

## **APPENDIX 1**

**DRAFT WILTSHIRE LOCAL DEVELOPMENT FRAMEWORK**

**LOCAL DEVELOPMENT SCHEME NO.1**

**DECEMBER 2008**

**IMPLEMENTATION EXECUTIVE OF WILTSHIRE COUNCIL**

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### GLOSSARY

A guide to the terminology used in this document

**Annual Monitoring Report (AMR)** - A report on how the Council is performing in terms of the Local Development Framework. It includes a review of the Local Development Scheme's timetable and monitors the success of development plan document policies.

**Core Strategy (CS)** - Sets out the long term vision for the district and provides the strategic policies and proposals to deliver that vision.

**Development Plan Document (DPD)** - A document setting out the Council's planning policies and proposals. They are subject to community involvement, consultation and independent examination. A sustainability appraisal is required for each development plan document.

**Government Office for South West (GOSW)** - The Government's regional office. First point of contact for submitting documents to the Secretary of State

**Local Development Document (LDD)** - Any document within the Local Development Framework. They comprise development plan documents, supplementary plan documents and the statement of community involvement.

**Local Development Framework (LDF)** - This is the term given to the overall folder of local development documents (LDDs). Together the LDDs provide the Local Planning Authority's land use and spatial policies for the district.

**Local Development Scheme (LDS)** - A three year plan which shows the local development documents to be produced and the timetable for their production.

**Planning Inspectorate (PINS)** - The government agency responsible for scheduling independent examinations. The planning inspectors who sit on independent examinations are employed by PINs.

**Planning Policy Statement (PPS)** - A series of documents setting out the Government's national land use planning policies that will replace the previous Planning Policy Guidance notes.

**Proposals Map** - A separate Local Development Document which illustrates on an Ordnance Survey base map all the policies and proposals contained in the development plan documents (DPD) and 'saved' policies. It must be revised each time a DPD is submitted to the Secretary of State.

**Regional Planning Guidance (RPG)** - Produced by the Government Office of the South West (GOSW) on behalf of the Secretary of State. It provides a regional spatial strategy within which the Local Plan & Local Transport Plan should be prepared. To be replaced by Regional Spatial Strategy.

**Regional Spatial Strategy (RSS)** Produced by the South West Regional Assembly. Sets out the Government's policies within the region.

**Saved Plan** - Under the Planning Act, adopted Local Plan's have the status of "saved plans" until they are replaced by local development documents.

## GLOSSARY (CONTINUED)

**Saved Policies** - The Government has set out procedures for saving adopted local plan policies beyond saved Local Plans, until they have been replaced by policies in local development documents.

**Spatial Planning** - Includes economic, social and environmental issues as well as the physical aspects of location and land use.

**Sustainability Appraisal (SA)** - These are required under national legislation for emerging policy and include consideration of social & economic impacts as well as impacts on the environment. *This Local Development Scheme incorporates Strategic Environmental Assessments into the definition (see below).*

**Statement of Community Involvement (SCI)** - A document which sets out how the Council will consult and involve the public at every stage in the production of the Local Development Framework. It also applies to major development control applications. The SCI is not a development plan document but will still be subject to an independent examination

**Strategic Environmental Assessment (SEA)** - An appraisal of the impacts of policies and proposals on economic, social and environmental issues, required by European legislation. *Wiltshire is producing a combined SEA and Sustainability Appraisal.*

**Statutory development plan** - Consists of the Regional Spatial Strategy and development plan documents. The starting point for the determination of planning applications.

**Supplementary Planning Document (SPD)** - This is a local development document which provides additional advice and information relating to a specific policy or proposal in a development plan document (DPD). It does not have DPD status and will not be subject to independent examination.

**Supplementary Planning Guidance (SPG)** - Additional advice issued by the Local Planning Authority relating to policies in the adopted Local Plan. To be replaced by Supplementary Planning Documents (see above).

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## FORWARD

1. The Planning and Compulsory Purchase Act 2004 (2004 Act) introduced major changes to the development plan system. These changes include the replacement of Local Plans with a system of **Local Development Documents** (LDD) that collectively form a portfolio of documents called a **Local Development Framework** (LDF).
2. This document is the first **Local Development Scheme** (LDS) relating to the new unitary authority area of Wiltshire that will be formally established on 1 April 2009. The LDS is a three year project plan for producing the LDF. It sets out the LDDs, which include Development Plan Documents (DPDs), prioritised for production by the **Wiltshire Council** and timetable for their delivery over the next three years.
3. On 1 April 2009, Wiltshire Council will formally replace Wiltshire County Council and the District Councils of Kennet, North Wiltshire, Salisbury and West Wiltshire as the new unitary authority for Wiltshire. In preparing for the transition to unitary status, Regulations<sup>1</sup> have now come into force requiring a new LDS for Wiltshire Council to be approved by the **Implementation Executive**<sup>2</sup> for submission to the Government Office for the South West by 31 December 2008. The Regulations that came into force on 28 November 2008 also transfer plan making powers from the District Councils to the Implementation Executive of Wiltshire Council. The Implementation Executive will therefore be responsible for delivery of the LDS in the period prior to the elections for the new Council that will take place in June 2009.
4. The LDS is an important project plan explaining how Wiltshire Council intends to prepare policy documents or LDDs it must produce under the 2004 Act to replace the existing Local Plans to 2011 produced by Kennet, North Wiltshire, Salisbury and West Wiltshire District Councils, and the Minerals and Waste Local Plans produced by Wiltshire County Council.
5. The LDS is in essence a public statement identifying which LDDs will be produced over a rolling three year plan. It thereby commits Council resources to a programme of work. It is also the starting point for the local community and stakeholders to find out about the status of Wiltshire's planning policies, and sets out which documents form part of the development plan for Wiltshire and will be used to make decisions on planning applications.
6. The Council is also responsible for monitoring progress made in preparing its LDDs against the work programme set out in this document. Progress will be reported every year in the Council's Annual Monitoring Report.

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<sup>1</sup> Local Government (Structural Changes) (Transitional Arrangements) (No.2) Regulations 2008

<sup>2</sup> The Implementation Executive is the body of elected Councillors drawn from all the current District and County Councils in Wiltshire (17 in total and include representation from all major political parties). The Implementation Executive makes decisions about all aspects of the transition to the new Wiltshire Authority.

## 1.0 INTRODUCTION

- 1.1 This Local Development Scheme (LDS) identifies the Local Development Documents (LDDs) prioritised for production by the Wiltshire Council and sets out a timetable for their delivery over the next three years. The LDS isn't in itself planning policy. Instead, it sets out what work will be undertaken to review existing planning policies and produce new ones for the future. It replaces the following documents:
- Kennet District Council's Local Development Scheme, Kennet District Council, March 2007
  - A Local Development Scheme for North Wiltshire, Second Revision 2007 - 2010, North Wiltshire District Council, February 2007
  - Local Development Scheme A timetable for the production of the local development framework, Salisbury District Council, January 2007
  - West Wiltshire Local Development Scheme 2007 to 2010, West Wiltshire District Council, March 2007
  - Wiltshire Minerals and Waste Development Scheme, Wiltshire County Council, March 2006
- 1.2 In preparing the Wiltshire LDS, the priorities and timetables set out in the above documents have been reappraised. The Council has taken the opportunity to merge the work already undertaken for the four individual District Core Strategies and focus on the delivery of one **Wiltshire Core Strategy** (excluding minerals and waste matters), in order to have in place consistent policy across Wiltshire as early as possible. The considerable work and stakeholder engagement undertaken on the individual District Core Strategies to date will not be repeated or wasted and instead built upon and used to inform the preparation of the publication draft Core Strategy.
- 1.3 In addition to the Wiltshire Core Strategy, the LDS provides for the continuation of the **Wiltshire and Swindon Minerals and Waste Core Strategies** and associated DPDs. These documents are produced in partnership with the adjoining local authority of Swindon Borough Council, and are well advanced.
- 1.4 The **South Wiltshire Core Strategy** relating to the Salisbury district area is also well advanced and its completion will enable new housing sites to be identified before the Wiltshire Core Strategy is in place and a 5 year housing land supply to be maintained. The South Wiltshire Core Strategy will in effect be replaced by the Wiltshire Core Strategy when it is adopted.
- 1.5 The LDS will be revised, as necessary, but not before the new Council is in place after the election in June 2009. Any review or update is likely to include the introduction of new DPDs and where necessary Supplementary Planning Documents (SPDs), in order to reflect the fact that the Core Strategy will be well underway and resources can be focused on new priorities.

## 2.0 SCHEDULES OF PLANNING POLICY DOCUMENTS

### Existing Development Plan Documents

- 2.1 The new Council will inherit a number of extant planning policy documents and guidance that will still be in place after 1<sup>st</sup> April 2009. Policies within these documents currently form part of the development plan for Wiltshire and will be used to inform decisions on planning applications. The table below lists these documents, together with information about the geographical area to which they cover, how long they are likely to remain relevant and if they are to be replaced. A list of 'saved' Local Plan policies is provided at **Appendix A**.

Document	Area Covered	Status
Wiltshire and Swindon Structure Plan 2016 (Adopted April 2006)	Wiltshire county and Swindon Borough	This document will be replaced by the new South West Regional Spatial Strategy which is expected to be published in its final form by the Secretary of State during Spring 2009.
North Wiltshire Local Plan 2011 (Adopted April 2006)	North Wiltshire district	This document was adopted in April 2006. The 2004 Act requires that this document is replaced by June 2009 unless an application is made to the Secretary of State to allow its policies to continue ("saved") beyond that date. An application will be submitted by the Implementation Executive to the Secretary of State by December 2008 to ensure that relevant policies from this Plan are saved. These policies will remain in place until replaced by policies in new DPDs, particularly the Wiltshire Core Strategy.
Kennet Local Plan 2011	Kennet district	This document was adopted in June 2004. Certain policies were "saved" on 26 <sup>th</sup> September 2007. They will remain in place until replaced by policies in new DPDs, particularly the Wiltshire Core Strategy.
West Wiltshire District Plan First Alteration 2011	West Wiltshire district	This document was adopted in June 2004. In September 2007 most of the policies were "saved". They will remain in place until replaced by policies in new DPDs, particularly the Wiltshire Core Strategy.
Salisbury District Local Plan 2011	Salisbury district	This document was adopted in June 2003. In September 2007 most of the policies were "saved". They will remain in place until replaced by policies in new DPDs, particularly the Wiltshire Core Strategy.
Wiltshire and Swindon Minerals Local Plan 2009	Wiltshire county and Swindon Borough	This document was adopted in Nov. 2001. In September 2007 most of the policies were "saved" and remain extant until replaced by policies in the Minerals and Waste Development Plan Documents.
Wiltshire and Swindon Waste Local Plan 2009	Wiltshire county and Swindon Borough	This document was adopted in March 2005. In September 2007 most of the policies were "saved" and remain extant until replaced by policies in the Minerals and Waste Development Plan Documents.

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- 2.2 In addition, a Leisure and Recreation DPD has been prepared for West Wiltshire District for the period to 2016 to provide additional recreation policies for the West Wiltshire area. The binding Inspector's report has now been received and the DPD will be formally adopted by early 2009. This DPD will be replaced by policies in new Wiltshire-wide DPDs when adopted, including policies within the Wiltshire Core Strategy.
- 2.3 There are also a considerable number of Supplementary Planning Documents that support policies within the documents listed in the previous table that will continue to be in place. Some were prepared before September 2004 and are referred to as Supplementary Planning Guidance. These are listed in **Appendix B**.

### New Local Development Documents

- 2.4 The Local Development Documents that are currently in preparation and will be adopted by the new Council in the period up to 2012 are set out below. More detailed information about these is provided in the profiles in **Appendix C** and a summary of the overall programme is in **Section 3**.
- (i) South Wiltshire Core Strategy (DPD)
    - Sets out the spatial vision, objectives and strategy for the spatial development of Salisbury district area and strategic policies and proposals to deliver the vision; including first five years of strategic land allocations. Programmed for adoption by April 2010.
  - (ii) Wiltshire Core Strategy (DPD)
    - Sets out the spatial vision, objectives and strategy for the spatial development of Wiltshire and strategic policies and proposals to deliver the vision; including strategic site allocations for the period to 2026. Programmed for adoption by July 2011.
  - (iii) Wiltshire and Swindon Minerals Core Strategy (DPD)
    - Sets out the spatial vision, strategic objectives and strategy covering minerals provision up to 2026 including the strategic policies and proposals to deliver the vision. Programmed for Adoption April 2009.
  - (iv) Wiltshire and Swindon Waste Core Strategy (DPD)
    - Sets out the spatial vision, strategic objectives and strategy covering waste provision up to 2026 including the strategic policies and proposals to deliver the vision. Programmed for Adoption March 2009.
  - (v) Wiltshire and Swindon Minerals Development Control Policies (DPD)
    - Sets out generic policies to assist in determining planning applications for minerals development up to 2026, subject to monitoring and review. Programmed for adoption by June 2009.
  - (vi) Wiltshire and Swindon Waste Development Control Policies (DPD)
    - Sets out generic policies to assist in determining planning applications for waste development up to 2026, subject to monitoring and review. Programmed for adoption by June 2009.



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- (vii) Wiltshire and Swindon Minerals Site Allocations (DPD)
    - Provides detailed local expression to the Minerals Core Strategy by formally identifying land for future mineral (aggregates) working and aggregate recycling facilities up to 2026. Programmed for adoption by December 2010.
  - (viii) Wiltshire and Swindon Waste Site Allocations (DPD)
    - Provides detailed local expression to the Waste Core Strategy by formally identifying land for future waste management facilities and aggregate recycling facilities up to 2026. Programmed for adoption by September 2010.
  - (ix) Gypsy and Travellers Site Allocations (DPD)
    - Sets out site allocations to meet the pitch requirements for Gypsies and Travellers within the Regional Spatial Strategy for the South West. Programmed for adoption by December 2010.
  - (x) Statement of Community Involvement (LDD)
    - Sets out the process and methods for community involvement for different types of LDDs and for different stages of the plan preparation. This is discussed further in Section 4.0.
- 2.5 The above documents all relate to the **geographical area** of Wiltshire<sup>3</sup> with the exception of the South Wiltshire Core Strategy (i) that relates to the Salisbury district<sup>2</sup> part of Wiltshire. In addition, documents (iii) to (viii) also relate to the geographical area of Swindon Borough, as these are prepared jointly with Swindon Borough Council.
- 2.6 The Core Strategies (i to iv) must be in **conformity** with the Wiltshire and Swindon Structure Plan 2016 and Regional Planning Guidance for the South West RPG10 (while both are still in force) and the emerging Regional Spatial Strategy for the South West (RSS), which is due to be adopted early 2009. All the other Minerals and Waste DPDs will need to conform to their respective Minerals and Waste Core Strategies. The Gypsy and Traveller site DPD is being prepared in conformity with the emerging RSS due to the pressing need to provide for sites in advance of the Wiltshire Core Strategy.

### Annual Monitoring Report

- 2.7 Annual Monitoring Reports (AMR), which also form part of the LDF, will be published at the end of every calendar year. The AMR monitors and reviews how well the Council has performed against the timetable set out in the LDS and any changes needed to maintain an up to date LDF. The first AMR for Wiltshire Council will be published in December 2008.
- 2.8 The role of AMRs is also to monitor the effectiveness of the policies included in each DPD and how well the Council is performing against national and local targets. As set out in the Wiltshire Local Area Agreement 2008 to 2011, particular priorities for Wiltshire include the delivery of local annual targets for National Indicators 154 and 155 that relate to increasing overall levels of housing including affordable housing in Wiltshire. Progress on the Wiltshire and South Wiltshire Core Strategies will be particularly important if these targets are to be met.

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<sup>3</sup> This excludes the part of Wiltshire that now constitutes part of the New Forest National Park.

**Future Local Development Documents**

- 2.9 The Council's overall priority is to focus on delivery of the Wiltshire Core Strategy as soon as is reasonably possible. However, it will be important to produce additional LDDs once capacity and resources become available to have in place the full suite of documents that are required to fully replace the existing District Local Plans and associated supplementary guidance to provide consistent policy across Wiltshire. Given that any subsequent DPDs and SPDs must conform to the Wiltshire Core Strategy, the Core Strategy needs to be far enough advanced so that any future documents can be prepared in accordance with it.
- 2.10 Any new DPDs will also need to meet the criteria in Government policy as set out in PPS12<sup>4</sup> and reflect the priorities of the new Wiltshire Council. However, the likely documents for preparation in the future, including SPD to provide greater detail on policies with the Core Strategy, are as follows:
- Affordable Housing SPD to set out detailed guidance on the interpretation and implementation of affordable housing policies in the Core Strategies.
  - Infrastructure Delivery SPD to set out detailed guidance on what infrastructure will be needed to be provided with development and the type and scale of contribution required.
  - Site Allocations DPD to identify non-strategic site allocations to implement the South Wiltshire and Wiltshire Core Strategies, and ensure development is planned for that meets the needs of settlements.
- 2.11 The evidence base for these documents is shared with the Wiltshire Core Strategy. Work on all these documents will therefore need to be undertaken alongside preparation of the Wiltshire Core Strategy.

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<sup>4</sup> Chapter 5, Planning Policy Statement 12: creating strong safe and prosperous communities through Local Spatial Planning, Communities and Local Government

**3.0 OVERALL PROGRAMME FOR LOCAL DEVELOPMENT DOCUMENT PREPARATION**

- 3.1 The overall programme for preparation of the new LDDs listed at paragraph 2.4 above including key milestones is summarised in the charts below. Significant progress has already been made on delivering a number of these documents and accordingly only the later stages of preparation may be shown.
- 3.2 The programme for delivery of a new Statement of Community Involvement for Wiltshire is currently being drafted. This will be included in the LDS submitted to GOSW.

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*NB: See Charts 'Wiltshire Local Development Framework Project Plan (1/2)' & 'Wiltshire Local Development Framework Project Plan (2/2)'*

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*NB: See Charts 'Wiltshire Local Development Framework Project Plan (1/2)' & 'Wiltshire Local Development Framework Project Plan (2/2)'*

## **4.0 SUPPORTING STATEMENT**

- 4.1 The Government expects local authorities to use effective programme management techniques in progressing delivery of the LDF and producing the evidence base. This supporting statement explains what arrangements are being made to ensure delivery of the programme set out on the previous page in terms of:

- the development of a sound and robust evidence base;
- the approach to community and stakeholder engagement;
- resources;
- risk assessment

### **Evidence Base for South Wiltshire Core Strategy and Minerals and Waste DPDs**

- 4.2 The South Wiltshire Core Strategy is at a reasonably advanced stage of preparation. A publication draft Core Strategy is due to be completed in the early part of 2009. Extensive consultation and collation of evidence has already been undertaken, and in finalising the publication draft the South Wiltshire Team is currently working with the Planning Inspectorate to ensure a sound approach has been taken.
- 4.3 The Minerals and Waste Core Strategies are at the Examination stage. Formal hearings have now taken place and the Inspector is considering in light of the evidence whether the plans are sound. Any weaknesses in the evidence base, raised by the Inspector, will be addressed. The other minerals and waste DPDs will be progressed using the evidence base assembled for the respective Core Strategies, which will be improved as necessary. Important additional work for the Site Allocations DPDs is being undertaken, for example, relating to strategic flood risk and Habitats Regulations Assessment.

### **Management of Evidence Base for Wiltshire Core Strategy**

- 4.4 Development plan documents (DPDs) must be based on a sound and robust evidence base. A number of technical studies have been undertaken or are in the process of being undertaken and others are planned to ensure that this is the case. Although the studies may relate to individual district areas rather than the new unitary area, collectively they provide valuable information on which DPDs for Wiltshire can be based.
- 4.5 The Planning Advisory Service has developed an evidence base toolkit to assist councils during plan preparation. This toolkit has been used to review the evidence base that has been prepared by the four district councils and has informed additional work that needs to be undertaken to improve the evidence base further. Additional studies and work that should be undertaken are listed below. The list of new studies also reflects the advice of independent consultants who consider that these are areas of work that need to be completed in order to have a robust evidence base for the Wiltshire Core Strategy.

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<b>Evidence Required</b>	<b>Action</b>
Role and function of settlements Study for Wiltshire	Establish common information base and method for examining role and function of settlements across Wiltshire.
Strategic Housing Land Availability Assessment	Update and complete SHLAAs for Wiltshire to include new sites that have come forward since SHLAAs completed.
Workspace Strategy / Employment Land Review (ELR)	Appraisal of District ELRs to identify gaps in information. Workspace Strategy to inform work on new strategic site identification for employment use.
Wiltshire Retail Assessment Review	Appraise and review existing Retail Assessments for North Wiltshire, Salisbury and West Wiltshire district areas and identification of need for Kennet district area to provide strategic overview for Wiltshire.
Transport Assessment for Wiltshire	Transport appraisal of relative sustainability for broad locations of growth in terms of accessibility to services, public transport provision and net work capacity.
Traffic Modelling	Traffic modelling work for Chippenham, Salisbury and Trowbridge to examine potential growth options.
Update of Swindon Strategic Housing Market Assessment (SHMA)	Review Swindon SHMA and undertake additional work to ensure delivers outputs required in Planning Policy Statement 3: Housing.
Strategic Flood Risk Assessment	Undertake for strategic sites that fall within flood zones 2 and 3.
Infrastructure Assessment	Determine specific infrastructure requirements for strategic sites and assess additional requirements to support overall levels of growth.
Sustainability Appraisal / Strategic Environmental Assessment	Consolidation and update of District SA/SEA documents into single scoping report.
Habitats Regulations Assessments	Test policies and strategic site options.

- 4.6 The views of the local community and others stakeholders will also be an important part of the evidence base. This is discussed further below.

## Community and Stakeholder Engagement

- 4.7 In accordance with the Local Government (Structural Changes) (Transitional Arrangements) (No.2) Regulations 2008 (paragraph 23), until the 1 April 2009, the LDDs within this LDS will be prepared in accordance with the Regulations as set out in Part 6 of the Town and Country Planning (Local Development) (England) Regulations 2004.
- 4.8 This effectively means that the **Statements of Community Involvement** (SCI) previously published by Wiltshire County Council and Kennet, North Wiltshire, Salisbury and West Wiltshire District Councils that set out the process and methods for community involvement in the preparation of LDDs, will no longer be used for this purpose. This allows the Council to prepare the LDDs in accordance with a single set of criteria rather than the different requirements set out in the five SCIs relating to Wiltshire, which could be confusing.
- 4.9 However, the Council is committed to preparing a new SCI that will be used to inform the preparation of the Council's LDDs from 1 April 2009 rather than the Regulations.
- 4.10 In the interim period prior to the adoption of a new SCI, in order to ensure timely and effective engagement with key stakeholders to develop the evidence base for the Core Strategy, the approaches to be used to deliver the different parts of the LDF, are discussed below.
- 4.11 In working towards a Publication draft of the **Wiltshire Core Strategy**, the Council will build on the consultations already undertaken by the four District Councils on their individual core strategies. The Teams will seek to work closely with and actively involve key stakeholders central to the plan's delivery to ensure that the options for the Wiltshire Core Strategy are deliverable and a sound plan is achieved. Steps are being taken to build early engagement into the preparation process, in particular on the options for delivering the strategy/broad areas of growth and strategic sites, and will include the following:
- Formation of a Sustainability Working Group comprising Environment Agency, English Heritage, Natural England, representatives from seven Wiltshire Local Area Agreement thematic groups and relevant Council Officers to inform the development of the Sustainability Appraisal/Strategic Environmental Assessment.
  - Establishment of two partnership working groups to engage with stakeholders (internal and external) concerned with infrastructure and housing delivery. Best practice will need to be considered in order to determine membership and role of groups. Appropriate stakeholders for the housing group include the Home Builders Federation, Registered Social Landlords, Homes and Communities Agency and Government Office for the South West.
  - One to one meetings, as appropriate, with key stakeholders and delivery agencies to build understanding and consensus.



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- 4.12 In light of local government reorganisation, an additional challenge will also be to ensure effective engagement with partners across the new Council and using the new Community Boards<sup>5</sup> to best effect. A new SCI is in the early stages of preparation and will consider the role of the Community Boards in LDF preparation.
- 4.13 Formal establishment of the new authority on 1 April 2009, involves the bringing together of a number of service areas from five authorities. The transition to a new unitary authority has meant, and will continue to mean, changes to existing working arrangements and established lines of contacts previously used by individual authorities. The Council is committed to ensuring that the LDF is a corporate priority and will put in place working arrangements, including the creation of project teams, to ensure internal partners and stakeholders are able to fully contribute towards its preparation in a timely manner.
- 4.14 Consideration will also be given to the establishment of a steering group comprising key Council officers from across the organisation in order to ensure delivery of corporate priorities and integration of the LDF across the authority.
- 4.15 The **South Wiltshire Core Strategy** is in the final stages of preparation and to date has been prepared in compliance with the Statement of Community Involvement adopted by Salisbury District Council in September 2006. In applying the Regulations, regard will be had to this SCI and experience of its implementation, in order to ensure that any new consultation delivers the right outcomes.
- 4.16 The LDS also makes provision for a number of DPDs to be completed that previously formed part of the **Minerals and Waste Development Framework** (MWDF). This work is undertaken in partnership with Swindon Borough Council and has been prepared in compliance with Swindon Borough's SCI, and Wiltshire County Council's SCI adopted in May 2005. These SCIs share a common approach. In applying the Regulations, regard will therefore be had to Swindon Borough Council's adopted SCI in preparing the Minerals and Waste LDDs.
- 4.17 The Gant Chart at **Appendix C** indicates some of the key stages of the plan preparation process where stakeholders and the wider community will be engaged. In addition to this, as discussed above, for the Wiltshire Core Strategy stakeholder engagement will be much wider ranging and relationships will be developed with key Groups and organisations from the outset to produce a sound plan.

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<sup>5</sup> The new Council is setting up Area boards in Wiltshire's communities. These new boards will form a key part of the decision-making structure of Wiltshire council. They will bring together the new council's services, key partner agencies such as the police, health and community partners and local people and allow local communities to have the opportunity to get involved in making decisions about their areas.

**Resources - Staffing Arrangements**

- 4.18 A new structure for the Spatial Planning Service of the new Council responsible for preparation of the LDF, has been approved. A new Head of Service will be appointed before the end of the year to lead on LDF delivery and will be responsible for the overall project management; and will be supported by an experienced Project Manager (see paragraph 4.23). The Head of Service will report to the Director for Economy and Enterprise. Arrangements are also being made for District Council staff to be directly responsible to the Director for Economy and Enterprise in order to have clear lines of management and accountability thus facilitating LDF delivery.
- 4.19 The Structure includes two teams focused on delivery of the Minerals and Waste DPDs and the South Wiltshire Core Strategy, and a third central team who initially will focus on delivery of the Wiltshire Core Strategy and Gypsy and Travellers Allocations DPD. These teams will be supported by a fourth team that are responsible, amongst other areas of work, for monitoring the LDF and contributing to the maintenance and development of the evidence base. The staffing resource for these teams (subject to final budget approval) is set out below:
- The central Spatial Planning team will consist of around 12 Planners (including Team Leader) and 2 Technicians/Assistants.
  - The South Wiltshire Core Strategy Team will consist of around 7 Planners (including team leader) and 1 Technician.
  - The Minerals and Waste Policy Team will consist of 5 Planners (including Team Leader) and 1 Assistant.
- 4.20 The structure of the new Service has been designed to allow existing Officers currently responsible for delivery of the South Wiltshire Core Strategy and Minerals and Waste DPDs to continue with current programmes. Capacity of these respective teams has therefore been maintained, with the Team Leaders continuing to be responsible for project management, reporting to the Head of Service.
- 4.21 A Service Level Agreement with Swindon Borough Council (SBC) is in place setting out joint working arrangements for minerals and waste planning matters. Under the terms of the Agreement, the Council will continue to act as 'Lead Authority', with SBC providing pro-rata support in terms of resources.
- 4.22 A central Spatial Planning Team that effectively brings together existing staff from within the District Councils of Kennet, North Wiltshire and West Wiltshire has been created within the structure to provide strong leadership, particularly in preparing the new Wiltshire Core Strategy.
- 4.23 An experienced Project Manager is being appointed during the initial stages of the new LDS in order to support the development of detailed project plans for those parts of the overall project plan requiring further planning. The Project Manager will also play a key role in ensuring delivery of the LDS, particularly the Wiltshire Core Strategy.

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- 4.24 Consultants will also be employed to supplement existing resources where studies are of a specialist nature and/or where there are benefits in terms of timing to outsource the work.

### Resources - Budgets

- 4.25 The cost of producing the LDDs will be met from existing District and County Council budgets in the period up to 1 April 2009. After this date, costs will be met from the Spatial Planning Group's budget which as discussed below is proposed to be supplemented by a reserve fund. The revenue budget for 2009/10 for the Spatial Planning Group as a whole (including other service areas) is estimated at around £1.4 million but is still subject to final approval. This is sufficient to meet expected LDF costs for the year 2009/2010. The provision of a rolling contingency fund has also been requested of £0.5 million in order to provide for high or unusual resource demands in any one year, for example due to examination costs or additional evidence that may be required.
- 4.26 Partnership working across the Council will be critical to the success of the LDF due to its cross-cutting nature and relationship with other plans and strategies. Internal partners, for example, from key services such as housing, sustainable transport and education will be used to inform and develop the evidence base. This may include shared financial resources in order to produce studies /reports that are required by both services. Also, the knowledge and expertise of other service areas will be used to contribute to policy formation and validation of work undertaken at key stages. Finally, the community planning service will be used wherever possible to support consultation events. Resources from outside the Service will therefore also contribute towards the preparation of LDDs.
- 4.27 Any opportunities to secure external funding and support in kind will also be exploited where they arise.

### Risk Assessment

- 4.28 A Risk Assessment has been prepared that is set out in **Appendix D**. This includes proposed mitigation and contingency measures that may need to be implemented in order to ensure that sound DPDs are prepared and developed in a timely manner.
- 4.29 It will be particularly important to ensure that the community and stakeholders understand what this new LDS is all about and its relationship with the work previously undertaken by the five individual local planning authorities. A communications strategy is therefore being prepared in order to publicise this LDS and help avoid confusion, thus encouraging timely participation by the community and stakeholders in preparing the DPDs programmed.

## **DRAFT**

### **APPENDICES**

Appendix A: Saved Local Plan Policies and Associated Guidance

Appendix B: Local Development Document Profiles

Appendix C: Detailed Project Plans for LDD Preparation

Appendix D: Risk Assessment

*NB: These are available on the Council's website and in the Members Room*