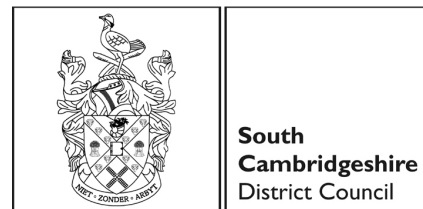


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2 March 2009



To: Councillors Dr DR Bard and NIC Wright, Portfolio Holders

Mrs VM Barrett
Mrs PM Bear
AN Berent
R Hall
Mrs BZD Smith

Scrutiny Monitor
Opposition Spokesman
Opposition Spokesman
Scrutiny Monitor
Scrutiny Monitor and Opposition
Spokesman
Opposition Spokesman

JF Williams

Officers: Gareth Jones

Corporate Manager, Planning &
Sustainable Communities
Corporate Manager, New Communities
Democratic Services Officer

Jo Mills
Ian Senior

Dear Sir / Madam

You are invited to attend the next meeting of **PLANNING AND NEW COMMUNITIES JOINT PORTFOLIO HOLDERS' MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **TUESDAY, 10 MARCH 2009** at **10.00 a.m.**

This supplement contains one report received after publication of the main agenda.

Yours faithfully
GJ HARLOCK
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA

13. South Cambridgeshire Local Development Scheme

**PAGES
1 - 40**

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO:	New Communities Portfolio Holder	10 March 2009
AUTHOR/S:	Executive Director / Corporate Manager (Planning and Sustainable Communities)	

SOUTH CAMBRIDGESHIRE LOCAL DEVELOPMENT SCHEME

Purpose

1. The purpose of this report is to agree the Local Development Scheme which will set out the timetable for plan preparation for the 3 year period April 2009 – March 2011.

Background

2. The Planning and Compulsory Purchase Act 2004 requires all local planning authorities to maintain a local development scheme which specify set out its timetable for preparing Development Plan Documents over the forthcoming 3 year period. That last scheme covered the preparation of the first round of Development Plan Documents which have now largely been completed. A new scheme is now required to cover the extended period for the completions of the Site Specific Policies DPD, the North West Cambridge AAP and the Gypsy & Travellers DPD. A review of the Core Strategy is also necessary to enable the Council to demonstrate a 15 year supply of deliverable housing land. The adopted Core Strategy currently provides for 7 years to the March 2016 albeit that a number of adopted plans do include provision beyond 2016. The Local Development Scheme must be submitted to and approved by the Secretary of State.
3. The Local Development Scheme is an important tool is programme managing the preparation of Development Plan Documents and enables the public to know when and how they will be consulted in plan preparation. The content of schemes was changed by the Planning Act 2008 to exclude Supplementary Planning Documents and the Statement of Community Involvement.
4. Delivery of the Development Plan Documents against the timetable in the Local Development Scheme has been one of the factors upon which Council's have been judged for the award of planning delivery grant.
5. The Local Development Scheme includes for completeness the Supplementary Planning Documents and the Statement of Community Involvement which will be prepared as well as the Development Plan Documents and Supplementary Planning Documents that have already been adopted and therefore comprise the Local Development Framework.

Implications

6.	Financial	The Local Development Scheme provides the basis for the Planning Policy Service Plan for the period 2009-2011 and for budget estimate for those 3 years.
	Legal	None
	Staffing	None
	Risk Management	None

Equal Opportunities	The publication of the Local Development Scheme will enable the public and other stakeholder to know when and how they can become involved in plan-making.
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Consultations

7. None.

Effect on Corporate Objectives and Service Priorities

8.	Work in partnership to manage growth to benefit everyone in South Cambridgeshire now and in the future
	The publication of the Local Development Scheme will enable the public and other stakeholder to know when and how they can become involved in plan-making
	Deliver high quality services that represent best value and are accessible to all our community
	The timetable for plan preparation in the Local Development Scheme will provide the basis for project planning and budgetary control for the planning policy service.
	Enhance quality of life and build a sustainable South Cambridgeshire where everyone is proud to live and work
	Sustainable development is at the heart of the planning process.

Recommendations

9. It is recommended that the New Communities Portfolio Holder agrees the Local Development Scheme attached at Appendix 1.

Contact Officer: Keith Miles. Planning Policy manager
Telephone: (01954) 713181

1. Introduction

- 1.1 The South Cambridgeshire Local Development Scheme (LDS) sets out the programme for the preparation of Development Plan Documents (DPDs) over the next three years.
- 1.2 DPDs are Local Development Documents (LDDs) which contain the Council's statutory planning policies which will be used to allocate land for development and to determine planning applications. The LDS also sets out the current Local Development Framework (LDF) of planning policies in the district which includes all LDDs which have been adopted and also includes Supplementary Planning Documents (SPDs) which where necessary amplify policies in DPDs and the Statement of Community Involvement (SCI) which sets out when and how the public and other stakeholders will be consulted in plan-making and on the determination of planning applications.
- 1.3 Overall the LDS is designed to help the local community and all our partners in the delivery of the new planning system to understand what plans the Council has and intends to produce. The LDS is submitted to the Secretary of State for approval but will be kept up to date with interim revisions when new LDDs are adopted by the Council.
- 1.4 The adopted LDF currently comprises (March 2009):
 - (a) Development Plan Documents (DPD)
 - The Core Strategy DPD (adopted 2007)
 - Development Control Policies DPD (adopted 2007)
 - Northstowe Area Action Plan (adopted 2007)
 - Cambridge Southern Fringe Area Action Plan (adopted 2008)
 - Cambridge East Joint Area Action Plan (adopted 2008)
 - Proposals Map (adopted 2008)
 - (b) Supplementary Planning Documents (SPD)
 - Development Affecting Conservation Areas SPD (adopted 2009)
 - Open Space In New Developments SPD (adopted 2008)
 - Public Art SPD (adopted 2009)
 - Trees & Development Sites SPD (adopted 2009)
- 1.5 The LDS covers the preparation of four DPDs:
 - The Core Strategy Review DPD (commencement 2009)
 - North West Cambridge Area Action Plan (submitted 2008)
 - Site Specific Policies DPD (submitted 2006)
 - Gypsy and Traveller DPD (commencement 2006)
- 1.6 Local Planning Authorities are required to produce and keep up-to-date a Local Development Scheme explaining their programme for preparing DPDs. South Cambridgeshire's LDS is divided into two parts:

Part 1 outlines the three-year programme of DPD preparation, showing likely

dates when there will be opportunities for the public to get involved in the plan-making process. The timetable shows the priority that will be given to preparing each DPD in the context of the need for policy guidance, limited resources and the need for a realistic work programme.

Part 2 consists of a supporting statement explaining the strategic context for the DPDs, the evidence base which underpins the policies and assists in their monitoring, and the resources, management and risks associated with the production of the DPDs.

- 1.7 This LDS replaces the previous scheme which was last revised in May 2008. The main change is that this LDS programmes the completion of the first round of plan-making and begins the review of the Core Strategy to accord with Government policy for housing land supply and the East of England Plan 2008 for period up to 2021 and with the review of the East of England Plan which commenced in 2008 for the period 2021 – 2031. It also re-programmes other documents to take account of implications of extra, unforeseen work primarily as a result of requests from Inspectors Examining already submitted DPDs.
- 1.8 The Government Office for the East of England (GO-East) has been involved in the preparation of this and earlier LDSs. The Council will enter into a Service Level Agreement with the Planning Inspectorate confirming that Inspectors will be supplied for Examination of DPDs within the broad timescale identified in the LDS, provided that, among other things, the Council keeps to the work programme.
- 1.9 Recognising that stakeholder and community engagement is fundamental to the new system, the LDS will be made available to consultation bodies. While there is no formal public consultation process, views on the LDS are welcome and should be directed to the Planning Policy Team at the address on the back cover before. The LDS will be reviewed in future and the programme rolled forward to reflect progress made. New DPDs can be added to the programme or existing DPDs removed in response to changing needs and circumstances.
- 1.10 The Council is committed to the programme set out in this LDS because of the benefits that an up-to-date and effective development plan policies can have, including:
 - promoting community awareness and involvement in planning the future of South Cambridgeshire
 - providing a means of coordinating the activities of different departments, agencies and organisations
 - generating certainty about the objectives and development requirements of the East of England Plan
 - maintaining a robust evidence base to justify policies and monitor their effects
 - recognising and protecting the special natural and historic assets of the district's countryside and villages
 - promoting investment in new and existing communities, services and infrastructure, by creating certainty and commitment to change and

improvement

- establishing a clear audit trail to link bids for public funds to a coherent and soundly based strategy for an area

1.11 The Council will be assessed by the Government on its success in delivering the work programme set out in this Local Development Scheme. It is a challenging timetable and track of our progress can be monitored by looking on the Council's web-site or in the Annual Monitoring Reports published by the Council each December.

Part 1. Composition of the Local Development Framework

2. The planning framework in South Cambridgeshire

2.1 The statutory development plan on which development control decisions will be made in South Cambridgeshire is made up of:

- The Regional Spatial Strategy (RSS), which in our region is the **East of England Plan**. Produced by the East of England Regional Assembly (EERA), it was approved by Government in 2008 when it replaced Regional Planning Guidance Note 6 and the Cambridgeshire Structure Plan 2003 (although it “saves” a number of Structure Plan policies – see Section 3).
- The Development Plan Documents (DPDs) from the **South Cambridgeshire Local Development Framework**, produced by South Cambridgeshire District Council. Under the legislation, not all the LDDs produced as part of the LDF will have the status of a DPD*, but the following will:
 - Core Strategy 2007
 - Development Control Policies 2007
 - Northstowe Area Action Plan 2007
 - Cambridge Southern Fringe Area Action Plan 2008
 - Cambridge East Joint Area Action Plan 2008
 - Proposals Map 2008
 - “Saved” policies of the **South Cambridgeshire Local Plan 2004** – those policies not yet superseded by DPDs and remaining part of the development plan (see Section 3)
 - **Cambridgeshire Minerals Plan 1991** (see Section 3)
 - **Cambridgeshire Waste Local Plan 2003** (see Section 3)

2.2 The DPDs are in preparation and will become part of the development plan as and when they are adopted:

- Site Specific Policies (submission 2006)
- Cambridge North West Joint Area Action Plan (submission 2008)
- Gypsy and Travellers
- The **Cambridgeshire Minerals and Waste Development Framework**, being produced by Cambridgeshire County Council to replace the current Cambridgeshire Minerals Plan 1991 and the Cambridgeshire Waste Local Plan 2003

- 2.3 Figure 1 and Table 1 show which DPDs South Cambridgeshire District Council proposes to produce over the next three years. Appendix 1 contains a set of profiles, one for each DPD. Following on from this programme the need for further SPDs will be considered.

Figure 1. Timetable for the Production of Local Development Documents

Table 1: Schedule of Proposed Local Development Documents

DPDs to be produced following the Town & Country Planning (Local Development) (England) (Amendment) Regulations 2008

Document Title	Brief Description	Chain of Conformity ⁴	Consultation on Scope of Sustainability Appraisal	Publication of Submission Draft DPD & Public Consultation	Submission of DPD	Adoption and Publications of DPD
Core Strategy (South Cambridgeshire's overall development strategy)	Sets out the vision, objectives and strategy for the spatial development of Cambridge. Accompanied by Proposals Map.	Conformity with the RSS. All other LDDs to be in conformity with the Core Strategy	Jan – Feb 2010	Jun – Jul 2011	Dec 2011	Dec 2012
North West Cambridge Area Action Plan	A Joint Area Action Plan for an urban extension to provide for the development needs of Cambridge University	Conformity with the Core Strategy	Equivalent stage completed	Equivalent stage completed	Equivalent stage completed	Oct 2009
Site Specific Policies	Allocates sites for housing, employment and other development or other site specific policies for the use of land where Area Action Plans are not being prepared	Conformity with the Core Strategy	Equivalent stage completed	Equivalent stage completed	Equivalent stage completed	Oct 2009

Gypsy & Travellers	Site allocations and policies for the provision of sites for gypsies and travellers	Conformity with the Core Strategy	Equivalent stage completed	Apr – May 2010	Jul 2010	Jun 2011
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All documents will also be in general conformity with national planning guidance set out in the Planning Policy Statements and Planning Policy Guidance in force at the time of their preparation.

3. Saved Plans

- 3.1 In the transitional period for the preparation of new style plans under the provisions of the Planning and Compulsory Purchase Act 2004, the regulations allow existing plans and/or their policies to be 'saved'. Saved plans and policies remain in force, and will be the basis on which planning applications are determined until replacements are in place. Figure 2 shows which development plans (in part or in full) are to be saved until they are replaced by plans currently in preparation. Reading across from the dates on the left gives a picture of which plans are in force at any given time. It contains some estimates for dates when the final replacement plans will be adopted, but these could be subject to change.
- 3.2 Providing a strategic planning context, the Cambridgeshire Structure Plan 2003 has largely been superseded by the East of England Plan 2008. The policies that have been 'saved' and which remain in force are listed in Table 2.

The Cambridgeshire Minerals Plan 1991 and the Cambridgeshire Waste Local Plan 2003 will be saved until they are replaced by Cambridgeshire Minerals and Waste LDDs. A programme explaining this, the Cambridgeshire Minerals and Waste Development Scheme, is available on the County Council's website at www.cambridgeshire.gov.uk or at the Council's offices at Shire Hall, Castle Hill, Cambridge.

Most of the policies in the South Cambridgeshire Local Plan 2004 have now been replaced by DPDs adopted since January 2007. Only those policies which allocate sites for development which has not yet started or certain policy area boundaries will remain in force until they are superseded by the allocations in the Site Specific Policies DPD and the Gypsy and Traveller DPD (Table x).

4. Identified Priorities and Rationale for the LDS Programme

- 4.1 The District Council is in the final stages of putting in place the first round of Local Development Documents that together will provide the planning framework for South Cambridgeshire until 2016, and beyond that date in the case of the:
- Northstowe Area Action Plan (adopted 2007)
 - Cambridge East Joint Area Action Plan (adopted 2008)
 - Cambridge North West Joint Area Action Plan (examination 2008)
 - Site Specific Policies Development Plan Document (examination 2008)
- 4.2 The first year covered by this Local Development Scheme will see the adoption of the final two plans in this first round of plan-making – the Site Specific Policies DPD and the North West Cambridge Joint Area Action Plan.
- 4.3 To support the adopted Development Plan Documents, a number of Supplementary Planning Documents are adopted, in preparation or programmed to provide greater detail on the implementation of key policies

and proposals.

4.4 This version of the Local Development Scheme begins the review and updating process of the Local Development Framework. This begins with the review of the Core Strategy.

4.5 Government policy as set out in Planning Policy Statement 3 “Housing” requires that Core Strategies on adoption provide a 15 year supply of housing land. When adopted the South Cambridgeshire Core Strategy 2007 only provided a 9 year supply. The Inspectors who examined that Core Strategy concluded, that to accord with national policy, an early review to conform with the East of England Plan 2008 was necessary. The review of the South Cambridgeshire Core Strategy recommended by the Inspectors has been delayed by the extra stages in the East of England Plan preparation and additional work requested by the Inspectors examining the Site Specific Policies DPD and the North West Cambridge AAP. As a result, the Council has decided to delay this review further because:

- The East of England Plan only provides a strategy for the period to 2021
- All of the strategic locations identified in the East of England Plan 2008 have been incorporated into the Council’s already adopted DPDs
- A review of the Core Strategy begun earlier this year to accord with the current East of England Plan would nevertheless have to provide allocations until 2026 (15 years after adoption in 2011). There would be no strategy for the Cambridge Sub Region, and specifically for South Cambs, other than to allocate additional development in the rural area, which is the least sustainable stage in the development sequence proposed in the East of England Plan. This would not conform to its objectives for sustainable development which focuses large scale development on urban areas
- The review of the East of England Plan which began in 2008 will provide a new planning strategy for the Cambridge Sub Region and for South Cambs to 2031 which can be given effect in the review of the South Cambridgeshire Core Strategy running in parallel with the preparation of the East of England Plan Review.

4.6 Accompanying the DPDs is a Proposals Map DPD which will show the designations and policy areas. The Proposals Map DPD will be updated every time a DPD is prepared or revised, to show the current policies on a geographical basis. If any strategic allocations are identified in the Core Strategy they will be added to the Proposals Map and any existing allocations where development has been completed will be removed when the DPD they are in is reviewed or is withdrawn. An interactive version of the adopted Proposals Map is available on the Council’s website www.scamb.gov.uk/ldf

4.7 The preparation of DPDs requires a sound evidence base to justify and support its policies and proposals. This is a prerequisite of good policy making which will be tested during the examination of the Council DPDs once they have been submitted to the Secretary of State. Details of the evidence base to support the LDDs shown in the LDS will be listed on the LDF pages of the Council’s web-site.

5. **How the Local Development Framework Fits Together**

- 5.1 Figure 3 shows the relationship between the different Local Development Documents proposed in the three years of the work programme.

Part 2. Supporting Statement

6. Introduction

- 6.1 This supporting statement explains the context within which Local Development Documents (LDDs) will be prepared. It goes on to outline practicalities in LDD production, such as staff resources, who will manage the preparation of each document and the internal procedures for Councillors to oversee and take decisions on the work of Council Officers.

7. Description of South Cambridgeshire District

- 7.1 South Cambridgeshire is located centrally in the East of England region at the crossroads of the M11 / A14 trunk roads and with direct rail access to London and to Stansted Airport. It is a largely rural district which surrounds the city of Cambridge and comprises over 100 villages, none currently larger than 8,000 persons. It is surrounded by a ring of market towns just beyond its borders, which are generally 10–15 miles from Cambridge. Together, Cambridge, South Cambridgeshire and the Market Towns form the Cambridge Sub-Region. South Cambridgeshire has long been a fast growing district and in 2007 had a population of over 140,000 persons (bigger than Cambridge itself) and has become home to many of the clusters of high technology research and development in the Cambridge Sub-Region.

8. Regional and Strategic Planning Context

- 8.1 The East of England Plan 2008 forms part of the Development Plan and provides the strategic planning framework for the Eastern Region for the period 2001 – 2021. The East of England Plan sets a housing target for South Cambridgeshire of 23,500 dwellings during this period and a strategic framework which proposes development in the following order of preference:

- In the built up area of Cambridge
- On the edge of Cambridge on land released from the Green Belt
- At the new town of Northstowe
- On land within or on the edge of key service centres (development on the edge will mainly be limited to existing commitments)

This rolls forward the strategy of the Cambridgeshire and Peterborough Structure Plan 2003 which proposed 20,000 dwellings in South Cambridgeshire to 2016 and the East of England Plan saves key policies of the Structure Plan, including those identifying strategic locations for development in the Cambridge Sub-Region that provide for the period to 2016 and beyond.

- 8.2 The East of England Plan is available on the Government Office for the East of England's web-site:

http://www.go-east.gov.uk/goeast/planning/regional_planning/

- 8.3 A single issue review of the East of England Plan addressing Gypsy and Traveller provision is currently being undertaken. A draft policy was

submitted by EERA in February 2008, and has been subject to Examination in Public. The Panel report was published in December 2008. The report, including the Panel's recommendations, will now be considered by the Government, who will then publish the Secretary of State's decisions on the Panel's recommendations, along with any Proposed Changes to the draft policy. The proposed changes will undergo a further 12 week consultation to allow for views to be heard before the finalised plan is published in Summer 2009.

- 8.4 The Council must prepare plans for South Cambridgeshire which give effect to the East of England Plan 2008. The first round of DPDs for South Cambridgeshire plan for all the strategic sources of housing land identified in the saved policies of the Structure Plan 2003 for the period to 2016 and beyond that date in respect of a number of adopted Area Action Plans which have proposals which will take a longer period to be fully developed.
- 8.5 The review of the East of England Plan to provide a strategy until 2031 began in 2008. It is anticipated that this review will be complete by 2011 and that it will provide a replacement strategy for Cambridge Sub-Region which includes the whole of South Cambridgeshire and will guide the first review of the South Cambridgeshire Core Strategy.

9. **Relationship with the Community Strategy and Other Strategies**

- 9.1 *The South Cambridgeshire Sustainable Communities Strategy 2008-2011* was published in March 2008 and is available on the Council's website www.scambs.gov.uk It was produced by the Local Strategic Partnership which brings together service providers to build a framework for partnership working in the district. The Sustainable Communities Strategy enables organisations to come together as partners to target their resources and actions to tackle key local issues. It contains a vision and four key objectives for the area, linked to an action plan and targets. The Council's own contribution to delivery of the Sustainable Communities Strategy is explained in a series of Action Plans, which set further targets against which our performance will be measured.
- 9.2 The LDF is the spatial expression of the SCS and will give effect to the land use and other development proposals of the Council's service delivery departments as well as its partner organisations ensuring that new developments are well served from the outset and that service provision for the majority of the District where there will be little development continue to improve.

10. **Joint Working**

- 10.1 Early in 2009, the South Cambridgeshire District Council, Cambridge City Council and Cambridgeshire County Council formed a Joint Planning Committee under section 29 of the Planning and Compulsory Purchase Act 2004. Known as the Cambridge City Fringes Joint Committee it will be responsible for future plan-making at the following locations on the edge of Cambridge:

- North West Cambridge
- Cambridge Northern Fringe East
- Cambridge East

- 10.2 The Joint Committee will produce its own Local Development Scheme.
- 10.3 South Cambridgeshire planners meet regularly with planners from other nearby authorities. As well as liaising on the sub-regional planning matters associated with the production of the East of England Plan, an inter-authority Cambridgeshire Planning Policy Forum provides a regular forum which helps ensure that cross-boundary issues are addressed, resource problems are discussed and good practice is shared. There are also a number of joint working groups relating to individual developments and Area Action Plans.

11. Programme Management and Responsibilities

- 11.1 Overall responsibility for keeping the LDS programme on target falls to the Corporate Manager for Planning and Sustainable Communities. Delivering the DPDs listed in the LDS is the direct responsibility of the Planning Policy Manager leading the Planning Policy Team of professional planning officers and support staff. This team will work with relevant service delivery officers from across the Council and with external stakeholders who provide services, facilities and infrastructure to produce the policies and proposals for development and use of land in South Cambridgeshire.
- 11.2 The DPD profiles in Appendix 1 identify which managers will take the organisational lead for the preparation of each DPD.
- 11.3 The Planning Policy Team will provide officers for the preparation of plans for the City fringes as required by the Cambridge City Fringes Joint Committee (the Section 29 Committee).

12. Council Procedures and Reporting Protocols

- 12.1 South Cambridgeshire District Council operates a Cabinet and Leader form of political management structure. The Cabinet consists of 8 elected councillors. The full Council consists of 57 elected ward councillors.
- 12.2 The powers that can be delegated to an executive body under the Local Government Act 2000 and its associated regulations (as amended) are held by the Cabinet. Cabinet is responsible for Executive Decisions on all stages of work on DPDs before submission and on the adoption of SPDs.
- 12.3 The New Communities Portfolio Holder is responsible for the various stages of preparation of DPDs and SPDs to be agreed by the Cabinet or Council and for the adoption of SPDs affecting a single parish.
- 12.4 The full Council is responsible for approving the submission of DPDs to the Secretary of State and for their subsequent adoption.

- 12.5 The Cabinet meets monthly, while meetings of the full Council are held every two months.
- 12.6 The Council's Scrutiny and Overview committee is responsible for holding the Cabinet to account, policy development, monitoring best value review action plans and external scrutiny.

13. Risk Assessment

Risk	Impacts	Mitigation actions
Staff vacancies	Could lead to excessive pressure on remaining staff and delays to the work programme.	Take prompt action to fill all posts. Where appropriate use consultants, temporary staff funded by Planning Delivery Grant, and internal secondments.
Staff turnover and retirement	Loss of experienced personnel to progress LDF.	Ensure that staff are properly rewarded and that the Council values their work.
Policy team staff diverted onto other tasks	Slower progress on LDF and planning applications being determined without a sound policy base.	Through LDS build corporate recognition of the priority of LDF work. Minimise other work.
Political resistance to adoption or submission of LDDs	Risk at late stage of the rejection of policies and proposals.	Involve Members throughout the preparation process, particularly through the involvement of Council in all Cabinet decisions.
Resources of external agencies	Delays waiting for key studies or responses.	Spread awareness of our timetable through this LDS.
Higher than expected number of representations	Uses more staff time than anticipated, possible slippage to programme.	Use frontloading of public involvement and make best use of the internet and databases for representation receipt and reporting.
New national guidance bringing significant policy change	LDD could be unsound because of inconsistency between LDD and government policy.	Officers keep a watching brief on policy developments and participate in government consultations significant to the district.
Plan deemed to be unsound at Examination	DPD fails. Work would have to go back to pre-submission stages.	Carry out self assessment of soundness prior to submission. Learn from the experience of other authorities and liaise closely with Government Office.
Inspectors ask	Probable slippage	Aim to avoid through the rigour of

Risk	Impacts	Mitigation actions
for extra work to be undertaken at the examination stage	to programme and staff resources taken from other programmed plan making, but risk of DPD being found unsound otherwise.	the policy development process, but essentially out of the Council's control.
Legal challenge	Adopted LDD could be quashed in part or in whole.	Aim to avoid through the rigour of the policy development process and ensuring that procedures are complied with.
Delays for elections, Xmas and summer break.	Work paused during critical pre-election period or public not be available during full consultation periods.	Programme LDD preparation to avoid consultation during elections, Xmas and the summer break.
Delay in adoption of the East of England Plan.	No strategic guidance for preparation of DPDs.	Out of the Council's control.
Capacity of the Planning Inspectorate	Delay in timing of Examinations or in receiving Inspectors' Reports. Inspectors add extra housing development proposals to ensure 15 years supply at date of adoption.	Out of the Council's control. We can ensure Planning Inspectorate are aware of our timetable. Have a Service Level Agreement with the Inspectorate.

14. Sustainability Appraisal

The Planning and Compulsory Purchase Act 2004 requires sustainability appraisal (SA) of every DPD. These appraisals will need to comply with the requirements of the European Directive on Strategic Environmental Assessment (SEA). In addition a Habitats Regulations Assessment screening is required to test whether a plan would have any likely significant effects on a Natura 2000 site (a Special Area of Conservation or a Special Protection Area), either within South Cambridgeshire or beyond the district boundary in which case a full Appropriate Assessment may be needed. Whilst this has been a separate process to date, it may be able to be incorporated in the SA process in future. Sustainability appraisals will ensure that the full environmental, social and economic impacts of all new policies are properly considered. Sustainability appraisal reports will provide an audit trail of the options considered and the decisions made during the preparation of all DPDs.

Sustainability Appraisal forms an integral part of DPD plan-making rather than a

separate process or an 'add-on'. There are five stages involved in carrying out SA of each DPD:

- setting the context and objectives, establishing the baseline and deciding
- the scope/ methodology of the SA process
- developing and refining options and assessing effects
- preparing the SA report
- formal consultation on the preferred option of the DPD and SA report
- monitoring the significant effects of the implementation of the DPD

The public will have an opportunity to comment on the sustainability appraisal reports, since these will be published in draft for consultation alongside the LDDs. Although the SA reports will neither themselves form part of the LDF nor have Development Plan status, the Examination to test the soundness of a DPD will include consideration of whether the SA report has been taken into account, and whether the SEA Directive has been complied with.

As part of the review of the Core Strategy, the Council will be reviewing the Sustainability Appraisal Scoping Report which informed the first round of DPDs which were submitted to the Secretary of State in January 2006.

15. Evidence Base and Monitoring

- 15.1 A robust evidence base will be a vital foundation for the South Cambridgeshire Local Development Framework. It will be crucial for policies to be developed in the light of all relevant information, for effects to be properly assessed in advance, and for implementation to be monitored once policies are in operation, with results summarised in the Annual Monitoring Reports.
- 15.2 A range of technical studies are already in existence for the evidence base. Some will need updating and in other cases completely new studies will be required where LDDs are prepared covering policy areas where no evidence base exists.
- 15.3 The table in Appendix 4 identifies the new or updated studies that are currently anticipated to be needed for the LDF, together with resource information and expected timings. When they are published the studies will be available on the Council's website www.scambbs.gov.uk/ldf, together with an up-to-date list of studies that are planned or underway.
- 15.4 In some cases the information will be sourced from studies and data provided by government bodies and partner organisations such as Cambridgeshire County Council.

16. Updating the LDS

- 16.1 The South Cambridgeshire Local Development Scheme outlines how the Council intends to provide up to date policies and proposals for the development and use of land for the foreseeable future as required section 15 of the Planning and Compulsory Purchase Act 2004. The LDS provides a 3 year time horizon being the length of time that is normally required for the

preparation and adoption of a DPD. The work programme will be rolled forward and updated through the production of replacement LDS's normally on an annual basis.

LOCAL DEVELOPMENT DOCUMENTS PROFILES

CORE STRATEGY	
Document Details:	
o Document description	A spatial vision and strategic objectives for South Cambridgeshire with a spatial strategy, core policies, and a monitoring and implementation framework
o Status	Development Plan Document
o Conformity	East of England Plan
o Geographical coverage	District-wide
o Produced jointly with another Authority?	No
Timetable:	
Plan Preparation	
1. DPD preparation and public participation (Reg 25), including:	Jul 2009 – Jan 2011
o Pre-production background studies and information gathering	Jul 2009 – Dec 2009
o Consult statutory bodies on scope of the Sustainability Appraisal	Jan 2010 – Feb 2010
o Identify and assess issues and options undertake initial sustainability appraisal, and consultation with stakeholders,	Jan 2010 – Oct 2010
o Preparation of draft plan and draft sustainability appraisal report	Nov 2010 – May 2011
2. Publication of Proposed Submission DPD and public consultation (Regs 27, 28, 29)	Jun 2011 – Jul 2011
3. Consider representations, prepare final sustainability report and decision to submit DPD to Secretary of State ¹	Aug 2011 – Nov 2011
4. Submission of DPD to Secretary of State (Reg 30)	Dec 2011
Examination	
5. Preparation for examination and pre-examination meeting	Dec 2011 – May 2012
6. Public examination	Jun 2012 – Jul 2012
Adoption	
7. Inspector's report writing	Aug 2012 – Oct 2012
8. Receipt of Inspector's binding report	Nov 2012
9. Adoption and publication of DPD	Dec 2012
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-submission stages. Cabinet recommendation to Council for submission and adoption.

Internal resources	Planning Policy Team working with service delivery departments.
External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

¹ New issues raised at this stage could cause the Draft DPD to be revised prior to submission necessitating further consultation and at least 5 months added to the timetable for the examination and adoption stages.

NORTH WEST CAMBRIDGE AREA ACTION PLAN	
Document Details:	
o Document description	A Joint Area Action Plan for an urban extension to provide for the development needs of Cambridge University
o Status	Development Plan Document
o Conformity	East of England Plan, South Cambridgeshire Core Strategy
o Geographical coverage	Girton Parish
o Produced jointly with another Authority?	Yes
Timetable:	
Plan Preparation	
1. DPD preparation and public participation (Reg 25), including:	<i>Completed</i>
o Pre-production background studies and information gathering	<i>Completed</i>
o Consult statutory bodies on scope of the Sustainability Appraisal	<i>Completed</i>
o Identify and assess issues and options including consultation with stakeholders	<i>Completed</i>
o Preparation of draft plan and sustainability appraisal report	<i>Completed</i>
2. Publication of Submission Draft DPD and public consultation (Regs 27, 28, 29)	<i>Completed</i>
3. Consider representations and decision to submit DPD to Secretary of State	<i>Completed</i>
4. Submission of DPD to Secretary of State (Reg 30)	<i>Completed</i>
Examination	
5. Preparation for examination and pre-examination meeting	<i>Completed</i>
6. Public examination	Nov 2008 – Jun 2009
Adoption	
7. Inspector's report writing	Jan 2009 – Aug 2009
8. Receipt of Inspectors' binding report	Aug 2009
9. Adoption and publication of DPD	Oct 2009
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-submission stages. Cabinet recommendation to Council for submission and adoption.
Internal resources	Planning Policy Team working with service delivery departments.

External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

SITE SPECIFIC POLICIES	
Document Details:	
o Document description	Allocates sites for housing, employment and other development or other site specific policies for the use of land where Area Action Plans are not being prepared.
o Status	Development Plan Document
o Conformity	East of England Plan, South Cambridgeshire Core Strategy
o Geographical coverage	District-wide
o Produced jointly with another Authority?	No
Timetable:	
Plan Preparation	
1. DPD preparation and public participation (Reg 25), including:	<i>Completed</i>
o Pre-production background studies and information gathering	<i>Completed</i>
o Consult statutory bodies on scope of the Sustainability Appraisal	<i>Completed</i>
o Identify and assess issues and options including consultation with stakeholders	<i>Completed</i>
o Preparation of draft plan and sustainability appraisal report	<i>Completed</i>
2. Publication of Submission Draft DPD and public consultation (Regs 27, 28, 29)	<i>Completed</i>
3. Consider representations and decision to submit DPD to Secretary of State ¹	<i>Completed</i>
4. Submission of DPD to Secretary of State (Reg 30)	<i>Completed</i>
Examination	
5. Preparation for examination and pre-examination meeting	<i>Completed</i>
6. Public examination ¹	Dec 2007 – Jun 2009
Adoption	
7. Inspector's report writing	Feb 2008 – Aug 2009
8. Receipt of Inspector's binding report	Aug 2009
9. Adoption and publication of DPD	Oct 2009
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-submission stages. Cabinet recommendation to Council for submission and adoption.
Internal resources	Planning Policy Team working with service delivery

	departments.
External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

¹ Examination timetable extended to allow for further work to identify additional land to meet a housing shortfall identified by the Inspectors during their examination of other Development Plan Documents.

GYPSY & TRAVELLERS	
Document Details:	
o Document description	Site allocations and policies for the provision of sites for gypsies and travellers
o Status	Development Plan Document
o Conformity	East of England Plan, South Cambridgeshire Core Strategy
o Geographical coverage	District-wide
o Produced jointly with another Authority?	No
Timetable:	
Plan Preparation	
1. DPD preparation and public participation (Reg 25), including:	Jun 2006 – May 2010
o Pre-production background studies and information gathering	<i>Completed</i>
o Consult statutory bodies on scope of the Sustainability Appraisal	<i>Completed</i>
o Identify and assess issues and options including consultation with stakeholders	Sep 2006 – Dec 2009
o Preparation of draft plan and sustainability appraisal report	Jan 2010 – May 2010
2. Publication of Submission Draft DPD and public consultation (Regs 27, 28, 29)	Jun 2010 – Jul 2010
3. Consider representations and decision to submit DPD to Secretary of State ¹	Jul 2010 – Sep 2010
4. Submission of DPD to Secretary of State (Reg 30)	Oct 2010
Examination	
5. Preparation for examination and pre-examination meeting	Oct 2010 - Jan 2011
6. Public examination	Feb 2011 – Mar 2011
Adoption	
7. Inspector's report writing	Apr 2011 – Jul 2011
8. Receipt of Inspector's binding report	Jul 2011

9. Adoption and publication of DPD	Sep 2011
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-submission stages. Cabinet recommendation to Council for submission and adoption.
Internal resources	Planning Policy Team working with service delivery departments
External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

¹ New issues raised at this stage could cause the Draft DPD to be revised prior to submission necessitating further consultation and at least 3 months added to the timetable for the examination and adoption stages.

STATEMENT OF COMMUNITY INVOLVEMENT (SCI)	
Document Details:	
o Document description	Explains how and when the community will be involved in preparing planning documents and in decisions of planning applications.
o Status	
o Conformity	East of England Plan, South Cambridgeshire Core Strategy, Development Control Policies DPD
o Geographical coverage	District-wide
o Produced jointly with another Authority?	No
Timetable:	
SCI Preparation	
1. SCI preparation and public participation, including:	Feb 2009 – Feb 2010
o Pre-production background studies and information gathering	Feb 2009 – Mar 2009
o Identify and assess issues and options including consultation with stakeholders	Apr 2009 – Jun 2009
o Preparation of draft Statement of Community Involvement	Jul 2009 – Aug 2009
2. Publication of Draft SCI and public consultation	Sep 2009 – Oct 2009
3. Consider representations and revise SCI	Nov 2009 – Jan 2010
Adoption	
4. Adoption and publication of SCI	Feb 2010
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-submission stages. Cabinet recommendation to Council for submission and adoption.
Internal resources	Planning Policy Team working with service delivery departments
External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

PLANNING OBLIGATIONS SPD	
Document Details:	
o Document description	Guidance on the planning obligations that will be sought to provide the services, facilities and infrastructure required by development proposals in South Cambridgeshire
o Status	Supplementary Planning Document
o Conformity	East of England Plan, South Cambridgeshire Core Strategy, Development Control Policies DPD, Northstowe AAP, Cambridge East AAP, Cambridge Southern Fringe AAP, Cambridge North West AAP
o Geographical coverage	District-wide
o Produced jointly with another Authority?	No
Timetable:	
SPD Preparation	
1. SPD preparation and public participation, including:	Jan 2009 – Aug 2009
o Pre-production background studies and information gathering	Jan 2009 – Jun 2009
o Preparation of draft SPD	Jul 2009 – Aug 2009
2. Publication of Draft SPD and public consultation	Sep 2009 – Oct 2009
3. Consider representations and revise SPD	Nov 2009 – Jan 2010
Adoption	
4. Adoption and publication of SPD	Feb 2010
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-adoption stages. Cabinet for adoption.
Internal resources	Planning Policy Team working with service delivery departments
External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

AFFORDABLE HOUSING SPD	
Document Details:	
o Document description	Guidance to supplement policy for securing affordable housing (including key worker housing).
o Status	Supplementary Planning Document
o Conformity	East of England Plan, South Cambridgeshire Core Strategy, Development Control Policies DPD, Northstowe AAP, Cambridge East AAP, Cambridge Southern Fringe AAP, Cambridge North West AAP
o Geographical coverage	District-wide
o Produced jointly with another Authority?	No
Timetable:	
SPD Preparation	
1. SPD preparation and public participation, including:	Jan 2009 – Aug 2009
o Pre-production background studies and information gathering	Jan 2009 – Jun 2009
o Preparation of draft SPD	Jul 2009 – Aug 2009
2. Publication of Draft SPD and public consultation	Sep 2009 – Oct 2009
3. Consider representations and revise SPD	Nov 2009– Jan 2010
Adoption	
4. Adoption and publication of SPD	Feb 2010
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-adoption stages. Cabinet for adoption.
Internal resources	Planning Policy Team working with service delivery departments
External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

DESIGN GUIDE & SUSTAINABLE CONSTRUCTION SPD	
Document Details:	
o Document description	Guidance on the design of development in South Cambridgeshire to ensure that development is locally distinctive and makes locally appropriate use of sustainable construction techniques, materials, energy use and water consumption which will mitigate the impact of development on the climate.
o Status	Supplementary Planning Document
o Conformity	East of England Plan, South Cambridgeshire Core Strategy, Development Control Policies DPD, Northstowe AAP, Cambridge East AAP, Cambridge Southern Fringe AAP, Cambridge North West AAP
o Geographical coverage	District-wide
o Produced jointly with another Authority?	No
Timetable:	
SPD Preparation	
1. SPD preparation and public participation, including:	Jan 2009 – Aug 2009
o Pre-production background studies and information gathering	Jan 2009 – Jun 2009
o Preparation of draft SPD	Jul 2009 – Aug 2009
2. Publication of Draft SPD and public consultation	Sep 2009 – Oct 2009
3. Consider representations and revise SPD	Nov 2009 – Jan 2010
Adoption	
4. Adoption and publication of SPD	Feb 2010
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-adoption stages. Cabinet for adoption.
Internal resources	Planning Policy Team working with service delivery departments
External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

BIODIVERSITY SPD	
Document Details:	
o Document description	Guidance on how development can ensure the conservation of locally important species and habitats and where appropriate create new habitats within or close to new areas of development.
o Status	Supplementary Planning Document
o Conformity	East of England Plan, South Cambridgeshire Core Strategy, Development Control Policies DPD, Northstowe AAP, Cambridge East AAP, Cambridge Southern Fringe AAP, Cambridge North West AAP
o Geographical coverage	District-wide
o Produced jointly with another Authority?	No
Timetable:	
SPD Preparation	
1. SPD preparation and public participation, including:	Jan 2008 – Feb 2009
o Pre-production background studies and information gathering	Jul 2008 – Oct 2008
o Preparation of draft SPD	Oct 2008 – Feb 2009
2. Publication of Draft SPD and public consultation	Feb 2009– Apr 2009
3. Consider representations and revise SPD	Apr 2009 – Jul 2009
Adoption	
4. Adoption and publication of SPD	Jul 2009
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-adoption stages. Cabinet for adoption.
Internal resources	Planning Policy Team working with service delivery departments
External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

LANDSCAPING DEVELOPMENT SPD	
Document Details:	
o Document description	Guidance on landscaping development proposals to make best use of existing features and create locally distinctive developments.
o Status	Supplementary Planning Document
o Conformity	East of England Plan, South Cambridgeshire Core Strategy, Development Control Policies DPD, Northstowe AAP, Cambridge East AAP, Cambridge Southern Fringe AAP, Cambridge North West AAP
o Geographical coverage	District-wide
o Produced jointly with another Authority?	No
Timetable:	
SPD Preparation	
1. SPD preparation and public participation, including:	Jan 2009 – Aug 2009
o Pre-production background studies and information gathering	Jan 2009 – Jun 2009
o Preparation of draft SPD	Jul 2009 – Aug 2009
2. Publication of Draft SPD and public consultation	Sep 2009 – Oct 2009
3. Consider representations and revise SPD	Nov 2009 – Jan 2010
Adoption	
4. Adoption and publication of SPD	Feb 2010
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-adoption stages. Cabinet for adoption.
Internal resources	Planning Policy Team working with service delivery departments
External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

LISTED BUILDINGS SPD	
Document Details:	
o Document description	Guidance on proposals for works to listed buildings or for development affecting the setting of listed buildings.
o Status	Supplementary Planning Document
o Conformity	East of England Plan, South Cambridgeshire Core Strategy, Development Control Policies DPD, Northstowe AAP, Cambridge East AAP, Cambridge Southern Fringe AAP, Cambridge North West AAP
o Geographical coverage	District-wide
o Produced jointly with another Authority?	No
Timetable:	
SPD Preparation	
1. SPD preparation and public participation, including:	Jan 2008 – Feb 2009
o Pre-production background studies and information gathering	Jul 2008 – Oct 2008
o Preparation of draft SPD	Oct 2008 – Feb 2009
2. Publication of Draft SPD and public consultation	Feb 2009– Apr 2009
3. Consider representations and revise SPD	Apr 2009 – Jul 2009
Adoption	
4. Adoption and publication of SPD	Jul 2009
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-adoption stages. Cabinet for adoption.
Internal resources	Planning Policy Team working with service delivery departments
External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

ANNUAL MONITORING REPORT (AMR)	
Document Details:	
o Document description	Monitors development trends over the previous monitoring year (April 1 to March 31) using core output indicators set by the Government, together with other locally derived indicators. A housing trajectory graph shows any emerging shortfalls or surpluses in housing completions compared with housing requirements, and assesses the need for remedial action. The AMR also details progress made in implementing the work programme in the LDS, and reports on whether a review of the LDS is required..
o Status	Not a Local Development Document. Required by Section 35 of the Planning & Compulsory Purchase Act 2004.
o Conformity	East of England Plan, South Cambridgeshire Core Strategy, Development Control Policies DPD, Northstowe AAP, Cambridge East AAP, Cambridge Southern Fringe AAP, Cambridge North West AAP
o Geographical coverage	District-wide
o Produced jointly with another Authority?	No
Timetable:	
1. Evidence gathering and preparation of the AMR	Jul - Nov 2009
2. Publication and submission to the Secretary of State	Dec 2009
Arrangements for production	
Organisational lead	Planning Policy Manager
Political lead	New Communities Portfolio Holder for all pre-adoption stages. Cabinet for adoption.
Internal resources	Planning Policy Team working with service delivery departments
External resources	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utility companies, housebuilders other local stakeholders
Monitoring and review mechanisms	Annual Monitoring report

