

Local Development Framework
Local Development Scheme for Huntingdonshire

Draft - February 2005

Huntingdonshire
district council

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PART A INTRODUCTION

1. Purpose of this document

- 1.1 The Local Development Scheme (LDS) outlines the programme for preparing and reviewing statutory planning documents in Huntingdonshire.
- 1.2 The LDS is required by the Planning and Compulsory Purchase Act 2004, which introduced new types of plans for guiding land-use change, and new procedures for preparing them. The **Local Development Framework** (LDF) will replace the Huntingdonshire Local Plan in setting out planning policies and proposals for the area.
- 1.3 The Local Development Framework will comprise a number of documents to be prepared over a period of time. The LDS sets out what will be produced and when, and explains what will happen to existing policies during the transition period. It focuses on the next three years, but also gives an indication of work that is proposed beyond that horizon.
- 1.4 Section 2 gives a brief overview of the new system and its associated terminology, followed in Section 3 by an explanation of the transitional arrangements. Part B then provides a summary of the proposed LDF for Huntingdonshire: its overall structure (Section 4); the production programme (Section 5); and details of resources, monitoring and review arrangements (Section 6). Part C concludes with profiles of key documents in the LDF. For ease of reference a glossary of terms is included at Appendix 1.

2. A guide to the new system

- 2.1 The **Development Plan** provides the main point of reference when planning applications are considered: decisions must be made in accordance with the Development Plan unless 'material considerations' indicate otherwise¹.
- 2.2 Under the previous system of plan production the Development Plan comprised **Structure Plans**, which set out strategic planning policies, and **Local Plans**, which contained more detailed guidance. The current Cambridgeshire and Peterborough Structure Plan was adopted in October 2003. The Huntingdonshire Local Plan was adopted in December 1995, but was superseded in part by the Local Plan Alteration, adopted in December 2002.
- 2.3 Under the new system the Development Plan will instead comprise:
- The **Regional Spatial Strategy** (RSS) prepared by the East of England Regional Assembly; and
 - **Development Plan Documents** (DPDs) prepared by the local planning authority.
- 2.4 The range of Development Plan Documents to be produced must include a **Core Strategy** (setting out the spatial framework and key policies for the area), one or more documents setting out site-specific allocations and a proposals map. **Action Area Plans** may also be produced for areas where more detailed guidance is needed.

¹ Planning and Compulsory Purchase Act 2004, Section 38(6).

- 2.5 Supplementary Planning Guidance has in the past been used to expand upon the policies and proposals contained in the Development Plan. Under the new system such material will be known as **Supplementary Planning Documents**.
- 2.6 A new requirement is for local planning authorities to prepare a **Statement of Community Involvement** to explain how the public and other interests will be involved in the process of preparing these various documents, and also in significant development control decisions.
- 2.7 Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement are given the generic name **Local Development Documents** (LDDs) in the new arrangements. The particular set of these documents prepared by the local planning authority, together with the Local Development Scheme and an Annual Monitoring Report, make up the **Local Development Framework** as a whole. It should be noted that both 'Local Development Documents' and 'Local Development Framework' are umbrella terms rather than adding to the particular collection of documents to be produced.
- 2.8 A diagram showing how these various documents interrelate within Huntingdonshire is contained in Section 4.

3. Transitional arrangements

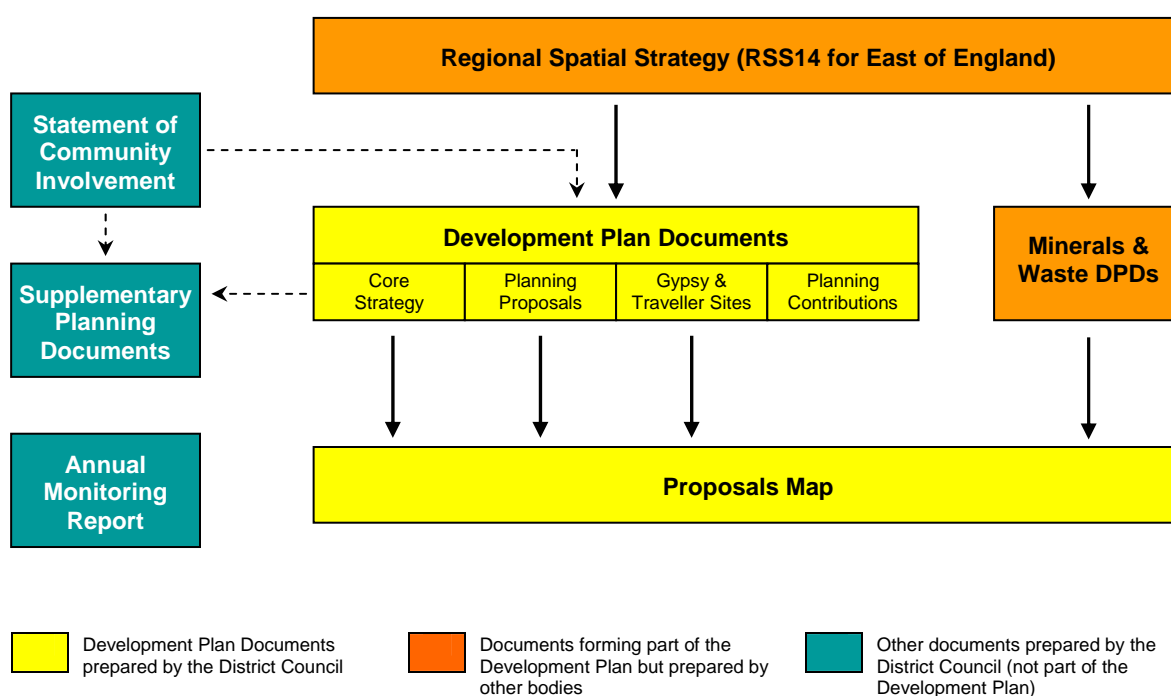
- 3.1 Most policies and proposals in the Structure Plan and Local Plan will remain in force until they are replaced by the Regional Spatial Strategy or a Development Plan Document. Under the new legislation existing plans are 'saved' automatically for three years until September 2007, and the Council can ask the Secretary of State to extend the life of particular policies or proposals beyond this period if they have yet to be replaced (and they remain appropriate).
- 3.2 Appendix 2 shows how existing Local Plan policies will be replaced over time by the new DPDs. Existing supplementary planning guidance (SPG) will also continue to carry weight as a strong 'material consideration' in decisions, so long as the Local or Structure Plan policies to which it is linked remain in force. Appendix 3 shows what will happen to SPG as these 'parent' policies are replaced.
- 3.3 'Interim Planning Guidance' will continue to be prepared as and when required. This provides guidance for sites or areas where development is proposed, but where a specific allocation does not exist in the Local Plan (or an emerging DPD). Such documents do not form part of the Local Development Framework, but are subject to public consultation and will be a material consideration in decisions relating to the sites or areas concerned.

PART B SUMMARY OF FRAMEWORK

4. Structure and interrelationships

4.1 Figure 1 gives an overview of the documents that will provide the new planning policy framework for Huntingdonshire, and the way in which they interrelate.

Figure 1 Overview of the new planning policy framework



*N.B. The boxes shaded yellow and turquoise will together comprise the LDF for Huntingdonshire
The yellow and orange boxes are the elements that will form the Development Plan*

4.2 Within the strategic context provided by the Regional Spatial Strategy, the District Council intends to produce DPDs covering four areas:

- **Core Strategy:** This will provide the spatial framework for other DPDs produced by the Council; it will also contain policies to guide development proposals and decisions.
- **Planning Proposals:** Allocations for housing, business development and other uses.
- **Gypsy and Traveller Sites:** Allocations to meet identified needs in Huntingdonshire.
- **Planning Contributions:** Standards governing the social and physical infrastructure that may be required in association with new development, such as affordable housing, open space and transport improvements.

4.3 A separate DPD for gypsy and traveller sites is proposed because of the urgency with which this issue needs to be addressed, and the particular issues involved in identifying appropriate sites (relating to the requirements of the travelling community and the difficulty of securing suitable sites within existing towns and villages).

- 4.4 The planning contributions work will result in two linked DPDs: one outlining district-specific requirements, and another detailing strategic needs (such as strategic open space). This last document will be produced on a joint basis with other authorities in Cambridgeshire. Separate DPDs covering minerals and waste matters will be produced by Cambridgeshire County Council (which is the local planning authority for minerals and waste matters).
- 4.5 The spatial extent of policies and proposals contained in the DPDs (including those for minerals and waste) will be illustrated on the proposals map, which will be updated as and when individual DPDs are adopted and will itself form part of the Development Plan.
- 4.6 In terms of Supplementary Planning Documents, priority will be given to guidance on the visual sensitivity and capacity of Huntingdonshire's landscapes in relation to wind turbine development. In due course some existing documents will be updated and re-issued as SPDs, as detailed in Appendix 3.

5. Production programme

- 5.1 Work to produce the documents making up the LDF will be phased over several years. This will make best use of resources, and also ensure that policies and proposals conform with principles established in the RSS and the Core Strategy DPD.
- 5.2 Table 1 lists the DPDs and SPDs that will be produced (together with the Statement of Community Involvement) and summarises the anticipated timetable for their production. It also shows the 'chain of conformity' for each document (i.e. the relationship with higher levels of policy-making). The information is presented graphically in Figure 2. More detailed profiles of each document are contained in Part C.
- 5.3 The timetable takes into account the procedures required by law, the time required for research and public involvement and the need for approval at key stages by Council Members. However the timings are indicative, as they rely upon a number of assumptions. Revisions to the LDS may be required if any of these assumptions do not hold true:
- a) **Staff turnover:** The timetable includes a degree of flexibility to accommodate normal staff turnover. However, a number of vacancies over an extended period of time would hinder progress against targets. This is a risk due to a current shortage of qualified planning staff and related professionals.
 - b) **Budgetary provision:** It is assumed that current levels of funding for development plan work will continue, including the contribution made by Planning Delivery Grant (or any funding scheme that succeeds this).
 - c) **Timing of RSS:** The Core Strategy and Allocations DPDs are timed to follow key stages in preparing the Regional Spatial Strategy. This will allow a reasonable degree of certainty about the regional context when progressing local policies and proposals, but could be affected by any 'slippage' in the RSS timetable.
 - d) **Level of public engagement:** Based upon past experience the DPDs are likely to attract many representations at Preferred Options and Submission stages. The timetable accounts for this, but an abnormally large volume of comments at any stage would require some additional time for analysis and response.

- e) **Examination process:** The anticipated time required for arranging examinations into DPDs and the SCI, and for the examinations themselves and subsequent reporting stages, take into account advice from the Planning Inspectorate. However they could be affected by any changes in the availability of Inspectorate resources, or by a larger than expected volume of appearances at an examination.

Table 1 Production programme

Document title	Role & content	Chain of conformity	Timetable		
			Participation on preferred options	Submission to Secretary of State	Adoption
Core Strategy DPD	Sets out the spatial vision, objectives and policies for managing development in the area	Consistent with national planning guidance and in general conformity with Regional Spatial Strategy	June-July 2005	April 2006	April 2007
Statement of Community Involvement	Sets out the Council's approach to involving the community in preparing DPDs and SPDs, and in determining significant planning applications	Consistent with statutory requirements for involvement in DPD/SPD production	October-November 2005 (draft SCI)	April 2006	November 2006
Planning Proposals DPD	Contains site-specific proposals for different forms of development up to 2021, plus policies relating to the overall scale and timing of growth	Consistent with spatial framework set out in the Core Strategy	February-March 2007	September 2007	September 2008
Gypsy & Traveller Sites DPD	Contains site-specific proposals for gypsy and traveller sites to meet identified needs up to 2021, plus policies relating to the overall scale of site provision	Consistent with spatial framework set out in the Core Strategy	September-October 2006	February 2007	December 2007
Planning Contributions DPD: Local Requirements	Details the district-specific standards for social and physical infrastructure that may be required in association with new development, including affordable housing and open space.	Consistent with policies in the Core Strategy	April-May 2006	November 2006	July 2007
Planning Contributions DPD: Strategic Requirements	Details the standards for strategic infrastructure that may be required in association with new development, including strategic transport improvements, education contributions and strategic open space.	Consistent with saved policies in the Structure Plan (and, in due course, with the Core Strategy)	April-May 2006	November 2006	July 2007
Wind Power SPD	Provides guidance on the visual sensitivity and capacity of Huntingdonshire's landscapes in relation to wind turbine development.	Consistent with saved policies in the Structure Plan (and, in due course, with the Core Strategy)	June-July 2005 (draft SPD)	Not required	October 2005
Design Guide SPD	Provides guidance on the design process and key design principles for different forms of development	Consistent with policies in the Core Strategy	November-December 2006 (draft SPD)	Not required	May 2007
Landscape & Townscape SPD	Provides guidance on the distinctive qualities of Huntingdonshire's landscape character areas and market towns	Consistent with policies in the Core Strategy	November-December 2006 (draft SPD)	Not required	May 2007

Figure 2 Production programme (RSS14 timetable shown for information)

	2005												2006												2007												2008								
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
RSS14 for East of England	E												R												PC												A								
Core Strategy DPD	P												S												E												A								
Statement of Community Involvement	C												P												S												E								
Planning Proposals DPD	C												P												S												E								
Gypsy & Traveller Sites DPD	C												P												S												E								
Planning Contributions DPD: Local	P												S												E												A								
Planning Contributions DPD: Strategic	P												S												E												A								
Wind Power SPD	P												A																																
Design Guide SPD													C												P												A								
Landscape & Townscape SPD													C												P												A								

Key

- Pre-production phase - from commencement of survey work to start of plan preparation
 - Production phase - start of plan preparation to submission (or adoption in the case of SPDs)
 - Examination phase - from submission to adoption
 - Timetable for RSS14 (R = panel report; PC = proposed changes)
- C Commencement of survey work
 - P Consultation on preferred options (or draft SPD)
 - S Submission of draft document to Secretary of State
 - E Commencement of independent examination
 - A Adoption

6. The evidence base

- 6.1 To ensure that the policies and proposals in the documents forming the LDF are sound, a number of studies and data sources will be drawn upon during their preparation. The main studies include:
- Huntingdonshire Retail Study (2001; review to be published 2005)
 - 2002 Housing Needs Survey (published 2003)
 - Huntingdonshire Landscape & Townscape Assessment (2003)
 - Urban Capacity Study (2003; review to be published 2005)
 - Huntingdonshire Strategic Flood Risk Assessment (2004)
 - Peripheral Sites Study (2005 – forthcoming)
 - Huntingdonshire Local Economy Study (2005 – forthcoming)
 - Huntingdonshire Integrated Open Space Assessment (2005 – forthcoming)
 - Cambridgeshire & Peterborough Traveller Needs Assessment (2005 – forthcoming)
- 6.2 In addition relevant research and analysis appears in the sustainability appraisal Scoping Report (see below) and a background paper on settlement hierarchy issues (produced to accompany the initial consultation on Core Strategy options).

7. Sustainability Appraisal and SEA

- 7.1 All DPDs and SPDs will need to undergo sustainability appraisal (SA). This is a systematic process carried out during plan production; its purpose is to assess the extent to which emerging policies and proposals will help to achieve relevant environmental, social and economic objectives. The SA process incorporates the 'strategic environmental assessment' (SEA) required for plans and programmes that are likely to have a significant effect upon the environment².
- 7.2 At each stage of DPD or SPD production a sustainability appraisal will be carried out to inform the consultation process, assist in refining policies and proposals and support submitted DPDs during the examination stage. The Council has produced a Scoping Report (January 2005) which identifies appropriate high-level objectives for appraising policies against, and examines 'baseline' conditions in the district. The Scoping Report has been designed to provide a foundation for the range of DPDs and SPDs that the Council intends to produce, but will if necessary be updated during the early stages of DPD or SPD production to ensure that the information and analysis it contains remain relevant.
- 7.3 Although sustainability appraisal is required for all DPDs and SPDs, they are not subject to the legal requirements associated with SEA if their content or geographical scope means that they are unlikely to have a significant effect upon the environment. The document profiles in Part C indicate whether the SEA requirements are considered to apply.

² SEA is mandatory in these circumstances as a result of European Directive 2001/42/EC 'on the assessment of the effects of certain plans and programmes on the environment'

8. Resources, monitoring and review

- 8.1 The District Council's Development Plans Section (part of Planning Services) will take the lead in preparing all DPDs, some SPDs, the Statement of Community Involvement and the Annual Monitoring Report. The section can draw upon specialist skills elsewhere in the Council:
- The Implementation Section of Planning Services (see below)
 - Policy Division (which carries out corporate monitoring and research, and undertakes economic development work)
 - Housing Services Division (for inputs regarding housing policy)
 - Environment & Transport Division (specialist advice on traffic and highways matters)
 - Environmental Health Division (advice on air quality, noise and contaminated land)
- 8.2 Advice is also obtained from Cambridgeshire County Council in relation to socio-economic research, transport, countryside, biodiversity and archaeology. Where expertise is not available from these sources, other agencies may become involved (e.g. the Environment Agency) or consultants are employed. The budget for Planning Services makes allowance for anticipated consultancy costs, as well as for the other costs involved in plan production (such as consultation and holding examinations).
- 8.3 The Implementation Section in Planning Services offers professional advice in relation to urban design, conservation, landscape architecture, arboriculture and graphic design. Officers from that section will lead the preparation of any SPDs concerning these matters.
- 8.4 The Annual Monitoring Report (AMR) will provide a regular review of progress in preparing and implementing the documents proposed in this Local Development Scheme. It will relate to each financial year, with the first AMR (for 2004-05) to be published by the end of 2005. Document production will be assessed against the milestones set out in Part C of the LDS, while information on the implementation of policies will relate to key targets and contextual indicators. In the light of this review the AMR will indicate whether any revisions to the Local Development Scheme are necessary.

PART C DOCUMENT PROFILES

CORE STRATEGY DPD

Overview	
Is this a Development Plan Document?	Yes
What is it for?	Sets out the spatial vision, objectives and policies for managing development in the area.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with national planning guidance and in general conformity with the Regional Spatial Strategy.
Is SEA required?	Yes

Proposed timetable	
Preparation work commences	April 2003
Public participation on Preferred Options	June-July 2005
Submission to Secretary of State	April 2006
Pre-examination meeting	July 2006
Independent examination	October-November 2006
Receipt of Inspector's report	February 2007
Modify submitted plan & adoption	March-April 2007

How will it be produced?	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council.
Who will approve it?	The Council, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with statutory requirements.

Monitoring & review	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

STATEMENT OF COMMUNITY INVOLVEMENT

Overview	
Is this a Development Plan Document?	No
What is it for?	Sets out the Council's approach to involving the community in preparing DPDs and SPDs, and in determining significant planning applications.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with statutory requirements for public involvement in planning processes.
Is SEA required?	No

Proposed timetable	
Preparation work commences	January 2005
Public participation on draft SCI	October-November 2005
Submission to Secretary of State	April 2006
Pre-examination meeting	Unlikely to be required
Independent examination	July 2006
Receipt of Inspector's report	October 2006
Modify submitted SCI & adoption	November 2006

How will it be produced?	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council (with inputs from the Policy Division).
Who will approve it?	The Council's Cabinet, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with statutory requirements.

Monitoring & review	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

PLANNING PROPOSALS DPD

Overview	
Is this a Development Plan Document?	Yes
What is it for?	Contains site-specific proposals for different forms of development up to 2021, plus policies relating to the overall scale and timing of growth.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with spatial framework set out in the Core Strategy.
Is SEA required?	Yes

Proposed timetable	
Preparation work commences	April 2003
Public participation on Preferred Options	February-March 2007
Submission to Secretary of State	September 2007
Pre-examination meeting	December 2007
Independent examination	March-April 2008
Receipt of Inspector's report	July 2008
Modify submitted plan & adoption	August-September 2008

How will it be produced?	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council.
Who will approve it?	The Council, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with the Statement of Community Involvement.

Monitoring & review	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

GYPHY & TRAVELLER SITES DPD

Overview	
Is this a Development Plan Document?	Yes
What is it for?	Contains site-specific proposals for gypsy and traveller sites to meet identified needs up to 2021, plus policies relating to the overall scale of provision.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with spatial framework set out in the Core Strategy.
Is SEA required?	Yes

Proposed timetable	
Preparation work commences	January 2005
Public participation on Preferred Options	September-October 2006
Submission to Secretary of State	February 2007
Pre-examination meeting	May 2007
Independent examination	July 2007
Receipt of Inspector's report	November 2007
Modify submitted plan & adoption	December 2007

How will it be produced?	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council.
Who will approve it?	The Council, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with the Statement of Community Involvement.

Monitoring & review	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

PLANNING CONTRIBUTIONS DPD (local)

Overview	
Is this a Development Plan Document?	Yes
What is it for?	Details the district-specific standards for social and physical infrastructure that may be required in association with new development, including affordable housing and open space.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with policies in the Core Strategy.
Is SEA required?	Yes

Proposed timetable	
Preparation work commences	January 2004
Public participation on Preferred Options	April-May 2006
Submission to Secretary of State	November 2006
Pre-examination meeting	January 2007
Commencement of examination	March 2007
Receipt of Inspector's report	June 2007
Modify submitted plan & adoption	July 2007

How will it be produced?	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council.
Who will approve it?	The Council, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with statutory requirements.

Monitoring & review	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

PLANNING CONTRIBUTIONS DPD (strategic)

Overview	
Is this a Development Plan Document?	Yes
What is it for?	Details the standards for strategic infrastructure that may be required in association with new development, including strategic transport improvements, education contributions and strategic open space.
What area will it cover?	All of Huntingdonshire (and rest of Cambridgeshire)
What documents will it conform with?	Consistent with policies in the Core Strategy.
Is SEA required?	Yes

Proposed timetable	
Preparation work commences	January 2004
Public participation on Preferred Options	April-May 2006
Submission to Secretary of State	November 2006
Pre-examination meeting	January 2007
Commencement of examination	March 2007
Receipt of Inspector's report	June 2007
Modify submitted plan & adoption	July 2007

How will it be produced?	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	Cambridgeshire Horizons (the Infrastructure Partnership, with inputs from member authorities)
Who will approve it?	The Council, prior to its submission to the Secretary of State.
How will the community be involved?	Opportunities to participate at key stages throughout the process, in accordance with statutory requirements.

Monitoring & review	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

WIND POWER SPD

Overview	
Is this a Development Plan Document?	No
What is it for?	Provides guidance on the visual sensitivity and capacity of Huntingdonshire's landscapes in relation to wind turbine development.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with saved policies in the Cambridgeshire & Peterborough Structure Plan (and, in due course, with the Core Strategy).
Is SEA required?	Yes

Proposed timetable	
Preparation work commences	August 2004
Public participation on draft SPD	June-July 2005
Adoption	October 2005

How will it be produced?	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Development Plans Section of the District Council (technical content produced by consultants).
Who will approve it?	The Council's Cabinet.
How will the community be involved?	Opportunities to comment on the draft SPD, in accordance with statutory requirements.

Monitoring & review	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

DESIGN GUIDE SPD

Overview	
Is this a Development Plan Document?	No
What is it for?	Provides guidance on the design process and key design principles for different forms of development.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with policies in the Core Strategy.
Is SEA required?	Yes
Proposed timetable	
Preparation work commences	May 2006
Public participation on draft SPD	November-December 2006
Adoption	May 2007
How will it be produced?	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Implementation Section of the Council's Planning Services Division.
Who will approve it?	The Council's Cabinet.
How will the community be involved?	Opportunities to comment on the draft SPD, in accordance with the Statement of Community Involvement.
Monitoring & review	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

LANDSCAPE & TOWNSCAPE SPD

Overview	
Is this a Development Plan Document?	No
What is it for?	Provides guidance on the distinctive qualities of Huntingdonshire's landscape character areas and market towns.
What area will it cover?	All of Huntingdonshire
What documents will it conform with?	Consistent with policies in the Core Strategy.
Is SEA required?	Yes

Proposed timetable	
Preparation work commences	May 2006
Public participation on draft SPD	November-December 2006
Adoption	May 2007

How will it be produced?	
Organisational lead	Head of Planning Services / Executive Member for Planning Strategy.
Who will produce the document?	The Implementation Section of the Council's Planning Services Division.
Who will approve it?	The Council's Cabinet.
How will the community be involved?	Opportunities to comment on the draft SPD, in accordance with the Statement of Community Involvement.

Monitoring & review	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

APPENDIX 1 TERMINOLOGY

Within each definition links to other terms are shown in italics.

Action Area Plan	A <i>Development Plan Document</i> setting out detailed policies and proposals for a small area.
Adoption	The point at which the final agreed version of a document comes into use.
Annual Monitoring Report (AMR)	Document produced each year to report on progress in producing the <i>Local Development Framework</i> and implementing its policies.
Core Strategy	The <i>Development Plan Document</i> which contains the overall vision, objectives and policies for managing development in Huntingdonshire.
Development Plan	The documents which together provide the main point of reference when considering planning proposals. Under the new system the Development Plan includes the <i>Regional Spatial Strategy</i> and <i>Development Plan Documents</i> .
Development Plan Document (DPD)	A document containing local planning policies or proposals which forms part of the <i>Development Plan</i> , and which has been subject to independent <i>examination</i> .
Examination	Independent inquiry into the soundness of a draft <i>Development Plan Document</i> (or draft <i>Statement of Community Involvement</i>), chaired by an Inspector appointed by the Secretary of State.
Interim Planning Guidance	Informal guidance for sites or areas where development is proposed, but no allocation exists in a <i>Development Plan Document</i> .
Local Development Document (LDD)	The collective term for <i>Development Plan Documents</i> , <i>Supplementary Planning Documents</i> and the <i>Statement of Community Involvement</i> .
Local Development Framework (LDF)	The collection of documents to be produced by Huntingdonshire District Council that will provide the new planning policy framework for the district.

Local Development Scheme (LDS)	Sets out the Council's programme for preparing and reviewing statutory planning documents.
Local Plan	The existing document containing local planning policies and proposals for Huntingdonshire. Under the new system it will be phased out and replaced by <i>Development Plan Documents</i> .
Material Considerations	Factors that may be taken into account when making planning decisions.
Preferred Options	Public consultation on the intended content of a <i>Development Plan Document</i> , prior to the DPD itself being drafted.
Proposals Map	Shows the spatial extent of <i>adopted</i> planning policies and proposals affecting Huntingdonshire.
Regional Spatial Strategy (RSS)	Plan covering the East of England as a whole, and setting out strategic policies and proposals for managing land-use change.
Saved policies	Policies contained within the adopted <i>Structure Plan</i> or <i>Local Plan</i> which remain in force pending their replacement by the <i>Regional Spatial Strategy</i> or a <i>Development Plan Document</i> .
Scoping Report	Report produced as the first stage of <i>Sustainability Appraisal</i> . It examines existing environmental, social and economic conditions in the district, and identifies appropriate objectives to appraise policies against.
Statement of Community Involvement (SCI)	Document setting out the Council's approach to involving the community in preparing planning documents and making significant development control decisions.
Strategic Environmental Assessment (SEA)	Process undertaken during plan production, to assess the potential environmental effects of emerging policies and proposals. It is incorporated within <i>Sustainability Appraisal</i> .
Structure Plan	The existing document containing strategic planning policies and proposals for the county. Under the new system it will be phased out and replaced by policies in the <i>Regional Spatial Strategy</i> and <i>Development Plan Documents</i> .

Submission	Point at which a draft <i>Development Plan Document</i> (or the draft <i>Statement of Community Involvement</i>) is published for consultation. At the same time it is submitted to the Secretary of State in advance of its <i>examination</i> .
Supplementary Planning Guidance (SPG)	Provides additional guidance on the interpretation or application of policies and proposals in the <i>Local Plan</i> or <i>Structure Plan</i> . Under the new system this will be phased out and replaced by <i>Supplementary Planning Documents</i> .
Supplementary Planning Document (SPD)	Provides additional guidance on the interpretation or application of policies and proposals in a <i>Development Plan Document</i> .
Sustainability Appraisal	Process undertaken during plan production, to assess the extent to which emerging policies and proposals will help to achieve environmental, social and economic objectives. It incorporates <i>Strategic Environmental Assessment</i> .

APPENDIX 2 REPLACEMENT OF 'SAVED' POLICIES

This table shows how the issues addressed by existing Local Plan policies will be considered in preparing Development Plan Documents. For each existing policy (or group of policies) it indicates which DPD is likely to deal with the general subject matter. This does not mean that the existing policy approach will necessarily be continued, as circumstances may have changed since the original Local Plan policies were prepared.

Some policies are listed as 'not included', meaning that their subject matter is unlikely to be addressed by one of the new DPDs. This is because the issues are either not relevant to Huntingdonshire, are covered by other policy areas or are dealt with more appropriately in other plans or strategies.

Most policies in the Cambridgeshire and Peterborough Structure Plan will be superseded by those in the Regional Spatial Strategy. However, the draft RSS lists some Structure Plan policies that it will not replace, as they deal with relatively local issues. The table shows how these 'saved' Structure Plan policies will be considered.

Policy area	Where will it be dealt with in LDF?	Policy area	Where will it be dealt with in LDF?	Policy area	Where will it be dealt with in LDF?
Huntingdonshire Local Plan 1995		Huntingdonshire Local Plan (continued)		Huntingdonshire Local Plan Alteration	
LPS3	Not included	R3	Contributions (local)	STR1-STR6	Core Strategy
H11-H12	Core Strategy	R4-R5	Not included	HL1-HL3	Allocations
H17	Core Strategy	R6	Allocations	HL4-HL10	Core Strategy
H21	Not included	R7-R8	Contributions (local)	AH1-AH2	Core Strategy
H22-H35	Core Strategy	R9-R10	Allocations	AH3	Allocations
H36	Not included	R11	Not included	AH4	Contributions (local)
H37-H38	Core Strategy	R12	Contributions (local)	AH5	Core Strategy
H39-H42	Not included	R13	Core Strategy	OB1	Core Strategy
H43	Core Strategy	R14	Not included	OB2	Contributions (local)
H44	Gypsies/Travellers	R15-R18	Core Strategy		
E1	Core Strategy	En1-En9	Core Strategy	Cambs & Peterborough Structure Plan	
E2-E3	Allocations	En10	Not included	P1/3	Core Strategy
E4	Not included	En11-En25	Core Strategy	P2/3	Allocations
E5	Allocations	En26	Not included	P2/4 (part)	Contributions (local)
E6-E13	Core Strategy	En27-En28	Core Strategy	P4/4	Core Strategy
E14	Not included	En29	Not included	P5/2	Core Strategy
E15	Core Strategy	En30	Core Strategy	P7/3	Core Strategy
S1-S4	Core Strategy	En31	Not included	P7/10	Not included
S5	Not included	En32	Core Strategy	P8/2	Core Strategy
S6	Allocations	To1-To3	Core Strategy	P8/3	Contributions (strategic)
S7	Core Strategy	To4-To5	Not included	P8/6 (part)	Not included
S8	Not included	To6-To11	Core Strategy	P8/7	Not included
S9-S10	Core Strategy	CS1	Not included	P8/9	Core Strategy
S11	Not included	CS2	Allocations	P8/10	Core Strategy/Allocations
S12-S17	Core Strategy	CS3-CS4	Not included	P9/1	Contributions (local)
T1-T7	Not included	CS5-CS6	Core Strategy	P9/2a-P9/3	Not included
T9-T17	Not included	CS7	Not included	P9/4	Core Strategy/Allocations
T18-T20	Core Strategy	CS8-CS9	Core Strategy	P9/5	Not included
T21-T23	Not included	CS10	Not included	P9/9	Core Strategy
T24	Allocations	Note: policies in the Huntingdonshire Local Plan 1995 that were superseded by the Local Plan Alteration are not listed.		P9/10	Not included
T25-T27	Not included			P10/3	Core Strategy/Allocations
T28	Core Strategy			P10/5	Not included
R1-R2	Core Strategy			P10/7	Core Strategy

APPENDIX 3 SUPPLEMENTARY PLANNING GUIDANCE

This table lists adopted Supplementary Planning Guidance (SPG), which will remain a material consideration in planning decisions until the Local Plan and Structure Plan are replaced. The table also shows what will happen to the SPGs once the new Core Strategy is adopted.

Title	Date	How will it be dealt with in the LDF?
Conservation Area Character Statements	Various	Will be retained and continue to carry weight by virtue of the legislation governing conservation areas ¹
Cambridgeshire Landscape Guidelines	1990	Will be updated and re-issued as SPD. It will be produced jointly with other Cambridgeshire authorities, and a timetable will appear in the next edition of this Local Development Scheme
External Artificial Lighting	1998	Likely to be updated and reissued as an advice note
Trees and Development	1998	Likely to be updated and reissued as an advice note
Shopfronts	1999	Likely to be incorporated within Design Guide SPD
Hilton Village Design Statement	2000	Status and any future revision to be discussed with the Parish Council ²
Land to the East of St Neots	2000	Not required (development likely to commence before September 2007)
Retention of Shops, Post Offices and Public Houses in Villages	2001	Approach incorporated within Core Strategy DPD
Holywell-cum-Needingworth Village Design Statement	2003	Status and any future revision to be discussed with the Parish Council ²
Re-use and Redevelopment of Farm Buildings and Outbuildings	2003	Some parts incorporated within Core Strategy DPD; design elements likely to be included in Design Guide SPD
Market Housing Mix	2004	Approach incorporated within Core Strategy DPD
Huntingdonshire Design Guide	2004	Will be updated and re-issued as SPD once the Core Strategy is adopted
Huntingdonshire Landscape and Townscape Assessment	2004	Will be updated and re-issued as SPD once the Core Strategy is adopted

Notes

¹ The Council does not intend to re-publish existing conservation area character statements as Supplementary Planning Documents, as they are produced to accord with the requirements of separate legislation. The Planning (Listed Buildings and Conservation Areas) Act 1990 places a duty upon local planning authorities to formulate proposals for preserving and enhancing conservation areas.

² Although adopted by the District Council as SPG, Village Design Statements are produced by the town or parish council concerned.