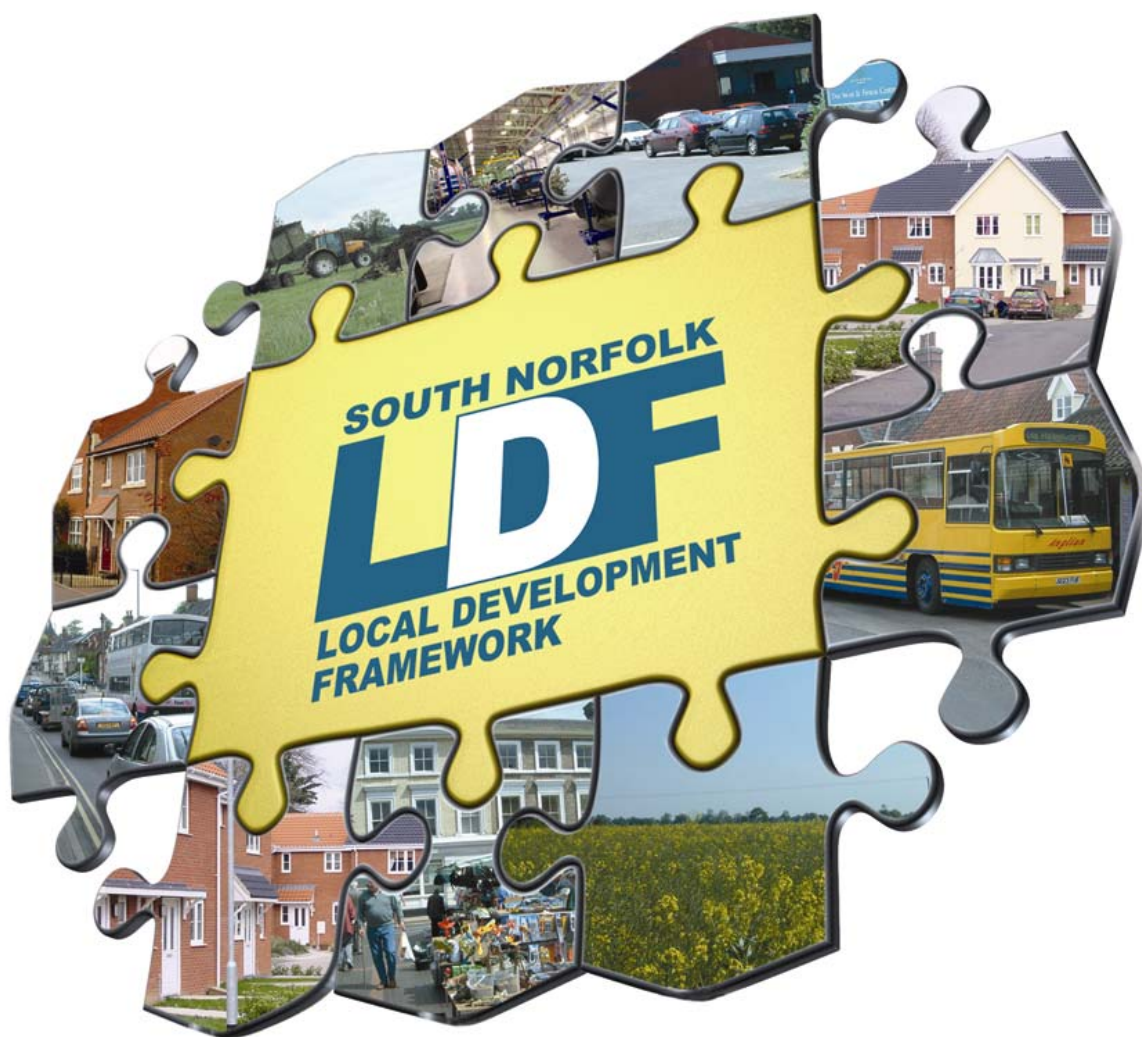


A Local Development Scheme for South Norfolk



Revised June 2007

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Notes on the South Norfolk Local Development Scheme (revised 2007)

This document updates and replaces the South Norfolk Local Development Scheme (LDS) published in April 2005. This 2007 LDS includes a notable addition and a number of scheduling changes that are summarised and explained below:

1. **The Statement of Community Involvement (SCI) slipped by 10 months and was adopted in February 2007.** It was necessary to delay the SCI due to a clash with the original Issue and Options consultation period for the now-discontinued South Norfolk Core Strategy and Site Specific Policies DPD. The extensive and demanding requirements for the widespread consultation meant that it was not possible to submit the SCI as originally envisaged. All of the documents in the LDS have been reappraised in the light of this experience to avoid any future clashes and delays.
2. **The Core Strategy (CS) has been re-scheduled so that adoption will now be April 2010.** This delay is in response to the changes proposed to the East of England Plan that includes the commitment to produce a joint Core Strategy covering Norwich City Council, Broadland District Council and South Norfolk District Council. The change to the timing of the CS reflects a better understanding of the time and resources required to deliver an effective front-loading of the process and result in a closer, more collaborative and spatially co-ordinated plan-making process for the 'Greater Norwich' area. The revised timetable means that the South Norfolk Local Plan policies identified in section 7 will need to be saved for a longer period. However the revision will allow the preparation of issues and options (April - October 2007) to take account of the results from a wide range of new studies commissioned across the 'Greater Norwich' area that will vastly enhance the evidence base. An Indicative Area Action Plan may also be prepared should the need for a significant allocation be identified in the Core Strategy.
3. **Site Specific Policies DPD (SS) has been amended so that submission will now be April 2010 and the examination will take place in December 2010, six months after the Joint Core Strategy has been adopted.** The CS and SS remain separate DPDs and the SS generally follows on a stage after those of the CS. The amendments to the CS have necessitated the need for a revision of the SS, although production of a joint SS remains indicative only at this stage. Recent AMRs indicate there will continue to be a sufficient delivery of residential units in the period to 2011. The current Local Plan allocates a strategic land reserve of 1695 units, in addition the authority has released additional sites to make up for previous shortfalls. Along with increased densities on existing allocations, this means there is no immediate concern over housing delivery in the interim period of LDF production.
4. **A new Gypsy and Traveller Allocations DPD (G&T) is included with adoption expected in January 2009.** This DPD has been included to respond to particular local needs that the Council is experiencing. A study assessing the need in South Norfolk has been completed and an additional Officer appointed to specifically progress the DPD in order to ensure it is deliverable and will not compromise the production of other DPDs. The Council is aware of the RSS Gypsy & Traveller review and awaits the results with interest but feels it is imperative to begin early production of this DPD.
5. **The Development Control Policies DPD (DC) timetable has been extended** in response to the changes to CS and SS in order to ensure a phased programme of DPD production which can be coordinated with Broadland and Norwich City Councils. Adoption is now expected in March 2012. The Council is confident that the CS and the saved South Norfolk Local Plan policies will be sufficient and up to date enough (adopted in 2003) to guide development proposals during this period.
6. **The Diss Area Action Plan (DAPP) has been moved** to increase the potential for front-loading and to ensure production follows behind the CS milestones. Adoption is expected in September 2011.
7. **The timetable for the Norwich Research Park AAP has been rearranged in conjunction with Norwich City Council, with adoption expected in September 2011.** The Councils expect the AAP to develop the currently emerging SPD and has been given high priority amongst the partner organisations.
8. **The Norwich Research Park SPD has slipped slightly due to delays in associated and supporting studies being carried out by third parties.** Public consultation is now expected to begin in May 2007 with adoption anticipated in November 2007.
9. **Production of many other SPDs has been envisaged on two separate timetables, with adoption of each group now January 2011 and September 2011 respectively.** Though many SPDs are anticipated to cater for South Norfolk and other authorities, this should ensure that appropriate policy 'hooks' are in place in the Joint Norwich Area Core Strategy and that the number of DPDs and SPDs in production at any one time is manageable and deliverable.

In addition to the above there have been some difficulties in progressing some key background studies since the first LDS was produced in April 2005, for example the Strategic Flood Risk Assessment (now proceeding in partnership with The Broads Authority, Broadland DC, Norwich City and North Norfolk DC), Open Space and Leisure Survey and also some staff turnover issues have impacted upon the process. However additional temporary staff resources and co-operative work with other sections and partner authorities should avoid any future slippages. All of these factors are identified in the LDS risk assessment and Annual Monitoring Reports.

Detailed schedules for production of the LDF's component parts can be seen in the Appendices, for Development Plan Documents (in Appendix 2, page 23) and Supplementary Planning Documents (Appendix 3, page 28). An overall summary for comparison can be seen in Appendix 5 (page 37).

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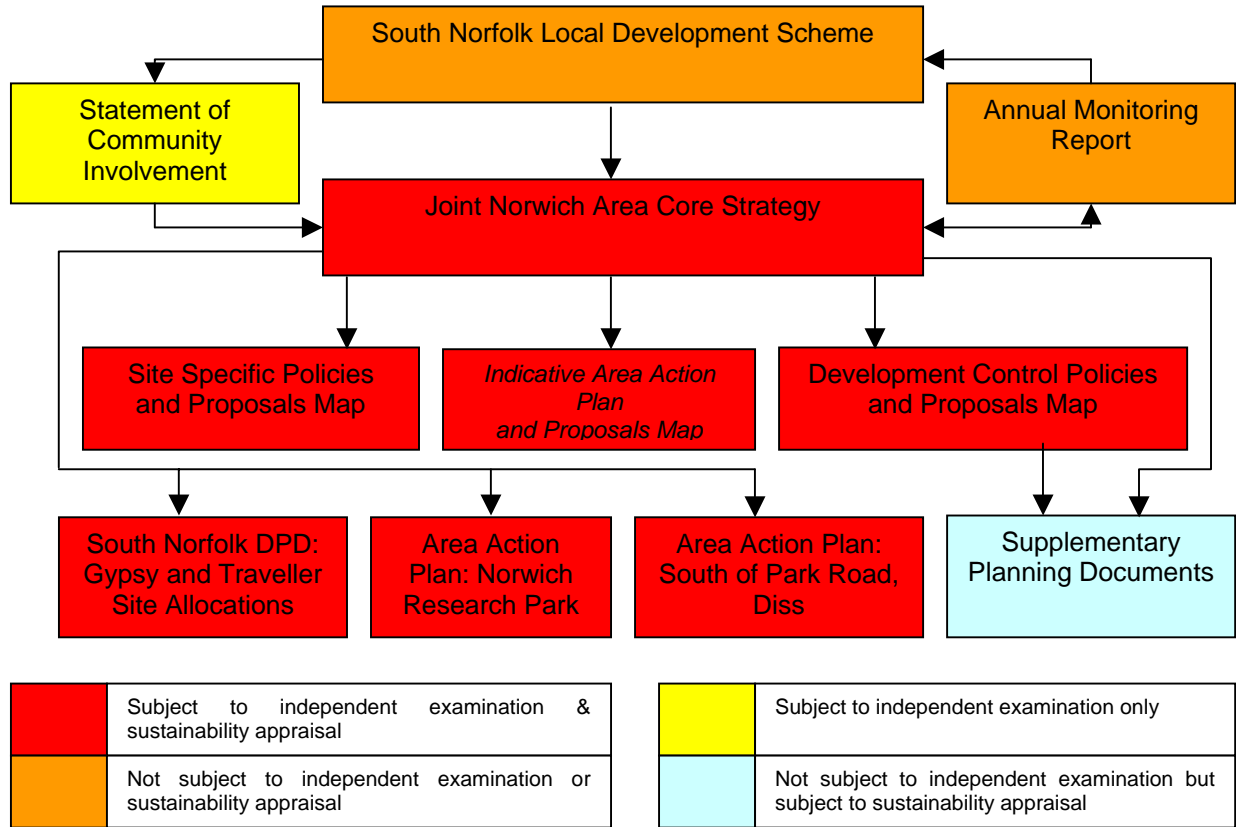
Section 1: Introduction

- 1.1 Under the Planning and Compulsory Purchase Act the development plan will constitute a range of documents, which together form the 'Local Development Framework' (LDF). The 'Local Development Scheme' (LDS) has to be prepared by each local planning authority to outline its programme for production of the new development documents within the LDF. This LDS has been revised and updated from that approved in April 2005 and now covers the period 2007-2011.
- 1.2 At a strategic level the Regional Spatial Strategy (RSS) for the East of England was published in draft in December 2004 and has been subject to an Examination in Public. The Secretary of State published her modifications, following the Examination at the end of 2006. These are subject to further consultation until March 2007 and the final draft of the RSS is expected to be adopted by the summer of 2007. From that point the RSS will form part of the development plan for each Local Planning Authority, replacing most (but not all) of the content of the Norfolk Structure Plan. All of the local development plan documents will have to conform in general terms to the Regional Spatial Strategy (RSS) and for the Norwich area particular implications for the Core Strategy and other Local Development Documents are raised.
- 1.3 The RSS, in justification of its revised policy for the Norwich 'Key Centre for Development and Change' (policy NR1) states that "The preparation of local development documents will require coordination between Norwich, South Norfolk and Broadland." (para 13.80). In order to achieve such coordination the three authorities have decided to prepare a Joint Core Strategy and to coordinate their work on other relevant Local Development Documents. This revised LDS reflects the agreed timetable and objectives of these joint arrangements – and hence elements of the LDS are common to the three authorities.
- 1.4 The area covered by the Joint Norwich Area Core Strategy can be seen below:



- 1.5 The LDS sets out the documents that the Council will produce as part of the new Local Development Framework, what their status will be and when they will be produced. In essence the LDS is intended to be a project plan, which is monitored and reviewed annually.
- 1.6 Local Development Documents are either Development Plan Documents (DPDs), which are subject to independent examination and have development plan status, or Supplementary Planning Documents (SPDs), which have lesser weight and are not subject to independent examination, but which should still undergo extensive community involvement before they are adopted by the Council.
- 1.7 The Statement of Community Involvement (SCI) deals specifically with the issue of community consultation and participation. It details how the community will be involved in LDD production and planning applications. It establishes clear and simple guidelines that enable the community to know with confidence how and when they can expect to be consulted.

Family Tree showing relationship of documents in South Norfolk Local Development Framework:



Section 2: Purpose and contents of the Local Development Scheme (LDS)

2.1 The Local Development Scheme sets out the variety of documents that will be prepared and the timescales for their production.

- **LOCAL DEVELOPMENT DOCUMENTS** (LDDs)
LDDs comprise a number of documents that establish planning policy for the area.
- **LDD Supplementary Information**
When produced, each LDD will include:
 - a Statement of Conformity with the Regional Spatial Strategy;
 - a Sustainability Appraisal;
 - an explanation of the steps undertaken to ensure that the document has been produced in accordance with the Statement of Community Involvement;
 - a statement explaining the relationship the LDD has with documents prepared under the old planning policy framework e.g. the 1999 Norfolk Structure Plan and the 2003 South Norfolk Local Plan;
 - background documents which complement the topic area or area of planning indicated by the LDD;
 - a statement explaining how the above will be integrated into the Annual Monitoring Report.
- **General Background Documents**
These will include such things as an Water Cycle Study, Green Infrastructure Study, Infrastructure Study, Urban Capacity Study, Retail Study, Housing Needs Survey, Residential Land Availability, Employment Land Availability, Landscape Character Assessment, Community Strategy, Strategic Flood Risk Assessment, Parish Plans etc.
- **STATEMENT OF COMMUNITY INVOLVEMENT**
This sets out how and when the community can expect to be involved in the production of LDDs and how and when they can expect to be consulted on planning applications.
- **ANNUAL MONITORING REPORT**
To assess the implementation of the LDS, the extent to which policies in LDDs are being achieved and how well the Council is performing against defined Core Output Indicators.

2.2 The South Norfolk LDS will establish:

- The documents to be prepared and the timetable for their production and subsequent review;
- Which documents will receive statutory and non-statutory status;
- Which sections of the Local Plan these documents replace;
- How Sustainability Appraisal / Strategic Environmental Assessment relate to the various stages of LDD preparation; and,
- Identify whether some documents will require joint working arrangements with other authorities for their production.

2.3 Some of the LDDs prepared will be Development Plan Documents (DPDs) and others will not. Those proposed to be DPDs will be the subject of public consultation and an independent examination by a Planning Inspector. The report of the Planning Inspector will be binding, and the authority will be obliged to accept the Inspector's recommendations before the LDD is adopted for use.

2.4 Supplementary Planning Documents (SPDs) will not be the subject of an independent examination. They will, however, be subject to extensive community and stakeholder consultation and involvement before they can be adopted. Whilst SPDs will not carry the same weight as Development Plan Documents they will still be material considerations when determining planning applications.

Section 3: Document Production & Resources

- 3.1 The preparation of a South Norfolk Local Development Framework (LDF) will involve the production of a number of DPDs, SPDs and other supporting documents (SCI, LDS, AMR etc) as set out in the following sections. The Proposals Map will be revised each time a DPD is adopted with policies that require a geographical expression.
- 3.2 The proposed timetable for the production of these documents can be found in Appendix 1.
- 3.3 Most of the Local Development Documents (LDDs) proposed will follow a process similar to that shown in Appendix 2, from the introduction of the document into the public domain through to its final adoption. More detailed information on the likely timetable for each LDD can be found in their accompanying schedules in Appendix 2.

3.4 Resources

Greater Norwich Development Partnership

- 3.5 The arrangements for preparing the Joint Core Strategy for the Greater Norwich area require a strong framework of cooperative working between the three authorities. To that end, the Greater Norwich Development Partnership has been set up (from October 2006). This consists of a Policy Group (members appointed by the three authorities plus Norfolk County Council) and a Directors Group (again the senior management staff from the three authorities plus Norfolk County Council). These bodies will be responsible for the high level management of the process.

Working Groups

- 3.6 Below this management tier, there are a number of working groups of Officers responsible for bringing forward the documents. The Planning Group will play a key role in coordinating work on the Core Strategy. This group will be flexible, involving Officers from each of the four authorities involved, but with a range of Officers being involved according to expertise and work programmes. There are also an Economic Development Officer group, a Housing Officer Group and others are envisaged as appropriate.

Partnership Manager

- 3.7 This arrangement has been strengthened by the appointment of a full time Partnership Manager to coordinate actions for the Greater Norwich Growth Partnership. In addition it is anticipated that the planning team will meet together on a regular basis, probably devoting at least one day per week to the joint working arrangements for the Core Strategy, depending upon the stage reached, and involving relevant staff as necessary.

South Norfolk District Council Planning Policy Section

- 3.8 The individual District Local Development Documents will continue to be prepared by the Council's staff, although coordination may be required through the above arrangements in order to ensure that they fit together with the Core Strategy. This aims to create a coordinated framework of policy for the whole area under the joint Core Strategy.
- 3.9 For South Norfolk Council's documents, its resources consist of a dedicated Planning Policy Section of 6.5 FTE Planning Officers and a Support Officer. Through the use of existing staff, existing budgets, planning delivery grant and increased partnership working (both internally and externally) it is felt that the timetable shown as Appendix 1 represents a challenging but achievable work programme to deliver an LDF for South Norfolk. In addition there will be some use made of consultants for certain parts of the background work e.g. retail study, landscape character work, strategic flood risk assessment, joint studies with neighbouring authorities (such as green infrastructure and water cycle studies) and other detailed work.
- 3.10 Additional LDDs may be proposed as the LDF programme of work develops. For instance, it may be considered appropriate to prepare further Area Action Plans within existing plan areas (see paragraph 3.19). This will necessitate the Council producing a revised LDS.

3.11 **Development Plan Documents (DPDs)**

Subject to independent examination, these will have development plan status

3.12 **Statement of Community Involvement (SCI)**

3.13 The SCI was the first document to be produced and sets out how and when communities and stakeholders can be involved in inputting, influencing and commenting on the emerging LDF and also the Council's arrangements for consultation on planning applications. It sets high standards and aims to achieve maximum involvement, awareness and participation with clear and simple guidelines so that the community can be confident of when and how they can expect to be involved.

3.14 **Core Strategy (CS)**

3.15 With the publication of the Secretary of State's Proposed Modifications to the Regional Spatial Strategy, South Norfolk Council now recognises that urgent work needs to start on a joint Core Strategy for the three Council's expected to accommodate the majority of the growth envisaged in and around Norwich during the plan period (until 2026). This process has commenced and the revised LDS now sets out an agreed programme for its development.

3.16 The **Joint Core Strategy** will be prepared over the period covered by this LDS. It will be a joint document between South Norfolk and Broadland District Councils and Norwich City Council to provide a long-term vision, objectives and spatial strategy for the future development of all three Councils.

3.17 The joint Core Strategy will consider:

- National policy, the RSS, the Community Strategies for the whole area, and the evidence base;
- The objectives of sustainable development and a pattern of development which will help produce sustainable communities;
- The means by which the New Growth Point objectives can be delivered and monitored effectively; and,
- An implementation framework with clear objectives for achieving delivery.

3.18 **Development Control Policies (DC)**

3.19 This document will be a limited suite of policies that set out the criteria against which planning applications for the development and use of land and buildings will be considered. Such policies will ensure that development accords with the vision and objectives set out in the Core Strategy. As such, the DC policies DPD will be prepared by each district in a coordinated approach.

3.20 This will not be a compendium of use-related policies but will focus on topic related policies such as: protecting residential amenity; protection of the landscape and natural resources; nature conservation; addressing highway and transport issues, and protecting vitality and viability. Development Control policies should not repeat national Planning Policy Statements but should set in context how such policies apply to local areas. Policies should be affirmative and should focus on achieving the outcomes required to meet the Authority's vision.

3.21 **Site Specific Policies (SS)**

3.22 These will be prepared by each district in a coordinated approach alongside the Joint Core Strategy, set one step behind in the overall timetable. For South Norfolk, the following topic areas are likely to be covered by Site Specific Policies, although the following list is by no means exhaustive:

- Residential Land Allocations;

- Employment Land Allocations;
- Open Space Allocations;
- Retail Land Allocations;
- Policies aimed at addressing issues in a particular area/settlement.

3.23 **Area Action Plans (AAPs)**

3.24 Area Action Plans will be used to provide the planning framework for areas where significant change is anticipated. A key feature of AAPs will be the focus on implementation. AAPs will principally be about planning for localised areas and will act as a focus for community involvement in developments affecting neighbourhoods or other local areas.

3.25 In South Norfolk it is proposed to have the following Area Action Plans:

- **Area south of Park Road, Diss and its surrounding area.** This area lies at the heart of the historic market town and is a prime re-development opportunity on previously developed land. The prominent location of the site makes it vital to deliver high quality development that meets the needs of the Town. The AAP will seek to reconcile the conflicting objectives of the different landowners, residents etc. with the needs of the Town in order to establish consensus on the appropriate scale, mix and quality of development for this key area of opportunity. The AAP will also seek to address long-standing traffic circulation and congestion issues in the area, improve linkages to and from the town for pedestrians and cyclists. It will have regard to the need to conserve and enhance the adjacent Conservation Area, the historic character of Diss and progressing the towns Heritage Economic Regeneration Scheme and Cittaslow status. The area south of Park Road has many associated sensitive and complex issues. The Council believes that as a key site within the historic market town of Diss it offers a number of opportunities but the complexity of issues and difficulties in bringing the site forward necessitate the preparation of an Area Action Plan.
- **Norwich Research Park** (incorporating the Norfolk and Norwich University Hospital and University of East Anglia) to be prepared jointly with Norwich City Council. To advance the further development of this regionally significant site for research and development, higher education and hospital-related uses, as identified in the draft East of England Plan RSS (Policy NSR1).
- **Indicative Area Action Plan.** If a major residential allocation on the edge of Norwich and/or in a market town (such as Wymondham) is deemed necessary through either the RSS or Core Strategy, producing an AAP would be appropriate. Such a strategy would establish the phasing, infrastructure, developer contributions and services etc. necessary to ensure that the development successfully and sustainably integrates into the surrounding community and environment. Its aim would be to identify and plan for a major area of change and new developments to meet the requirements of the RSS and the Core Strategy DPD.

3.26 ***Please refer to Appendix 2 for additional detail on each of the schedules of the DPDs, including their role, content, timescales and responsibilities for production.***

3.27 **Sustainability Appraisal**

3.28 Sustainability Appraisal (SA) is a systematic and iterative process that incorporates the requirements of the Strategic Environmental Assessment Directive. The purpose of sustainability appraisal is to assess the social, environmental and economic effects of the strategies and policies in the Local Development Documents from the outset of the preparation process. This will ensure that decisions accord with sustainable development objectives and that proposals can be as sustainable as possible (see also Section 6 – pg 14).

3.29 **Supplementary Planning Documents (SPDs)**

3.30 **SPDs are Non-Development Plan Documents** (i.e. these are NOT subject to independent examination, and do not have development plan status, but *will* be material considerations when determining planning applications).

3.31 This list includes some documents (existing Supplementary Planning Guidance) that have already been produced that will be reviewed, whilst others will be new productions and their contents informed by background papers, consultation and studies. As noted above they will not be subject to independent examination and will not form part of the statutory Development Plan. However, they will still be subjected to rigorous procedures of community involvement as set out in the Statement of Community Involvement. Supplementary Planning Documents (SPDs) cover a range of issues, both thematic and site-specific, and provide further detail on development plan policy.

3.32 There are a number of existing Supplementary Planning Guidance documents still being used to supplement 'saved' Local Plan policies as set out below:

Existing SPG	Linked 'saved' policy reference
Affordable Housing and Housing Mix	HOU 12
Requirements for Assessing Visual Impact of Wind Turbines	UTL 13
Biodiversity	ENV 11 - 15
South Norfolk Design Guide	IMP 1
Trees and Development	IMP 2 & ENV 19
Conservation Character Appraisals	IMP 16 - 18
Norfolk Residential Estate Design Guide	IMP 1
Parking Standards	TRA 19
Costessey – Longwater Pits Area	EMP 1
Diss – Sawmills Farm	EMP 1 & DIS 3
Yare Valley at Bawburgh & Colney	BAW 1 & 2
Trowse – Loddon Road	N/a as now developed
Mulbarton – Cuckoofield Lane	N/a as now being developed
Removal of Agricultural Occupancy Conditions	HOU 8
Recreational Open Space Requirements for Residential Areas	IMP 7

3.33 New Supplementary Planning Documents envisaged for the LDF will cover the following topics:

- Affordable housing and housing mix;
- Landscape character assessment and wind turbine sensitivity;
- Biodiversity;
- Managed release of housing (*indicative only, dependent on the Core Strategy*);
- Recreational open space standards;
- Norfolk residential estate design guide;
- Parking standards;
- Development concept statements;
- Visions for market towns and large settlements;
- Section 106 agreements and developer contributions;
- Affordable housing provision;
- South Norfolk design guide; and,
- East Norwich regeneration ['The Deal Ground'] site brief.

3.34 **Please refer to Appendix 3 for additional detail on each of the schedules of the SPDs, including their role, content, timescales and responsibilities for production.**

Section 4: Background Documentation

4.1 The Local Development Documents (LDD's) will establish the three Authorities' planning policies for controlling development and are key documents in delivering the objectives of the South Norfolk Sustainable Community Strategy. However, a range of background work has to be undertaken to provide the base evidence for the Local Development Framework and especially the Joint Core Strategy. Some of this background work already exists, but the majority of it has recently been commissioned to enable the information to be gathered on a common basis for the whole of the Greater Norwich area. The following extract from PPS 12 (Local Development Frameworks) (para 4.8, pg 32) outlines the key aspects of evidence that Local Authorities should prepare and keep under review:

- i. the principal physical, economic, social and environmental characteristics of their area;*
- ii. the principal purposes for which land is used in the area;*
- iii. the size, composition and distribution of the population of the area;*
- iv. the communications, transport system and traffic of the area (including accessibility by public transport); and*
- v. any other considerations which may be expected to affect those matters.*

4.2 The Greater Norwich Development Partnership expects to produce the following Background Documents (or in some cases they are already published) :

- Norwich Area Transportation Strategy (Joint document; review completed in 2004);
- Urban Capacity Studies / Strategic Housing Land Availability Assessment (to be prepared by each authority and updated to the new PPS3 format);
- Greater Norwich Retail and Town Centres Study (joint Greater Norwich Area document – in progress; commissioned in 2006);
- Greater Norwich Housing Needs and Stock Condition Survey (ORS) (joint Greater Norwich Area document – completed; final report in February 2007);
- Greater Norwich Housing Market Appraisal (joint study in progress – expected to report September 2007);
- Greater Norwich Green Infrastructure Study (joint study to be commissioned March 2007 and including Broads Authority area);
- Playing Pitch and Open Space Strategies (separate strategies prepared for each authority (Broadland and South Norfolk jointly));
- Strategic Flood Risk and Surface Water Strategy (phase 1 completed, Nov 2006; phase 2 commissioned and expected to be available September 2007 - joint Greater Norwich area study with North Norfolk and Broads Authority included as well);
- Greater Norwich Water Cycle Study (joint study commissioned by the three authorities with the County Council and expected to report in September 2007);
- An Economic Activity Study (joint Greater Norwich Area document – to be commissioned);
- Biodiversity, Geodiversity and Ecological Networks Report – information to be presented for the joint Core Strategy area;
- Sustainability Appraisal Scoping Report – background information to inform a baseline for the Sustainability Assessment of the Joint Core Strategy (at pre-consultation final draft stage June 2007);
- Growth Point Infrastructure Study (to be prepared as part of the Norwich New Growth Point programme, but contributing to consideration of the infrastructure needs of growth in the Core Strategy – involving Broadland, South Norfolk, Norwich and Norfolk County Council.).

4.3 All of these documents are expected to be produced by the end of 2007, in order to contribute to the evidence for the Core Strategy. Other background documents to inform preparation of the South Norfolk LDF include:

- Sustainable Community Strategy for South Norfolk (2004-2007);
- Landscape Character Assessment (2001 and 2005);
- Employment Monitor (Published annually);

- Biodiversity Action Plans;
- Various Parish Plans;
- Transport Policy Statement, Local Transport Plan;
- District Council Strategies e.g. Economic Development Strategy, Housing Strategy, Environment Strategy, Tourism Strategy; and,
- National Land Use Database (Published annually).

4.4 Whilst the above documents will be prepared to inform the policy development of the LDF, it should be noted that the Council might commission and publish other studies in the course of preparing LDDs. As part of the Annual Monitoring Report, consideration will be given to whether additional documents need to be produced to address particular issues, or whether review of some of the background documents needs to be brought forward.

Section 5: Monitoring and Review

- 5.1 This section describes how monitoring and review of the Local Development Framework will be undertaken and when the LDS may be reviewed, if necessary.
- 5.2 In future it is intended that monitoring should be on a common basis across the area – indeed across the whole County. A new monitoring system has been purchased by the County Council and all Districts have signed up to a service level agreement to contribute to the system. It is intended that this will ensure that consistent data is obtained across Norfolk and that a full range of targets and indicators can be reported on annually.
- 5.3 The existing adopted Local Plans each set their own monitoring targets and indicators and they will continue to provide the basis for monitoring performance and implementation of policies until the new LDD's are adopted. Each LDD will provide its own targets and indicators and once they are adopted, monitoring will reflect the new system in this respect.
- 5.4 The Annual Monitoring Report (AMR) is the means of bringing forward a range of planning information to show performance of the plans and policies over the previous year. The aims of the Annual Monitoring Report can be summarised as:
- To measure the performance of the authority in implementing the Local Development Scheme;
 - To provide reasons for any deviation from the programme as set out in the previous LDS;
 - To measure development performance against individual plan targets; and,
 - To provide a commentary on the development performance and suggest any external factors which need to be taken into account as being likely to affect the plan's targets in future.
- 5.5 At this stage it is envisaged that each authority will produce its own Annual Monitoring Report. It may be that in future some elements could be shared as a joint report on performance across the Norwich area.
- 5.6 This Local Development Scheme will need to be reviewed at regular intervals. In particular it will need to be reviewed if the Annual Monitoring Report shows that attention needs to be given to a new area of policy or a new location where growth or regeneration will not occur without specific assistance. The LDS in particular will need to be considered for review after the Annual Monitoring Report has been prepared each year, in order to take account of any matters which the AMR identifies as needing review.

Section 6: Sustainability Appraisal

- 6.1 Throughout the production of the LDF a Sustainability Appraisal (SA) will be carried out to assess each stage of the process, as detailed below. The aim of the Appraisal is to evaluate the environmental, economic and social impacts of plan proposals as they come forward.
- 6.2 The following extract from PPS 12 (pg 23) sets out the key considerations regarding Sustainability Appraisal:

“Sustainability appraisal is as a systematic and iterative appraisal process, incorporating the requirements of the Strategic Environmental Assessment Directive. The main purpose of sustainability appraisal is to appraise the social, environmental and economic effects of plan strategies and policies, from the outset of the preparation process, so that decisions can be made that accord with the objectives of sustainable development. Local planning authorities, in preparing local development documents must fulfill the minimum requirements of sustainability appraisal...”

In carrying out the appraisal, local planning authorities should have regard to the specific objectives and principles of sustainable development as outlined in Planning Policy Statement 1. The potential direct, indirect and cumulative impacts of different policy options need to be identified and appraised in order to integrate sustainable development objectives in the formulation of policy and to inform decisions on which options should be promoted in local development documents...

Sustainability Appraisal of development plan documents

Pre-submission consultation stage

Throughout the pre-submission consultation stage, (in accordance with Regulation 25) local planning authorities must undertake sustainability appraisal of the issues and options.

Pre-submission public participation stage

Sustainability appraisal will inform the decision making process and the development of the preferred options. At the participation on preferred options stage in accordance with Regulation 26, local planning authorities must undertake a sustainability appraisal of the preferred options and prepare a sustainability report for consultation alongside the preferred options document.

Submission

When submitting a development plan document to the Secretary of State, local planning authorities must also submit the final sustainability report, having taken into account any changes as a result of the public participation on preferred options.

Sustainability appraisal – soundness and conformity

Sustainability appraisal will play an important part in demonstrating if a local development document is sound by ensuring that it reflects sustainable development objectives. The results of the sustainability appraisal will contribute to the reasoned justification of policies.

Section 7: Transitional Arrangements and Relationship with Existing Planning Policy Documents

- 7.1 The LDDs produced to form the LDF will provide the new planning policy framework for South Norfolk. Once the LDDs become adopted, the LDF will, along with the RSS, replace the existing planning policy framework which currently takes the following form:
- Norfolk Structure Plan (adopted 1999);
 - South Norfolk Local Plan (adopted 2003);
 - Supplementary Planning Guidance (various);
 - Minerals & Waste Local Plans – Norfolk County Council will be responsible for replacing these with Minerals and Waste LDFs.
- 7.2 Following commencement of the Planning and Compulsory Purchase Act in 2004 all of the policies and proposals in the South Norfolk Local Plan (Adopted March 2003) were automatically saved for three years. The Council has a requirement to review the current 'saved' policies against the Government's criteria for the continuation of 'saved' status. Consequently, the 'saved' policies will be revised following agreement by Council to reflect the removal of certain unnecessary Local Plan policies, as required by the Secretary of State by September 2007.
- 7.3 Any 'saved' documents will remain of relevance in the decision making process until:
- They are replaced by LDDs or by the adopted East of England Plan in the case of Structure Plans;
 - They become redundant and are withdrawn by the Council.
- 7.4 The Council was asked to submit to the Secretary of State (before April 2007), Local Plan policies they wished to continue to 'save' before their replacement by LDF policies. The Secretary of State will inform the Council of their decisions by September 2007 from which point certain Local Plan policies may be discontinued.
- 7.5 The existing South Norfolk Local Plan Part 1 policies are listed in the following table, with an indication as to whether it is envisaged to remove, review and/or merge them into new spatial LDF policies. The table takes account of the submitted proposals by the Council to discontinue certain policies, though this is subject to change at the Secretary of State's discretion. The table also indicates when a policy either has an existing Supplementary Planning Guidance linked to it or if it is intended to have a Supplementary Planning Document linked to it.
- 7.6 Reviewing the Local Plan policies to be 'saved' provides the opportunity to dispense with a vast majority of the South Norfolk Local Plan Part 2 settlement-specific policies, which have been completed or superseded since the Local Plan's adoption in 2003. Those policies still uncompleted and relevant will be revised in accordance with the Core Strategy (or even deleted where projects have been completed or rendered irrelevant in the intervening period). Those likely to be reviewed again for possible inclusion in the LDF include:
- BAW1&2, BUR1&2, CHE1, COL1-4, COS1-3, DIS1-3,6,13&14, EAS1, HET3, LOD1&3, LON2-4, POR1-3, PUL1, HAR1,2,5&9, WYM1,3-5,10-14.
- 7.7 The Council will be conducting an ongoing and thorough review of all the policies in the existing Local Plan and with substantial stakeholder, partner and community involvement will develop a new suite of policies for the South Norfolk Local Development Framework. These will more than likely contain a number of new policies not currently included in the Local Plan.

Policy	Retain (Y/N)		Comment
	Y - as part of?	N - delete	
SP1	CS		>
SP2	CS		> Agreed to keep SPs although they will need to reflect strategic vision and objectives for SN
SP3	CS		> Also good opportunity to show clear links to Comm. Strat and link to other corporate initiatives.
SP4	CS		> Recognised that some wording, re-organising etc maybe necessary
SP5	CS		>
SP6	CS		>
SP7	CS		>
SP8	CS		>
SP9	CS		>
SP10	CS		>
ENV 1	CS		Revise to reflect/refer more specifically to Landscape Character - linked to new SPD
ENV 2	DC		Possible to merge NPA environmental assets? Include wooded areas currently in ENV 19
ENV 3	DC		
ENV 4		X	Revised ENV 1 can refer to character of and around Broads area
ENV 5	DC		
ENV 6	DC		
ENV 7	CS		
ENV 8	CS		
ENV 9	DC		Merge ENV 11,12,13,14, 15 & 21
ENV 10		X	LCA for RPA can include reference to historic hedgerow pattern
ENV 11		X	Covered by PPS9 (Biodiversity and Geological Conservation) with link to new SPD + existing SPG*
ENV 12		X	Covered by PPS9 (Biodiversity and Geological Conservation) with link to new SPD + existing SPG*
ENV 13	DC		Merge ENV 9, 11,12,14, 15 & 21 & refer to fact that covered by PPS, linked to new SPD + existing SPG
ENV 14	DC		Merge ENV 9, 11,12,13, 15 & 21 & refer to fact that covered by PPS, linked to new SPD + existing SPG
ENV 15	DC		Merge ENV 9, 11,12,13,14 & 21 & refer to fact that covered by PPS, linked to new SPD + existing SPG
ENV 16		X	
ENV 17		X	
ENV 18		X	Linked to existing SPG and covered more effectively by Local Plan policy IMP 2 (landscaping)*
ENV 19		X	Incorporate wooded areas into ENV2
ENV 20	DC		Merge with IMP 3 and LEI 8
ENV 21	DC		Merge ENV 11,12,13,14 & 15
ENV 22		X	
IMP 1	CS		Req for good design in CS & expanded upon in revised DC policy, linked SPD and existing SPG
IMP 2	CS		Req for landscaping should be in CS and expanded upon in revised DC policy
IMP 3	DC		Merge with ENV 20 and LEI 8
IMP 4		X	
IMP 5		X	
IMP 6		X	Incorporate first part of policy in revised IMP1 + mention parking impact
IMP 7		X	Merge with UTL 1, linked with new SPD
IMP 8	DC		
IMP 9	DC		
IMP 10	DC		Combine in policy setting out general DC considerations
IMP 11	DC		
IMP 12	DC		
IMP 13		X	Merge in with IMP 1
IMP 14		X	Merge in with IMP 1
IMP 15		X	Merge in with IMP 1
IMP 16	DC		
IMP 17		X	Merge with IMP 18
IMP 18	DC		
IMP 19	DC		Merge with IMP 20, 21, 22, 23 & 24 into as few policies as possible
IMP 20	DC		Merge with IMP 19, 21, 22, 23 & 24 into as few policies as possible
IMP 21	DC		Merge with IMP 19, 20, 22, 23 & 24 into as few policies as possible
IMP 22	DC		Merge with IMP 19, 20, 21, 23 & 24 into as few policies as possible
IMP 23	DC		Merge with IMP 19, 20, 21, 22 & 24 into as few policies as possible
IMP 24	DC		Merge with IMP 19, 20, 21, 22 & 24 into as few policies as possible
IMP 25	DC		Include light pollution in new policy
IMP 26		X	Include in new developer requirements policy
EMP 1	CS		
EMP 2		X	Covered by CS windfall policy
EMP 3		X	Merge with HOU 10 and TOU 7 to have single conversion policy
EMP 4	CS		As EMP 2 include within CS windfall policy
EMP 5	DC		
EMP 6		X	Include within general extension policy
EMP 7	DC		Expand to include all commercial uses, marketing requirements and to apply in Market Towns,
EMP 8	CS		Merge with CS windfall policy
SHO 1		X	This is covered by PPS6 (planning for Town Centres) and PPG13 (Transport)*
SHO 2	DC		Merge with SHO 1 and refer to fact that covered by PPS
SHO 3	SS		
SHO 4		X	Merge with SHO 5 & 6 and improve CBA, PSA, SSA and upper floor policies
SHO 5	DC		Merge with SHO 4 & 6 and improve CBA, PSA, SSA and upper floor policies
SHO 6		X	Merge with SHO 4 & 5 and improve CBA, PSA, SSA and upper floor policies
SHO 7		X	Merge upper floors with SHO 4 amenity issues covered by general DC considerations policy
SHO 8	DC		Better definition of 'local' shops needed
SHO 9		X	Include in SS if needed

Policy	Retain (Y/N)		Comment
	Y - as part of?	N - delete	
SHO 10		X	Covered by DC considerations
SHO 11		X	Refer to generally in residential amenity policy so that SPD can be prepared if more detail needed
TOU 1		X	This policy is a duplicate of Local Plan Strategic Principle SP8*
TOU 2	DC		Merge with TOU 2 and refer to fact that covered by PPS
TOU 3	DC		Merge with TOU 1 and refer to fact that covered by PPS
TOU 4		X	Merge with TOU 6 to have single policy for holiday accomodation outside development limits
TOU 5		X	Single conversion policy
TOU 6	DC		Merge with TOU 4 to have single policy for holiday accomodation outside development limits
TOU 7		X	Merge with EMP 3 and HOU 10 to have single conversion policy
TOU 8	DC		
TOU 9		X	
LEI 1	DC		
LEI 2	DC		
LEI 3		X	This is covered by the requirements of PPG17 (Sport and Recreation)*
LEI 4	DC		Merge with LEI 5 and refer to fact that covered by PPS
LEI 5	DC		Merge with LEI 4 and refer to fact that covered by PPS
LEI 6		X	
LEI 7	DC		Merge with new developer requirements policy, linked with new SPD
LEI 8	DC		Merge with ENV 20 and IMP 3
LEI 9		X	
LEI 10		X	
LEI 11		X	
LEI 12		X	
LEI 13	SS		
LEI 14		X	Merge with general windfall policy
HOU 1		X	
HOU 2	CS		
HOU 3	CS		
HOU 4	CS		
HOU 5	CS		
HOU 6	CS		
HOU 7	CS		
HOU 8	DC		Merge with HOU 2 and refer to fact that covered by PPS, linked to existing SPG and new SPD
HOU 9	DC		Merge with HOU 1 and refer to fact that covered by PPS
HOU 10	DC		Merge with single conversion policy
HOU 11	DC		Linked to new SPD and existing SPG
HOU 12	DC		Merge into developer requirements policy, linked to new SPD and existing SPG
HOU 13	DC		
HOU 14		X	Merge into general extensions policy
HOU 15		X	Superseded by Part M of the Building Regulations and requirements for Design and Access Statements *
HOU 16		X	
HOU 17		X	
HOU 18		X	
HOU 19		X	Merge into general extensions policy
HOU 20		X	
HOU 21		X	Ensure conversion policy makes reference to annexes
HOU 22		X	Have as supporting text
HOU 23	DC		
TRA 1	DC		Merge with TRA 3 & 4
TRA 2	SS		Merge with TRA 5, 6, 7, 8 & 9
TRA 3	DC		Merge with TRA 1 & 4
TRA 4	DC		Merge with TRA 1 & 3
TRA 5	SS		Merge with TRA 2, 6, 7, 8 & 9
TRA 6	SS		Merge with TRA 2, 5, 7, 8 & 9
TRA 7	SS		Merge with TRA 2, 5, 6, 8 & 9
TRA 8		X	This policy duplicates provision in the Council's Sustainable Community Strategy Programme of Action*
TRA 9	SS		Merge with TRA 2, 5, 6, 7 & 8 (Specifically Long Stratton Bypass Route)
TRA 10		X	Developments completed*
TRA 11		X	Developments completed*
TRA 12		X	Developments completed*
TRA 13	DC		
TRA 14		X	Developments completed*
TRA 15		X	Make reference to Service Stations and PFS in windfall policy
TRA 16		X	
TRA 17		X	Merge into developer requirements policy
TRA 18		X	Merge into developer requirements policy
TRA 19	DC		
UTL 1		X	Merge with IMP 7, linked to new SPD*
UTL 2		X	Merge with UTL 3 & 4*
UTL 3		X	Merge with UTL 2 & 4*
UTL 4		X	Merge with UTL 2 & 3*
UTL 5		X	Policy replicated by the remit of national PPS25 (Development and Flood Risk) *
UTL 6		X	Merge with UTL 7
UTL 7	DC		Merge with UTL 6
UTL 8		X	Merge into developer requirements policy
UTL 9		X	
UTL 10		X	Merge into developer requirements policy
UTL 11		X	*
UTL 12		X	
UTL 13	DC		Keep to specifics not already referred to in PPS, linked to new SPD
UTL 14	DC		Merge into developer requirements policy
UTL 15		X	

N.B. * in the table indicates Local Plan Part 1 policies that are proposed to be discontinued from September 2007, subject to Secretary of State approval.

Section 8 - Risk Assessment

8.1 For a Local Authority, risk is a threat that an event or action will adversely affect its ability to achieve its objectives and to execute its strategies effectively. Risk management is the process of identifying risks, evaluating their potential consequences and determining the most effective methods of controlling them and/or responding to them. It is important that an assessment of the risks that could potentially threaten the delivery of a particular project is undertaken and contingencies / strategies for dealing with such risks are incorporated into the project plan.

8.2 The risks identified below are categorised in order to establish severity of impact and the likelihood of occurrence

- 1 = Low impact (minor/unlikely)
- 2 = Medium impact (moderate/likely)
- 3 = High impact (significant/almost certain)

Impact x Likelihood = **RISK Score**, Highest score = Highest Priority.

8.3 **Lack of resources allocated to project** – The South Norfolk LDS will be accompanied by a detailed project plan. The project plan will identify the resources thought necessary to deliver the various LDF documents within the timetable. The Partnership Manager and the relevant officer team (see the Resources section above) will oversee documents that are being produced jointly between Authorities. Regular meetings will be held as part of all document production to discuss progress and identify potential delays.

Impact – 2
Likelihood – 1/2

Action required – If a shortfall of resources is identified and additional resources are not available to address it, then changes to the LDS may be necessary. The Annual Monitoring Report will examine progress against the LDS, analyse deviation from the timetable and propose measures or amendments where necessary.

8.4 **Slippage from LDS timetable due to external delays** – The revised planning system includes a number of new and relatively untested elements e.g. Sustainability Appraisal and new examination procedures. It is possible that a large number of planning authorities will be progressing new LDFs on similar timescales. This may put considerable demands on the resources of the Planning Inspectorate to accommodate the necessary examinations, which would clearly impact on the LDS timetable. There is also the possibility of external delays to key background documents produced by other bodies (including consultants) impacting upon delivery of the LDS. Strong project management at all levels of document production and commissioning of background studies has been identified as an essential part of the LDF process by all involved. Close liaison with PINS (the Planning Inspectorate) and consultants will seek to minimise any potential for slippage.

Impact – 2
Likelihood – 1/2

Action required – The Planning Inspectorate (PINS) are aware of the importance of ensuring sufficient resources are made available to meet demand. It is important that we continue to liaise closely with PINS to ensure that they are aware of our examination requirements and dates. PINS must also be informed about any potential changes to the LDS that the AMR may reveal. The Council and the partner authorities producing joint documents are acutely aware of the need for good project management and have a dedicated Partnership Manager as well as nominated Lead Officers for each sub-group/background study to ensure co-ordination and timely delivery. Such project management techniques will also be applied to external studies being produced for the Core Strategy.

8.5 **Slippage from LDS timetable due to internal delays** – The LDS timetable is challenging and has limited capacity to accommodate slippage. It is therefore important that target committee/cabinet/council dates are met. It is also important that accurate assumptions are made about the time needed to prepare and produce the various documents. Where

documents are being prepared jointly it is essential for a high degree of co-ordination between authorities in order to deliver the LDS.

Impact – 2
Likelihood – 1/2

Action required – It is important that the project plan clearly sets out target committees etc. for the various documents. It is vital that these dates are achieved and that the document(s) can progress without the need for referral back to a subsequent meeting. The appointment of a Partnership Manager will assist in this for the Joint Core Strategy work. Reports should be clear and refer to the timetabling arrangements so that Members are aware of the implications of significant amendments or delays. It is hoped that the involvement of Members via the Local Development Framework & Sustainable Community Strategy Steering Group will increase ownership and thus reduce the potential for late changes to documents.

- 8.6 **Slippage from LDS timetable due to large volume of public response** - One of the aims of LDF preparation is to ensure maximum public involvement, consultation and participation. A large volume of objections has the potential (as previous experience has shown) to dramatically slow down the preparation process. It is to be hoped that the techniques outlined in the Statement of Community Involvement will increase public knowledge and understanding of various proposals, thus (hopefully but not necessarily) reducing the prospect of a large number of objections.

Impact – 2
Likelihood – 1/2

Action required – Ensure sufficient resources are allocated to logging, categorising and dealing with a potentially large volume of responses before the event, e.g. databases set up and ready, clear chain of events set in place so that responses can be tracked and ownership and responsibility for analysing and replying to a response is allocated to a specific individual. The Council will also consider involving other sections and potentially external / temporary staff could be used to deal with particularly demanding periods of the LDS timetable where a number of consultations/examinations occur in a relatively short period of time.

- 8.7 **Changing circumstances warrant change to LDS work programme e.g. need to add or delete an LDD** – The emergence of a major, or hitherto unforeseen, issue could result in the need for changes to be made to an LDD already being progressed or for the creation of an entirely new one. It is hoped that the suite of LDDs to be prepared will cover all the issues affecting South Norfolk and interested parties will have ample opportunity early in the process to highlight any deficiencies they feel might exist. We have, however, already identified the possibility of needing either an Area Action Plan or a Supplementary Planning Document to deal with major growth in the District, but cannot identify the location until the Core Strategy has assessed options and determined where major growth will take place. Hence such a document cannot be formally included in the LDS at this stage. In this respect we are aware of that contingency in planning the programme of document preparation.

Impact – 1/2
Likelihood – 1

Action required – In order to avoid the need for additional LDDs it is important to publicise the LDS and the resultant LDDs as widely as possible. Good publicity and consultation will help to reduce the risk by ensuring we have covered all the issues that are important to the community and stakeholders. It is to be expected that some changes will occur to LDDs as part of their development; these changes should occur early in the process. Changes later in the process could impact upon the delivery of the LDS timetable and should only be considered if they are vital.

- 8.8 **Loss or change in personnel of Planning Policy Team or sub-group** – A change in personnel could result in a loss of expertise, increased workload for remaining members and potentially affect delivery milestones.

Impact – 1/2
Likelihood – 2

Action required – Ensure all team members are conversant with each other's workloads. Maintain up to date job descriptions so that replacements can be recruited with a minimum of delay and have procedures in place to bring in new group members and brief them as quickly as possible to avoid unnecessary delays.

- 8.9 **Poor level of public response at consultation stage** – Community involvement and participation are fundamental tenets in LDF production. It is important to achieve good involvement at all stages, by all groups. Increased participation should lead to increased understanding, ownership and transparency. A lack of participation could indicate 'consultation fatigue' or mean that the Statement of Community involvement is not achieving its aims.

Impact – 2
Likelihood – 1/2

Action required – Ensure that the measures set out in the Statement of Community Involvement are adhered to and that analysis is undertaken into the nature of the poor response i.e. is there one specific group or section of the community that is not taking part? Any findings from the analysis should inform the next round of consultation and be incorporated into future SCIs.

- 8.10 **Additional work/research required not previously identified in LDS** – The need to carry out additional work could, dependant on its size and complexity, impact upon the LDS timetable.

Impact – 1/2
Likelihood – 1

Action required – Ongoing information gathering and research are inherent within the new system. The Planning Policy Team is confident that all the major areas of research have been identified within the LDS. However, early consultation with statutory and non-statutory consultees will establish whether there are any deficiencies within the identified work programme and then decisions made about how best to address this with regard to the timetable.

- 8.11 **Risks associated with preparing Core Strategy and Site Specific Policies/Allocations DPDs in close proximity** – The phased production of documents (e.g. Core Strategy and Site Specific DPD) could potentially result in additional work, for example, having to appraise the full range of sites/options for all of the Core Strategy options, or abortive work if as a result of the Core Strategy examination certain Site Specific options are rendered redundant.

Impact – 1
Likelihood – 2

Action required – The Council is aware of, and has considered the potential drawbacks of phased production but considers that the possibility of undertaking additional or abortive work is an acceptable risk given the pressing need to ensure an up to date development strategy for the District. The Council believes sufficient time and safeguards has been incorporated into the LDS timetable to allow for any additional work which may arise such as sustainability appraisal of alternative sites.

- 8.12 **Delays arising due to problems with joint working arrangements** – A number of documents in the LDS are to be prepared jointly with other Norfolk authorities. In order to keep to the LDS timetable it is important that all authorities identify the appropriate Committee/Executive/Council meeting in order to meet the milestones identified in the LDS. Slippage on the part of one authority in approving or agreeing a document for consultation/submission could result in knock-on delays to the LDF as a whole.

Impact – 2
Likelihood – 1/2

Action required – Strong project management will be essential in order to co-ordinate the various processes necessary to progress joint production between the partner authorities. A dedicated Partnership Manager has been appointed and will, in conjunction with individual

planning teams and the director's group, maintain a clear focus on delivery. Regular meetings, thorough preparation and good communication are also essential to ensure that members of each authority remain aware of progress and of the importance of remaining on schedule to avoid any slippage to the joint working timetable.

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Appendix 1: Local Development Scheme Timetable

	2007												2008												2009												2010												2011												2012																																																																										
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M																																																																								
Statement of Community Involvement	[Red square]																																																																																																																																						
Core Strategy & Key Diagram DPD	[Purple 1X]												[Cyan 2]												[Green]												[Yellow]												[Orange]												[Red]																																																																										
Site Specific Policies DPD													[Cyan 1X]												[Cyan 2]												[Black]												[Green]												[Blue]												[Yellow]												[Orange]												[Red]																																						
Indicative Area Action Plan													[Grey 2]												[Black]												[Grey]												[Grey]												[Grey]												[Grey]												[Grey]																																																		
Gypsy & Traveller Allocations DPD	[Purple]												[Cyan 2]												[Green]												[Blue]												[Yellow]												[Yellow]												[Orange]												[Red]																																																		
Development Control Policies DPD																									[Cyan 1X]												[Cyan 2]												[Black]												[Green]												[Yellow]												[Yellow]												[Orange]												[Red]																										
South of Park Road Diss AAP													[Cyan 1X]												[Cyan 2]												[Black]												[Green]												[Blue]												[Yellow]												[Yellow]												[Orange]												[Red]																										
Norwich Research Park AAP													[Cyan 1X]												[Cyan 2]												[Black]												[Green]												[Blue]												[Yellow]												[Yellow]												[Orange]												[Red]																										
Supplementary Planning Documents	[Purple] Norwich Research Park SPD												[Red]																								[Cyan] SPD Group 1												[Purple]												[Blue]												[Red]												[Cyan] SPD Group 2												[Purple]												[Blue]												[Red]														
Proposals Map - updated for each adopted DPD	[Cyan]												[Cyan]												[Cyan]												[Cyan]												[Cyan]												[Cyan]												[Cyan]												[Cyan]												[Cyan]												[Cyan]																										

Legend

Issues and Options Stage

- [Purple] Prepare Issues and options document
- [Pink] Issues and options consultation

Submission, Examination and Adoption

- [Green] Submit to Secretary of State #
- [Blue] Consultation on alternative site responses (Reg. 32)
- [Yellow] Pre-Examination Meeting
- [Yellow] Public Examination #
- [Orange] Inspector's Report
- [Red] Adoption #

Supplementary Planning Documents

- [Blue] Consideration of comments & production of final document

Preferred Options Stage

- [Cyan] Prepare Preferred Options
- [Purple] Public consultation on preferred options #
- [Black] Production of Submission document

"#" PPS 12 Milestones

c Commencement

X Informal dialogue/consultation begins

1 - Sustainability Appraisal Scoping Report

2 - Sustainability Appraisal Report

[Grey] Document depends and follows on from options supported by Core Strategy

& Update Proposals Map

Jun 2007

Appendix 2: DPDs, LDS & SCI schedules

Development Plan Documents are subject to independent testing and have the weight of development plan status. Proposed DPDs for South Norfolk include:

- Joint Norwich Area Core Strategy (CS)
- Proposals Map, with Inset Maps, where necessary (PM)
- Site specific policies and allocations of land (SS)
- Development Control Policies (DC)
- Area Action Plans (AAPs)
- Gypsy and Traveller Allocations DPD (GT)

The South Norfolk Local Development Framework also includes:

- Local Development Scheme & Statement of Community Involvement

LDS	Local Development Scheme
Role and content	An important strategic document that allows the community & stakeholders to see what LDDs will be produced, for what areas/issues & what their status will be. Sets out the Authorities timetable for the production of LDDs.
Status	DPD
Position in chain of conformity	RSS – SNLDF – DPD – LDS
Geographic coverage	South Norfolk District & Greater Norwich Area for some joint documents
Commencement	June 2004
Preparation and stakeholder involvement	N/A
Formal participation on preferred options	N/A
Consideration of representations	N/A
Submission	March 2007 (revision)
Public consultation on submission & OAS	N/A
Pre-examination meeting	N/A
Pre-exam consideration of representations	N/A
Examination	N/A
Inspector's report	N/A
Adoption and publication	April 2007 (anticipated)
Lead department	Planning Policy
Management arrangements	Refer to project plan
Resources required	Planning Policy Team
Approach to stakeholder involvement	Link to existing projects, informal consultation to ensure all potential DPD and SPDs included
Monitoring and review mechanisms	Monitored on an annual basis

SCI	Statement of Community Involvement
Role and content	To set out how and when the community will be involved in the preparation, alteration and continuing review of all LDDs and how this will feed into the review. It will also set out the Council's policy when consulting on planning applications.
Status	DPD
Position in chain of conformity	RSS – SNLDF – DPD - SCI
Geographic coverage	South Norfolk District
Commencement	September 2004
Preparation and stakeholder involvement	September 2004 – March 2005
Formal participation on preferred options	April – June 2005
Consideration of representations	July 2005
Submission	March 2006
Public consultation on submission & OAS	March – April 2006
Pre-examination meeting	September 2006
Pre-exam consideration of representations	September 2006
Examination	October 2006
Inspector's report	November 2006
Adoption and publication	February 2007
Lead department	Planning Policy
Management arrangements	Refer to project plan
Resources required	Planning Policy Team
Approach to stakeholder involvement	Widespread participation and consultation as set out in SCI.
Monitoring and review mechanisms	The document will be monitored via the Annual Monitoring Review process.

DPD Title:	Joint Norwich Area Core Strategy
What is the purpose of the Document?	To provide the strategic vision, objectives and strategy for future development of the Norwich Area, to accommodate growth in accordance with the Regional Spatial Strategy and to coordinate policies between the three District authorities.
What geographical area will it cover?	The three Districts of Broadland, Norwich, South Norfolk
Will it be a Development Plan Document?	Yes
Will this document require a joint approach with other authorities?	Yes with Broadland, South Norfolk and Norwich City Council
To what will this document conform?	National policies and Regional Spatial Strategy
Which Part of the Replacement Local Plan will this replace?	Strategic Principles and certain key strategic policies
Milestones Commencement Prepare Issues/ Options + Consult Consultation on Preferred Options Production Submission Pre-Examination Meeting Examination Adoption	January 2007 January – December 2007 June - July 2008 August – December 2008 January 2009 May 2009 August – September 2009 April 2010
How will the document be reviewed?	The Councils will seek to coordinate their Annual Monitoring Reports to comment on any issues for the Core Strategy in a joint section of each document. This will indicate when any significant strategic issues trigger the need for a review.

DPD Title:	Site Specific Policies
Role and content	The document will allocate specific sites e.g. land use allocations, protective designations, constraints etc. that apply within the Plan area. Consultation will follow on from Core Strategy and be co-ordinated with Broadland and Norwich City Councils. It may include suitable insets at a larger scale.
Status	DPD
Position in chain of conformity	RSS – SNLDF – DPD – SCI – CS - SSP
Geographic coverage	South Norfolk District
Commencement	January 2008
Preparation and stakeholder involvement	January - December 2008
Formal participation on preferred options	June - July 2009
Consideration of representations	August 2009 - March 2010
Submission	April 2010
Public consultation on submission & OAS	April - August 2010
Pre-examination meeting	October 2010
Pre-exam consideration of representations	October 2010
Examination	December 2010 – January 2011
Inspector's report	July 2011
Adoption and publication	September 2011
Lead department	Planning Policy
Management arrangements	Refer to project plan
Resources required	Planning Policy Team, Development Control, Conservation
Approach to stakeholder involvement	Widespread participation and consultation as set out in SCI.
Monitoring and review mechanisms	The document will be monitored via the Annual Monitoring Review process and will be formally reviewed at least once every three years.

DPD Title:	Development Control Policies
Role and content	This document will set out development control criteria/policies for South Norfolk against which development proposals will be assessed, to ensure it accords with the overall vision & objectives. It will focus on topic related policies such as protecting residential amenity; protection of landscape & natural resources, addressing highway & transport issues, protecting vitality & viability and addressing visual impact etc.
Status	DPD
Position in chain of conformity	RSS – SNLDF – DPD –SCI – CS - DC
Geographic coverage	South Norfolk District
Commencement	November 2008
Preparation and stakeholder involvement	November 2008 – October 2009
Formal participation on preferred options	July - August 2010
Consideration of representations	September - December 2010
Submission	January 2011
Public consultation on submission & OAS	January – February 2011
Pre-examination meeting	May 2011
Pre-exam consideration of representations	May 2011
Examination	August 2011
Inspector's report	January 2012
Adoption and publication	March 2012
Lead department	Planning Policy
Management arrangements	Refer to project plan
Resources required	Planning Policy Team, Development Control, Conservation
Approach to stakeholder involvement	Widespread participation and consultation as set out in SCI.
Monitoring and review mechanisms	The document will be monitored via the Annual Monitoring Review process and will be formally reviewed at least once every three years.

DPD Title:	Indicative Area Action Plan
Role and content	To set out detailed policies and site specific proposals for major development in the area close to Norwich. This will be dependent on the outcome of the Core Strategy and so at the present is 'indicative' only, to be defined in the Core Strategy.
Status	DPD
Position in chain of conformity	RSS – SNLDF – DPD –SCI – CS – IAAP
Geographic coverage	TBC
Commencement [Indicative only]	January 2008
Preparation and stakeholder involvement	January - December 2008
Formal participation on preferred options	June - July 2009
Consideration of representations	August 2009 - March 2010
Submission	April 2010
Public consultation on submission & OAS	April - August 2010
Pre-examination meeting	October 2010
Pre-exam consideration of representations	October 2010
Examination	December 2010 – January 2011
Inspector's report	July 2011
Adoption and publication	September 2011
Lead department	Planning Policy
Management arrangements	Refer to project plan
Resources required	Planning Policy Team, Development Control, Conservation
Approach to stakeholder involvement	Widespread participation and consultation as set out in SCI.
Monitoring and review mechanisms	The document will be monitored via the Annual Monitoring Review process and will be formally reviewed at least once every three years.

DPD Title:	Area Action Plan: Area South of Park Road, Diss
Role and content	To establish a vision for, and to guide the future development of the area south of Park Road, Diss. It will build consensus on the best way to develop the site and will allocate a mix of uses. It will focus on implementation and tackling traffic issues, to revitalise the area whilst respecting and enhancing the areas existing environmental assets.
Status	DPD
Position in chain of conformity	RSS – SNLDF – DPD SCI - CS – AAP: SPRD
Geographic coverage	South Norfolk District
Commencement	January 2008
Preparation and stakeholder involvement	January - December 2008
Formal participation on preferred options	June - July 2009
Consideration of representations	August 2009 - March 2010
Submission	April 2010
Public consultation on submission & OAS	April - August 2010
Pre-examination meeting	October 2010
Pre-exam consideration of representations	October 2010
Examination	December 2010
Inspector's report	July 2011
Adoption and publication	September 2011
Lead department	Planning Policy
Management arrangements	Refer to project plan
Resources required	Planning Policy Team
Approach to stakeholder involvement	Widespread participation and consultation as set out in SCI. Potential for co-operative working with Diss Town Council and the Diss & District Development Partnership
Monitoring and review mechanisms	Monitored via the Annual Monitoring Review process and will be formally reviewed at least once every three years.

DPD Title:	Area Action Plan: Norwich Research Park
Role and content	To establish a vision for, and to guide the future development of the Norwich Research Park, including the Norfolk & Norwich University Hospital and the University of East Anglia. To be prepared jointly with Norwich City Council.
Status	DPD
Position in chain of conformity	RSS – SNLDF – DPD SCI – CS – AAP: NRP
Geographic coverage	South Norfolk District & Norwich City Council
Commencement	July 2008
Preparation and stakeholder involvement	July – December 2008
Formal participation on preferred options	June – July 2009
Consideration of representations	August 2009 - March 2010
Submission	April 2010
Public consultation on submission & OAS	April - August 2010
Pre-examination meeting	October 2010
Pre-exam consideration of representations	October 2010
Examination	December 2010
Inspector's report	July 2011
Adoption and publication	September 2011
Lead department	Planning Policy (South Norfolk + Norwich City)
Management arrangements	Refer to project plan (SN + NC)
Resources required	Planning Policy Team (SN + NC)
Approach to stakeholder involvement	Widespread participation and consultation as set out in SCI, joint working with Norwich City Council.
Monitoring and review mechanisms	Monitored via the Annual Monitoring Review process and will be formally reviewed at least once every three years.

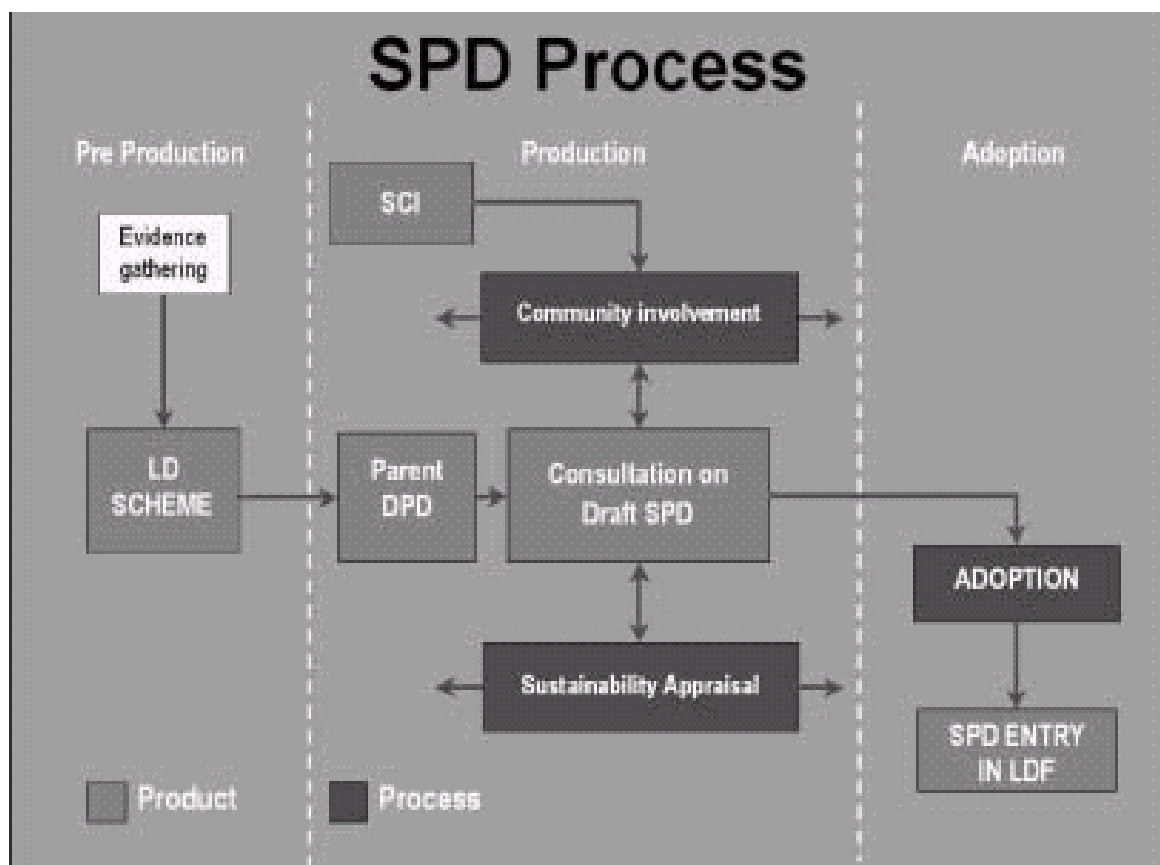
DPD Title:	Gypsy and Traveller Allocations DPD
Role and content	This document will be a site allocation DPD covering the whole of the District. It will identify sites for a variety of types of gypsy and traveller needs. It will have general outline criteria, and in light of a needs assessment show specific geographically defined sites. It is being prepared in advance of the Core Strategy given the urgent need to make provision. (See paragraph 43 of Circular 1/2006).
Status	DPD
Position in chain of conformity	RSS – SNLDF – DPD SCI - CS – G&T
Geographic coverage	South Norfolk District
Commencement	January 2007
Preparation and stakeholder involvement	January – June 2007
Formal participation on preferred options	October - November 2007
Consideration of representations	December 2007 – January 2008
Submission	February 2008
Public consultation on submission & OAS	February - May 2008
Pre-examination meeting	July 2008
Pre-exam consideration of representations	July 2008
Examination	September 2008
Inspector's report	December 2008
Adoption and publication	January 2009
Lead department	Planning Policy – Gypsy & Traveller Officer
Management arrangements	Refer to project plan
Resources required	Planning Policy Team
Approach to stakeholder involvement	Widespread participation and consultation as set out in SCI.
Monitoring and review mechanisms	Monitored via the Annual Monitoring Review process and will be formally reviewed at least once every three years.

Appendix 3: Supplementary Planning Document Schedules

SPDs are intended to elaborate upon the policy and proposals in DPDs but do not have development plan status. Their weight as a material consideration will reflect their status as part of the LDF. Types of SPDs could include design guides, site development briefs, issue- or thematic-based documents. Government guidance envisages that non-DPD's should perform the following functions.

- i. It must be consistent with national and regional planning policies as well as the policies set out in the development plan documents contained in the local development framework;*
- ii. It must be clearly cross-referenced to the relevant development plan document policy which it supplements (or, before a relevant development plan document has been adopted, a saved policy);*
- iii. It must be reviewed on a regular basis alongside reviews of the development plan document policies to which it relates; and,*
- iv. The process by which it has been prepared must be made clear and a statement of conformity with the statement of community involvement must be published with it.*

The process for preparing SPDs will be similar to that for DPDs, except that there is no requirement for an independent examination. There will be a three-stage process of preproduction, production (including a 4 to 6 week consultation period) and adoption following consideration of consultation responses as shown in the diagram below. SPDs can be produced expediently, potentially within 6-12 months. Community involvement as set out in the SCI, alongside the other requirements set out in PPS 12, will result in SPDs that are both credible and authoritative.



SPD Title:	Norwich Research Park SPD
Role and content	It will look at allocated land and establish vision for, and to guide future development of the NRP. May ultimately link into jointly prepared AAP to be prepared around 2006-7 to meet future development needs whilst ensuring that the areas environmental assets are protected and enhanced.
Status	SPD
Position in chain of conformity	RSS – SNLP (COL1-4) – NRP SPD
Geographic coverage	South Norfolk District
<u>Timetable</u>	
Commencement. Begin prep & involvement	November 2004 – April 2007
Consultation on draft SPD	May – June 2007
Consideration of responses	July - October 2007
Adoption and publication	November 2007
<u>Arrangements for production</u>	
Lead department	Planning Policy
Management arrangements	Refer to project plan
Resources required	Planning Policy Team, NRP vision group, Land Use Consultants
Approach to stakeholder involvement	Widespread participation and consultation as set out in SCI, link with NRP vision & development brief. Also potential for joint working with Norwich City.
Monitoring and review mechanisms	Monitored via the Annual Monitoring Review & will be formally reviewed at least once every three years.

GROUP 1

SPD: Title	Affordable Housing and Housing Mix SPD
Role and content	To provide further advice on the amount, tenure and type of affordable housing and the overall mix of housing the Council will seek in new residential developments.
Status	SPD
Position in chain of conformity	RSS – SNLDF – SPD –SCI – CS – AHHM SPD
Geographic coverage	South Norfolk District
<u>Timetable</u>	
Commencement. Begin prep & involvement	December 2009 – June 2010
Consultation on draft SPD	July - August 2010
Consideration of responses	September - December 2010
Adoption and publication	January 2011
<u>Arrangements for production</u>	
Lead department	Planning Policy
Management arrangements	Refer to project plan
Resources required	Planning Policy Staff, Strategic Housing Staff, Housing Needs Survey.
Approach to stakeholder involvement	Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

SPD: Title	Landscape Character Assessment & Wind Turbine Capacity SPD
Role and content	To identify those features or combination of elements that contribute to the character of the landscape, new development will be expected to demonstrate that is in keeping with, and respects its surrounding landscape character. Includes study of varying sensitivity of landscape types to accommodate large wind turbines.
Status Position in chain of conformity Geographic coverage	SPD RSS–SNLDF–SPD–SCI–CS- LCAWTC SPD South Norfolk District
Timetable Commencement. Begin prep & involvement Consultation on draft SPD Consideration of responses Adoption and publication	Group 1 December 2009 – June 2010 July - August 2010 September - December 2010 January 2011
Arrangements for production Lead department Management arrangements Resources required Approach to stakeholder involvement	Planning Policy Refer to project plan Planning Policy, LCA consultants study Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

SPD: Title	Biodiversity SPD
Role and content	To ensure that all development protects the existing biodiversity in South Norfolk and where possible, seeks to enhance and diversify this biodiversity. To include areas of opportunity for habitat enhancement/creation.
Status Position in chain of conformity Geographic coverage	SPD RSS – SNLDF – SPD – SCI – CS – BIOD SPD Part 1 will be Norfolk wide, Part 2 will be specific to South Norfolk District
Timetable Commencement. Begin prep & involvement Consultation on draft SPD Consideration of responses Adoption and publication	Group 1 December 2009 – June 2010 July - August 2010 September - December 2010 January 2011
Arrangements for production Lead department Management arrangements Resources required Approach to stakeholder involvement	Norfolk Biodiversity Partnership in conjunction with representatives from other Norfolk Planning Authorities including South Norfolk Planning Policy Refer to project plan Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

SPD: Title	Managed Release of Housing Sites SPD [This is an <i>Indicative</i> inclusion only, dependent on the Core Strategy identifying appropriate need and timescale]
Role and content	To set out the detailed proposals for the phasing of residential development including co-ordination with neighbouring local planning authorities in the Greater Norwich area to establish proper arrangements for the release of large land sites (as noted in para 61 of PPS3).
Status Position in chain of conformity Geographic coverage	SPD RSS – SNLDF – SPD – SCI – CS – MRHS SPD South Norfolk District
Timetable Commencement. Begin prep & involvement Consultation on draft SPD Consideration of responses Adoption and publication	Group 1 December 2009 – June 2010 July - August 2010 September - December 2010 January 2011
Arrangements for production Lead department Management arrangements Resources required Approach to stakeholder involvement	Planning Policy - Prepared in coordination with Broadland District Council and Norwich City Council, but to be adopted individually by South Norfolk Council in accordance with the Core Strategy DPD. Refer to project plan Planning Policy Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

GROUP 2

SPD: Title	Recreational Open Space Standards SPD
Role and content	To provide further detail on amount, type, design, layout etc. of open space and recreational land required by policy.
Status Position in chain of conformity Geographic coverage	SPD RSS – SNLDF – SPD – SCI – CS – ROSS SPD South Norfolk District
Timetable Commencement. Begin prep & involvement Consultation on draft SPD Consideration of responses Adoption and publication	Group 2 August 2010 – February 2011 March – April 2011 May - August 2011 September 2011
Arrangements for production Lead department Management arrangements Resources required Approach to stakeholder involvement	Planning Policy Refer to project plan Planning Policy Staff, Open Space Survey Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

SPD: Title	Norfolk Residential Estate Design Guide SPD
Role and content	To promote an integrated approach to design. It encourages early consideration of the local design context and promotes sensitive provision of facilities for cyclists, pedestrians and vehicular access within new residential development.
Status	SPD
Position in chain of conformity	RSS – SNLDF – SPD – SCI – CS – NREDG SPD
Geographic coverage	South Norfolk District
Timetable	Group 2
Commencement. Begin prep & involvement	August 2010 – February 2011
Consultation on draft SPD	March – April 2011
Consideration of responses	May - August 2011
Adoption and publication	September 2011
Arrangements for production	
Lead department	Norfolk County Council in conjunction with all Norfolk Planning Authorities including South Norfolk Planning Policy
Management arrangements	Refer to project plan
Resources required	Planning Policy, Design and Conservation, Norfolk County Council
Approach to stakeholder involvement	Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

SPD: Title	Parking Standards SPD
Role and content	To provide further detail on DPD policy requirements for parking standards to be applied to new developments.
Status	SPD
Position in chain of conformity	RSS – SNLDF – SPD – SCI – CS – PS SPD
Geographic coverage	The area of South Norfolk for which the District Council is the local planning authority, ie. it does not include the Broads Authority Executive Area.
Timetable	Group 2
Commencement. Begin prep & involvement	August 2010 – February 2011
Consultation on draft SPD	March – April 2011
Consideration of responses	May - August 2011
Adoption and publication	September 2011
Arrangements for production	
Lead department	Norfolk County Council, as highway authority, in conjunction with all Norfolk Planning Authorities, including South Norfolk Planning Policy, but adopted independently by South Norfolk Council.
Management arrangements	Refer to project plan
Resources required	Planning Policy, Norfolk County Council
Approach to stakeholder involvement	Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

SPD: Title	Development Concept Statements SPD
Role and content	To set out the broad form that particular developments are expected to take. Including key site features, design considerations, timing of particular elements, developer contributions and points of access etc.
Status	SPD
Position in chain of conformity	RSS – SNLDF – SPD – SCI – CS – SDB SPD
Geographic coverage	South Norfolk District
Timetable	Group 2
Commencement. Begin prep & involvement	August 2010 – February 2011
Consultation on draft SPD	March – April 2011
Consideration of responses	May - August 2011
Adoption and publication	September 2011
Arrangements for production	
Lead department	Planning Policy
Management arrangements	Refer to project plan
Resources required	
Approach to stakeholder involvement	Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

SPD: Title	Vision for Market Towns/Large Settlements SPD
Role and content	To establish a general vision and approach towards the amount, type and rate of growth of the market towns / larger settlements in the District.
Status	SPD
Position in chain of conformity	RSS – SNLDF – SPD – SCI – CS – VMTLS SPD
Geographic coverage	South Norfolk District
Timetable	Group 2
Commencement. Begin prep & involvement	August 2010 – February 2011
Consultation on draft SPD	March – April 2011
Consideration of responses	May - August 2011
Adoption and publication	September 2011
Arrangements for production	
Lead department	Planning Policy
Management arrangements	Refer to project plan
Resources required	Planning Policy, Legal Services, NCC
Approach to stakeholder involvement	Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

SPD: Title	Section 106 agreements and developer contributions SPD
Role and content	To provide further detail on the Council's standard approach to S.106 agreements and developer contributions e.g. education, libraries, community facilities. Sets out priorities, collection methods etc. <i>N.B. Affordable housing and open space are the subject of separate SPDs</i>
Status Position in chain of conformity Geographic coverage	SPD RSS – SNLDF – SPD – SCI – CS – S106ADC SPD South Norfolk District
Timetable Commencement. Begin prep & involvement Consultation on draft SPD Consideration of responses Adoption and publication	Group 2 August 2010 – February 2011 March - April 2011 May - August 2011 September 2011
Arrangements for production Lead department Management arrangements Resources required Approach to stakeholder involvement	Planning Policy Refer to project plan Planning Policy, Legal Services, NCC Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

SPD: Title	Affordable Housing Provision SPD
Role and content	To set out how affordable housing should be provided for in residential developments – This could be a joint document prepared in conjunction with Broadland District Council and Norwich City Council.
Status Position in chain of conformity Geographic coverage	SPD RSS – SNLDF – SPD – SCI – CS – AHP SPD South Norfolk District.
Timetable Commencement. Begin prep & involvement Consultation on draft SPD Consideration of responses Adoption and publication	The need for this document may arise from the policies coming forward in the Core Strategy and may be prepared in conjunction with other authorities. It would be adopted independently for South Norfolk.
Arrangements for production Lead department Management arrangements Resources required Approach to stakeholder involvement	Planning Policy, possibly Broadland District Council Refer to project plan – likely to also include Housing Planning Policy, Housing services Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

SPD: Title	South Norfolk Design Guide SPD
Role and content	To encourage high quality building design throughout the district. Covering topics such as <ul style="list-style-type: none"> • Sustainable design, construction & technologies • Alterations and Extensions to Houses • Building Materials and Details • Listed Buildings - Alterations and Extensions • Individual Dwellings and Small Groups • Conservation Areas and Design of New Buildings • Site Appraisals and Design Statements • Conversion of Rural Buildings to Residential Use • Industrial and Agricultural Buildings • Landscaping Guidance for Developers • Conservation Area Character Appraisals • Recycling & Waste considerations • All inclusive access requirements
Status Position in chain of conformity Geographic coverage	SPD RSS – SNLDF – SPD – SCI – CS – SNDG SPD South Norfolk District
Timetable Commencement. Begin prep & involvement Consultation on draft SPD Consideration of responses Adoption and publication	Group 2 August 2010 – February 2011 March - April 2011 May - August 2011 September 2011
Arrangements for production Lead department Management arrangements Resources required Approach to stakeholder involvement	Planning Policy Refer to project plan Planning Policy, Conservation Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

SPD: Title	East Norwich Regeneration Sites Brief SPD
Role and content	To provide a planning strategy for development of allocated sites around the lower reaches of the River Wensum and to provide a basis to bring them forward.
Status Position in chain of conformity Geographic coverage	SPD RSS – SNLDF – SPD – SCI – CS – ENRSB SPD The area of the former Power Station site and the Deal Ground in the east in Norwich City and the Broads Authority areas, but also part of South Norfolk District.
Timetable Commencement. Begin prep & involvement Consultation on draft SPD Consideration of responses Adoption and publication	Programme to be determined when constraints and viability issue can be overcome. <i>NB work with EEDA ongoing to address site constraints identified through Masterplan (draft Jan 2007)</i>
Arrangements for production Lead department Management arrangements Resources required Approach to stakeholder involvement	Norwich City Council in conjunction with the Broads Authority and South Norfolk Council Planning Policy Refer to project plan Planning Policy, Norwich City Council, Broads Authority Refer to SCI
Monitoring and review mechanisms	Via the Annual Monitoring Review process. Will be formally reviewed at least once every four years or sooner if monitoring indicates a need.

Appendix 4: Glossary

Annual Monitoring Reports (AMRs) – Authorities will produce AMRs setting out the progress in terms of producing LDDs and in implementing policies.

Area Action Plans (AAPs) – used to provide the planning framework for areas where significant change or conservation is needed. A key feature of area action plans will be the focus on implementation.

Core Strategy (CSs) – Sets out the vision, spatial strategy and core policies for the spatial development of the LPA area.

Development Plan – The DPDs prepared by District and County Councils that together with the relevant Regional Spatial Strategy (RSS) form the statutory Development Plan.

Development Plan Documents (DPDs) – Subject to independent testing and have the weight of development plan status. Includes:

- Area Action Plans (AAPs)
- Core Strategy (CSs)
- Proposals Map (with Inset Maps, where necessary)
- Site specific allocations of land

Local Development Documents (LDDs) – Two types:

- Development Plan Documents (DPDs)
- Supplementary Planning Documents (SPDs)

Local Development Framework (LDF) – The name given to the portfolio of Local Development Documents (LDDs), also includes:

- Statement of Community Involvement (SCI)
- Local Development Scheme (LDS)

Local Development Scheme (LDS) – Sets out details of each of the LDDs to be produced and the timescales and arrangements for production.

PINS – Planning Inspectorate

Proposals Map (with Inset Maps, where necessary) – illustrates all the policies and proposals contained in development plan documents

Regional Spatial Strategy (RSS) – Replaces old Regional Planning Guidance and sets a regional framework that addresses the ‘spatial’ implications of broad issues like healthcare, education, crime, housing, investment, transport, the economy and environment (may include sub-regional level policy).

Statement of Community Involvement (SCI) – Specification of how it is intended to involve stakeholders and communities in the process of producing LDDs. SCI is subject to independent testing but is not a DPD.

Strategic Environmental Assessment (SEA) – An assessment of the environmental effects of a draft plan or programme, which is open to public consultation.

Supplementary Planning Documents (SPDs) – Not subject to independent testing and do not have development plan status. However, they should be subject to rigorous procedures of community involvement.

Sustainability Appraisal (SA) – All policies and proposals in DPDs will be subject to Sustainability Appraisal and Strategic Environmental Assessment (SEA) to ensure they reflect sustainable development principles.

Appendix 5 – Schedule of Documents to be Prepared

Document title (Date of commencement)	Status i.e. DPD, SPD	Role and content	Geographical coverage	Chain of conformity	Dates for developme nt of and consultation on options	Date for public participation on preferred options (DPD), draft (SPD) and sustainability appraisal report	Date for submission to Secretary of State	Proposed date for adoption
Statement of Community Involvement (September 2004)	N/a	Sets out how and when the community can expect to be involved in planning issues.	South Norfolk District	N/a	September 2004 – March 2005	April – June 2005	March 2006	February 2007
Joint Core Strategy (January 2007)	DPD	Provides the strategic vision and objectives for the future development of the area.	South Norfolk, Broadland and Norwich City Council	National Policy & Regional Spatial Strategy (RSS)	January 2007 – May 2008	June – July 2008	January 2009	April 2010
Site Specific Policies (January 2008)	DPD	Sets out allocations and other site specific policies	South Norfolk District	National Policy, RSS & CS	January 2008 – May 2009	June – July 2009	April 2010	September 2011
Development Control Policies (November 2008)	DPD	Sets out criteria / policies against which development proposals will be assessed, to ensure they accord with the overall vision & objectives.	South Norfolk District	National Policy, RSS & Core Strategy (CS)	November 2008 – June 2010	July – August 2010	January 2011	March 2012
Indicative Area Action Plan (January 2008) <i>NB This is indicative only and will be defined in the Core Strategy</i>	DPD	To set out detailed policies & site specific proposals for major development site(s) in the area close to Norwich.	TBA	National Policy, RSS & CS	January 2008 – May 2009	June – July 2009	April 2010	September 2011
Area Action Plan: Norwich Research Park (July 2008)	DPD	To guide future development of the NRP, inc. the Norfolk & Norwich University Hospital & the University of East Anglia	NRP, Norfolk & Norwich University Hospital and University of East Anglia. Includes areas within Norwich City	National Policy, RSS & CS	July 2008 – May 2009	June – July 2009	April 2010	September 2011
Area Action Plan: Area South of Park Road, Diss (January 2008)	DPD	Will allocate a mix of uses. It will focus on implementation and tackling traffic issues, revitalise the area & respect & enhance environmental assets	The area south of Park Road, Diss and its environs in South Norfolk District	National Policy, RSS & CS	January 2008 – May 2009	June – July 2009	April 2010	September 2011
Gypsy & Traveller Allocations DPD (January 2007)	DPD	It will identify sites for a variety of types of gypsy and traveller needs	South Norfolk District	National Policy, RSS & CS	January – September 2007	October - November 2007	February 2008	January 2009

Document title (Date of commencement)	Status i.e. DPD, SPD	Role and content	Geographical coverage	Chain of conformity	Dates for development of and consultation on options	Date for public participation on preferred options (DPD), draft (SPD) and sustainability appraisal report	Date for submission to Secretary of State	Proposed date for adoption
Norwich Research Park SPD (November 2004)	SPD	It will develop the vision for allocated land and guide future development of the NRP.	The Norwich Research Park allocations in the South Norfolk Local Plan	National Policy, Norfolk Structure & South Norfolk Local Plan	N/a	November 2004 – June 2007	N/a	November 2007
Affordable Housing and Housing Mix SPD (December 2009)	SPD	Further advice on the amount, tenure, type of affordable housing and overall mix of housing sought from new developments	South Norfolk District	National Policy, RSS & CS	N/a	July – August 2010	N/a	January 2011
Landscape Character and Wind Turbine Sensitivity SPD (December 2009)	SPD	Identifies landscape character of district & its varying sensitivity to accommodate wind turbines	South Norfolk District	National Policy, RSS & CS	N/a	July – August 2010	N/a	January 2011
Recreational Open Space Standards SPD (August 2010)	SPD	Advice on amount, type, design, layout etc of open space and recreational land required.	South Norfolk District	National Policy, RSS & CS & Development Control Policies (DC)	N/a	March – April 2011	N/a	September 2011
Biodiversity SPD (December 2009)	SPD	Seeks to enhance & increase biodiversity in developments and throughout District.	Norfolk County with South Norfolk section	National Policy, RSS & CS & DC	N/a	July – August 2010	N/a	January 2011
Norfolk Residential Estate Design Guide SPD (August 2010)	SPD	Integrated approach to design inc. provision for cyclists, pedestrians & vehicular access.	Norfolk County	National Policy, RSS & CS & DC	N/a	March – April 2011	N/a	September 2011
Parking Standards SPD (August 2010)	SPD	Guidance on application of Parking Standards and further advice. on such issues.	South Norfolk District	National Policy, RSS & CS & DC	N/a	March – April 2011	N/a	September 2011
Site Development Briefs SPD (August 2010)	SPD	Further advice on broad form developments expected to take. Inc. key site features, design etc.	Site specific allocations of land	National Policy, RSS & CS & DC	N/a	March – April 2011	N/a	September 2011
Vision for Market Towns SPD (August 2010)	SPD	Vision & approach towards the amount, type & rate of growth of the market towns / larger settlements	The main market towns and larger settlements within South Norfolk	National Policy, RSS & CS & DC	N/a	March – April 2011	N/a	September 2011

Document title (Date of commencement)	Status i.e. DPD, SPD	Role and content	Geographical coverage	Chain of conformity	Dates for development of and consultation on options	Date for public participation on preferred options (DPD), draft (SPD) and sustainability appraisal report	Date for submission to Secretary of State	Proposed date for adoption
S106s & Developer Contributions SPD (August 2010)	SPD	Details of priorities, collection methods for S106s	South Norfolk District	National Policy, RSS & CS & DC	N/a	March – April 2011	N/a	September 2011
South Norfolk Design Guide SPD (August 2010)	SPD	To give further advice on, and to encourage high quality building design throughout the district.	South Norfolk District	National Policy, RSS & CS & DC	N/a	March – April 2011	N/a	September 2011
Affordable Housing Provision SPD (Timescale dependent on Core Strategy)	SPD	To set out how affordable housing should be provided for in residential developments	South Norfolk District	National Policy, RSS & CS & DC	N/a	TBA	N/a	TBA
Managed Release of Housing Sites SPD (December 2009)	SPD	To set out the detailed proposals for the phasing of residential development in the Greater Norwich area to establish proper arrangements for the release of large land sites.	South Norfolk District	National Policy, RSS & CS & DC	N/a	July – August 2010	N/a	January 2011
East Norwich regeneration Sites Brief SPD (Programme to be determined when constraints and viability issue can be overcome)	SPD	To provide a planning strategy for development of allocated sites around the lower reaches of the River Wensum and to provide a basis to bring them forward.	The area of the former Power Station site and the Deal Ground in the east in Norwich City and the Broads Authority areas, but also part of South Norfolk District	National Policy, RSS & CS & DC	N/a	TBA	N/a	TBA