

Appendix A

*Local Development Framework*  
**Local Development Scheme for Huntingdonshire**

*March 2007*

**Huntingdonshire**  
DISTRICT COUNCIL

**Steve Ingram B.A.(Hons), BTP, DMS, MRTPI**  
*Head of Planning Services*

Further copies of this document can be obtained from:

Planning Division,  
Operational Services Directorate,  
Huntingdonshire District Council,  
Pathfinder House,  
St Mary's Street,  
Huntingdon,  
PE29 3TN.

Telephone: 01480 388423 / 388424

e-mail: PlanningPolicy@huntsdc.gov.uk

It can also be viewed on our web site at:

<http://www.huntingdonshire.gov.uk>

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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 otherwise<sup>1</sup>.
- 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

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<sup>1</sup> 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 **Statement of Community Involvement** is required 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. The current SCI was adopted on 30 November 2006.
- 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**

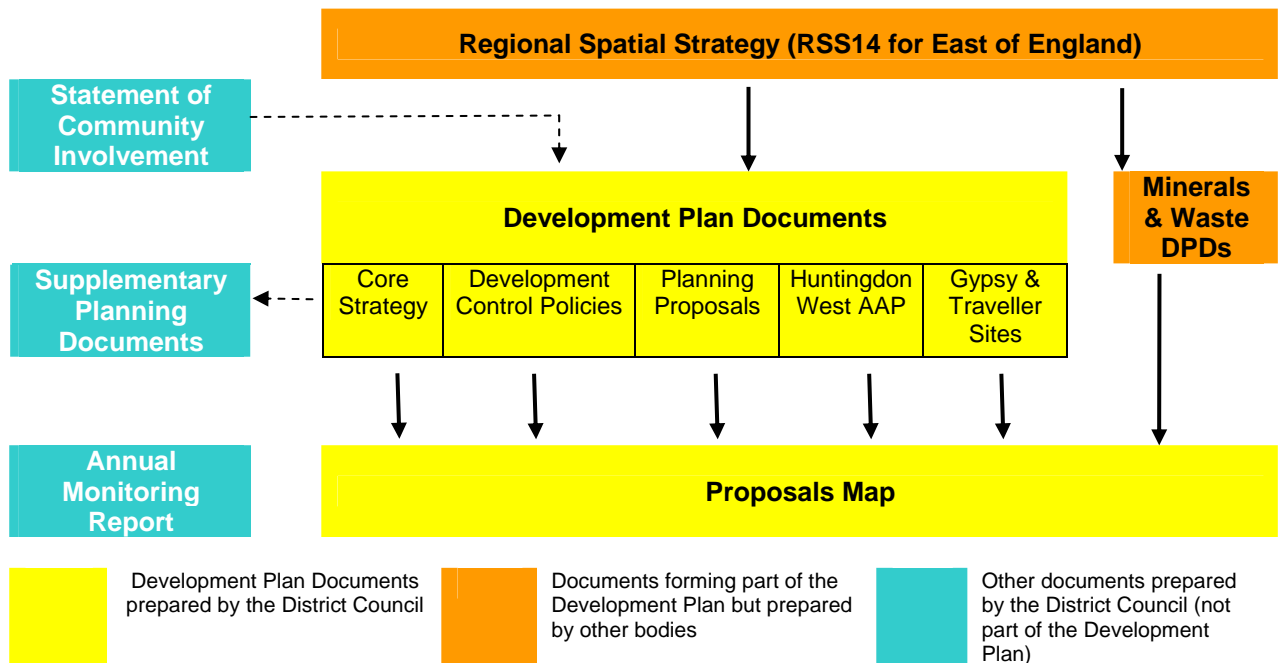
- 3.1 Most policies and proposals in the Structure Plan and Local Plan will remain in force until they are replaced by the Regional Spatial Strategy or a Development Plan Document. Under the new legislation existing plans are 'saved' automatically for three years until September 2007. The Council can 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). A protocol was issued on 11 August 2006 detailing the procedures for reviewing and agreeing extensions to 'saved' Local Plan policies.
- 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 Statements' 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 five areas:

- **Core Strategy:** This will provide the spatial framework for other DPDs produced by the Council
- **Development Control Policies:** This will provide guidance for 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 RSS single issue review on this topic and the particular issues involved in identifying appropriate sites relating to the requirements of the travelling community and the difficulty of securing suitable sites.
- 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 strategic document will be included in a future review of this Local Development Scheme when its production can be programmed with greater certainty.
- 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 to 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 A Core Strategy including development control policies was produced and submitted to the Secretary of State in April 2006. After much discussion it was agreed that a 'direction to withdraw' be issued to avoid the risk of proceeding with the examination of a document likely to be found unsound. This version of the LDS incorporates fundamental changes to the production programme for the Local Development Framework.
- 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 vacancies over an extended period of time 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 may also assist 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 RSS is now well advanced and provides clear directions to the Core Strategy, Development Control Policies DPD, Planning Proposals DPD and Huntingdon West AAP. The Gypsy and Traveller Sites DPD has been reprogrammed to reflect the RSS single issue review on this topic.
- 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 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 strategic directions of growth	Consistent with national planning guidance and in general conformity with Regional Spatial Strategy	November 2007	April 2008	June 2009
Development Control Policies DPD	Sets out policies for managing development in the area	Consistent with national planning guidance and in general conformity with Regional Spatial Strategy	November 2007	July 2008	September 2009
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 2009	September 2009	January 2011
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	December 2007	September 2008	December 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 2009	September 2009	January 2011
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 2007	Not required	November 2007
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	January 2010	Not required	July 2010
Planning Contributions SPD	Details the district-specific standards for social and physical infrastructure that may be required with new development, including open space.	Consistent with policies in the Huntingdonshire Local Plan Alteration 2002	November 2007	Not required	June 2008
Design Guide SPD	Provides guidance on the design process and key design principles for different forms of development	Consistent with policies in the Cambridgeshire and Peterborough Structure Plan and Huntingdonshire Local Plan	December 2006 (draft SPD)	Not required	June 2007
Landscape & Townscape SPD	Provides guidance on the distinctive qualities of Huntingdonshire's landscape character areas and market towns	Consistent with policies in the Cambridgeshire and Peterborough Structure Plan and the Huntingdonshire Local Plan	December 2006 (draft SPD)	Not required	June 2007



<b>Key</b>		Pre-production phase - from commencement of survey work to start of document production	C	Commencement of survey work
		Production phase - start of document production to submission (or adoption in the case of SPDs)	P	Consultation on preferred options (or draft SPD)
		Examination phase - from submission to adoption	S	Submission of draft document to Secretary of State
		Timetable for RSS14 (R = panel report; PC = proposed changes)	E	Commencement of independent examination
		Adopted Proposals Map (A = adoption of proposals map in parallel with adoption of a DPD containing site-specific policies or proposals)	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

## 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 (forthcoming 2nd quarter 2007)
- 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 –2nd quarter 2007)
- Huntingdonshire Open Space, Sport and Recreation Needs Assessment and Audit (September 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 environment<sup>2</sup>.

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

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<sup>2</sup> 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'

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.
- 7.4 Amendments were introduced to the UK Conservation (Habitats &etc) Regulations 1994 in September 2006. These result in Appropriate Assessment under Article 6(3) and (4) of the Habitats directive 92/43/EEC being required for all land use plans likely to have a significant effect on a European site. To satisfy the requirements Appropriate Assessment should be undertaken before adoption of a DPD. It is anticipated that this will affect very few sites in Huntingdonshire but will be completed where necessary.

## **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

<b>Overview</b>	
Is this a Development Plan Document?	Yes
What is it for?	Sets out the spatial vision, objectives and key 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

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

<b>How will it be produced?</b>	
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 <sup>3</sup> , and the proposals contained in the Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

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

## DEVELOPMENT CONTROL POLICIES DPD

<b>Overview</b>	
Is this a Development Plan Document?	Yes
What is it for?	Sets out local policies for managing development in the area.
What area does 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

<b>Proposed timetable</b>	
Survey work commences	April 2003
Public participation on Preferred Options	November 2007
Submission to Secretary of State	July 2008
Pre-examination meeting	November 2008
Independent examination	February 2009
Receipt of Inspector's report	July 2009
Modify submitted plan & adoption	September 2009

<b>How will it be produced?</b>	
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 Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## HUNTINGDON WEST AAP

<b>Overview</b>	
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

<b>Proposed timetable</b>	
Survey work commences	April 2003
Public participation on Preferred Options	December 2007
Submission to Secretary of State	September 2008
Pre-examination meeting	February 2009
Independent examination	May 2009
Receipt of Inspector's report	October 2009
Modify submitted plan & adoption	December 2009

<b>How will it be produced?</b>	
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 Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	



## PLANNING PROPOSALS DPD

<b>Overview</b>	
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

<b>Proposed timetable</b>	
Survey work commences	April 2003
Public participation on Preferred Options	February 2009
Submission to Secretary of State	September 2009
Pre-examination meeting	February 2010
Independent examination	May 2010
Receipt of Inspector's report	November 2010
Modify submitted plan & adoption	January 2011

<b>How will it be produced?</b>	
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 Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## GYPSY & TRAVELLER SITES DPD

<b>Overview</b>	
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 and in general conformity with the RSS gypsy and traveller review.
Is SEA required?	Yes

<b>Proposed timetable</b>	
Survey work commences	January 2005
Public participation on Preferred Options	February 2009
Submission to Secretary of State	September 2009
Pre-examination meeting	February 2010
Independent examination	May 2010
Receipt of Inspector's report	November 2010
Modify submitted plan & adoption	January 2011

<b>How will it be produced?</b>	
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 Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## DEVELOPER CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING SPD

<b>Overview</b>	
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

<b>Proposed timetable</b>	
Survey work commences	November 2005
Public participation on draft SPD	June 2007
Adoption	November 2007

<b>How will it be produced?</b>	
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 Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## (REVISED) DEVELOPER CONTRIBUTIONS TOWARDS AFFORDABLE HOUSING SPD

<b>Overview</b>	
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

<b>Proposed timetable</b>	
Survey work commences	July 2009
Public participation on draft SPD	January 2010
Adoption	July 2010

<b>How will it be produced?</b>	
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 Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## PLANNING CONTRIBUTIONS SPD

<b>Overview</b>	
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

<b>Proposed timetable</b>	
Survey work commences	January 2004
Public participation on Draft SPD	November 2007
Adoption	June 2008

<b>How will it be produced?</b>	
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 Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## DESIGN GUIDE SPD

<b>Overview</b>	
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 and the Huntingdonshire Local Plan.
Is SEA required?	Yes
<b>Proposed timetable</b>	
Survey work commences	May 2006
Public participation on draft SPD	December 2006
Adoption	June 2007
<b>How will it be produced?</b>	
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 Statement of Community Involvement.
<b>Monitoring &amp; review</b>	
Document production and implementation (once adopted) to be reviewed annually, and reported in the Annual Monitoring Report.	

## LANDSCAPE & TOWNSCAPE SPD

<b>Overview</b>	
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 and the Huntingdonshire Local Plan.
Is SEA required?	Yes

<b>Proposed timetable</b>	
Survey work commences	May 2006
Public participation on draft SPD	December 2006
Adoption	June 2007

<b>How will it be produced?</b>	
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 Statement of Community Involvement.

<b>Monitoring &amp; review</b>	
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.

<b>Action Area Plan</b>	A <i>Development Plan Document</i> setting out detailed policies and proposals for a small area.
<b>Adoption</b>	The point at which the final agreed version of a document comes into use.
<b>Annual Monitoring Report (AMR)</b>	Document produced each year to report on progress in producing the <i>Local Development Framework</i> and implementing its policies.
<b>Core Strategy</b>	The <i>Development Plan Document</i> which contains the overall vision, objectives and policies for managing development in Huntingdonshire.
<b>Development Plan</b>	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> .
<b>Development Plan Document (DPD)</b>	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> .
<b>Examination</b>	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.
<b>Interim Planning Guidance</b>	Informal guidance for sites or areas where development is proposed, but no allocation exists in a <i>Development Plan Document</i> .
<b>Local Development Document (LDD)</b>	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> .
<b>Local Development Framework (LDF)</b>	The collection of documents to be produced by Huntingdonshire District Council that will provide the new planning policy framework for the district.



<b>Local Development Scheme (LDS)</b>	Sets out the Council's programme for preparing and reviewing statutory planning documents.
<b>Local Plan</b>	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> .
<b>Material Considerations</b>	Factors that may be taken into account when making planning decisions.
<b>Preferred Options</b>	Public consultation on the intended content of a <i>Development Plan Document</i> , prior to the DPD itself being drafted.
<b>Proposals Map</b>	Shows the spatial extent of <i>adopted</i> planning policies and proposals affecting Huntingdonshire.
<b>Regional Spatial Strategy (RSS)</b>	Plan covering the East of England as a whole, and setting out strategic policies and proposals for managing land-use change.
<b>Saved policies</b>	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> .
<b>Scoping Report</b>	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.
<b>Statement of Community Involvement (SCI)</b>	Document setting out the Council's approach to involving the community in preparing planning documents and making significant development control decisions.
<b>Strategic Environmental Assessment (SEA)</b>	Process undertaken during plan production, to assess the potential environmental effects of emerging policies and proposals. It is incorporated within <i>Sustainability Appraisal</i> .
<b>Structure Plan</b>	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> .

<b>Submission</b>	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> .
<b>Supplementary Planning Guidance (SPG)</b>	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> .
<b>Supplementary Planning Document (SPD)</b>	Provides additional guidance on the interpretation or application of policies and proposals in a <i>Development Plan Document</i> .
<b>Sustainability Appraisal</b>	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 the existing approach will necessarily be continued, as circumstances may have changed since the original 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 covered by other policy areas or are dealt with more appropriately in other documents.

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	T28	Not included	STR1-STR6	Core Strategy
H11-H12	DC Policies	R1-R2	DC Policies	HL1	Not included
H17	Not included	R3	Contributions (local)	HL2-HL3	Allocations
H21	Not included	R4-R5	Not included	HL4-HL10	Core Strategy
H22-H35	DC Policies	R6	Allocations	AH1-AH2	Core Strategy
H36	Not included	R7-R8	Contributions (local)	AH3	Not included
H37-H38	DC Policies	R9	Allocations	AH4	Core Strategy/ Affordable housing SPD
H39-H40	Not included	R10	Not included	AH5	Core Strategy/ Affordable housing SPD
H41	DC Policies	R11-R12	Contributions (local)	OB1	Core Strategy
H42	Not included	R13	DC Policies	OB2	Contributions (local)
H43	DC Policies	R14	DC Policies		
H44	Gypsies/Travellers	R15-R18	DC Policies	<b>Cambs &amp; Peterborough Structure Plan</b>	
E1	Core Strategy	En1-En3	DC Policies	P1/3	Core Strategy
E2-E3	Proposals	En4	Not included	P2/3	Proposals
E4	Not included	En5-En9	DC Policies	P2/4	Contributions (local)
E5	Proposals	En10	Not included	P4/4	Core Strategy
E6	Not included	En11-En20	DC Policies	P5/2	Core Strategy
E7-E11	DC Policies	En21	Not included	P7/3	Core Strategy
E12	Not included	En22-En25	DC Policies	P7/10	Not included
E13	DC Policies	En26	Not included	P8/2	Core Strategy
E14	Not included	En27-En28	DC Policies	P8/3	Contributions (strategic)
E15	DC Policies	En29	Not included	P8/6	Not included
S1	Not included	En30	DC Policies	P8/7	Not included
S2	DC Policies	En31	Not included	P8/9	Core Strategy
S3-S5	Not included	En32	DC Policies	P8/10	Core Strategy/Proposals
S6	Proposals	To1-To3	DC Policies	P9/1	Contributions (local)
S7	DC Policies	To4-To6	Not included	P9/2a-P9/3	Not included
S8-S9	Not included	To7-To9	DC Policies	P9/4	Core Strategy/Proposals
S10	DC Policies	To10	Not included	P9/5	Not included
S11	Not included	To11	DC Policies	P9/9	Core Strategy
S12-S17	DC Policies	CS1	Not included	P9/10	Not included
T1-T7	Not included	CS2	Proposals DPD	P10/3	Core Strategy/Proposals
T9-T17	Not included	CS3-CS4	Not included	P10/5	Not included
T18-T21	DC Policies	CS5-CS6	DC Policies	P10/7	Core Strategy
T22-T23	Not included	CS7	Not included	Note: policies in the Huntingdonshire Local Plan 1995 that were superseded by the Local Plan Alteration are not listed.	
T24	Proposals	CS8-CS9	DC Policies		
T25-T27	Not included	CS10	Not included		

### 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 <sup>1</sup>
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 <sup>2</sup>
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 <sup>2</sup>
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
Huntingdonshire Landscape and Townscape Assessment	2004	Will be updated and re-issued as SPD

#### Notes

<sup>1</sup> 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.

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