

REPORT

Cllr Noeken : Cabinet Member for Planning & Economic Development

Draft Local Development Scheme

1. Report Summary

This report introduces the Local Development Scheme (LDS) and its role within the new planning system. A copy of the draft Local Development Scheme is attached to the report. This report seeks the approval of the work elements within the draft LDS by Cabinet as the basis for the new generation of planning policies.

2. Background

The Planning and Compulsory Purchase Act 2004 has introduced a new planning system. At a local level, Local Plans will be replaced by Local Development Frameworks (LDFs). The LDF will be a comprehensive set of development plan policies which collectively deliver the spatial planning strategy for Salisbury District.

The Local Development Scheme is the first LDF document to be produced. Its role is to set out the scheme of work to be undertaken to replace the existing adopted Local Plan with the new planning system. The council is obliged to have an adopted LDS in place by March 2005.

3. Draft Salisbury District Council Local Development Scheme

The purpose of the LDS is to set out what development plan documents will be produced, in what order and how. It will also identify when key stakeholders and the local community will be able to participate in the new-style planning system. In order to make these decisions, the LDS must also define – in very broad terms - the proposed structure and content of the council's LDF.

The LDS identifies the key policy areas of the existing Local Plan that need to be reviewed as a matter of priority. Whilst the LDS does not require formal public consultation, the Forward Planning service has taken a range of soundings from key stakeholder groups and during July and August consulted the council's Area Committees and to establish priorities for action. Since that time new guidance and further input from members have shaped the draft LDS which is now presented.

This first LDS details the work the council intends to undertake in the period from 2005 to 2008. The LDS will be reviewed and updated on an annual basis to reflect progress or delay with the identified work programme.

Members should note that following their consideration of the LDF there may need to be further revisions in light of constraints being imposed by Government Office for the South West and The Planning Inspectorate. These changes are likely to relate only to the proposed timetable, and particularly the proposed dates for Public Examinations of the councils proposals.

4. New Working Arrangements

The new LDF system requires that activities of the council and other stakeholders are more closely coordinated than was the case under the system of Local Plans. This is based on the fact that the LDF is intended to be a delivery mechanism for a range of strategies and programmes, not just a compendium of planning policies.

To this end, the Forward Planning service has committed itself to a programme of contact meetings with key stakeholder groups and this will be expanded upon in the Statement of Community involvement which will be produced early in 2005. Further to this, a corporate working group has been established to provide a strategic oversight of the LDF process. This group, whose membership will be expanded to include elected members and other key individuals, will be charged with ensuring that the full range of strategies and programmes coming forward (corporate and external) are effectively identified and addressed during the preparation of more detailed policies and proposals.

At a more overarching level, officers would acknowledge that the new LDF system contains a great deal of new terminology which, without a programme of information, will become a barrier to effective engagement. Ahead of the publication of the final version of the LDS, officers will liaise with the Press Office and Democratic Services to disseminate (in a non-technical manner) what is being proposed, and particular the areas which the Council will be working on in the next 2 years.

5. Recommendation

It is recommended that

Cabinet approve the Draft Local Development Scheme (LDS) enabling officers to undertake clear discussions with Government Office and The Planning Inspectorate to confirm the final timetable.

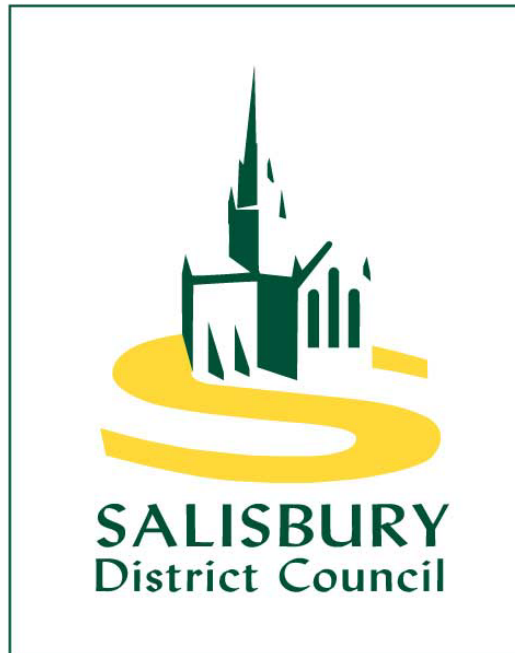
Background Papers:

(PPS12) Planning Policy Statement 12 : Local Development Frameworks, ODPM
Creating Local Development Frameworks – Companion Guide to PPS12, ODPM

Implications:

- **Financial:** All initial costs associated with the implementation of LDF can be contained within existing budgets. If additional funding is required for future years, it will be bid for through the portfolio planning process
- **Legal:** No implications at this stage
- **Environmental Health:** Observations incorporated into the attached draft LDS
- **Human Rights:** The LDF process builds in the right to a fair hearing through a process of continuous community involvement.
- **Personnel:** No comments raised
- **Community Safety:** Not applicable at this stage
- **Council's Core Values:** Being fair and equitable, providing excellent service, communicating with the public, Open learning council and willing partner
- **Ward(s) Affected:** All

**Salisbury District Council
Local Development Framework**



Draft Local Development Scheme

A Timetable for the Production of Local Development Documents

January 2005

FOREWORD

This document, the Local Development Scheme, is the starting point of a new planning process that is intended to streamline the planning policy system.

The previous system of Regional Planning Guidance, Structure Plans and Local Plans is replaced with new legislation that provides regional guidance through a Regional Spatial Strategy and local policies through the Local Development Framework.

The Local Development Framework provides Salisbury District Council with the opportunity of setting out a clear, distinctive and realistic vision of how the area will change over the next twenty years. It will promote a proactive, positive approach to managing development and delivering change.

The principle of sustainability that the local plan is built upon is also central to the reformed planning system. Salisbury District Council seeks to promote development that will benefit individuals and businesses without compromising the environment for future generations.

A key objective of the new planning system is to strengthen community involvement and to engage people from the earliest stage onwards. This will help identify issues that in turn will allow Council to take appropriate action and thereby reduce potential conflict.

The Local Development Scheme is a public statement identifying which local development documents will be produced, in what order and when. It will be the starting point for communities to find out about the Council's plans for a particular place or issue.

Communities and interest groups can, therefore, use this document to find out what local planning policies affect their area and where and how they can become involved in the new planning process.

Councillor John Noeken
Portfolio Holder for Planning and Economic Development

December 2004

EXECUTIVE SUMMARY

The previous system of Regional Planning Guidance, County Structure Plans and Local Plans is being replaced with a new system that provides regional guidance through a Regional Spatial Strategy and local policies through the Local Development Framework.

The Local Development Framework provides Council with the opportunity to take a fresh look, through spatial planning, and consider the benefits that could be delivered for the district of Salisbury. This new approach will go beyond the traditional control and regulation role of land use planning. It will take account of the strategies/plans of other Government agencies and must also reflect the aspirations of the local communities.

The Local Development Framework will be made up of various local development documents. A successful Local Development Framework will require the right decision at the outset about which documents to include. The new system is designed so that Council can decide which combination of documents is most appropriate. The ability to produce various documents rather than one plan will make it easier to keep up to date.

Central to this reformed planning system is that development must be sustainable. The World Commission on Environment and Development has drawn up a widely used definition: “*development that meets the needs of the present without compromising the ability of future needs.*” For this to be achieved, planners, commercial interests and decision makers need to consider the long term social, environmental and economic impact of development.

A Statement of Community Involvement will inform people of how Council intends to engage key organisations and the public in the production of certain documents in the Local Development Framework.

The Local Development Scheme

The Local Development Scheme is critical to the successful programme management of the Local Development Framework. It will be the starting point for communities to find out about the Council’s plans for a particular place or issue. It sets the programme for the preparation of the documents over a three year rolling period and approaches to preparing them.

Based on initial evidence base preparation, in-house consultation and local knowledge of the district the Council has identified the key issues to be addressed by the Local Development Framework and sustainability appraisal. Local Development Documents will be prepared on an individual basis subject to conformity with an overarching Core Strategy.

The **Core Strategy** will set out the key principles for development in the district as well as an overarching vision in respect of the distribution of future growth. It is to be in accordance with national and regional planning policy, in particular the Regional Spatial Strategy, and to be responsive to local objectives through the Community Strategy.

The **District Wide Policies** will provide policies for determining planning applications. These policies will seek to promote the principles established in the Core Strategy. The policies will be grouped into five themed policy areas, namely Sustainable Communities; Natural Environment; The Economy; Design and Conservation; and Housing.

The **Proposals Map** will set out where policies, key restraints and land uses apply throughout the district.

The **Area Specific Proposals** relate to defined geographical areas under the following headings:

- Site Specific Allocations – that contain areas of land identified for a specific purpose such as housing, employment or open space, and
- Area Action Plans – that ensure development of an appropriate scale, mix and quality for key areas of opportunity. Area Action Plans are proposed for Salisbury City Centre, Amesbury and Wilton Town Centre.
- The administration of the New Forest National Park is at present unclear in terms of planning functions. It is likely that a New Forest National Park LDF will be created, although it has not been programmed into this Scheme. Salisbury District Council will be working closely with the New Forest District Council, Test Valley Borough Council and the National Park Authority.

The **Supplementary Planning Documents** are designed to be concise statements of principles, policies and proposals. These are likely to include documents relating to the Salisbury District Design Guide, Delivering Sustainable Communities and Planning Obligations.

An **Annual Monitoring Report** will be prepared to measure the progress towards key aims of the Core Strategy. Revisions to this Local Development Scheme will normally be made on an annual basis to reflect progress, new priorities and delays to the proposed timetable where they develop.

Continuity of planning policy within the Development Plan system is essential for the purpose of determining planning applications. Therefore, the Council will keep an up to date and accessible copy of adopted planning policies available to the public.

This document represents Salisbury District Council's first Local Development Scheme that has been prepared in discussion with elected members and has been approved by the Government Office for the South West.

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1.0 INTRODUCTION

The Local Development Framework System

- 1.1. The 2004 Planning and Compulsory Purchase Act requires that Local Planning Authorities in England must prepare and maintain a clear and comprehensive set of development plan policies in a **Local Development Framework (LDF)**.
- 1.2. The Local Development Framework is effectively a **‘portfolio’ of documents** which collectively deliver a spatial planning strategy for the local planning authority’s area, and a range of proactive and positive policies to manage development and deliver change. This new approach goes beyond the traditional control and regulation role of land use planning.
- 1.3. LDFs are required to deliver **sustainable development** which, in its broadest sense, can be defined as “*development that meets the needs of the present without compromising the ability of future generations to meet their own needs.*” Planning has always sought to balance social, economic and environmental considerations, although this has been purely in relation to the use of land. LDFs now enable planning to respond to a wider agenda, taking greater account of the strategies and plans of other organisations, as well as the aspirations of local communities which are expressed through Community Plans. For this reason, all stakeholders and participants in the LDF process must now fully acknowledge the long term social, environmental and economic impacts of development. To ensure this happens, Sustainability Appraisals will be undertaken at key stages of LDF preparation.
- 1.4. The process of preparing an LDF will differ from the previous system of Local Plans in that
 - the preparation will no longer involve one long process, but instead a number of parallel processes which are designed to ensure that the whole policy framework is not delayed, for example, by one particularly complex or controversial issue.
 - In line with this approach Local Development Documents (LDDs) will be rolled out on an individual basis, subject to conformity with an overarching Core Strategy, allowing them to address specific issue and priorities. The new system is designed so that each Local Authority can decide which combination of documents is most appropriate.
 - Over time, these LDDs can then be updated to react to changing circumstances.
- 1.5. This evolution of the plan making process to a more flexible format has clear advantages in terms of ensuring that planning policies are kept up to date, and in enabling planning to be more responsive to the needs of the district. However, with greater flexibility to review policies, there is the potential for applicants and stakeholders to become unclear about when they can contribute to the policy making process, or about the status of policies at any one time.
- 1.6. To address this issue, this document – the **Local Development Scheme (LDS)** – has been prepared to identify the key areas of policy review work to be undertaken over a 3year period. It details key stages in each review process (e.g. *consultation periods, key decision making stages*), research exercise, and any other important tasks.
- 1.7. Salisbury District Council acknowledges that the new planning system introduces a considerable amount of new terminology. This LDS attempts to state the council’s intentions in simple terms as a means to make the process more approachable. To aid understanding, a **glossary of terms** can be found at the back of the document.

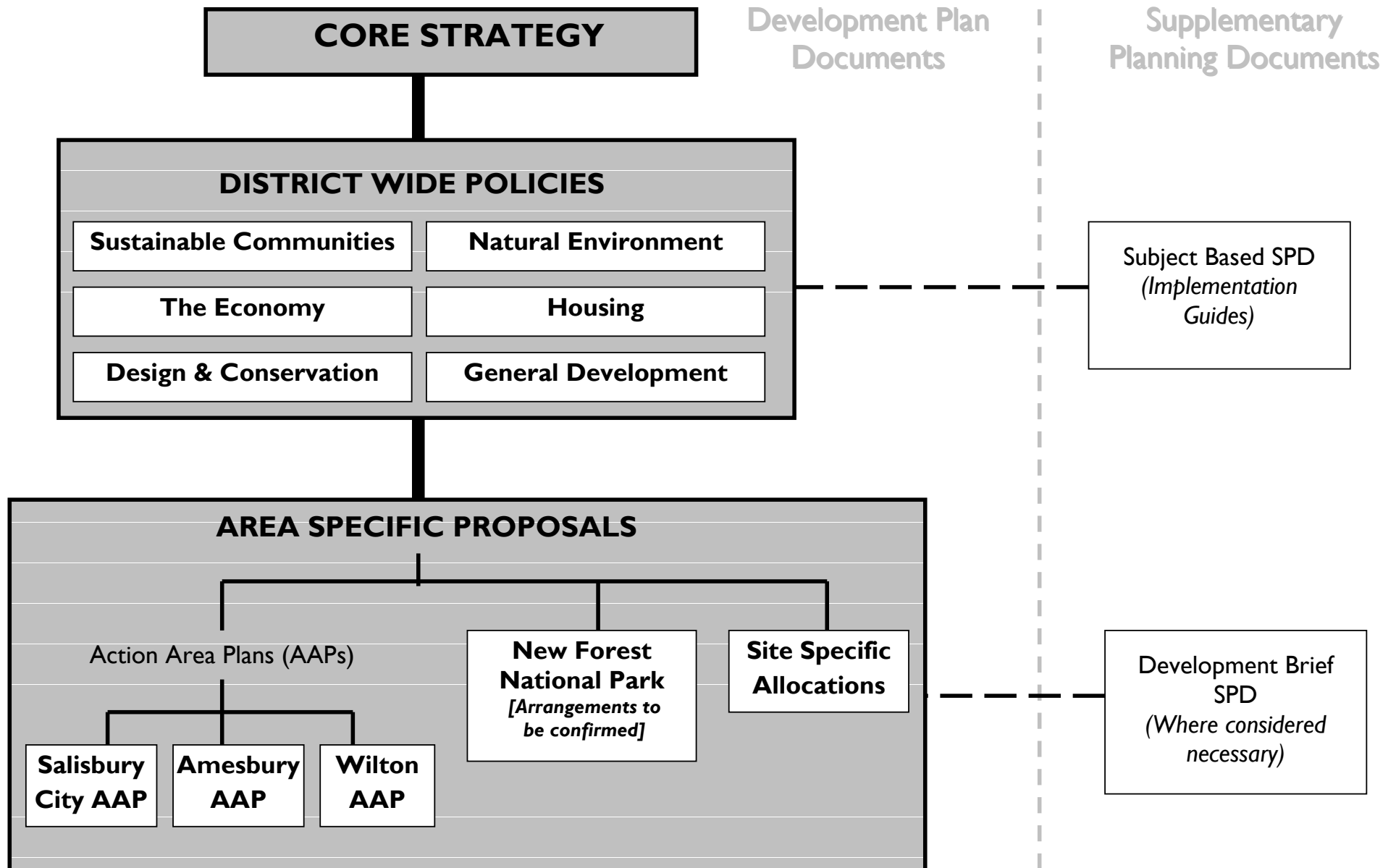
The Role and Function of the Local Development Scheme (LDS)

- 1.8. The Local Development Scheme does not, in itself, make any policy changes, but rather sets out the work to be undertaken in reviewing existing policies and meeting the provisions of the new legislation. This will relate to a 3 year period.
- 1.9. The LDS is essential to the successful project management of the Local Development Framework (LDF). It is a public statement identifying which Local Development Documents (LDDs) will be produced, in what order, when and how. It will be the starting point for stakeholders and local people who want to find out about the plans and policies that the council is reviewing or proposing to introduce.
- 1.10. The key priorities of the Local Development Scheme are to provide:
- a clear statement about the areas of planning policy that the council intends to either develop or review;
 - an outline of the aims of the identified policy work programme as a basis for stakeholders and the community to participate in the process;
 - a geographical applicability of the policy work distinguishing between those which will be applied across the district and those which may be related to specific locations;
 - a proposed timetable for the progression of each element of policy work, identifying key consultation and decision making stages; and
 - a prediction of the resources required for each element of work.
- 1.11. This document represents Salisbury District Council's first LDS. It has been prepared in discussion with key stakeholders and approved by the Government Office for the South West (GOSW). The document details work the council intends to undertake in the period from 2005 to 2008. However, given that the aim of the new planning system is to create a rolling review process, the LDS will be updated, normally on an annual basis, to reflect progress on existing work and delays which may develop.

Salisbury District Council's Approach to preparing its Local Development Scheme

- 1.12. Salisbury Council has adopted a structured and robust approach to producing its Local Development Scheme. The key issues that have informed its content are:
- the need to put in place the main aspects of the Local Development Framework approach, in line with the new legislation;
 - an evaluation of the policies in the Adopted Salisbury District Local Plan;
 - a broad scoping of what the Core Strategy will contain and an analysis of the Development Plan Documents (DPDs) that will be required to provide a suitable policy framework for the management and control of development.
 - the potential capacity of the Forward Planning service, drawing in staff from other services and organisations where required, and the likely level of other resources which will be available.
 - priorities identified in consultation with key stakeholders and opportunities for a coordinated approach to ensure the LDF complements, and delivers the aspirations of other strategies and initiatives; and
 - regular communication with the Government Office for the South West (GOSW) and the Regional Planning Body (RPB)
 - awareness of the Planning Inspectorate's timescales for Public Examinations.

LOCAL DEVELOPMENT DOCUMENTS AND THEIR INTER-RELATIONSHIPS



2.0 STRUCTURE AND CONTENT OF SALISBURY DISTRICT COUNCIL'S LOCAL DEVELOPMENT FRAMEWORK

- 2.1. This draft of the Salisbury District Local Development Scheme proposes that planning policies are organised as set out in the diagram on the opposite page. The paragraphs below examine the broad scope of each of the elements. Greater detail about the subject matter, timetabling, and resource requirements are set out in summaries in Appendix A.

Development Plan Documents (DPDs)

- 2.2. The **Core Strategy** will set out the council's key principles for development in the district as a whole. Its foundation will be a wide spatial analysis of the district's features, such as settlement patterns, transport links, landscape quality, biodiversity, employment and community facilities. The Core Strategy will be required to take into account national and regional planning guidance, but will also be responsive to local objectives that are set out in the Community Strategy. Having considered these factors, the Core Strategy will aim to balance the competing environmental, social and economic pressures by developing a sustainable strategy for development which best fits the needs of the district.

The position of the Core Strategy at the top of the diagram highlights its importance within the Local Development Framework. The other documents proposed will focus on key principles in the Core Strategy, setting out more detailed policies and proposals to deliver its objectives.

- 2.3. The **District Wide Policies** is a collective grouping of 6 themed LDDs which will contain the spatial policies required to deliver elements of the Core Strategy. The purpose of splitting the policy areas into separate documents is that this will make future reviews of policy more focused.

The 5 themed policy areas will address

Sustainable Communities – policies that will seek to ensure that new development contributes to the creation and maintenance of vibrant and viable communities. Social inclusion and access to basic services will be key areas of focus.

Natural Environment – policies aimed at the preservation and enhancement of the District's natural environment and landscape assets.

The Economy – policies which will facilitate appropriate economic development across the district and respond to the needs of the business community.

Design & Conservation – policies aimed at preserving and improving the built environment of the district. The promotion of good design for the future will be as important as protecting the fine built heritage of the past.

Housing – policies that will promote appropriate types of housing (and other forms of accommodation) which meet the needs of local people.

General Development - a discrete area of general policies and considerations which relate to the majority of development types.

- 2.4. The **Proposals Map** sets out exactly where policies, key constraints and land use proposals apply throughout the district. The Proposals Map represents a Development Plan Document in itself, therefore it will need to be reviewed in light of any changes to policies or proposals in any of the DPDs which are produced by the Council. The District Council will be seeking innovative means to reduce the excessive costs that regular map printing is likely to impose.

2.5. The **Area Specific Proposals** will be a broad grouping of individual documents which relate to defined geographical areas.

a) Site Specific Allocations

This document will contain all areas of land identified for a specific purpose, whether that is for housing, employment, open space or other uses. The use of the land identified will be clearly defined, including any obligations that will be expected of a developer, occupant or owner of that land.

b) Action Area Plans

These documents will contain policies and proposals specific to defined areas. Three Action Area Plans are proposed at this time relating to Salisbury City, Amesbury and Wilton

c) New Forest National Park

Salisbury District currently contains around 10% of what will become the New Forest National Park. The council has a group of adopted planning policies to address the specific needs and pressures of this area (known as the New Forest Heritage Area.)

At the time of writing, the administration of the New Forest National Park remains unclear in terms of the planning functions. It is likely that a New Forest National Park LDF will be created in due course, with Salisbury District Council working closely with New Forest District Council, Test Valley Borough Council and the National Park Authority (when it comes into being in April 2006) to deliver an appropriate set of policies on a joint or consultative basis. It is likely that the next revision of this Local Development Scheme will be able to provide more detail about this subject.

Supplementary Planning Documents (SPDs)

2.6. The documents identified previously are designed to be concise statements of principles, policies and proposals, rather than detailed implementation guides. The District Council intends to publish Supplementary Planning Documents (SPD) on a range of subjects to assist developers and the general public regarding the practical requirements of policies. SPDs replace the old-style Supplementary Planning Guidance (SPG) of the Local Plan system although the Council will not seek to review all its existing SPG.

The following SPDs are likely to come forward in the next 3 years.

- Salisbury District Design Guide – to compliment the Core Strategy's Design & Conservation theme
- Delivering Sustainable Communities – an implementation guide for aspects of the Core Strategy's Sustainable Communities theme
- Planning Obligations – to provide guidance to reflect the new planning circular on this matter
- An unconfirmed number of Village Design Statements as and when they are brought forward in partnership with local communities.

Supporting Statements for DPDs and SPDs

2.7. When each of the Local Development Documents are produced and published they will be supported by:

- a Statement of Conformity with the Regional Spatial Strategy or until the RSS is adopted, the Wiltshire Structure Plan.
- a statement explaining the relationship of the Document to other LDDs and remaining saved elements of the adopted Salisbury District Local Plan (see section 5). The statement will also set out which LDDs or saved policies the new document replaces.
- a Sustainability Appraisal including Strategic Environmental Assessment;
- a statement setting out how the Statement of Community Involvement has been followed in preparing the LDD
- a list of background documents that are relevant to the subject matter and have been used to inform policy formulation and decision making. The council may publish some of these documents, but others may be published by government, statutory or local agencies.

Other Documents

2.8. The **Statement of Community Involvement (SCI)** is an essential part of the LDF. In simple terms, it will set out the methods the District Council will use to encourage participation in preparing its Local Development Framework. Once adopted, it will detail the activities the council will undertake to engage local people and other key stakeholders in the plan making process. The District Council considers that the early adoption of the SCI is essential in promoting openness and equality in the creation of its LDF.

2.9. An **Annual Monitoring Report** will be prepared, which will aim to measure progress towards key aims of the LDFs Core Strategy. This is considered further in section 7.

2.10. Revisions to the **Local Development Scheme** will be made, normally on an annual basis, to reflect progress, new priorities and delays to the proposed timetable where they develop. Further detail is also given in section 7.

3.0 PRIORITIES FOR THE LOCAL DEVELOPMENT FRAMEWORK

3.1. The previous section set out what Salisbury District Council's Local Development Framework will look like when it is fully prepared. This section seeks to identify which elements of the LDF will be brought forward during the period covered by this Local Development Scheme. Section 4 of this document then timetables the council's programme of work on these aspects.

The Council's Approach to identifying its LDF Priorities

3.2 The new LDF system is concerned with the continual review of a more flexible set of planning policies. When the full LDF is in place, the council will be able to amend its planning policies in a more effective manner. However, getting a range of flexible policy documents in place will take some time, and so decisions need to be made about the priorities for action. In determining which of the elements identified in section 2 should come forward, priority will be given on the basis of:

- the urgency in the need for new or amended policy advice to better address the social, economic and environmental needs of the District and its inhabitants;
- the continuing soundness of policies in respect of changing national and regional guidance; and
- whether it is appropriate to consider the review of specific issues without the need for a wider re-examination of other associated policies.

Key Priorities

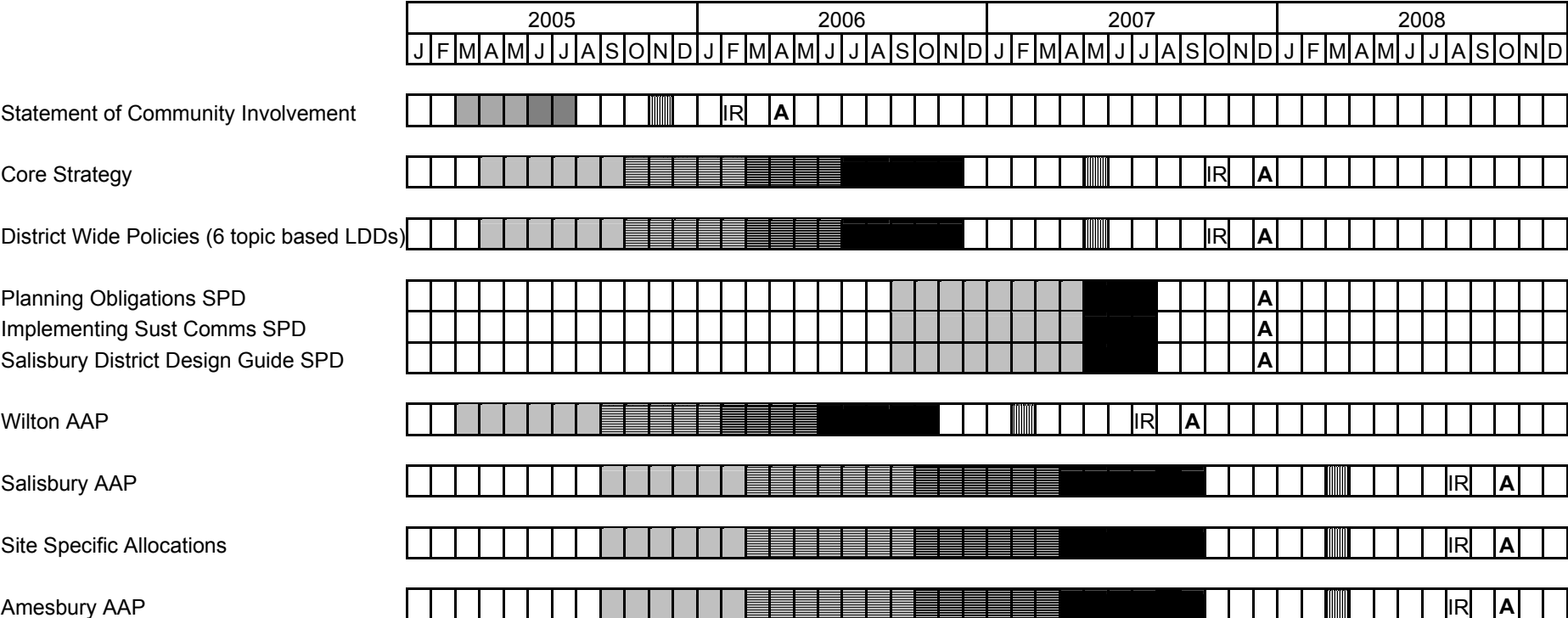
3.3 Based on the criteria set out in 3.2, the following Local Development Documents (LDDs) have been identified as priorities.

LDD Name	Commentary	To Commence
Statement of Community Involvement (SCI)	Consultation, participation and engagement are critical in the LDF system. Early adoption of the SCI is essential to inform the public and other key stakeholders of how they can contribute to shaping the councils policies and proposals.	2005/06
Core Strategy	The Core Strategy is the basis of the LDF and should therefore be brought forward at an early stage.	2005/06
District Wide Policies (6 Topic Based LDDs)	These policies will be prepared alongside the emerging Core Strategy. A coordinated process will reduce consultation fatigue whilst putting in place a flexible system for future reviews.	2005/06
Delivering Sustainable Communities SPD	This SPD will be progressed alongside the Sustainable Communities LDD to provide practical advice on the implementation of policies.	2006/07
Planning Obligations SPD	This SPD will be an extension of the planning obligations policy in the Core Strategy which would benefit from coordinated timing.	2006/07
Salisbury District Design Guide SPD	In parallel with the Design & Conservation LDD this document will aim to provide practical advice to applicants about design standards, local character and creating a 'sense of place'.	2006/07
Wilton AAP	There is urgency in the need to address the fortunes of Wilton Town Centre in a positive and proactive manner.	2005/06

LDD Name	Commentary	To Commence
Salisbury AAP	There are a number of opportunities for change in central Salisbury which would benefit from a coordinated planning policy approach.	2005/06
Site Specific Allocations	In 2006, the council will be required to examine the supply of housing and employment land in line with the 2016 Wiltshire Structure Plan and the emerging RSS.	2005/06
Amesbury AAP	It is likely that a Market and Coastal Towns exercise will be completed in early 2006 which can then act as a catalyst for this AAP to deliver community objectives and assimilate a growing population.	2006/07
New Forest	The arrangements for planning in the new National Park remain unclear at present. However, it is likely that the National Park Authority will have to prepare an LDF when it comes into being in April 2006.	Unclear (likely 2006/07)
Village Design Statement SPDs	There are a number of VDSs being prepared by local communities which should be encouraged to continue. In projecting current work forward 2-3 per year are likely to seek adoption.	Ongoing
Annual Monitoring Report and Revised LDS (if required)	This is required to be prepared on an annual basis to measure the progress of existing work (for GOSV purposes) and to review the effectiveness of LDF policies	Annual

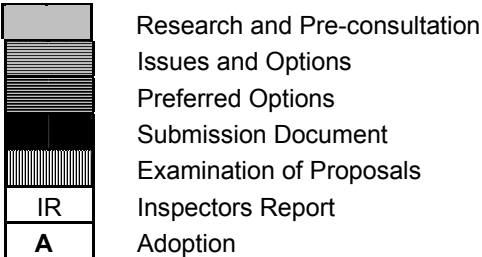
4.0 PROGRAMME FOR THE PRODUCTION OF LDDs

The following chart illustrates the proposed work programme for production of LDDs as prioritised in section 3 of this document. Full details of the scope and nature of the subject areas and associated information are set out in LDD profiles in Appendix A

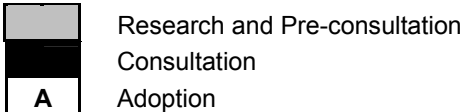


Key

Development Plan Documents



Supplementary Planning Documents



NB. Changes to the Proposals Map will be made in association with each LDD and be updated at the time of adoption of the LDD

5.0 TRANSITIONAL ARRANGEMENTS

- 5.1 The Planning and Compulsory Purchase Act 2004 and Planning Policy Statement 12 *Local Development Frameworks* acknowledge that there will need to be an interim period as planning policy is transferred from Local Plans to LDFs. 'Transitional Arrangements' have been put in place which include measures to save existing plans, or elements of plans, for a period of at least 3 years from 28th September 2004. These measures are designed to ensure that there remains continuity within the Development Plans system for the purposes of determining planning applications.
- 5.2 During this period, it is assumed that work will commence to review and then incorporate the majority of policies into new LDF documents. There are arrangements to enable policies to be saved for a further period beyond 3 years, this would be dependent upon an appraisal by GOSW.
- 5.3 The current Salisbury District Local Plan was adopted in June 2003 and therefore remains an appropriate tool in the determination of planning applications. However, it is recognised that some policy areas will need review earlier than others. Appendix B shows which Local Plan policies will be reviewed in the next 3 years and which are likely to be 'saved'. Appendix B also sets out which existing Supplementary Planning Guidance will remain relevant to the saved policies.
- 5.4 Any such 'saved' policies will remain relevant for development control purposes in the District until:
- they are replaced within new LDDs, or by policies within an adopted Regional Spatial Strategy
 - they become redundant and are withdrawn by the council
- 5.5 In order to make sense of this potentially confusing situation, the council will keep a fully up to date copy of all its adopted planning policies on its website and in paper format for inspection at its offices.

6.0 INFORMATION RESOURCES

6.1 The council's Local Development Framework will be based upon two key groups of information resources:

- a) The strategies and plans of other key organisations
- b) A sound and robust Evidence Base

This section seeks to identify some of the key elements of those information resources and sets out a programme within which the council will update and maintain its Evidence Base.

Key Strategies and Plans

6.2 The following Strategies and Plans will inform the preparation of the Council's LDF

- Regional Spatial Strategies for the South West and South East
- Wiltshire Structure Plan (in the Transitional Period)
- The Community Strategy and the six Community Plans
- LDFs of adjacent Local Authorities
- Local Transport Plan
- Mineral and Waste Local Plans/LDFs
- Economic Development Strategy
- Biodiversity Action Plans
- Contaminated Land Strategy
- Public Service Delivery Plans (Healthcare, Education, Social Services, etc)
- Tourism and Leisure Strategies
- Social inclusion
- Community Safety and Crime Strategies
- Air Quality Management Plan
- Environmental Management Plans (eg AONB and River Avon cSAC)
- Stonehenge World Heritage Site Management Plan
- Licensing Policy

The council will draw on other strategies and plans where appropriate.

The Evidence Base

6.3 It is imperative that planning policies and proposals are based upon sound and robust information. The new planning legislation gives a higher profile to what can be referred to as the 'Evidence Base'.

6.4 The Strategies and Plans identified above will contain a significant amount of information that can be used to formulate and justify policy proposals. However, there will continue to be a necessity for information gathering exercises which the council will need to undertake to underpin and monitor its policies.

6.5 Appendix C sets out a list of the key information studies that will be kept under review, and indicative timetables for future updates. The list indicates the importance of the various studies and the likely manner of their preparation and review.

Sustainability Appraisal

6.6 A Sustainability Appraisal will be prepared to accompany every policy document that is proposed. Throughout the process of drawing up policies and proposals, there will be a gradual build up of information so that the full social, environmental and economic advantages and disadvantages are clear to see. The appraisal will be consulted upon alongside the policies and proposals that they relate to and will be designed to give an appropriate level of detail for decision makers.

7.0 MONITORING AND REVIEW ARRANGEMENTS

- 7.1 As previously stated, the new LDF system is concerned with continuous review of policy areas rather than a review of a whole plan. The structure of Salisbury District Council's LDF as set out in the diagram in section 2, illustrates that there will be a number of Local Development Documents (LDDs) which are capable of review independently. However, each separate review must acknowledge connections with other areas of policy, especially the Core Strategy and the RSS.

Annual Monitoring Report

- 7.2 In order to help understand the successes and shortcomings of specific LDDs, the council will prepare and publish an **Annual Monitoring Report (AMR)**. This report will outline key indicators which will then be measured to establish progress made towards the principles set out in the Core Strategy. Clearly, where progress is not being made, it will be a function of the AMR to identify areas of policy where review is needed, or where other stakeholders need to act address the problem.
- 7.3 The indicators used will vary according to the relevant Core Strategy principles and the policies that are contained within LDDs. It is envisaged that there will be three groups of indicators:
- Contextual indicators – these are measures which describe the wider, social, environmental and economic background against which the LDF operates. Unemployment figures, population age groups and commuting rates represent examples. Key problems identified in these measures will be focal points for the Core Strategy;
 - Key Output Indicators – these will be measures of objectives set out in the Core Strategy that can be used to measure real differences to the quality of life, economic performance and the preservation of natural and built heritage assets in the District. To be effective, indicators need to respond to what can realistically be achieved through new development.
 - Detailed indicators – these will be more specific measures aimed at assessing the performance of particular policies. Clearly negative results may suggest that the relevant policy should be reviewed, although there will be a need to examine the individual cases to determine whether planning matters alone are frustrating the ability of the policy to deliver. Benchmarking to compare policy performance within adjacent areas or similar types of local authority areas the wider spatial context and with other similar local authorities.
- 7.4 The LDD profiles in Appendix A give a broad idea of the types of measures to be used. However, as more detailed work on each LDD is undertaken, careful consideration will be given to a wide ranging, but manageable, list of indicators which can be used to assess the ability of the LDF to deliver its objectives.

Updates to the Local Development Scheme

- 7.5 The LDS is a rolling work programme that will be an essential means to inform the public and other stakeholders about policy review, and when and where they can be involved. It is therefore essential that any changes to the councils programme are updated regularly, particularly where this may affect the ability of an individual or agency to contribute reasonably and effectively.
- 7.6 The council will treat its LDS as a mechanism to respond to issues identified in the Annual Monitoring Report, as well as to update stakeholders and observers of the progress in delivery of LDDs. The council has set itself a challenging work program and has acknowledged a commitment to meeting its targets within the specified timescales. Furthermore, in recognising that there are risks of delay in delivering the work programme, it has produced a Risk Assessment in Appendix D to inform the timetabling of each LDD.

APPENDICES

APPENDIX A : PROFILES OF WORK ELEMENTS IDENTIFIED IN THIS LDS

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
STATEMENT OF COMMUNITY INVOLVEMENT		
Document Details		
Role and Subject	The Statement of Community Involvement (SCI) is an essential part of the LDF. In simple terms, it will set out the methods the District Council will use to encourage participation in preparing its Local Development Framework. Once adopted, it will detail the activities the council will undertake to engage local people and other key stakeholders in the plan making process. The District Council considers that the early adoption of the SCI is essential in promoting openness and equality in preparing its LDF.	
Geographic Coverage	District Wide	
Document Type/ Status	Statement of Community Involvement	
Chain of Conformity	-	
Timetable		
STAGE	DATES	
Preparation of draft SCI	Feb-Mar 2005	
Public Consultation on draft SCI	Apr-May 2005	
Consideration of Representations and Preparation of Submission draft SCI	May-June 2005	
Submission of draft DPD to Secretary of State	1 st July 2005	
Examination	November 2005	
Receipt of Inspector's binding report	February 2006	
Adoption and Publication of Document	April 2006	
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments	MEDT, Democratic Services, Community Initiatives	
Key External Stakeholders	SWSA, Local Press, Local Radio, The Citizen, Parish Councils, Residents Groups,	
Political oversight	Sponsor - P & ED Portfolio Holder <ul style="list-style-type: none">• Scrutiny Panel and Cabinet consideration of draft proposals• Cabinet Adoption of SCI	
Community & Stakeholder Engagement	Wide Ranging	
Resources and the Evidence Base		
Internal Resources	Staffing : IFTE (Forward Planning) & wide corporate joint working Resources : within identified budgets Special Needs : None identified	
Survey/Information Requirements	No specific research, although need to examine effective consultation methods and techniques	
Monitoring and Review		
Monitoring Arrangements	All participative exercises will be carefully recorded to establish the overall coverage of publicity and feedback. Significant shortcomings will be remedied in subsequent SCI reviews.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
CORE STRATEGY		
Document Details		
Role and Subject	The Core Strategy will set out the Councils vision and key principles for development in the district as a whole. Its foundation will be a wide spatial analysis of the districts features and an appraisal of key objectives derived from sources including national and regional planning guidance and the Community Strategy. Having considered these factors, the Core Strategy will aim to balance the competing environmental, social, and economic pressures by prescribing a sustainable strategy for the future development of the district and where it envisages that development will be focused. The Core Strategy will include a Key Diagram to show a clear spatial plan of the key elements. Further to this the Core Strategy will then set out 5 themed areas of policies to deliver the Core Strategy's objectives	
Geographic Coverage	District Wide	
Document Type/ Statues	Development Plan Document	
Chain of Conformity	Regional Spatial Strategy	
Timetable		
STAGE		DATES
Pre production/Survey Work/Early Community Engagement		Mar-Sep 2005
Public Consultation on Issues and Options		Oct-Nov 2005
Public Participation on Preferred Options		Mar-Apr 2006
Consideration of Representations and Preparation of Submission Draft DPD		May-Jun 2006
Submission of draft DPD to Secretary of State		July 2006
Public Consultation on Submission DPD		July-Aug 2006
Examination		Mar 2007
Receipt of Inspector's binding report		Oct 2007
Adoption and Publication of Document with Associated Revisions to the Proposals Map		Dec 07-Jan 08
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments	All	
Key External Stakeholders	SWSA, Local Service Providers, Environmental Groups, Parish Councils, Local Business, County Highways, Infrastructure providers, Recreation and Amenity Groups, Housing Providers S Wilts LA21, Landowners, External Agencies (EA, EN, EH) + others as issues arise.	
Political oversight	Sponsor - P & ED Portfolio Holder <ul style="list-style-type: none">• Early parish and district councillor input on principles• P & ED Scrutiny Panel and Cabinet consideration throughout process• Full Council Adoption of LDD	
Community & Stakeholder Engagement	Category A Consultation – extensive engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 2FTE (Forward Planning) & wide corporate joint working Resources: within identified budgets Special Needs: extensive consultation, broad survey work	
Survey/Information Requirements	Community Objectives, Spatial Vision Exercise, Community Facilities Survey, Workspace Study, Housing Needs Survey, Extensive Sustainability Appraisal, Economic Development Strategy, Employment Land Monitoring & Occupancy Study, Open Space Audit, Education Proposals, PCT Strategy, Social Inclusion	
Monitoring and Review		
Monitoring Arrangements	Key Output Indicators as measures of high-level objectives set out in the Core Strategy. Policy specific measures may be needed as appropriate to assess effectiveness. Reporting via annual AMR to feed LDS and Evidence Base. Indicators to link up to consistent formats with RSS or other relevant plans.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
DESIGN AND CONSERVATION		
Document Details		
Role and Subject	To provide an appropriate range of policies to manage and improve the quality of design in new developments and to put in place adequate policies to protect the historic built environment.	
Geographic Coverage	District wide (some aspects will relate to defined Conservation Areas)	
Document Type/ Statues	Development Plan Document	
Chain of Conformity	Core Strategy	
Timetable		
STAGE	DATES	
Pre production/Survey Work/Early Community Engagement	Mar-Sep 2005	
Public Consultation on Issues and Options	Oct-Nov 2005	
Public Participation on Preferred Options	Mar-Apr 2006	
Consideration of Representations and Preparation of Submission Draft DPD	May-Jun 2006	
Submission of draft DPD to Secretary of State	July 2006	
Public Consultation on Submission DPD	July-Aug 2006	
Examination	Mar 2007	
Receipt of Inspector's binding report	Oct 2007	
Adoption and Publication of Document with Associated Revisions to the Proposals Map	Dec 07-Jan 08	
Production and Participation		
Departmental Lead	Design Champion & Conservation Team	
Other Key Departments	Environmental Services	
Key External Stakeholders	Civic Society, Design Forum, CABA, EHTF, English Heritage, County Archaeologist, County Highways, SWSA	
Political oversight	Sponsor - P & ED Portfolio Holder <ul style="list-style-type: none">• Early input from Design Forum on principles• P & ED Scrutiny Panel and Cabinet consideration throughout process• Full Council Adoption of LDD	
Community & Stakeholder Engagement	Category B Consultation – Focused engagement Community led design awareness through encouragement of Village Design Statements	
Resources and the Evidence Base		
Internal Resources	Staffing: 0.5FTE (Design), 0.5FTE (Conservation), 1FTE (Fwd Planning) Resources: within identified budgets Special Needs: Possible need to second Design Expertise from Development Control on a part time basis	
Survey/Information Requirements	Update work on existing draft Design Guide for subsequent adoption as SPD.	
Monitoring and Review		
Monitoring Arrangements	Design remains a very subjective matter to measure. Technical indicators measures may be appropriate in certain instances. Other measures will be developed in conjunction with policies.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
THE ECONOMY		
Document Details		
Role and Subject	To provide a range of policies which will facilitate appropriate economic development across the district and respond to the needs of the business community.	
Geographic Coverage	District Wide	
Document Type/ Status	Development Plan Document	
Chain of Conformity	Core Strategy	
Timetable		
STAGE		DATES
Pre production/Survey Work/Early Community Engagement		Mar-Sep 2005
Public Consultation on Issues and Options		Oct-Nov 2005
Public Participation on Preferred Options		Mar-Apr 2006
Consideration of Representations and Preparation of Submission Draft DPD		May-Jun 2006
Submission of draft DPD to Secretary of State		July 2006
Public Consultation on Submission DPD		July-Aug 2006
Examination		Mar 2007
Receipt of Inspector's binding report		Oct 2007
Adoption and Publication of Document with Associated Revisions to the Proposals Map		Dec 07-Jan 08
Production and Participation		
Departmental Lead	Forward Planning / Economic Development	
Other Key Departments	Transportation	
Key External Stakeholders	Economic Partners (SEP), Tourist bodies, Agricultural representatives, Skills & Learning, SWERDA	
Political oversight	Sponsor – P & ED Portfolio Holder <ul style="list-style-type: none">• Early input from SWEP on scope and principles• P & ED Scrutiny Panel and Cabinet consideration throughout process• Full Council Adoption of LDD	
Community & Stakeholder Engagement	Category B Consultation – Focused engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 0.5FTE (Economic Development), 1FTE (Fwd Plg) Resources: Within identified budgets Special Needs: None identified at this time	
Survey/Information Requirements	Wilts Workspace Strategy, Economic Development Strategy, Employment Land Monitoring, Occupancy Study	
Monitoring and Review		
Monitoring Arrangements	Broad economic indicators can be used to link to the Core Strategy's objectives, more detailed measures can be used, for example, to examine the types of business uses being developed. Monitoring will need to be consistent with regional and local formats.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
SUSTAINABLE COMMUNITIES		
Document Details		
Role and Subject	To establish policies that contribute to the creation and maintenance of sustainable communities. The focus of the policies will be to encourage the development of the social, environmental and economic fabric of communities, whilst putting in place safeguards to ensure that change does not undermine the ability of people to meet their needs locally. The policies will be clearly linked to the spatial development pattern identified in the Core Strategy.	
Geographic Coverage	District wide	
Document Type/ Status	Development Plan Document	
Chain of Conformity	Core Strategy	
Timetable		
STAGE	DATES	
Pre production/Survey Work/Early Community Engagement	Mar-Sep 2005	
Public Consultation on Issues and Options	Oct-Nov 2005	
Public Participation on Preferred Options	Mar-Apr 2006	
Consideration of Representations and Preparation of Submission Draft DPD	May-Jun 2006	
Submission of draft DPD to Secretary of State	July 2006	
Public Consultation on Submission DPD	July-Aug 2006	
Examination	Mar 2007	
Receipt of Inspector's binding report	Oct 2007	
Adoption and Publication of Document with Associated Revisions to the Proposals Map	Dec 07-Jan 08	
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments	Economic Development, Community Initiatives, Housing, Environmental Services	
Key External Stakeholders	Local Service Providers, Environmental Groups, Parish Councils, Local Business, County Highways, Infrastructure providers, Recreation and Amenity Groups, Housing Providers, SWSA	
Political oversight	Sponsor - P & ED Portfolio Holder <ul style="list-style-type: none">• Early parish and district councillor input on principles• P & ED Scrutiny Panel and Cabinet consideration throughout process• Full Council Adoption of LDD	
Community & Stakeholder Engagement	Category A Consultation – extensive engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 1.5 FTE (Forward Planning) Resources: Within identified budgets Special Needs:	
Survey/Information Requirements	Community Objectives, Community Facilities Survey, Housing Needs Survey, Open Space Audit, Education Proposals, PCT Strategy, Social Inclusion	
Monitoring and Review		
Monitoring Arrangements	There are likely to be a wide range of measures associated with differing strands of policies in this DPD.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
NATURAL ENVIRONMENT		
Document Details		
Role and Subject	To establish policies that will act to preserve the natural heritage of the district but which do acknowledge that development may be appropriate and beneficial if carefully undertaken.	
Geographic Coverage	District wide (some aspects will relate to defined designated areas)	
Document Type/ Status	Development Plan Document	
Chain of Conformity	Core Strategy	
Timetable		
STAGE		DATES
Pre production/Survey Work/Early Community Engagement		Mar-Sep 2005
Public Consultation on Issues and Options		Oct-Nov 2005
Public Participation on Preferred Options		Mar-Apr 2006
Consideration of Representations and Preparation of Submission Draft DPD		May-Jun 2006
Submission of draft DPD to Secretary of State		July 2006
Public Consultation on Submission DPD		July-Aug 2006
Examination		Mar 2007
Receipt of Inspector’s binding report		Oct 2007
Adoption and Publication of Document with Associated Revisions to the Proposals Map		Dec 07-Jan 08
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments		
Key External Stakeholders	AONB Forum, English Nature, Environment Agency, Landscape Advisors, Wildlife Trusts, Local Wildlife Volunteer Groups, Wilts & Swindon Bio Records, County Ecologist	
Political oversight	Sponsor – P&ED and E&T Portfolio Holders <ul style="list-style-type: none">• Early roundtable forum of members and external stakeholders• Scrutiny Panel and Cabinet consideration throughout process• Full Council Adoption of LDD	
Community & Stakeholder Engagement	Category B Consultation – Focused engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: IFTE (Forward Planning) Resources: Within identified budgets Special Needs:	
Survey/Information Requirements	Landscape Appraisal, Biological Records Outputs, BAPs	
Monitoring and Review		
Monitoring Arrangements	Monitoring will take account of study outputs from external partners. At a local level monitoring will aim to examine impacts of individual developments as a means to refine development criteria or improve planning conditions. Monitoring of this policy theme will need to be especially careful to ensure that it is focused on what the LDF can deliver and control.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
HOUSING		
Document Details		
Role and Subject	To establish policies that will promote appropriate types of housing and other forms of accommodation, which meet the needs of local people.	
Geographic Coverage	District wide	
Document Type/ Status	Development Plan Document	
Chain of Conformity	Core Strategy	
Timetable		
STAGE		DATES
Pre production/Survey Work/Early Community Engagement		Mar-Sep 2005
Public Consultation on Issues and Options		Oct-Nov 2005
Public Participation on Preferred Options		Mar-Apr 2006
Consideration of Representations and Preparation of Submission Draft DPD		May-Jun 2006
Submission of draft DPD to Secretary of State		July 2006
Public Consultation on Submission DPD		July-Aug 2006
Examination		Mar 2007
Receipt of Inspector’s binding report		Oct 2007
Adoption and Publication of Document with Associated Revisions to the Proposals Map		Dec 07-Jan 08
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments	Housing Strategy, Environmental Services	
Key External Stakeholders	Rural Business, Care Organisations, Social Services, Housing, Traveller Organisations, PCT	
Political oversight	Sponsor P&ED and C&H Portfolio Holders <ul style="list-style-type: none">Scrutiny Panel and Cabinet consideration throughout processFull Council Adoption of LDD	
Community & Stakeholder Engagement	Category B Consultation – Focused engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 1 FTE (Forward Planning) Resources: Within identified budgets Special Needs: None identified	
Survey/Information Requirements	Housing Needs Survey, PCT and Social Service Strategies	
Monitoring and Review		
Monitoring Arrangements	To be developed in line with Policies	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
GENERAL DEVELOPMENT		
Document Details		
Role and Subject	To set out a range of policies with general applicability that can address more detailed planning legislation and technical requirements.	
Geographic Coverage	District wide	
Document Type/ Status	Development Plan Document	
Chain of Conformity	Core Strategy	
Timetable		
STAGE	DATES	
Pre production/Survey Work/Early Community Engagement	Mar-Sep 2005	
Public Consultation on Issues and Options	Oct-Nov 2005	
Public Participation on Preferred Options	Mar-Apr 2006	
Consideration of Representations and Preparation of Submission Draft DPD	May-Jun 2006	
Submission of draft DPD to Secretary of State	July 2006	
Public Consultation on Submission DPD	July-Aug 2006	
Examination	Mar 2007	
Receipt of Inspector’s binding report	Oct 2007	
Adoption and Publication of Document with Associated Revisions to the Proposals Map	Dec 07-Jan 08	
Production and Participation		
Departmental Lead	Forward Planning and Development Control	
Other Key Departments	-	
Key External Stakeholders	Utility providers, Statutory undertakers	
Political oversight	Sponsor P&ED Portfolio Holder <ul style="list-style-type: none">• Scrutiny Panel and Cabinet consideration throughout process• Full Council Adoption of LDD	
Community & Stakeholder Engagement	Category B Consultation – Focused engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 0.75FTE (Forward Planning) 0.5FTE (Development Control) Resources: Within identified budget Special Needs: None identified at this time	
Survey/Information Requirements	Best Practice Advice, Appraisals of existing policies	
Monitoring and Review		
Monitoring Arrangements	Detailed monitoring of policies and development criteria, including the weight given to them in Appeals will allow policies to be adapted over time to deliver better developments which are able to contribute to meeting Core Strategy objectives.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
SALISBURY ACTION AREA PLAN		
Document Details		
Role and Subject	Over the next few years, the centre of Salisbury will see change. The redevelopment of The Maltings, opportunities to redevelop car parks in light of the implementation of Park and Ride and demands for new office space represent just some of the aspects which will require more detailed management through the planning system. Furthermore, the city currently has a number of specific policies which will continue to be needed. It is proposed that these are included within the Action Area Plan to promote a clear and concise vision to guide change.	
Geographic Coverage	Salisbury (extent to be defined)	
Document Type/ Status	Development Plan Document - Action Area Plan	
Chain of Conformity	Core Strategy > District Wide Policies	
Timetable		
STAGE	DATES	
Pre production/Survey Work/Early Community Engagement	Sept-Feb 06	
Public Consultation on Issues and Options	Feb-Mar 06	
Public Participation on Preferred Options	Oct –Nov 06	
Consideration of Representations and Preparation of Submission Draft DPD	Dec-Feb 07	
Submission of draft DPD to Secretary of State	April 2007	
Public Consultation on Submission DPD	Apr-May 2007	
Examination	Mar 2008	
Receipt of Inspector's binding report	August 2008	
Adoption and Publication of Document with Associated Revisions to the Proposals Map	Oct-Nov 2008	
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments	Conservation, Parks, Property Services, Transportation, SWSA	
Key External Stakeholders	Economic Partners – inc. City Centre Mgmt, Civic Society, Chamber of Commerce, Environmental Organisations, Residents Groups	
Political oversight	Sponsor – Deputy Leader of the Council <ul style="list-style-type: none">• Community Engagement Process facilitated by elected members• P & ED Scrutiny Panel and Cabinet consideration throughout process• Full Council Adoption of LDD	
Community & Stakeholder Engagement	Category C Consultation – Localised engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 1 FTE (Fwd Planning) & wide involvement of local interests Resources: Within identified budget Special Needs: Focused time from City Area Community Planner, larger scale public engagement requirement	
Survey/Information Requirements	Neighbourhood Study, City Centre Vision, Retail Study, Churchfields Study, Park & Ride Appraisal, Transport Plan, Land Use Study (Urban Capacity), Open Space Audit	
Monitoring and Review		
Monitoring Arrangements	Measures will need to examine various defined functions of the city such as employment generation, retail vacancy rates, land use change. These will need to be supplemented by more detailed indicators to examine how local policies are being applied.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
WILTON ACTION AREA PLAN		
Document Details		
Role and Subject	Wilton town centre, in recent years, has suffered from its close proximity to Salisbury. This has led to local concern and a call for a programme of positive action to improve the vitality and viability of the town centre. The AAP will therefore be focused upon the town centre and its regeneration although this will clearly need to take account of the needs of the town as a whole and its rural hinterland. The AAP will be based upon Market and Coastal Towns Study findings.	
Geographic Coverage	Wilton Town Centre – extent to be defined	
Document Type/ Status	Development Plan Document - Action Area Plan	
Chain of Conformity	Core Strategy > District Wide Policies	
Timetable		
STAGE		DATES
Pre production/Survey Work/Early Community Engagement		Timetable to be confirmed in light of forthcoming discussions with Wilton Interests
Public Consultation on Issues and Options		
Public Participation on Preferred Options		
Consideration of Representations and Preparation of Submission Draft DPD		
Submission of draft DPD to Secretary of State		
Public Consultation on Submission DPD		
Examination		
Receipt of Inspector’s binding report		
Adoption and Publication of Document with Associated Revisions to the Proposals Map		
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments	Conservation, Transportation	
Key External Stakeholders	SWSA, Wilton Town Council, Market & Coastal Town Working Group, Wiltshire County Council, Chamber of Commerce, Civic Society, Environmental Organisations, Residents Groups, Environmental Groups, The Wilton Estate	
Political oversight	Sponsor – ?? <ul style="list-style-type: none">• Community Engagement Process facilitated by elected members• Scrutiny Panel and Cabinet consideration throughout process• Full Council Adoption of LDD	
Community & Stakeholder Engagement	Category C Consultation – Localised engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 1 FTE (Fwd Planning) & wide involvement of local interests Resources: Within identified budget Special Needs: Focused time from Wilton Area Community Planner	
Survey/Information Requirements	Retail and Local Business Study, Open Space Audit, Design Appraisal, other studies as identified in the Mkt & Coastal Towns Study, Land Use Study (Urban Capacity)	
Monitoring and Review		
Monitoring Arrangements	Measures will need to examine defined objectives for Town Centre improvement which have yet to be fully defined.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
AMESBURY ACTION AREA PLAN		
Document Details		
Role and Subject	Amesbury has undergone a significant level of change in the past few years and this trend is likely to continue. New employment development, the need for regeneration of the town centre and opportunities provided by the Stonehenge Visitor Centre all represent areas that would benefit from an Area Action Plan. The trigger for this work is the emerging Market and Coastal Towns Study that is currently being undertaken.	
Geographic Coverage	Amesbury – extent to be defined	
Document Type/ Status	Development Plan Document - Action Area Plan	
Chain of Conformity	Core Strategy > District Wide Policies	
Timetable		
STAGE	DATES	
Pre production/Survey Work/Early Community Engagement	Sept-Feb 06	
Public Consultation on Issues and Options	Feb-Mar 06	
Public Participation on Preferred Options	Oct –Nov 06	
Consideration of Representations and Preparation of Submission Draft DPD	Dec-Feb 07	
Submission of draft DPD to Secretary of State	April 2007	
Public Consultation on Submission DPD	Apr-May 2007	
Examination	Mar 2008	
Receipt of Inspector’s binding report	August 2008	
Adoption and Publication of Document with Associated Revisions to the Proposals Map	Oct-Nov 2008	
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments	Economic Development, Community Initiatives	
Key External Stakeholders	Amesbury Town Council, Market & Coastal Town Working Group, Wiltshire County Council, Chamber of Commerce, Civic Society, Environmental Organisations, Residents Groups, Environmental Groups, MOD, Service Providers, SWSA	
Political oversight	Sponsor – ?? <ul style="list-style-type: none">• Community Engagement Process facilitated by elected members• Scrutiny Panel and Cabinet consideration throughout process• Full Council Adoption of LDD	
Community & Stakeholder Engagement	Category C Consultation – Localised engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 1 FTE (Fwd Planning) & wide involvement of local interests Resources: Within identified budget Special Needs: Focused time from Amesbury Area Community Planner	
Survey/Information Requirements	Retail and Local Business Study, Open Space Audit, Design Appraisal, other studies as identified in the Mkt & Coastal Towns Study, Land Use Study (Urban Capacity)	
Monitoring and Review		
Monitoring Arrangements	Measures will need to examine defined objectives for Town Centre improvement which have yet to be fully defined.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
NEW FOREST		
Document Details		
Role and Subject	Policies specific to the New Forest Heritage Area / National Park	
Geographic Coverage	Unclear	
Document Type/ Status	Development Plan Document – possibly joint	
Chain of Conformity	Core Strategy (but unclear as to whose Core Strategy!)	
Timetable		
STAGE	DATES	
Pre production/Survey Work/Early Community Engagement	Timetable cannot be set out until further information is provided regarding the National Park arrangements	
Public Consultation on Issues and Options		
Public Participation on Preferred Options		
Consideration of Representations and Preparation of Submission Draft DPD		
Submission of draft DPD to Secretary of State		
Public Consultation on Submission DPD		
Examination		
Receipt of Inspector’s binding report		
Adoption and Publication of Document with Associated Revisions to the Proposals Map		
Production and Participation		
Departmental Lead	New Forest National Park Authority	
Other Key Departments	Wide Ranging	
Key External Stakeholders	New Forest District Council, Test Valley Borough Council, National Park Authority plus many localised interests.	
Political oversight	Format to depend upon administrative arrangements	
Community & Stakeholder Engagement	Category C Consultation – Localised engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 0.5FTE (Forward Planning) Resources: Contributions to a joint LDD will be made from existing budgets. Standalone New Forest NP LDF should be resourced by the new National Park Authority Special Needs: None identified	
Survey/Information Requirements	No specific information requirements identified at present	
Monitoring and Review		
Monitoring Arrangements	Difficult to make any comments until scope and administration arrangements are clarified	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
SITE SPECIFIC ALLOCATIONS		
Document Details		
Role and Subject	To identify detailed locations for development proposals including housing, employment and other key land uses where land is required to be allocated. Specific land use allocations in settlements where Action Area Plans are proposed will be made in those documents.	
Geographic Coverage	Site Specific	
Document Type/ Status	Development Plan Document	
Chain of Conformity	Core Strategy > District Wide Policies	
Timetable		
STAGE	DATES	
Pre production/Survey Work/Early Community Engagement	Sept-Feb 06	
Public Consultation on Issues and Options	Feb-Mar 06	
Public Participation on Preferred Options	Oct –Nov 06	
Consideration of Representations and Preparation of Submission Draft DPD	Dec-Feb 07	
Submission of draft DPD to Secretary of State	April 2007	
Public Consultation on Submission DPD	Apr-May 2007	
Examination	Mar 2008	
Receipt of Inspector’s binding report	August 2008	
Adoption and Publication of Document with Associated Revisions to the Proposals Map	Oct-Nov 2008	
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments	Strategic Housing, Economic Development, Environmental Services	
Key External Stakeholders	Local communities, landowners and developers, service providers, county highways, environmental organisations, SWSA and other consultees on specialist issues.	
Political oversight	Sponsor – P & ED Portfolio Holder <ul style="list-style-type: none">• Focused Community Engagement Process• Scrutiny Panel and Cabinet consideration throughout process• Full Council Adoption of LDD	
Community & Stakeholder Engagement	Category C Consultation – Localised engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 1.5 FTE (Fwd Planning) & wide involvement of local interests Resources: Within identified budget Special Needs: Detailed consultation with communities where sites are identified as options	
Survey/Information Requirements	Housing Need Survey, Workspace Strategy, Open Space Audit, Design Appraisals, Land Use Study (Urban Capacity), Specific site based studies (incl. landscape, highway impacts, etc.)	
Monitoring and Review		
Monitoring Arrangements	Sustainability Appraisal should enable the full impacts of site developments to be examined.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
PLANNING OBLIGATIONS SPD		
Document Details		
Role and Subject	To set out the Council's approach to planning obligations, particularly in terms of the scope of obligations, the proposed manner of contributions expenditure and other requirements in line with the relevant Planning Circular.	
Geographic Coverage	District Wide	
Document Type/ Status	Supplementary Planning Document	
Chain of Conformity	Core Strategy	
Timetable		
STAGE	DATES	
Research and Preparation of draft SPD	Sep 2006-March 2007	
Public Consultation on Issues and Options	May-Jun 2007	
Consideration of Representations and revision of SPD	Jun-July 2007	
Adoption and Publication of SPD (to coincide with adoption of Core Strategy)	Dec 2007	
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments	Finance, Legal, SWSA.	
Key External Stakeholders	Service providers likely to benefit from planning obligations,	
Political oversight	Sponsor – P & ED Portfolio Holder <ul style="list-style-type: none">• Scrutiny Panel and Cabinet oversight through consultation process• Cabinet Adoption of SPD	
Community & Stakeholder Engagement	Category B Consultation – Focused engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 0.5 FTE (Fwd Planning) 0.25 FTE (Legal) Resources: Within identified budget Special Needs: Clear guidance from ODPM about the framework for planning obligations and associated tariffs.	
Survey/Information Requirements	Housing Need Survey, Open Space Audit, Community Facilities Survey, County Council Departments	
Monitoring and Review		
Monitoring Arrangements	Monitoring will be focused on whether the obligations address demands of new development assessing whether contributions are set at an appropriate level.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
VILLAGE DESIGN STATEMENT SPD		
Document Details		
Role and Subject	To provide detailed local design guidance within identified communities.	
Geographic Coverage	Localised	
Document Type/ Status	Supplementary Planning Document	
Chain of Conformity	Core Strategy > District Wide Policies (Design & Conservation)	
Timetable		
STAGE		DATES
Research and Preparation of draft SPD		The timetables of all the emerging VDS are dependent upon community action.
Public Consultation on Issues and Options		
Consideration of Representations and revision of SPD		
Adoption and Publication of SPD		
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments	Development Control	
Key External Stakeholders	Service providers, local residents, and county highways.	
Political oversight	<ul style="list-style-type: none">Area Committee approval of consultation drafts,Cabinet Adoption of SPD	
Community & Stakeholder Engagement	Category C Consultation – Localised engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: ad hoc support to Parish VDS working groups Resources: Within identified budget Special Needs: None	
Survey/Information Requirements	Local surveys of built character undertaken by community	
Monitoring and Review		
Monitoring Arrangements	Limited monitoring scope - parishes are asked to keep a note of the number of times a VDS is used in decision making (and results of its use) as a means to identify means of improvement.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
DELIVERING SUSTAINABLE COMMUNITIES SPD		
Document Details		
Role and Subject	To provide detailed advice on the implementation of a number of policies within the Sustainable Communities DPD.	
Geographic Coverage	District Wide	
Document Type/ Status	Supplementary Planning Document	
Chain of Conformity	Core Strategy > District Wide Policies (Sustainable Communities)	
Timetable		
STAGE		DATES
Research and Preparation of draft SPD		Sep 2006-March 2007
Public Consultation on Issues and Options		May-Jun 2007
Consideration of Representations and revision of SPD		Jun-July 2007
Adoption and Publication of SPD (to coincide with adoption of Core Strategy)		Dec 2007
Production and Participation		
Departmental Lead	Forward Planning	
Other Key Departments	Development Control, Community Initiatives, SWSA	
Key External Stakeholders	Local Service Providers, Parish Councils, Local Businesses, County Highways, Infrastructure providers, Recreation and Amenity Groups, Housing Providers	
Political oversight	<ul style="list-style-type: none">• P & ED Scrutiny Panel consideration prior to consultation• Cabinet adoption of SPD	
Community & Stakeholder Engagement	Category A Consultation – extensive engagement (alongside DPD)	
Resources and the Evidence Base		
Internal Resources	Staffing: 0.5 FTE (Forward Planning) Resources: Within identified budgets Special Needs: None identified	
Survey/Information Requirements	As parent DPD	
Monitoring and Review		
Monitoring Arrangements	There are likely to be a wide range of measures associated with differing strands of policies. The effectiveness of the SPG lies in the ease by which the DPD policies are implemented.	

LOCAL DEVELOPMENT DOCUMENT PROFILE		LDS2004
SALISBURY DISTRICT DESIGN GUIDE SPD		
Document Details		
Role and Subject	To provide detailed advice on the implementation of a number of policies within the Sustainable Communities DPD.	
Geographic Coverage	District Wide	
Document Type/ Status	Supplementary Planning Document	
Chain of Conformity	Core Strategy > District Wide Policies (Design & Conservation)	
Timetable		
STAGE		DATES
Research and Preparation of draft SPD		Sep 2006-March 2007
Public Consultation on Issues and Options		May-Jun 2007
Consideration of Representations and revision of SPD		Jun-July 2007
Adoption and Publication of SPD (to coincide with adoption of Core Strategy)		Dec 2007
Production and Participation		
Departmental Lead	Design Champion	
Other Key Departments	Environmental Health, Development Control,	
Key External Stakeholders	Civic Society, Design Forum, CABE, EHTF, English Heritage, County Archaeologist, County Highways	
Political oversight	<ul style="list-style-type: none">• Early input from Design Forum on principles• Scrutiny Panel consideration prior to consultation & adoption• Cabinet adoption of SPD	
Community & Stakeholder Engagement	Category B Consultation – Focused engagement	
Resources and the Evidence Base		
Internal Resources	Staffing: 0.5FTE (Design), 0.25FTE (Fwd Planning) Resources: within identified budgets Special Needs: As parent DPD	
Survey/Information Requirements	Update work on existing draft Design Guide to include sustainable design, community led objectives and other policy areas now addressed by the parent Design & Conservation DPD	
Monitoring and Review		
Monitoring Arrangements	Design remains a very subjective matter to measure. Technical indicators measures may be appropriate in certain instances. Other measures will be developed in conjunction with policies.	

APPENDIX B

POLICY REVIEW PROGRAMME

LDD NAME	EXISTING ADOPTED LOCAL PLAN POLICIES LIKELY TO BE INCORPORATED

[Table to be completed following discussion with GOSW]

APPENDIX C

MAINTENANCE OF THE COUNCILS EVIDENCE BASE

Document or Study Name	Current Version	Relevant LDD	Timescale for Review
Housing Land Availability	Published April 2004	Core Strategy DWP: Housing DWP: Sustainable Communities ASP: Site Specific Allocations	Annually undertaken by WCC
Housing Market Assessment	None in place	Core Strategy DWP: Sustainable Communities DWP: Housing ASP: Site Specific Allocations	Currently in progress by Housing Strategy Service – Due for completion XXXXXX
Housing Needs Survey	Current version projects 2001-2006	Core Strategy DWP: Sustainable Communities DWP: Housing ASP: Site Specific Allocations	New survey to be undertaken in 2005 – Due for completion November 2005
Urban Capacity Study	Study undertaken in 2002	Core Strategy DWP: Sustainable Communities ASP: Site Specific Allocations	Study to be reviewed prior to the review of Housing Allocations
Retail Study	Retail Topic Paper prepared in 1999 and updated in 2002	DWP: Sustainable Communities DWP: Economy	
Community Facilities Survey	WCC study last undertaken in 2001	DWP: Sustainable Communities DWP: Economy	SDC to undertake a more qualitative survey in 2004. Due for completion XXXXXXXXXXXX
Open Space Audit	Open space survey undertaken in 2001	Core Strategy DWP: Sustainable Communities DWP: Leisure & Public Realm ASP: Site Specific Allocations	PPG17 compliant survey to be undertaken as part of Community Facilities Survey (See above) – Due for completion XXXXXX
Employment Land Availability	Published April 2004	Core Strategy DWP: Housing DWP: Sustainable Communities ASP: Site Specific Allocations	Annually undertaken by WCC
Workspace Study	None in place	Core Strategy DWP: Economy DWP: Sustainable Communities ASP: Site Specific Allocations	Joint study in progress with other Wiltshire Districts – Due for completion XXXXXXXXXX

Appendix D

RISK ASSESSMENT – understanding factors that may affect delivery of the LDF

In preparing this Local Development Scheme, the Council has identified a number of areas of risk and has given consideration to how they can be eliminated or reduced

ISSUE	CONSIDERATIONS AND MITIGATION
Staff Turnover	The small size of the planning officer team means that a turnover of staff has a great potential to cause the programme to slip. This risk can be overcome in part through using staff resources from other Departments within the Council. This has the additional benefit of widening the knowledge base. This approach should minimise the short-term impact, however, resource implications of the Local Development Framework should be included within annual monitoring. An appraisal of the Local Development Scheme could then be carried out, should any unforeseen problems arise.
Council Procedure	The more internal consultations that take place in order to make a decision, the greater the risk of slippage for the programme. The council will seek to strike the right balance to ensure that the necessary council member and officer involvement is achieved, without any unnecessary burden on the production of the Local Development Documents. The Portfolio holder for Planning & Economic Development will aid in facilitating this.
Change of Administration	It is likely that local elections will take place during the period of this work programme. As a result it is fair to acknowledge that a change of political leadership may result in demands for a change in direction. Elected members will need to be aware that the room for manoeuvre will be constrained by performance requirements expected by the ODPM, as well as the logical approach which the LDF/SEA requires.
“Soundness” of Development Plan Documents	The council will minimise the risk that the DPDs are not soundly based in terms of content, and the process by which they are produced, through building the necessary principles into its quality management checklist. The council will also liaise with Government Office for the South West through the production stages, and prior to submission of the DPDs.
Capacity of External Bodies	The new LDF system will place increased pressure on external consultees, including community groups, to provide feedback on policies, proposals and in particular Sustainability Appraisal information. The Council will establish good working links with these groups and agencies to ensure that appropriate submission dates will allow the key LDS milestones to be achieved.
Financial Planning	The council will integrate annual reviews of its LDS into the Portfolio Planning and Budget processes to ensure that the LDS remains aligned with the council’s priorities. This should also ensure that realistic resource levels are allocated to the Salisbury LDF.

GLOSSARY OF TERMS

AAP	Area Action Plan These Plans will focus upon implementation, providing an important mechanism for ensuring development of an appropriate, scale, mix and quality for key areas of opportunity, change or conservation.
AMR	Annual Monitoring Report Authorities are required to produce an AMR to assess the implementation of the LDS and the extent to which policies in LDDs are being achieved.
DPD	Development Plan Document A collective name for the documents that a local planning authority must prepare which have to be subject to rigorous procedures of community involvement, consultation and independent examination.
GOSW	Government Office for the South West This is the regional office of the Office of the Deputy Prime Minister which has the task of overseeing the new LDF system in accordance with the legislation, Planning Policy Statement 12 and other appropriate national and regional guidance.
LDF	Local Development Framework The LDF contains a portfolio of LDDs that will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of their area where this affects the development of land.
LDD	Local Development Document A generic term for all documents that are subcomponents of the LDF. LDDs include Core Strategy, SCI, DPDs, and SPDs
LDS	Local Development Scheme The LDS sets out the programme for preparing the LDDs
PPS	Planning Policy Statements Government statements of national planning policy, being phased in to supersede Planning Policy Guidance notes (PPGs)
RSS	Regional Spatial Strategy The RSS, incorporating a regional transport strategy, provides a spatial framework to inform the preparation of LDFs, local transport plans and regional and sub-regional strategies and programmes that have a bearing on land-use activities.
SA	Sustainability Appraisal Assessment of the social, economic, and environmental impacts of the policies and proposals contained within the LDF and designed to fulfil the requirements of the SEA Directive
SCI	Statement of Community Involvement Document explaining to stakeholders and the community, how and when they will be involved in the preparation of the LDF, and the steps that will be taken to facilitate this involvement.
SDC	Salisbury District Council
SEA	Strategic Environmental Assessment Assessment of the broader environmental impacts of the policies and proposals contained within the LDF (in line with SEA Directive 2002)
SPD	Supplementary Planning Document SPDs are designed to elaborate upon the policies and proposals in DPDs in a less technical form
SWSA	South Wiltshire Strategy Alliance The local body charged with the production of the Community Strategy and Community Plans. Made up of a wide spectrum of local interests (e.g. Primary Care Trust, Police, Wildlife and Transport representatives) it aims to align and focus resources towards community needs and aspirations.