

## **Local Development Scheme March 2023**



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## Introduction

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### 1 Introduction

- 1.1 Huntingdonshire District Council (the Council) is required to prepare a Local Development Scheme (LDS) under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended). The LDS explains the development plan documents that the Council intends to bring forward and the timetable for producing them. These will guide planning application and growth decisions. It highlights opportunities for residents, organisations and other stakeholders to contribute to their preparation.
- 1.2 This document replaces the last LDS approved in December 2017 which was written to support preparation of Huntingdonshire's Local Plan to 2036.
- 1.3 The LDS is required to set out a three year timetable of work on development plan preparation. As complete preparation of a new Local Plan is expected to take longer than this due to the level of engagement and nature of the processes involved, an indicative timetable is set out for the whole process from start to completion. It includes 'milestones' to inform people about opportunities to get involved with the plan making process. The Council will try to prepare documents efficiently to keep to the timetable set out. However, plan preparation is responsive to the volume and nature of responses received during engagement phases and the level and complexity of supporting evidence needed. If monitoring of actual progress against the timetable set out in this document indicates that the timetable needs to be amended to ensure full engagement and completion of all legally required procedures the Annual Monitoring Report will explain how the LDS needs to be changed. Changes may also be required in response to alterations to national planning legislation or policy.
- 1.4 The LDS does not give timescales for the preparation of Neighbourhood Plans as they are prepared by Town and Parish Councils and community volunteers who determine the timetable for production and public engagement. The Council offers support to those preparing Neighbourhood Plans and arranges the formal stages of examination and approval once

the local community is ready. Once approved the Neighbourhood Plans will become part of the Development Plan and be used to help decide planning applications within their individual area.

- 1.5 The LDS is published on the Council's website at [\(tbc once webpage created\)](#). The Annual Monitoring Report will measure plan making activity and progress against the LDS to keep people informed and will highlight any altered circumstances that lead to the need to update the LDS.
- 1.6 Paragraph 33 of the National Planning Policy Framework (NPPF) states that policies in local plans should be reviewed to assess whether they need updating at least once every five years and should then be updated as necessary. Reviews should be completed no later than five years from the adoption date of a plan and should consider changing circumstances affecting the area, or any relevant changes in national policy. Huntingdonshire's Local Plan to 2036 was adopted on 15th May 2019 so a review should be completed by May 2024 followed by preparation of a replacement Local Plan as appropriate.

## 2 Current Development Plan

### 2 Current Development Plan

**2.1** The current statutory Development Plan comprises several documents which are all used to determine planning applications within Huntingdonshire. Local communities have been involved in the preparation of all of these and they have been independently scrutinised either by the Planning Inspectorate for Local Plans, or independent examiners in the case of Neighbourhood Plans. The statutory Development Plan for Huntingdonshire currently comprises:

- Huntingdonshire's Local Plan to 2036 (adopted May 2019) - this details the planning strategies for development throughout the district. It includes strategic and non-strategic policies to address the district's priorities for the development and use of land and includes site allocations of land for development (also known as proposals). It was prepared to be in general conformity with government guidance of the time, in particular the National Planning Policy Framework 2012.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (adopted July 2021) - this details policies and allocations to ensure a steady supply of minerals for construction to support growth and supports the provision of modern waste management facilities to serve the whole of Cambridgeshire and Peterborough.
- All made Neighbourhood Plans which are community-led plans for guiding future development and growth of a single parish or group of parishes as listed below:
  - Buckden (May 2021)
  - Bury (May 2021)
  - Godmanchester (December 2017)
  - Grafham and Ellington (February 2022)
  - Houghton and Wyton (March 2018)
  - Huntingdon (October 2019)
  - St Neots (February 2016)

**2.2** Other Neighbourhood Plans are at varying stages of preparation and subject to successful votes in referenda will become part of the statutory Development Plan during the lifetime of this LDS. Additional Neighbourhood Areas may also be designated and plans brought forward which similarly may become part of the statutory Development Plan. Updates are provided on the [Neighbourhood Planning](#) page of the Council's website. Neighbourhood plans are required to be in general conformity with the strategic policies of the adopted Local Plan but there may be variance in the policy approach taken beyond this. In the event of this, precedence is given to the policies within the most recently adopted plan. Neighbourhood plans are also required to have regard to any emerging Development Plan documents that are relevant which will be become more significant as their preparation advances depending on the level of support or objection to any individual policies or proposals.

**2.3** The Policies Map illustrates how and where the policies and proposals in the Development Plan apply. It will be updated as elements of the statutory Development Plan change, for instance when a new Neighbourhood Plan is made. An interactive version of this can be seen at: [Policies Map and User Guidance](#).

**2.4** Development Plan Documents may be supported by Supplementary Planning Documents giving more detailed information and guidance to support the delivery of specific Local Plan policies.

## Plan-making process

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### 3 Plan-making process

- 3.1** The process of preparing and adopting development plans is set out in the Town and Country ([Local Planning](#)) (England) Regulations 2012 which came into force on 6 April 2012. These Regulations prescribe the form and content of a Local Plan and Policies Map and set out procedural arrangements for preparing Local Plans. They encourage extensive early public engagement in the preparation of Local Plans. Producing a Local Plan is an iterative process which can involve several major rounds of public engagement coupled with ongoing discussions with delivery partners, infrastructure providers and other key stakeholders. The scale and nature of community involvement will vary according to the stage of document production. Public participation will be guided by the Council's Statement of Community Involvement.
- 3.2** The Localism Act 2011 introduced the 'Duty to Cooperate' through which a Council preparing a Local Plan must engage constructively, actively and on an ongoing basis with neighbouring councils and specified public bodies such as the Environment Agency, Highways England and Clinical Commissioning Groups to address strategic planning matters that are driven by larger than local issues that are likely to have an impact beyond the district boundary. The National Planning Policy Framework requires local authorities to prepare one or more statements of common ground, documenting the strategic cross-boundary matters that may affect the planning of the area and how these issues and their potential impacts are being thought about and responded to. Statements of Common Ground will be prepared with all neighbouring authorities and other duty to cooperate bodies.
- 3.3** Table 1 below shows the key stages of Local Plan preparation and key elements involved during each.

**Table 1 Key Stages of Local Plan preparation**

Key Stages of Local Plan preparation	Involves	Regulations
Preparation of the Local Plan	<p>Identification of the scope and subjects to be covered, exploration of issues and options for the development strategy, potential site allocations and policies and preparation of relevant evidence.</p> <p>This may involve several iterative engagement phases.</p>	Regulation 18
Publication of the Local Plan (pre-submission)	Formal consultation on the final draft Local Plan in preparation for its independent examination in public	Regulations 19 and 20
Submission	<p>Sending the final draft Local Plan, all comments received during the publication stage and all the supporting evidence and documents to the Planning Inspectorate as representatives of the Secretary of State for Levelling up, Housing and Communities.</p>	Regulation 22
Examination in public	Consideration by an Independent Planning Inspector of all written comments submitted on the draft Local Plan and exploration of issues through public hearings.	Regulation 24

### 3 Plan-making process

Key Stages of Local Plan preparation	Involves	Regulations
	This may include consultation on proposed modifications to the draft Local Plan as deemed necessary by the Inspector.	
Publication of the Inspector's findings	A formal written report is published giving the Inspector's decision on the acceptability (legal compliance and soundness) of the Local Plan which may contain a series of modifications needed to allow it to be finalised.	Regulation 25
Adoption of the Local Plan	The final Local Plan, including any modifications, is considered at a meeting of the Full Council, and a decision made on whether to formally adopt it as part of the statutory development plan for the district.	Regulation 26
Period for Judicial Review	A six week period is allowed for filing a legal challenge on grounds of illegality, irrationality or procedural propriety. If the case is proven some or all of the Local Plan may no longer be used.	

planning system. Local Plans also need to take into account the government's planning aspirations as set out in the National Planning Policy Framework.

- 3.5** In December 2022 the Secretary of State for Levelling Up, Housing, and Communities published consultation materials proposing revisions to the plan-making system in England. The outcomes of this may have substantial implications for the scope of the Local Plan update and the anticipated timetable for its preparation. The timing of the introduction of legislative and policy changes is uncertain and transition arrangements are expected to be proposed which may or may not apply to preparation of this proposed Local Plan update. Flexibility will be incorporated into the preparation approach to endeavour to ensure that work and engagement carried out in the early stages of plan preparation will be transferrable to any revised approach.

- 3.4** In August 2020 the government issued for consultation the Planning for the Future White Paper to introduce and test proposals for long term structural changes to the English planning system. In February 2022 the government issued the Levelling Up White Paper, followed in May 2022 the Levelling Up and Regeneration Bill which includes proposals for changes to the

## Updated Local Plan

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## 4 Updated Local Plan

**4.1** Huntingdonshire's updated Local Plan will form part of the statutory development plan for the district. It will set out the planning policies and site allocations to guide development and growth across the whole of the district. Once finalised and adopted it will replace in full [Huntingdonshire's Local Plan to 2036](#). The updated Local Plan will be required to be in general conformity with the National Planning Policy Framework and other elements of national legislation which may change during the course of the plan's preparation. It is required to keep up to date with changes at least until the plan is submitted for examination in public. It will be prepared by Huntingdonshire District Council in its capacity as the local planning authority. The updated Local Plan for Huntingdonshire will be a single document which:

- Establishes a vision for the future of the whole district
- Includes a set of strategic objectives to indicate the focus of future planning priorities
- Sets out strategic policies, which includes specifying the amount of new development required and identifying a comprehensive development strategy for this
- Allocates specific development sites on which new development can be delivered
- Provides development management policies to shape decisions on planning applications
- Identifies monitoring indicators to measure the implementation of the policies and allocations

**4.2** The Local Plan will be supported by an updated Policies Map to provide a spatial illustration of where each policy and allocation is applied.

**4.3** Table 2 below shows the anticipated timetable for preparation of the replacement Local Plan and phases of public engagement. Details of engagement are set out in the supporting Statement of Community Involvement. Precise timelines for preparation of the new Local Plan may

vary depending on issues raised during early engagement phases, the complexity of supporting evidence required and changes in national planning legislation. Significant changes will be reported through the Annual Monitoring process and may give rise to updates to this document if required.

**Table 2 Local Plan preparation timetable**

Phase of Local Plan preparation	Nature of engagement	Timeline
Initial Issues, call for sites and assessment methodologies (Regulation 18)	Online information and engagement documentation, online/ face-to-face meetings and presentations, local newspapers and social media	Spring 2023
Further Issues and Options (Regulation 18)	Online information and engagement documentation, drop in events/ public exhibitions, online/ face-to-face meetings and presentations, local newspapers and social media	Spring 2024
Preferred Options (full draft) Local Plan (Regulation 18)	Online information and engagement documentation, drop in events/ public exhibitions, online/ face-to-face meetings and presentations, local newspapers and social media	Summer/ Autumn 2025
Pre-submission Local Plan (Regulations 19 and 20)	Online information and engagement documentation seeking formal responses for consideration by the independent Planning Inspector	Spring 2027

## 4 Updated Local Plan

Phase of Local Plan preparation	Nature of engagement	Timeline
Submission of draft Local Plan to Secretary of State (Regulation 22)	N/A	Autumn 2027
Examination in Public (Regulation 24)	Public hearing sessions on matters selected by the Planning Inspector	Autumn 2027 onwards
Adoption (Regulation 26)	Notification of adoption; online/face-to-face meetings and presentations introducing the updated Local Plan	Winter 2028

- 4.4** All individuals or businesses who wish to be notified of new engagement opportunities may register on the Council's Planning Policy consultation portal at:

[Huntingdonshire District Council Consultation Home - Keystone](#)

## Evidence base and supporting documents

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## 5 Evidence base and supporting documents

- 5.1** The policies and proposals in the Local Plan will be shaped by the findings of a series of evidence base documents prepared both in-house and by specialist external consultants where necessary. To be successful at examination it is essential that these are robust and up to date at the time the Local Plan is submitted. The table below identifies the scope of key elements of the evidence base that will be required to illustrate the range of issues to be considered. Additional evidence will be added to this as preparation of the Local Plan moves forward if needed in response to issues raised during engagement with individuals and organisations.

**Table 3 Key Evidence Base Elements**

Subject	Purpose
Climate change and carbon emissions reductions	Informing planning policies and a growth strategy to support Huntingdonshire in working to become carbon neutral by 2040.
Sustainability appraisal	Considering the social, economic and environmental impacts of the growth strategy, proposed policies and site allocations individually and in combination.
Habitats Regulations Assessment	Considering the implications of proposed policies and site allocations individually and in combination on high value designated nature sites to protect their integrity.
Statement of Consultation	Summarising engagement processes and comments received, and explaining how they have helped to shape the Local Plan.
Economic development needs assessment and sector analysis	Forecasting the amount and nature of employment land needed to provide for new office, industrial and storage & distribution buildings.

Subject	Purpose
Town centres, retail and commercial leisure needs assessment	Assessing the most appropriate regeneration and future use of each town centre in the district, and forecasting the amount and nature of land needed for additional retail and commercial leisure uses or alternative uses for any surplus land or buildings.
Huntingdonshire futures (Place Strategy)	Shaping a shared vision for the future of Huntingdonshire for the next 30 years expressing aspirations and ambitions for the district.
Integrated water management plan	Presenting a water cycle study and strategic flood risk assessment including assessment of any proposed sites located in areas of higher flood risk.
Housing delivery	Analysing historic and anticipated housing delivery trends to inform deliverability of proposed allocations.
Housing needs of specific groups	Assessing the level of need for affordable housing, accessible and adaptable housing, specialist housing for older people and for other specified groups.
Gypsy, traveller, travelling showpeople and boat dwellers accommodation needs assessment	Identifying the level and nature of need for additional pitches, plots and moorings to meet forecast needs for gypsies, traveller, travelling showpeople and boat dwellers.
Land availability assessment(s)	Identification of land for potential development for a range of uses such as housing, employment and community uses, including the assessment of whether the sites are suitable and their likely timeframe for delivery.

## 5 Evidence base and supporting documents

Subject	Purpose
Transport modelling	Understanding the baseline transport infrastructure and travel situation and modelling potential travel demands of a range of possible growth scenarios to test their infrastructure requirements and deliverability.
Viability assessment	Testing the financial implications of potential policies and types of sites to assess their deliverability within the local context to shape priorities for the Local Plan.
Infrastructure study and delivery	Identifying the infrastructure needed to meet the growth strategy set out in the Local Plan and the timing and prioritisation of its provision.
Annual monitoring reports	Monitoring the delivery of housing, employment and selected other uses for assessment against targets set in the current Local Plan and nationally; monitoring of policy indicators established in the current Local Plan to determine their effectiveness; monitoring of neighbourhood plan preparation and monitoring of delivery against the timescales set out in the LDS.
Green infrastructure assessment	Considering the current scale and nature of green (and blue) infrastructure and assessment of the quantity of and approach to future needs.
Indoor leisure and outdoor sports facilities	Assessment of current provision of indoor and outdoor sports facilities and identification of future improvements needed in terms of quality and/ or quantity.

Subject	Purpose
Landscape character and natural capital	Considering the nature and influence of landscape character on approaches in the Local Plan and the value of the natural environment within Huntingdonshire and the benefits it provides.

## 6 Resources and risks

- 6.1** The production of the updated Local Plan, its supporting documents and any related supplementary planning documents will be done mainly by the Planning Policy Team. Specialist skills available elsewhere in the Council will also be drawn in where relevant, in particular involving Implementation, Development Management, Operations, Economic Development and Housing Strategy colleagues. However, it will be necessary for specialist consultants to be appointed for some evidence preparation such as climate change analysis and economic viability testing.
- 6.2** The Council does not have control over all aspects of Local Plan preparation. Its completion relies on input to the process from many people and organisations including local residents, town and parish councils, infrastructure providers, developers and neighbouring local authorities. Many of those involved will have their own priorities and processes which may not coincide with those of the Council. The Council will endeavour to ensure that working relationships with external groups and organisations are collaborative and progressive. In preparing the LDS, the Council has identified some of the main areas of risk and their impacts, together with potential ways to manage these to facilitate the anticipated Local Plan update timetable being delivered.
- 6.3** The process of preparing planning policy documents requires significant financial resources, particularly to meet costs arising from engagement, evidence gathering and examination in public. A reserve has been accrued towards this but supplementing this to ensure costs, particularly at later stages can be met, will need to be taken into account in preparation of future budgets.
- 6.4** The production of a Local Plan requires consideration of the potential risks involved in its preparation. Table 4 below highlights the main risks to its successful preparation and adoption as identified so far.

**Table 4 Risk assessment**

Risk that may arise	Impact that may occur	Mitigation measures that may be taken
Changes to national planning policy or guidance or to building regulations impacting on potential policy requirements including the potential for substantial revision to planning legislation and introduction of a replacement local planning system	<ul style="list-style-type: none"> <li>• Additional work to comply with new policy or guidance</li> <li>• Need to revise documents already in progress</li> <li>• Reduced weight accorded to the current Local Plan and risk of some policies being deemed out of date and national approaches substituted</li> <li>• Need to adapt the content and programming of the local plan update to reflect a new national approach partway through preparation of the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Changes to national policy and guidance are outside the Council's control, although responses will be submitted to relevant consultations to try to help shape the approach brought in</li> <li>• Review emerging national legislation, and policy prior to starting formal statutory stages and consider any transitional arrangements proposed by the government</li> <li>• Ongoing review of staffing and budgetary resources to expedite preparation of the Local Plan update</li> </ul>

## 6 Resources and risks

Risk that may arise	Impact that may occur	Mitigation measures that may be taken	Risk that may arise	Impact that may occur	Mitigation measures that may be taken
Reduction or turnover in staff and/ or reduction of budgetary resources	<ul style="list-style-type: none"> <li>Inability to meet the anticipated programme for preparation of the updated Local Plan and its associated evidence base and supporting documents</li> <li>Quality of the work may suffer giving rise to additional challenges at examination to the robustness of the submitted Local Plan update</li> <li>Other team or Council priorities may not be achieved</li> </ul>	<ul style="list-style-type: none"> <li>Revise the LDS as necessary</li> <li>Delivery of effective staff retention and recruitment programmes.</li> <li>Robust project management to maintain the quality of material produced.</li> <li>Use of external consultants to provide specialist studies and advice where funding is available.</li> <li>Reassessment of departmental and Council priorities.</li> </ul>		<ul style="list-style-type: none"> <li>been submitted for examination</li> <li>Delay in preparation of and/ or reduction in quality or robustness of the Local Plan or associated evidence base or supporting documents</li> </ul>	<ul style="list-style-type: none"> <li>the timing and nature of engagement opportunities</li> <li>Ensure that engagement timescales are realistic for the scale and nature of input sought from partners</li> <li>Endeavour to build and maintain effective relationships with partners</li> </ul>
Capacity of statutory consultees and other agencies to engage in the plan making process	<ul style="list-style-type: none"> <li>Delay or inability to meet duty to cooperate requirements which cannot be corrected once the plan has</li> </ul>	<ul style="list-style-type: none"> <li>Early engagement with statutory consultees and key agencies advising on the preparation programme,</li> </ul>	Inability to secure timely provision of infrastructure to support delivery of development as planned	<ul style="list-style-type: none"> <li>Prepare up to date evidence regarding infrastructure provision and needs to support Local Plan delivery including liaison with infrastructure providers over intended delivery timescales of new</li> </ul>	<ul style="list-style-type: none"> <li>Continuing engagement with infrastructure providers to ensure the Infrastructure Delivery Plan is realistic and adequately supports the delivery of proposed development allocations</li> </ul>

## Resources and risks

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Risk that may arise	Impact that may occur	Mitigation measures that may be taken	Risk that may arise	Impact that may occur	Mitigation measures that may be taken
	<ul style="list-style-type: none"> <li>and improved schemes</li> <li>Housing delivery trajectory may be impacted giving rise to the need to include reserve sites or phase delivery intentions</li> </ul>			<ul style="list-style-type: none"> <li>other Council strategies or priorities</li> </ul>	<ul style="list-style-type: none"> <li>stage of plan preparation</li> <li>Ongoing review of staffing and budgetary resources as part of the project management of the plan's preparation</li> </ul>
Volume of work involved in preparing the Local Plan is significantly greater than anticipated either due to particularly high numbers of representations during engagement phases or issues giving rise to the need for additional evidence	<ul style="list-style-type: none"> <li>The Local Plan will not be prepared and adopted within the anticipated timeframe</li> <li>Reduced weight accorded to the current Local Plan and risk of some policies being deemed out of date and national approaches substituted</li> <li>Pressure to reduce the scope or quality of work conducted to minimise preparation delays</li> <li>Delay or inability of staff to contribute to</li> </ul>	<ul style="list-style-type: none"> <li>Monitor progress annually and reflect outcomes in the Annual Monitoring Report to support updating of the LDS if necessary</li> <li>Ensure comprehensive engagement takes place early in preparation of the Local Plan to minimise the level of objections at publication stage</li> <li>Endeavour to sustain effective corporate and political governance and support at each</li> </ul>	Evidence base preparation takes longer than expected or elements become out of date due to rapidly changing circumstances	<ul style="list-style-type: none"> <li>Delay in the preparation of the Local Plan</li> <li>Need to prepare or commission full or partial updates to elements of the evidence base at additional cost</li> <li>Robustness of evidence base elements may be reduced and challenged</li> </ul>	<ul style="list-style-type: none"> <li>Ensure effective oversight of consultancy work and project management</li> <li>Monitor and update information where possible and relevant</li> <li>Commission short term updates where essential to ensure robustness of evidence at examination</li> </ul>

## 6 Resources and risks

Risk that may arise	Impact that may occur	Mitigation measures that may be taken	Risk that may arise	Impact that may occur	Mitigation measures that may be taken
Competing political priorities or change in political control	<ul style="list-style-type: none"> <li>Potential for delay and/ or additional work</li> <li>Inconsistency in approaches taken across different elements of the Local Plan detrimentally impacting on the coherence of the overall strategy</li> </ul>	<ul style="list-style-type: none"> <li>Elected members to be involved throughout preparation of Local Plan update</li> <li>Political scrutiny and approval of key materials before launching engagement phases</li> </ul>	Submitted document fails any of the tests of soundness, duty to cooperate or legal requirements	<ul style="list-style-type: none"> <li>Reputational damage to the Council</li> <li>Lack of an up to date plan for an extended period until a further replacement is prepared, examined and found sound</li> <li>Additional demands on staff and financial resources</li> </ul>	<ul style="list-style-type: none"> <li>Use the Planning Advisory Service (PAS) self-assessment toolkit to check all procedural requirements have been undertaken correctly and are fully documented</li> <li>Maintain ongoing liaison with duty to cooperate and other key partners</li> <li>Maintain a clear record of all discussions on strategic cross boundary issues and outcomes</li> <li>Commission an external review to assess the soundness of the plan prior to submission and amend or further</li> </ul>
Planning Inspectorate have insufficient capacity to meet the anticipated timescale for examination and/ or reporting	<ul style="list-style-type: none"> <li>Inability to meet anticipated timelines for examination</li> <li>Delay in adoption of the plan with consequent impacts on weight accorded to older/ out of date policies</li> </ul>	<ul style="list-style-type: none"> <li>This is outside the control of the Council but ongoing liaison will be maintained with the Planning Inspectorate to ensure early identification of issues</li> <li>Review preparation timescales to take account of potential pinch points arising from changes to national legislation and any accompanying</li> </ul>			transitional arrangements

## Resources and risks

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Risk that may arise	Impact that may occur	Mitigation measures that may be taken
Judicial review	<ul style="list-style-type: none"> <li>• Additional staff and financial resources required to defend the challenge</li> <li>• Potential for some or all of the plan to be quashed leading to increased likelihood of the need for an immediate or early review</li> </ul>	<p>justify elements as appropriate</p> <ul style="list-style-type: none"> <li>• Ensure sufficient staff and financial resources are available for preparation of an adequate and robust evidence base</li> <li>• Use the PAS self-assessment toolkit to check all procedural requirements have been undertaken correctly and are fully documented</li> <li>• Seek and act on pre-submission advice from the Planning Inspectorate</li> <li>• Engage legal support at relevant preparation and examination stages</li> </ul>

## 1 Monitoring and review

### 7 Monitoring and review

- 7.1** The Council is required to monitor annually how effective the Local Plan policies and proposals are. An Annual Monitoring Report will be published by the Council each year to see if we are meeting, or are on target to meet, the milestones set out in the LDS and, if not, what the reasons are. If necessary, the Annual Monitoring Report will recommend revisions to the LDS.

## Appendix 1: Glossary

### 1 Appendix 1: Glossary

**1.1** The following list clarifies key terms used within this document to aid comprehension by those less familiar with the planning system.

**Adoption** - The final confirmation of when a development plan document comes into use by the Council.

**Annual Monitoring Report** - A report prepared at least once a year that assesses progress against targets in the Local Development Scheme and how well policies in the Local Plan are being implemented. It includes an annually updated housing trajectory and 5 year housing land supply calculations.

**Development Plan** - The collection of documents that, by law, planning decisions on planning applications must be taken in line with unless material considerations indicate otherwise. . It includes planning documents produced by Cambridgeshire County Council, Huntingdonshire District Council and any Neighbourhood Plans prepared by Town or Parish Councils within the district.

**Duty to Cooperate** - A legal test which requires cooperation between local planning authorities and specified public bodies to maximise the effectiveness of policies for strategic matters in Local Plans that are likely to be of importance across more than one district.

**Evidence Base** - The data, information and analysis prepared by the Council or by specialist consultants on our behalf to shape and justify the policy approaches set out in Development Plan documents.

**Examination in Public** - An independent inquiry through both written material and verbal hearings which considers the soundness of a Development Plan document before it is finalised. It is led by an Independent Planning Inspector who is appointed on behalf of the Secretary of State for Levelling Up, Housing and Communities through the Planning Inspectorate. It considers whether the proposed development plan has been prepared in accordance with legal and procedural requirements, and whether it meets the tests of soundness explained below.

**Local Development Scheme (LDS)** - The Local Development Scheme sets out the Council's programme and timetable for preparing and reviewing statutory planning documents.

**Local Plan** - A plan for the future development of the District containing planning policies and site specific allocations (proposals). It is prepared by the local planning authority in consultation with the community. It can also be known as a development plan document.

**Localism Act 2011** - The Localism Act introduced changes to the planning system introducing the Duty to Cooperate and Neighbourhood Planning.

**National Planning Policy Framework (NPPF)** - Sets out the government's planning policies for England and how these are expected to be applied. It also provides guidance for local planning authorities and decision-makers when preparing plans and making decisions on planning applications.

**Neighbourhood Plan** - A development plan document prepared by a Town or Parish Council or a group of such councils for a defined neighbourhood area to provide local policies to be used when making decisions on planning applications within that specific area only.

**Policies Map** - An Ordnance Survey based map showing the extent of application of planning policies and proposals within the adopted development plan. It includes an explanation of any symbols or notation. It is often displayed online as an interactive map allowing users to select particular policies or proposals of interest to them. It was formerly known as the Proposals Map.

**Publication** - The point at which a draft Local Plan is issued for consultation prior to its submission to the Secretary of State for examination in public by an Independent Planning Inspector.

**Scoping Report** - Report produced as the first stage of Sustainability Appraisal. It examines existing environmental, social and economic conditions in the district, and identifies appropriate objectives against which to judge draft policies and proposals.

## 1 Appendix 1: Glossary

**Site allocation or proposal** - A specific area of land with the boundary shown on the Policies Map that is identified in the Development Plan to be used for a particular purpose such as development for new housing.

**Soundness** - The examination in public into a Local Plan considers whether the proposed Local Plan meets a series of nationally set tests known as the 'tests of soundness'. These are that the Local Plan is:

- a. Positively prepared – providing a strategy which, as a minimum, seeks to meet the area's objectively assessed needs; and is informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development;
- b. Justified – an appropriate strategy, taking into account the reasonable alternatives, and based on proportionate evidence;
- c. Effective – deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground; and
- d. Consistent with national policy – enabling the delivery of sustainable development in accordance with the policies in this Framework and other statements of national planning policy, where relevant.

**Statement of Community Involvement (SCI)** - A document setting out the Council's approaches to involving local communities, individuals, organisations, development professionals and landowners in preparing planning documents and making significant development management decisions.

**Submission** - The point at which the publication draft Local Plan and all consultation responses received on it, along with supporting documents and the evidence base documents are sent to the Independent Planning Inspector for examination in public on behalf of the Secretary of State for Levelling Up, Homes and Communities.

**Supplementary Planning Document** - A detailed document providing additional guidance on the application and interpretation of one or more adopted policies and/or proposals such as affordable housing provision.

**Sustainability Appraisal** - A systematic appraisal process carried out throughout the preparation of a Local Plan to evaluate the social, economic, and environmental impacts of the overall proposed strategy, policies and allocations in a Local Plan to assess the extent to which they align with sustainable development objectives.