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Executive Summary

The Planning system has an impact on the District through the management of land use and planning issues. Protecting the quality and unique elements of the Malvern Hills District is one aspect which guides our decisions but our vision is about building communities which provide for the needs of all. Sustainable development is central to this aim.

“Planning shapes the places where people live and work and the country we live in. It plays a key role in supporting the Government’s social, environmental and economic objectives and for sustainable communities”.

PPS12 Local Development Frameworks ODPM

The Development Plan system is an important tool to help achieve this aim. The Planning and Compulsory Purchase Act 2004 introduced major changes to the way the planning system operates. The old system of County Structure Plans, Local Plans and Supplementary Planning Guidance is replaced with a new system of Local Development Frameworks (LDF).

Malvern Hills District Council welcomes the new system and is keen to involve you in our decision-making. A comprehensive information base, partnership working and extensive consultation will be integral to the future development of planning documents and a robust planning framework. Links with other strategies and Plans particularly with the Community Plan will ensure a coordinated approach to policy and service delivery. All actions in the LDF will be appraised to ensure that they are working towards sustainable development.

To make this process transparent we have produced a 3-year work programme known as a Local Development Scheme (LDS). This will allow you to know what planning documents are being produced and when so that you can become involved in the process. We will monitor our progress on an annual basis to ensure that we meet this timetable and our actions are being delivered. In this way, you will be able to see whether our Plans and policies make a difference to you and the district.

I hope that you find this document both interesting and informative and that you take up the challenge to join us in planning for District’s future.



Cllr John Raine
Planning and Sustainability Portfolio Holder

1. Introduction

- 1.1 This is the Local Development Scheme (LDS) for Malvern Hills District Council. It covers the period from December 2004 – 2007.
- 1.2 The LDS is the first stage in producing a series of Local Development Documents which as a whole will form the Local Development Framework and will guide land use and planning decisions in the district.
- 1.3 The purpose of the LDS is :
 - to outline the documents which will make up the planning framework for the Malvern Hills district and the status of these policies;
 - to set out a 3 year work programme for the preparation of Local Development Documents which reflects the priorities set out in the Community Plan, other Council and stakeholder strategies and consultation; and
 - to provide a timetable for reviewing and updating the documents once they have been prepared.
- 1.4 It is considered that the LDS is critical to successful programme management.
- 1.5 Worcestershire County Council and the Government Offices for the West Midlands have been consulted to ensure that the LDS is realistic in addressing our priorities. The timetable outlines the stages where we will consult with you, our partners and a wide range of stakeholders to progress individual documents.
- 1.6 The LDS will be subject to annual review to monitor progress and achievements and the contents, priorities and timetables may change to reflect this monitoring.

The Format of the Document and a Guide to using it

- 1.7 Section 1 outlines the purpose of the LDS and a guide to using the document. It is recommended that you read the whole of the document on the first occasion to get an overall idea of the changes to the Planning System and how the documents relate to each other.
- 1.8 Glossary - there are a lot of new terms associated with the new system and you are also advised to look at the section on page 33 of this document to assist in your understanding of the document.
- 1.9 Sections 2 – 4 outline the main changes with respect to the new planning system and the relationship of the Local Development Framework to existing planning documents to set the context for the Malvern Hills District.
- 1.10 Sections 5 – 8 outline in detail the LDS timetable we will follow for the period 2004 – 2007 and how this programme of work will be managed.
- 1.11 Section 9 deals with monitoring and reviewing what we do. There is a statutory requirement to monitor our progress in achieving the LDS timetable and the effectiveness of our policies and Plans. We also believe that effective monitoring and review will allow us to continually improve the performance of the Planning Service.

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

- Post to the Development Plans and Conservation Team,
The Council House
Avenue Road
Malvern
WR14 3AF

Email: Dev.Plans@malvernhills.gov.uk

- Telephone the Development Plans Team on (01684) 862341.

1.13 Further copies of this document can be obtained from:

Malvern Customer Service Centre
The Library
Graham Road
Malvern

Monday – Friday 9.00am – 5.30pm

Alternatively, this document is available to view on our website

www.malvernhills.gov.uk.

Useful Information

1.14 The following documents will provide more information on the Local Development Framework and our priorities for the future:

- Creating Better Places – ODPM 2004
- Planning and Compulsory Purchase Act 2004
- Planning Policy Statement 11 – Regional Spatial Strategies ODPM 2004
- Planning Policy Statement 12 – Local Development Frameworks ODPM 2004
- Creating Local Development Frameworks ODPM November 2004
- Consultation Draft Local Development Frameworks Guide to procedures and Code of practice Oct 2003
- The Town and Country Planning (Local Development) (England) Regulations 2004 HMSO Statutory Instrument 2004 No: 2204
- The Town and Country Planning (Transitional Arrangements) (England) Regulations 2004 HMSO Statutory Instrument 2004 No: 2205
- The Town and Country Planning (Regional Planning) (England) Regulations 2004 HMSO Statutory Instrument 2004 No: 2203
- The Town and Country Planning (Initial Regional Spatial Strategy) (England) Regulations 2004 HMSO Statutory Instrument 2004 No: 2206
- Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks – Consultation Paper 2004
- The Council Plan;
- The Malvern Hills Community Plan.

1.15 We will circulate guidance to our Parish Councils on the changes to the Planning system.

2 The New Planning System

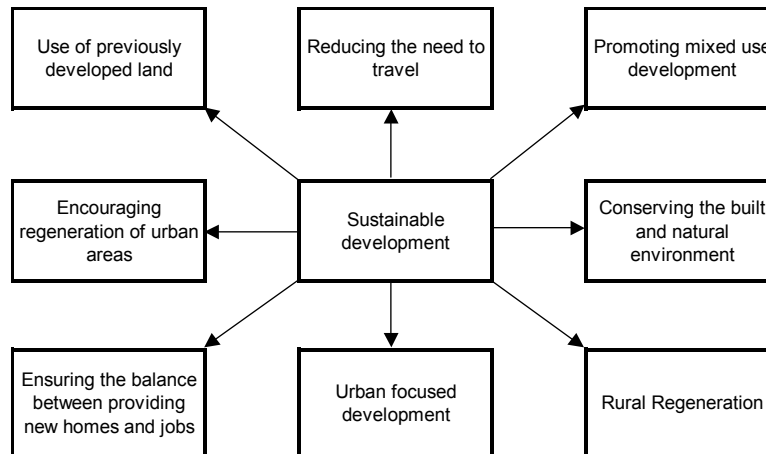
- 2.1 Following a fundamental review of the Planning system, the Planning and Compulsory Purchase Act 2004 ('the Act') outlined a new development system with the replacement of old style Plans such as County Structure Plans and Local Plans with a Local Development Framework (LDF). The Government remains committed to the principle of a plan led system and intends that the statutory development plan will continue as the starting point in considering planning applications for the development or use of land (Section 38(6) of the 2004 Act). Under the new system, the development plan for our district will consist of the Regional Spatial Strategy (RSS), Worcestershire County Council Minerals and Waste Plans and development plan documents prepared by ourselves.
- 2.2 We are required to produce a series of local development documents rather than a single document as in the case of the current Local Plan. These documents will form the Local Development Framework (LDF) and will provide the planning framework for the district based on the issues of importance to you and the District. The emphasis will be on a spatial approach to planning aimed at linking policies across the Council which influence the development and use of land. As the documents can be updated or new ones prepared as required rather than reviewing a whole Plan, we will be able to respond more easily to changing circumstances.
- 2.3 The LDF will be comprised of Local Development Documents (LDDs), which together set out the planning framework and policies for the area. These include development plan documents that are part of the statutory development plan and supplementary planning documents (SPD) which expand policies set out in a development plan document or provide additional detail. SPD does not have development plan status but will be subject to extensive public consultation. The LDF will also include a Statement of Community Involvement, an Annual Monitoring Report and a Local Development Scheme. Where required, the LDF can also contain Area Action Plans which can be used to provide the planning framework for areas where significant change or conservation is needed. Section 5 sets out the LDDs which we intend to focus on for 2004 – 2007.
- 2.4 Development Plan Documents are subject to independent examination and will need to be supported by:
- a statement of conformity with the Regional Spatial Strategy;
 - a sustainability appraisal;
 - an explanation of the steps undertaken to ensure that the document has been produced in accordance with the Statement of Community Involvement;
 - a statement explaining the relationship of the LDD to the Worcestershire County Structure Plan Adopted June 2001, the Malvern Hills District Local Plan and other documents prepared under the old planning framework;
 - a list of documents that are relevant to the LDD topic or areas that may be of relevance to the planning of that area.

3. Relationship of the LDF to Existing Planning Documents

- 3.1 The wider context for planning in the Malvern Hills District is set by national, regional and county guidance. At the national level a series of Planning Policy Guidance Notes (PPGs) is gradually being replaced by Planning Policy Statements (PPSs). These are available on the Office of the Deputy Prime minister's website www.odpm.gov.uk.
- 3.2 Regional Planning Guidance (RPG11) sets out the planning guidance for the West Midlands region. It covers the period up to 2021 and was formally approved by the Secretary of State in June 2004. On commencement of the Act in September 2004, this guidance became the Regional Spatial Strategy. The RSS is an overarching strategy produced by the Regional Planning Body and includes broad land use, transportation and other policies. It forms a Development Plan Document under the new planning regime and all other LDDs must be in general conformity with it. A partial review of the RSS will start in Autumn 2005, this will amongst many issues address the future location and scale of local needs for housing and employment development.
- 3.3 The Worcestershire County Structure Plan was adopted in June 2001. Transitional arrangements have been put in place which allow it to retain its development plan status and for the policies to be 'saved'. These means that as the Plan policies are considered to be in general conformity with the RSS, they will be valid until 2007. A Waste Development Framework is planned to replace the current Waste Plan and will be prepared by Worcestershire County Council. The Malvern Hills District Local Plan – Adopted Plan January 1998 and the Leominster District Local Plan (Tenbury Area) – Adopted March 1999 will also be saved for a period of three years until 2007, or, as programmed replaced by the emerging Local Plan in 2006.
- 3.4 The transitional arrangements allow for development plans initiated under the current system but adopted after the enactment of the legislation (Sept 2004), to be "saved" for three years from the date of their adoption. Opportunities exist to save policies for longer than three years. The Malvern Hills District Local Plan Review is proposed for adoption in early 2006 and will be valid (saved) until 2009. This Plan is in general conformity with the RSS and the Worcestershire County Structure Plan and has been prepared in the context of up to date Government guidance. We therefore, propose to save a large number of the generic development control policies for longer than three years. Appendix 1 lists the proposed saved policies and their proposed inclusion within a range of LDDs.
- 3.5 We currently have adopted Supplementary Planning Guidance (SPG) on Affordable Housing and the North Site Brief and an associated affordable housing brief. Worcestershire County Council has produced SPG on Section 106 Planning Obligations Education Facilities (April 2003). 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 replaces it. The affordable housing SPG is linked to saved Housing Policy 11 Affordable Housing for Local People contained in the Malvern Hills District Local Plan Adopted Version January 1998, saved Policies A48 – A49 of the Leominster District Local Plan (Tenbury Area) Adopted March 1999 and saved Policies D6 - D8 relating to Affordable Housing contained in the Worcestershire County Structure Plan (CSP) – Adopted Plan June 2001. The North site SPG is linked to saved CSP Policies D4, D5, D13 and D19.

4 The Context for the Malvern Hills District

- 4.1 The 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 fringe of the City of Worcester which has been identified as a sub regional focus for development by the West Midlands Regional Spatial Strategy. The challenge for us 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 both our towns, villages and countryside.
- 4.2 Sustainable development is high on the Government's agenda and must be at the heart of our future plans.



- 4.3 When we prepare 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 Community Strategy 2003 – 2013, Worcestershire Biodiversity Action Plan, and our Community Strategy together with other Council strategies. Any plans for education, health, recycling, waste or environmental protection outlined by other organisations which affect our district will also form key considerations in developing the spatial strategy and our priorities for the next three years.
- 4.4 Our Community Strategy is the overarching strategy into which all other plans and strategies will have to fit and “the long term vision is for a district that has a mix of people of all ages who live in supportive communities, where people can get about without being dependent on the car, where people can live in safety free from crime and fear of crime, where the rural character and beauty of the area is looked after, where people enjoy a good standard of living and have secure, well paid and fulfilling jobs and can afford a home that suits their needs”. The Local Development Framework will have regard to this vision and provides the opportunity for taking forward the elements that concern the development and use of land.
- 4.5 One of the ways we will involve stakeholders in the LDF is through the Vision 21 partnership.

Vision 21 – Malvern Hills Partnership – Membership (set up in Aug 2001)	
<ul style="list-style-type: none"> ➤ Age Concern ➤ Bransford Nurseries ➤ County Association of Local Councils ➤ Chamber of Commerce ➤ Churches Together ➤ Citizens Advice Bureau ➤ Community First ➤ Community Action ➤ Countryside Agency ➤ English Braids ➤ English Nature ➤ Environment Agency ➤ Farmhouse Flora ➤ Federation of Small Businesses ➤ Government Offices West Midlands ➤ Learning and Skills Council ➤ Hereford and Worcester Fire Brigade ➤ Legal Services Commission 	<ul style="list-style-type: none"> ➤ Local Agenda 21 ➤ Malvern Gazette ➤ Malvern Hills Conservators ➤ Malvern Hills Highways Partnership ➤ Malvern Hills Science Park ➤ Malvern Instruments ➤ South Worcestershire Primary Care Trust ➤ Partnership Housing Association ➤ QinetiQ ➤ Religious Society of Friends Quakers ➤ University College Worcester ➤ Waitrose ➤ West Mercia Constabulary ➤ Worcestershire County Council ➤ Worcestershire Biodiversity Partnership ➤ Worcestershire Wildlife Trust
<p><i>"Public, private and voluntary sectors working together to improve the quality of life in the Malvern Hills District"</i></p>	

4.6 The key components of the current spatial strategy for the Malvern Hills District outlined in the emerging Local Plan include:

- establishing Malvern as the main urban area and focus for development;
- meeting local needs for housing, employment, community facilities and services in sustainable rural settlements;
- providing a focus for rural renaissance through the Rural Regeneration Zone;
- addressing employment opportunities through the Central Technology Belt;
- addressing the roles of Malvern, Tenbury and Upton to provide for community needs;
- protecting the open countryside and the character, settings and identities of the district's settlements;
- promoting a hierarchy of retail locations which serve wider needs in the town centres of Great Malvern, Tenbury and Upton and local needs within the district/local centres and sustainable rural settlements;
- promoting the role of Tenbury and Upton as the focus for retail, commercial and service facilities to serve the rural area;
- protecting and enhancing the special qualities of the district and the Area of Outstanding Natural Beauty;
- acknowledging the role of Worcester as a strategic centre and responding to development pressures;
- identification, protection and enhancement of areas and features which contribute to the quality of life and high environmental character of the district;
- locating development where there are opportunities to reduce the need to travel and maximise access to public transport;
- reflect the precautionary principle of avoiding development within the flood plain and specifically along the strategic river corridors associated with the Teme and Severn Rivers;
- promoting biodiversity.

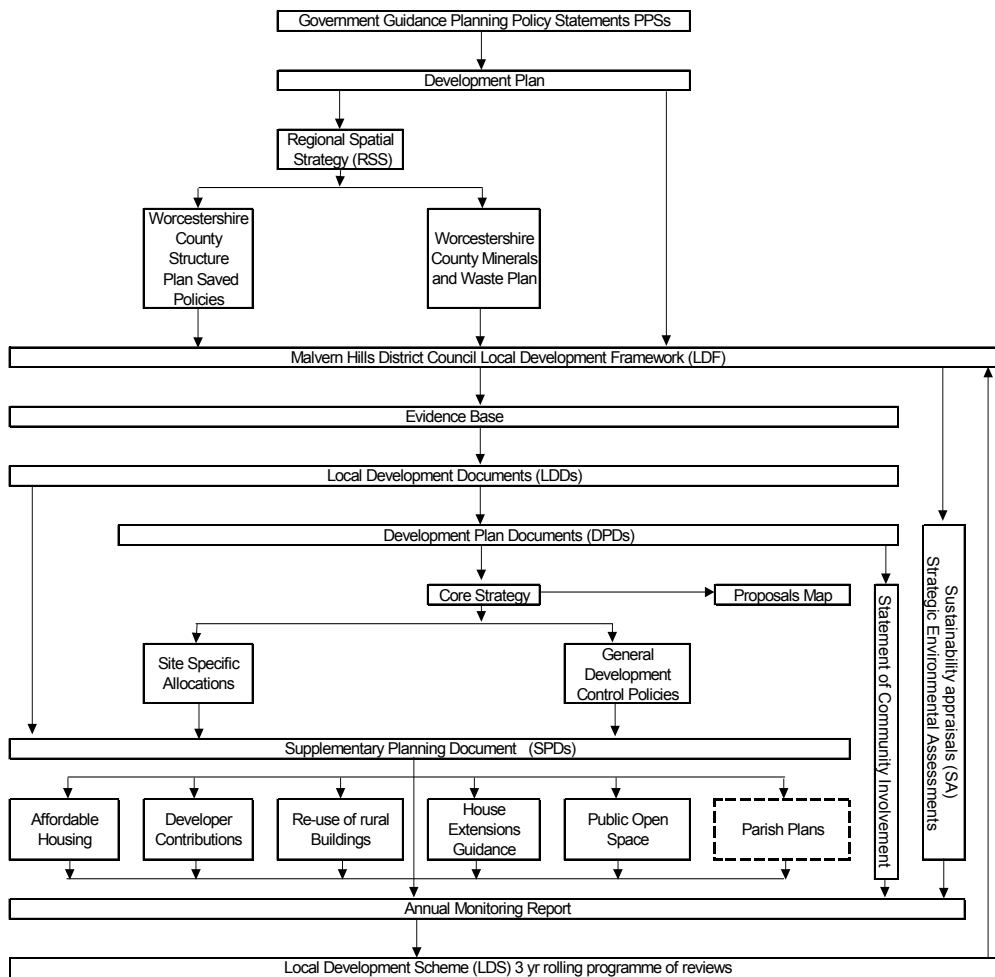
4.7 The spatial strategy will be reviewed as part of the preparation of the Core Strategy and the partial review of the RSS.

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

- 5.1 Our first priority is to adopt the Malvern Hills Local Plan in May 2006. A Public Local Inquiry is planned to start at the end of May 2005. An independent Inspector will hear unresolved objections made to the Plan. The Inspector's Report will be a binding document and the Plan will be adopted on the basis of the Inspector's decisions. The Local Plan will be valid (saved) for three years and will form part of the LDF.
- 5.2 We will produce the following new/additional **Development Plan Documents**:
- Core Strategy: This will set out the vision, objectives and strategy for the spatial development of the district and will provide the framework for development control.
 - Proposals Map and Inset Maps: The Proposals Map together with larger scale inset maps will outline land use designations such as the Area of Outstanding Natural Beauty, Conservation Areas, land safeguarded for transport infrastructure and site-specific allocations. It will conform to the core strategy and will be updated every time a new LDD is adopted.
- 5.3 The Core Strategy is likely to take forward elements of the Malvern Hills Local Plan spatial strategy and issues arising from the partial review of the RSS and related sub-regional proposals. Technical work to inform this review and the housing distribution in the Worcestershire sub-region is being undertaken, the outcome of which may have implications for our Core Strategy and a future Site Specific Allocations DPD to deal with development post 2011 anticipated to be started August 2008.
- 5.4 Being in conformity with the RSS and the County Structure Plan, we intend to save the General Development Policies contained within the Malvern Hills Local Plan, when adopted. Following a review of these policies, it is anticipated that the majority of policies will be subsequently incorporated within a Generic Development Control DPD which is also anticipated to be started in 2008.
- 5.5 One of the requirements of the new planning system is the emphasis on community involvement. We will therefore, produce a **statement of community involvement (SCI)** as one of our first LDDs. This will set out how and when we will involve you in the preparation, alteration and review of all the documents to be included in the LDF and in significant development control decisions. The SCI does not have development plan status but will be subject to independent examination. All local development documents will conform to the statement of community involvement.
- 5.6 Non Development Documents known, as **Supplementary Planning Documents (SPDs)** will replace Supplementary Planning Guidance (SPG). These documents will 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 require a sustainability appraisal and to be in conformity with the Statement of Community Involvement.
- 5.7 We will produce the following SPDs in this three year programme:
- 1) Developer Contributions and Planning Obligations Guidance;
 - 2) Public Open Space;
 - 3) House Extensions Guidance;
 - 4) Re-use of Rural Buildings;
 - 5) Affordable Housing.

- 5.8 These areas of work have been prioritised to support Plan policies contained in the emerging Malvern Hills District Local Plan and to provide guidance to development control in implementing planning decisions.
- 5.9 We will support the adoption of **Parish Plans** as SPDs where the land use elements of these Plans conforms with the Core Strategy and our planning policies. Similarly any actions arising from such Plans will be used to influence the priorities set out in the Community Plan. Through a strengthened focus on community involvement, we hope to deliver better services and planning guidance. The preparation and timing of the Parish Plans is however, beyond our control and as such are not specifically identified within our work programme.
- 5.10 All LDDs will require a **sustainability appraisal (SA)**, the main purpose of which is to appraise the social, environmental and economic effects of the Plan strategies and policies. We are required by the Government to demonstrate that our policies are working towards sustainable development. We will start the process as soon as a new or revised LDD is considered and will:
- prepare an initial SA report to accompany the preferred options report;
 - carry out consultation on the environmental report;
 - prepare a final SA report which will be submitted with the DPDs for examination showing how the results of the consultation have been taken into account.
- 5.11 The SA will be continually updated as the LDF progresses and methods of community and stakeholder involvement in the SA processes will be included within the SCI. In accordance with European Directive 2001/42/EC, it is now a requirement for local authorities to undertake a **Strategic Environmental Assessment (SEA)** 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.
- 5.12 Our priorities will need to be reviewed in the light of the Inspector's Report on the Malvern Hills Local Plan and the partial review of the RSS. This will be monitored through the Annual Monitoring Report which will include possible timetable adjustments in future LDSs to reflect policy changes.

Figure 1 – The process and documents which will form our LDF within the Malvern Hills District.



6. Timetable and key Milestones

6.1 The Schedule of Contents outlines the timetable for preparing the documents. Progress will be measured against key milestones:

- public participation on preferred options;
- publication of the draft document;
- submission of DPDs;
- commencement of the examination; and
- adoption of the DPD.

6.2 Figure 2 provides an overview of the timetable and project management for the preparation of new LDDs.

SCHEDULE OF CONTENTS FOR THE LDS (Summary of Dates outlined in the Profiles at Appendix2)

Document Title	Status	Description	Chain of Conformity	Date of Pre-Submission Consultation DPD - Reg 25, informal consultation – SPD)	Date for Public Participation on preferred options DPD - Reg 26, draft SPD Reg 17 & sustainability appraisal report	Date for Submission to the SofS	Public Examination	Proposed date for Adoption
Statement of Community Involvement	LDD	Defines the standards and approaches to involving stakeholders/community in the production of the LDF.	Must meet and should preferably exceed the Regulations*.	January 2005	Feb – March 2005	July 2005	Oct 2005	Jan 2006
Core Strategy	DPD	Sets out the vision, objectives and strategy for the spatial development of the area to provide the framework for development control.	General conformity with the RSS, PPSs and Saved Structure Plan Policies. All LDDs must conform to the Core Strategy.	Sept – Nov 2006	Dec 2006 – Feb 2007	March 2008	August 2008	March 2009
Proposals Map and Inset Maps	DPD	The Proposals Map and Inset maps shows site-specific allocations, area action plans and other land use designations and constraints.	Core Strategy	Sept – Nov 2006	Dec 2006 – Feb 2007	March 2008	August 2008	March 2009
Developer Contributions and Planning Obligations	SPD	Provides guidance on developer contributions and planning obligations.	General conformity with RSS and Saved Policy DS18	Jan – April 2006	May 2006	N/A	N/A	Dec 2006
House Extensions Guidance	SPD	Provides guidance to householders on the design of extensions.	General conformity with RSS and Saved Policies QL1 & EP4	Already undertaken	Jan – March 2005	N/A	N/A	August 2005
The Re-use of Rural Buildings	SPD	Provides guidance on the re-use and conversion of rural buildings.	General conformity with RSS and Saved Policy EP6	July – Oct 2005	Nov 2005	N/A	N/A	June 2006
Public Open Space	SPD	Guidance on the mechanisms for delivering open space, sports and recreation facilities.	General conformity with RSS and Saved Policy CN12	Jan – April 2006	May 2006	N/A	N/A	Dec 2006
Affordable Housing	SPD	Provides guidance on the implementation of our affordable housing policies.	General conformity with RSS and Saved Policy CN2	June – Sept 2006	Oct 2006	N/A	N/A	May 2007

The methods of involving the community/ stakeholders during the preparation of SPD/informal consultation will be outlined in the Statement of Community Involvement.

Local Development Scheme Timetable (2004 to 2007)

	Year 2004		2005												2006												2007														
	Month		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	
Old Plan System																																									
Malvern Hills Local Plan Review	4	4	5	5	5	5	7	7	7	7	7a	7a	7a	7a	7a	7a	8	9																							
LDDs																																									
Local Development Scheme	6													10	10	11																									
Annual Monitoring Review - Policy Performance and LDS Progress					12 13	12 13	12 13	14	15	15	10	10	11				12 13	12 13	12 13	14	15	15	10	10	11							12 13	12 13	12 13	14	15	15	10	10	11	
Statement of Community Involvement			1	1	3	4	4	5	5	6		7	7a	8	9																										
DPDs																																									
Core Strategy *1																			1	1	2	2	2	3	3	3	5	5	5	5	5a	5a	5a	5a	5a	5a	5a	5a	5a	5a	
Proposals / Inset Map																			1	1	2	2	2	3	3	3	5	5	5	5	5a	5a	5a	5a	5a	5a	5a	5a	5a	5a	
SPDs																																									
Developer Contributions and Planning Obligations														1	1	1	1	4	4	4	4	5	5	5	9																
Public Open Space*2														1	1	1	1	4	4	4	4	5	5	5	9																
House Extensions Guidance	1	1	4	4	4	5	5	5	5	9																															
Re-use of Rural Buildings								1	1	1	1	4	4	4	4	5	5	5	5	9																					
Affordable Housing SPD																		1	1	1	1	4	4	4	5	5	5	5	9												
Strategic Environmental Assessment / Sustainability Appraisal	Applies to all DPDs and SPDs																																								

1 - Evidence Gathering	6 - Submission to Sec of State	11 - Publish
2 - Issues And Opinions Preparation	7 - Examination in Public/PLI (old system)	12 - Housing Land Availability Monitoring
3 - Preferred Options Consultation	7a - Consideration of issues by Inspector	13 - Employment Land Availability
4 - Public Consultation	8 - Inspectors Binding Report	14 - Retail Monitoring
5 - Consideration of Representations	9 - Adopt	15 - Policy Monitoring
5a - Preparation of DPD	10 - Review	

Note:

- The Core Strategy and Proposals Map will be completed in March 2009 – see Appendix 2 – Profiles for details. Site Specific Allocations DPD and Generic Development Control DPD are proposed to start in August 2008.
- The Completion of the Public Open Space SPD is dependent on the resources outlined in Section 8.

7. Developing and Managing the Evidence Base

- 7.1 A comprehensive evidence base is an essential part in ensuring that our policies and plans are soundly based and reflect your needs and that of the District. It is important that we 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 particularly Vision 21 and the community to identify, inform and drive policy decisions, share information and to avoid duplication of effort in the delivery of agreed actions.

Main Technical Studies	Review Date
Housing Land Availability Study 2004	Annually
Housing Needs Assessment July 2004	Biennially
Urban Capacity Study 2004	2006 as part of the Core Strategy
Employment Land Availability Study 2004	Annually
Employment Land Review	To be undertaken in accordance with Government Guidance
Retail Study	Annually
Malvern Urban Greenspace Study 2000	To be updated January 2006 as part of the Public Open Space SPD
Open Space in Malvern Dec 2003	
Open Space in Tenbury and Upton 2003	
Sustainability Appraisal October 2004	Sustainability Framework set out in Government guidance to be applied to all LDDs
Other Key Documents	
Regional Spatial Strategy 2004 – West Midlands LGA	Partial Review to commence Autumn 2005
Worcestershire County Structure Plan – Adopted June 2001 Worcestershire County Council (WCC)	No proposals for replacement document
Local Transport Plan 2001 – WCC	Currently under review
Draft Bus and Information Strategy (WCC)	
Strategic Transportation Action Plan WCC	
County Cycle Strategy WCC	
Community Strategy 2002 – 2006 Vision 21/Malvern Hills District Council (MHDC)	April-May 2006 consultation August 2006 – draft Plan
Housing Strategy – MHDC	Annually
Economic Development Strategy – MHDC	
Social Inclusion Policy 2004 – MHDC	
Village Facilities Survey and Public Transport Study 2004 – MHDC	Biennially
Malvern Hills District Shopping Survey 2004 – MHDC	Annually
Best Value Review of Economic Prosperity	
Great Malvern Town Centre Strategy – MHDC	
Tourism Action Plan	
AONB Management Plan 2004 - 2009	
Malvern Hills Crime and Disorder Audit 2005	
Malvern Hills District Local Plan Review - Key Issues Consultation June 2001/Dec 2001	July 2006 as part of the Core Strategy
Census information	

- 7.2 The technical studies and key documents will be kept under review and updated where required. Subject to the availability of financial resources, the following work will be required to support emerging Government guidance:
- Open Space Survey in accordance with PPS17;
 - Retail Assessment in accordance with emerging guidance in PPG6 Retail.

8 Project Management and Risk Assessment

Staff Resources

- 8.1 The adoption of the Malvern Hills Local Plan Review and the preparation of the LDF will dominate the work programme of the Development Plans Team over the next three years. The following in house resources will be made available for the preparation of LDDs:

➤ Head of Planning Services;	20%
➤ Development Plans and Conservation Manager;	50%
➤ 1 full-time Senior Planner;	70%
➤ 1 full-time Assistant Planner	50%
➤ 1 Planner; ^{*1}	70%
➤ 1 GIS support	40%
	3 FTE

*1 – This post is currently filled on a consultancy basis for 4 days per week

- 8.2 The balance of outstanding staff time will be spent on dealing with other work commitments of the Section which include:

- influencing and commenting on Plans, strategies and guidance published by the region and other local authorities that have implications for the district or sub region;
- influencing and commenting on Plans and Strategies produced by other Council Sections particularly the Community Plan to co-ordinate the land use elements of these Plans within the development plan framework;
- advice to the public and development control on policy matters;
- supporting the work of the Councillors through advice giving, Committee reports and attendance at meetings;
- research, surveys and monitoring to underpin policy development e.g. housing land availability, employment land availability, retail etc. The requirement to demonstrate the soundness of the Plan will require additional staff time to be focussed on evidence gathering and research analysis;
- 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.

- 8.3 The times outlined in 8.1 represent optimistic maximum assumptions of the time available to undertake tasks defined in the three year work programme but represent the minimum to deliver the LDS.

- 8.4 The Development Control Manager will be responsible for the production of the Statement of Community Involvement. It is anticipated that this will take 10% of the time for this post over a twelve-month period.

- 8.5 Resources within the Development Control team will be used to undertake the following SPD:

- The Re-use of Rural Buildings; and

- House Extensions Guide.

This will allow the Development Plans Team to focus on its core activities including the completion of the Malvern Hills Local Plan Review and its future Core Strategy based on the partial review of the RSS and our evidence base.

- 8.6 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

- 8.7 Budget provision has been made to take the Malvern Hills Local Plan to adoption. Additional resources will be required for the Local Development Framework.

- 8.8 The main financial costs relate to:

- Consultant costs – the use of consultants will be required to progress key areas of work such as the Public Open Space SPD together with information gathering exercises due to lack of inhouse resources;
- Evidence Gathering to support LDDs - this will include: local housing needs assessment updates, review of Urban Capacity Study, the production of an Open Space Study and Retail Assessment;
- Costs relating to community and stakeholder consultation and document production;
- Costs of independent examination – this will include the cost of an independent Inspector/programme officer for each DPD and the SCI to consider representations; and
- Production and printing costs involved in preparing documents and making available on-line.

Management Responsibilities

- 8.9 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 Development Plans and Conservation Manager;
- co-ordination by the Head of Planning Services and the Planning and Sustainability Portfolio Holder;
- Planning Committee will have a development role in progressing priorities and the timetable of the LDS and in the consideration of specific LDDs. Full Council's responsibility will be to approve the LDS and final LDD documents for publication;
- Member training on the LDS took place in November 2004 with future training/Member workshops planned to consider LDD contents.

- 8.10 Time will be allocated within the existing establishment for a member of the Development Plans Team to co-ordinate links between the Community Plan, the Local Strategic Partnership and the Local Development Framework. The aim of this will be to maximise opportunities for joint consultation, establish links with stakeholders and to ensure that the LDF is addressing the Community Plan's aims.

Risk Assessment

8.11 The following risks have been identified

Risk	Action
Timescales proposed	<ul style="list-style-type: none"> • the timescale has been developed on the basis that the key priority is the adoption of the Malvern Hills District Local Plan; • the timetable for the production of the LDF will be informed through the Annual Monitoring Report and reviewed through the Local Development Scheme and will highlight the need for actions where targets are not likely to be achieved; • the level of representations received on the Local Development Documents will impact on the timescales including examination and Inspector's reporting time; • Failure to meet the agreed outcomes identified within the LDS will impact upon the Council's Best Value Performance Indicators (BVPI), Public Service Agreement 6 (PSA6), (identified as an assessment criterion in the companion document to PPS12 – Creating Local Development Frameworks ODPM 2004), and the level of Planning Delivery Grant available to the Council. Performance will also be monitored through the Council's Performance Management Framework. <p>Risk Level – High</p>
Financial Resources	<p>Resources are incorporated within the Council's base budget for the forthcoming Local Plan Inquiry.</p> <p>The ability to achieve the LDS is dependent on the approval of a rolling programme of funding linked to the budget cycle/programme. This will include the identification of funding for Plan production, consultation, funding of the EIP including the Inspector and programme officer and printing costs. The Proposals Map may require updating following the production of each new LDD which will necessitate additional printing costs.</p> <p>The production of the Public Open Space SPD is dependent on budget approval for consultancy support. The funding of technical research such as the review of the housing needs assessment and the open space survey will be required to demonstrate the soundness of the LDF. Failure to deliver agreed tasks will impact on:</p> <ul style="list-style-type: none"> • PSA6 target; • BVPI targets; • Planning Delivery Grant. There is in addition uncertainty over future levels of PDG which increases the importance of an approved budget programme to address any shortfall in

	<p>funding to deliver the agreed LDS outcomes. Programme management based on an assessment of financial resources is an LDS requirement.</p> <ul style="list-style-type: none"> • Service Level Agreement between Council and PINS. <p>A supplementary training budget is likely to be required to ensure that staff have the necessary skills, expertise and knowledge to implement the requirements of the new planning system. This may include instruction on consultation techniques and sustainability appraisal.</p> <p>Risk Level - Medium</p>
Staff Resources	<ul style="list-style-type: none"> • all Development Plan Team Members will be involved in the Malvern Hills District Local Plan Review. Any staff losses will impact on the LDF programme due to recruitment and training time; • additional staff time will need to be allocated to establish monitoring systems to feed into the Annual Monitoring Report; • if the level of support from development control is reduced this will impact on the deliverability of other aspects of the LDF. <p>Risk Level – Medium</p>
Political	<ul style="list-style-type: none"> • Members' training on the new planning system took place in November 2004; • involvement of the Planning and Sustainability Portfolio holder; • all Members will receive a copy of the LDS; • early involvement of the Planning Committee to agree actions and process; • regular updates on progress and workshops to consider preparation of documents. <p>Risk Level – Low</p>
Soundness of the DPD	<ul style="list-style-type: none"> • we will minimise risk by working with the Government Office for the West Midlands and the Regional Planning Body at all key stages and prior to submission; • failure to provide financial resources to fund the production of research studies/technical work will compromise the soundness of the Plan when tested at examination; • failure to address staff training to ensure that staff has the necessary skills, expertise and knowledge to implement the requirements of the new planning system may compromise the soundness of the Plan when tested at Inquiry; • we will ensure that wide spread consultation is undertaken with the community and stakeholders. <p>Risk Level – Low</p>
Capacity of Outside Agencies	<ul style="list-style-type: none"> • a number of agencies are outside the control of

	<p>the Council. We will seek to minimise risk by early involvement of these agencies and through the publication of the LDS;</p> <ul style="list-style-type: none"> • the capacity of the Planning Inspectorate to deal with the work pressures arising from a number of authorities may impact on the timetable and the deliverability of the LDDs. The strategic Service Level Agreement will assist in minimising risk by securing Inspectorate time for inquiries against an agreed timetable in the LDS; <p>Risk Level – High</p>
Joint Working	<ul style="list-style-type: none"> • good practice will be shared at the County and District Policy Officers Group; • consideration will be given to the production of joint DPDs with other local planning authorities to progress areas of joint concern. Opportunities for joint working to inform the evidence base will also be considered; • the establishment of improved links between the Community Strategy Team and Development Plans Team; • the RPB Development Plan Conformity Proccotol is aimed at securing conformity between the RSS and the LDD at the earliest stage. <p>Risk Level – Low</p>

9. Monitoring and Review

- 9.1 We are required by Government to produce an annual monitoring report to check our progress against the LDS timetable and LDD preparation. The AMR will be published in December each year and will outline:
- whether the Council is meeting, or is on track to meet, the targets set out in the LDDs 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.
- 9.3 Progress against our targets will also need to be reflected in other Council Plans. These include the Community Plan, the Council Plan and Planning Services Management Plan. A Performance Management Framework links the Plans together which allows managers and elected members to identify and take action where performance is falling short of target. It enables the Council to monitor its progress in meeting statutory requirements to provide best value services.
- 9.4 The companion document to PPS12, Creating Local Development Frameworks ODPM 2004 outlines that the performance of the LDS will be assessed against Public Service Agreement 6 (PSA6):
- PSA6: The planning system to deliver sustainable development outcomes at national, regional and local levels through efficient and high quality planning and development management processes, including through achievement of best value standards for planning by 2008.
- 9.5 Our performance will therefore, be monitored against Best Value Performance Targets. Failure to comply with these targets will impact on our ability to secure Government funding through the Planning Delivery Grant.

Appendix 1 - Schedule of Policies to be Saved Beyond Three Years

Existing Local Plan Policy	Policy to be saved beyond 3 Years	Eventual Replacement LDD
DS1 The Location of Development	No	Core Strategy
DS2 Sustainable Development	No	Core Strategy
DS3 Generic Development Requirements	Yes	Generic Development Control Policies DPD
DS4 Meeting the Strategic Housing Requirement	No	Core Strategy
DS5 Housing Sites within the Malvern Urban Area	No	Site Specific Allocations DPD
DS6 Phasing of Residential Allocations	No	Site Specific Allocations DPD
DS7 North Site	No	Site Specific Allocations DPD
DS8 The Strategic Employment Land Requirement	No	Core Strategy
DS9 Meeting the Strategic Employment Land Requirement	No	Core Strategy
DS10 Development Associated with the A38 Technology Corridor	No	Core Strategy
DS11 Rural Settlements	No	Core Strategy
DS12 (A) Housing in Category 1 and 2 Settlements	No	Core Strategy
DS12 (B) Housing in Category 3 Settlements	No	Core Strategy
DS13 Employment Development within or immediately adjacent to Rural Settlements	Yes	Generic Development Control Policies DPD
DS14 Housing Development in the Open Countryside	Yes	Generic Development Control Policies DPD
DS15 Employment Development in the Open Countryside	Yes	Generic Development Control Policies DPD
DS16 Development and Flood Risk	Yes	Generic Development Control Policies DPD
DS17 Strategic Gaps	Yes	Generic Development Control Policies DPD
DS18 Planning Obligations	No	Core Strategy and Developer Contributions SPD
EP1 Protection of Existing Employment Land and Uses	Yes	Generic Development Control Policies DPD
EP2 The Redevelopment or Expansion of Employment Sites and Buildings	Yes	Generic Development Control Policies DPD
EP3 Office Development (Class A2 and B1 a)	Yes	Generic Development Control Policies DPD
EP4 Design Standards for Employment Sites	Yes	Generic Development Control Policies DPD
EP5 Home Based Businesses	Yes	Generic Development Control Policies DPD
EP6 The Re-use of Rural Buildings	Yes	Generic Development Control Policies DPD
EP7 Farm Diversification	Yes	Generic Development Control Policies DPD
EP8 Agricultural and Forestry Development	Yes	Generic Development Control Policies DPD
EP9 Town and District Centres	Yes	Generic Development Control Policies DPD

EP10 Primary and Secondary Shopping Frontages	Yes	Generic Development Control Policies DPD
EP11 Food and Drink	Yes	Generic Development Control Policies DPD
EP12 Upper Floors in Town Centres	Yes	Generic Development Control Policies DPD
EP13 Garden Centres and Farm Shops	Yes	Generic Development Control Policies DPD
EP14 Visitor Accommodation	Yes	Generic Development Control Policies DPD
EP15 Static and Touring Caravans, Chalets and Camping Sites	Yes	Generic Development Control Policies DPD
EP16 Marinas, Moorings and Unpowered Boating Facilities	Yes	Generic Development Control Policies DPD
EP17 Edith Walk, Malvern	No	Site Specific Allocations DPD
EP18 Tenbury Cattle Market/Teme Street	No	Site Specific Allocations DPD
EP19 Land off Pickersleigh Road, Malvern	No	Site Specific Allocations DPD
EP20 Seaford Court, Malvern	No	Site Specific Allocations DPD
EP21 Three Counties Showground, Malvern	No	Core Strategy and Site Specific Allocations DPD
QL1 Design of New Development	Yes	Generic Development Control Policies DPD
QL2 Protection and Enhancement of Greenspace in and adjacent to Malvern	No	Core Strategy and Generic Development Control Policies DPD
QL3 Shopfronts	Yes	Generic Development Control Policies DPD
QL4 Advertisement Signs	Yes	Generic Development Control Policies DPD
QL5 Walls, gates, Fences or Other Means of Enclosure	Yes	Generic Development Control Policies DPD
QL6 Telecommunications	Yes	Generic Development Control Policies DPD
QL7 New Development in Conservation Areas	Yes	Generic Development Control Policies DPD
QL8 Demolition of Buildings in Conservation Area	Yes	Generic Development Control Policies DPD
QL9 Settings of Conservation Areas	Yes	Generic Development Control Policies DPD
QL10 Alterations and Extensions to Listed Buildings	Yes	Generic Development Control Policies DPD
QL11 Demolition of a Listed Building	Yes	Generic Development Control Policies DPD
QL12 Alternative Uses for Listed Buildings	Yes	Generic Development Control Policies DPD
QL13 New Development Affecting the Setting of Listed Buildings	Yes	Generic Development Control Policies DPD
QL14 Scheduled Ancient Monuments and other Archaeological Sites of National Importance	Yes	Generic Development Control Policies DPD
QL15 Historic Parks and Gardens	Yes	Generic Development Control Policies DPD

QL16 SSSI's	Yes	Generic Development Control Policies DPD
QL17 Sites of Regional or Local Wildlife Importance	Yes	Generic Development Control Policies DPD
QL18 Protected Species	Yes	Generic Development Control Policies DPD
QL19 Protection of Wider Biodiversity	Yes	Generic Development Control Policies DPD
QL20 Creation of Habitats	Yes	Generic Development Control Policies DPD
QL21 Landscaping	Yes	Generic Development Control Policies DPD
QL22 Protection of Trees, Woodland and Hedgerows	Yes	Generic Development Control Policies DPD
QL23 AONB	Yes	Core Strategy and Generic Development Control Policies DPD
QL24 Landscape Character	Yes	Core Strategy and Generic Development Control Policies DPD
QL25 Protecting Water Supply	Yes	Generic Development Control Policies DPD
QL26 Pollution Control	Yes	Generic Development Control Policies DPD
QL27 Foul Drainage	Yes	Generic Development Control Policies DPD
QL28 Surface Water Drainage	Yes	Generic Development Control Policies DPD
QL29 Contaminated Land	Yes	Generic Development Control Policies DPD
QL30 Renewable Energy	Yes	Generic Development Control Policies DPD
ST1 Safeguarding Land for Transport Infrastructure	Yes	Generic Development Control Policies DPD
ST2 Public Transport, Walking and Cycling	Yes	Generic Development Control Policies DPD
ST3 Parking, Servicing and Commuted Parking Requirements	Yes	Generic Development Control Policies DPD
ST4 Minimising Travel Impacts	Yes	Generic Development Control Policies DPD
CN1 Dwelling Mix	Yes	Generic Development Control Policies
CN2 Providing Affordable Housing in New Housing Development	Yes	Generic Development Control Policies and Affordable Housing SPD
CN3 Rural Exception Sites	Yes	Generic Development Control Policies and Affordable Housing SPD
CN4 Rural Workers Dwellings	Yes	Generic Development Control Policies DPD
CN5 Removal of Rural Workers Occupancy Conditions	Yes	Generic Development Control Policies DPD
CN6 Efficient use of Land for residential Development	Yes	Generic Development Control Policies DPD

CN7 Sub-division of Existing Dwellings	Yes	Generic Development Control Policies DPD
CN8 Replacement Dwellings in the Open Countryside	Yes	Generic Development Control Policies DPD
CN9 Extension and Alterations to Dwellings and the Erection of Outbuildings within the Domestic Curtilage	Yes	Generic Development Control Policies DPD
CN10 Dependant Relatives Accommodation	Yes	Generic Development Control Policies DPD
CN11 Gypsy Sites	Yes	Generic Development Control Policies DPD
CN12 Provision of Public Open Space	Yes	Generic Development Control Policies DPD and Open Space SPD
CN13 Protection of Open Space, Sport and Recreational Facilities	Yes	Generic Development Control Policies DPD and Open Space SPD
CN14 Recreation, Sports and Leisure Facilities	Yes	Generic Development Control Policies DPD
CN15 Provision of New Local Shopping Facilities	Yes	Generic Development Control Policies DPD
CN16 Provision of New Community Facilities	Yes	Generic Development Control Policies DPD
CN17 Retention of Local Facilities	Yes	Generic Development Control Policies DPD

Note: A Site Specific Allocations DPD and Generic Development Control DPD are proposed for August 2008 – see Page 8.

Appendix 2- Profiles

Core Strategy Profile	
Role and subject	The Core Strategy will set out the vision, objectives and spatial strategy including the numbers of dwellings required for the Malvern Hills District up to 2021. It will include a key diagram to show the broad locations (not specific sites) of land use proposals, key transportation elements and relationships with other strategies and with other local authority areas.
Geographic coverage	District wide
Status (e.g. DPD, SPD)	DPD
Chain of conformity.	In general conformity with the RSS and saved Worcestershire County Structure Plan policies. The Core Strategy will be influenced by the Council's visions, values and objectives set out in the Community Plan and other relevant strategies.
Timetable	
Pre-production/survey phase	July – August 2006
Preparation of issues/options & initial SA & public consultation (Regulation 25)	September – November 2006
Public participation on Preferred Options Report and formal SA (Reg 26)	December 2006 – February 2007
Consideration of representations/discussions with community/stakeholders	March – June 2007
Preparation of submission DPD and any amendments to sustainability appraisal report	July 2007 – February 2008
Submission of DPD and SA to SofS	March 2008
Public consultation on submission	March – April 2008
Pre-examination consideration of representations	April - May 2008
Pre-examination meeting	June 2008
Examination period	August - September 2008
Receipt of Inspector's binding report	February 2009
Adoption and Publication and revised Proposals Map	March 2009
Arrangements for Production	
Lead organisation/department	Malvern Hills District Council Planning Services Development Plans and Conservation Section
Management arrangements	Involvement of the Planning and Sustainability Portfolio Holder at key stages. Planning Committee to approve issues, options and proposals and review evidence and results of consultation. Recommendations to Full Council at preferred options and submission stages.
Resources/Evidence required	To be produced internally by the Development Plans Team and will include the following resources: <ul style="list-style-type: none"> • Admin and GIS support; • Stakeholder involvement/consultation

	<p>costs;</p> <ul style="list-style-type: none"> • Cost of production/printing/delivery; • Examination costs – Inspector/programme officer, legal support, admin. Extra costs may be required depending on the level and nature of the representations made; • Consultant costs for updating housing needs assessment, urban capacity study, retail assessment, open space study and validation of SA/SEA work.
Community and Stakeholder Involvement	Wide stakeholder and community involvement using a range of consultation methods to be described in the SCI. Methods used will be supportive of the Council's Communication and Consultation Policy and Strategy. The involvement of Vision 21 will assist in coordinating consultation processes and identifying work priorities/actions.
Review procedures	Monitored on an annual basis and subject to review if monitoring highlights a need. Otherwise the document will be formally reviewed every three years.

Proposals Map and Insets	
Role and subject	The Proposals Map together with larger scale inset maps will show site-specific allocations, area action plans and other land use designations and constraints.
Geographic coverage	District wide
Status (e.g. DPD, SPD)	DPD
Chain of conformity.	In general conformity with the RSS and the Core Strategy.
Timetable	
Pre-production/survey phase	July – August 2006
Preparation of issues/options & initial SA & public consultation (Regulation25)	September – November 2006
Public participation on Preferred Options Report and formal SA (Reg 26)	December – 2006 – February 2007
Consideration of representations/discussions with community/stakeholders	March – June 2007
Preparation of submission DPD and any amendments to sustainability appraisal report	July – 2007 – February 2008
Submission of DPD and SA to SofS	March 2008
Public consultation on submission	March – April 2008
Pre-examination consideration of representations	April – May 2008
Pre-examination meeting	June 2008
Examination period	August – September 2008
Receipt of Inspector's binding report	February 2009
Adoption and Publication.	March 2009
Lead organisation/department	Malvern Hills District Council Planning Services Development Plans and Conservation Section
Management arrangements	Involvement of Planning and Sustainability Portfolio Holder. Reports to Planning Committee and Full Council.
Community and Stakeholder Involvement	Wide stakeholder and community involvement using a range of consultation methods to be described in the SCI.
Resources/Evidence required	To be produced internally by the Development Plans and Conservation Section and will include the following resources: <ul style="list-style-type: none"> • Admin and GIS support; • Stakeholder involvement/consultation costs; • Cost of production/printing/delivery. The production of each subsequent LDD may require the Proposals Map to be revised or updated. This will have a budget implication and should be considered as part of the resources required for each planning document; • Examination costs – Inspector/programme officer, legal support, admin.
Review	Monitored on an annual basis and review as necessary. Formal review every three years.

Statement of Community Involvement Profile	
Role and subject	This is a statement of how and when we will involve stakeholders and the community in the preparation, alteration and review of each Development Plan and Local Development and significant development control decisions. The Statement will be closely linked and influenced by our Communication and Consultation and Strategy. We will work in partnership with Vision 21 to co-ordinate and build on existing consultation and evidence gathering.
Geographic coverage	District wide and involving organisations beyond the District
Status (e.g. DPD, SPD)	LDD
Chain of conformity.	Must meet and preferably exceed the minimum requirements set out in the Town and Country Planning (Local Development) (England) Regulations 2004.
<u>Timetable</u>	
Preparation of draft statement of community involvement (Regulation 25)	January 2005
Public participation on draft statement (Regulation 26)	February – March 2005
Preparation of submission statement	April – June 2005
Submission of DPD to SofS (Reg 28)	July 2005
Pre-examination consideration of representations	August – September 2005
Pre-examination meeting	September 2005
Examination period	October 2005
Receipt of Inspector's binding report	December 2005
Adoption and Publication.	January 2006
<u>Arrangements for Production</u>	
Lead organisation/department	Malvern Hills District Council Planning Services Development Control Section.
Management arrangements	Involvement of Planning and Sustainability Portfolio Holder. Reports to Planning Committee and Full Council.
Resources/Evidence required	Head of Development Control with support from the Development Plans Section/ Development Control Section and will include the following resources: <ul style="list-style-type: none"> • Admin and GIS support; • Stakeholder involvement/consultation costs(Part 2 Regulations and Regulations 25 and 26); • Examination costs; • Cost of production/printing/delivery.
Community and Stakeholder Involvement	Wide stakeholder and community involvement using a range of consultation methods to be described in the SCI that exceed the minimum requirements set out in the Regulations.
Review Procedures	Monitored on an annual basis and review as necessary. Formal review every three years.

Topic SPD

Development Contributions and Planning Obligations	
Role and subject	Provides guidance on developer contributions and planning obligations as part of development proposals.
Geographic coverage	District wide
Status (e.g. DPD, SPD)	SPD
Chain of conformity.	Linked to saved Policy DS18 contained within the Malvern Hills District Local Plan
<u>Timetable</u>	
Preparation of draft SPD and SA	January 2006 – April 2006
Draft SPD and SA report issued for public participation as required by Regulation 17	May – July 2006
Authority consideration of consultation representations	August – November 2006
Adoption and Publication	December 2006
<u>Arrangements for Production</u>	
Lead organisation/department	Malvern Hills District Council Planning Services Development Plans Section.
Management arrangements	Involvement of Planning and Sustainability Portfolio Holder. Reports to Planning Committee and Full Council.
Resources/Evidence required	To be produced internally by the Development Plans Section and will include the following resources: <ul style="list-style-type: none"> • Stakeholder involvement/consultation costs; • Cost of production/printing/delivery.
Community and Stakeholder Involvement	Wide stakeholder and community involvement using a range of consultation methods to be described in the SCI that exceed the minimum requirements set out in the Regulations.
Review Procedures	Monitored on an annual basis and review as necessary. Formal review every three years.

Public Open Space Guidance	
Role and subject	To provide guidance on the mechanisms for delivering open space, sports and recreational facilities.
Geographic coverage	District wide
Status (e.g. DPD, SPD)	SPD
Chain of conformity.	Linked to saved Policy CN12 contained within the Malvern Hills Local Plan.
<u>Timetable</u>	
Preparation of draft SPD and SA	January 2006 – April 2006
Draft SPD and SA report issued for public participation as required by Regulation 17	May – July 2006
Authority consideration of consultation representations	August – November 2006
Adoption and Publication.	December 2006
<u>Arrangements for Production</u>	
Lead organisation/department	Malvern Hills District Council Planning Services Development Plans and Conservation Section.
Management arrangements	Involvement of Planning and Sustainability Portfolio Holder. Reports to Planning Committee and Full Council.
Resources/Evidence required	To be produced internally by the Development Plans Section and will include the following resources: <ul style="list-style-type: none"> • Stakeholder involvement/consultation costs; • Cost of production/printing/delivery; • Consultant support; • Survey costs. <p>Note: this is identified in the LDS subject to Malvern Hills District Council budget approval and business case.</p>
Community and Stakeholder Involvement	Wide stakeholder and community involvement using a range of consultation methods to be described in the SCI that exceed the minimum requirements set out in the Regulations.
Review Procedures	Monitored on an annual basis and review as necessary. Formal review every three years.

House Extensions Guidance	
Role and subject	To provide guidance to householders on extensions.
Geographic coverage	District wide
Status (e.g. DPD, SPD)	SPD
Chain of conformity.	Linked to Policy CN9 contained within the Malvern Hills District Local Plan.
Timetable	
Preparation of draft SPD and SA report	Work commenced in 2004, due to be completed December 2004
Draft SPD and SA report issued for public consultation as required by Regulation 17	January – March 2005
Authority consideration of consultation representations	April – July 2005
Adoption and Publication.	August 2005
Arrangements for Production	
Lead organisation/department	Malvern Hills District Council Planning Services Development Control Section.
Management arrangements	Involvement of Planning and Sustainability Portfolio Holder. Reports to Planning Committee and Full Council.
Resources/Evidence required	To be produced internally by the Development Control Section and will include the following resources: <ul style="list-style-type: none"> • Stakeholder involvement/consultation costs; • Cost of production/printing/delivery.
Community and Stakeholder Involvement	Wide stakeholder and community involvement using a range of consultation methods to be described in the SCI that exceed the minimum requirements set out in the Regulations.
Review Procedures	Monitored on an annual basis and review as necessary. Formal review every three years.

The Re-use of Rural Buildings	
Role and subject	To provide guidance on the re-use and conversion of rural buildings
Geographic coverage	District wide
Status (e.g. DPD, SPD)	SPD
Chain of conformity.	Linked to Saved Policy EP6 contained within the Malvern Hills Local Plan. Existing SPG on this subject will be deposited as draft and will be subject to SPD process.
<u>Timetable</u>	
Preparation of draft SPD and SA report	July – October 2005
Draft SPD and SA report issued for public consultation as required by Regulation 17	November 2005 – January 2006
Authority consideration of consultation representations	February – May 2006
Adoption and Publication.	June 2006
<u>Arrangements for Production</u>	
Lead organisation/department	Malvern Hills District Council Planning Services Development Control Section.
Management arrangements	Involvement of Planning and Sustainability Portfolio Holder. Reports to Planning Committee and Full Council.
Resources/Evidence required	To be produced internally by the Development Control Section and will include the following resources: <ul style="list-style-type: none"> • Stakeholder involvement/consultation costs; • Cost of production/printing/delivery.
Community and Stakeholder Involvement	Wide stakeholder and community involvement using a range of consultation methods to be described in the SCI that exceed the minimum requirements set out in the Regulations.
Review Procedures	Monitored on an annual basis and review as necessary. Formal review every three years.

Affordable Housing	
Role and subject	To provide guidance on the implementation of the Council's affordable housing policies.
Geographic coverage	District wide
Status (e.g. DPD, SPD)	SPD
Chain of conformity.	Linked to Saved Policy CN2 contained within the Malvern Hills Local Plan.
<u>Timetable</u>	
Preparation of draft SPD and SA report	June – September 2006
Draft SPD and SA report issued for public consultation as required by Regulation 17	October – December 2006
Authority Consideration of consultation representations	January – April 2007
Adoption and Publication	May 2007
<u>Arrangements for Production</u>	
Lead organisation/department	Malvern Hills District Council Planning Services Development Plans and Conservation Section.
Management arrangements	Involvement of Planning and Sustainability Portfolio Holder. Reports to Planning Committee and Full Council.
Resources/Evidence required	To be produced internally by the Development Plans Section and will include the following resources: <ul style="list-style-type: none"> • Stakeholder involvement/consultation costs; • Cost of production/printing/delivery; • Review of the housing needs assessment (planned for 2006)
Community and Stakeholder Involvement	Wide stakeholder and community involvement using a range of consultation methods to be described in the SCI that exceed the minimum requirements set out in the Regulations.

Glossary

Area Action Plan (AAP)

These Plans will focus on implementing actions in specific areas and will provide an important mechanism for ensuring development of an appropriate scale, mix and quality for key areas of opportunity, change or conservation.

Annual Monitoring Report (AMR)

A document to be 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 rigorous procedures of community involvement, consultation and independent examination and should include:

- Core Strategy;
- Site Specific allocations of land;
- Area Action Plans (where needed); and
- Proposals Maps (with Inset Maps).

Examination in Public (EIP)

An examination chaired by an independent Inspector into objections into the Local Development Document.

Local Development Framework (LDF)

A collective name given to the Local Development Documents that provides the framework for delivering the spatial strategy of the area. The documents are intended to address 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 DPDs, SPDs, SCI and the SA/SEA.

Local Development Scheme (LDS)

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

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 the 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 to inform the Local Development Framework. It will form part of the statutory development plan.

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)

Environmental assessment of policies, plans and programmes required under the European SEA Directive 2001/42/EC.

Supplementary Planning Document (SPD)

These documents are intended to elaborate upon the policies and proposals in the Local Development Documents. They will replace Supplementary Planning Guidance (SPG).