

Stafford Borough Local Development Framework

PLANNING
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Revised Local Development
Scheme - September 2007



Stafford
BOROUGH COUNCIL

Revised Local Development Scheme for Stafford Borough

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Revised Local Development Scheme for Stafford Borough

1. *What does the Local Development Scheme (LDS) cover?*

1.1 *The Stafford Borough Local Development Scheme contains the following:*

- *A schedule and profiles setting out the timetable for proposed Local Development Documents that the Council will prepare in the next three years*
- *Information about saving elements of the existing Development Plan to be included in the new Local Development Documents*
- *A chart showing the overall programme sequence for preparing Local Development Documents*
- *Supporting information about how the Local Development Framework will be structured, the relationship between Local Development Documents, Council Procedures, the Risk Assessment incorporated into the process of preparing the Local Development Framework, the evidence base and how the Local Development Scheme will be monitored and reviewed.*
- *An explanation about how existing Supplementary Planning Guidance will be incorporated into the new Local Development Framework process.*

1.2 *The new Development Plan for Stafford Borough will be made up of the Regional Spatial Strategy and the Development Plan Documents contained within the Stafford Borough Local Development Framework, and Staffordshire County Council's Minerals and Waste Local Development Framework.*

1.3 *Currently the new Development Plan for Stafford Borough is made up of the Regional Spatial Strategy, adopted in June 2004 and the Statement of Community Involvement, adopted in July 2006, as part of the Stafford Borough Local Development Framework.*

2. What will the Local Development Scheme do?

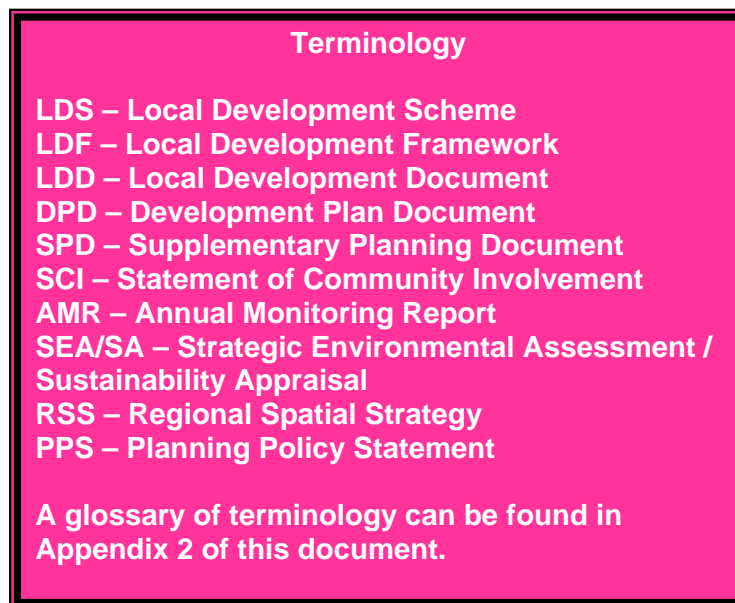
2.1 The Stafford Borough Local Development Scheme sets out:

- *What Local Development Documents (LDDs), both Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs), Stafford Borough Council aims to prepare over the next three years and the timetable for their preparation.*
- *The policies which Stafford Borough Council propose to 'save' from the existing Stafford Borough Local Plan 2001 (adopted October 1998) prior to these policies being superseded by new DPD material.*
- *The timetable for the preparation of the Statement of Community Involvement (SCI), the Annual Monitoring Report (AMR), the Sustainability Appraisal (SA), including Strategic Environmental Assessment (SEA) Directive requirements and the Local Development Scheme (LDS) review process.*
- *An explanation of the relationships between individual LDDs.*
- *How interested parties and stakeholders will be involved in preparing LDDs, although greater detail will be given in the SCI.*
- *How progress against the LDS will be monitored, and how the LDS will be reviewed.*
- *The information / evidence base that will underpin the production of Local Development Documents (LDDs).*
- *The resources and project management tools required to prepare the Local Development Documents.*

2.2 *Local Development Documents (LDDs) form the policy content of Local Development Frameworks and are defined as Development Plan Documents (DPDs), which are statutorily tested, and Supplementary Planning Documents (SPDs) which are not statutorily tested. The status of the LDDs, either DPDs or SPDs, is expressed in the Schedule of Proposed LDDs and the individual LDD profiles (Appendix 3). Preparation of Local Development Documents will be integrated with work of the Local Delivery Board as part of the Local Area Agreement to ensure that links are established with the Sustainable Community Strategies for the Stafford Borough area.*

2.3 *As part of the process for preparing the Local Development Scheme the work programme and timetable, as set out in this document, is key to the effective delivery and implementation of the individual Local Development Documents.*

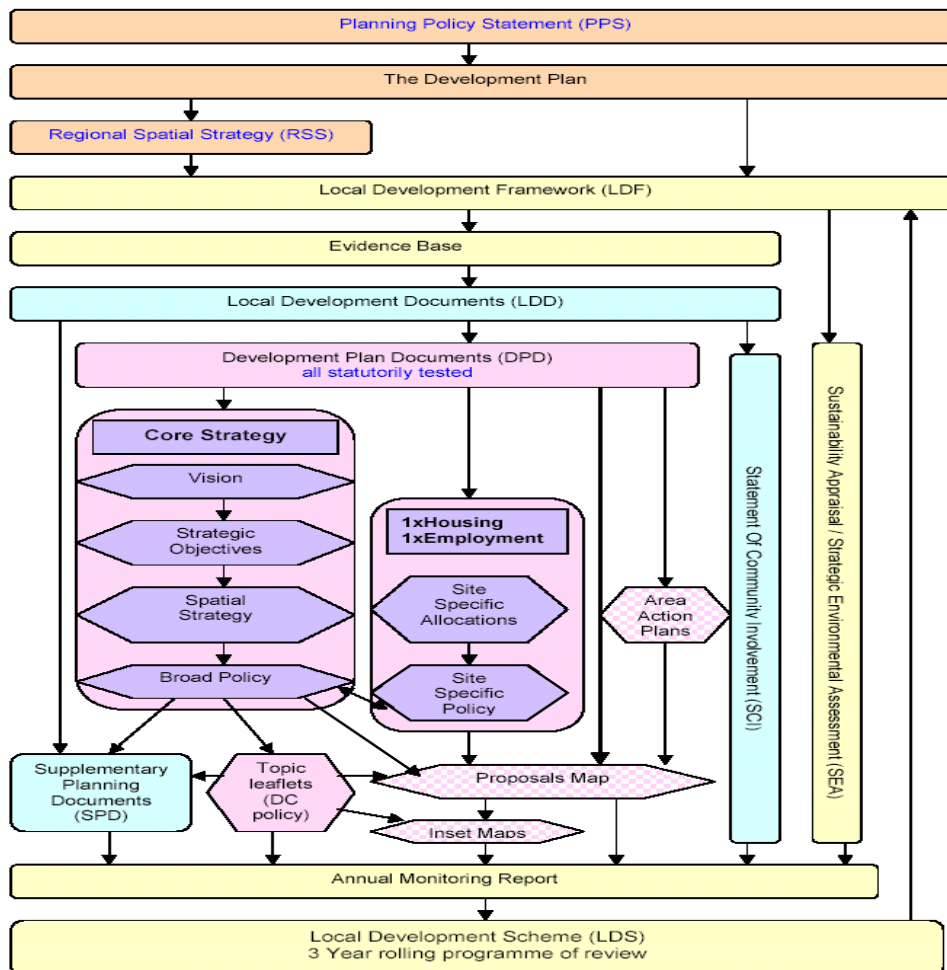
- 2.4 *The timetable for preparing Development Plan Documents (DPDs) needs to include the following key milestones:*
- *Commencement of the preparation process of a development plan document;*
 - *Public participation on preferred options;*
 - *Submission of development plan document;*
 - *Pre-examination meeting;*
 - *Commencement of the examination; and*
 - *Adoption of the development plan document.*
- 2.5 *The timetable for preparing Supplementary Planning Documents (SPDs), which are not subject to independent examination, will need to include:*
- *A period for community involvement and consultation on the draft Supplementary Planning Document (SPD);*
 - *Consideration of responses by the Council;*
 - *Final adoption of the SPD by the Council.*
- 2.6 *Diagrams showing the process for the production of DPDs and SPDs can be found in Appendix 1.*
- 2.7 *The individual Local Development Documents will also incorporate the processes of Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA), where appropriate, as part of the timetable as they are prepared.*



3. How will the Local Development Framework (LDF) be structured?

3.1 In general terms the Local Development Framework will:

- Set out the Council's policies and proposals for the development and use of land in Stafford Borough;
- Give local communities and developers a clear idea of what is likely to be acceptable development and what is not;
- Guide decisions on planning applications and appeals which must be made in accordance with the LDF unless other factors indicate otherwise.
- Link to strategies and programmes that exist at the local level, including the Stafford Borough Community Strategy 2006-2020 and the Sustainable Strategy for the County, to assist in the delivery of land use activities.
- Be assessed to determine whether the policies contained within it contribute to Sustainable Development, through a Sustainability Appraisal and a Strategic Environmental Assessment.
- Be monitored to determine the effectiveness of its policies and proposals and assess whether they are meeting targets and milestones.



4. Schedule of Proposed Local Development Documents (LDDs)

4.1 The table below sets out a Schedule for each Local Development Document (LDD) being produced by Stafford Borough Council, including key milestones over the next 3 years, and defines the specific LDD's status within the Local Development Framework process, its position in the chain of conformity and a brief description of the LDD's contents. The Development Management Development Plan Document may not be pursued if adequate policy coverage is incorporated into the Core Strategy Development Plan Document

Title	Status	Description	Conformity	Preferred Options	Draft	Submission	Adoption
Core Strategy	DPD	Sets out the Vision, Sustainable Development Statement, Objectives and Strategy for the spatial development of the area.	General conformity with the RSS and PPSs.	September 2008	N/A	March 2009	April 2010
Development Management	DPD	Sets out the policies used to assess planning applications within the Borough.	Conformity with PPSs, RSS and the Core Strategy.	May 2010	N/A	November 2010	January 2012
Allocations & Site Specific Policies	DPD	Provides detailed policies for each site allocated for employment development.	Conformity with PPSs, RSS and the Core Strategy.	May 2009	N/A	November 2010	January 2012

Note: The Submission dates listed above are linked to the Regional Spatial Strategy partial review process. Whilst it is not anticipated, should a delay take place following submission of the Regional Spatial Strategy through the Examination process this could lead to difficulties with the Submission of the Development Plan Documents listed above.

5. The new Development Plan for Stafford Borough

Before 28th September 2007

5.1 *The Stafford Borough Local Development Documents (LDDs), together with the Regional Spatial Strategy and Staffordshire County Council's Mineral and Waste Local Development Documents, will provide the new planning policy framework for Stafford Borough. Development Plan Documents (DPDs) and the Regional Spatial Strategy will replace the existing Development Plan. Stafford Borough Council's sequential approach for bringing forward Development Plan Documents reflects the principles required by elected Members of the Council and staff resources available for delivering the Stafford Borough Local Development Framework. The existing Development Plan framework for Stafford Borough is made up of the following documents:*

- *Staffordshire and Stoke-on-Trent Structure Plan 1996-2011*
- *Stafford Borough Local Plan 2001*

5.2 *As part of the transitional arrangement for the new planning system the Stafford Borough Local Plan 2001 and the Staffordshire and Stoke-on-Trent Structure Plan 1996-2011 have been automatically saved for three years from commencement of the Planning and Compulsory Purchase Act 2004. 'Saving' the existing Development Plan framework means that these documents will still be used to determine planning applications and will remain part of the statutory Development Plan until September 2007.*

After 28th September 2007

5.3 *In August 2006 the Government produced a 'Protocol for requesting extension of saved policies beyond the three year period'. The Council has been asked to provide its intension for which existing adopted policies in the Stafford Borough Local Plan 2001 should be saved beyond September 2007 using this protocol. As from September 2007 the development plan will comprise the Regional Spatial Strategy, Structure and Local Plan policies saved by the Secretary of State and Development Plan Documents.*

6. Local Development Document – Profiles

6.1 *The Local Development Document profiles provide a brief summary of each planning document within the new Local Development Framework by setting out their role, geographical coverage, status, timescale for production, links to Sustainability Appraisal / Strategic Environmental Assessment, broad indication of resource requirements and the approach to involving stakeholders and the community. The Local Development Document profiles are set out in Appendix 3 for the first 3 year period.*

6.2 *It is anticipated that beyond the first three years the following Local Development Documents will be prepared as part of the Stafford Borough Local Development Framework:*

- Stafford Town Centre Area Action Plan
- Stone Town Centre Area Action Plan
- Cannock Chase Area of Outstanding Natural Beauty – currently intended as a joint Supplementary Planning Document

6.3 *Milestones for the production of the above documents will be incorporated into the Local Development Scheme in a subsequent review.*

7. *Proposals Map*

7.1 *The Proposals Map has Development Plan status. It shows main proposals, designations, locations for Area Action Plans and areas where specific policies apply. At the same time as the Development Plan Document is adopted, the Proposals Map will be revised to reflect changes resulting from this process.*

8. *Relationship with the Sustainable Community Strategies*

8.1 *Throughout the process of preparing the individual Local Development Documents for the Stafford Borough Local Development Framework integration will be maintained with the Stafford Borough Community Plan 2006-2020, prepared by the Stafford Borough Local Delivery Board and the Sustainable Strategy for the County, prepared by the Stoke-on-Trent and Staffordshire Strategic Partnership. The Strategic Partnership and Local Delivery Board will have the opportunity to engage in the preparation of Local Development Documents as well as being provided with information about how specific policies are helping to deliver the objectives and targets in the Sustainable Community Strategies. In addition the Local Delivery Board will oversee the Sustainability Appraisal process of the Local Development Documents.*

8.2 *Through a representative from the Forward Planning Team preparing the new Local Development Framework being a member of the Local Strategic Partnership a significant amount of collaborative working has already taken place through the survey and evidence gathering stage of the process. Furthermore documents have been prepared with the Local Strategic Partnership identifying the extent to which the new Local Development Framework will be able to deliver the objectives and outputs of the Sustainable Community Strategies for the area.*

Key

Commencement of the Preparation process of a Development Plan Document

Public Participation on Preferred Options / Draft Statement of Community Involvement

Consideration of Representations

Submission of Development Plan Document / Statement of Community Involvement

Pre-Examination Meeting

Commencement of the Examination

Adoption of the Development Plan Document

Production of LDD extends beyond 3 years



10. Relationship between Local Development Documents

- 10.1 *The new Development Plan for Stafford Borough is made up of the Regional Spatial Strategy for the West Midlands, Development Plan Documents within the Staffordshire County Council's Mineral and Waste Local Development Framework and the Stafford Borough Local Development Framework. The Stafford Borough Local Development Framework contains a number of individual Local Development Documents. There are two types of Local Development Documents;*
- *Development Plan Documents which contain planning policy and are statutorily tested through an independent Examination process*
 - *Supplementary Planning Documents which are non-statutory untested documents.*
- 10.2 *The Statement of Community Involvement is also a Local Development Document which has been independently examined and adopted as part of the Stafford Borough Local Development Framework in July 2006.*
- 10.3 *The Statement of Community Involvement sets out the standards and approach to involving the community and stakeholders in the production of all Local Development Documents within the Local Development Framework as well as planning applications for the Stafford Borough area.*
- 10.4 *The Core Strategy Development Plan Document sets out the vision, sustainable development statement, objectives and strategy for the spatial development of the area. The Core Strategy is the over-arching policy document to which all the other Development Plan Documents and Supplementary Planning Documents must comply and therefore should be prepared first. The Proposals Map has Development Plan status and illustrates policy designations, Area Action Plans and allocations proposals. The Proposals Map will be updated and amended following the adoption of relevant Development Plan Documents.*
- 10.5 *The remainder of this section describes the Development Plan Documents (DPD) and Supplementary Planning Documents which must comply with the Core Strategy. There are a number of Local Development Documents which need to be prepared that are closely linked to the Core Strategy Development Plan Document. The Development Management DPD and the Allocations & Site Specific Policies DPD can only be progressed through the Examination process following adoption of the Core Strategy Development Plan Document when the requirements and broad locations for development have been determined. The Development Management Development Plan Document may not be pursued if adequate policy coverage is incorporated into the Core Strategy Development Plan Document*

11. Council Procedures

- 11.1 *Stafford Borough Council has a Cabinet, Scrutiny Committee and Full Council structure. Cabinet will agree proposals for all draft Local Development Documents prepared for consultation purposes.*

- 11.2 *Planning and Regeneration Scrutiny Committee will review evidence, lead the consultation process and assess results from the community involvement and consultation stages. They will then make recommendations to Cabinet for pre-submission elements of the new Local Development Framework.*
- 11.3 *Full Council will approve the submission and adoption of the finalised policy documents within the Local Development Framework based on recommendations from Cabinet which will take account of the views of Planning and Regeneration Scrutiny Committee.*
- 11.4 *The Council procedures comply with the Local Authorities (Functions and Responsibilities) (England) (Amendment No.2) Regulations 2004 and the New Council's Constitution Guidance Pack (DETR, October 2000) derived from the Local Government Act 2000.*

12. Risk Assessment

- 12.1 *In preparing the Local Development Scheme it is important to acknowledge that the work programme has been established on the existing maximum resource capacity contained within the Forward Planning Team. This resource capacity is 3.5 - 4 Full Time Employees equivalent including time from the Forward Planning Manager, the Principal Planning Officer, 3 Planning Officers and a Planner / Urban Designer. The work programme is being managed through the PRINCE2 process and the Local Development Framework Project Board.*
- 12.2 *The principle 'risk' for the process would be a delay occurring in the preparation through to adoption of individual Local Development Documents and therefore the wider Local Development Framework which would require a contingency plan to be prepared and the Local Development Scheme being revised. The main areas of risk, which may lead to a delay in the implementation of the work programme, are as follows:*
- Staff turnover, recruitment difficulties and sickness absences leading to inadequate skill base
 - Political changes, procedural delays or failure to meet Council dates
 - Unanticipated delays in external events such as resource capacity of the Planning Inspectorate (PINs) for the Examination process or failure to deliver robust arrangements for this process
 - Failure of key partners and other agencies to deliver evidence on time and make responses to key elements of the process
 - Non-conformity and failure in the tests of 'soundness' for DPDs
 - Programme amendments and procedural slippage due to poor project management or inadequate resources identified to secure delivery
 - Changes in Government legislation, regulations & policy
 - Unanticipated scale and nature of consultation responses received including new evidence submitted unexpectedly
 - Progress of the Regional Spatial Strategy partial review process

13. Evidence Base, Sustainability Appraisal and Strategic Environmental Assessment

13.1 *The Local Development Documents (LDDs) will establish the Council's planning policies. However, in preparing these Local Development Documents, a range of background work has been prepared and collated which needs to be taken account of. This work will be published in the form of the Gathering Evidence Report and associated background papers. Each background paper will be made available at the same time or in advance of particular LDDs to set the context for the policy content.*

13.2 *Whilst a number of current background documents have been listed, it should be noted that the Council may well publish others in the course of preparing LDDs to improve upon the robust and credible evidence base for the LDF. Such amendments will be listed in LDS review documents. Background and technical studies forming part of the evidence base include:*

- Gathering Evidence & Baseline Data for Stafford Borough
- Land for New Homes: Annual Housing Monitor
- Audit of the Urban Capacity Study
- Annual Employment Land Monitor
- Town Centre Capacity Assessment
- Housing Market Assessment
- Gypsy & Traveller Needs Assessment
- Housing Land Availability Assessment
- Strategic Flood Risk Assessment
- Appropriate Assessment
- Settlement Assessment
- Countryside & Landscape Assessment
- Planning Policy Guidance 17 Assessments
- Assessment of other strategies and programmes

13.3 *In accordance with Section 39 of the Planning and Compulsory Purchase Act 2004 and Government guidance detailed in the consultation document 'Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks' (September 2004) the production and consultation of Local Development Documents will incorporate the Sustainability Appraisal process. The requirements detailed in the Strategic Environmental Assessment Directive will be incorporated into the Sustainability Appraisal process and apply to the preparation of Development Plan Documents.*

14. What Monitoring and Review will occur?

14.1 *The Government requires that the Local Development Scheme (LDS) is reviewed when necessary and kept up to date by taking account of progress on the programme and monitoring of the evidence base and adopted policies. However there may be the need to review the LDS more frequently if unforeseen changes occur to the Local Development Framework programme.*

14.2 *The LDS will be reviewed through the Annual Monitoring Report (AMR), which monitors policies from the beginning of April to the end of March. The AMR will be submitted to the Secretary of State before 31st December each year and published following submission.*

14.3 *The AMR will review actual plan progress over the year compared to the targets and milestones for Local Development Document (LDD) preparation set out in the LDS. It will assess:*

- whether Stafford Borough Council is meeting, or is on track to meet, the targets and consultation milestones set out in the LDDs;
- if the Council is falling behind schedule or has failed to meet a target or milestone, the reasons for this;
- the need to update the LDS in light of the above, and if so, the necessary steps and timetable;
- whether any policies need to be replaced to meet sustainable development objectives; and
- what action needs to be taken if policies need to be replaced.

15. Which Supplementary Planning Guidance (SPGs) will be replaced by Supplementary Planning Documents (SPDs)?

15.1 *Supplementary Planning Guidance can not be saved under the new system but may be replaced by new Local Development Documents. For information Supplementary Planning Guidance will remain if the Local Plan policy to which it supplements is saved by the Secretary of State after 28th September 2007. Where this is not the case, such guidance can still form a material consideration in planning decisions. Supplementary Planning Guidance (SPG) include the following:*

Stafford Borough SPG

- New & Old Shop Fronts
- Space about Dwellings
- Extensions to Dwellings
- Land off Newport Road
- Land off Tipping Street

Staffordshire County SPG

- Planning for Landscape Change
- Affordable Housing
- Planning for Heavy Commercial Vehicles

15.2 *Supplementary Planning Guidance (SPG) to be replaced by Supplementary Planning Documents (SPDs) or Development Plan Documents (DPDs) following the process set out within guidance for the new system include the following:*

Stafford Borough SPG

- New & Old Shop Fronts – part of the Development Management DPD
- Space about Dwellings – part of the Development Management DPD
- Extensions to Dwellings – part of the Development Management DPD
- Land off Newport Road – part of Stafford Town Area Action Plan
- Land off Tipping Street – part of Stafford Town Area Action Plan

Staffordshire County SPG

- Planning for Landscape Change – joint SPD with other Districts
- Affordable Housing – part of the Development Control DPD
- Planning for Heavy Commercial Vehicles – joint SPD with other Districts in Staffordshire

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