

Delivering the New Planning System

Malvern Hills District Council
Local Development Scheme
February 2007



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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. Malvern Hills District Council welcomes the new system of Local Development Frameworks (LDF) 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.

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

We are currently engaged in the Regional Spatial Strategy partial review process and with our adjoining local authority partners, Wychavon District Council and Worcester City Council have agreed to work on a South Worcestershire Joint Core Strategy. This is an ambitious project but will benefit each authority in having a co-ordinated and consistent cross boundary planning framework for South Worcestershire.

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



Cllr John Raine
Planning and Sustainability Portfolio Holder

1. Introduction

- 1.1 This document is a full revision of the Council's current Local Development Scheme (LDS), which became effective in October 2006. The LDS was approved by Full Council on 6 March 2007 and became effective on 21st June 2007. This document replaces all previous versions of the LDS for Malvern Hill District and covers the period 2007-2010.
- 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.
- 1.4 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 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.
- 1.5 It is considered that the LDS is critical to successful programme management.
- 1.6 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 stakeholders to progress individual documents.
- 1.7 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

- 1.8 Section 1 outlines the purpose of the LDS and a guide to using the document.
- 1.9 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 41 of this document to assist in your understanding of the document.
- 1.10 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.
- 1.11 Sections 4 – 8 outline in detail the LDS timetable we will follow for the period 2007 – 2010 and how this programme of work will be managed.
- 1.12 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.

1.13 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.

1.14 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

1.15 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 Development Frameworks ODPM 2004
- 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 (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
- Policies for Spatial Plans: A Guide to Writing Policy Content of LDFs – Planning Officers Society 2005
- West Midlands Spatial Strategy Phase 2 Revision – Draft Project Plan 2005.
- Minerals and Waste Development Scheme (2005-2008) Worcestershire County Council
- The Council Plan;
- The Malvern Hills Community Plan (Revised Consultation Draft).

1.16 Guidance has been circulated to our Town and Parish Councils on the changes to the Planning system.

2. Relationship of the LDF to Existing Planning Documents

- 2.1 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 Communities and Local Government Minister's website www.communities.gov.uk.
- 2.2 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 (RSS)** and is undergoing review in parts to extend it to 2026. 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.
- 2.3 A partial review of the RSS commenced in November 2005, which amongst many issues will address the future location and scale of local needs for housing and employment development. The Spatial Options Phase II Consultation commenced 8 January 2007 and is open for a period of 8 weeks until 5 March 2007, this will then be followed by the Development of Preferred Option Consultation in March 2007 and a Submission in late 2007. Following an Examination in Public mid 2008 the Phase II changes are scheduled for completion in Early 2009. Phase III programmed for consultation Spring 2007, will look at critical rural services, provision for gypsies and travellers, recreational provision and quality of the environment.
- 2.4 The **Worcestershire County Structure Plan (WCSP)** was adopted in June 2001. Transitional arrangements have been put in place which allow it to retain its development plan status and for most of its policies to be 'saved'. A County Waste Development Plan is currently in preparation, it will replace the current Waste Plan and is being prepared by Worcestershire County Council.
- 2.5 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** was adopted in July 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.
- 2.6 Worcester City's Local Plan was adopted 8 October 2004 and Wychavon Local Plan was adopted 23 June 2006. Both these authorities have also reviewed their policies in line with Government guidance and the policies proposed to be saved are also included in their respective LDDs
- 2.7 **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 replaces it. We currently have 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 (CSP) – Adopted Plan June 2001. The adopted North Site Brief and an associated affordable housing brief are linked to saved CSP Policies D4, D5, D13 and D19. Worcestershire County Council has produced SPG on Section 106 Planning Obligations Education Facilities (April 2003). The Education SPG is linked to saved CSP Policy IMP1. The LDS timetable outlines the programme for the production of Affordable Housing SPD and Education SPD which on adoption will supersede the relevant SPGs.

3 The Context for the Malvern Hills District

- 3.1 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 edge 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.
- 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. This approach is instead of producing three separate district Core Strategies as previously outlined in the respective authorities LDS documents.
- 3.3 Our Community Strategy is the overarching strategy into which all other plans and strategies will have to fit. This document sets out a vision and objectives based on public consultation for the district. The Community Strategy is currently being reviewed and it is planned to launch the document in April 2007. Developing links between the LDF and the Community Plan is important as the LDF can provide the delivery mechanism for the spatial elements of the Strategy.
- 3.4 In the light of the South Worcestershire 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 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 Biodiversity Action Plan, and the Community Strategies outlined above 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.
- 3.6 The Local Development Scheme has also been subject to monitoring and review in the Annual Monitoring Report (AMR) 2006. This review has highlighted a need to reprioritise document preparation 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 2. Further details are contained at Appendix 3 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, robust evidence gathering and the cross boundary issues (see section 8);
 - Joint Community Consultation as part of the joint South Worcestershire partnership;
 - Development of links with community plan (see section 9).

4. What we have achieved

- 4.1 The Annual Monitoring Report (2006) reviewed whether we had met the targets and milestones set out in the LDS (2006) 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 2005/06 and, where relevant, of related revisions to the LDS.

| LDS Priorities | Achievements 2006 | Revisions to LDS timetable |
|--|--|--|
| The adoption of the Local Plan Review . | Adopted to timetable – July 2006 | As an adopted document, the Local Plan is now deleted from the 2007 – 2010 LDS. |
| Production of re-use of rural buildings . | This was adopted to timetable on 15 July 2006. | As an adopted document, this SPD is now deleted from the 2007 – 2010 LDS. |
| Pre-production/survey and evidence gathering for the Core Strategy | Originally timetabled to commence in July 2006 with the aim of starting production of an Issues and option paper Jan 2007. Work commenced on scoping the pre-production/survey phase in July 2006. However, due to the implications of the South Worcestershire approach, the evidence gathering has been re-scoped for Jan – June 2007. | The 2007 – 2010 LDS has been revised to reflect a programme for the delivery of a joint South Worcestershire Core Strategy. See revised profiles – Appendix 2. |
| Allocations DPD | No milestones Identified for 2005/2006. However the revision to the LDS timetable places the first task (evidence gathering) to commence in August 2008. | The 2007 – 2010 LDS has been revised to correspond with the revisions to the Core Strategy timetable. No agreement has yet been reached regarding whether this should be prepared jointly with Worcester City Council and Wychavon District Council or prepare three separate documents for the (yet to be defined) Worcester area, and the remaining portions of Malvern Hills area (Wychavon will prepare separate site allocations DPD for their area). This decision will be made through the Core Strategy process– see Appendix 2. |
| Development Control Policies DPD | No milestones Identified for 2005/2006. However the revision to the LDS timetable places the first task (evidence gathering) to commence in August 2008. | The 2007 – 2010 LDS has been revised to reflect a programme for the delivery of a joint development control policies DPD – see Appendix 2. |

| | | |
|--|---|---|
| Developer Contributions and Planning Obligations SPD | All targets with regard to this project have been achieved in accordance with the LDS Dec 2005 and Oct 2006. The SPD was adopted by Planning Committee on 5 December 2006. | As an adopted document, this SPD has been deleted from the 2007 – 2010 LDS. |
| Public Open Space SPD | Delays were incurred at the evidence gathering stage and the open space audit. This has necessitated a revised timetable. | The LDS 2007 – 2010 outlines a revised adoption date of November 2007 |
| Education SPD | This document has met its preparation of draft SPD and SA milestone target. | |
| Affordable Housing SPD | This project has been retimed due to delays in finalising evidence gathering from the South Worcestershire Housing Market Assessment | The LDS 2007 – 2010 outlines a revised adoption date of February 2008 |

4.2 The following revisions are outlined for the LDS 2007 – 2010:

- The timetable for the **Core Strategy** and **Proposals Map DPD** and subsequent stages were revised to reflect revisions to the RSS published timetable, (West Midlands Regional Spatial Strategy Phase Two Revision Project Plan) and the joint South Worcestershire working partnership with Worcester City and Wychavon District Councils. The net result of this is that the adoption of our joint South Worcestershire Core Strategy will be in March 2010 (as opposed to June 2009).
- **Site Allocations DPD**, revised timetable to reflect the joint working on the South Worcestershire Core Strategy.
- **Development Control Policies DPD**, revised timetable to reflect the joint working on the South Worcestershire Core Strategy.
- 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 (*see table above*).
- Minor adjustment to the **Affordable Housing SPD** Consultation Milestone was made to reflect an extended evidence gathering and document preparation phase and clearer reflection of the 6 week consultation period, scheduled for September-November 2007 (previously November-December 2006). The Adoption date for the SPD in February 2008 (previously April 2007).

4.3 Following a review of the resources required to undertake the joint South Worcestershire Core Strategy, it is proposed to delete the Trees and Development SPD from the LDS. This project will be kept under review in the light of available resources and Council priorities.

4.4 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 (Adopted December 2006);
- Home Extensions (Adopted August 2006);
- Re-use of Rural Buildings (Adopted June 2006);
- North Site Development Brief (Adopted August 2004);
- North Site Affordable Housing Brief (Adopted September 2006);
- Statement of Community Involvement (Adopted 2006).

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

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

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

- **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 (see Appendix 3). 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.
- **Proposals Map and Inset Maps DPD:** 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.
- **Site Allocations DPD:** This will deal with development post 2011 and conform with the joint Core Strategy, scheduled to be started in August 2008. The DPD may be prepared jointly or with Worcester City and Wychavon Councils or three separate DPDs for the South Worcestershire area, Malvern Hills, Worcester City and Wychavon. This will be monitored through the Annual Monitoring Report which will include possible timetable adjustments in future LDSs to reflect policy changes.
- **Joint Generic Development Control DPD:** 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 this joint DPD, which is also scheduled to be started in August 2008.

5.3 One of the requirements of the new planning system is the emphasis on community involvement. 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.

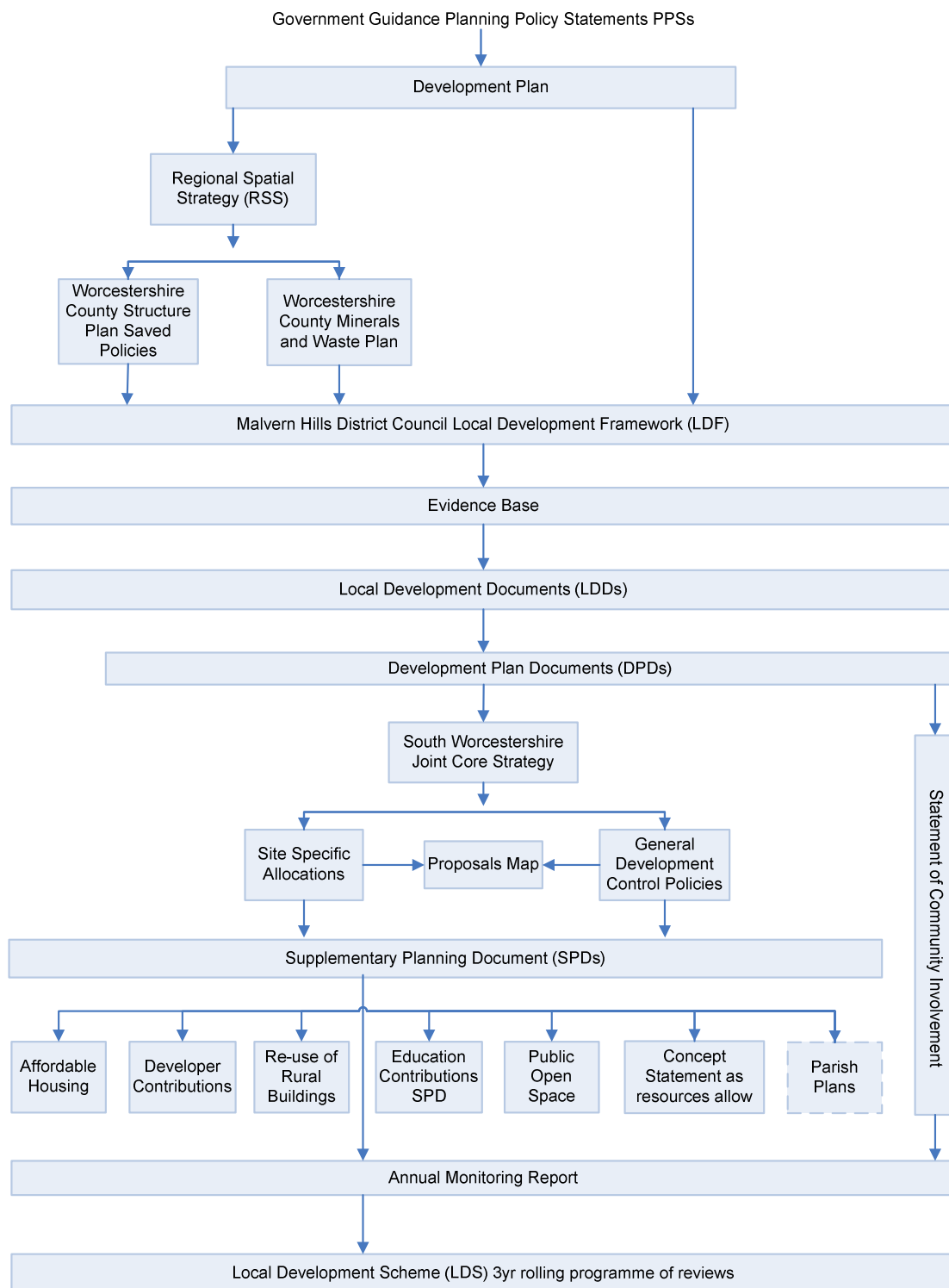
5.4 Non Development Documents known, as **Supplementary Planning Documents (SPDs)** will replace Supplementary Planning Guidance (SPG). These documents will cover a wide range of policy and site specific issues to support policies and proposals outlined in DPDs. SPDs will not be subject to independent inquiry but will require a sustainability appraisal and to be in conformity with the Statement of Community Involvement, Core Strategy and Regional Spatial Strategy.

5.5 We will produce the following SPDs in this three year programme:

- 1) Public Open Space (Adopt November 2007);
- 2) Affordable Housing (Adopt February 2008);
- 3) Education Contributions SPD (Adopt May 2007).

- 5.6 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.
- 5.7 The District Council can adopt **Parish Plans** as SPDs where the land use elements of these Plans conforms with Development Plan 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.
- 5.8 We will consider the production of Concept Statements or Development Briefs for allocated sites outlined within the Malvern Hills District Local Plan – Adopted July 2006 as and when resources allow. Priorities are likely to include QinetiQ, Peachfield Road, Edith Walk and Three Counties Showground. A programme of Conservation Area appraisal and review commenced in 2006.
- 5.9 All DPDs and SPDs 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 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.
- 5.10 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:
- commencement of preparation process of a development plan document (Note: not key milestone for SPDs)
 - public participation on preferred options;
 - submission of DPDs;
 - pre-examination meeting
 - commencement of the examination; and
 - adoption of the DPD.
- 6.2 Figure 3 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

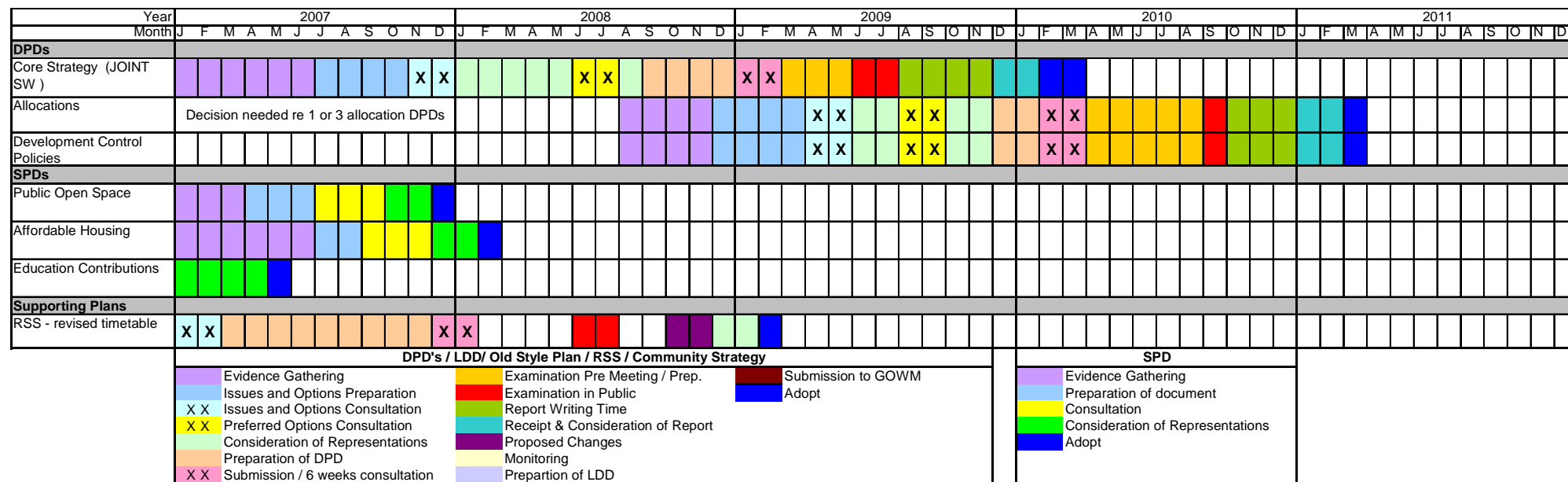
Figure 2 - SCHEDULE OF CONTENTS FOR THE LDS (Summary of Key Milestones outlined in the Profiles at Appendix2)

| Document Title | Status | Description | Chain of Conformity | Commence prep. of DPD (not Key Milestone for SCI or SPDs) | Public Participation on preferred options DPD - Reg 26, SPD Reg 17 & SA report | Submission to the SofS | Pre-Exam Meeting | 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 | General conformity with the RSS, PPSs and Saved Structure Plan Policies. All LDDs must conform to the Core Strategy. | Jan 2007 | June/July 2008 | April 2008 | Mar-May 2009 | June-July 2009 | Mar 2010 |
| Site Allocations (incl. Proposals Map DPD) | DPD | Identifies site specific allocations. | General conformity with the RSS and Core Strategy. | Aug 2008* ¹ | Aug-Sept 2009* ¹ | Feb 2010* ¹ | July 2010* ¹ | Sept 2010* ¹ | Mar 2011* ¹ |
| Development Control Policies | DPD | Provides framework for development control decisions. | General conformity with the RSS and Core Strategy. | Aug 2008* ¹ | Aug-Sept 2009* ¹ | Feb 2010* ¹ | July 2010* ¹ | Sept 2010* ¹ | Mar 2011* ¹ |
| Public Open Space | SPD | Guidance on the mechanisms for delivering open space, sports and recreation facilities. | General conformity with RSS and Saved MHDLP Policy CN12 | -- | May-July 2007 | N/A | N/A | N/A | Nov 2007 |
| Affordable Housing | SPD | Provides guidance on the implementation of our affordable housing policies. | General conformity with RSS and Saved MHDLP Policy CN2 | - | Sept-Nov 2007 | N/A | N/A | N/A | Feb 2008 |
| Education Contributions | SPD | Provides guidance on developer contributions towards education facilities | General conformity with RSS and Saved MHDLP Policy DS18 | | Nov- Dec 2006 | N/A | N/A | N/A | May2007 |
| Renewable Energy | SPD | Guidance on renewable energy requirements as part of planning proposals | General conformity with RSS and Core Strategy | - | | N/A | N/A | N/A | |

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

*¹ – Indicative timetable, subject to issues raised through the RSS and Core Strategy process. Start date subject to level and nature of objection to Core Strategy and hence resource implications for the Examination.

Figure 3 - Local Development Scheme Timetable (2007 to 2010) - Revised



1* Evidence gathering for the joint Core Strategy involves commitment and resourcing of several projects, detailed in Section 7 of the LDS

2* The RSS timeperiods are indicative only, being estimated from the revisions to the RPB's Project Plan (November 2005)

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 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 | Annually |
| Housing Needs Assessment July 2004 | Biennially |
| Urban Capacity Study 2004 | As part of evidence base for South Worcestershire Joint Core Strategy Housing Land Availability Assessment 2007. |
| Employment Land Availability Study | Annually |
| Employment Land Review | 2007 as part of evidence base for South Worcestershire Joint Core Strategy. |
| Retail and Leisure Study | 2007 as part of evidence base for South Worcestershire joint Core Strategy preparation, in accordance with PPS6 |
| Malvern Urban Greenspace Study 2000 | To be determined |
| Open Space in Malvern Dec 2003 | 2007 to be updated in accordance with PPS17, as part of the Public Open Space SPD. |
| Open Space in Tenbury and Upton 2003 | |
| Sustainability Appraisal | Sustainability Framework set out in Government guidance to be applied to all LDDs Ongoing work on the production of a joint SA framework. |
| Other Key Documents | |
| Regional Spatial Strategy 2004 – West Midlands LGA | Phase 2 Jan 2007 options and Phase 3 Spring 2007 |
| Worcestershire County Structure Plan – Adopted June 2001 Worcestershire County Council (WCC) | No review allowed under legislation. Worcestershire County Council required to review ‘saved policies’ |
| Local Transport Plan – WCC | Currently under review |
| 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. |
| Community Strategy 2002 – 2006 Vision 21/Malvern Hills District Council (MHDC) | July - Aug 2006 consultation Dec 2006 – publish Plan |
| Housing Strategy – MHDC | Annually |
| Economic Development Strategy – MHDC | Strategy runs to 2010. |
| Social Inclusion Policy 2004 – MHDC | |
| Village Facilities Survey and Public Transport Study 2004 – MHDC | 2007 To be reviewed as part of the of the South Worcestershire Joint Core Strategy |
| Malvern Hills District Town Centre Survey 2004 – MHDC | To be determined. (see Retail Study) |

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|---|--|
| Great Malvern Town Centre Strategy – MHDC 2004 | |
| 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 | Nov-Dec 2007 as part of the Core Strategy |
| Census information (2001) | 2011 |
| Regional Economic Strategy | Review due early 2006, publication summer/autumn 2007 |
| 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 | 2007 as part of evidence base for South Worcestershire joint Core Strategy |

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 ^{*2} ; | 40% |
| ➤ 1 full-time equivalent Senior Planner ^{*2} ; | 90% |
| ➤ 1 full-time Assistant Planner ^{*2} | 90% |
| ➤ 1 Planner; ^{*1} | 90% |
| ➤ 1 Planning Technician | 80% |

2.5 FTE

^{*1} – This post is currently filled on a consultancy basis for 2.5 days per week
^{*2} – 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 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 confirm 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 will include: local housing needs assessment updates, the production of an Open Space Study, Employment Land Review 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 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 Services in consultation with the Council's Planning and Sustainability Portfolio Holder (elected member);
 - 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;
 - Member training on the LDS took place in November 2004 with future training/Member workshops planned to consider LDD contents;
 - Parish Council training took place in October 2005 with future training/workshops planned.
- 8.9 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

8.10 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 production of the South Worcestershire Joint Core Strategy; • 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). Performance will also be monitored through the Council's Performance Management Framework. <p>Risk Level – High</p> |
| Inadequate Financial Resources | <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"> • PSA6 target; • BVPI targets; • Planning Delivery Grant. There is additional uncertainty over future levels of PDG 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. • Service Level Agreement between Council and |

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| | <p>PINS.</p> <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>Risk Level – Medium</p> |
| Staff Resources | <ul style="list-style-type: none"> • 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; • corporate monitoring systems will be required and additional staff time will need to be allocated to feed into the Annual Monitoring Report; • 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; • if the Council cannot recruit a Development Plans and Conservation Manager this will impact on the deliverability of the LDF; • 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 Support | <ul style="list-style-type: none"> • involvement of the Planning and Sustainability Portfolio holder; • all Members 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. • Establishment of the South Worcestershire Joint Advisory Panel ensures political involvement from MHDC, Worcester City and Wychavon on production of the South Worcestershire Joint Core Strategy. <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 |

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| | <p>will compromise the soundness of the Plan when tested at examination;</p> <ul style="list-style-type: none"> • 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; • we will ensure that wide spread consultation is undertaken with the community and stakeholders in line with the Statement of Community Involvement. <p>Risk Level – Low</p> |
| Capacity of Outside Agencies | <ul style="list-style-type: none"> • 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; • 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 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. • Opportunities for joint working to inform the evidence base have also been pursued particularly relating to Housing Market Assessments; • the establishment of improved links between the Community Strategy Team and Development Plans Team; • the RPB Development Plan Conformity Protocol 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 (AMR) to check 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.
- 9.3 Progress against our targets will also need to be reflected in other District 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). Which requires that the planning system delivers 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.

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 | Yes | Site Specific Allocations DPD |
| DS6 Phasing of Residential Allocations | No | Site Specific Allocations DPD |
| DS7 North Site | Yes | Site Specific Allocations DPD |
| DS8 The Strategic Employment Land Requirement | No | Core Strategy |
| DS9 Meeting the Strategic Employment Land Requirement | Yes | Core Strategy |
| DS10 Development Associated with the A38 Technology Corridor | Yes | Site Specific Allocations DPD |
| 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 (unless modified by RSS Review) | 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 | Yes | Site Specific Allocations DPD |
| EP18 Tenbury Cattle Market/Teme Street | Yes | Site Specific Allocations DPD |
| EP19 Land off Pickersleigh Road, Malvern | Yes | Site Specific Allocations DPD |
| EP20 Seaford Court, Malvern | Yes | Site Specific Allocations DPD |
| EP21 Three Counties Showground, Malvern | Yes | 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 | Yes | Site Specific Allocations 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 |

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|---|-----|---|
| | | 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: May be subject to review through development of Joint Core Strategy

Appendix 2 - Profiles

| South Worcestershire Joint Core Strategy Profile | |
|---|---|
| Role and subject | The South Worcestershire Joint 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 will be 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 (not specific 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 Community Plan and other relevant strategies. |
| <i>Timetable (Key Milestones shown in italics.)</i> | |
| <i>Pre-production/survey phase</i> | <i>January – July 2007</i> |
| Preparation of issues/options & initial SA & public consultation (Regulation 25) | July – December 2007 |
| <i>Public participation on Preferred Options Report and formal SA (Reg 26)</i> | <i>November – January 2008</i> |
| Consideration of representations/discussions with community/stakeholders | June – July 2008 |
| Preparation of submission DPD and any amendments to sustainability appraisal report | August – September 2008 |
| <i>Submission of DPD and SA to SofS</i> | <i>January 2009</i> |
| Public consultation on submission | January – March 2009 |
| Pre-examination consideration of representations | April 2009 |
| <i>Pre-examination meeting</i> | <i>May 2009</i> |
| <i>Examination period</i> | <i>June - July 2009</i> |
| Receipt of Inspector's binding report | December 2009 |
| <i>Adoption and Publication and revised Proposals Map</i> | <i>March 2010</i> |
| Arrangements for Production | |
| Lead organisation/department | Malvern Hills District Council Planning Services Development Plans and Conservation Section Worcester City Council / Development Plans Wychavon District Council / Policy Plans |
| Management arrangements | Joint Advisory Panel make 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. |

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| Resources/Evidence required | <p>To be produced internally by the Development Plans team Malvern Hills, Development Services team Worcester City and Policy Plans team Wychavon District, and will include the following resources:</p> <ul style="list-style-type: none"> • Admin and GIS support; • Stakeholder involvement/consultation costs; • 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, employment land review, retail assessment, open space study and validation of SA/SEA work. |
| 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 Vision 21 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> |

| Site Allocations Profile | |
|---|---|
| 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). |
| Geographic coverage | District wide (<i>However, see table in paragraph 4.1 regarding possible South Worcestershire allocations and alternative geographical coverage</i>). |
| Status (e.g. DPD, SPD) | DPD |
| Chain of conformity. | In general conformity with the RSS and the Core Strategy. |
| Timetable (<i>Key Milestones shown in italics.</i>) | |
| <i>Pre-production/survey phase</i> | <i>August – November 2008*</i> |
| Preparation of issues/options & initial SA & public consultation (Reg. 25) | December – May 2009* |
| <i>Public participation on Preferred Options Report and formal SA (Reg. 26)</i> | <i>August – September 2009*</i> |
| Consideration of representations/discussions with community/stakeholders | October – November 2009* |
| Preparation of submission DPD and any amendments to SA report | December – February 2010* |
| <i>Submission of DPD and SA to SofS</i> | <i>March 2010*</i> |
| Public consultation on submission | March – May 2010* |
| Pre-examination consideration of representations | June 2010* |
| <i>Pre-examination meeting</i> | <i>July 2010*</i> |
| <i>Examination period</i> | <i>October – November 2010*</i> |
| Receipt of Inspector's binding report | March 2011* |
| <i>Adoption and Publication and revised Proposals Map</i> | <i>April 2011*</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. | |
| Arrangements for Production | |
| Lead organisation/department | MHDC 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 costs; • 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 and validation of SA/SEA work, if necessary. • Proposals Map production, costs shared with Development Control Policy DPD if produced simultaneously. |

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| Community and Stakeholder Involvement | Wide stakeholder and community involvement using a range of consultation methods described in the SCI. |
| Review procedures | Monitored on an annual basis and review as necessary. |

| Development Control Policies Profile | |
|--|---|
| Role and subject | Provides the framework for development control decisions in Malvern Hills District up to 2026. This will be a joint DPD involving collaborative work between Malvern Hills District, Worcester City and Wychavon District Councils. Policies will ensure that development accords with the spatial vision and objectives set out in the core strategy and will replace the saved local plan policies. |
| Geographic coverage | Malvern Hills District, Worcester City and Wychavon District Councils |
| Status (e.g. DPD, SPD) | DPD |
| Chain of conformity. | In general conformity with the RSS and the Core Strategy. |
| Timetable (Key Milestones shown in italics.) | |
| <i>Pre-production/survey phase</i> | <i>August – November 2008*</i> |
| Preparation of issues/options & initial SA & public consultation (Reg. 25) | December – May 2009* |
| <i>Public participation on Preferred Options Report and formal SA (Reg. 26)</i> | <i>August – September 2009*</i> |
| Consideration of representations/discussions with community/stakeholders | October – November 2009* |
| Preparation of submission DPD and any amendments to SA report | December – February 2010* |
| <i>Submission of DPD and SA to SofS</i> | <i>March 2010*</i> |
| Public consultation on submission | March – May 2010* |
| Pre-examination consideration of representations | June 2010* |
| <i>Pre-examination meeting</i> | <i>July 2010*</i> |
| <i>Examination period</i> | <i>October – November 2010*</i> |
| Receipt of Inspector's binding report | March 2011* |
| <i>Adoption and Publication and revised Proposals Map</i> | <i>April 2011*</i> |
| *Indicative timetable, subject to issues raised through the RSS and Core Strategy process. Start date subject to level and nature of objection to Core Strategy and hence the resource implications for the Examination. | |
| Arrangements for Production | |
| Lead organisation/department | Malvern Hills District Council Planning Services Development Plans and Conservation Section Worcester City Council / Development Plans Wychavon District Council / Policy Plans |
| 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 costs; • 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; • Proposals Map production, costs shared with Site |

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|---------------------------------------|--|
| | Allocations DPD if produced simultaneously. |
| Community and Stakeholder Involvement | Wide stakeholder and community involvement using a range of consultation methods described in the SCI. |
| Review procedures | Monitored on an annual basis and review as necessary. |

Topic SPD

| 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> | December 2006 – November 2007 |
| Preparation of draft SPD and SA | December 2006 – May 2007 |
| <i>Draft SPD and SA report issued for public participation as required by Regulation 17</i> | <i>June – August 2007</i> |
| Authority consideration of consultation representations | September - October 2007 |
| <i>Adoption and Publication.</i> | <i>November 2007</i> |
| Arrangements for Production | |
| 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 possible workshop with elected Members. |
| 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 for production of PPS17 Audit; • Survey costs. |
| Community and Stakeholder Involvement | Wide stakeholder and community involvement using a range of consultation methods as described in the SCI. |
| Review Procedures | Monitored on an annual basis and review as necessary. |

(This table will be subject to an update at the Committee meeting)

| 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> | January 2007 February 2008 |
| Preparation of draft SPD and SA report | January – August 2007 |
| <i>Draft SPD and SA report issued for public consultation as required by Regulation 17</i> | <i>September – November 2007</i> |
| Authority Consideration of consultation representations | December 2007 – January 2008 |
| <i>Adoption and Publication</i> | <i>February 2008</i> |
| <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. |
| Resources/Evidence required | To be produced internally by the Development Plans Section in consultation with MHDC Housing Services and will include the following resources: <ul style="list-style-type: none"> • Stakeholder involvement/consultation costs; • Cost of production/printing/delivery; • District Housing Needs Assessment to be published Winter 2007. |
| Community and Stakeholder Involvement | Wide stakeholder and community involvement using a range of consultation methods as described in the SCI. |
| Review | Monitored on an annual basis and reviewed as necessary. |

| Education Contributions | |
|---|--|
| Role and subject | To provide guidance on planning obligations for education facilities required from new housing development. |
| Geographic coverage | District wide |
| Status (e.g. DPD, SPD) | SPD |
| Chain of conformity. | Linked to Policies DS18 and CN16 of the adopted Malvern Hills District Local Plan. |
| <u>Timetable</u> | |
| Preparation of draft SPD and SA | May 2006 – November 2006 |
| <i>Draft SPD and SA report issued for public participation as required by Regulation 17</i> | <i>November-December 2006</i> |
| Authority consideration of consultation representations | January - March 2007 |
| <i>Adoption and Publication.</i> | <i>May 2007</i> |
| Arrangements for Production | |
| Lead organisation/department | Worcestershire County Council in liason with Malvern Hills District Council Planning Services Development Plans and Conservation Section. |
| Management arrangements | Involvement of Planning and Sustainability Portfolio Holder. Reports to Planning Committee . |
| Resources/Evidence required | To be produced by the County Council in liason with internally the Development Plans Section. Resource costs, e.g <ul style="list-style-type: none"> • Consultation costs; • Cost of production/printing/delivery; will be met by the County Council. |
| Community and Stakeholder Involvement | Wide stakeholder and community involvement using a range of consultation methods as described in the SCI. |
| Review Procedures | Monitored on an annual basis and review as necessary. County Council to provide annual report on contributions received and how such contributions have been used. |

Appendix 3 - 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 – Broadway, 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 Given the recognition that any significant growth associated with the City's sub-regional role will require cross boundary development into the districts of Malvern Hills and Wychavon, the three district councils together with Worcestershire County Council have been working closely together on an informal basis with respect to addressing the implications of Worcester City's 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. Furthermore, the established position of the three district councils to prepare individual Core Strategy Development Plan Documents for each of their own administrative areas would be unlikely to deliver a consistent, comprehensive and cost effective Local Development Framework (LDF).
- 2.3 Worcester City Council, Wychavon District Council and Malvern Hills District Councils have agreed to prepare a joint Core Strategy Development Plan Document (DPD) for South Worcestershire under the provisions of Section 28 of the Planning and Compulsory Purchase Act 2004.

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

3. Resources Staff Resources

3.1 The overall staff resources required to deliver Malvern Hills District Council, Worcester City Council and Wychavon District Council Local Development Frameworks (LDF) are incorporated within the relevant authorities Local Development Schemes (LDS).

3.2 The production of the South Worcestershire Joint Core Strategy and the associated Development Plan Documents (DPDs) will dominate the work of 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 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 (FTE) staff resources available for the Joint Core Strategy is:

| Staff Resource | % Full-time Equivalent. |
|--|--------------------------------|
| <i>Malvern Hills District Council</i> | |
| * Head of Planning Services | 20 |
| ** Development Plans and Conservation Manager | 25 |
| Part-time Senior Planner (Project Manager for Joint Core Strategy) | 40 |
| ** Part-time Senior Planner | 40 |
| Part-time Assistant Planner | 30 |
| ** Part-time Assistant Planner | 30 |
| ***Planner | 10 |
| Planning Technician (Evidence gathering/graphic support) | 70 |
| Admin Support | 20 |
| <i>Worcester City Council</i> | |
| Planning Manager | 20 |
| Senior Planner Policy | 70 |
| Policy officer | 80 |
| Policy officer | 60 |
| Monitoring Officer | 20 |
| Student Planner | 40 |
| Multimedia Support Officer | 80 |
| Assistant GIS/Graphics Officer | 40 |
| Policy Support Clerk | 25 |

| | |
|--------------------------------------|----|
| <i>Wychavon District Council</i> | |
| Head of Planning Services | 20 |
| Policy Plans Manager | 50 |
| Senior Planning Officer | 50 |
| 2 Part-time Senior Planning Officers | 25 |
| 3 Graduate Planning Officers | 75 |
| 2 Planning Technicians | 50 |
| Admin Support | 10 |
| Technical Support | 10 |

Notes:

* This is based on the postholder currently acting as Lead Officer on the project. This was agreed as a temporary measure.

** 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 As part of the development of the project, the opportunity to secure staff resources from Worcestershire County Council is currently being investigated.

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 a Joint Core Strategy will enable economics of scale to be achieved. However, to enable the evidence gathering to reflect the South Worcestershire focus, additional resources will be required to update existing research already undertaken.

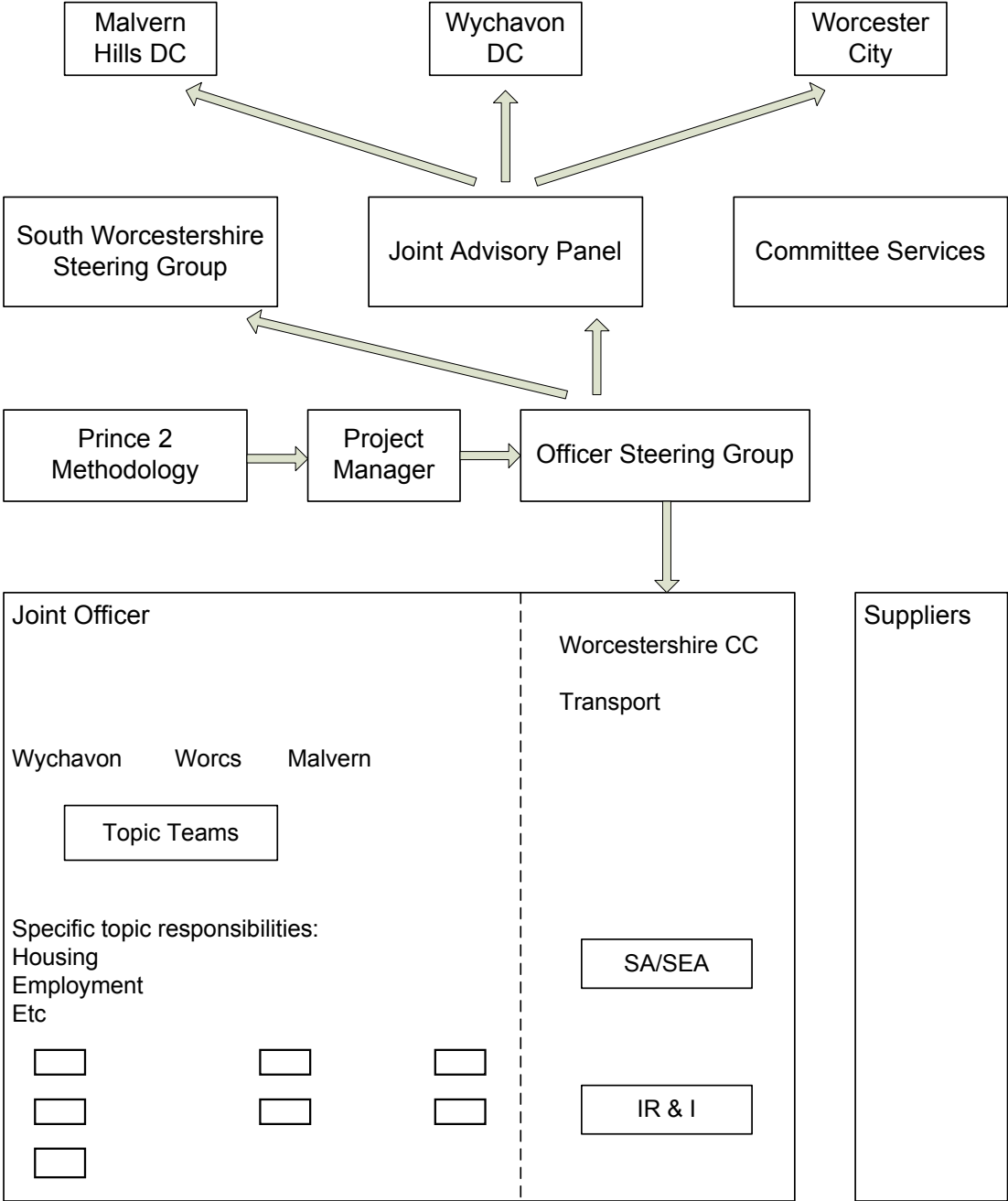
- 3.8 The main areas which require financial resources include:

- 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 will provide details on the financial arrangements and how the resources are to be brought forward to ensure that contributions are equitable and brought forward 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 will comprise 9 district councilors, with 3 district councilors nominated by each of the Councils for Malvern Hills and Wychavon Districts and Worcester City. It has no executive/decision making capacity powers in respect of any of the planning or other functions of the South Worcestershire Authorities and does not represent a formally constituted Joint Committee.

4.3 The purpose of the Joint Advisory Panel is to:

- a) consider reports and examine issues related to the production of a 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 will comprise 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 will comprise officers from each of the South Worcestershire who under the management of the Project Manager will ensure that the project is delivered to an agreed timetable and co-ordinate the work of the specific project teams. Initially the project teams will be based around the main areas of evidence gathering and will include:

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

4.6 For each project the requirement for sustainability appraisal will be integral to the project. Worcestershire County Council has 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 Prince 2 is a project management tool which will assist in delivering the project to timetable and highlighting risks and actions at an early stage in the process. It will also form a useful tool in auditing the actions and roles required to undertake the production of the Joint Core Strategy. A Project Initiation Document will be produced by the Project Manager.

Glossary

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;
- Development Control Policies; and
- Proposals Maps (with Inset Maps).

Examination

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.

Performance Management Framework

District Council Strategy for genuine and lasting 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 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 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 elaborate upon the policies and proposals in the Local Development Documents. They will replace Supplementary Planning Guidance (SPG).

