

BROADLAND DISTRICT COUNCIL LOCAL DEVELOPMENT FRAMEWORK



Local Development Scheme 2010



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1 Introduction

Background

1.1 Under the Planning and Compulsory Purchase Act, 2004 the development plan will constitute of 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 2007 to include:

- A revised timetable for the production of Development Plan Documents,
- Amendments published in the Town and Country Planning (Local Development) (Amendment) Regulations 2008 and 2009 to the 2004 Regulations, and
- Update to Planning Policy Statement 12: Creating Strong Safe and Prosperous Communities through Local Spatial Planning (2008) and now covers the period 2009-2013 and as a result of the Annual Monitoring Report 08-09.

Amendments to the Regulations 2008 and 2009 - Changes to the LDS

1.2 The main changes arising from the 2008 and 2009 amendments to the Regulations in relation to the LDS are:

- Early Engagement in the development of Development Plan Documents
- Supplementary Planning Documents (SPDs) and Statement of Community Involvement (SCI) no longer need to be included in LDS
- Supplementary Planning Documents (SPDs) - depending on the nature of proposal may or may not require a Sustainability Appraisal Report (SA)

New Milestones - LDS

1.3 As described after paragraph 4.55 of PPS12, the local development scheme should set out the following key milestones for producing a development plan document:

- Consulting statutory bodies on the scope of the Sustainability Appraisal,
- Publication of the development plan document,
- Submission of the DPD,
- Adoption of DPD,

Early Engagement

1.4 Councils are required to seek early input from key delivery stakeholders to ensure that any required evidence gathering can fit into the overall production timetable, by the time the council has started work on the core strategy, it should have already considered other higher tier policy and engaged the local strategic partnership.

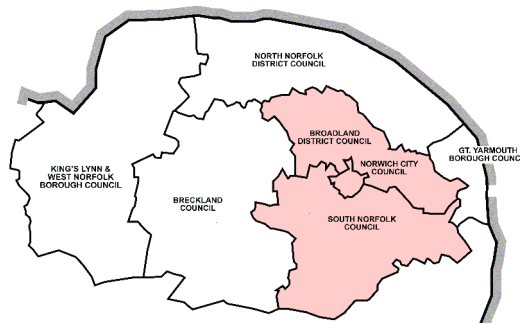
Risk Assessment

- 1.5** The Planning Advisory Service (PAS) calls for the consideration of risk management to be included as part the preparation of the LDS when managing timescales by identifying areas of risk and uncertainty then considering appropriate contingencies.

East of England Plan

- 1.6** At strategic level the East of England Plan (EEP) for the East of England adopted in May 2008 by the East of England Regional Assembly (EERA) forms part of the development plan for each authority. Therefore, all of the local development plan documents (LDDs) have to conform in general terms to the East of England Plan (EEP).
- 1.7** The East of England Plan Policy NR1 - Norwich Key Centre for Development and Change - calling for the need to provide 30,000 net additional dwellings in the Norwich Policy Area (NPA) in the period 2001-2021. In addition, the plan states "The preparation of Local Development Documents will require co-ordination between Norwich, South Norfolk and Broadland" (para.13.69) . In order to achieve such coordination the three authorities have been preparing the (Joint) Core Strategy and have been coordinating their work on other relevant Local Development Documents. This revised (LDS) reflects the agreed changes to the timetable and objectives of these joint arrangements – and hence elements of the (LDS) are common to the three authorities.

Greater Norwich Development Partnership



2 Norwich Growth Point

- 2.1** As a Growth Point the Greater Norwich Development Partnership (GNDP) will aim to deliver at least 36,740 new homes and about 27,000 new jobs between 2008 and 2026. To do this it must deliver essential physical, environmental, social and economic infrastructure to support large-scale regeneration, and to create further high quality streets and spaces in the city centre. In supporting Norwich as a Growth Point, the Government has entered into a long-term partnership with the authorities at Greater Norwich, recognising the commitment to growth, subject to the statutory regional and local planning process.
- 2.2** The Greater Norwich Development Partnership (GNDP) brings together Broadland District Council, Norwich City Council, South Norfolk District Council and Norfolk County Council with the support of the Broads Authority and the East of England Development Agency and Government Office for East of England . The partnership will plan and co-ordinate the ambitious regional targets for Greater Norwich. Proposals to deliver those targets will be subject to comprehensive testing and public consultation through the local planning process to ensure that individual proposals are sustainable, acceptable environmentally and realistic in terms of infrastructure. For more information please see www.gndp.org.uk

3 Future Growth for Broadland

Rackheath Eco-community

- 3.1** The proposed Eco-Community at Rackheath will form part of the the growth in the area to the north-east of Norwich. The Eco-community is being promoted by a Norwich-based development company, Building Partnerships, together with the national house-builder, Barratt Homes.
- 3.2** Consultation with the public on the proposals is being run by a company called Meeting Place Communications. Building Partnerships is working with CRED (Carbon Reduction Programme), which is associated with the University of East Anglia, to advise on issues of renewable energy, sustainable construction and waste management.
- 3.3** The Developers of Rackheath Proposal want to:
- Create a sense of place (i.e. Unique in character of the community)
 - Maintain the heritage of the area (i.e. Local history, landmarks)
 - Develop ecological corridors (i.e areas that are important for wildlife)
 - Enable community power generation
 - Build approximately 4,000 new homes to high specification
 - Forge links between existing and new communities
 - Incorporate public green space (e.g. Public parks, woodland, etc)
- 3.4** Taken from [Rackheath Eco-Community](#)
- 3.5** The promoters are currently consulting the public and developing their proposals. Their aim is to make a planning application to Broadland District Council during winter 2010/11. Subject to planning approval, construction could begin in 2011.

4 Local Development Framework (LDF)

Transitional Arrangements

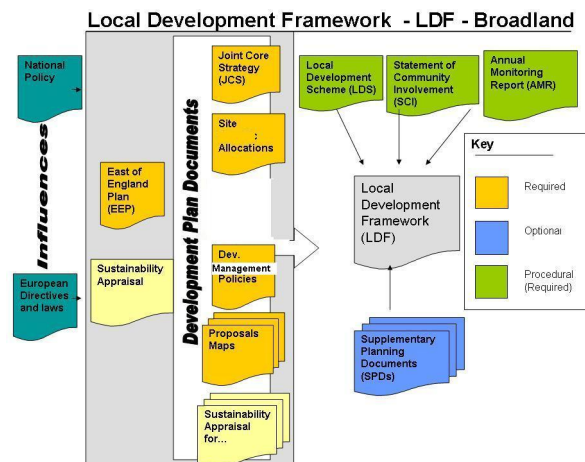
4.1 The **Broadland District Local Plan (Replacement)** (May 2006) is the current development guide for the district. With the exception of the following Policies: ENV4, ENV15, ENV19, ENV21 and CS10 which expired on May 2009 Planning Policies in the current Local Plan Replacement have been saved under transitional arrangements as outlined in the Secretary of State's Direction. The policies in the 'saved' plans will be progressively replaced by the relevant Development Plan Documents produced under the Local Development Framework (LDF).

Local Development Framework

4.2 The Broadland Local Plan is scheduled to be replaced by the Local Development Framework (LDF) under the Planning and Compulsory Purchase Act (2004) which sets out the requirements for the revised planning system. Local Planning Authorities, such as Broadland District Council, must produce a "**Local Development Framework**" (LDF) of policy guidance and other documents that will be used to guide development within the authority's area. This framework is used in the determination of applications for planning permission, and also has a wider role in providing strategic guidance on spatial issues which can be of use to service and infrastructure providers. This can be seen as a hierarchy of inter-relating documents shown below which set out planning policies and supporting guidance.

4.3 The two types main types of documents known as **Local Development Documents (LDDs)** include: **Development Plan Documents (DPDs)** which are required and **Supplementary Planning Documents (SPDs)** which are optional. The Joint Core Strategy is schedule to be adopted in January 2011, Site Allocations (DPD) in Autumn 2012 and Development Management (DPD) in Spring 2013. In addition, other documents which form part of the LDF include: **Statement of Community Involvement (SCI)** setting out the consultation basis for local development documents and major planning applications (Adopted April 2006), An **Annual Monitoring Report (AMR)** produced annually to measure the effectiveness of the development plan policies, and a **Local Development Scheme (LDS)** a project plan which will set out the document production timetable. These documents are available on the Council's website on www.broadland.gov.uk

Picture LDF Diagram



4.4 Development Plan Documents (DPDs), will be the most important documents as they will form part of the statutory Development Plan. (nb. the “development plan” consists of the East of England Plan (EEP) prepared by the East of England Regional Assembly (EERA) and locally prepared Development Plan Documents. The DPDs must be in general conformity with the EEP. As such these will be subject to public consultation and an independent examination by a Planning Inspector. The **report of the Planning Inspector** will be binding, and the authority must accept the Inspector’s findings if the document is to be adopted. When the document is adopted it will be part of the Development Plan. DPD policy (ies) must be subject to rigorous community involvement. They will therefore carry considerable weight in the determining of planning applications. Under section 38(6) of the Act, “If regard is to be had to the development plan for the purpose of any determination to be made under the Planning Acts the determination must be made in accordance with the plan unless material considerations indicate otherwise”.

The following DPDs will form the Local Development Framework for Broadland:

Development Plan Documents (DPDs)

4.5 Core Strategy (Joint) DPD - The Core Strategy is a joint document, being prepared by the three districts: Broadland, Norwich and South Norfolk as part of their Local Development Framework. It provides a long term vision, objectives and spatial strategy for future development which will reflect upon: national policy, the East of England Plan (EEP), the community strategies in the area and have regard to various background documents. The JCS sets out the long-term vision and objectives for the area, including strategic policies for steering and shaping development. It identifies broad locations for new housing and employment growth and changes to transport infrastructure and other supporting community facilities, as well as defining areas where development should be limited. It helps to coordinate and deliver other services and related strategies.

4.6 Site Allocations DPD – The Site Allocations is being prepared by each district in a coordinated approach alongside the Joint Core Strategy, set one step behind. It will identify or “allocate” areas of land for specific types of development, such as

housing, employment, community facilities etc. It will also include the definition of development boundaries or settlement limits for those places where some further growth may take place, etc. in accordance with the Core Strategy DPD.

- 4.7 Development Management Policies DPD** – will be prepared by each district in a coordinated approach in accordance with the Joint Core Strategy. At this point the Core Strategy will have reached the Submission stage which will be used to inform the scope for the Development Management Policies document.
- 4.8 Proposals Map** – The Site Allocation and possibly the Core Strategy will each require an updated Proposals Map to be published to show their proposals in spatial form. This document will not form a separate document but will be part of the LDF. It is intended that this document will be updated to show the new policies and maintained by the Council.

Supplementary Planning Documents (SPDs)

- 4.9** The other Local Development Documents within the framework are supporting documents that are **Supplementary Planning Documents** to the Development Plan known as (**SPDs**). These are not part of the Development Plan and, therefore, do not have the status of Development Plan Documents and cannot be used to allocate land, but are intended to supplement the policies and proposals contained in the Development Plan Documents. Nevertheless, as part of the Local Development Framework they have statutory status and are material considerations in the determination of applications for planning permission. The Supplementary Planning Documents have greater weight than Supplementary Planning Guidance (SPG) as they are subject to rigorous public consultation and involvement, in accordance with the **Statement of Community Involvement (SCI)**, and in conformity with a development plan policy. However, these plans do not undergo an independent examination by a Planning Inspector. Following the Amendments to the Regulations (2009) Local Planning Authorities no longer have to specify SPDs and statements of community involvement (SCI) in a LDS.
- 4.10 (Potential) The Old Catton, Sprowston, Rackheath, Thorpe St. Andrew Growth Triangle Area Action Plan DPD** – The Previous LDS mentioned the document noted above, However, following a Cabinet decision on 22 December, 2009 the DPD will now be replaced by an SPD which will be a **Supplementary Planning Document** to the Joint Core Strategy setting out detailed guidance for major development growth located to the north-east of Norwich. The SPD will also include a timetable for development in the area and seeks to help agencies, service providers and land owners work together. The boundaries of this growth area will be within or close to the parishes of Sprowston, Rackheath, Thorpe St Andrew, Great and Little Plumstead, Postwick, Old Catton, Beeston St. Andrew, Spixworth and Salhouse defined in the Joint Core Strategy. The scale of this development will be in the region of 7,000 homes to be built by 2026, progressing to 10,000 thereafter. It also includes an Eco-Community at Rackheath following from PPS: Eco-towns a Supplement to PPS1. Most importantly the SPD is likely to offer the potential for some real improvement to the rate at which a planning framework can be developed. This is a strategy that has been pursued by other planning authorities in England.

Other documents that must be prepared as part of the Local Development Framework are:

- 4.11 Local Development Scheme (LDS)** – this document sets out the programme for document preparation of the remainder of the Local Development Framework (2010-2013). Part of the district is within the Broads Authority Executive Area, for which the Broads Authority is the local planning authority. The Broads Authority is the responsible for producing a Development Scheme for its area.
- 4.12 Annual Monitoring Report (AMR)** – will include a summary of progress on the targets set out in the Local Development Framework, which will initially be based on the Local Plan (Replacement) as well as monitoring the progress and milestones of other plans identified in the LDS. It will reflect data monitored in new the monitoring system (CPD - Creative Database Projects) up to the end of the financial year in addition to information required by the Local Development Framework Core Output Indicators. While the Council will monitor most of its policies in the Local Plan, Minerals and Waste information will continue to be a responsibility of Norfolk County Council.
- 4.13 Statement of Community Involvement(SCI)** – this sets out the Council's approach to involving the community in the preparation of all local development documents and also major planning applications. Adopted in April 2006.
- 4.14 Sustainability Appraisal (SA)** is a systematic process undertaken during the preparation of a plan or strategy, as required by the Planning and Compulsory Purchase Act 2004 (S19(5)). There is also a requirement for Development Plan Documents to undergo a Strategic Environmental Assessment, (known as SEA) under European Directive 2001/42/EC (transposed into UK legislation by the Environmental Assessment of Plans and Programmes Regulations 2004). It is intended that the Sustainability Appraisal incorporates the SEA in accordance with the Act and Regulations. This means that in addition to environmental issues, on which an SEA focuses, social and economic matters will also be addressed as part of the overall assessment of sustainability, within a single joint appraisal.
- 4.15 Sustainability Appraisal Report for Joint Core Strategy-** Following the consultation on Scoping Report in July 2008 consultation on the Draft Sustainability Appraisal Report took place during March - June 2009 . The final SA report accompanies the pre-submission version of the joint core strategy at publication stage November 2009 under regulation 27 before it is submitted it to the Secretary of State expected to take place in March 2010.
- 4.16 Sustainability Appraisal Scoping Report for Site Allocations DPD -** has been prepared for the Site Allocation and (potential) Area Action Plan DPDs based on the SA Scoping Report for JCS. Consultation on this document took place in April 2009. However, since the Area Action Plan will now be treated as Supplementary Planning Document a separate Sustainability Appraisal Scoping Report is currently underway . It is envisaged that the Sustainability Appraisal Report for the Site Allocations will produced and consulted on later on in the year.

4.17 The Local Development Documents (LDD's) will establish the Authority's spatial planning policies. 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. The Evidence Base for the Greater Norwich Development Partnership consists of the following Background Documents:

Housing

- Strategic Housing Land Availability Assessment (SHLAA) - (Nathaniel Lichfield & Partners, 2009)
- Greater Norwich Housing Market Assessment - (Greater Norwich Housing Partnership, 2007)
- Greater Norwich Sub-Region Evidence Base for a Housing Market Assessment: A Study of Housing Need and Stock Condition (Greater Norwich Housing Partnership, 2006) (to be updated 2011)

Jobs and the economy

- An Economic Assessment of Greater Norwich: A companion document to the Greater Norwich Economic Strategy 2009-2014 - (GNDP, 2009)
- Feasibility Study for a Conference Centre and Concert Hall for the Greater Norwich Area - (Tourism UK, 2008)
- Greater Norwich Employment Growth and Employment Sites and Premises Study - (ARUP, 2008)
- Norwich Sub-Region Retail and Town Centres Study - (GVA Grimley, 2007)
- Ideopolis: Knowledge City Regions (The Work Foundation, 2006)
- Ideopolis: Knowledge City Regions: Enabling Norwich in the Knowledge Economy - (The Work Foundation, 2006)

Transport

- Norwich Area Transportation Strategy Implementation Plan: Strategic Modelling of Joint Core Strategy - (Mott Macdonald, 2009)
- A47 Southern Bypass Junctions Capacity Assessment Report - (Mott Macdonald, 2008)
- Greater Norwich Joint Core Strategy Public Transport Requirements of Growth and technical note – appraisal of the emerging option (2008) - (Mott Macdonald, 2008)
- Supporting documents

Environment

- Appropriate Assessment of the Joint Core Strategy for Broadland, Norwich and South Norfolk: Task 1 (Mott Macdonald, 2008), Task 2 (Mott Macdonald, 2009)
- Greater Norwich Development Partnership Green Infrastructure Delivery Plan - (GNDP, 2009)
- Historic Characterisation and Sensitivity Assessment - (Norfolk County Council, 2009)

- Greater Norwich Integrated Water Cycle Study – Stages 1 (2007), Stage 2a (2008) and Stage 2b (2009): Stage 1 (Scott Wilson, 2007), Stage 2a (Scott Wilson, 2008) , Stage 2b (Scott Wilson, 2010)
- Sustainable Energy Study for the Joint Core Strategy for Broadland, Norwich and South Norfolk - (ESD, 2009)
- Greater Norwich Development Partnership Green Infrastructure Study - (Chris Blandford Associates, 2008)
- Strategic Flood Risk Assessment - (Millard Consulting, 2007)
- Sustainability Appraisal Scoping Report - (Scott Wilson, 2007)
- Pre-submission JCS Sustainability Appraisal Report - (Scott Wilson, 2009)

Infrastructure

- Greater Norwich Infrastructure Needs and Funding Study - (EDAW/AECOM, 2009)
- Norwich Growth Area Infrastructure Needs and Funding Study - (EDAW, 2007)

Broadland

- PPG17 Open Spaces Indoor Sports And Community Recreation Assessment - Strategic Leisure Ltd(2007)
- Local Development Scheme (2007)
- Broadland Ecological Networks Mapping Report , R Land Norfolk Wildlife Trust on behalf of Econet Topic Group, January (2007)
- Blue Boar Lane Development Brief (2006)
- Landscape Character Assessment Review (2008) Chris Blandford Associates
- Landscape Character Assessment (1999) Chris Blandford Associates
- Annual Monitoring Report (2007-08), (2008-09)

4.18 In addition to these documents, regard will be made to the **Community Plan** adopted by the Broadland Community Partnership in 2008, and various other strategies adopted by the District Council including the **Economic Strategy and Cultural Services Strategy 2006-2011**. It will also take into account strategies published by partner organisations such as the Local Transport Plan and Employment Study (2005).

4.19 All of these documents will contribute to the evidence base for the Core Strategy. 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.

6 Profiles

Overview

6.1 This section contains a “profile” of each document to be produced describing the content, explaining how each document conforms with higher order documents, the geographical area it covers, whether it will be a joint document and who will be involved, the set timetable for the production of each document, the section which will lead and how each document will be reviewed.

Development Plan Documents (DPDs)

1. Core Strategy (joint)
2. Site Allocations
3. Development Management Policies

Joint Core Strategy DPD

DOCUMENT DETAILS	
What is the Purpose of the Document?	To provide the vision, objectives and strategy for the spatial development of the area, to accommodate the growth allocated through the EEP and to enhance the effective functioning of the whole urban area.
What geographical area does the document cover?	The Greater Norwich area consisting of the whole of Norwich City Council, South Norfolk and Broadland District Councils, (except excluding those areas that are part of the Broads Authority Executive Area.)
What is its status?	Development Plan Document. All other Local Development Documents will be in conformity with this.
Will the document require a joint approach with other authorities? If so, with whom?	Yes, Norwich City Council, South Norfolk and Broadland District Council and Norfolk County Council.
What documents must it conform to?	General conformity with Regional Spatial Strategy and national Planning Policy Statements and regard to the four Community Plans which cover the Greater Norwich area.
TIMETABLE (indicative)	
Commencement	July 2008
Publication of Submission	November 2009
Submission to Secretary of State	March 2010
Adoption	December 2010 - January 2011
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Who will lead the process?	The Greater Norwich Development Partnership -

How will stakeholders and the community be involved?	The Councils will seek to involve stakeholders and the local communities across the area as set out in the adopted SCI's for the three Districts. They will seek generally, where the three SCI's contain different methods of consultation, to use those which will achieve maximum involvement of the community, wherever possible.
How will the document be reviewed?	The document will be monitored and reviewed as part of the Annual Monitoring Report process, with a joint section of this report being prepared by the Partnership each year.

Site Allocations DPD

DOCUMENT DETAILS

What is the Purpose of the Document?	To set out policies that apply to particular defined areas of land, the definition of areas for development. The areas to which the policies apply will be shown on the Proposals Map.
What geographical area does the document cover?	The area of Broadland district for which the District Council is the local planning authority, i.e. it does not include the Broads Authority Executive Area.
What is its status?	Development Plan Document.
Will the document require a joint approach with other authorities? If so, with whom?	Possibly some joint working or coordinated approach with Norwich City Council and South Norfolk District Council in assessing needs and opportunities. However, it will be a Broadland District Council Document.
What documents must it conform to?	To conform with Core Strategy. General conformity with East of England Plan and National Planning Policy Statements.

TIMETABLE (indicative)

Commencement	August 2009
Publication of Submission	May 2011
Submission to Secretary of State	November 2011
Adoption	November 2012
	The Council recognises that this timetable carries a degree of risk if the production of the Core Strategy DPD is delayed for any reason

ARRANGEMENTS FOR PRODUCTION AND REVIEW

Which department will lead the process?	Policy Unit
What are the management arrangements?	See section 6

What are the resource requirements?	See Section 6
How will stakeholders and the community be involved?	As set out in SCI
How will the document be reviewed?	The document will be monitored and reviewed as part of the Annual Monitoring Report process.

Development Management Policies DPD

What is the purpose of the Document?	To provide clear primary policies for each topic that affects development management decisions, including specific environmental designations and constraints and is not covered by the national or regional policy framework or the Core Strategy.
What geographical area will it cover?	The area of Broadland district for which the District Council is the local planning authority, i.e. it does not include the Broads Authority Executive Area.
Will it be a Development Plan Document?	Development Plan Document
Will this document require a joint approach with other authorities?	No.
To what will this document conform?	National policies, East of England Plan and Core Strategy.

TIMETABLE (Indicative)

Commencement	May 2010
Publication of Submission Document	November 2011
Submission to Secretary of State	May 2012
Adoption	May 2013

ARRANGEMENTS FOR PRODUCTION AND REVIEW

Which department will lead the process?	Policy Unit
What are the management arrangements?	See section 6
What are the resource requirements?	See section 6
How will stakeholders and the community be involved?	As set out in SCI
How will the document be reviewed?	The document will be monitored and reviewed as part of the Annual Monitoring Report process.

7 Resources and Management Arrangements

Greater Norwich Development Partnership

7.1 The arrangements for preparing the Joint Core Strategy for the Greater Norwich area require a strong framework of co-operative working between the three authorities. To that end, the Greater Norwich Development Partnership (GNDP) which was set up in October 2006 to coordinate work on the New Growth Point for Norwich, will take responsibility for co-ordinating the preparation of the Core Strategy between the three Districts. This consists of a Policy Group (members appointed by the three authorities plus Norfolk Country Council and the Broads Authority) and a Directors' Group (again the senior management staff from the three authorities plus Norfolk County Council and the Broads Authority). These bodies will be responsible for the high level management

Partnership Manager

7.2 This arrangement has been strengthened by the appointment of a full time Partnership Manager and a Project Manager on a part time basis to coordinate actions for the Greater Norwich Development Partnership. In addition, the JCS joint working planning team meets on a regular day to day basis, involving a staff member from each authority.

Working Groups

7.3 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 i.e. Economic Development Officer group, Project Lead Team, Housing Officer Group, Green Infrastructure, Water Study, Design Group etc.

Broadland District Council Policy Section

7.4 The District Local Development Documents will continue to be prepared by the staff of the District Council, although there may be coordination required through the above arrangements, in order to ensure that they fit together with the Core Strategy to create the coordinated framework of policy for the whole area under the Core Strategy.

7.5 For Broadland District Council's own documents, The majority of the work will be undertaken by staff in the Councils Policy Unit. This includes a team with primary responsibility for land use and spatial matters, as set out below:

Table Policy Staff and Time Allocated

Staff Level	% of time allocated
*Head of Policy	5% FTE

Staff Level	% of time allocated
*Spatial Planning Manager	35% FTE
*Senior Policy / Planning Officers	215% FTE
*Policy Officer	85% FTE
*Community Development and Liaison Officer	50% FTE
*Technician /Admin Assistant	75% FTE

Broadland District Council Resources

- 7.6** It is expected that this team will undertake the preparation of the documents set out in this LDS, except where additional resources are specifically indicated for particular documents.
- 7.7** Officer level management at a day to day level will be exercised by the Head of Policy or Spatial & Community Planning Manager, depending on the issue involved, and at a strategic level by the Strategic Director & Chief Planner, who is a member of the Councils Strategic Management Team.
- 7.8** The Council will carry forward the budget traditionally allocated to the preparation of local plans augmented as the opportunity and need arise by a portion of any external funding such as Housing and Planning Delivery Grant.
- 7.9** This may enable the use of consultants to undertake some of the work, for example in continuing to gather information for the evidence base which will be the foundation of the LDF. Opportunities to cooperate with other authorities in the gathering of information, for example in monitoring, assessment of housing markets and need, and sustainability assessment will be taken.

Approvals by Council

- 7.10** Planning Policy matters are subject to approval by the full Council at the final stages though intermediate stages may be agreed by Cabinet. The political direction is provided by the Planning Policy and Conservation Portfolio Holder, who is a member of the Cabinet, and major decisions involving the creation of policy are considered first by the Council's Overview and Scrutiny Committee or a cross party group before being considered by Cabinet, generally held each month.

Risks & Contingencies

- 7.11** The Planning Advisory Service (PAS) advocates for the inclusion of Risk Management as part of the Local Development Scheme assumptions as an element of project planning involves managing timescales by identifying areas of risk and uncertainty, then considering appropriate contingencies / strategies for dealing with such risks are incorporated into the project plan.

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

Table Level of Risk/Impact

- 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.

7.13 Lack of resources allocated to project – The Broadland District Council 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 – 2

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

7.15 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 of all levels of document production /commissioning of background studies has been identified as an essential part of the LDF process by all involved. Close liaison with PINS and consultants will seek to minimise any potential for slippage.

Impact – 2
Likelihood –1

7.16 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 liase 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.

7.17 Slippage from LDS timetable due to internal delays – The Revised LDS timetable reflects the challenges of producing the Joint Core Strategy. It is therefore important that targets i.e. 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 – 2

7.18 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. Reports should be clear and refer to the timetabling arrangements so that members are aware of the implications of significant amendments /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.

7.19 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

7.20 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 to deal with particularly demanding periods of the LDS timetable where a number of consultations/examinations occur in a relatively short period of time

7.21 Changing circumstances warrant change to LDS work programme e.g. need to add/delete 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 Broadland, interested parties will have ample opportunity to highlight any deficiencies they feel exist early in the process.

Impact – 1

Likelihood – 1

7.22 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.

7.23 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 – 2

Likelihood – 1

7.24 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.

7.25 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

7.26 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 are not taking part? Any findings from the analysis should inform the next round of consultation and be incorporated into future SCIs.

7.27 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

Likelihood – 1

7.28 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.

7.29 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 e.g. 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

7.30 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 e.g. sustainability appraisal of alternative sites, which may arise.

7.31 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 / Cabinet /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 – 2

7.32 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.

8 Monitoring and Review

Monitoring

- 8.1** This section describes how monitoring and review of the Local Development Framework will be undertaken and when the LDS may be reviewed, if necessary.
- 8.2** It is intended that monitoring should be on a common basis across the area – indeed across the whole County. A monitoring system was commissioned by Broadland District Council (CDP – Creative Database Projects) in 2006 to assist with an efficient data gathering and reporting database.
- 8.3** 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.
- 8.4** The Annual Monitoring Report 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;
 - 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.
- 8.5** At this stage it is envisaged that each authority will produce its own Annual Monitoring Report. It may be that in the future some elements could be shared as a joint report on performance across the Greater Norwich area.
- 8.6** 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 some specific assistance. The LDS will in particular 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 it identifies as needing review.

9 Glossary

Glossary of Terms

Abbreviation/ Document	Explanation
AMR	Annual Monitoring Report: part of the local development framework. Local authorities are required to produce an AMR each December with a base date of the previous financial year monitoring the progress of the implementation of the local development scheme and the extent to which policies in local development framework are being implemented.
AAP	Area Action Plan: a planning framework for area of major change or conservation similar to masterplan.
CS or (JCS)	Core Strategy/ (Joint): sets out the long term spatial vision for the area. A development plan document, and one with which all other development plan documents must conform.
Development Plan Document (DPD)	Development Plan Documents contained within the local development framework and the Regional Spatial Strategy. According the Section 38 (6) of the Planning and Compulsory Purchase Act 2004, planning applications should be determined in accordance with the development plan unless material considerations indicate otherwise. In order to acquire this status they will be subject to independent scrutiny through a public examination. Certain documents within the local development framework must be DPDs, for example Core Strategy, Site Specific Allocations of land and Area Action Plans where produced. There must also be an adopted Proposals Map which will be varied as successive DPDs are adopted.
Development Management Policies DPD	This DPD will include a suite of criteria based policies to ensure all development within the district meets the spatial vision and objectives set out in the Core Strategy.
EEP	East of England Plan - adopted by the East of England Regional Assembly - part of the Development Plan
LDD	Local Development Document: the collective term for development plan documents, supplementary planning documents and statement of community involvement.
LDF	Local Development Framework: the portfolio of local development documents consisting of DPDs, SPDs, SCI, LDS and AMR.
LDS	Local Development Scheme: the programme for the preparation of local development documents. Under the terms

	of the Planning and Compulsory Purchase Act 2004, the Council is required to submit a LDS to the Secretary of State. It is linked to Planning Delivery Grant.
LTP	Local Transport Plan: five year strategy prepared by local transport authorities (in Norfolk the County Council) for the development of local integrated transport and a supporting programme of transport improvements. One of its functions is as a bid for government funding for transport matters.
Proposals Map	the adopted proposals map illustrates all the proposals contained in development plan documents and any saved policies. It will need to be revised as each new development plan document, which has a spatial content, is adopted. As development plan documents are submitted, they will include within them a submissions proposals map showing the changes which would be required upon adoption of the document.
RPB	Regional Planning Body
Saved Plans or Policies	Under transitional arrangements as the new style planning system is introduced, the current adopted local plan is automatically saved and retains development plan status for a period of 3 years or until superseded by development plan documents.
Site Allocations DPD	Allocations of sites for specific or mixed uses for development, i.e. Housing, Employment, Open Space, Mix uses, etc. Document to follow from Joint Core Strategy (JCS)
SCI	Statement of Community Involvement: sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions. SCI is not a DPD, but is subject to independent examination.
SA	Sustainability Appraisal: appraises policies to ensure they reflect sustainable development objectives (social, environmental and economic factors). Required by the Act to be undertaken for all local development documents.
SEA	Strategic Environmental Assessment: the term used to describe environmental assessment applied to policies, plans and programmes. In compliance with European SEA directive, a formal environmental assessment of land use planning proposals and plans is required. In practise SA and SEA are often combined.
SPD	Supplementary Planning Documents: provide supplementary information elaborating on policies in DPDs. Forming part of

the Local Development Framework (LDF) not subject to independent examination and do not form part of the development plan. No longer require Sustainability Appraisal.

