

Malvern Hills District Council
Local Development Scheme
(2010 – 2013)

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Executive Summary

1. This Local Development Scheme outlines the work programme of Malvern Hills District Council in terms of the land use and spatial planning documents it intends to produce in the period January 2010 to December 2013
2. It sets out what revised legislation has been implemented and what implications this has for the production of Development Plan Documents in the area.
3. It explains that Malvern Hills District Council is working jointly on the two main Development Plan Documents that will guide development in the area up to 2030, so that comprehensive planning guidance can be considered for South Worcestershire as a whole. The partner authorities are the adjacent Districts of Worcester City Council and Wychavon District Council.
4. The two main documents to be produced are the Core Strategy and the Site Allocations and Policies Development Plan documents.
5. The two documents together are called the South Worcestershire Development Plan. A timetable shows the key consultation and published stages, of the plan, the proposed dates of a public examination (hearing), leading to final adoption in May 2013.
6. This report also outlines background evidence documents and previous consultation stages that have been carried out to date.
7. The report outlines the staff resources and project management in place to meet the needs of the work programme.

Introduction

- 1.1 This Local Development Scheme (LDS) report is a background report that sets out the work programme of the Local Authority in terms of the land use and spatial planning documents it intends to produce, and their timing. The report was approved by Malvern Hills District Council at its Council meeting on 7th December 2010
- 1.2 The purpose of this LDS report is therefore:
 - to outline the documents which will make up the planning framework (***The Local Development framework***, or LDF) for Malvern Hills District, and the status of these documents;
 - to set out a 3 year work programme for the preparation of Local Development Documents and when consultation will take place on these,
 - to provide a timetable for reviewing and updating the documents once they have been prepared.
- 1.3 This document is a full revision of the Council's Local Development Scheme (LDS) that was considered by Full Council in December 2009. This document covers the period 2010-2013 and replaces all previous versions of the LDS for Malvern Hill District.
- 1.4 The timetable outlines the stages where we will consult with the public, with our partners and a wide range of other organisations to progress individual plans and policy guidance.
- 1.5 The LDS will be subject to annual review via the Annual Monitoring Report to monitor progress and achievements and the contents, priorities and timetables may change to reflect this monitoring.

1.6 If you wish to make any comments on this document or require further information on the preparation of the Local Development Framework, please contact the District Council by post, email or telephone:

- Post, to the Development Plans and Conservation Team
Malvern Hills District Council
The Council House
Avenue Road
Malvern
WR14 3AF
- Email: Dev.Plans@malvernhills.gov.uk
- Telephone the Development Plans Team on (01684) 862341.

1.7 Further copies of this document can be obtained from:

Malvern Customer Service Centre
The Library
Graham Road
Malvern
WR14 2HU

Tenbury Wells Customer services Centre
The Library,
24 Teme Street, Worcestershire,
WR15 8AA
(Closed Wednesday)

Upton-upon-Severn Customer Services Centre,
Upton Library,
School Lane,
Upton
WR8 OLE
(Closed Mon am, and all day Tuesday and Thursday)

Alternatively, this document is available to view on our website
www.malvernhills.gov.uk.

2. Relationship of the Local Development Framework to Existing Planning Documents

- 2.1 The context for planning in Malvern Hills District is set by national, regional and county guidance. At the national level Planning Policy Statements (PPSs) are taking over from the Planning Policy Guidance notes (PPG's). These are available to view on the Communities and Local Government Minister's website www.communities.gov.uk.
- 2.2 The Planning & Compulsory Purchase Act 2004 introduced significant changes to the context and preparation of planning documents. It sets out the context by which current Local Plans and Structure Plans (and Unitary Development Plans in unitary authority areas) will be superseded by other plans that will make up the **Development Plan** for a particular area.
- 2.3 The 2004 Act intended to progress Regional Spatial Strategies as the top "tier" of planning, providing a high level strategic context for development, followed by Core Strategies (strategic plans) and lower level plans for the more local areas.
- 2.4 The Development Plan for Malvern Hills District currently consists of the West Midlands Regional Spatial Strategy; and then at the county level, the Worcestershire County Structure Plan (saved policies) and at the district level the current adopted

Malvern Hills District Local Plan (saved policies). (Please see the glossary for definitions). The latter two plans will eventually be superseded by a combined new “Core Strategy” and “Site Allocations & Policies” Development Plan Document.

Proposed Changes.

- 2.5 The adopted West Midlands Regional Spatial Strategy 2004 (WMRSS) has been undergoing a partial review to extend it to 2026. However, the current Government has stated that it intends to abolish Regional Strategies. The review process was halted by the effective abandonment of the Regional Strategies by the Government in July 2010, although in November 2010 a legal challenge to the abolition of the RSS has meant that for the time-being the WMRSS is still part of the Development Plan for the Malvern Hills area. Abolition of Regional Strategies is expected to come about through the enactment of the Decentralisation and Localism Bill.
- 2.6 The **Worcestershire County Structure Plan (WCSP)** was adopted in June 2001 and runs to 2011. Most of the Structure Plan policies have been “saved”, although a few have not and expired in September 2007. Details of the saved policies can be obtained from Worcestershire County Council, and are listed on its website (www.worcestershire.gov.uk). A County Waste Core Strategy is currently in preparation, and it will replace the current Waste Plan. These documents are part of the development plan for the Malvern Hills District area.
- 2.7 The **Malvern Hills District Local Plan** was adopted in July 2006 and most of its policies have been “saved” under transitional arrangements for the new planning system which came in under the Planning & Compulsory Purchase Act 2004. A list of saved Local Plan policies is contained in Appendix 3.

However, the saved Structure and Local Plan policies will eventually be replaced by the new style LDF plans / documents brought forward by the District Council for Malvern Hills District.

- 2.8 **Supplementary Planning Guidance (SPG)** will continue to exist as non-statutory guidance whilst relevant saved policies are in place or until new Development Plan Documents or **Supplementary Planning Documents** replace them. We currently have the following adopted SPG/SPD:-
- The Affordable Housing SPG is linked to saved Policies D6 - D8 relating to Affordable Housing contained in the Worcestershire County Structure Plan and Local Plan policies CN1, CN2 and CN3.
 - The adopted North Site Brief and an associated affordable housing brief are linked to saved Structure Plan Policies D4, D5, D13 and D19, and saved Local Plan policies DS5, DS7, and DS9.
 - Worcestershire County Council has produced updated Supplementary Guidance on Section 106 Planning Obligations Education Facilities (April 2007). This is linked to saved CSP Policy IMP1 and Local Plan policy DS18.
 - The Developer Contributions and Planning Obligations SPD was adopted in December 2006.
 - The Re-use of Rural Buildings SPD is linked to Policy EP6 of the adopted Local Plan.
 - The Open Space SPD is linked to Policies CN12 and CN13 and was adopted in August 2008.

3 The Context for the Malvern Hills District

- 3.1 Malvern Hills District is a largely rural district with three main towns, Malvern, Tenbury Wells and Upton-upon-Severn. The district boundary passes along the western edge of the City of Worcester. Worcester has been identified as a sub regional focus for development by the West Midlands Regional Spatial Strategy, and in the RSS Phase 2

review as a Settlement of Significant Development. (See update re WMRSS at para 2.5 above).

Because long term development at Worcester raises the need to consider the possibility of cross boundary development within adjacent authorities, Malvern Hills District Council, Worcester City Council and Wychavon District Council have decided to produce a joint Development Plan for South Worcestershire.

- 3.2 We also have a Sustainable Community Strategy, an overarching strategy which should be reflected in all the District Council's other plans and strategies. It sets out a vision and objectives based on public consultation for the district. The Sustainable Community Strategy has been reviewed to cover the period 2006-2021. Developing links between the LDF and the Community Plan is important as the LDF can guide the implementation of the spatial elements of the Sustainable Community Strategy. In preparing the Joint Development Plan for South Worcestershire, consideration has also been given to the visions/objectives contained in the Worcestershire Partnership Strategy and the Community Strategies of Wychavon and Worcester City. This is to ensure that an agreed spatial vision is taken forward into the Joint Development Plan.

4 Progress on LDF coverage within Malvern Hills District

- 4.1 The following paragraphs set out the steps taken to produce a South Worcestershire Development Plan.
- 4.2 In January 2007 Malvern Hills District Council embarked on the preparation of a joint Core Strategy with the neighbouring Councils of Worcester City and Wychavon District Council. This step was taken to ensure that strategic development and policies are coordinated on a sub-regional / cross boundary basis and specifically address consideration of any growth at Worcester beyond its current administrative boundaries.
- 4.3 An early stage Issues and Options consultation was carried out in 2007, followed by a Preferred Options consultation in September 2008. Subsequent targeted site consultations were also carried out in the spring of 2009 to address the potential inclusion of Strategic Allocations within the emerging Core Strategy.
- 4.4 Work on a joint South Worcestershire Site Allocations and Policies DPD was commenced in 2009 to deal with smaller sites and development management. This work will be continued, but produced as part of the proposed South Worcestershire Development Plan.
- 4.5 Given the Government's announcement that it intends to abolish RSS (see para 2.5) the South Worcester Authorities are taking the opportunity to comprehensively review the emerging joint Core Strategy. The South Worcestershire Authorities have publicly stated, through statements issued by the leaders of the three councils that the review will seek to deliver an economic prosperity led strategy. Furthermore, whilst a new plan will be produced as quickly as possible the LDS will be adjusted to incorporate additional community engagement and the development of local housing aspirations. Specifically, the re-assessment of housing requirements for South Worcestershire will include a comprehensive review of the available evidence and the pressures for housing established by migration.
- 4.6 The three authorities will continue to work jointly on a Core Strategy for South Worcestershire and a Site Allocations and Policies DPD to meet statutory requirements to produce these documents, but they have decided to bring these DPDs forward as a single plan to be known as the **South Worcestershire Development Plan**, (SWDP).

- 4.7 With respect to the influence of RSS upon the content of LDF documents across South Worcestershire the South Authorities acknowledge that the WMRSS currently forms part of the Development Plan covering the three districts. However, given the Government's intended abolition of RSS there is no real prospect of the Secretary of State publishing proposed changes to the emerging WMRSS and therefore no prospect of the emerging WMRSS Phase II review reaching formal adoption. It is therefore unlikely that the WMRSS will represent a significant and ongoing policy influence on the development of the South Worcestershire Development Plan during the lifetime of this LDS.
- 4.8 In preparing our local development documents, we will have regard to a range of strategies and programmes. These will include local and regional economic and housing strategies, the Worcestershire Local Transport Plan, Worcestershire Biodiversity Action Plan, and the Sustainable Community Strategies outlined above, together with other Council strategies. Any plans for education, health, recycling, waste or environmental protection, including flooding, outlined by other organizations which affect our district will also form key considerations in developing the spatial strategy and our priorities for the next three years.

5. What We Intend to Do In the Next Three Years

5.1 We will produce the following **Development Plan Documents**:

- **A Joint Core Strategy for South Worcestershire to be set out within a combined Development Plan Document, to be known as the South Worcestershire Development Plan (SWDP)**: This will address development for the period 2010-2030. This will be a continuation of joint working commenced under the SWJCS, addressing some of the evidence and consultation responses already received, but with a different emphasis (see para 4.3 above). It will set out the vision, objectives and strategy for the spatial development of the three districts of Malvern Hills, Worcester City and Wychavon and will provide the framework for development management policies. The Core Strategy is likely to take forward elements of the Malvern Hills Local Plan. It will also be necessary to consider replacing those relevant elements of regional spatial planning and economic policy that will be lost with the abolition of the WMRSS.
- **Proposals Map and Inset Maps DPD**: The Proposals Map together with larger scale inset maps will outline land use designations such as Area of Outstanding Natural Beauty, Conservation Areas, land safeguarded for transport infrastructure and site-specific allocations. It will conform to the Core Strategy element of the South Worcestershire Development Plan and will be updated every time a new LDD is adopted.
- **South Worcestershire Site Allocations & Policies DPD**: This will address development from 2010 to 2030 for the smaller sites and development management policies. It will be published as part of the South Worcestershire Development plan as set out above.

5.2 **A Statement of Community Involvement (SCI)** was adopted in April 2006 by Malvern Hills District Council which outlines how the Council will consult on development plans policies and on planning applications. The two other South Worcestershire Councils have also produced SCI's for their areas. All local development documents will conform to the Statements of Community Involvement. There is no longer a requirement for an examination into the SCI under new legislation.

5.3 Non Development Plan Documents known, as **Supplementary Planning Documents (SPDs)** can now replace Supplementary Planning Guidance (SPG). These documents

cover a wide range of policy and site specific issues to support policies and proposals outlined in DPDs. SPDs will not be subject to independent inquiry but will usually require a sustainability appraisal and to be in conformity with the Statement of Community Involvement and Core Strategy. SPD's no longer need to be listed in the LDS under the new legislation. Currently Malvern Hills District Council is producing a Supplementary Planning Document dealing with shopfronts.

- 5.4 The District Council can adopt Parish Plans as SPDs where any land use elements of these Plans conform to Development Plan policies. However, due to procedural requirements associated with the production of SPD, the District Council will generally treat Parish and Town Plans as a material consideration in all types of planning decision as opposed to seeking to formally adopt them as SPD. Similarly any actions arising from such Plans will be used to influence the priorities set out in the Sustainable Community Plan. The preparation and timing of the Parish Plans is however, beyond the District Council's control and as such are not identified within the work programme.
- 5.5 We will consider the production of Concept Statements or Development Briefs for allocated sites outlined within the Malvern Hills District Local Plan and subsequent LDDs as and when resources allow. A programme of Conservation Area Appraisal and review commenced in 2006 and is ongoing.
- 5.6 All DPDs, and sometimes SPDs, require a **sustainability appraisal (SA)**, the main purpose of which is to assess the social, environmental and economic effects of the Plan, strategies and policies. This will help demonstrate that our policies are working towards sustainable development. We will start the process as soon as a new or revised document is considered and will:
- prepare an initial SA report to accompany an issues and options report (if prepared);
 - carry out consultation on the environmental report;
 - prepare a final SA report at preferred option stage and which will be submitted with the document for examination showing how the results of the consultation have been taken into account.
- 5.7 The SA will be continually updated as the LDF progresses and methods of community and stakeholder involvement in the SA processes are included within the SCI.

6. Project Plan Timetable

- 6.1 The chart that follows outlines the timetable for the current projects in the LDS. In terms of the production of Development Plan Documents, these are now concentrated on the production of the South Worcestershire Development Plan
- 6.2 The key documents and dates for consultation affecting Malvern Hills District are outlined in Appendix 1.

South Worcestershire Development Plan - Project Plan - 2010-2013

	2010				2011												2012												2013													
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Project Plan (Local Development Scheme).					R	R											R	R											R	R												
Development Plan Documents																																										
* South Worcestershire Development Plan	2	2	2	2	2	2	2	2	2	3	3	3	4	4	5	5	5	5	5	5	6	7	7	8	8	9		10	11	11		12	13									
Supplementary Planning Documents																																										
Accessibility		1	1	1	1	1a	1a	2	2	2	2	2	2	3	3	3	4	4	5	5	5	5	13																			
Residential Design Guide		1	1	1	1	1a	1a	2	2	2	2	2	2	3	3	3	4	4	5	5	5	5	13																			
Historic Environment	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1a	1a	2	2	2	2	2	2	2	3	3	3	4	4	5	5	5	5	13		
Landscape Characterisation (County)	3	3	4	4	5	5	5	5	5	13																																
Affordable Housing								1	1	1	1	1	1a	1a	2	2	2	2	2	2	2	2	2	3	3	3	4	4	5	5	5	5					13					
Contributions								1	1	1	1	1	1a	1a	2	2	2	2	2	2	2	2	2	3	3	3	4	4	5	5	5	5					13					
Worcester City Centre	1	1	1	1	1	1	1	1	1	1	1	1	1a	1a	2	2	2	2	2	2	2	2	2	3	3	3	4	4	5	5	5	5					13					
Food Takeaways (Worcester)	1	1	2	2	3	4	4	5	5	5	13																															
Sustainability Appraisal																																										
																																</										

<p>KEY:</p> <p>1. Blue = Information & Evidence Gathering to identify Issues and Options including on-going consultation</p> <p>1a Brown = Optional formal consultation on Issues and Options</p> <p>2 Cream = Consideration of representations, updating evidence and preparation of Preferred Options Document.</p> <p>3. Yellow = Council approval to consult on Preferred Options and preparation of consultation documentation.</p>	<p>4. White = Formal Public Consultation on Preferred Options</p> <p>5. Light Green = Consideration of representations and preparation of Submission Document (DPD) Adoption document (SPD).</p> <p>6. Gold = Council approve Submission Document and preparation of submission documentation. (DPD)</p> <p>7. Dark Blue = Test of Soundness Representation period (DPD)</p> <p>8. Turquoise = Consideration of representations</p>	<p>9. Pink = Submission to Secretary of State (DPD)</p> <p>10. Red = Pre-Examination Meeting (DPD)</p> <p>11. Orange = Independent Hearing</p> <p>12. Lavender = Receipt and consideration of the Inspector's report (DPD)</p> <p>13. Green = Malvern Hills, Worcester and Wychavon Councils to each consider the Planning Inspectorate's report and adopt/publish the SWDP.</p> <p>R = Review Period</p>
<p>* The South Worcestershire Development Plan is being jointly prepared by the three local authorities and communities of Malvern Hills, Wychavon and Worcester City</p>		

7. Developing and Managing the Evidence Base

- 7.1 A comprehensive evidence base is essential in ensuring that our policies and plans are soundly based and reflect needs and opportunities within the District. We will build on existing studies and consultation, with additional research undertaken as required and with regular updates. We will continue to work with a range of partnerships, including The Malvern Hills Partnership and the community to identify, inform and drive policy decisions, share information and to avoid duplication of effort in delivering services. Much of the current evidence base has been jointly commissioned with Worcester City and Wychavon District councils

Main Technical Studies	Date / Review Date
Housing Land Availability Study	Annually
A Strategic Housing Market assessment for the South Housing Market of the West Midlands Region April 2007	3-5 years Full review programmed 2011
A Local Housing Needs report for the 3 South Worcestershire Districts: Sept 2007	3-5 years To follow the SHMA programme
Strategic Housing Land Availability Assessment for South Worcestershire June 2008; and Oct 2008 update	Annually - as part of evidence base for SWJCS and Site Allocations DPD- updated January 2009
Employment Land Availability Study	Annually
Affordable Housing Viability study 2008	Updated July 2010
South Worcestershire Employment Land Review	2007 as part of evidence base for South Worcestershire Joint Core Strategy. Updated 2010
South Worcestershire Town Centres and Retail Study 2007; includes separate reports for MHDC area	2007 as part of evidence base SWJCS preparation, in accordance with PPS6 Updated 2010
Malvern Urban Greenspace Study 2000 Green Infrastructure for Growth Areas- WWT 2007	Not currently specified
Malvern Hills District Open Space Study 2007 South Worcestershire Public Open Space Alignment Study –May 2007	
Green infrastructure Interim report	November 2009
South Worcestershire JCS Sports Facilities Framework July 2010	
Sustainability Appraisal: <u>For SWJCS Issues & Options and Preferred Option stages 2007 and 2008</u>	Sustainability Framework set out in Government guidance to be applied to all LDDs. Ongoing work on the production of a joint SA framework.
South Worcestershire Site Allocations and Policies- Sustainability Appraisal	Commenced, but will be part of the overall SWDP
Strategic Flood Risk Assessment and Water Cycle	2009 and 2010 as part of evidence base for SWJCS

Other Key Documents	
Regional Spatial Strategy 2008– West Midlands Regional Assembly; Phase 1 Review	Phase 2 Dec 2007 Pref options; Panel Report Sept 2010 Phase 3 Spring 2007 onwards No further review work programmed.
Worcestershire County Structure Plan – Adopted June 2001 Worcestershire County Council (WCC)	No review allowed under legislation. Worcestershire County Council has reviewed ‘saved policies’
Local Transport Plan 2– WCC	Consultation Local Transport Plan No.3 (November 2010) / Submission March 2011
Malvern Hills Bus and Information Strategy (WCC)	On-going monitoring: no planned review.
<u>South Worcestershire Hotel Study: Humberts Leisure-August 2009</u>	
County Cycle Strategy WCC	On-going monitoring: to be reviewed regularly though no dates specified.
Sustainable Community Strategy – 2006-2021-MHDC	
Housing Strategy – MHDC	Annually
Economic Development Strategy – MHDC	Strategy runs to 2010.
Village Facilities Survey and Public Transport Study– MHDC	2007 and 2008. Reviewed as part of the SWJCS. Updated March 2010
Malvern Hills District Town Centre Survey 2004 – MHDC	See S.Worcs Town centres and Retail Study
Great Malvern Town Centre Strategy – MHDC 2004	
Malvern Transport Study for SWJCS	<u>Ongoing</u>
AONB Management Plan –2009-2014	<u>5 year updates</u>
SWJCS Green Belt review July 2009	
Census information (2001)	2011
Regional Housing Strategy	Review completed June 2005

8. Project Management

Staff Resources

8.1 The preparation of the LDF will dominate the work programme of the Development Plans Team over the next three years. The following in house staff resources will contribute to the preparation of LDDs, namely the South Worcestershire Development Plan:

- Head of Planning and Housing;
- Local Development Framework Manager
- 1 full-time equivalent Senior Planner;
- 1 full-time Assistant Planner
- 1 Planning Technician
- 1 Technical Assistant

8.2 The balance of outstanding staff time within the Development Plans and Conservation Team will be spent on dealing with other work commitments of the Section which include:

- influencing and commenting on Plans, strategies and guidance published by other local authorities and organisations that have implications for the district or sub region;
- influencing and commenting on Plans and Strategies produced by other Council Sections and partner organisations, particularly the Sustainable Community Strategy, to co-ordinate the land use elements of these documents with the development plan framework;
- advice to the public and development control on policy matters;
- supporting the work of development control in appeals and pre-application discussions;
- supporting the work of the Councillors through advice giving, Member training, Committee reports and attendance at meetings;
- performance management and service delivery – includes performance monitoring and team management to inform the Council Plan, Management Plan and Comprehensive Performance Assessment;
- Corporate and professional training.
- Monitoring & Research such as housing and employment land availability work.

8.3 The staff resources listed above at paragraph 8.1 will be supplemented by Consultancy support as and when required and when budgets allow. Consultants will be engaged on specific projects where there is a lack of capacity in house or specialist knowledge is required – see Financial Resources.

Financial Resources

8.4 The South Worcestershire Authorities have agreed to combine existing budgets allocated to the production of separate Core Strategies (see Appendix 2).

8.5 The District Council prepares a budget strategy based upon a three year rolling programme. In order to progress the LDS in accordance with milestones identified it is essential that budget provision is established through the annual budget setting process. Any significant additions or variations to LDS will similarly require supplementary budget approval either through the annual budget cycle or interim approvals.

Management Responsibilities

8.6 Our procedures and reporting mechanisms for each Development Plan Document and the Statement of Community Involvement together with the levels of political responsibility are as follows:

- The process will be managed by the LDF Manager;
- Joint working arrangements for the preparation of joint DPD have been agreed (see Appendix 2), and is led by the South Worcestershire Development Plan Project Manager..
- Responsibility for the LDS rests with the Head of Planning and Housing Services in consultation with the Council's Planning Portfolio Holder (elected member), and in consultation with the two other South Worcestershire Authorities;
- Progress with the LDS and significant issues arising from its implementation will be subject to the Council's Performance Management Framework and associated budget monitoring procedures;
- Decisions regarding the content and publication of DPDs are referred to Full Council .

9. Monitoring and Review

9.1 The Annual Monitoring Report (AMR) measures our progress against the LDS timetable and the effectiveness of existing policies and core planning indicators. The AMR will be published in December each year and will outline:

- whether the District Council is meeting, or is on track to meet, the targets set out in the LDS and, if not the reasons why;
- what impact LDD policies are having on other targets set at a national regional or local level;
- whether any policies need to be replaced; and
- what actions need to be taken if policies need to be replaced?

9.2 Any changes required to the LDS as a result of monitoring, will be produced in December each year.

Progress against our targets will also need to be reflected in other District Council Plans. A Performance Management Framework links the Council's plans together and allows managers and elected members to identify and take action where performance is falling short of target.

Appendix 1 – Profile of Development Plan Documents

South Worcestershire Development Plan Document	
Role and subject	The South Worcestershire Development Plan will set out the vision, objectives and spatial strategy for Malvern Hills District up to 2030. This will be comprised of a joint core strategy and site allocations & policies document involving collaborative work between Malvern Hills District, Worcester City and Wychavon District Councils. It will include a key diagram to show the broad locations and / or specific site allocations, key transportation elements and relationships with other strategies and with other local authority areas.
Geographic coverage	Malvern Hills District, Worcester City and Wychavon District Council Areas- referred to as South Worcestershire.
Status (e.g. DPD, SPD)	DPD
Chain of conformity.	In general conformity with National policy, and saved Worcestershire County Structure Plan policies. The South Worcestershire Development Plan will be influenced by the Council's visions, values and objectives set out in the Sustainable Community Strategy and other relevant strategies.
Timetable (Key Milestones shown in italics.)	
Pre-production/survey phase	January – July 2007 as part of SWJCS; and October 2009- April 2010 as part of evidence gathering for Site Allocations & Policies DPD
Preparation of issues/options & initial SA & public consultation (Regulation 25)	July – December 2007 as part of the SWJCS
Public participation on Preferred Options Report and formal SA (Reg 26)	September– October 2008 as part of the SWJCS
Consideration of representations/discussions with community/stakeholders	December- March 2009
Revised / second Preferred Options consultation	September -October 2011
Public consultation on submission (Pre-submission consultation)	May- June 2012
<i>Submission of DPD and SA to SofS</i>	<i>September 2012</i>
Pre-examination meeting	November 2012
Hearing (public examination)	December 2012 – January 2013
Receipt of Inspector's binding report	April 2012
<i>Adoption and Publication and revised Proposals Map</i>	<i>May 2013</i>
Arrangements for Production	
Community and Stakeholder Involvement	Wide stakeholder and community involvement using a range of consultation methods described in the SCI.
Review procedures	Monitored on an annual basis and subject to review if monitoring highlights a need.

Appendix 2

South Worcestershire Development Plan Joint Working

This Appendix has been duplicated in each of Malvern Hills District Council, Worcester City Council and Wychavon District Council Local Development Schemes (LDS), to reflect the joint working arrangements.

1. Introduction

- 1.1 South Worcestershire covers the largely rural districts of Malvern Hills and Wychavon, and the predominantly urban area of Worcester. Outside the Cathedral and University City of Worcester, there are six main towns – Droitwich Spa, Evesham, Malvern, Pershore, Tenbury Wells, and Upton upon -Severn. Each of these towns has a rich history exemplified by a wide range of historic buildings. The remainder of the rural landscape consists of a combination of fields, orchards, woodlands, meadow, ancient forests and rivers (Severn, Avon, and Teme) and a large number of villages all with their own identity. The area includes two Areas of Outstanding Natural Beauty - the Cotswolds to the east and the Malvern Hills to the west. The combined population is approximately 283,900.
- 1.2 The M5 runs the full length of the area north - south, providing good connections to the West Midlands and the South West. It links to the M42 in the north providing convenient routes to Birmingham International airport, whilst the M50 in the south – west of the area provides connections with South Wales.
- 1.3 The historic City of Worcester is the County town and administrative centre of Worcestershire.
- 1.4 The area has a reputation as being a desirable place to live, work and visit, not least because of its high quality environment. As a consequence of its environment, location, and the availability of transport links, it is a focus for development pressure, and the challenge is to develop a spatial planning approach which ensures the most efficient use of land by balancing competing demands within the context of sustainable development in a way that benefits our City, towns, villages and countryside.

2. Outline of Joint Worcestershire Working

- 2.1 Given the recognition that any significant development growth associated with Worcester City will require consideration to be given to cross boundary development into the districts of Malvern Hills and Wychavon, the three district councils together with Worcestershire County Council have been working closely together on an informal basis with respect to addressing the implications of Worcester City's growth and how an agreed vision for the City can be brought forward.
- 2.2 In order to develop comprehensive and consistent proposals for future growth of the City, it will be necessary for the four authorities to continue to work collaboratively. Furthermore, the preparation of individual Core Strategy Development Plan Documents for each of their own administrative areas would be unlikely to deliver a consistent, comprehensive and cost effective Local Development Framework (LDF).
- 2.3 Worcester City Council, Wychavon District Council and Malvern Hills District Councils have agreed to prepare a South Worcestershire Development Plan, Development Plan Document (DPD) under the provisions of Section 28 of the Planning and Compulsory Purchase Act 2004.

- 2.4 Under the provisions of Section 28 it will be necessary for each of the local planning authorities responsible for plan preparation to individually consider and approve any joint development plan documents in order for them to proceed through the statutory process.

3. Resources

Staff Resources

- 3.1 The overall staff resources required to deliver Malvern Hills District Council, Worcester City Council and Wychavon District Council Local Development Frameworks (LDF) are incorporated within the relevant authorities Local Development Schemes (LDS).
- 3.2 The production of the South Worcestershire Development Plan and the associated Supplementary Planning Documents (SPDs) will be the principal focus for work up to 2013. This section therefore, deals specifically with the resource requirements identified to meet the project timetable for the Development Plan.
- 3.3 Each authority has undertaken a review of its existing programme of work in order to provide maximum support for the production of the Development Plan and subsequent Supplementary Planning Documents. In other areas the size of the team and ongoing work priorities to complete existing projects has determined the level of resources available.
- 3.4 Throughout the production of the joint Local Development Documents, resource requirements will be kept under review and where necessary resources have been allocated or will be allocated to buy in expert help where capacity or skill bases are not available within the three authorities (see Financial Support).
- 3.5 The total full-time equivalent (FTE) staff resource available for the Joint Core Strategy is 17.30. made up as shown in the table below. This includes the Project Manager who has been appointed on a fixed term contract using external grant funding available until June 2012.

Staff Resource	% Full-time Equivalent.
External Funding until June 2012	
Project Manager	100
Malvern Hills District Council	
Head of Planning and Housing Services	40
Local Development Framework Manager	70
Senior Planner	90
Assistant Planner	90
Planning Technician (Monitoring/graphic support)	70
Technical Assistant/Admin Support	40
Sub total	400 (currently supplemented by part-time consultant support)
Worcester City Council	
Service Manager	20
Senior Planner Policy (part time)	90

Policy officer	80
Policy officer	90
Monitoring Officer	40
Assistant Planning officer **	75
Multimedia Support Officer	90
Assistant GIS/Graphics Officer **	50
Economic Development Officer	25
Policy Support Clerk	50
Sub total	610
<i>Wychavon District Council</i>	
Head of Housing and Planning Services	20
Housing and Planning Manager	20
Policy Plans Manager	80
Senior Planning Officer	70
2 Part-time Senior Planning Officers	70
4 Planning Officers (one part time)	245
2 Planning Technicians	80
Admin Support	10
Technical Support	25
Sub total:	620
Total	17.3 FTE

Notes:

** These posts are paid for out of Housing and Planning Delivery Grant.

Financial Resources

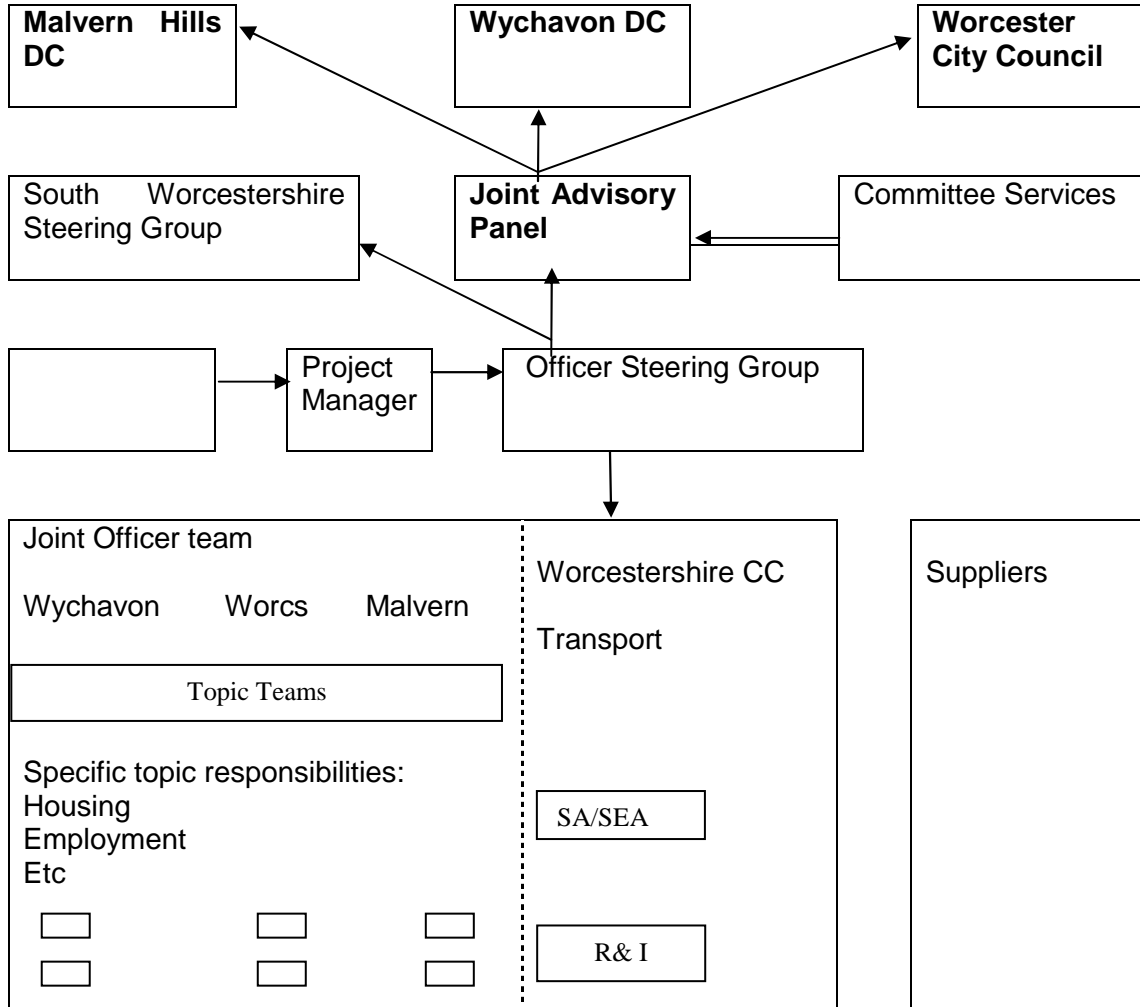
3.6 The South Worcestershire Authorities have agreed to combine existing budgets previously allocated to the production of separate Core Strategies. The decision to continue with a Joint Development Plan will enable economies of scale to be achieved. However, to enable the evidence to reflect the South Worcestershire focus, additional resources may be required to update existing research already undertaken.

3.7 The main areas which may require financial resources include:

- evidence gathering as outlined within the LDS;
- consultant support;
- consultation costs (Statutory Issues and Options/Preferred Options/Submission) and Non-statutory (which includes the awareness raising exercise with stakeholders);
- document production; and
- Examination costs including Counsel, Inspector costs).

4. Management Responsibilities

4.1 The following management structure was been agreed to support the production of the Joint Local Development Documents:



- 4.2 **The Joint Advisory Panel** has been established in order to implement the South Worcestershire Development Plan under the provisions of Section 28 of the Planning and Compulsory Purchase Act 2004. It will comprise 9 district councillors, with 3 district councillors nominated by each of the Councils for Malvern Hills and Wychavon Districts and Worcester City. It has no executive/decision making capacity powers in respect of any of the planning or other functions of the South Worcestershire Authorities and does not represent a formally constituted Joint Committee.
- 4.3 The purpose of the Joint Advisory Panel is to:
- a) consider reports and examine issues related to the production of Joint Local Development Documents for South Worcestershire and to make recommendations to the Councils for Malvern Hills and Wychavon Districts and Worcester City regarding the content and development of the Joint Local Development Documents;
 - b) make recommendations to the above Councils regarding the content of the Local Development Schemes covering South Worcestershire and the timetabling of key Local Development Documents;
 - c) Make recommendations to the above Councils regarding future plan making and development control arrangements associated with the implementation of the Local Development Schemes for South Worcestershire, the proposed Joint Development Plan and subsequent Supplementary Planning Documents.
- 4.4 **The South Worcestershire Steering** Group will comprise the Leaders, planning portfolio holders and Chief Executives / Heads of Planning from the South Worcestershire Authorities together with the equivalent representation from Worcestershire County Council. This informal group provides strategic direction with respect to work of the Joint Advisory Panel and co-ordination with other strategies and priorities. The Steering Group has no executive decision taking powers with respect to LDF commitments or the contents of the LDS.
- 4.5 **The Officer Steering** Group this comprises of officers from each of the South Worcestershire authorities who, supported by the Project Manager, will ensure that the project is delivered to an agreed timetable and co-ordinate the work of the specific project teams. Initially the project teams will be based around the main areas of evidence gathering and will include:
- retail and leisure;
 - employment land review/housing land availability assessment/village settlement hierarchy;
 - environmental constraints study/open space/green infrastructure;
 - transport
 - consultation and communications;
 - community plan and LDF visioning group;
 - Master planning.
- 4.6 For each project the requirement for sustainability appraisal will be integral to the project.

Appendix 3

Malvern Hill adopted Local Plan- Saved Policies

Malvern Hills Adopted Local Plan Saved Policies	
DS1	The Location of Development
DS3	Generic Development Requirements
DS4	Meeting the Strategic Housing Requirement
DS5	Housing Sites within the Malvern Urban Area
DS7	North Site
DS8	The Strategic Employment Land Requirement
DS9	Meeting the Strategic Employment Land Requirement
DS10	Development Associated with the A38 Technology Belt
DS11	Rural Settlements
DS12	Housing in Category 1 - 4 Settlements
DS13	Employment Development within or immediately adjacent to Rural Settlements
DS14	Housing Development in the Open Countryside
DS15	Employment Development in Cat 3 Settlements and Open Countryside
DS17	Significant Gaps
DS18	Planning Obligations
EP1	Protection of Existing Employment Land and Uses
EP2	The Redevelopment or Expansion of Employment Sites and Buildings
EP6	The Re-use of Rural Buildings
EP7	Farm Diversification
EP8	Agricultural and Forestry Development
EP9	Town and District Centres
EP10	Primary and Secondary Shopping Frontages
EP12	Upper Floors in Town Centres
EP13	Garden Centres and Farm Shops

EP14	Visitor Accommodation
EP15	Static and Touring Caravans, Chalets and Camping Sites
EP16	Marinas, Moorings and Unpowered Boating Facilities
EP17	Edith Walk, Great Malvern
EP18	Tenbury Cattle Market/Teme Street
EP20	Seaford Court, (Malvern Community Hospital)
EP21	Three Counties Showground
QL1	Design of New Buildings and Related Development
QL2	Protection and Enhancement of Greenspace in and adjacent to Malvern
QL3	Shopfronts
QL4	Advertisement Signs
QL5	Walls, gates, Fences or Other Means of Enclosure
QL6	Telecommunications
QL7	New Development in Conservation Areas
QL8	Demolition of Buildings in Conservation Area
QL9	Settings of Conservation Areas
QL10	Alterations and Extensions to Listed Buildings
QL11	Demolition of a Listed Building
QL12	Alternative Uses for Listed Buildings
QL13	New Development Affecting the Setting of listed Buildings
QL13A	Enabling Development
QL14	Scheduled Ancient Monuments and other Archaeological Sites
QL15	Historic Parks and Gardens
QL16	SSSI's
QL17	Sites of Regional or Local Wildlife Importance
QL19	Protection of Wider Biodiversity
QL20	Creation of Habitats
QL21	Landscaping
QL22	Protection of Trees, Woodland and Hedgerows

ST1	Safeguarding Land for Transport Infrastructure
CN1	Dwelling Mix
CN2	Providing Affordable Housing in New Housing Development
CN3	Rural Exception Sites
CN4	Rural Workers Dwellings
CN5	Removal of Rural Workers Occupancy Conditions
CN7	Sub-division of Existing Dwellings
CN8	Replacement Dwellings in the Open Countryside
CN9	Extension and Alterations to Dwellings and the Erection of Outbuildings within the Domestic Curtilage
CN10	Dependant Relatives Accommodation
CN12	Provision of Public Open Space
CN13	Protection of Open Space, Sport and Recreational Facilities
CN14	Recreation, Sports and Leisure Facilities
CN15	Provision of New Local Shopping Facilities
CN16	Provision of New Community Facilities
CN17	Retention of Local Facilities

Glossary

Annual Monitoring Report (AMR)

A document which is produced annually, showing progress in achieving the Local Development Scheme timetable and the extent to which policies/proposals in the Local Development Documents are being produced.

Development Plan Document (DPD)

The documents that the Council must prepare (statutory requirement). DPDs need to be subject to community involvement, consultation and independent examination and should include:

- Core Strategy;
- Site Specific allocations of land;
- Local spatial and land use planning policies
- Proposals Maps (with Inset Maps).

Examination

A public examination chaired by an independent Inspector into objections / support for a Local Development Document.

Hearing

Another name for an examination of a Local Development Document chaired by an independent Inspector. - see Examination above.

Local Development Framework (LDF)

A collective name given to the Local Development Documents that provides the framework for the spatial strategy of the area. The documents are intended to take account of the economic, environmental and social aims for the future of the District, where this affects the development of land.

Local Development Document (LDD)

A document that forms part of the Local Development Framework. LDDs will comprise Development Plan Documents, Supplementary Planning Documents, the Statement of Community Involvement and the Sustainability Appraisal /Strategic Environmental assessment.

Local Development Scheme (LDS)

A rolling three year programme setting out what documents the Local Development Framework will contain a timetable for their production and proposals for monitoring and review.

Performance Management Framework

The District Council Strategy for performance improvement. Consisting of an annual planning cycle, a reporting system and mechanism to allow managers and elected members to identify and take action where performance is falling short of target.

Planning Policy Statement (PPS)

These are statements prepared by the Government on a range of planning issues. The Local Development Documents should accord with guidance set out in these statements. They are intended to replace the existing series of Planning Policy Guidance Notes (PPGs).

Regional Spatial Strategy (RSS)

This is an overarching strategy produced by the Regional Planning Body (RPB), which provides a spatial framework at regional level to inform the Local Development Framework. It currently forms part of the statutory development plan for Malvern Hills District.

Sustainability Appraisal (SA)

An assessment of the impacts of policies and proposals on economic, social and environmental matters contained within the Local Development Framework.

Statement of Community Involvement (SCI)

This document sets out how and when individuals, interest groups, organisations and businesses and agents will be involved in the preparation of the LDF and in the consideration of significant planning applications.

Strategic Environmental Assessment (SEA)

In accordance with European Directive 2001/42/EC, it is now a requirement for local authorities to undertake a Strategic Environmental Assessment (SEA) (see below) of certain plans and documents contained within the LDF. SEA is required where a Plan is likely to have a significant environmental effect. The predicted environmental effects of the policies and proposals in the document will be assessed against the Directive's requirements at commencement of their preparation, either for a full SEA or to establish clearly that this is not needed, while satisfying the requirements of the SA.

Supplementary Planning Document (SPD)

These documents are intended to explain in more detail the policies and proposals in the Local Development Documents and how these will be implemented. They will replace Supplementary Planning Guidance (SPG).