>Title</b>	<b>S.106 Planning Obligations</b>
Subject Matter	Provides guidance on the provision of the contents of S106 obligations which may be required in association with developments.
Geographical Area Covered Status	South Kesteven District Supplementary Planning Document
Chain of Conformity	National Policy (PPG, PPSs ), Regional Spatial Strategy, Core Principles of development and location strategy, Housing and Economic Development Policy Document
Timetable	
Begin preparing draft	March 2006
Consultation on draft document	May 2007
Consider Representations and prepare document	August / November 2007
Adoption and publication	February 2008
Lead Authority	South Kesteven District Council
Management arrangements	LDF Advisory Group, Officer Liaison Group with Cabinet approval
Resources required	Maximise use of internal resources, supplemented where necessary with external consultants for specialised/technical
Community Involvement	In accordance with the Councils SCI

<b>Title</b>	<b>Public Open Space and Children's Play Area</b>
<b>Subject Matter</b>	Sets out the standards and justification for the provision of POS within proposed residential developments
<b>Geographical Area Covered Status</b>	South Kesteven District Supplementary Planning Document
<b>Chain of Conformity</b>	National Policy (PPG, PPS' ), Regional Spatial Strategy, Core Principles of development and location strategy, Housing and Economic Development Policy Document
<b>Timetable</b>	
Begin preparing draft	March 2006
Consultation on draft document	May 2007
Consider Representations and prepare document	August / November 2007
Adoption and publication	February 2008
Lead Authority	South Kesteven District Council
<b>Management arrangements</b>	LDF Advisory Group, Officer Liaison Group with Cabinet approval
<b>Resources required</b>	Maximise use of internal resources, supplemented where necessary with external consultants for specialised/technical
<b>Community Involvement</b>	In accordance with the Councils SCI

## Appendix D

### Explanation of Terminology used

#### **AAP Area Action Plan**

These Plans will focus upon implementation, providing an important mechanism for ensuring development of an appropriate, scale, mix and quality for key areas of opportunity, change or conservation.

#### **AMR Annual Monitoring Report**

Authorities are required to produce AMRs to assess the implementation of the LDS and the extent to which policies in LDDs are being achieved.

#### **DPD Development Plan Document**

The documents that a local planning authority must prepare and which have to be subject to rigorous procedures of community involvement, consultation and independent examination. Should include the following elements:

- **Core Strategy** (sets out the general principles of where and when development will be acceptable)
- **Site Specific Allocations of Land;**
- **Area Action Plans** (where needed); and
- **Proposals Map** (with inset maps illustrating where policies and proposals apply, where necessary)

#### **LDF Local Development Framework**

The LDF will contain a portfolio of LDDs, which will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of their area where this affects the development of land.

#### **LDD Local Development Document**

LDDs will comprise of Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs), Statement of Community Involvement (SCI), and the Strategic Environmental Assessment (SEA) / Sustainability Appraisal (SA)

#### **LDS Local Development Scheme**

The LDS sets out the programme for preparing the LDDs, it is a public statement setting out which documents will make up the Local Development Framework and when they will be produced.

#### **PPS Planning Policy Statement**

Government statements of national planning policy, being phased in to supersede Planning Policy Guidance Notes (PPGs).

#### **RSS Regional Spatial Strategy**

The RSS, incorporating a Regional Transport Strategy, provides a spatial framework to inform the preparation of local development documents, local transport plans and regional and sub-regional strategies and programmes that have a bearing on land-use activities.

#### **SA Sustainability Appraisal** Assessment of the social, economic, and environmental impacts of the policies and proposals contained within the LDF.

**SCI Statement of Community Involvement**

Document explaining to stakeholders and the community, how and when they will be involved in the preparation of the LDF and the steps that will be taken to facilitate this involvement.

**SEA Strategic Environmental Assessment**

Assessment of the environmental impacts of the policies and proposals contained within the LDF

**SPD Supplementary Planning Document**

SPDs are intended to elaborate upon policy and proposals in DPDs but do not have their status. The documents will provide additional and supporting detail for policies and proposals, where necessary. The community will be consulted on their content however, these documents will not be subject to independent scrutiny.