

Local Development Framework
Local Development Scheme for Huntingdonshire

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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. The LDS will be kept under review and updated when necessary.
- 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 The Huntingdonshire Local Plan was adopted in December 1995, but was superseded in part by the Local Plan Alteration, adopted in December 2002.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) and one or more documents setting out site-specific allocations. **Action Area Plans** can be prepared for areas where more detailed guidance is needed. A **Proposals Map** illustrating the spatial

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

extent of policies and proposals must be produced to accompany the DPDs (to be updated as each DPD is adopted).

- 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, the Proposals Map, 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

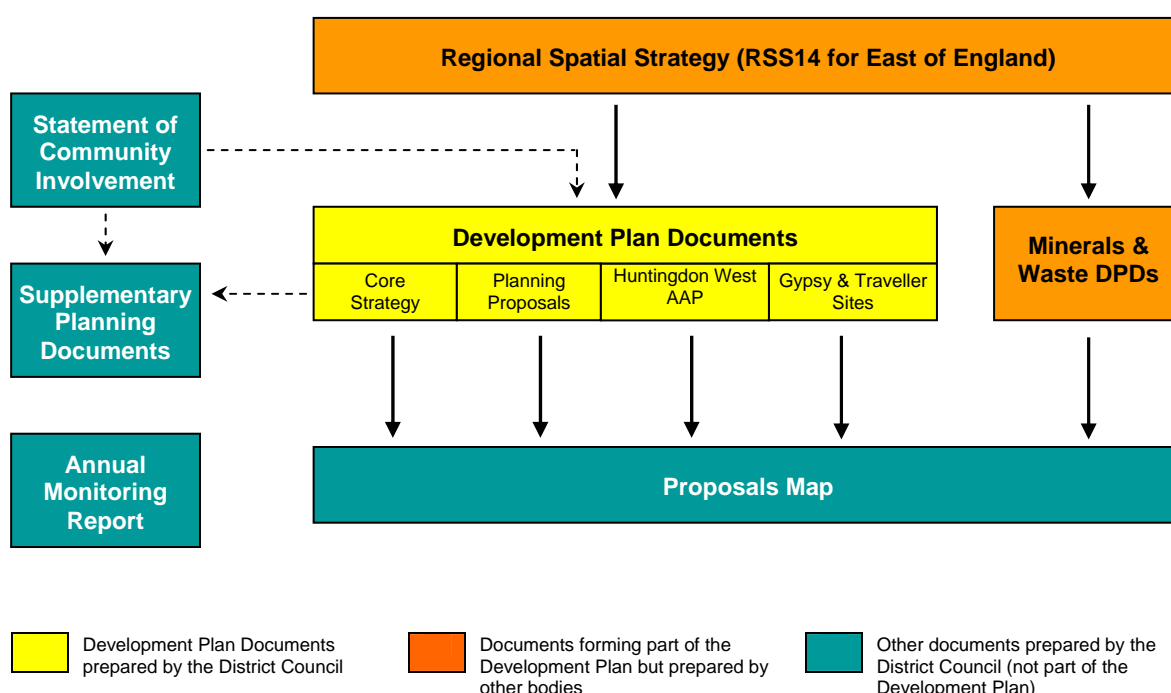
- 3.1 Most policies and proposals in the Structure Plan and Local Plan will remain in force until they are replaced by the Regional Spatial Strategy or a Development Plan Document. Under the new legislation existing plans are 'saved' automatically for three years until September 2007, and the Council 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.
- Huntingdon West Area Action Plan: to guide a wide range of land-use changes in this sector of the town.
- Gypsy and Traveller Sites: Allocations to meet identified needs in Huntingdonshire.

4.3 The Huntingdon West AAP will cover redevelopment proposals for the area west of the town centre, changes to the road system as a result of the A14 proposals, enhancement of

Views Common and a vision for the Hinchbrook Community Campus including an extension to the Country Park.

- 4.4 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).
- 4.5 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). The spatial extent of policies and proposals contained in all 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 is being given to guidance on the provision of developer contributions towards affordable housing and on planning contributions. The affordable housing SPD will need to be revised at an early stage in order for it to be compatible with the Core Strategy when that DPD becomes the Development Plan. The planning contributions document is likely to be complemented by a further document detailing strategic needs (such as strategic open space). This is intended to be produced on a joint basis with other councils in Cambridgeshire, but the approach requires further discussion and agreement between the authorities concerned and the Government's regional office. For this reason details of the proposed document will be included in a future review of this Local Development Scheme.
- 4.7 In due course some existing guidance on other topics 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 first DPD to be produced is the Core Strategy, due to its role in providing an overarching framework for other documents and the need to replace outdated development control policies in the existing Local Plan. The timetable for the Planning Proposals DPD is dictated by the preparation of the Regional Spatial Strategy – specifically, the need for certainty about the number of dwellings that Huntingdonshire is expected to accommodate in the period to 2021. A reasonable degree of certainty on this issue is not expected until the Government publishes proposed changes to the draft RSS, expected in late 2006 (consultation on the Council's preferred options is timed to follow this).

5.4 The timetable takes into account the procedures required by law, the time required for research and public involvement, the resources available to the District Council 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, the District Council has concerns that there have been a number of vacancies over an extended period of time which may hinder progress against targets. This is 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) **Availability of external resources:** Much of the research which feeds into the evidence base (Section 6 below) requires the use of specialist consultants, and consultants are also assisting with the sustainability appraisal of emerging documents (Section 7). The timetable assumes that this expertise will be available at the appropriate times, but delays may be encountered if it is not. The greatest risk relates to sustainability appraisal, which is known to be placing considerable demands upon the consultancy sector. To limit this risk Council officers have developed expertise in sustainability appraisal so that as much work as possible can be undertaken in-house. This also has the advantage of integrating the sustainability assessment into the development plan process more effectively.
- d) **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 further 'slippage' in the RSS timetable .
- e) **Changes in government advice:** In the context of national consultation about reforms to planning obligations, there has been uncertainty about the appropriate vehicles for setting out different levels of policy and guidance on this issue (i.e. DPDs or SPDs).
- f) **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.
- g) **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 | July 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 | January 2008 | January 2009 |
| Huntingdon West AAP | Contains site-specific proposals for different forms of development and redevelopment in a mixed area where significant changes in land-use are proposed | Consistent with spatial framework set out in the Core Strategy | February-March 2007 | January 2008 | January 2009 |
| 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 | February 2007 | June 2007 | April 2008 |
| Developer Contributions Towards Affordable Housing SPD | Provides detailed guidance on the Council's requirements for developer contributions on affordable housing based on the existing Development Plan | Consistent with policies in the Huntingdonshire Local Plan Alteration 2002 and Cambridgeshire Structure Plan 2003 | June 2006 (Draft SPD) | Not required | November 2006 |
| Developer Contributions Towards Affordable Housing (Revised) SPD | Provides detailed guidance on the Council's requirements for developer contributions on affordable housing | Consistent with policies in the Core Strategy | June 2007 (Draft SPD) | Not required | November 2007 |
| Planning Contributions SPD | Details the district-specific standards for social and physical infrastructure that may be required in association with new development, including open space. | Consistent with policies in the Huntingdonshire Local Plan Alteration 2002 | November-December 2006 | Not required | April 2007 |
| 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 and updates to Proposals Map shown for information)

| Document | 2006 | | | | | | | | | | | | 2007 | | | | | | | | | | | | 2008 | | | | | | | | | | | | 2009 | | |
|--------------------------------|------|---|---|---|---|---|---|---|---|---|----|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|
| | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M |
| RSS 14 | | | | | | | R | | | | PC | | | | A | | | | | | | | | | | | | | | | | | | | | | | | |
| Core Strategy | | | | S | | | | | | | | | E | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SCI | | | | S | | | E | | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Planning Proposals DPD | | | | | | | | | | | | | | | | | | P | | | | | | | | | | | | | | S | | | | | | | |
| Huntingdon West AAP | | | | | | | | | | | | | | | | | | P | | | | | | | | | | | | | | S | | | | | | | |
| Gypsy & Traveller DPD | | | | | | | | | | | | | | | | | | P | | | | S | | | | | | | | | | E | | | | | | | |
| Affordable Housing SPD | | | | | | P | | | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Revised Affordable Housing SPD | | | | | | | | | | | | | | | | | | P | | | | | | | | | | | | | | | | A | | | | | |
| Planning Contributions SPD | | | | | | | | | | | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design Guide SPD | | | | | | | | | | | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Landscape & Townscape SPD | | | | | | | | | | | P | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Proposals Map | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

- Key**
- Pre-production phase - from commencement of survey work to start of document production
 - Production phase - start of document production to submission (or adoption in the case of SPDs)
 - Examination phase - from submission to adoption
 - Timetable for RSS14 (R = panel report; PC = proposed changes)
 - Adopted Proposals Map (A = adoption of proposals map in parallel with adoption of a DPD containing site-specific policies or proposals)
 - 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

Note: Commencement of survey work is regarded as the first key milestone in the preparation process. The subsequent production phase begins when policy issues and options start to be identified; informal consultation with key stakeholders can occur throughout this period (termed 'Regulation 25 consultation' in the case of DPDs),

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 (September 2005)
- Housing Land Availability Assessment (to be published 4th quarter 2006)
- 2002 Housing Needs Survey (April 2003)
- 2006 Housing Needs Survey Update (May 2006)
- Huntingdonshire Landscape & Townscape Assessment (July 2003)
- Huntingdonshire Strategic Flood Risk Assessment (October 2004)
- Cambridgeshire & Peterborough Traveller Needs Assessment (April 2006)
- Huntingdonshire Local Economy Study (forthcoming – 4th quarter 2006)
- Huntingdonshire Integrated Open Space Assessment (forthcoming – 3rd quarter 2006)

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 and will relate to each financial year. The first AMR (for 2004-05) was published at 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 | |
|---|----------------|
| Survey work commences | April 2003 |
| Public participation on Preferred Options | June-July 2005 |
| Submission to Secretary of State | April 2006 |
| Pre-examination meeting | October 2006 |
| Independent examination | January 2007 |
| Receipt of Inspector's report | May 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 the basic requirements set out in the Regulations ³ , and the proposals contained in the emerging Statement of Community Involvement. |

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

³ This reference and those that follow refer to The Town and Country Planning (Local Development) (England) Regulations 2004

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 | |
|-----------------------------------|-------------------------|
| Survey 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 the basic requirements set out in the Regulations. |

| 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 | |
|---|---------------|
| Survey work commences | April 2003 |
| Public participation on Preferred Options | June 2007 |
| Submission to Secretary of State | January 2008 |
| Pre-examination meeting | May 2008 |
| Independent examination | July 2008 |
| Receipt of Inspector's report | November 2008 |
| Modify submitted plan & adoption | January 2009 |

| 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 basic requirements set out in the Regulations, and the proposals contained in the emerging Statement of Community Involvement. |

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

HUNTINGDON WEST AAP

| Overview | |
|--------------------------------------|--|
| Is this a Development Plan Document? | Yes |
| What is it for? | Contains site-specific proposals for a mixed area where significant changes in land-use are proposed, including redevelopment proposals for the area west of the town centre, changes to the road system as a result of the A14 proposals, and a vision for the Hinchingsbrooke Community Campus including an extension to the Country Park. |
| What area will it cover? | Land in Huntingdon and Brampton, including west of the town centre, Views Common and Hinchingsbrooke |
| What documents will it conform with? | Consistent with spatial framework set out in the Core Strategy. |
| Is SEA required? | Yes |

| Proposed timetable | |
|---|---------------|
| Survey work commences | April 2003 |
| Public participation on Preferred Options | June 2007 |
| Submission to Secretary of State | January 2008 |
| Pre-examination meeting | May 2008 |
| Independent examination | July 2008 |
| Receipt of Inspector's report | November 2008 |
| Modify submitted plan & adoption | January 2009 |

| 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 basic requirements set out in the Regulations, and the proposals contained in the emerging Statement of Community Involvement. |

| Monitoring & review | |
|--------------------------------|--|
|--------------------------------|--|

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

GYPSY & 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 | |
|---|---------------------|
| Survey work commences | January 2005 |
| Public participation on Preferred Options | February-March 2007 |
| Submission to Secretary of State | September 2007 |
| Pre-examination meeting | January 2008 |
| Independent examination | March 2008 |
| Receipt of Inspector's report | July 2008 |
| Modify submitted plan & adoption | August 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 basic requirements set out in the Regulations, and the proposals contained in the emerging Statement of Community Involvement. |

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

DEVELOPER CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING SPD

| Overview | |
|--------------------------------------|--|
| Is this a Development Plan Document? | No |
| What is it for? | Provides detailed guidance on the Council's requirements for developer contributions to affordable and social housing in association with development. |
| What area will it cover? | All of Huntingdonshire |
| What documents will it conform with? | Consistent with saved policies in the Huntingdonshire Local Plan alteration 2002 and the Cambridgeshire & Peterborough Structure Plan 2003. |
| Is SEA required? | Yes |

| Proposed timetable | |
|-----------------------------------|---------------|
| Survey work commences | November 2005 |
| Public participation on draft SPD | June 2006 |
| 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 (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 the basic requirements set out in the Regulations and the emerging Statement of Community Involvement. |

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

(REVISED) DEVELOPER CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING SPD

| Overview | |
|--------------------------------------|--|
| Is this a Development Plan Document? | No |
| What is it for? | Provides detailed guidance on the Council's requirements for developer contributions to affordable and social housing in association with development. |
| What area will it cover? | All of Huntingdonshire |
| What documents will it conform with? | Consistent with the policies in the Core Strategy |
| Is SEA required? | Yes |

| Proposed timetable | |
|-----------------------------------|---------------|
| Survey work commences | November 2006 |
| Public participation on draft SPD | June 2007 |
| Adoption | November 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 (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 the basic requirements set out in the Regulations and the emerging 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 SPD

| Overview | |
|--------------------------------------|--|
| Is this a Development Plan Document? | No |
| What is it for? | Details the district-specific standards for social and physical infrastructure that may be required in association with development, including open space. |
| What area will it cover? | All of Huntingdonshire |
| What documents will it conform with? | Consistent with policies in the Huntingdonshire Local Plan Alteration 2002. |
| Is SEA required? | Yes |

| Proposed timetable | |
|-----------------------------------|------------------------|
| Survey work commences | January 2004 |
| Public participation on Draft SPD | November-December 2006 |
| Adoption | 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's Cabinet. |
| How will the community be involved? | Opportunities to comment on the draft SPD in accordance with the Regulations, and the emerging Statement of Community Involvement. |

| 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 | |
| Survey 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 basic requirements set out in the Regulations, and the proposals contained in the emerging 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 | |
|-----------------------------------|------------------------|
| Survey 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 basic requirements set out in the Regulations, and the proposals contained in the emerging 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> , the <i>Proposals Map</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-Needlingworth 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.