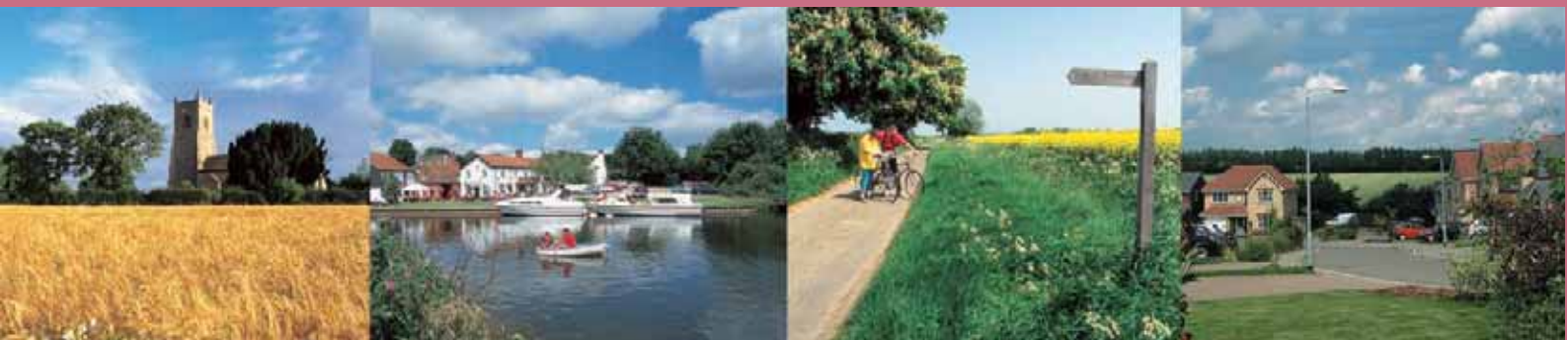


BROADLAND DISTRICT COUNCIL LOCAL DEVELOPMENT FRAMEWORK



Local Development Scheme 2007



Contents

1 Introduction	1
Background	1
2 Greater Norwich Partnership - Schedule of Proposed Documents	2
Draft RSS Proposed Modifications	2
Norwich Growth Point	2
Schedule of Proposed Documents	2
Local Development Framework (LDF)	3
Development Plan Document (DPDs)	4
Supplementary Planning Documents (SPDs)	5
Other Policy Documents	7
Sustainability Appraisal SA/SEA	8
LDS Milestones	8
Transitional Arrangements	9
Evidence Base - Background Documentation	9
3 Overall Programme	11
Proposed Timetable 2007-2012	11
4 Profiles	13
Overview	13
Joint Core Strategy DPD	14
Site Specific Allocations DPD	15
(Indicative) Area Action Plan DPD	17
Development Control Policies DPD	18
Proposals Map DPD	19
Blue Boar Lane Site Brief SPD	20
Parking Standards SPD	21

Contents

Recreational Open Space Provision SPD	22
Affordable Housing Provision SPD	23
Airport SPD	24
Development Concept Statements SPD	25
[Indicative] Managed Release Housing SPD	26
Broadland Design Guide SPD	27
Biodiversity SPD	29
5 Resources and Management Arrangements	31
Greater Norwich Development Partnership	31
Working Groups	31
Partnership Manager	31
Broadland District Council Policy Section	31
Previous LDS 2005	32
Approvals by Council	33
Risks & Contingencies	33
6 Monitoring and Review	38
Monitoring	38
7 Replacing Supplementary Planning Guidance	39
Replacing Supplementary Planning Guidance	39
8 Glossary	42
Figures	
Figure 1 - Broadland's Local Development Framework	3
Tables	
Table 1 - Local Development Scheme For Broadland 2007-2012 Programme	11
Table 2 - Key	12
Table 3 - Core Strategy (Joint) Profile	14

Contents

Table 4 - Site Specific Allocations - Profile	15
Table 5 - Area Action Plan (Indicative) - Profile	17
Table 6 - Development Control DPD - Profile	18
Table 7 - Blue Boar Lane Site Brief SPD - Profile	20
Table 8 - Parking Standards SPD - Profile	21
Table 9 - Recreational Open Space Provision SPD - Profile	22
Table 10 - Affordable Housing Provision SPD - Profile	23
Table 11 - Airport [joint] SPD - Profile	24
Table 12 - Development Concept Statements SPD- Profile	25
Table 13 - [Indicative] Managed Release SPD - Profile	26
Table 14 - Broadland Design Guide SPD - Profile	27
Table 15 - Biodiversity SPD - Profile	29
Table 16 - Policy Staff and Time Allocated	32
Table 17 - Level of Risk/Impact	33
Table 18 - Replacement of Supplementary Planning Guidance	40
Table 19 - Saved Plans and their Replacement	41
Table 20 - Glossary of Terms	42

Maps

Map 1 - Greater Norwich Area	1
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Background

- 1.1** Under the Planning and Compulsory Purchase Act, 2004 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 2005 and now covers the period 2007-2012.
- 1.2** At strategic level the draft Regional Spatial Strategy (RSS) for the East of England was published in draft in December 2004 by the East of England Regional Assembly (EERA) and has been subject to an Examination in Public (EIP). The Secretary of State published her modifications, following the Examination by the end of 2006. These are subject to further comments by 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 authority. All of the local development plan documents (LDDs) 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 LDD's are raised.
- 1.3** The Draft RSS, in justification of its revised policy for the Norwich 'Key Centre for Development and Change' (policy NR1) states (para 13.80) that "The preparation of local development documents will require coordination between Norwich, South Norfolk and Broadland. 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.

Map 1 Greater Norwich Area



Greater Norwich Partnership - Schedule of Proposed Documents

Draft RSS Proposed Modifications

- 2.1** In the light, of the recent proposed changes by the Secretary of State to the draft Regional Spatial Strategy (RSS) in late December identifying Norwich as key centre for Development and change covering Norwich, Broadland and South Norfolk, whilst calling for Broadland, Norwich and South Norfolk to undertake the preparation of a joint or co-ordinated core strategy, this document aims to programme the management of documents being coordinated and produced jointly to achieve the level of growth required by the Draft RSS. The Secretary of State response is based upon the recommendations of the Panel, who had conducted an examination in public into the draft RSS in June of last year.

Norwich Growth Point

- 2.2** As a New Growth Point the Greater Norwich Partnership will aim to build around 16,500 homes at Norwich by 2016 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 New Growth Point, the Government is entering 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.
- 2.3** The Greater Norwich Development Partnership brings together Norwich City Council, Broadland District Council, South Norfolk District Council and Norfolk County Council with the support of the Broads Authority and the East of England Development Agency. 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

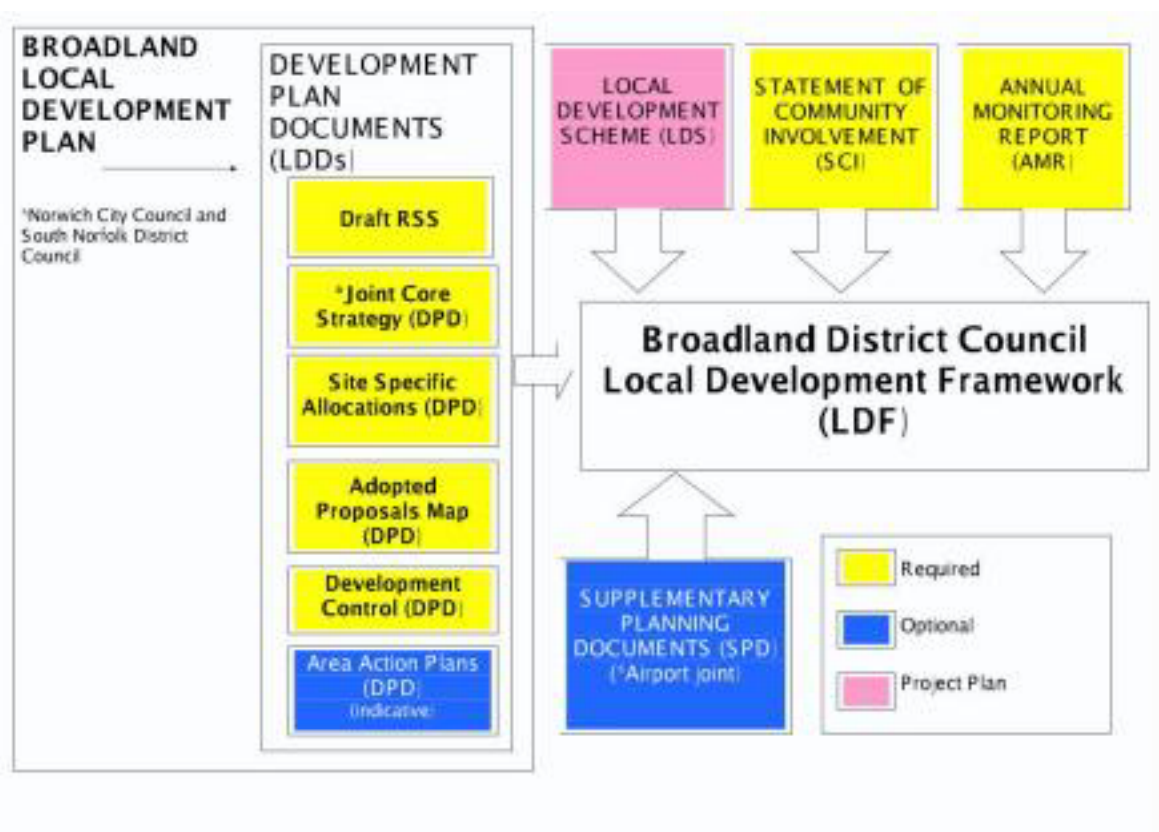
Schedule of Proposed Documents

- 2.4** This section explains the Local Development Framework for Broadland and as well as the Local Development Documents that are to be produced as part of the framework, showing the role of each document and its relationship to other higher order documents. Section 3 'Overall Programme' includes a proposed Timetable to which the documents will be produced accordingly and each stage according to the Planning regulations. Section 4 'Profiles' contains a table for each document, outlines the geographic area it covers, whether the document is being produced as a joint document and if so which other authorities are involved, how the document will be reviewed, and who will lead the process.

Local Development Framework (LDF)

2.5 The Planning and Compulsory Purchase Act (2004) 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 Figure 1 ‘Broadland’s Local Development Framework’ which set out planning policies and supporting guidance. The two types main types of documents known as of **Local Development Documents (LDDs)** include: **Development Plan Documents (DPDs)** which are required and **Supplementary Planning Documents (SPDs)** which are optional. In addition to: a **Statement of Community Involvement (SCI)** setting out the consultation basis for local development documents and major planning applications (Adopted April 2006) , An **Annual Monitor 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).

Figure 1 Broadland’s Local Development Framework



Greater Norwich Partnership - Schedule of Proposed Documents

2.6 Broadland District Local Plan (Replacement) (Adopted in May 2006) under the new legislation the plan became a 'Saved Plan' therefore its policies will therefore continue to be accepted under the new system for at least three years from adoption and will continue to provide the starting point for other policy development. The Council will be reviewing which policies relate to the government's criteria and identify the ones that need to be 'saved' following the governments recent published guidance on saving policies from the Local Plan in order to guide development until the **Core Strategy** is adopted.

Development Plan Document (DPDs)

2.7 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 **Regional Spatial Strategy [RSS]** which is prepared by the East of England Regional Assembly (EERA) and locally prepared DPDs. The DPDs must be in general conformity with the RSS. 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:

2.8 Core Strategy (Joint) DPD - The Core Strategy will be a joint document , to provide a long term vision, objectives and spatial strategy for development of Norwich as a key centre. It will reflect upon: national policy, the Draft RSS, the community strategies in the area and have regard to various background documents. The objectives for the development and improvement of the physical, social and economic environment; The spatial strategy and core policies for delivering these objectives; Integrating Growth Point delivery mechanisms, project and monitoring into the plan as appropriate An implementation framework with clear objectives for achieving delivery

2.9 Site Specific Allocations DPD – will be prepared by each district in a coordinated approach alongside the Joint Core Strategy, set one step behind. It will set out site allocations, village settlement limits, etc. in accordance with the core strategy DPD.

2.10 [Indicative] Area Action Plan DPD – Depending on the progression of the Joint Core Strategy and its contents such a document may be prepared in coordination with the three Authorities , set one step behind to the Core Strategy. Before

Greater Norwich Partnership - Schedule of Proposed Documents

commencing on this document the Core Strategy will have reached commencement of the Preferred Options stage and at this point it will aim to identify and plan for a major area of change and new developments to meet the requirements of the regional spatial strategy and the core strategy DPD.

- 2.11 Development Control 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 Preferred Options stage which will be used to inform the scope for the Development Control Policies document.
- 2.12 Proposals Map DPD** – The Site Allocation Plan and Area Action Plan DPDs (indicative) , 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)

- 2.13** 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. In some cases where there are clear cross border issues such as in the case of the Norwich Airport, a joint SPD approach between Broadland and Norwich City Council will be required to plan for the development spatially. 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**, and **Sustainability Appraisal** and in conformity with a development plan policy. However, these plans do not undergo an independent examination by a Planning Inspector.

The proposed SPDs for Broadland are as follows:

- 2.14 Blue Boar Lane Site Brief SPD** - A site development brief to set out details of the development allocated at Blue Boar Lane, Sprowston, including the strategic reserve in accordance with the Broadland District Local Plan Replacement

Greater Norwich Partnership - Schedule of Proposed Documents

- 2.15 Parking Standards SPD** – set out the detailed requirements in respect of parking provision on new developments in accordance with the saved Broadland District Local Plan Replacement. Once the Joint Core Strategy is developed these standards will need to be reconsidered and updated to correspond to the relevant policy in the Development Control policies DPD.
- 2.16 Recreational Open Space Provision SPD** – sets out detailed requirements for the provision and maintenance of open space on new developments where required in accordance with the saved Broadland District Local Plan (Replacement). Once the Joint Core Strategy is developed this documents will need to be updated to correspond to the parent policy in the Development Control policies DPD.
- 2.17 Affordable Housing Provision SPD** – sets out the detailed mechanism for securing a proportion of affordable housing on suitable sites and dealing with “exceptions” sites in accordance with the saved Broadland District Local Plan (Replacement). Once the Joint Core Strategy is developed this document will need to be updated to correspond to the parent policy in the Core Strategy.
- 2.18 Airport Development Brief SPD (joint)** – in a joint approach with Norwich City Council this document will identify any need for additional operational development or airport related development required in connection with Norwich International Airport, taking into account an airport master plan. It will also address surface access as outlined in the RSS and land for any other development which requires a location near the airport in accordance with the regional spatial strategy, core strategy DPD and Site Specific Allocations DPD.
- 2.19 Development Concept Statements SPD** – Prepared in a coordinated approach after the corresponding stages of the Site Allocation Plan, which will be used to inform the scope for a brief statement setting out the key expectations of the development on major allocated sites
- 2.20 Bio-diversity SPD** - this SPD is aimed at developers, as a practical tool to raise the standards of new development by not only encouraging companies and policy to protect what is already there, but also look for ways of enhancing bio-diversity on the site. Amongst other things the guidance will contain biodiversity principles, Information about what to expect from an ecological survey
- 2.21 Managed Release of Housing SPD [Indicative]**– Only if necessary 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 ensure that there are arrangements for the release of land (as noted in para 61 of PPS3). This will be prepared in coordination with South Norfolk District Council, and Norwich City Council, but will be formally adopted by Broadland District Council, and will be in accordance with the Core Strategy DPD.

Greater Norwich Partnership - Schedule of Proposed Documents

2.22 Design Guide SPD - to replace and update existing guidance setting out the guidelines and standards for the design of development and in accordance with Core Strategy.

Parish Plans

2.23 Parish Plan can add a greater level of detail than development plans may be able to include. The planning benefits and opportunities of Parish Plans for both local planning authorities and parish councils have been detailed in 'Parish Plans and the planning system' published by the Countryside Agency (March 2003). However, that publication predated the full details of the new LDF system being known.

2.24 According to the Guidance by the Department of Communities and Local Government in preparing Local Development Frameworks It is unlikely that the spatial planning components of Parish Plans can be adopted by local planning authorities as supplementary planning documents since the former may not have been subject to the degree of public involvement required for a SPD and is unlikely to have been subject to a sustainability appraisal. However, once these requirements have been met the LPA may well be able to adopt these spatial planning components, albeit in possibly modified form as a result of those processes, as SPD. Local planning authorities will need to identify the supplementary planning document to which the Parish Plan relates in their Local Development Scheme, and will need to arrange advertisement, consultation and consideration of representations on a supplementary planning document in accordance with Regulation 17 of the Town and Country Planning (Local Development) Regulations 2004. (As a formal step, this has to be done by the local planning authority, not a parish or any other group) They will also need to ensure that the supplementary planning document is in conformity with policies in an existing plan or a development plan document (when adopted), and that it has undergone sustainability appraisal and the requisite community involvement. In the case for Broadland District Council, a Parish Plan Guidance leaflet has been prepared for further information and is available on our website at <http://www.broadland.gov.uk/1792.asp> Parish Plans will be considered on their merits at the time they are received.

Other Policy Documents

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

2.25 Local Development Scheme (LDS) – this document which sets out the programme for document preparation of the remainder of the Local Development Framework (2007-2010). 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.

Greater Norwich Partnership - Schedule of Proposed Documents

- 2.26 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.
- 2.27 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.

Sustainability Appraisal SA/SEA

- 2.28** A further change compared with the previous planning system is the formalised inclusion of the need to comply with European Directive 2001/42/EC (EC2001), often known as the Strategic Environmental Assessment Directive. This requires certain categories of plan including land use plans to undergo a form of Strategic Environmental Assessment. Similarly, to comply with national legislation, plans must be subject to a sustainability appraisal, and it is intended to combine the requirements of both into a single process. This will involve consultation on the SEA/SA concurrently with certain stages in the production of LDDs. The purpose is to appraise the social environmental and economic effects of the proposals being put forward.
- 2.29** Specifically this will necessitate the publication of an initial SEA/SA report at the time consultation is undertaken on preferred options for DPDs and the final sustainability report must be published and submitted at the same time as the DPD is formally submitted. In the case of SPDs, a Sustainability Appraisal must be produced alongside the SPD when it is published for consultation.
- 2.30** It should be stressed that in the case of DPDs and SPDs, it will not be necessary for SEA/SA to be applied to matters covered by higher order guidance, but only to the extent that those documents build on that guidance.

LDS Milestones

- 2.31** Section 3 'Overall Programme' – Table 1 'Local Development Scheme For Broadland 2007-2012 Programme' – outlines all the documents to be prepared as part of this LDS (2007-2012) and the milestones required in each of these documents .

Greater Norwich Partnership - Schedule of Proposed Documents

Transitional Arrangements

- 2.32** Section 4 'Profiles' Profiles - includes a brief description of all the local development documents to be prepared, the content, geographic area which each will cover and how will relate to the Core Strategy and other LDDs. In addition, it will identify which will be local development plan documents and whether any will be prepared in a joint or coordinated basis with Norwich City Council and South Norfolk District Council.
- 2.33** The Development Plans produced under the previous planning system that have been "saved" under the transitional arrangements. Under the Act an existing adopted Local Plan is "saved" for a period of 3 years. As saved plans these are part of the Development Plan and, as such, regard to these must be done in determining applications for planning permission. The policies in the 'saved' plans will be progressively replaced by the new Development Plan documents produced under the new planning system. The status of Supplementary Planning Guidance that relates to the Local Plans is discussed in Section 7.

Evidence Base - Background Documentation

2.34 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. Some of this background work already exists, but much has recently been commissioned to enable the information to be gathered on a common basis for the whole of the Greater Norwich area. 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 Assessment** (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);

Greater Norwich Partnership - Schedule of Proposed Documents

- **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 form a baseline for the Sustainability Assessment of the Joint Core Strategy (to be prepared);
- **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.).

2.35 In addition to these documents, regard will be made to the community plan adopted by the Broadland Community Partnership in 2004, 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).

2.36 All of these documents will contribute to the evidence 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.

Proposed Timetable 2007-2012

Table 1 Local Development Scheme For Broadland 2007-2012 Programme

(i) Documents	2007												2008												2009											
	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
Adopted Replacement Local Plan (1)	saved policies (selected)																																			
Preparation of AMR											S												S												S	
Development Plan Documents																																				
Joint Norwich Area Core Strategy (2)	**									C	C						C	C					S						M			E				
Site Allocation Plan (3)											**											C	C	C						C	C					
[Indicative] Area Action Plan (4)											**											C	C						C	C						
Development Control Policies (5)																							**											C	C	
Proposals Map (updated for ea DPD)																																				
CONTINUED	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
Adopted Replacement Local Plan (1)																																				
Joint Norwich Area Core Strategy (2)		IR		A																																
Site Allocation Plan (3)				S		C	C		M		EX						IR			A																
[Indicative] Area Action Plan (4)				S		C	C		M		EX						IR			A																
Development Control Policies (5)						C	C				S						M			EX									IR			A				
Proposals Map (updated for ea DPD)				&																																

i This schedule does not include any Parish Plans which subsequently may become SPD. SPD no's (1,2,3,4) relate to the Parent Policies in DPD Documents mentioned above.



Overview

4.1 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) – with Norwich City Council and South Norfolk District Council
2. Site Allocation Policies
3. [Indicative] Area Action Plan
4. Proposals Map
5. Development Control Policies

Supplementary Planning Documents (SPDs)

1. Blue Boar Lane Site Brief
2. Recreational Open Space Provision
3. Parking Standard
4. Affordable Housing Provision
5. Development Concept Statements
6. Airport (joint) - with Norwich City Council
7. Managed Release Housing [Indicative]
8. Broadland Design Guide

Profiles

Joint Core Strategy DPD

Table 3 Core Strategy (Joint) Profile

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 RSS 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	January 2007
Prepare Issues & Options + Consultation	February 2007 - December 2007
Consultation on preferred options	June - July 2008
Production	August 2008 - December 2009
Submission of DPD to Secretary of State	January, 2009
Pre Examination Meeting	May, 2009
Public Examination	August - September, 2009
Adoption	April, 2010
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 Specific Allocations DPD

Table 4 Site Specific Allocations - Profile

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 Regional Spatial Strategy and national Planning Policy Statements.
TIMETABLE (indicative)	
Commencement	January 2008
Prepare Issues/ Options + Consult	October - December 2008
Prepare Preferred Options	January – May 2009
Public Consultation on Preferred Option	June - July 2009

Profiles

Production of Submission Document	August - March 2010
Submission	April -May 2010
Consultation on Site responses (Reg 32)	July - August 2010
Pre-Examination Meeting	October 2010
Examination	December - January 2011
Adoption	September 2011
	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 5
What are the resource requirements?	See Section 5
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.

(Indicative) Area Action Plan DPD

Table 5 Area Action Plan (Indicative) - Profile

DOCUMENT DETAILS	
What is the Purpose of the Document?	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 DPD.
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?	Although an AAP would likely provide a significant element of the overall housing requirements for the Greater Norwich Area, an AAP is unlikely to abut a boundary with any other local planning authority. Therefore, although close cooperation is anticipated with other local councils across the sub region, it is not considered necessary for a joint DPD to be prepared.
What documents must it conform to?	To conform with the National policies, RSS, and Joint Core Strategy.
TIMETABLE (indicative)	
Commencement	January 2008
Prepare Issues/ Options + Consult	October - December 2008
Prepare Preferred Options	January – May 2009
Public Consultation on Preferred Option	June - July 2009
Production of Submission Document	August - March 2010
Submission	April -May 2010
Consultation on Site responses (Reg 32)	July - August 2010
Pre-Examination Meeting	October 2010
Examination	December - January 2011

Profiles

Adoption	September 2011
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Which department will lead the process?	Policy Unit
What are the management arrangements?	See section 5
What are the resource requirements?	See section 5
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 Control Policies DPD

Table 6 Development Control DPD - Profile

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, Regional Spatial Strategy and Core Strategy.
TIMETABLE (Indicative)	
Commencement	November 2008
Prepare Issues/ Options + Consult	December 2008 – October 2009
Prepare Preferred Option	November 2009 - June 2010
Public Consultation on Preferred Option	July – August 2010
Production	September - December 2010

Submission	January -February 2011
Pre-Examination Meeting	June 2011
Examination	August 2011
Adoption	March 2012
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Which department will lead the process?	Policy Unit
What are the management arrangements?	See section 5
What are the resource requirements?	See section 5
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.

Proposals Map DPD

- 4.2** (To be submitted alongside Development Plan Documents which have a spatial content and updated version adopted as each relevant DPD is adopted)

Profiles**Blue Boar Lane Site Brief SPD**

Table 7 Blue Boar Lane Site Brief SPD - Profile

DOCUMENT DETAILS	
What is the Purpose of the Document?	To set out guidelines for the development of the site allocated by the Broadland District Local Plan (Replacement) at Blue Boar Lane Sprowston and the adjacent strategic reserve
What geographical area does the document cover?	The area of the specific allocation as set out in Policy SPR6 and the strategic reserve in policy GS6 of the Broadland District Local Plan (Replacement).
What is its status?	Supplementary Planning Document.
Will the document require a joint approach with other authorities? If so, with whom?	No
What documents must it conform to?	To conform with the Broadland District Local Plan Replacement as a saved Plan.
TIMETABLE (indicative)	
Commencement	2005
Consultation	Dec – Jan 07
Adoption	May 2007
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Which department will lead the process?	Policy Unit in cooperation with agents acting for the prospective developer
What are the management arrangements?	See section 5
What are the resource requirements?	See section 5
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.

Parking Standards SPD

Table 8 Parking Standards SPD - Profile

DOCUMENT DETAILS	
What is the Purpose of the Document?	To set out how parking should be provided for in developments.
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?	Supplementary Planning Document.
Will the document require a joint approach with other authorities? If so, with whom?	It is intended that the document be developed in consultation with Norfolk County Council, as highway authority, and other local planning authorities in Norfolk but adopted independently by Broadland District Council.
What documents must it conform to?	To conform with *Broadland District Local Plan (Replacement) as a saved plan and Development Control Policies DPD.*
TIMETABLE (indicative)	
Commencement	August 2006
Production	September - February 2007
Consultation on draft	End of February – End of March 2007
Adoption	June 2007
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Which department will lead the process?	Policy Unit in cooperation with Norfolk County Council and other Local Planning Authorities in Norfolk
What are the management arrangements?	See section 5
What are the resource requirements?	See section 5
How will stakeholders and the community be involved?	As set out in Regulations. (The Council will seek to incorporate further measures as set out in the SCI once adopted)

Profiles

How will the document be reviewed?	The document will be monitored and reviewed as part of the Annual Monitoring Report process.
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Recreational Open Space Provision SPD

Table 9 Recreational Open Space Provision SPD - Profile

DOCUMENT DETAILS	
What is the Purpose of the Document?	To set out how recreational open space should be provided for in residential developments.
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?	Supplementary Planning Document.
Will the document require a joint approach with other authorities? If so, with whom?	No
What documents must it conform to?	To conform with Broadland District Local Plan (Replacement) as a saved plan and the Development Control Policies DPD*.
TIMETABLE (indicative)	
Commencement	September 2006
Production	October - March 2007
Consultation on draft	April - May 2007
Adoption	August 2006
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Which department will lead the process?	Policy Unit
What are the management arrangements?	See section 5
What are the resource requirements?	See section 5
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.

Affordable Housing Provision SPD

Table 10 Affordable Housing Provision SPD - Profile

DOCUMENT DETAILS		
What is the Purpose of the Document?	To set out how affordable housing should be provided for in residential developments.	
What geographical area does the document cover?	The area of the 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?	Supplementary Planning Document.	
Will the document require a joint approach with other authorities? If so, with whom?	No. The document will be adopted independently, though research will be through the Greater Norwich Housing Partnership (Broadland District Council, South Norfolk Council, Norwich City Council and partners).	
What documents must it conform to?	To conform with Broadland District Local Plan Replacement as a saved plan and the Core Strategy*.	
TIMETABLE (indicative)		
Commencement	August 2007	September 2009
Production	September - March 2008	October - April
Consultation on draft	April-May 2008	May -June 2010
Adoption	July 2008	August 2010*
	The Council recognises that there is a risk attached to this timetable as it is dependent on the Greater Norwich Housing Partnership's progress with the Housing Needs/ Housing Market assessment	
ARRANGEMENTS FOR PRODUCTION AND REVIEW		
Which department will lead the process?	Policy Unit	
What are the management arrangements?	Jointly Managed by Planning Policy Manager and Social and Housing Policy Manager who will coordinate with Greater Norwich Housing Partnership.	
What are the resource requirements?	See section 5	

Profiles

How will stakeholders and the community be involved?	As set out in Regulations. (The Council will seek to incorporate further measures as set out in the SCI once adopted)
How will the document be reviewed?	The document will be monitored and reviewed as part of the Annual Monitoring Report process.

Airport SPD

Table 11 Airport [joint] SPD - Profile

DOCUMENT DETAILS	
What is the Purpose of the Document?	To provide guidelines for consideration of proposals for development which is operational, airport related, or would benefit from an airport location. In addition to surface access.
What geographical area does the document cover?	Greater Norwich - the operational area of Norwich International Airport and land between the airport and proposed northern distributor road.
What is its status?	Supplementary Planning Document (Joint)
Will the document require a joint approach with other authorities? If so, with whom?	Yes, jointly approach with Norwich City Council.
What documents must it conform to?	To conform with Joint Core Strategy* and Site Allocations DPD.
TIMETABLE (indicative)	
Commencement	August 2009
Production	September - March 2009
Consultation on Draft	April - May 2010
Adoption	July 2010*
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Which department will lead the process?	Policy Unit with input from Environmental Health and Planning.
What are the management arrangements?	See Section 5 Each authority to adopt document, following consideration by Norwich Airport Joint Advisory Committee.

What are the resource requirements?	See Section 5
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 Concept Statements SPD

Table 12 Development Concept Statements SPD- Profile

DOCUMENT DETAILS	
What is the Purpose of the Document?	To set out guidelines for the development of each allocated site.
What geographical area does the document cover?	The area of the specific allocation (e.g. for residential or employment development) as set out in the site specific Allocations DPD.
What is its status?	Supplementary Planning Document.
Will the document require a joint approach with other authorities? If so, with whom?	No
What documents must it conform to?	National Policy, RSS and Site Allocation DPD
TIMETABLE (indicative)	
Commencement	August 2009
Production	September - March 2009
Consultation on draft	April – May 2010
Adoption	Post 2010
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Which department will lead the process?	Policy Unit
What are the management arrangements?	See section 5
What are the resource requirements?	See section 5
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.

Profiles**[Indicative] Managed Release Housing SPD**

Table 13 [Indicative] Managed Release SPD - Profile

DOCUMENT DETAILS	
What is the Purpose of the Document?	Only if necessary 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 ensure that arrangements for the release of land (as noted in para 61 of PPS3) . This will be prepared in coordination with South Norfolk District Council, and Norwich City Council, but will be formally adopted by individual district councils, and will be in accordance with the Core Strategy DPD.
What geographical area does the document cover?	The area of the 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?	Supplementary Planning Development.
Will the document require a joint approach with other authorities? If so, with whom?	Possibly coordinated approach with Norwich City Council and South Norfolk Council.
What documents must it conform to?	National Policies, RSS, Core Strategy DPD.
TIMETABLE (indicative)	
Commencement	August 2009
Production	September - April
Consultation on Draft	May - June 2010
Adoption	August 2010
	The intention is to develop the approach in parallel with the Joint Core Strategy DPD, identifying categories of land and triggers to control release. Approval of the SPD will follow the Joint Core Strategy. Once allocated in subsequent DPDs, sites will be assigned to a category.
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Which department will lead the process?	Policy Unit

What are the management arrangements?	Officer Working Group of the three local planning authorities and Norfolk County Council (and Broads Authority if relevant). Authorities to approve SPD individually – see Section 5
What are the resource requirements?	See Section 5
How will stakeholders and the community be involved?	A 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.

Broadland Design Guide SPD

Table 14 Broadland Design Guide SPD - Profile

DOCUMENT DETAILS	
What is the Purpose of the Document?	To set out guidelines and standards for the design of the development.
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?	Supplementary Planning Document.
Will the document require a joint approach with other authorities? If so, with whom?	No, although it may require some coordination with Norwich City Council and South Norfolk
What documents must it conform to?	To conform with Core Strategy.
TIMETABLE (indicative)	
Commencement	August 2009
Production	September - April
Consultation on draft	May -June 2010
Adoption	August 2010
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Which department will lead the process?	Planning

Profiles

What are the management arrangements?	Managed by Design and Conservation Manager
What are the resource requirements?	External consultants - TBC
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.

Biodiversity SPD

Table 15 Biodiversity SPD - Profile

DOCUMENT DETAILS	
What is the Purpose of the Document?	This SPD is aimed at developers, as a practical tool to raise the standards of new development by not only encouraging companies and policy to protect what is already there, but also look for ways of enhancing biodiversity on the site. Amongst other things the guidance contains: <ul style="list-style-type: none"> • biodiversity principles • Information about what to expect from an ecological survey
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?	Planning Supplementary Document
Will the document require a joint approach with other authorities? If so, with whom?	No. The document will be adopted independently, though research will be through the Greater Norwich Housing Partnership (Broadland District Council, South Norfolk Council, Norwich City Council and partners).
What documents must it conform to?	To conform with *Broadland District Local Plan Replacement as a saved plan and the Core Strategy.
TIMETABLE (indicative)	
Commencement	October 2009
Production	November - May 2010
Consultation on draft	June - July 2010
Adoption	September 2010
ARRANGEMENTS FOR PRODUCTION AND REVIEW	
Which department will lead the process?	Policy Unit
What are the management arrangements?	Jointly Managed by Planning Policy Manager
What are the resource requirements?	See 5 'Resources and Management Arrangements'

Profiles

How will stakeholders and the community be involved?	As set out in Regulations (The Council will seek to incorporate further measures as set out in the SCI once adopted)
How will the document be reviewed?	The document will be monitored and reviewed as part of the Annual Monitoring Report process.

Resources and Management Arrangements

Greater Norwich Development Partnership

- 5.1** 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 which was set up in October 2006 to coordinate work on the New Growth Point for Norwich, will take responsibility for coordinating the preparation of the Core Strategy between the three Districts. This consists of a Policy Group (members appointed by the three authorities plus Norfolk County 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

Working Groups

- 5.2** 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 Project Lead Team and, a Housing Officer Group and others

Partnership Manager

- 5.3** This arrangement has been strengthened by the appointment of a full time Partnership Manager to coordinate actions for the Greater Norwich Development 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.

Broadland District Council Policy Section

- 5.4** 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.
- 5.5** 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:

Resources and Management Arrangements

Table 16 Policy Staff and Time Allocated

Staff Level	% of time allocated
*Head of Policy	5% FTE
*Planning Policy Manager	35% FTE
*Senior Policy Officers	215% FTE
*Policy Officer	85% FTE
*Community Development and Liaison Officer	50% FTE
*Technician /Admin Assistant	75% FTE

Previous LDS 2005

5.6 During the production of the last LDS (2005) the Council believed that the programme set out in the last LDS would be difficult to achieve within its previous permanent staff and to strengthened the Planning Policy team and take account of the workload implied in the 2005 LDS. It appointed an additional Policy Officer to work full time on the Local Development. It also intended to strengthen the technician/ admin assistant role by embracing the extra monitoring work required under the new planning system. Both roles were from late 2005 to December 2008 funded from the Planning Delivery Grant (PDG). However, as a result of the Inspector's Report to the Draft RSS (July 2006) proposing a joint or co-ordinated Core Strategy covering Broadland, Norwich and South Norfolk shortly after consulting on the Core Strategy for Broadland – Issues and Options (July 2006) the previous LDS (2005) needs to be revised . This has had a knock on effect on progressing the LDS programme and has caused a delay in the production of the documents proposed therefore the temporary contracts in place will need to be reconsidered as a result of these changes.

Broadland District Council Resources

- 5.7** 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.
- 5.8** Officer level management at a day to day level will be exercised by the Head of Policy or Planning Policy Manager, depending on the issue involved, and at a strategic level by the Strategic Director (Community Services), who is a member of the Councils Strategic Management Team.
- 5.9** 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 Planning Delivery Grant.

Resources and Management Arrangements

5.10 This may enable the use of consultants to undertake some of the work, for example in gathering 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. Work is currently under way jointly to draft specifications for some of this evidence gathering work.

Approvals by Council

5.11 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. Cabinet generally has a meeting each month except September.

Risks & Contingencies

5.12 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.

5.13 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.

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

Table 17 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.

Resources and Management Arrangements

5.15 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

5.16 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.

5.17 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 – ½

5.18 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.

5.19 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

Resources and Management Arrangements

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

5.20 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 /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.

5.21 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

5.22 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

5.23 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. . We have, however, already identified the possibility of needing either an [Indicative] 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

Resources and Management Arrangements

options and determined where major growth will take place (see section 2). Hence such a document cannot be formally included in the LDS at this stage. In this respect we have taken account of that contingency in planning the programme of document preparation.

Impact – 1/2
Likelihood – 1

5.24 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.

5.25 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

5.26 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.

5.27 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

5.28 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.

5.29 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.

Resources and Management Arrangements

Impact – 1/2
Likelihood – 1

5.30 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.

5.31 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

5.32 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.

5.33 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 – 1/2

5.34 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.

Monitoring and Review

Monitoring

- 6.1** This section describes how monitoring and review of the Local Development Framework will be undertaken and when the LDS may be reviewed, if necessary.
- 6.2** 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 commissioned by Broadland District Council (CDP – Creative Database Projects) to assist with an efficient data gathering and reporting database. It was envisaged that the system would be completed for the Annual Monitoring Report (05-06), however, the system was not completed at the time. Nevertheless, the planning data is currently being input into the system and will be available for the next monitoring period.
- 6.3** 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.
- 6.4** 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.
- 6.5** 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 Greater Norwich area.
- 6.6** 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.

Replacing Supplementary Planning Guidance

Replacing Supplementary Planning Guidance

- 7.1** This section explains the status of Supplementary Planning Guidance produced under the previous planning system, and sets out the programme for replacement of Supplementary Planning Guidance by Supplementary Planning Documents (or Development Plan Documents). For Supplementary Planning Guidance that is to remain reference is made to the links to the “saved” Broadland District Local Plan Replacement (adopted 2006).
- 7.2** Broadland District Council has a range of Supplementary Planning Guidance, being “supplementary” to the policies in the adopted Broadland District Local Plan. These are material considerations in the determination of applications for planning permission. The documents are listed in the Local Plan. It is proposed that some of these documents are updated and revised to be produced as Supplementary Planning Documents related to the Local Plan (Replacement) as a saved plan, and further updated in relation to Development Plan documents produced under the new planning system. The remaining ones will cease to be Supplementary Planning Guidance when the relevant policies in the Broadland District Local Plan are superseded by the new Development Plan Documents. In addition some new Supplementary Planning Documents are proposed.
- 7.3** The proposed Supplementary Planning Documents are listed in Section 2 ‘Greater Norwich Partnership - Schedule of Proposed Documents’ (para 2.16 and 2.24) as well as in Section 3 ‘Overall Programme’ –Table 1 ‘Local Development Scheme For Broadland 2007-2012 Programme’ and a “profile” for each document is contained in Section 4 ‘Profiles’.
- 7.4** The existing Supplementary Planning Guidance, and its programme for replacements is shown in Table 18 ‘Replacement of Supplementary Planning Guidance’ .

Table 18 Replacement of Supplementary Planning Guidance

TITLE	DATE WHEN 'PARENT' POLICY SUPERSEDED	PROGRAMMED DATE FOR REPLACEMENT	REPLACEMENT DOCUMENT	"PARENT" DPD/SAVED PLAN
1. Standards for Parking in Norfolk (1998) (as amended)	05/06	06/07- * 2012	Parking Standards SPD	Broadland District Local Plan Replacement, * Development Control Policies DPD
2. A Flexible Approach to Housing: Affordable Housing at the District and Parish Level: 2003	05/06	08/08, *07/10	Affordable Housing Provision SPD	Broadland District Local Plan Replacement (2006), *Core Strategy
3. Norfolk Residential Design Guide (as amended)	05/06	07/10	Broadland Design Guide SPD	Core Strategy DPD
4. Broadland Design Guide (1997)	05/06	07/10	Broadland Design Guide SPD	Core Strategy DPD
5. Norwich Area Shopping Policies (1995)	05/06	03/10	Core Strategy DPD	Core Strategy DPD

Table 19 Saved Plans and their Replacement

Saved Plan/Policies	Commencement of 3 yr Saved Period	To be replaced by	Programmed date for replacement /adoption date of Development Plan Document
Broadland District Local Plan Relacement (2006) (replaces all policies in Broadland District Local Plan 2000)	May 2006	In stages:	
		Core Strategy (DPD) (joint)	April 2010
		Site Specifics Allocations (DPD)	September 2011
		[Indicative] Area Action Plan (DPD)	September 2011
		Development Control Policies (DPD)	March 2012
		Proposals Map DPD) (Note ; at this stage, it is not possible to specify which individual policies will be saved or superseded by individual DPDs)	(updated for each DPD)
Norfolk Structure Plan (1999)	July 2004	Regional Spatial Strategy (2001-2021) (RSS)	Summer 2007 (subject to adoption of draft RSS)



Glossary

Table 20 Glossary of Terms

Abbreviation	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 March showing progress towards the implementation of the local development scheme and the extent to which policies in local development documents are being implemented.
AAP	Area Action Plan: a planning framework for area of major change or conservation. A kind of development plan document.
CS	Core Strategy: 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	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.
DPD	Development Plan Documents: these are planning documents forming part of the local development framework and which have the status of being part of the development plan. 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.
Generic Development Control Policies	These are a suite of criteria based policies to ensure all development within the area meets a spatial vision and objectives set out in the Core Strategy. They may be included in another development plan document or form a free standing DPD. Please note in the case of Broadland, the District council is proposing to rely on Saved Policies in the Broadland District Local Plan for the period of the LDS rather than create a Generic Development Control Policies DPD.

Glossary

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 (in practice the regional office) by late March 2005.
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
RSS	Regional Spatial Strategy
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. In the case of Broadland, because the local plan replacement was so far advanced, once adopted the local plan replacement will supersede the local plan adopted in 2000 and will itself be saved for a period of 3 years from the date of adoption.
Site Specific Allocations	Allocations of sites for specific or mixed uses or development. Policies in DPDs will identify any specific requirements for individual sites.

Glossary

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 practice SA and SEA are often combined.
SPD	Supplementary Planning Documents: provide supplementary information elaborating on policies in DPDs. Not subject to independent examination and do not form part of the development plan.

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