

**SOUTH KESTEVEN DISTRICT COUNCIL  
LOCAL DEVELOPMENT SCHEME**

**JANUARY 2009  
(Revised)**

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<b>Contents</b>	<b>Page</b>
1. Introduction	1
<b>Part 1 What Are We Proposing to Do?</b>	
2. Proposed Local Development Documents and 'Saved Plans'	3
• What is a Local Development Framework?	3
• Transitional Arrangements	4
• Other Plans	4
• What Local Development Documents are we Going to Prepare	5
Table 1: Schedule of proposed Local Development Documents	7
Table 2: Programme for Preparation of Local Development Documents	8
<b>Part 2 Supporting Statement</b>	
3. Strategic Context	9
• Regional Planning Context	9
• The Sustainable Community Strategy and Other Strategies	10
4. The Evidence Base	10
• Technical Studies	10
• Consultation Evidence	10
• Sustainability Appraisal and Strategic Environmental Assessment	11
5. Project Management	11
• Resources	11
• Responsibilities	12
• Priorities	12
• Political Management	12
• Risk Assessment	12
6. Monitoring and Review	12
<b>APPENDICES</b>	
1 – Policies Saved Beyond 27 <sup>th</sup> September 2007	14
2 – Schedule of Material Supplementary Planning Guidance	16
3 – Local Development Document Profiles	17
4 – List of Related Strategies	23
5 – Evidence Base Studies and Technical Reports	24
6 – Risk Assessment	26
7 – Glossary of Terms	29



## **1. Introduction**

1.1 The Planning and Compulsory Purchase Act (2004) introduced major changes to the way the planning policy system operates. The old system of Local Plans and Supplementary Planning Guidance is progressively being replaced with a new system that involves the preparation of a series of Local Development Documents (LDDs) contained within an overall Local Development Framework (LDF).

1.2 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 Council's programme for the preparation of the documents that form LDF over a three year period.

1.3 In particular, the LDS:

- Explains what LDD's the Council intends to produce
- The subject matter and geographical area of the LDDs
- The timetable for the preparation of the LDDs

It also explains the different status of the documents and the arrangements that are in place to enable the transition from the old system of Local Plans to the new LDF system.

1.4 In effect the LDS is the document that the public can use to find out what the Council is proposing to do and when and at what stage they can expect to be involved in the planning process.

1.5 The Council is required by the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 to publish and maintain the LDS.

1.6 This document is in two parts. Part 1 outlines the documents to be produced, what they will cover, the timetable for their preparation and the relationship between them. Part 2 is a supporting statement explaining the Council's approach to the preparation of the documents, the evidence that will be gathered to inform their preparation and how monitoring and review will be undertaken.

1.7 The LDS was first submitted to the Secretary of State (SoS) and approved in April 2005 and this is the second revision to it. The LDS has been revised to take account of:

- Revised timetables for the preparation of the:
  - Core Strategy Development Plan Document (DPD)
  - Site Specific Allocations and Policies DPD
  - Grantham Area Action Plan (AAP)
- Changes to the LDF system including new Development Plan Regulations and updated guidance in a revised PPS12. These changes include:
  - Requirement for Statements of Community Involvement (SCI) to be specified in a LDS and subject to independent examination removed
  - Requirement for Supplementary Planning Documents (SPD) to be specified in a LDS removed
  - Need to consult on alternative development sites put forward as part of a Site Allocations DPD removed

- Removing need for a Preferred Option consultation stage
  - Period for the making of representations at the time of the publication of a Submission DPD moved to before formal submission of the document to the Secretary of State rather than after
- 1.8 Progress on the preparation of the documents set out in the LDS will be reviewed at least annually, as part of the preparation of the Annual Monitoring Report (AMR). However, the flexible nature of LDFs means that preparation of new documents can be added to the LDS as circumstances change.
- 1.9 The LDS is available for public inspection at the Council's offices and local libraries in the District. It can also be viewed (and downloaded) on the Council's website at <http://www.southkesteven.gov.uk/index.aspx?articleid=1653>.
- 1.10 Further information about the LDF process is available from a number of Government publications. These can be viewed on the website of Communities and Local Government (planning section) (CLG) at [www.communities.gov.uk](http://www.communities.gov.uk).
- 1.11 There is no formal public consultation process for the preparation of a LDS but views on it would be welcome. These should be sent to:

Planning Policy  
South Kesteven District Council  
Council Offices  
St Peters Hill  
Grantham  
NG31 7FP

e-mail: [planningpolicy@southkesteven.gov.uk](mailto:planningpolicy@southkesteven.gov.uk)

## **PART 1      WHAT ARE WE PROPOSING TO DO?**

### **2. Proposed Local Development Documents and ‘Saved Plans’**

#### What is a Local Development Framework?

2.1 In broad terms the Local Development Framework (LDF) is a framework for the location and design of development (homes, shops, offices) 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.

2.2 It consists of a number of Local Development Documents (LDDs) which set out the spatial strategy, policies and proposals for an area.

2.2 There are three types of LDDs:

- Development Plan Documents (DPDs) – will be spatial planning documents that 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 public examination by a Planning Inspector. The Inspector’s recommendations will be binding on the Council.

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. When adopted they will form part of the development plan for the District and will be used as the basis against which all planning applications will be determined.

Each time a DPD is adopted the Proposals Map will be revised.

- Supplementary Planning Documents (SPDs) – covering a wide range of issues on which the Council wishes to provide additional policy guidance to supplement specific policies and proposals in development plan documents. They do not form part of the development plan, but are taken into account in determining planning applications, and are not subject to independent examination, although they will need to be subject to community consultation in accordance with the requirements of the SCI
- Statement of Community Involvement (SCI) – this sets out how the community will be consulted on the preparation of LDDs and major planning applications. Once adopted the Council must follow the approach set out in the SCI in the preparation of subsequent documents and consultation on major planning applications.

2.3 In addition DPDs will, as an integral part of the preparation, be subject to a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA).

### Transitional Arrangements

- 2.5 The Planning and Compulsory Purchase Act (2004) contained transitional arrangements to enable the move between the old and new development plan system. The transitional arrangements enabled policies and proposals in existing Local Plans to be ‘saved’ for a period of three years from commencement of the Act or, for a longer period, should this be necessary, in accordance with the protocol published by Communities and Local Government (CLG) in August 2006.
- 2.6 This means that saved Plans will retain development plan status and, until replaced by new LDDs, their policies will continue to be used in making planning decisions.
- 2.7 The South Kesteven Local Plan was adopted in April 1995 and was saved in its entirety on commencement of the Planning and Compulsory Purchase Act in September 2004. However, due to initial delays in progressing the LDF, the Council extended the period that certain key policies were saved, following the saved policies protocol, in order to maintain a planning policy framework for the District. A list of current saved Local Plan policies can be found in Appendix 1.
- 2.8 Under the transitional arrangements it is not possible to formally save existing approved Supplementary Planning Guidance (SPG). However, the Council considers that the approved SPG listed in Appendix 2 should be retained as a material consideration in determining planning applications, as it elaborates saved policies in the South Kesteven Local Plan, until replaced by DPDs or SPDs.
- 2.9 The Council has a rolling programme for the preparation of Conservation Area Statements under Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990. To date statements have been prepared for 16 Conservation Areas. These statements will continue to be used as a material consideration in the determination of planning applications.

### Other Plans

- 2.10 The East Midlands Regional Plan (also known as the Regional Spatial Strategy - RSS) was approved by the Government in March 2009 and provides the overall strategic context for development in the East Midlands. It forms part of the Development Plan and all future LDDs will be required to conform to the RSS. A partial review of the RSS commenced in late 2008, led by the East Midlands Regional Assembly (EMRA), although this is intended to transfer to the Regional Development Agency in April 2010. It is anticipated that the revised RSS will be published for consultation in 2010. Details on the progress of the partial review can be obtained from the EMRA at [www.emra.gov.uk](http://www.emra.gov.uk).
- 2.11 Policies in the Lincolnshire Minerals Local Plan (adopted in 1991) and Waste Local Plan (adopted in 2006) have also been saved and form part of the development plan for the District. Lincolnshire County Council as the minerals and waste planning authority for the area is responsible for the preparation of the Minerals and Waste Development Framework (MWDF), which will replace the Minerals and Waste Local Plans.
- 2.12 The Minerals and Waste Core Strategy (MWCS) is in the early stages of preparation, with consultation on Issues and Options taking place during October and November

2008. Adoption of the MWCS is expected by December 2011. Separate Minerals and Waste Site Specific Allocation DPDs will commence prior to the MWCS being submitted and further Supplementary Planning Documents (SPD) on certain areas in the county affected by minerals development may be produced: these will concentrate on after-uses of mineral sites. Details on the progress of preparing these DPDs can be obtained from the Lincolnshire County Council website<sup>1</sup>.

#### What Local Development Documents are we going to prepare?

2.13 The Council currently intend to prepare the following:

- Core Strategy DPD
- Site Specific Allocations and Policies DPD
- Grantham Area Action Plan

The end date for these DPDs will be 2026, unless they are reviewed prior to this date.

The extent of land affected by policies in DPDs will be mapped on a Proposals Map. This will be updated as necessary when a new DPD is adopted.

2.14 The need for future DPDs and proposed timetables will be kept under review and reported through the AMR.

2.15 The stages of preparing a DPD comprise:

- Pre-production – evidence gathering stage to develop the evidence base to inform the preparation of a ‘sound’ DPD
- Production – preparation of preferred options in consultation with the community and stakeholders and consultation on these. A submitted version of the DPD is prepared in the light of representations received. The DPD is then published and formal representations invited before submission to the Secretary of State.
- Examination – independent examination of document by Planning Inspector to consider ‘soundness’ of Plan. Includes hearing sessions on specific matters determined by the Inspector
- Adoption – Inspector prepares report with recommendations that are binding on local authority. DPD adopted by authority and incorporated into LDF.

2.16 Table 1 sets out a schedule of LDDs the Council proposes to prepare over the next 3 years, including a brief description, the chain of conformity and the timescale in relation to key stages of preparation (milestones). Table 2 sets out a programme for the preparation of the different LDDs in a chart format. Appendix 3 sets out a profile for each LDD. These profiles provide more detail about each document, anticipated timetable and arrangements for their production.

2.17 The following SPDs are also under preparation, as at December 2009:

- Affordable Housing SPD
- Developer Contributions SPD

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<sup>1</sup> <http://www.lincolnshire.gov.uk/section.asp?catid=13118&docid=66543>

- North West and Southern Quadrant (Grantham Urban Extensions) SPDs

2.18 The programme for SPD preparation will be kept under review in order to programme documents in accordance with the Council's priorities and the resources available. Further details of the Council's SPD programme will be provided on the Council's website: [www.southkesteven.gov.uk](http://www.southkesteven.gov.uk).

**Table 1 – Schedule of Proposed Local Development Documents**

Document Title	Status	Brief Description	Conformity	Milestones				
				Preferred Options Consultation	Publication Stage	Submission To SoS	Examination Hearing Session	Estimated Date of Adoption
<b>Core Strategy</b>	DPD	Sets out the vision, objectives, spatial development strategy and core spatial policies to guide future development in the District. Will be accompanied by a Proposals Map.	With East Midlands Regional Plan (RSS8) and national PPGs and PPSs	26 <sup>th</sup> June to 7 <sup>th</sup> August 2006 4 <sup>th</sup> May to 15 <sup>th</sup> June 2007	16 <sup>th</sup> January 2009	21 <sup>st</sup> August 2009	Commence 18 <sup>th</sup> January 2010	June 2010
<b>Site Specific Allocation and Policies</b>	DPD	Allocates sites for development including housing, employment and other land requirements. Will be accompanied by a Proposals Map.	With Core Strategy, East Midlands Regional Plan (RSS8) and national PPGs and PPSs	June/July 2010	February 2011	May 2011	August 2011	January 2012
<b>Grantham Area Action Plan</b>	DPD	Provides more detailed policies and proposals for Grantham.	With Core Strategy, East Midlands Regional Plan (RSS8) and national PPGs and PPSs	June/July 2010	February 2011	May 2011	August 2011	January 2012



## **PART 2      SUPPORTING STATEMENT**

This section explains and justifies the approach the Council has adopted towards the LDF. It also explains how resources and the evidence base will be managed.

### **3. Strategic Context**

#### Regional Planning Context

- 3.1 The up to date strategic planning context for the region is provided by the East Midlands Regional Plan (RSS) approved in March 2009, which has a time horizon to 2026. The programming of work on the Core Strategy DPD enabled the Council to take account of the emerging RSS policies and implications for the District. EMRA have confirmed that the Submission Core Strategy is in general conformity with the adopted RSS.
- 3.2 A partial review of the RSS commenced in October 2008 with consultation on options taking place between June and October 2009. This is a focused review and the key issues being covered are:
- Planning for the impact of projected population growth on the demand for new open market and affordable housing beyond 2026
  - Ensuring that transport infrastructure and services can meet the needs of a growing population in a sustainable manner
  - Dealing with the causes and effects of climate change by generating more power from renewable sources
- 3.3 Submission of the preferred option to the Secretary of State is programmed for March 2010. The preparation of LDF documents will need to be kept under review to ensure that they address, as required, any changes emerging from the partial review to the RSS.

#### The Sustainable Community Strategy and other Strategies

- 3.4 The new Development Plan system encourages greater linkages in the preparation of LDDs with other strategies and programmes. Of particular importance is the relationship between LDDs and the Sustainable Community Strategy (SCS), both at a strategic (Lincolnshire SCS) and District level.
- 3.5 The Lincolnshire SCS has been developed after a comprehensive public consultation exercise and a detailed review of the available evidence concerning Lincolnshire's communities. It identifies the following priority themes:
- Vibrant communities where people enjoy life
  - Opportunities for good health
  - One of the healthiest and most sustainable economies in Europe
  - Good connections between people, services, communities and places

- Rich diverse environments, heritage and cultures that residents and visitors enjoy
- 3.6 The Lincolnshire SCS has been developed with a clear recognition that Lincolnshire needs a strategic vision for the whole of the county, whilst still recognising the different characteristics of the areas within it. Councils in Lincolnshire have agreed, therefore, not to develop separate SCS but rather to identify a set of local priorities through individual District chapters within the overall Lincolnshire SCS.
- 3.7 South Kesteven Local Strategic Partnership (LSP) has developed three complimentary priorities, which fit under the SCS strategic priority themes: Healthy Living, Sustainable Growth and Community Cohesion. These are compatible with the Core Strategy spatial objectives.
- 3.8 There are also strategies internal to the Council and as well as external strategies produced by other organisations that also have important spatial implications that need to be taken into account in the preparation of documents. A list of the key strategies is set out in Appendix 4.
- 3.9 There is a danger that the community and stakeholders will experience ‘consultation fatigue’ as a result of being engaged in the consultation process of the various emerging strategies and documents. Often it will be the same parties involved in the preparation and consultation on many of the documents. In order to avoid this and to work more effectively there is the opportunity where possible to synchronise community and stakeholder involvement, particularly in the preparation and review of LDDs and the Sustainable Community Strategy. However, unlike the preparation of the Community Strategy the preparation of LDDs has to meet statutory requirements of examination.

#### **4. The Evidence Base**

- 4.1 The preparation of LDDs should be underpinned by a strong evidence base. This also provides baseline information for undertaking the Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA) which in turn form an important part of the evidence base. The evidence takes the form of both technical work and evidence from dialogue with the community and stakeholders.

##### Technical Studies

- 4.2 The Council is, and will be, gathering a wide range of evidence from technical studies to provide the necessary evidence base for the preparation of LDDs. Some of these have been completed others are nearing completion or are yet to be commissioned. A list of relevant studies is included as Appendix 5.
- 4.3 The Council will, through the AMR, consider the need to update these studies or where appropriate commission new studies. Evidence on other topics and issues will be obtained from a variety of other sources as and when required.

##### Consultation Evidence

- 4.6 The Council holds information from a range of other consultation exercises that can contribute to the understanding of the spatial issues that need to be addressed.

- 4.7 A number of local communities have prepared Parish Plans or are in the process of doing so. Parish Plans can provide a means for local communities to influence the preparation of LDDs and set out their local needs and priorities.

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

- 4.8 Under the new development plan system a SA and SEA is required to be undertaken as an integral part of the preparation of DPDs. The Government intend that the SA and SEA requirements should be capable of being handled in one assessment process. The process should shape the preparation of documents by being undertaken at key stages in the preparation process, namely:
- Preparation of scoping report to establish sustainability objectives for each DPD
  - Prepare an initial sustainability appraisal report of options for publication at the preferred option stage
  - Prepare a final sustainability appraisal report for publications with the Submission Core Strategy
  - Consult key stakeholders, including key environmental authorities, at each of the above stages
  - Take into account the findings of these reports in the decision making process
- 4.9 While the Council will lead the SA/SEA process, it is anticipated that additional resources and specialist skills may be required.

## **5. Project Management**

### Resources

- 5.1 In general, the principal resources for LDF preparation and the monitoring of progress on the LDF will come from the Planning Policy Team in the Sustainable Communities Directorate.
- 5.2 In addition to the above, the assistance and expertise of officers from within the Sustainable Communities Directorate, other service areas of the Council and the Local Strategic Partnership will be drawn upon as required. Other agencies and organisations will also be involved in the preparation process to a significant extent in all documents.
- 5.3 The scope for joint working wherever possible and appropriate, particularly around the commissioning of evidence base studies, with other Lincolnshire authorities and those within the wider Peterborough Partial Housing Market Area (HMA), as well as other organisations, will be kept under review.
- 5.4 In recent years, the Council has made good use of Planning Delivery Grant (now Housing and Planning Delivery Grant) that has enabled it to engage external consultants to carry out specific evidence base or technical studies where the capacity or expertise is not available in-house. It has also enabled the funding of temporary posts to provide additional capacity within the Planning Policy team. It is anticipated that there will continue to be a need to utilise consultants as appropriate, subject to the availability of funding.

### Responsibilities

- 5.5 The profiles in Appendix 3 set out the management responsibility for the preparation of each LDD. The Planning Policy Service Manager has overall responsibility for programme and resource management of the LDF.

### Priorities

- 5.6 The documents to be prepared reflect the priorities at the current time having regard to the key issues for the District and the strategic and legislative context within which the LDF is to be prepared. However, this will need to be kept under review: circumstances where a change to the programme of documents may be required could include:
- Partial review of RSS
  - New legislation, regulations and guidance
  - Annual monitoring indicates need to introduce new LDDs to address specific issue

### Political Management

- 5.7 At each stage of the preparation of a DPD approval of draft documents will be via the Council's Cabinet. Reports are also made to the Communities Policy Development Group which has a remit of assisting Cabinet and Council in the development of the policy framework by in-depth analysis of policy issues.
- 5.8 Whilst the timetable for preparation of DPDs has taken into account the Council's cycle of meetings, the need to adhere to the timescales set out in the LDS may require special meetings of the Communities Policy Development Group or Cabinet to be called. Call-in powers to review decisions made by the Cabinet rest with the Scrutiny Committee.
- 5.9 Full Council resolution is required for the submission and adoption stage of any plan or strategy forming part of the Development Plan.
- 5.10 A LDF members working group has also been established to discuss matters relating to the LDF. This group will meet periodically during the preparation stages of DPDs but the frequency of meetings of the group will be kept under review.

### Risk Assessment

- 5.10 The main areas of risk associated with the preparation of a LDF in relation to this LDS are set out in Appendix 6.

## **6. Monitoring and Review**

- 6.1 The Council is required to prepare an Annual Monitoring Report (AMR) covering the period 1<sup>st</sup> April to 31<sup>st</sup> March to be submitted to the SoS no later than the end of the following December.
- 6.2 The AMR should monitor how effectively the LDF policies and proposals are being implemented and identify any action that might need to be taken to address emerging

issues or problems. It will also report on the progress being made towards implementing the work programme set out in the LDS and meeting the milestones.

- 6.3 Arising from the AMR, the Council will consider what changes, if any, need to be made to the LDS with a view to bringing forward such changes in March/April of each year. If significant new issues come forward or there is a significant change in circumstances, then changes will be made to the LDS at other times.

**APPENDIX 1 – POLICIES SAVED BEYOND 27<sup>TH</sup> SEPTEMBER 2007**

<b>Policy Number</b>	<b>Policy Name</b>
H1	Housing Allocation - Grantham
H2	Housing Allocation - Stamford
H3	Housing Allocation – Bourne
H4	Housing Allocation – The Deepings
H5	Housing Allocation in the Rural Area outside the towns of Grantham, Stamford, Bourne and the Deepings.
H6	Residential Development on sites not allocated at the towns and villages in policies H1, H2, H3, H4 and H5.
H7	Residential Development in settlements other than those listed in Policies H1, H2, H3, H4 and H5 and at Belton
H8	Affordable Housing
H9	Affordable Housing
H11	Sub-Division of Houses into Flats
H12	Restriction on Change of Use of Residential Properties at Grantham and Stamford
E1	Employment Allocation - Grantham
E2	Employment Allocation - Stamford
E3	Employment Allocation - Bourne
E4	Employment Allocation - The Deepings
E5	Employment Development elsewhere within the towns listed in H1, H2, H3 and H4
E6	Employment in the Rural Areas
E7	Employment Allocations – Rural Area
E8	New Employment in the Open Countryside
E11	Safeguarding of Industrial Sites
S1	Existing Town Centre Shopping Areas
S2	New Shopping Development In and Around Town Centres
S3	Non-Retail Uses in Primary Town Centre Shopping Streets
S6	Local Shopping in the Towns
S7	Local Shopping Centres in Major New Housing Developments
S8	Shopping Development in Villages
EN1	Protection and Enhancement of The Environment
EN2	Development in the Countryside
EN5	Prevention of Coalescence
EN6	Open Areas Important to the Character and Setting of Built-Up Areas
EN7	Historic Parks and Gardens
EN8	Protection of Wildlife and Geological Sites
AG1	Agricultural Buildings

AG2	Reuse of Adaptation of Agricultural and Other Rural Buildings
AG3	Development Related to Agriculture
C1	Sites of Archaeological Interest
C2	Other Known Sites of Archaeological Importance
REC1	Protection of Existing Recreational Open Space
REC3	Public Open Space and new Housing Development
REC4	Playing Fields Provision in New Residential Development of more than 100 dwellings or 4 Hectares
REC5	Play Space Provision in New Residential Developments of more than 50 dwellings or 2 Hectares
REC7	Allotments
REC9	The Grantham Canal
REC10	Indoor Leisure Facilities
REC11	Touring Caravan and Camping Sites
T2	Existing Town Centre Car Parks

**APPENDIX 2 - MATERIAL SUPPLEMENTARY PLANNING GUIDANCE AND OTHER GUIDANCE**

Set out below is Supplementary Planning Guidance and other guidance related to policies in the adopted South Kesteven Local Plan prepared in accordance with Government guidance and considered to be a material consideration in the determination of planning applications.

<b>TITLE</b>	<b>DATE</b>	<b>SAVED POLICY IN ADOPTED SOUTH KESTEVEN LOCAL PLAN 1995</b>
Backland Development	2001	EN1
Bourne Redevelopment Supplementary Planning Guidance	2009	S1
Bourne Shopfront Design Guide	2005	EN1
Conservation Area Appraisals	Various	EN1
Folkingham Village Design Statement	1999	EN1
Garden Extensions	2004	
Grantham Shop Front Design Guide	1997	EN1
Rippingale Village Design Statement	2001	EN1
Stamford Shop Front Design Guide	1993	EN1

## APPENDIX 3 – DOCUMENT PROFILES

### 1. CORE STRATEGY DPD

<b>Document Details</b>	
Role and Subject	Strategic document setting out the vision, objectives and spatial strategy for the District, outlining how the known development requirements for the District will be met to 2026, including the amount of housing and employment land requirements. It will not allocate strategic locations for development in Grantham. It will include core policies to deliver the spatial strategy but not detailed development control policies. It will be accompanied by a Proposals Map which will show spatial policies.
Geographical Coverage	District wide Proposals Map (District wide)
Status	Development Plan Document
Chain of Conformity	East Midlands Regional Plan (RSS8) (March 2009), national PPG and PPS. Sustainable Community Strategy
<b>Timetable</b>	
<b>Stage</b>	
<b>Dates</b>	
Commencement. Pre-production survey, evidence gathering. Scoping report for SA	March to April 2005
Early stakeholder involvement (Issues and Options)	April to November 2005
Preferred Options and SA consultation	June to August 2006 May to June 2007
Publication of Submission Core Strategy and SA (Regulations 27 and 28)	16 <sup>th</sup> January to 27 <sup>th</sup> February 2009
Submission to Secretary of State (Regulation 30) and commencement of examination	21 <sup>st</sup> August 2009
Pre-hearing meeting	22 <sup>nd</sup> October 2009
Hearing sessions	Commence 19 <sup>th</sup> January 2010
Receive Inspector's Report	April 2010 (estimated)
Estimated date for Adoption	June 2010
<b>Arrangements for Production</b>	
Lead Organisation/Department	SKDC/Planning Policy Team

Political Management	Cabinet decision at relevant key milestones. Full Council decision at submission and adoption stages. Communities PDG may also consider versions of the emerging DPD and make recommendations to Cabinet as appropriate. LDF Member Working Group to consider specific issues or versions of emerging documents,
<b>Resources</b>	
Internal	Planning Policy Team; officers within SKDC and partner organisations
External	Programme Officer for examination stage; use of external consultants for specific evidence base studies
<b>Community and Stakeholder Involvement</b>	In accordance with the SCI
<b>Mechanism for monitoring and review</b>	Ongoing monitoring and reporting through AMR

## 2. SITE SPECIFIC ALLOCATIONS AND POLICIES DPD

<b>Document Details</b>	
Role and Subject	Allocation of land for development (housing, employment and other land uses) to meet development requirements during period to 2026 in accordance with the spatial strategy set out in the Core Strategy DPD. Identification of areas for protection including some Development Control policies. It will be accompanied by a Proposals Map which will show the extent of land affected by the allocations
Geographical Coverage	District wide (except Grantham which is covered by an Area Action Plan). Proposals Map (District wide) and Inset Maps (parts of District)
Status	Development Plan Document
Chain of Conformity	Core Strategy DPD East Midlands Regional Plan (RSS8) (March 2009), national PPG and PPS. Sustainable Community Strategy
<b>Timetable</b>	
<b>Stage</b>	<b>Dates</b>
Commencement. Pre-production survey, evidence gathering. Scoping report for SA	March to April 2005
Early stakeholder involvement (Issues and Options) Consultation on potential Gypsy and Traveller site locations Consultation on potential housing and employment development sites	April to November 2005  6 <sup>th</sup> August to 14 <sup>th</sup> September 2007  16 <sup>th</sup> October to 4 <sup>th</sup> December 2009
Preferred Options and SA consultation	June to July 2010
Publication of Submission Core Strategy and SA (Regulations 27 and 28)	February to March 2011
Submission to Secretary of State (Regulation 30) and commencement of examination	May 2011
Pre-hearing meeting	July 2011
Hearing sessions	August 2011
Estimated date of Inspector's Report	November 2011
Estimated date for Adoption	January 2012

<b>Arrangements for Production</b>	
Lead Organisation/Department	SKDC/Planning Policy Team
Political Management	Cabinet decision at relevant key milestones. Full Council decision at submission and adoption stages. Communities PDG may also consider versions of the emerging DPD and make recommendations to Cabinet as appropriate. LDF Member Working Group to consider specific issues or versions of emerging documents,
<b>Resources</b>	
Internal	Planning Policy Team; officers within SKDC and partner organisations
External	Programme Officer for examination stage; use of external consultants for specific evidence base studies
<b>Community and Stakeholder Involvement</b>	In accordance with the SCI
<b>Mechanism for monitoring and review</b>	Ongoing monitoring and reporting through AMR

### 3. GRANTHAM AREA ACTION PLAN

<b>Document Details</b>	
Role and Subject	Detailed policies and proposals aimed at strengthening the role of Grantham as a sub-regional centre and supporting the town's Growth Point status.
Geographical Coverage	Grantham urban area
Status	Development Plan Document
Chain of Conformity	Core Strategy DPD, Site Specific Allocations and Policies DPD East Midlands Regional Plan (RSS8) (March 2009), national PPG and PPS. Sustainable Community Strategy
<b>Timetable</b>	
<b>Stage</b>	<b>Dates</b>
Commencement. Pre-production survey, evidence gathering. Scoping report for SA	July 2007
Early stakeholder involvement (Issues and Options) Consultation on Grantham Masterplan	August and October 2007
Preferred Options and SA consultation	June to July 2010
Publication of Submission Core Strategy and SA (Regulations 27 and 28)	February to March 2011
Submission to Secretary of State (Regulation 30) and commencement of examination	May 2011
Pre-hearing meeting	July 2011
Hearing sessions	August 2011
Estimated date of Inspector's Report	November 2011
Estimated date for Adoption	January 2012
<b>Arrangements for Production</b>	
Lead Organisation/Department	SKDC/Planning Policy Team
Political Management	Cabinet decision at relevant key milestones. Full Council decision at submission and adoption stages. Communities PDG may also consider versions of the emerging DPD and make recommendations to Cabinet as appropriate. LDF Member Working Group to consider specific issues or versions of emerging documents,

<b>Resources</b>	
Internal	Planning Policy Team; officers within SKDC and partner organisations
External	Programme Officer for examination stage; use of external consultants for specific evidence base studies
<b>Community and Stakeholder Involvement</b>	In accordance with the SCI
<b>Mechanism for monitoring and review</b>	Ongoing monitoring and reporting through AMR

## **APPENDIX 4 – LIST OF RELATED STRATEGIES**

### **STRATEGY**

#### **Regional Strategies**

East Midlands Regional Plan  
East Midlands Housing Strategy 2008-2016  
East Midlands Economic Strategy 2006-2010

#### **External Strategies**

Big County, Big Skies, Big Future – Lincolnshire Sustainable  
Community Strategy 2009 - 2030  
Second Lincolnshire Local Transport Plan 2006/7 – 2010/  
Lincolnshire Biodiversity Action Plan 2<sup>nd</sup> Edition  
Parish Plans

#### **Internal Strategies**

Grantham Transport Strategy 2007 – 2021  
Grantham Programme of Delivery  
South Kesteven Housing Strategy  
South Kesteven Economic Development Strategy 2009 - 2014  
South Kesteven Sustainable Community Strategy

**APPENDIX 5 – EVIDENCE BASE STUDIES AND TECHNICAL REPORTS**

<b>STUDY</b>	<b>OUTPUTS</b>	<b>PUBLICATION</b>	<b>REVIEW</b>
Housing Needs Report	Identifies what is 'affordable' in the local housing market, the level of need for affordable housing on a ward basis across the District and policy advice in relation to thresholds.	Fordham Research February 2006	Ongoing monitoring
Affordable Housing Viability Assessment	Study to assess the viability of the proportion and thresholds set out in Policy H3 of the Submission Core Strategy	Levvel December 2009	Ongoing monitoring
Strategic Housing Market Assessment (Peterborough Partial HMA)	Study to aid understanding of the nature and level of housing demand and need both affordable and market housing.	Fordham Research March 2008	Ongoing monitoring and updating
Gypsy and Traveller Housing Needs Survey	Identifies the need for both transit and permanent Gypsy and Traveller pitches in the District.	Fordham Research February 2006 (amended August 2007)	Ongoing monitoring
Lincolnshire Gypsy and Traveller Accommodation Needs Assessment	Assessment of the accommodation needs of Gypsy and Travellers in Lincolnshire with provision of figures for need on an individual district basis	Outside Research and Development September 2007	Ongoing monitoring
Strategic Housing Land Availability Assessment	Assessment to establish whether additional land needs to be identified to meet the regional housing provision targets	SKDC/Rutland County Council/ South Holland District Council November 2008	Annual update
Employment Land Review	Appraisal of employment trends and employment land requirements. Also review of existing allocations and suggestions of areas of search for new allocations, based upon an assessment of need and demand carried out by consultants	Savills October 2005	Update study underway by Nathaniel Lichfield and Partners. Due to report early 2010.
Retails Needs Study	Initially prepared in 2001 and updated in 2004 the study determined the quantitative and qualitative need for additional retail floorspace within the four towns during the LDF plan period.	White Young Green June 2006	Update study underway by Nathaniel Lichfield and Partners. Due to report early 2010.

**South Kesteven District Council – Local Development Scheme  
January 2009 (Revised)**

<b>STUDY</b>	<b>OUTPUTS</b>	<b>PUBLICATION</b>	<b>REVIEW</b>
Landscape Character Assessment	Building upon the Countryside Agency's Landscape Character Areas, identifies detailed Landscape Character Areas within the District and provides the policy and development control details which will be required to develop and implement policies within the LDF.	FPRC January 2007	
Open Space and Allotment Study	Identifies the amount, level of use and deficiencies/oversupply of public open space and allotments	SKDC 2004	Ongoing monitoring
Open Space, Sport and Recreation Study	Assessment of the District's open space and recreation facilities in accordance with PPG17	Leisure and the Environment April 2009	Ongoing monitoring
Green Infrastructure Strategy	Study considered green infrastructure and the opportunities for improving provision, particularly as part of the major development opportunities in Grantham.	Shiels Flynn April 2009	
Grantham Water Cycle Study	Looked at the strategic issues associated with the existing water infrastructure related to the growth of Grantham associated with its Growth Point status	Atkins Stage 1a Outline – 2008 Stage 2a Detailed – 2009	Stage 2b being finalised Stage 2c to be commissioned 2010
Joint Water Cycle Study	Joint study with Rutland County Council and South Holland District Council to consider water infrastructure issues across three administrative areas	Consultants to be commissioned 2010	
Strategic Flood Risk Assessment	The SFRA has undertaken a level 1 assessment of potential development locations across the District, except for Grantham, where a level 2 assessment of sites has been undertaken	Entec June 2009	Level 2 assessment for sites outside Grantham to be commissioned
Lincolnshire Historic Landscape Characterisation	Project to describe the modern landscape of the county in terms of the existing features seen today and of the processes by which they were formed. Will help people to interpret the modern environment with reference back to how it has developed and help to identify what is historically important about particular landscapes.	Project due to be completed by 2011.	
Belton House Setting Study	Joint study commissioned by SKDC and the National Trust to assess the extent of the setting of Belton House and potential impact of development	Atkins November 2009	

## APPENDIX 6 – RISK ASSESSMENT

The following table provides a summary of the identified key risks and proposed mitigation to manage such risks.

Risk	Details	Risk Scoring			Management of Risk
		I	L	O	
<b>Changes in Legislation or National Planning Guidance</b>	Changes to LDF system, Regulations and national guidance  Effect: Additional work created or work has to be repeated	3	2	6	Monitor forthcoming legislative and major policy changes  Regular discussions with GOEM  Ensure staff are properly briefed and trained  Ensure resources are in place to implement any changes to procedures or handle increased workload
<b>Staff Absence</b>	Absence of key staff due to maternity leave or long term sick leave.  Effect: programme slippage	3	2	6	Seek to manage work place stress and to fill any maternity cover with appropriate temporary appointments
<b>Staff Turnover</b>	Ability to attract and retain key staff with appropriate range of skills and experience.  Effect: Programme slippage	3	2	6	Encourage team work so all staff have some level of knowledge about all projects currently being undertaken.
<b>Legal Challenge</b>	Effect: Delays to DPD preparation or quashing in full, or part, adopted DPD if challenge successful	4	2	8	Ensure that relevant procedures and regulations are complied with  Completion of legal compliance self assessment at each stage  Seek legal advice as necessary  Ensure DPDs are founded on a robust evidence base with continuous community and stakeholder involvement
<b>Higher than Expected Number of Representations</b>	Affects timescales for considering and responding to representations  Effect: Programme slippage	3	3	9	Encourage use of online consultation system and e-mail for making representations  Keep under review work programme for administrative support from Business Support Unit

Risk	Details	Risk Scoring			Management of Risk
		I	L	O	
<b>Policy Team Diverted to Other Tasks</b>	Lack of capacity to deliver due to diversion to other priorities which cannot be avoided e.g. RSS review  Effect: Programme slippage	3	2	6	May lead to decisions being taken not to prioritise other areas of work so that LDF preparation remains key priority
<b>Failure of External Consultants</b>	Failure to meet project objectives or deadlines  Effect: Programme slippage	3	2	6	Ensure objectives are clearly stated in project brief  Timescales for delivery are agreed  Regular updates and meetings with consultant
<b>Change in Priorities</b>	Annual monitoring indicates need to bring forward other LDDs as priority  Effect: Diversion from programmed work	3	2	6	Review need to amend the LDS through the AMR and early discussions with GOEM
<b>Capacity of Planning Inspectorate (PINS) Support Process</b>	Capacity of PINS to respond to growing demand for examinations	3	2	6	This is out of the Council's control but submission of up to date LDS provides PINS with early indication of anticipated programme
<b>Soundness of DPDs</b>	Effect: DPD cannot proceed to adoption if found unsound. Need to start process again	3	2	6	Preparation of robust and up to date evidence base and continuous dialogue with community and stakeholders  Ongoing liaison with GOEM, RPB and other key stakeholders  Engagement of 'critical friend' to review and advise  Completion of soundness self assessment at each stage  Keep up to date with best practice through training and PAS website

Risk	Details	Risk Scoring			Management of Risk
		I	L	O	
<b>Political Process</b>	Reporting cycle for Council meetings can be lengthy  Greater than anticipated time taken to secure necessary approvals  Effect: could add delay to programme	2	2	4	Cycle for meetings taken account of in programme. Consider need for special meetings.  Reporting to Senior Management Team to identify any corporate issues early in process  Member involvement in early stages of document preparation through LDF working group
<b>Need for Additional Evidence</b>	Representations raise issues that require additional evidence to be gathered  Effect: Programme slippage	3	3	6	Front loading of consultation should identify wide range of issues for consideration early in process
<b>Financial</b>	Insufficient budgetary resources  Effect: Risk that DPDs will be found unsound	3	2	6	Seek to maintain required level of funding to delivery LDF programme  Use of Housing and Planning Delivery Grant  Careful project planning to avoid unplanned work  Keep under review opportunities for joint commissioning of evidence base studies

### Risk Scoring

I = Impact      L = Likelihood      O = Impact x Likelihood

Impact		Likelihood	
1	Negligible	1	Almost Never
2	Minor	2	Unlikely
3	Major	3	Likely
4	Critical	4	Almost certain

**APPENDIX 7 – GLOSSARY OF TERMS**

<b>Allocations</b>	Site identified on proposals map for development
<b>Annual Monitoring Report (AMR)</b>	Part of the LDF, the AMR will assess the progress towards the implementation of the LDS and the extent to which policies in the LDF are being successfully implemented. The Council are required to produce an AMR each December.
<b>Area Action Plan (AAP)</b>	DPDs dealing with specific part of District to provide planning framework where significant change is planned or conservation is required.
<b>Core Strategy</b>	Long term spatial strategy and vision for area including key strategic policies and proposals to deliver that vision.
<b>Development Plan</b>	The Development Plan comprises the Regional Spatial Strategy and DPDs contained in the LDF. Decisions on planning applications should be made in accordance with the provisions of the development plan unless material considerations indicate otherwise.
<b>Development Plan Document (DPD)</b>	Spatial Planning Document that is subject to independent public examination. Can cover range of issues and will set out main spatial strategy, policies and proposals of the Council. A Proposals Map will show the spatial policies and proposals of each DPD. It will be updated as necessary when new DPD are adopted.
<b>Examination</b>	All DPDs are subject to examination before a Planning Inspector to consider the soundness of the DPD.
<b>Housing Market Area</b>	Geographical areas defined by household demand and preferences for housing. They reflect the key functional linkages between places where people live and work.
<b>Local Development Documents (LDDs)</b>	Documents that can be included in Local Development Framework. Comprises Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) and Statement of Community Involvement (SCI)
<b>Local Development Framework (LDF)</b>	Portfolio of Local Development Documents that provides framework for delivering spatial strategy of the area.
<b>Local Development Scheme (LDS)</b>	Rolling three year project plan for preparation of Local Development Documents
<b>Planning and Compulsory Purchase Act 2004</b>	Legislation that introduced new development plan system. Act commenced on 28 <sup>th</sup> September 2004. Some provisions amended by the Planning Act 2008.
<b>Planning Policy Guidance</b>	Statements of Government policy on range of issues. Being replaced by Planning Policy Statements.
<b>Planning Policy Statement</b>	Statements of national planning policy which must be taken into account when preparing LDDs. Replacing Planning Policy Guidance.
<b>Proposals Map</b>	Ordnance Survey base map illustrating the planning strategy for the District in terms of the main proposals, designations, locations and areas where specific policies apply.

<b>Regional Spatial Strategy (RSS)</b>	Replaces Regional Planning Guidance. Sets out regional spatial strategy and policies. Forms part of Development Plan under new development plan system. New LDDs have to be in accordance with RSS.
<b>Statement of Community Involvement (SCI)</b>	Sets out approach to involving community in preparation, alteration and review of LDDs and in consideration of major planning applications.
<b>Strategic Environmental Assessment (SEA)</b>	Environmental assessment of policies, plans and programmes required under European SEA Directive 2001/42/EC which are likely to have significant effects on the environment. An integrated approach should be taken to SEA and SA.
<b>Strategic Flood Risk Assessment (SFRA)</b>	Provides information on flood risk from all sources of flooding across and from a local authority (or wider) area. SFRA form the basis for preparing appropriate policies for flood risk management for these areas, allocation of development sites and in development control process. The SFRA should be used to inform Sustainability Appraisals.
<b>Supplementary Planning Documents (SPD)</b>	Documents that expand on policies and proposals in DPDs. Do not form part of the Statutory Development Plan. Replace SPG.
<b>Supplementary Planning Guidance (SPG)</b>	Non statutory guidance produced under old development plan system to expand upon policies and proposals in Local Plans. Being replace by SPDs.
<b>Sustainability Appraisal (SA)</b>	Social, economic and environmental appraisal of strategy, policies and proposals. Required for RSS, all DPDs and SPDs. To be undertaken with SEA.
<b>Sustainable Community Strategy</b>	A Community Strategy is a wide ranging strategy focussing on needs, aspirations and priorities of local communities. Intended that LDFs will provide spatial expression to elements of Community Strategy which relate to development and use of land.