



Malvern Hills Local Development Scheme 2014-2017

1st October 2014

Prepared by the
South Worcestershire Councils

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1. What is a Local Development Scheme?

- 1.1 The Local Development Scheme (LDS) is a project management document which sets out the council priorities for producing planning policy documents over the coming three years. It is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended) that each Local Planning Authority should produce an LDS, which must include any Development Plan Documents it intends to publish and a timetable indicating the main milestones of production. The 2004 Act sets out a number of other requirements to be included in an LDS.
- 1.2 Since 2010, Malvern Hills District Council has been working with Wychavon District Council and Worcester City Council¹ to produce the joint South Worcestershire Development Plan (SWDP). Joint working on this strategic document has brought together many other work streams and has also created the need for further joint work in the future. The South Worcestershire Councils (SWC) will therefore continue to combine resources on many planning policy matters and have worked collaboratively to prepare the shared elements of this LDS.
- 1.3 The current LDS (adopted in September 2013) was prepared on the basis of the published SWDP timetable and associated work programmes available at that time. The LDS now needs to be updated to reflect changes to ensure it provides a useful source of information for interested parties. The intention of this revised document is threefold:
- to report the progress made since the publication of the 2013 LDS;
 - to inform interested parties of the changed timetable for the examination process and adoption of the SWDP; and
 - to provide a revised schedule for the preparation of the Supplementary Planning Documents.
- 1.4 The revised schedule presented in this update to the LDS will come into effect on 1 October 2014, in line with the resolution of Council at the meeting on the 30 September 2014.
- 1.5 The 2013 LDS and this version can be viewed on the Planning Policy pages of the Malvern Hills District Council website, at <http://www.malvern hills.gov.uk/planning-policy>
A printed copy is also available to view at the Customer Service Centres in Malvern, Tenbury Wells and Upton upon Severn. If you have any questions about the LDS or how to access it, please contact us by:

[E.mail DevelopmentPlans@malvern hills.gov.uk](mailto:DevelopmentPlans@malvern hills.gov.uk) tel 01684 862151

¹ Referred to as the South Worcestershire Councils (SWC).

2. Progress to date

Progress since the September 2013 LDS

South Worcestershire Development Plan

- 2.1 As set out in the 2013 LDS the SWDP was submitted to the Secretary of State for examination on 28 May 2013.
- 2.2 The SWDP is still undergoing the examination process. Stage 1 of the examination, at the hearing sessions in October 2013, established that whilst the approach to the determination of housing need was sound, it was necessary to revisit the actual level in light of more recent evidence. Therefore additional technical evidence was commissioned which was then subject to examination in March 2014. The Inspector released his Interim Conclusions (October 2013) and Further Interim Conclusions (March 2014) which indicated a significant uplift in housing requirement was necessary.
- 2.3 During the summer of 2014 the three SWC have been engaged in a programme of work to identify and assess sufficient suitable sites to satisfy the recommended uplift in the Objectively Assessed Housing Need (OAHN) within the context of the strategy and policies being examined. This work was initiated by a formal 'Call for Sites' exercise in March/April 2014 and has involved a comprehensive site assessment and evaluation. The Council meeting on 30 September 2014 considered the outputs of this work and the resulting uplift in housing requirement and the proposed modifications that arise from it, and approve the publication for consultation in the autumn of 2014.
- 2.4 The SWC anticipate that the Stage 2 hearings will be held in early 2015, although the precise timing of these will be decided by the Inspector.

Minerals and Waste planning

- 2.5 This is prepared by Worcestershire County Council. The Worcestershire Waste Core Strategy Development Plan Document was adopted in November 2012.
- 2.6 The second stage of consultation on the Minerals Local Plan ran from 11 November 2013 until 31 January 2014. The county council has produced a Response Document setting out the comments received and response to how they might be taken account of in the development of the Minerals Local Plan. A separate Minerals and Waste Local Development Scheme has been produced by the county council and is available on their [website](#). It is anticipated that the Minerals Local Plan will be submitted for examination in late 2014/early 2015 with eventual adoption anticipated in late 2015.

Neighbourhood Plans

2.7 The following neighbourhood areas have been designated in Malvern Hills:

Kempsey Parish
Clifton-upon-Teme Parish
Leigh and Bransford Parish
Alfick and Lulsley Parish
Martley, Knightwick and Doddenham Parish Councils
Little Malvern and Welland Parish Council
Hanley Castle Parish

In addition Malvern Town Council have applied for Neighbourhood Area designation.

Supplementary Planning Documents

2.8 Due to the delays in preparing the SWDP, progress on producing the associated SPD has also been affected. In the majority of cases SPD such as Developer Contributions and Affordable Housing are planned to provide further detail on an updated strategic policy in the SWDP.

Existing Development Plan for Malvern Hills

2.9 Whilst an updated development plan framework is being produced, the council's existing development plan currently comprises:

- Saved Policies from the Malvern Hills District Local Plan (adopted 2006). *These policies are reproduced at Appendix B of this document for information;*
- Worcestershire Waste Core Strategy Development Plan Document (adopted 2012);
- Saved Policies from the Hereford and Worcester Minerals Local Plan (adopted 1997).

These are the documents which provide the planning policies that planning applications should be determined against (unless material considerations indicate otherwise) at the time of reviewing this LDS.

2.10 As part of its promotion of the 'Localism' agenda, the government has abolished the regional tier of planning policy and revoked the last of the saved sub-regional policies. Therefore for the avoidance of doubt, the following documents no longer form part of the development plan for Malvern Hills:

- West Midlands Regional Spatial Strategy 2004;
 - Worcestershire Structure Plan 1996-2011;
- Both were formally revoked on 20 May 2013 by direction of the Secretary of State.

Existing local planning policy framework The wider planning policy framework for Malvern Hills consists of the following Supplementary Planning Documents:

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- Affordable Housing in Malvern Hills District SPG – June 2004
- North Site, Malvern (Development Brief) SPG – 2004
- Concept Statement – Malvern Community Hospital Site, Lansdowne Crescent, Malvern – August 2006
- House Extensions SPD – August 2006
- The Reuse of Rural Building SPD – August 2006
- Developer Contributions and Planning Obligations SPD – Dec 2006
- Education Contributions SPD – April 2007
- Open Space SPD – Aug 2008
- Shopfronts SPD – April 2011

3. Development Plan Documents

- 3.1 The Development Plan Documents to be produced over the next three years are:
- South Worcestershire Development Plan (Joint with Wychavon District Council and Worcester City Council);
 - Traveller and Travelling Showpeople Site Allocations DPD (Joint with Wychavon District Council and Worcester City Council).
- 3.2 Once adopted, the SWDP will be subject to a review in accordance with the timescales set out in the submitted version of the development plan.
- 3.3 The following section sets out the content and timetable for producing the above documents. All references to Regulations in this section refer to [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#).

3a South Worcestershire Development Plan

Overview	
Role and content	The plan sets out the Vision, Objectives, Spatial Strategy and policies for the future development of south Worcestershire. The second part of the plan includes site specific allocations, policies and policy designations that will provide for the development needs of the area up to 2030.
Status	Development Plan Document
Geographical coverage	The plan covers the administrative areas of Malvern Hills, Worcester, and Wychavon.
Jointly produced	YES. The SWDP is being jointly produced by Malvern Hills District Council, Worcester City Council, and Wychavon District Council to allow for further efficiencies and joint consultations.
Chain of conformity	National Planning Policy Framework, Planning policy for Traveller sites, case law and planning legislation.

Timetable (Completed Stages are shown in BOLD)	
Commencement	2007 as South Worcestershire Joint Core Strategy (SWJCS) 2009 as Site Allocations and Policies DPD 2010 as the South Worcestershire Development Plan
Initial consultation (Regulation 18)	November 2007: Issues and Options (JCS) September 2008: Preferred Options (JCS) January - March 2009: Potential Strategic Sites consultation October 2009–April 2010: Informal consultation on the former Site Allocations and Policies DPD October 2010: Parish and Town Council Visioning workshops November 2011: Preferred Options (SWDP) August - September 2012: Targeted Significant Changes Consultation
Publication (Regulation 19)	11 January - 22 February 2013
Submission (Regulation 22)	28 May 2013
Independent Examination (Regulation 24)	Stage 1 Hearings (Part 1) 1-3 October 2013 Interim Conclusions published 30 October 2013 Stage 1 Hearings (Part 2) 13-14 March 2014 Further Interim Conclusions published 8 April 2014 Councils to consider Main Modifications arising from Stage 1 Hearings – 30 September 2014 <i>Consultation on Stage 1 Main Modifications October–November 2014</i> <i>Stage 2 Hearings anticipated to commence February/March 2015</i> <i>(Precise dates will be determined by the Inspector)</i>
Receipt of Inspector's Report (Regulation 25)	Autumn 2015
Adoption (Regulation 26)	Winter 2015

3b. Travellers and Travelling Showpeople Site Allocations DPD

Overview	
Role and content	The Travellers and Travelling Showpeople Site Allocations DPD will set out the updated requirement for the number of sites and pitches to be provided to meet the needs of gypsies, travellers and travelling showpeople in the area over the coming years. It will then allocate sites or extensions to existing sites to meet this requirement
Status	Development Plan Document
Geographical coverage	The DPD will cover the administrative area of Malvern Hills administrative area.
Jointly produced	YES. A joint Gypsy and Traveller Accommodation Assessment is currently being produced by consultants 'arc4' for all six of the Worcestershire local authorities. The DPD itself will be produced jointly by the south Worcestershire Authorities .
Chain of conformity	Planning policy for traveller sites, case law and planning legislation.
Timetable	
Commencement	September 2014
Initial consultation (Regulation 18)	July – August 2015
Publication (Regulation 19)	December 2015
Submission (Regulation 22)	April 2016
Independent Examination (Regulation 24)	July 2016 <i>Precise dates of examination hearing sessions will be determined by the Inspector</i>
Receipt of Inspector's Report (Regulation 25)	November 2016
Adoption (Regulation 26)	December 2016

4. Other important policy documents

- 4.1 At Malvern Hills District Council, a number of other planning policy documents will be produced or refreshed over the next three years. These documents are not part of the Development Plan, but it is important to set out the likely content and timetable so that interested parties are made aware at the earliest opportunity of forthcoming consultations. These documents are:
- Community Infrastructure Levy (CIL) Charging Schedule;
 - Statement of Community Involvement.
- 4.2 The following section sets out the content and timetable for producing the above documents. The regulations governing the production of the Community Infrastructure Charging Schedule are set out in [The Community Infrastructure Levy Regulations 2010](#) (as amended). There are no longer any regulations governing the production stages of the Statement of Community Involvement, but the requirement to prepare one is set out in Section 18 of the [Planning and Compulsory Purchase Act 2004](#) (as amended).

4a. Community Infrastructure Levy Charging Schedule

Overview	
Role and content	The Community Infrastructure Levy (CIL) Charging Schedule will allow a tariff to be applied to qualifying development in Malvern Hills. This will allow funding to be secured for infrastructure that is needed as a result of development in the area. The tariff will be applied per m ² of additional floorspace. The rate of the tariff will be determined by examining the ability of the development to bear the charge without unduly affecting development viability.
Status	Non Development Plan Document
Geographical coverage	The Community Infrastructure Levy will cover the Malvern Hills administrative area. There may be a zero rate charge for some areas in the authority, but this will be specified in the Charging Schedule.
Jointly produced	YES. A joint evidence base including Viability Study has been prepared across the Worcestershire authorities by consultant HDH Planning and Development. This has been prepared and published in various stages since January 2013. The CIL Charging Schedule for Malvern Hills will be produced alongside those for Wychavon District Council and Worcester City Council. The intention is that the Charging Schedules will be jointly prepared and examined, but in order to comply with the Regulations, three separate Charging Schedules are required. These will be adopted separately by each of the councils.
Chain of conformity	An up-to-date development plan is required to introduce CIL. This will be provided by the South Worcestershire Development Plan (when adopted). The Charging Schedule will also need to comply with the Community Infrastructure Levy Regulations, the National Planning Policy Framework, the National Planning Practice Guidance, and Part 11 of the 2008 Planning Act and Part 6 of the Localism Act 2011.
Timetable (Completed Stages are shown in BOLD)	
Commencement	May 2012
Consultation on Preliminary Draft Charging Schedule (PDCS) (Regulation 15)	PDCS – prior to housing numbers uplift: September – October 2013 PDCS - Revised to take account of housing numbers uplift: January – February 2015
Publication of Draft Charging Schedule (Regulation 16)	June 2015
Submission (Regulation 19)	October 2015
Independent Examination	December/ January 2016 <i>Precise dates of examination hearing sessions will be determined by the Examiner</i>
Receipt of Examiner's Report (Regulation 23)	February 2016
Adoption	March 2016

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(Regulation 25)	
CIL takes effect (Regulation 28)	April 2016

4b. Statement of Community Involvement

Overview	
Role and content	Malvern Hills District Council currently has an adopted Statement of Community Involvement (SCI) (2006). The document has been reviewed to reflect changes both to the way planning policy documents are produced and the planning system in England more generally, including the introduction of Neighbourhood Development Plans. The Statement of Community Involvement will also set out how the council will consult on planning applications.
Status	Non Development Plan Document – Local Development Document
Geographical coverage	The SCI will cover the Malvern Hills administrative area. It will be consistent with those of Wychavon District Council and Worcester City Council.
Jointly produced	The SCI will be jointly produced by Malvern Hills District Council, Worcester City Council and Wychavon District Council - although separately published for each District.
Chain of conformity	Planning and Compulsory Purchase Act 2004 (as amended), National Planning Policy Framework and case law.
Timetable (Completed Stages are shown in BOLD)	
Commencement	August 2013
Consultation	15 November 2013 – 3 January 2014
Adoption	October 1 2014

5. Supplementary Planning Documents

- 5.1 A number of other planning policy documents known as Supplementary Planning Documents (SPD) will be produced or refreshed over the next three years. These documents are not part of the Development Plan, but it is important to set out the likely content and timetable so that interested parties are made aware at the earliest opportunity of forthcoming consultations.
- 5.2 SPD provide further detail to policies in a Development Plan Document, to assist in their implementation. The SPD to be produced are:
- Developer Contributions;
 - Affordable Housing.
- 5.3 The following section sets out the content and timetable for producing the above documents. All references to Regulations refer to [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#). Further SPD that are not listed in this section may also be produced in response to specific policy or site issues.
- 5.4 The Local List SPD is currently being prepared. The other SPD below are proposed to be completed over the timescale of this LDS although their preparation will be reviewed at a later date.
- Design Guide
 - Parking Standards in New Development
 - Sustainable Drainage Systems
 - Renewable and Low Carbon Energy

5a. Developer Contributions SPD

Overview	
Role and content	<p>The Developer Contributions Supplementary Planning Document will detail the process the council will undertake to secure direct and financial contributions from development via Section 106 agreements and Unilateral Undertakings. Contributions are needed to make sure that new development contributes positively to the local environment and helps to mitigate against any adverse impacts.</p> <p>The SPD will sit alongside the CIL Charging Schedule to make clear the council approach to securing contributions by all funding methods. It will also help to clarify the relationship between CIL and Section 106 agreements. It will be a key tool for the Development Management team in securing maximum planning gain from development.</p>
Status	Supplementary Planning Document
Geographical coverage	The Developer Contributions SPD will cover the administrative areas of Malvern Hills, Worcester City, and Wychavon.
Jointly produced	<p>YES.</p> <p>The Developer Contributions SPD will be jointly prepared for the three south Worcestershire authorities of Worcester City Council, Wychavon District Council and Malvern Hills District Council but it will be separately adopted by each of the councils.</p>
Chain of conformity	SWDP Policy 7: Infrastructure, SWDP 62: Implementation, Community Infrastructure Levy Charging Schedule/Regulation 123 List, National Planning Policy Framework, Community Infrastructure Levy Guidance, planning legislation and case law
Timetable (Completed Stages are shown in BOLD)	
Commencement	August 2013
Consultation (Regulation 13)	January-February 2015
Adoption (Regulation 14)	<p>April 2016</p> <p><i>Adoption of the SPD to align with adoption of CIL Charging Schedule in line with advice in para 87 of 2013 CIL Guidance</i></p>

5b. Affordable Housing SPD

Overview	
Role and content	The Affordable Housing Supplementary Planning Document will provide detailed guidance on how the strategic policy in the SWDP will be implemented. It will give guidance on matters including the design, type, tenure, distribution and phasing of affordable housing and the circumstances where off-site contributions may be accepted.
Status	Supplementary Planning Document
Geographical coverage	The Affordable Housing SPD will cover the administrative areas of Malvern hills, Worcester City and Wychavon.
Jointly produced	YES. The Affordable Housing SPD will be jointly prepared for the three south Worcestershire authorities of Malvern Hills District Council, Worcester City Council, and Wychavon District Council but it will be separately adopted by each of the councils.
Chain of conformity	SWDP Policy 15: Meeting Affordable Housing Needs, National Planning Policy Framework, planning legislation and case law
Timetable	
Commencement	December 2014
Consultation (Regulation 13)	November – December 2015
Adoption (Regulation 14)	May- July 2016

5c. Local List SPD

Overview	
Role and content	The Local List Supplementary Planning document will set out the criteria for selection of buildings to be included on the non-statutory Malvern Hills List of buildings of architectural or historic interest.
Status	Supplementary Planning Document
Geographical coverage	The Local list SPD will cover the Malvern Hills District Council administrative area.
Jointly produced	No. The SPD will be produced by Malvern Hills District Council alone.
Chain of conformity	SWDP 6: Historic Environment; SWDP 21: design; SWDP 24 Management of the Historic Environment; National Planning Policy Framework, planning legislation and case law.
Timetable	
Commencement	2012 (information gathering and survey)
Consultation (Regulation 13)	Jan/ February 2014
Adoption (Regulation 14)	Late 2014/ early 2015

5d. Design Guide SPD

Overview	
Role and content	The Design Guide SPD will provide a high-level design framework for new development that supports the diverse nature of good design. It will provide the necessary guidance to all those involved in the development process. It is intended that the Design Guide will include sections on: <ul style="list-style-type: none"> • House extensions • Accessibility • Shopfronts • Lighting • Sustainable construction • Replacement dwellings in the countryside • Reuse of rural buildings
Status	Supplementary Planning Document
Geographical coverage	The Design Guide SPD will cover the administrative areas of Malvern Hills, Worcester City and Wychavon.
Jointly produced	YES. The Design Guide SPD will be jointly prepared for the three south Worcestershire authorities of Worcester City Council, Wychavon District Council and Malvern Hills District Council but it will be separately adopted by each of the councils.
Chain of conformity	SWDP 4: Moving Around South Worcestershire, SWDP 12: Rural Employment, SWDP Policy 18: Replacement Dwellings in the Open Countryside, SWDP Policy 21: Design, National Planning Policy Framework, planning legislation and case law
Timetable To be confirmed once resources identified	
Commencement	To be advised
Consultation (Regulation 13)	
Adoption (Regulation 14)	

5e. Parking Standards in New Development SPD

Overview	
Role and content	The Parking Standards in New Development Supplementary Planning Document will set out locally determined car parking standards which will apply to all development proposals. These standards will then be used in decision making on planning applications.
Status	Supplementary Planning Document
Geographical coverage	The Parking Standards SPD will cover the administrative areas of Malvern Hills, Worcester City, and Wychavon.
Jointly produced	YES. The Parking Standards in New Development SPD will be jointly prepared for the three south Worcestershire authorities of Worcester City Council, Wychavon District Council and Malvern Hills District Council but it will be separately adopted by each of the councils.

Chain of conformity	SWDP 4: Moving Around South Worcestershire, National Planning Policy Framework, planning legislation and case law
Timetable To be confirmed once resources identified	
Commencement	To be advised
Consultation (Regulation 13)	
Adoption (Regulation 14)	

5f. Sustainable Drainage Systems SPD

Overview	
Role and content	The Sustainable Drainage Systems SPD will support the delivery of the higher level policy in the SWDP. It will provide guidance on the provision of sustainable drainage systems for the disposal of surface water and rainwater
Status	Supplementary Planning Document
Geographical coverage	The Sustainable Drainage Systems SPD will cover the administrative areas of Malvern Hills, Worcester City and Wychavon.
Jointly produced	YES. The Sustainable Drainage Systems SPD will be jointly prepared by the south Worcestershire authorities but will be separately adopted by each council. Worcestershire County Council will also play a key role as the lead local flood authority.
Chain of conformity	SWDP Policy 29: Sustainable Drainage Systems, Technical Guidance to the National Planning Policy Framework, planning legislation and case law
Timetable To be confirmed once resources identified	
Commencement	To be advised
Consultation (Regulation 13)	
Adoption (Regulation 14)	

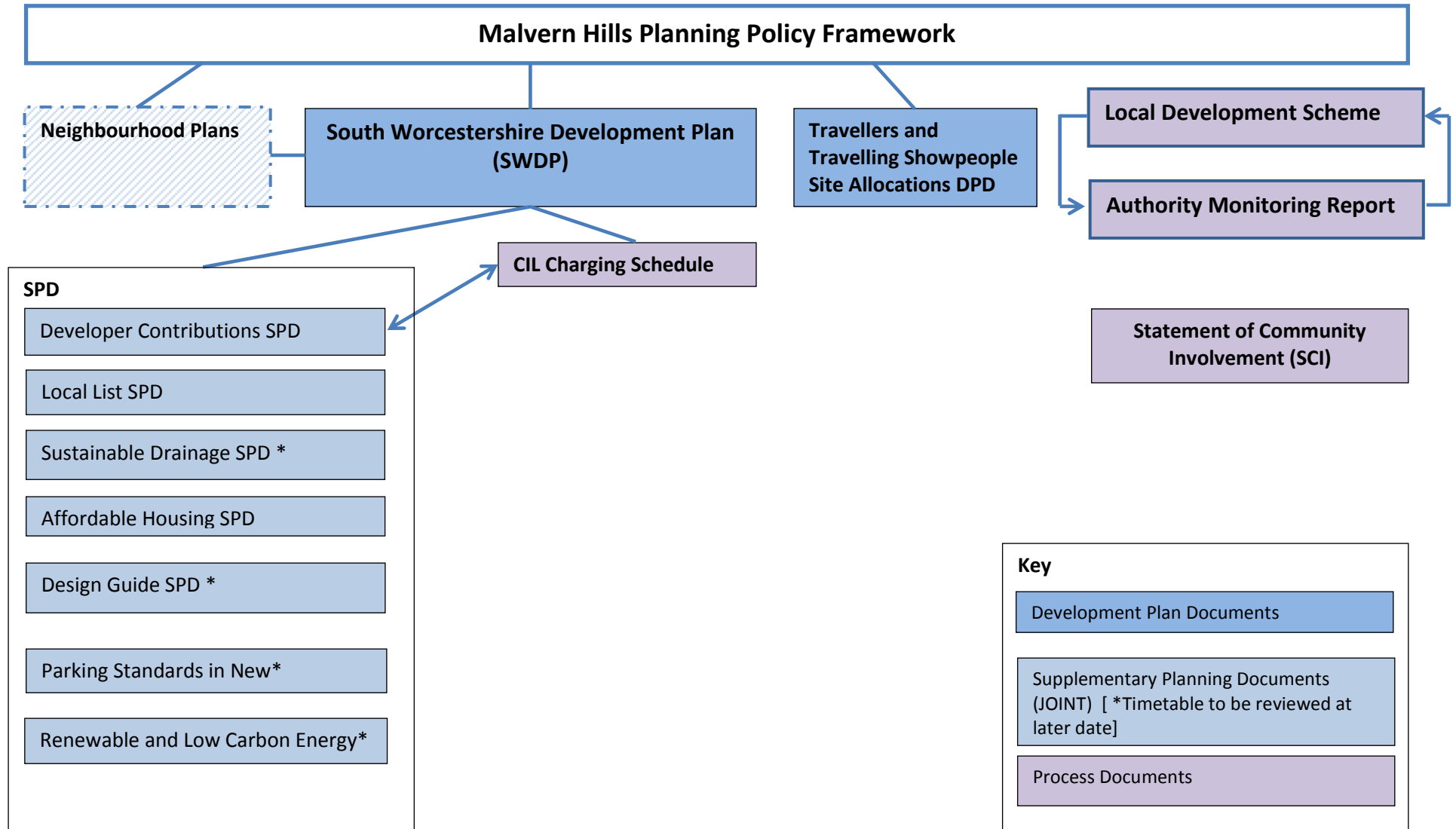
5g. Renewable and Low Carbon Energy SPD

Overview	
Role and content	The Renewable and Low Carbon Energy Supplementary Planning Document will set out the SWC approach to planning for renewable energy. It will provide guidance for developers in preparing planning applications for renewable energy developments as well as assisting elected members and council officers in determining planning applications.
Status	Supplementary Planning Document
Geographical coverage	The Renewable and Low Carbon Energy SPD will cover the south administrative areas of Malvern Hills, Worcester City and Wychavon.
Jointly produced	YES. The Renewable and Low Carbon Energy SPD will be jointly prepared

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	for the three south Worcestershire authorities of Malvern Hills District Council, Worcester City Council, and Wychavon District Council but will be separately adopted by each council.
Chain of conformity	SWDP Policy 27: Renewable and Low Carbon Energy, National Planning Policy Framework, planning legislation and case law
Timetable To be confirmed once resources identified	
Commencement	To be advised
Consultation (Regulation 13)	
Adoption (Regulation 14)	

Fig. 1 Malvern Hills Planning Policy Framework



6. Resources

- 6.1 The work to deliver the planning policy documents within the LDS will be dependent on continued joint working between the SWC as this has been proved to be a more efficient and effective way of working. The work will be undertaken using existing resources and within existing governance structures in each of the three districts councils.

7. Risk Assessment

7.1 The council recognises that there are risks in delivering the documents set out in the LDS. Some of these risks are within the council control and some are not. Table 1 identifies the main areas of risk, their impacts and the ways to overcome them so that the programme in the LDS can be delivered.

Table 1: Risk Assessment

Area of risk	Likelihood/Impact and Consequence	Mitigation
Adequate staff resources	<ul style="list-style-type: none"> • Unable to complete documents on time and to the required standard • Consequential programme slippage • At the extreme – DPD and SPD may be withdrawn e.g. if found unsound or subject to successful legal challenge • Consequential increased risk of inappropriate, speculative planning applications if there is no up to date Local Plan 	<ul style="list-style-type: none"> • Joint working with SWC and county council • Ring fence policy teams dedicated to plan production • Employ temporary staff/consultants (subject to resource availability)
Funding pressure on resources	<ul style="list-style-type: none"> • Loss of resources to fund plan making, resulting in programme slippage • Consequential increased risk of inappropriate speculative planning applications if there is no up to date Local Plan 	<ul style="list-style-type: none"> • Protocols agreed by the SWC for budgets and shared costs • Provision of schemes to influence budgetary decisions • Monitoring of costs and budget spend/profiles
Council procedures and Corporate commitments	<ul style="list-style-type: none"> • Risk of programme slippage • Consequential increased risk of inappropriate, speculative planning applications if there is no up to date Local Plan • Risk to the council reputation 	<ul style="list-style-type: none"> • Leader’s meetings to coordinate strategy • Robust programme management through the Project Manager • Joint Advisory Panel to advise Councils on plan production • Joint Officer Steering Group to oversee plan production process • Joint Officer Team to manage plan production process • Awareness of consultations and Council diaries
Neighbourhood planning	<ul style="list-style-type: none"> • Insufficient staff resource available to meet legal requirements in the provision of technical advice and support to town and parish councils • Insufficient funding to 	<ul style="list-style-type: none"> • Maintain contact with town and parish councils to ascertain scale and type of work required from the LPA • Assess the extent to which neighbourhood plans deliver the LDS

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Area of risk	Likelihood/Impact and Consequence	Mitigation
	resource LPA support • Diversion of staff resources from preparation of DPD and SPD	• Assessment of neighbourhood plans to influence budgetary decisions • Seek government funding for resources
Changes to external context	• Unable to meet requirements of national policy and guidance • Insufficient flexibility and resilience to meet economic / environmental / social changes	• Monitor policy announcements and consultations • Assess Local Plan/SPD consistency with policy • Use of latest guidance • Monitor future trends, use of foresight intelligence
Time required for consideration, consultation and decision making	• Insufficient time to meet standard lead in times to decision making • Significant level of responses to consultation • Additional scrutiny stage(s) • Programme slippage	• Coordination of council meeting dates • Project management • Awareness of council diaries and constitutions and protocols for decision making • Awareness of events such as elections and holidays • Use of delegated decisions route • Efficient/effective handling of responses
Capacity of the Planning Inspectorate and outcomes of their recommendations	• PINS unable to meet demand for DPD examination leading to delay in adopting plan	• Provide LDS to PINS as early as possible – to identify DPD production • Regular liaison with PINS • Monitor Inspector's reports and High Court Challenges and draw up/use lessons learnt

8. Monitoring and review

Monitoring

- 8.1 There is a requirement to monitor the implementation of the LDS² and hence progress made in producing Local Plans and Supplementary Planning Documents through an Annual Monitoring Report (AMR). An AMR must be produced at least each year, and must cover a period not greater than 12 months long. The AMR must cover a continuous period, with no gap in coverage between reports.
- 8.2 In relation to each document included within the LDS, monitoring must be carried out on:
- the timetable included for that specific document;
 - the stage that the document has reached in the production process; and
 - if the document is behind the timetable set out in the LDS, the reasons for this.
- 8.3 An AMR will be produced jointly across south Worcestershire each year and will be made available on the council websites as soon as it has been finalised. The AMR will be reported by the Local Planning Authority to the Joint Advisory Panel (or equivalent) which is likely to perform a revised role in the future to oversee the implementation of the SWDP. As well as progress in plan-making, this will be the opportunity to report on the monitoring indicators in adopted Local Plans to assess policy performance. The AMR will provide the evidence for the LPAs to consider whether there is a need to review the Local Plan prior to the date of review set by the Local Plan.

Review of the LDS

- 8.4 In response to the yearly monitoring against the LDS, the South Worcestershire LDS Project Plan/Gantt Chart (Appendix A) will be updated each year as necessary to provide real time information of any significant slippage. Anticipated delays or actual slippage against the published timetable will be addressed, with realistic revisions to key milestones proposed. Once agreed, updated Project Plans will be made available on the council website. It is anticipated that this will take place at the start of each calendar year.
- 8.5 The Local Planning Authority anticipates that the next full review of the LDS will be in 2016. A further review will occur shortly prior to the start of the review of the SWDP due in 2019. This is subject to the LPA consideration of any significant changes for example in legislation, national policy or circumstances that impact on plan-making or the delivery of strategy and policy.

² Planning and Compulsory Purchase Act 2004. Part 2 – Local Development. S. 35 (as amended)
Town and Country Planning (Local Planning) (England) Regulations 2012 – Regulation 34 Authorities’ monitoring reports

Appendix A

South Worcestershire Local Development Scheme: Project Plan: 2014-2017 (Revised September 2014)

	2013												2014												2015												
	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	
Local Development Scheme								R												R												R					
Authority Monitoring Report								1	1	2	13									1	1	2	13									1	1	2	13		
Development Plan Documents																																					
South Worcestershire Development Plan (JOINT)	6	6	7	7	8				9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	10	10	11	11	12	13
Travellers and Travelling Showpeople Site Allocations (JOINT)																				1	1	1	1	1	1	1	1	1	2	3	3	4	5	5	6		
Other Key Documents																																					
CIL Charging Schedules (JOINT)						C1	C1	C2	C3	C3	C3	C4	C4	C1	C1	C1	C1	C1	C1	C1	C1	C1	C2	C2	C3	C3	C4	C4	C4	C5	C6	C6	C7	C8	C9	C9	
Statement of Community Involvement (JOINT)							1	2	2	3	3	4	5	5	5	5	5	5	5	13	13																
Supplementary Planning Documents																																					
Developer Contributions (JOINT)																				1	1	2	2	2	2	3	3	4	4	5	5	5	5	5	5	5	5
Affordable Housing (JOINT)																								1	1	1	1	1	1	1	1	1	2	2	2	3	3

	2016												2017											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Local Development Scheme								R												R				
Authority Monitoring Report								1	1	2	13									1	1	2	13	
Development Plan Documents																								
South Worcestershire Development Plan (JOINT)	13	13																						
Travellers and Travelling Showpeople Site Allocations (JOINT)	6	7	7	8	9	9	9	10	10	11	12	13	13	13										
Other Key Document																								
CIL Charging Schedules (JOINT)	C9	C10	C11	C12																				
Supplementary Planning Documents																								
Developer Contributions (JOINT)	5	13	13	13																				
Affordable Housing (JOINT)	4	5	5	5	13	13	13																	

Key:

1	Preparatory work including compiling evidence base	6	Publication of Proposed Submission document for representations (Regulation 19 For DPDs)	11	Inspector considers consultation responses (May not be required. Dependent on outcome of Examination).
2	Preparation of draft document	7	Analysis of representations	12	Receipt of Inspector's report (Regulation 25 for DPDs)
3	Public Consultation (Regulation 13 for SPDs), (Regulation 18 for DPDs)	8	Submission to Secretary of State (Regulation 22 for DPDs)	13	Adoption/Completion/Judicial Review Period (Regulation 14 for SPDs), (Regulation 26 for DPDs)
4	Consideration of representations	9	Independent Examination (Regulation 24 for DPDs)		
5	Preparation of final document (for SPDs) Preparation of Proposed Submission document (for DPDs)	10	Consultation on Main Modifications (May not be required. Dependent on outcome of Examination).	R	Review

Regulation references relate to [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

CIL Charging Schedule Key:

C1	Preparatory work including compiling evidence base	C7	Consideration of representations
C2	Preparation of Preliminary Draft Charging Schedule and draft Regulation 123 List	C8	Submission of DCS (Regulation 19)
C3	Public Consultation on PDCS and draft Reg 123 List (Regulation 15)	C9	CIL Examination
C4	Consideration of representations	C10	Receipt of CIL Examiner's recommendations (Regulation 23)
C5	Preparation of Draft Charging Schedule and final Reg 123 List	C11	Approval and publication (Regulation 25)
C6	Consultation on DCS and Reg 123 List (Regulation 16)	C12	Final preparatory work prior to the Charging Schedule taking effect 01/04/16 (Regulation 28)

Regulation references relate to [The Community Infrastructure Levy Regulations 2010 \(as amended\)](#)

Appendix B

Saved Policies from the Malvern Hills District Local Plan 1996-2011

Policies from the Malvern Hills District Local Plan 1996-2011 (adopted in 2006) which, following approval from the secretary of State in July 2009 were “saved”. All other policies in the Local Plan were cancelled at this time.

Policy Number	Policy Name
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 Category 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

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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 Areas
QL9	Settings of Conservation Areas
QL10	Alterations and Extensions to Listed Buildings
QL11	Demolition of a Listed Building
QL12	Alternative Uses for Listed Buildings

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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	Sites of Special Scientific Interest (SSSIs)
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	Dependent 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

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CN17	Retention of Local Facilities
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With the adoption of the SWDP, the saved policies of the Malvern Hills District Local Plan will be replaced and will no longer be used in development management decision making.