

**Malvern Hills District Council**  
**Local Development Scheme**  
**(2009 – 2012)**





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## Executive Summary

The Planning system has an impact on the District through the spatial 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 Spatial Planning – Communities and Local Government

The Development Plan system has changed, with the introduction of the Local Development Framework (LDF) system in 2004, replacing the Structure Plan and Local Plan system for planning policy. The new development plan for this area will now comprise of the West Midlands Regional Spatial Strategy, and then at District (and Sub-regional level), a Core Strategy and other Development Plan Documents. 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 policy framework. Links with other strategies and Plans particularly with the Sustainable Community Strategy will ensure a coordinated approach to policy and service delivery.

To make this process transparent we have revised our 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.

We have already made significant progress on a range of planning documents. Our Statement of Community Involvement was adopted in April 2006. The current Malvern Hills District Local Plan was adopted in July 2006. We have also adopted a number of Supplementary Planning Documents (SPD) including House Extensions, the Re-use of Rural Buildings, Developer Contributions and Planning Obligations, Education Contributions, Open Space and our first Concept Statement for the Malvern Community Hospital, Lansdowne Crescent (Adopted April 2005).

Malvern Hills District is now producing a joint Core Strategy Development Plan Document, with the adjacent local authorities of Worcester City and Wychavon District. This is known as the South Worcestershire Joint Core Strategy. It will set out the strategic planning framework for the long-term development of the three districts of South Worcestershire. It allows for co-ordinated planning policy across the three Districts.

We are also responding to the consultation on the Phase 2 partial review of the West Midlands Regional Spatial Strategy.



## **1. Introduction**

- 1.1 This document is a full revision of the Council's Local Development Scheme (LDS), approved by Full Council on 9<sup>th</sup> December 2008. It became effective on 5<sup>th</sup> May 2009. This document replaces all previous versions of the LDS for Malvern Hill District and covers the period 2009-2012. (NB: A draft revision that was considered by Planning Committee in February 2008 was not formally submitted to the Government Office for the West Midlands).
- 1.2 The LDS lists those Local Development Documents which as a whole will form the Local Development Framework and will guide land use, spatial 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 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 Sustainable 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 Worcestershire County Council and the Government Offices for the West Midlands have been consulted to ensure that the revised 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 other organisations to progress individual documents.
- 1.5 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**

- 1.6 Section 1 outlines the purpose of the LDS and a guide to using the document. We have produced a glossary at the end of the report as there are a lot of new terms associated with the planning system.
- 1.7 Sections 2 – 3 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 Malvern Hills District.
- 1.8 Sections 4 – 8 outline in detail the LDS timetable we will follow for the period 2009 – 2012 and how this programme of work will be managed.
- 1.9 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.
- 1.10 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](mailto:Dev.Plans@malvernhills.gov.uk)
- Telephone the Development Plans Team on (01684) 862341.

1.11 Further copies of this document can be obtained from:  
Malvern Customer Service Centre  
The Library  
Graham Road  
Malvern

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

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

Alternatively, this document is available to view on our website  
[www.malvernhills.gov.uk](http://www.malvernhills.gov.uk).

### **Useful Information**

1.12 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 1 – Delivering Sustainable Development
- Planning Policy Statement 11 – Regional Spatial Strategies ODPM 2004
- Planning Policy Statement 12 - Local Spatial Planning DCLG 2008
- Creating Local Development Frameworks ODPM November 2004
- Local Development Framework Monitoring: A Good Practice Guide 2005
- The Town and Country Planning (Local Development) (England) Regulations 2004 HMSO Statutory Instrument 2004 No: 2204
- 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
- Policies for Spatial Plans: A Guide to Writing Policy Content of LDFs – Planning Officers Society 2005
- The Council Plan;
- West Midlands Regional Spatial Strategy; Phase 2 revision Dec 2007
- Sustainable Community Strategy for Malvern Hills, 2006-2021

## 2. Relationship of the LDF to Existing Planning Documents

- 2.1 The context for planning in Malvern Hills District is set by national, regional and county guidance. At the national level Planning Policy Statements (PPSs) are taking over from the Planning Policy Guidance notes (PPG's). These are available on the Communities and Local Government Minister's website [www.communities.gov.uk](http://www.communities.gov.uk).
- 2.2 Regional Planning Guidance (RPG11) sets out the planning guidance for the West Midlands region, (as updated). The adopted guidance covers the period to 2021 and was formally approved by the Secretary of State in June 2004 as the West Midlands Regional Spatial Strategy (RSS). The Regional Spatial Strategy is undergoing a partial review to extend it to 2026. Phase 1 of the partial review has been completed and incorporated in the RSS in January 2008. The RSS is produced by the Regional Planning Body and is a Spatial Strategy to guide the preparation of Local Authority Development Plans and local transport plans. It is a Development Plan Document under the new planning rules, and all other Local Development Documents produced by the District Council must be in general conformity with it.
- 2.3 The partial review of the RSS commenced in November 2005, The Phase 2 revision includes a range of issues including housing targets, employment land, town centres, transport, waste, and towns and cities where development should be focused.
- 2.4 A later Phase 3 revision, which commenced in November 2007 will reconsider Rural Services, the provision of Gypsy and Traveller Sites, Culture, Minerals and Environment policies.
- 2.5 The **Worcestershire County Structure Plan (WCSP)** was adopted in June 2001 and runs to 2011. Most of the Structure Plan policies have been "saved", although a few have not and expired in September 2007. Details of the saved policies can be obtained from the County Council, and are listed on its website ([www.worcestershire.gov.uk](http://www.worcestershire.gov.uk)). A County Waste Development Plan is currently in preparation, it will replace the current Waste Plan.
- 2.6 There are transitional arrangements for development plans produced under the former planning 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** was adopted in July 2006 and will be valid (saved) until 2009. The Local Plan is in general conformity with the adopted RSS and the Worcestershire County Structure Plan and has been prepared in the context of up to date Government guidance. The Council is required to submit a list of those policies it wishes to save longer than 3 years to the Government Office by January 2009, 6 months before the expiry of the current Local plan. This has been done and we await response from the Government Office on the acceptance of these saved policies.
- 2.7 Worcester City Council's Local Plan was adopted on 8 October 2004 and the Wychavon Local Plan was adopted on 23 June 2006. Both these authorities have also reviewed their policies in line with Government guidance.
- 2.8 **Supplementary Planning Guidance (SPG)** will continue to exist as non-statutory guidance whilst relevant saved policies are in place or until new Development Plan Documents or Supplementary Planning Documents replace them. We currently have an adopted SPG on Affordable Housing. The

Affordable Housing SPG is linked to saved Policies D6 - D8 relating to Affordable Housing contained in the Worcestershire County Structure Plan and Local Plan policies CN1, CN2 and CN3. The adopted North Site Brief and an associated affordable housing brief are linked to saved Structure Plan Policies D4, D5, D13 and D19, and saved Local Plan policies DS5, DS7, and DS9. Worcestershire County Council has produced an updated SPD on Section 106 Planning Obligations Education Facilities (April 2007). The Education SPD is linked to saved CSP Policy IMP1 and Local Plan policy DS18.

### **3 The Context for the Malvern Hills District**

- 3.1 Malvern Hills District is a largely rural district with three main towns, Malvern, Tenbury Wells and Upton-upon-Severn. The district boundary passes along the western edge of the City of Worcester. Worcester has been identified as a sub regional focus for development by the West Midlands Regional Spatial Strategy, and in the RSS Phase 2 review as a Settlement of Significant Development. The challenge for this Council is to develop an approach to spatial planning which ensures the most efficient use of land by balancing competing demands within the context of sustainable development in a way that benefits our towns, villages and countryside.
- 3.2 In order to do this, Malvern Hills District has agreed in conjunction with Worcester City Council and Wychavon District Council to produce a joint Core Strategy for South Worcestershire.
- 3.3 We also have a Sustainable Community Strategy, an overarching strategy into which all other plans and strategies will have to fit. It sets out a vision and objectives based on public consultation for the district. The Sustainable Community Strategy has been reviewed to cover the period 2006-2021. Developing links between the LDF and the Community Plan is important as the LDF can guide the implementation of the spatial elements of the Sustainable Community Strategy.
- 3.4 In preparing the South Worcestershire Joint Core Strategy, consideration has also been given to the visions/objectives contained in the Worcestershire Partnership Strategy and the Community Strategies of Wychavon and Worcester City. This is to ensure that an agreed spatial vision is taken forward into the Joint Core Strategy.
- 3.5 In preparing our local development documents, we will have regard to a range of strategies and programmes. These will include local and regional economic and housing strategies, the Worcestershire Local Transport Plan, Worcestershire Biodiversity Action Plan, and the Sustainable Community Strategies outlined above, together with other Council strategies. Any plans for education, health, recycling, waste or environmental protection, including flooding, outlined by other organisations which affect our district will also form key considerations in developing the spatial strategy and our priorities for the next three years.
- 3.6 The Local Development Scheme has also been subject to monitoring and review in the Annual Monitoring Reports (AMR) 2007 and 2008. This review has highlighted a need to change our priorities for preparing Local Development Documents in the light of the resources required for the South Worcestershire Core Strategy and other Council priorities. The project management approach to the development of the Core Strategy is set out within the revised profiles at Appendix 1. Further details are contained at Appendix 2 on the resources and project management required to deliver the project to timetable.
- 3.7 The Local Development Scheme timetable reflects the need to consider
  - Joint up to date, evidence gathering and the cross boundary issues (see section 8);
  - Joint Community Consultation as part of the South Worcestershire Joint Core Strategy;
  - Development of links with the Sustainable Community Strategy (see section 9).

#### 4. What we have achieved

- 4.1 The Annual Monitoring Report (2007, and 2008) reviewed whether we had met the targets and milestones set out in the LDS (2007) and highlighted any changes required to the timetable or the priority and choice of documents prepared based on the needs of the district. The following is a summary of achievements in 2007/8 and, where relevant, of related revisions to the LDS.

LDS Priorities	Achievements 2007	Revisions to LDS timetable
South Worcestershire Joint Core Strategy	Joint working endorsed by Planning Committee 5 <sup>th</sup> Dec 2006. Joint Advisory Panel set up January 2007	
	Issues and Options report consultation Nov/Dec 2007	On time
	Preparation of Preferred Options paper-planning committees and councils June /July 2008	Consultation September /October 2008
	Preferred Options public consultation –Sept/October 2008	
Site Allocations DPD	Not started, in detail, although some evidence gathering through SHLAA, WITS etc	Revised to commence January 2009
Open Space SPD	Adopted Sept 2007	Taken out of LDS
Affordable Housing SPD	Not started	Decision not to prepare until new Joint Core Strategy on Affordable Housing adopted.
Education Contributions SPD	Adopted April 2007	Taken out of LDS

- 4.2 The following revisions are outlined for the LDS 2009 – 2012:

- The timetable for the Joint **Core Strategy DPD** and subsequent stages were revised to reflect changes in legislation contained in Planning Policy Statement 12 (PPS12) on Local Development Plans regulations. The net result of this is that the adoption of the South Worcestershire Joint Core Strategy is rolled forward to February 2011.
- **Site Allocations DPD.** The revised timetable reflects the timetable changes to the South Worcestershire Joint Core Strategy, as it has to follow on from the strategic policy. Thus revisions to the LDS show this as being adopted in June 2012.
- **Development Control Policies DPD.** This has now been deleted from the LDS as such a document is not supported by the Government Office for the West Midlands.
- Adjustments to the Milestones for the **Public Open Space SPD** was made to reflect an extended evidence gathering and document preparation phase, the need to commission an open space study and clearer reflection

of the 6 week consultation period, but this has now been adopted.(Sept 2007).

- The **Affordable Housing SPD** has been deleted from the LDS as a decision was made in considering the Annual Monitoring Report 2007 not to pursue this until more up to date affordable housing policy is in place through the South Worcestershire Joint Core Strategy.

4.3 In summary the following documents have been adopted and form part of the Malvern Hills LDF:

- Malvern Hills Local Adopted Plan (Adopted July 2006);
- Concept Statement – Malvern Community Hospital, Lansdowne Crescent (Adopted April 2005);
- Affordable Housing SPG (Adopted June 2004);
- Developer Contributions and Planning Obligations Guidance SPD (Adopted December 2006);
- House Extensions SPD (Adopted August 2006);
- Re-use of Rural Buildings SPD (Adopted June 2006);
- North Site Development Brief (Adopted August 2004);
- North Site Affordable Housing Brief (Adopted September 2006);
- Statement of Community Involvement (Adopted 2006).
- Open Space SPD (Adopted August 2008)
- Education Contributions SPD (Adopted April 2007)

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

5.1 The Malvern Hills Local Plan was adopted in July 2006 and forms part of the LDF.

5.2 We will produce the following new/additional **Development Plan Documents**:

- **South Worcestershire Joint Core Strategy DPD**: This will set out the vision, objectives and strategy for the spatial development of the three districts of Malvern Hills, Worcester City and Wychavon and will provide the framework for development control policies. The joint 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. Work on the Joint Core Strategy commenced in January 2007. At November 2008 we have just completed the Preferred Options consultation stage. Timetable adjustments to the LDS now schedule public consultation (6 weeks) on the submission document for December 2009 to January 2010. This is a revision to the consultation process brought in via changes to PPS12. Submission to the Secretary of State would then be in April 2010, with the public Examination in August/September 2010, and adoption in February 2011.
- **Proposals Map and Inset Maps DPD**: The Proposals Map together with larger scale inset maps will outline land use designations such as Area of Outstanding Natural Beauty, Conservation Areas, land safeguarded for transport infrastructure and site-specific allocations. It will conform to the Joint Core Strategy and will be updated every time a new LDD is adopted.

- **Site Allocations DPD:** This will deal with development post 2011 and conform to the South Worcestershire Joint Core Strategy. It is scheduled to be started in January 2009. The DPD may be prepared jointly with Worcester City and Wychavon Councils or three separate DPDs for the South Worcestershire area, Malvern Hills, Worcester City and Wychavon. The DPD will be monitored through the Annual Monitoring Report which will include possible timetable adjustments in future LDSs to reflect policy changes.
- **Saved Development Control policies:** Being in conformity with the RSS and the County Structure Plan saved policies, we intend to save many of the development control policies contained within the Malvern Hills Local Plan. The Malvern Hills District Local plan policies have been automatically saved from July 2006 to July 2009. We have now submitted a list of those we wish to save further to the Government office, in January 2009 and we await their response. Guidance from the Government Office is that a Generic Development Control DPD, as outlined in the previous LDS will now not be supported. This will mean that policies will be saved for longer until they can be replaced by Core Strategy policy, or other DPD's or regional or national policy changes.

5.3 A Statement of Community Involvement (SCI) has been produced as one of our first LDDs. This sets 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 was adopted in April 2006. All local development documents will conform to the Statement of Community Involvement. There is no longer a requirement for an examination into the SCI under new legislation.

5.4 Non Development Plan Documents known, as **Supplementary Planning Documents (SPDs)** can now replace Supplementary Planning Guidance (SPG). These documents cover a wide range of policy and site specific issues to support policies and proposals outlined in DPDs. SPDs will not be subject to independent inquiry but will usually require a sustainability appraisal and to be in conformity with the Statement of Community Involvement, Core Strategy and Regional Spatial Strategy. SPD's no longer need to be listed in the LDS under the new legislation.

5.5 The priorities for the next three years for the LDS can therefore be summarised as:

- The Joint Core Strategy DPD
- The Site Allocations DPD

The amount of resources required to prepare these documents means that currently we are not proposing to produce any additional SPD's.

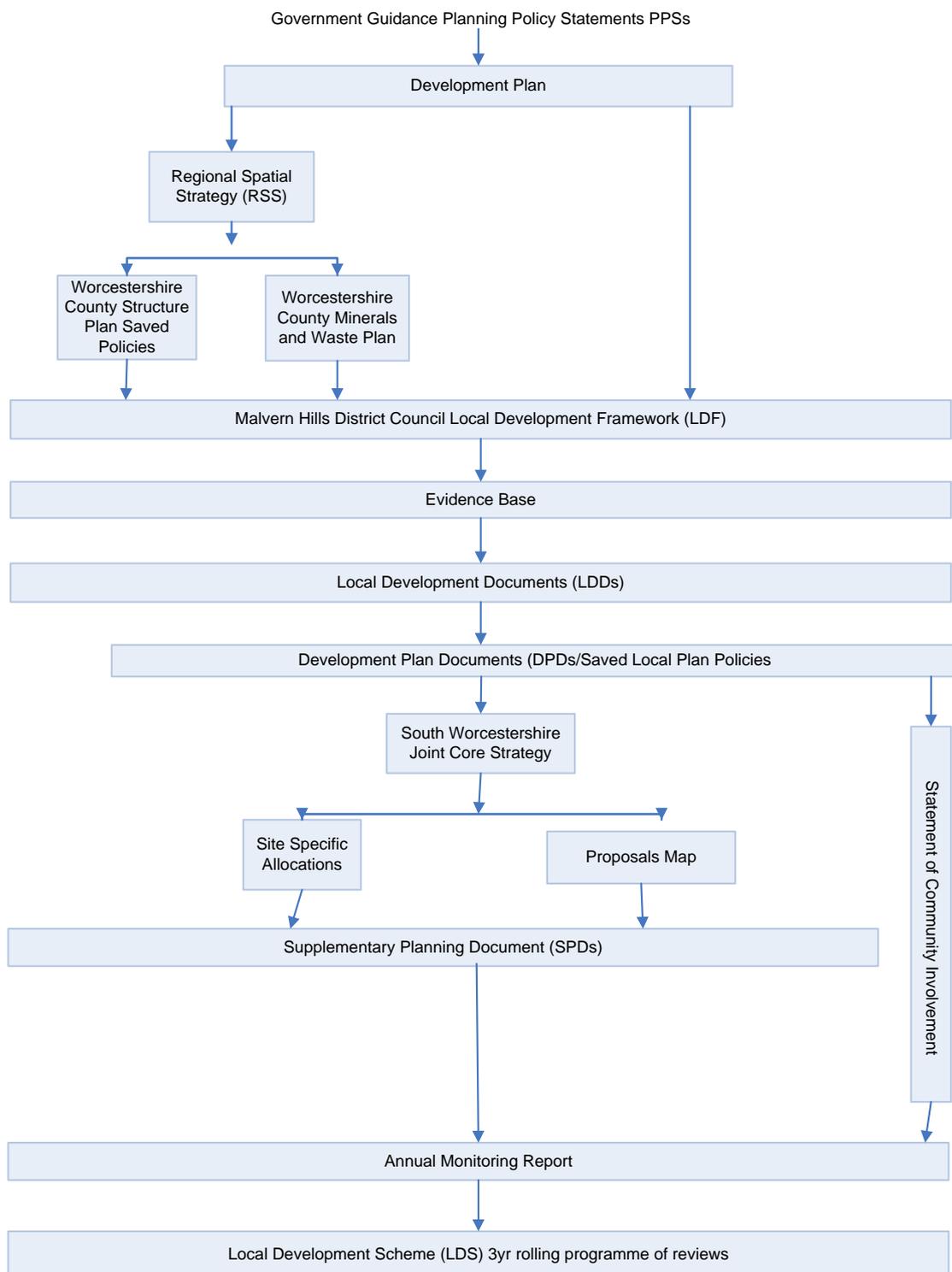
5.6 The District Council can adopt **Parish Plans** as SPDs where the land use elements of these Plans conform to Development Plan policies. Similarly any actions arising from such Plans will be used to influence the priorities set out in the Sustainable Community Plan. The preparation and timing of the Parish Plans is however, beyond our control and as such are not specifically identified within our work programme.

5.7 We will consider the production of Concept Statements or Development Briefs for allocated sites outlined within the Malvern Hills District Local Plan as and

when resources allow. A programme of Conservation Area appraisal and review commenced in 2006 and is ongoing.

- 5.8 All DPDs, and usually SPDs as well require a **sustainability appraisal (SA)**, the main purpose of which is to assess the social, environmental and economic effects of the Plan, strategies and policies. This will help demonstrate that our policies are working towards sustainable development. We will start the process as soon as a new or revised document is considered and will:
- prepare an initial SA report to accompany the issues and options report;
  - carry out consultation on the environmental report;
  - prepare a final SA report at preferred option stage and which will be submitted with the document for examination showing how the results of the consultation have been taken into account.
- 5.9 The SA will be continually updated as the LDF progresses and methods of community and stakeholder involvement in the SA processes are included within the SCI. 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.

**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 (Figure 2) outlines the timetable for preparing the documents. Progress will be measured against key milestones: (the main points reached ), as follows:
- Pre Examination work ( all work up to submission of DPD)
  - Submission of the DPD
  - Adoption of the DPD.
- 6.2 Appendix 2 provides an overview of the timetable and project management for the preparation of the LDDs. The timetable has been extended beyond three years to illustrate the adoption of the Site Allocations / Development Control DPDs. Appendix 2 provides a more detailed description of the programme for each local development document



**Figure 2 - SCHEDULE OF CONTENTS FOR THE LDS (Summary of Key Milestones outlined in the Profiles at Appendix 1)**

Document Title	Status	Description	Chain of Conformity	dates for Pre-submission consultation ( Issues and Options)	Public Participation on preferred options DPD - Reg 26, SPD Reg 17 & SA report	Pre-submission publication	Date for submission to SoS	Commence Examination	Proposed date for Adoption
South Worcestershire Joint Core Strategy	DPD	Sets out the vision, objectives and strategy for the spatial development to accommodate Worcester City , Malvern Hill's and Wychavon requirements. A proposals map will also be incorporated	General conformity with the RSS, PPSs and Saved Structure Plan Policies	November / December 2007	Sept/Oct 2008	December 2009/ January 2010	April 2010	August 2010	Feb 2011
Site Allocations and Policies DPD) (incl. Proposals Map)	DPD	Identifies site specific allocations and policy designations that will provide for the development needs of the area up to 2026. The proposals map will be updated as appropriate.	General conformity with the RSS and Core Strategy.	April 2009 / January 2010	February 2010 to September 2010	April / May 2011	August 2011	December 2011	June 2012



## 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 needs and opportunities within 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 The Malvern Hills Partnership and the community to identify, inform and drive policy decisions, share information and to avoid duplication of effort in delivering services.

<b>Main Technical Studies</b>	<b>Date / Review Date</b>
Housing Land Availability Study	Annually
A Strategic Housing Market assessment for the South Housing Market of the West Midlands Region April 2007	3-5 years
A Local Housing Needs report for the 3 South Worcestershire Districts: Sept 2007	3-5 years
Strategic Housing Land Availability Assessment for South Worcestershire June 2008; and Oct 2008 update	Annually- as part of evidence base for SWJCS and Site Allocations DPD
Employment Land Availability Study	Annually
South Worcestershire Employment Land Review	2007 as part of evidence base for South Worcestershire Joint Core Strategy.
South Worcestershire Town Centres and Retail Study 2007; includes separate reports for MHDC area	2007 as part of evidence base SWJCS preparation, in accordance with PPS6
Malvern Urban Greenspace Study 2000 Green Infrastructure for Growth Areas- WWT 2007	
Malvern Hills District Open Space Study 2007 South Worcestershire Public Open Space Alignment Study –May 2007	
Sustainability Appraisal; <u>For SWJCS Issues &amp; Options and Preferred Option stages 2007 and 2008</u>	Sustainability Framework set out in Government guidance to be applied to all LDDs. Ongoing work on the production of a joint SA framework.
<b>Other Key Documents</b>	
Regional Spatial Strategy 2004 – West Midlands Regional Assembly	Phase 2 Dec 2007 Pref options; Phase 3 Spring 2007 onwards
Worcestershire County Structure Plan – Adopted June 2001 Worcestershire County Council (WCC)	No review allowed under legislation. Worcestershire County Council has reviewed ‘saved policies’
Local Transport Plan 2– WCC	
Malvern Hills Bus and Information Strategy (WCC)	On-going monitoring: no planned review.
Strategic Transportation Action Plan WCC	
County Cycle Strategy WCC	On-going monitoring: to be reviewed regularly though no dates specified.
Sustainable Community Strategy – 2006-2021-MHDC	
Housing Strategy – MHDC	Annually

Economic Development Strategy – MHDC	Strategy runs to 2010.
Social Inclusion Policy 2004 – MHDC	
Village Facilities Survey and Public Transport Study– MHDC	2007 and 2008. Reviewed as part of the SWJCS
Malvern Hills District Town Centre Survey 2004 – MHDC	See S.WorcsTown centres and Retail Study
Great Malvern Town Centre Strategy – MHDC 2004	
Malvern Transport Study for SWJCS	<u>Currently ongoing</u>
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	Nov-Dec 2007 as part of the Core Strategy
Census information (2001)	2011
Regional Economic Strategy	June 2008
Regional Housing Strategy	Review completed June 2005
Regional Sports Strategy	Strategy runs until 2008
Regional Transport Priorities/Delivery Plan	
Strategic Flood Risk Assessment and Water Cycle	2008 /2009 as part of evidence base for SWJCS

## 8. Project Management and Risk Assessment

### Staff Resources

8.1 The preparation of the LDF will dominate the work programme of the Development Plans Team over the next three years. The following in house resources will be made available for the preparation of LDDs:

- |  |     |
|--|-----|
| ➤ Head of Planning Services;                                 | 20% |
| ➤ Development Plans and Conservation Manager* <sup>2</sup> ; | 50% |
| ➤ 1 full-time equivalent Senior Planner;                     | 90% |
| ➤ 1 full-time Assistant Planner                              | 90% |
| ➤ 1 Planner;* <sup>1</sup>                                   | 90% |
| ➤ 1 Planning Technician* <sup>2</sup>                        | 80% |
| ➤ 1 Technical Assistant                                      | 30% |

**4.5 FTE**

\*<sup>1</sup> – This post is currently filled on a consultancy basis for 3 days per week

\*<sup>2</sup> – Subject to recruitment.

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

- influencing and commenting on Plans, strategies and guidance published by the region, other local authorities and organisations that have implications for the district or sub region;
- influencing and commenting on Plans and Strategies produced by other Council Sections and partner organisations, particularly the Sustainable Community 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 development control in appeals and pre-application discussions;
- supporting the work of the Councillors through advice giving, Member training, Committee reports and attendance at meetings;
- performance management and service delivery – includes performance monitoring and team management to inform the Council Plan, Management Plan and Comprehensive Performance Assessment;
- Corporate and professional training.

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 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

8.5 The South Worcestershire Authorities have agreed to combine existing budgets allocated to the production of separate Core Strategies (see Appendix 3).

8.6 The main financial costs relate to:

- Consultant costs – the use of consultants will be required to progress key areas of work together with information gathering exercises due to lack of in-house resources;
- Evidence Gathering to support LDDs - this has included: local housing needs assessments, the production of an Open Space Study, Employment

Land Review and Town Centre and Retail Assessment; Gypsy and Travellers assessment. Other evidence for Green infrastructure, and Strategic Flood Risk Assessment is ongoing.

- 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 and Counsel for each DPD to consider representations; and
- Production and printing costs involved in preparing documents and making available on-line.

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

### Management Responsibilities

8.8 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;
- Joint working arrangements for the preparation of the joint Core Strategy have been agreed (see Appendix 3).
- Responsibility for the LDS rests with the Head of Planning and Housing Services in consultation with the Council's Planning and Sustainability Portfolio Holder (elected member), and in consultation with the two other South Worcestershire Authorities;
- Progress with the LDS and significant issues arising from its implementation will be subject to the Council's Performance Management Framework and associated budget monitoring procedures;
- 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 DPP documents for publication;

### Risk Assessment

8.9 The following risks have been identified

Risk	Action
Timescales proposed	<ul style="list-style-type: none"> <li>• the timescale has been developed on the basis that the key priority is the production of the South Worcestershire Joint Core Strategy;</li> <li>• 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;</li> <li>• the level of representations received on the Local Development Documents will impact on the timescales including examination and</li> </ul>

	<p>Inspector's reporting time;</p> <ul style="list-style-type: none"> <li>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). Performance will also be monitored through the Council's Performance Management Framework.</li> </ul> <p><b>Risk Level – High</b></p>
<p>Inadequate Financial Resources</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 evidence gathering, Plan production, consultation, funding of the Examination 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 (see para. 8.8). Budget requirements have been reviewed in the light of additional evidence gathering required to support the South Worcestershire Joint Core Strategy and the ability to share resources.</p> <p>Failure to deliver agreed tasks will impact on:</p> <ul style="list-style-type: none"> <li>PSA6 target;</li> <li>BVPI targets;</li> <li>Housing and Planning Delivery Grant. There is additional uncertainty over future levels of HPDG which increases the importance of an approved budget programme to address any shortfall in funding to deliver the agreed LDS outcomes. Programme management based on an assessment of financial resources is an LDS requirement.</li> <li>Service Level Agreement between Council and The Planning Inspectorate</li> </ul> <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>Performance will also be monitored through the District Council's Performance Management Framework.</p> <p>An internal audit review has been undertaken in relation to the Core Strategy and the recommendations are being implemented.</p>

	<p><b>Risk Level – Medium</b></p> <ul style="list-style-type: none"> <li>• all Development Plan Team Members will be involved in the Malvern Hills LDF. Any staff losses will impact on the LDF programme due to recruitment and training time;</li> <li>• corporate monitoring systems will be required and additional staff time will need to be allocated to feed into the Annual Monitoring Report;</li> <li>• the RSS partial review process and Parish Plans represent unknown commitments. The LDS may require amendment and additional resourcing with potential adjustment of other projects within the work programme;</li> <li>• if the Council cannot recruit a Development Plans and Conservation Manager this will impact on the deliverability of the LDF;</li> <li>• if the level of support from development control is reduced this will impact on the deliverability of other aspects of the LDF.</li> </ul> <p><b>Risk Level – Medium</b></p>
Staff Resources	
Political Support	<ul style="list-style-type: none"> <li>• involvement of the Planning and Sustainability Portfolio holder;</li> <li>• all Members receive a copy of the LDS;</li> <li>• early involvement of the Planning Committee to agree actions and process;</li> <li>• regular updates on progress and workshops to consider preparation of documents.</li> <li>• Ongoing commitment of members to the South Worcestershire Joint Advisory panel</li> </ul> <p><b>Risk Level – Low</b></p>
Soundness of the DPD	<ul style="list-style-type: none"> <li>• 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;</li> <li>• 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;</li> <li>• we will address staff training to ensure that staff have the necessary skills, expertise and knowledge to implement the requirements of the new planning system and support the soundness of the Plan when tested at Inquiry;</li> <li>• we will ensure that wide spread consultation is undertaken with the community and stakeholders in line with the Statement of Community Involvement.</li> </ul> <p><b>Risk Level – Low</b></p>
Capacity of Outside Agencies	<ul style="list-style-type: none"> <li>• a number of agencies are outside the control of the Council. We will seek to minimise risk by requesting early involvement of these agencies and through the publication of the LDS;</li> <li>• the capacity of the Planning Inspectorate to deal</li> </ul>

	<p>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> <p><b>Risk Level – High</b></p>
Joint Working	<ul style="list-style-type: none"> <li>• good practice will be shared at the County and District Policy Officers Group;</li> <li>• consideration has been given to the production of joint DPDs with Worcester City Council and Wychavon District Council to progress areas of joint concern or sub-regional importance.</li> <li>• Opportunities for joint working to inform the evidence base have also been pursued particularly relating to Housing Market Assessments; Employment Land Review; The Strategic Housing Land Availability Assessment; Town centre and Retail study; The Strategic Flood Risk assessment</li> <li>• the establishment of improved links between the Community Strategy Team and Development Plans Team;</li> <li>• the RPB Development Plan Conformity Protocol is aimed at securing conformity between the RSS and the LDD at the earliest stage.</li> </ul> <p><b>Risk Level – Low</b></p>

## **9. Monitoring and Review**

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

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

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

Progress against our targets will also need to be reflected in other District Council Plans. These include the Sustainable 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.

9.3 Our performance will therefore, be monitored against Best Value Performance Targets.



## Appendix 1 - Profiles

<b>South Worcestershire Joint Core Strategy Profile</b>	
Role and subject	The <b>South Worcestershire Joint</b> Core Strategy will set out the vision, objectives and spatial strategy including the numbers of dwellings required for Malvern Hills District up to 2026 (and possibly beyond). This is a joint core strategy involving collaborative work between Malvern Hills District, Worcester City and Wychavon District Councils It will include a key diagram to show the broad locations ( and strategic sites) of land use proposals, key transportation elements and relationships with other strategies and with other local authority areas.
Geographic coverage	Malvern Hills District, Worcester City and Wychavon District Council Areas
Status (e.g. DPD, SPD)	DPD
Chain of conformity.	In general conformity with the RSS and saved Worcestershire County Structure Plan policies. The South Worcestershire Joint Core Strategy will be influenced by the Council's visions, values and objectives set out in the Sustainable Community Strategy and other relevant strategies.
<i>Timetable (Key Milestones shown in italics.)</i>	
Pre-production/survey phase	January – July 2007
Preparation of issues/options & initial SA & public consultation (Regulation 25)	July – December 2007
Public participation on Preferred Options Report and formal SA (Reg 26)	September– October 2008
Consideration of representations/discussions with community/stakeholders	December- March2009
Preparation of submission DPD and any amendments to sustainability appraisal report	March-2009- November 2009
Public consultation on submission (Pre-submission consultation)	December-January 2009/2010
<i>Submission of DPD and SA to SofS</i>	<i>April 2010</i>
Pre-examination meeting	June 2010
Examination period	August-September 2010
Receipt of Inspector's binding report	December 2010
<i>Adoption and Publication and revised Proposals Map</i>	<i>February 2011</i>
Arrangements for Production	
Lead organization/ department	Malvern Hills District Council Planning Services Development Plans and Conservation Section Worcester City Council Urban Environment Section Wychavon District Council / Policy Plans
Management arrangements	Joint Advisory Panel makes recommendations to respective Committees. 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	<p>To be produced internally by the Development Plans teams, Malvern Hills, Development Plans team, Worcester City and Policy Plans team Wychavon District, and will include the following resources:</p> <ul style="list-style-type: none"> <li>• Admin and GIS support;</li> <li>• Stakeholder involvement/consultation costs;</li> <li>• Cost of production/printing/delivery;</li> <li>• Examination costs – Inspector/programme officer, legal support, and admin. Extra costs may be required depending on the level and nature of the representations made;</li> <li>• Consultant costs for updating housing needs assessment, employment land review, retail assessment, open space study and validation of SA/SEA work.</li> </ul>
Community and Stakeholder Involvement	<p>Wide stakeholder and community involvement using a range of consultation methods described in the SCI. Methods used will be supportive of the Council's Communication and Consultation Policy and Strategy. The involvement of The Malvern Hills Partnership will assist in coordinating consultation processes and identifying work priorities/actions.</p>
Review procedures	<p>Monitored on an annual basis and subject to review if monitoring highlights a need.</p>

<b>Site Allocations Profile</b>	
Role and subject	Identifies the site specific allocations and policy designations that will provide for the development needs of Malvern Hills District up to 2026 (and possibly beyond). The content dependent upon whether strategic allocations are made in the Joint Core Strategy
Geographic coverage	District wide Or South Worcestershire wide depending on decisions about joint or separate DPD's
Status (e.g. DPD, SPD)	DPD
Chain of conformity.	In general conformity with the RSS and the Core Strategy.
<u>Timetable (Key Milestones shown in italics.)</u>	
Pre-production/survey phase	January – March 2009
Preparation of issues/options & initial SA & public consultation (Reg. 25)	April 2009- January 2010
Public participation on Preferred Options Report and formal SA (Reg. 26)	February- September 2010*
Consideration of representations/discussions with community/stakeholders in preparation of submission DPD and any amendments to SA report	October 2010-March 2011*
Public consultation on submission and SA report	April- May 2011
<i>Submission of DPD and SA to SofS</i>	<i>August 2011*</i>
Pre-examination meeting	October 2011*
Examination period	December 2011-January 2012*
Receipt of Inspector's binding report	April 2012*
<i>Adoption and Publication and revised Proposals Map</i>	<i>June 2012*</i>
*Indicative timetable, subject to issues raised through the RSS and Core Strategy process and the need to prepare joint or separate DPD with Worcester City and Wychavon District Councils. Start date subject to level and nature of objection to Core Strategy and hence the resource implications for the Examination. Examination timetabling may depend on whether joint or separate site allocations DPDs undertaken. The start date and length of time for the Examinations and reporting will depend on various factors including the number of representations received, the length of the hearings and the resources PINS has available.	
<b>Arrangements for Production</b>	
Lead organisation/department	MHDC Planning Services Development Plans and Conservation Section, working jointly with Worcester City Council and Wychavon District Councils
Management arrangements	Involvement of the Planning and Sustainability Portfolio Holder at key stages. Council to consider options, and proposals and review evidence, refer to Joint Advisory panel, who will then report back to Council.
Resources/Evidence required	To be produced internally by the Development Plans Team, working jointly with other South Worcestershire Authorities and will include the following resources: <ul style="list-style-type: none"> <li>• Admin and GIS support;</li> <li>• Stakeholder involvement/consultation costs;</li> <li>• Cost of production/printing/delivery;</li> <li>• Examination costs – Inspector/programme officer, legal support, and admin. Extra costs may be required depending on the level and nature of the representations made;</li> </ul>

	<ul style="list-style-type: none"> <li>• Consultant costs for updating housing needs assessment, historic environment/ green infrastructure study, retail assessment and validation of SA/SEA work, if necessary.</li> <li>• Proposals Map production, costs shared with Development Control Policy DPD if produced simultaneously.</li> </ul>
Community and Stakeholder Involvement	Wide stakeholder and community involvement using a range of consultation methods described in the SCI.
Review procedures	Monitored on an annual basis through the Annual Monitoring Report and reviewed as necessary.

## **Appendix 2 - South Worcestershire Joint Core Strategy – LDS Appendix**

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

### **1. Introduction.**

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

### **2. Outline of Joint Worcestershire Working**

- 2.1 It has been recognised that significant growth associated with the City's sub-regional role will require cross boundary development into the districts of Malvern Hills and Wychavon. Thus the three district councils together with Worcestershire County Council have been working closely together on an informal basis to address the implications of Worcester City's sub-regional role and how an agreed vision for the City can be brought forward.
- 2.2 In order to develop comprehensive and consistent proposals for future growth of the City, it will be necessary for the four authorities to continue to work collaboratively. Worcester City Council, Wychavon District Council and Malvern Hills District Councils have agreed to prepare a joint Core Strategy Development Plan Document (DPD) for South Worcestershire under the provisions of Section 28 of the Planning and Compulsory Purchase Act 2004.
- 2.3 Under the provisions of Section 28 it will be necessary for each of the local planning authorities responsible for plan preparation to individually consider and approve any

joint development plan documents in order for them to proceed through the statutory process.

### 3. Staff Resources

- 3.1 The overall staff resources required to deliver Malvern Hills District Council, Worcester City Council and Wychavon District Council Local Development Frameworks (LDF) are incorporated within the relevant authorities Local Development Schemes (LDS).
- 3.2 The production of the South Worcestershire Joint Core Strategy and the associated Development Plan Documents (DPDs) will dominate the work of the section up to 2011. This section therefore, deals specifically with the resource requirements identified to meet the project timetable for the Core Strategy.
- 3.3 Each authority has undertaken a review of its existing programme of work in order to provide maximum support for the production of the Joint Core Strategy. In some instances this has led to decisions to delete areas of work currently not started within the LDSs to ensure necessary staff capacity. In other areas the size of the team and ongoing work priorities to complete existing projects has determined the level of resources available.
- 3.4 Throughout the production of the Joint Core Strategy, resource requirements will be kept under review and where necessary resources have been allocated or will be allocated to buy in expert help where capacity or skill bases are not available within the three authorities (see Financial Support).
- 3.5 The total full-time equivalent staff resources available for the Joint Core Strategy is:

<b>Staff Resource</b>	<b>% Full-time Equivalent.</b>
<i>Malvern Hills District Council</i>	
Head of Planning and Housing Services	20
Development Plans and Conservation Manager**	50
1 Full-time Senior Planner	90
1 Full-time Planning Assistant	90
***Planner	90
Planning Technician (Monitoring/graphic support)**	80
Technical assistant / Admin Support	30
<i>Worcester City Council</i>	
Planning Manager	20
Senior Planner Policy	85
Policy officer	80
Policy officer	60
Monitoring Officer	20
Student Planner	40
Multimedia Support Officer	80
Assistant GIS/Graphics Officer	40
Policy Support Clerk	30
<i>Wychavon District Council</i>	
Head of Planning Services	20
Policy Plans Manager	90
Senior Planning Officer	50
2 Part-time Senior Planning Officers	25
3 Graduate Planning Officers	75
2 Planning Technicians	50
Admin Support	10

**Notes:**

\*\* The following posts are subject to recruitment. Any delays in securing staff resources or the loss of other staff resources currently allocated to the project will impact on the project delivery.

\*\*\* This post is currently filled part-time on a consultancy basis.

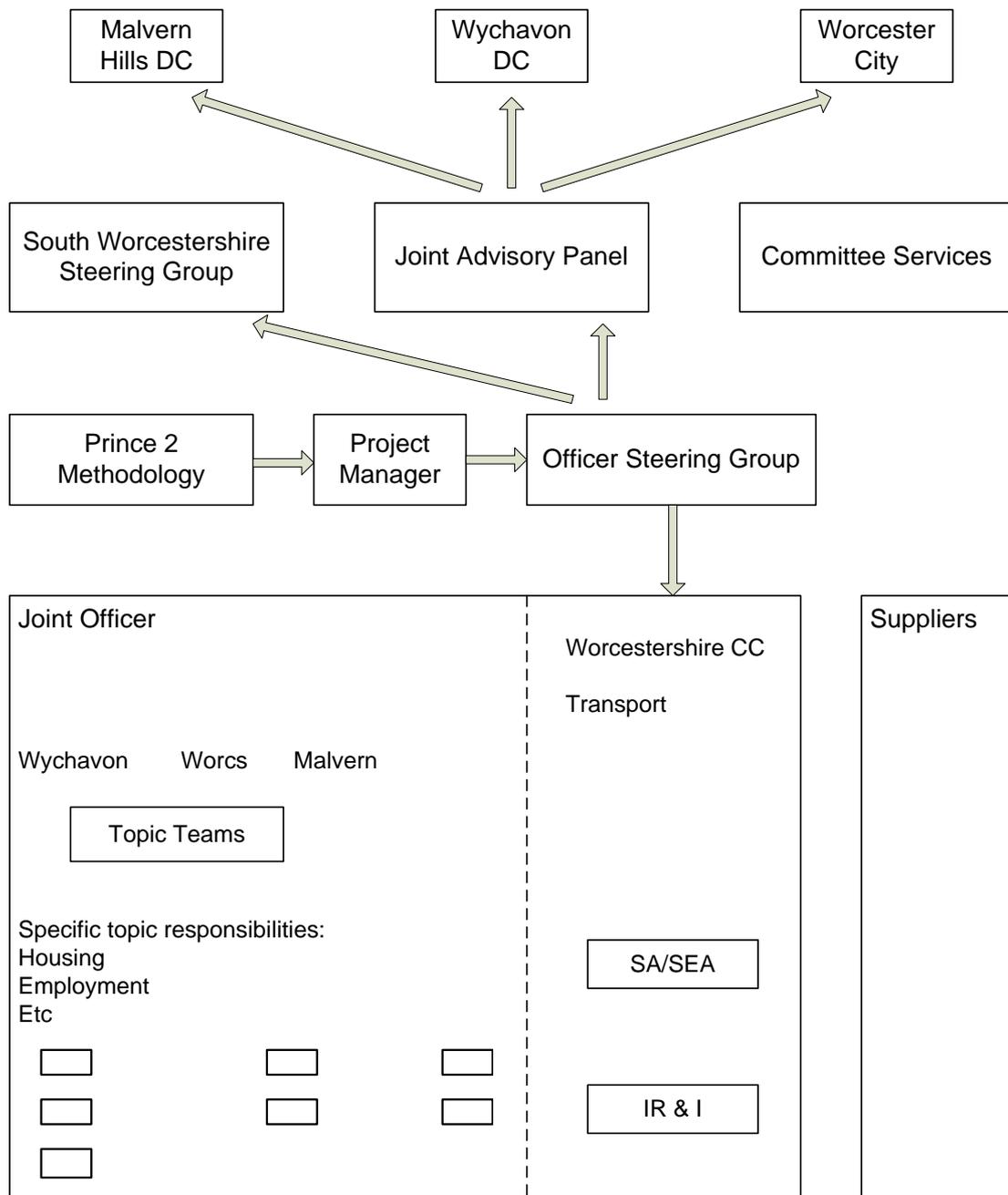
- 3.6 Staff at Worcestershire County Council are also contributing expertise and resources to the Joint Core Strategy, for example through transportation and green infrastructure advice and work through the New Growth point programme.

**Financial Resources**

- 3.7 The South Worcestershire Authorities have agreed to combine existing budgets previously allocated to the production of separate Core Strategies. The decision to proceed with the Joint Core Strategy has enabled economics of scale to be achieved, in particular when commissioning evidence and sharing administrative and GIS support. However, to enable the evidence gathering to reflect the South Worcestershire focus, additional resources will be required to update existing research already undertaken.
- 3.8 The main areas which require financial resources include:
- evidence gathering as outlined within the LDS;
  - consultant support;
  - consultation costs (Statutory (Issues and Options/Preferred Options/Submission) and Non-statutory which includes the awareness raising exercise);
  - document production; and
  - Examination costs including Counsel, Inspector costs).
- 3.9 The Project Initiation Document provides details of the financial arrangements and how the resources are to be brought forward to ensure that contributions are equitable and available at the relevant times in the programme.

#### 4. Management Responsibilities

4.1 The following management structure was been agreed to support the production of the Joint Core Strategy:



4.2 **The Joint Advisory Panel** has been established in order to implement the South Worcestershire Joint Core Strategy under the provisions of Section 28 of the Planning and Compulsory Purchase Act 2004. It comprises 9 district councillors, with 3 district councillors nominated by each of the Councils for Malvern Hills, Wychavon and Worcester City councils. It has no executive/decision making powers in respect of any of the planning or other functions of the South Worcestershire Authorities and does not represent a formally constituted Joint Committee.

4.3 The purpose of the Joint Advisory Panel is to:

- a) consider reports and examine issues related to the production of the Joint Core Strategy (Development Plan Document) for South Worcestershire and to make

recommendations to the Councils for Malvern Hills and Wychavon Districts and Worcester City regarding the content and development of the Joint Core Strategy;

- b) make recommendations to the above Councils regarding the content of the Local Development Schemes covering South Worcestershire and the timetabling of key Development Plan Documents;
- c) make recommendations to the above Councils regarding future plan making and development control arrangements associated with the implementation of the Local Development Schemes for South Worcestershire and the proposed Joint Core Strategy.

4.4 **The South Worcestershire Steering** Group comprises the Chief Executives from the South Worcestershire Authorities together with members from the Officer Steering Group. This group will intervene if and when required to resolve any potential conflicts emerging from the Joint Advisory Panel and to ensure that timetable deadlines are being met.

4.5 **The Officer Steering** Group comprises officers from each of the South Worcestershire Authorities who under the management of the Project Manager ensure that the project is delivered to an agreed timetable and co-ordinate the work of the specific project teams. Initially the project teams will be based around the main areas of evidence gathering which include:

- Town centre, retail and leisure;
- employment land review/housing land availability assessment/village settlement hierarchy;
- environmental constraints study/open space/green infrastructure;
- transport
- consultation and communications;
- community plan and LDF visioning group;
- master planning.

4.6 The Joint Core Strategy will require a sustainability appraisal report to test the different stages of the project in terms of social, economic and environmental sustainability. Worcestershire County Council in conjunction with the District Councils is developing a joint sustainability appraisal framework and this together with the Regional Sustainability Development Framework produced by the West Midlands Regional Assembly will guide the sustainability process.

#### **Project Management/Risk Assessment**

4.7 A Project Initiation Document has been produced by the Project Manager.



## **Glossary**

### **Annual Monitoring Report (AMR)**

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

### **Development Plan Document (DPD)**

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

- Core Strategy;
- Site Specific allocations of land;
- Proposals Maps (with Inset Maps).

### **Examination**

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

### **Local Development Framework (LDF)**

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

### **Local Development Document (LDD)**

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

### **Local Development Scheme (LDS)**

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

### **Performance Management Framework**

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

### **Planning Policy Statement (PPS)**

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

### **Regional Spatial Strategy (RSS)**

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

### **Sustainability Appraisal (SA)**

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

### **Statement of Community Involvement (SCI)**

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

**Strategic Environmental Assessment (SEA)**

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