

**City of Worcester**  
**Local Development Scheme**  
**(2010-2013)**

Planning Policy  
Regeneration and Business Engagement  
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December 2010

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## 1. INTRODUCTION

- 1.1 The Planning and Compulsory Purchase Act 2004 introduced a fundamental reform of the planning system and replaced the old style development plans (Structure Plans and Local Plans) with a system of Regional Spatial Strategies and Local Development Frameworks. The system seeks to ensure that the Local Development Framework considers the 'bigger picture' on issues such as social welfare, economy and environment. The consideration of 'spatial planning' goes beyond land use planning and places emphasis on place shaping and delivery. It embraces community responsive policy making and contributes to the achievement of sustainable development. The spatial objectives for the Local Development Framework will need to reflect and enforce those local priorities set out in the Worcestershire Sustainable Community Strategy. Structure and Local Plans will cease to exist and have been replaced by a Local Development Framework.
- 1.2 The Local Development Framework will comprise both statutory and non statutory Local Development Documents. The statutory documents will be Development Plan Documents and will comprise:
- ▶ Core Strategy – including the vision for the city and key criteria based policies
  - ▶ Area Wide Policies – for development control, affordable housing etc
  - ▶ Area Action Plans (if required) – for conservation areas or major sites
  - ▶ Proposals Map
  - ▶ Statement of Community Involvement
- 1.3 In addition there will be non-statutory supplementary guidance in the form of:
- ▶ Supplementary Planning Documents – for example development briefs, additional guidance on particular policies etc
  - ▶ Advice Notes – providing factual information to the public and applicants
- 1.4 Local Development Documents can be prepared to deal with different issues or with different geographical areas, but together represent the Council's planning policies for the city.
- 1.5 Development Plan Documents will be the subject of an independent examination held by a Government appointed Inspector. The Inspector's findings will be considered by the authority before deciding whether to adopt.
- 1.6 One particular feature of the new system is the requirement to prepare a Statement of Community Involvement. This was adopted in March 2006 and sets out how the City Council will involve the community in plan making. It states clearly who the authority will consult and when. The City Council must comply with the Statement of Community Involvement in preparing all Local Development Documents. The Statement of Community Involvement also sets out the Council's consultation policy on Development Control.
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- 1.7 Local Development Documents that are not part of the development plan (eg Supplementary Planning Documents) will be the subject of public consultation but will not be the subject of a public inquiry. Advice notes will not be the subject of public consultation.
  - 1.8 The Local Development Scheme is required under Section 15 of the Planning and Compulsory Purchase Act 2004. This scheme sets out the intentions of the City Council as local planning authority over a three year period providing a programme for the preparation of Development Plan Documents. The first scheme (November 2005) was reviewed and resulted in the second Local Development Scheme for Worcester which came into effect in April 2007. This set out a programme of Local Development Documents which the City Council was to prepare in the period 2007-2010. Since that time the scheme has been monitored and generally adhered too but revision was necessary, and the revised Local Development Scheme 2009 – 2012 came into effect on 1 June 2009.
  - 1.9 The scheme continues to be monitored, and it has become evident that the South Worcestershire Development Plan (formerly Core Strategy) evidence base although extensive does need to be more comprehensive to minimise the risk of the 'plan' being found "unsound" by an Independent Inspector. Therefore the City Council considers it is important to revise the timetable in order to keep the public informed.
  - 1.10 The City Council has consulted with Malvern Hills and Wychavon District Councils to ensure compatibility between the respective Local Development Schemes and a revised scheme was approved by the City Council at their meeting on 30<sup>th</sup> September 2009. This was submitted to Government office but was subject to a direction from the Secretary of State not to bring it into effect. This direction was lifted in June 2010 and the scheme came into effect on 1<sup>st</sup> July 2010.
  - 1.11 However, with a change in Government in May 2010 and the announced intention to revoke the Regional Spatial Strategy and introduce a new localism agenda for determining growth has resulted in a further necessary delay in the production of strategy for South Worcestershire. Therefore, the former Core Strategy and Site Allocations and policies Document have been brought together into one document entitled the 'South Worcestershire Development Plan'.
  - 1.12 Whilst the City Council (in conjunction with Malvern Hills and Wychavon District Councils where partnership working for South Worcestershire is envisaged) will be responsible for much of the planning system, Worcestershire County Council will maintain responsibility for Minerals and Waste planning and will prepare a Minerals and Waste Local Development Framework for the County.

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## **2. THE PURPOSE AND CONTENT OF THE LOCAL DEVELOPMENT SCHEME**

- 2.1 The Worcester Local Development Scheme has six main principles which are: -
- i) to provide a brief description of the Development Plan Documents to be prepared and the content and geographic area to which they will relate;
  - ii) in the transitional period, to state which policies and proposals of the City of Worcester Local Plan will be replaced by Development Plan Documents and which have been saved; those policies saved will continue in force until they are replaced by new Development Plan Documents;
  - iii) to provide an explanation of the relationship between Local Development Documents, especially the Core Strategy and other Local Development Documents;
  - iv) to state which Local Development Documents are to be prepared on a joint basis with one or more local planning authorities;
  - v) to set out the planned timetable for preparing each Development Plan Documents, Supplementary Planning Documents and the key milestones to be achieved;
  - vi) to set out an explanation of how progress against the Local Development Scheme, will be monitored together with Worcester's approach to reviewing the Local Development Scheme.
- 2.2 This Local Development Scheme is available for viewing at the Customer Services Centre, Orchard House, Worcester, where it can also be copied or purchased. It is also on the Council website at [www.worcester.gov.uk](http://www.worcester.gov.uk). The public will know therefore what the Council is intending to do and when, and at what stage they can get involved in the process. Appendix 5 gives a diagrammatic representation of the process of producing a Development Plan Document.
- 2.3 In the event of any revisions the Local Development Scheme will need to be submitted to the Secretary of State for approval.
- 2.4 A glossary of terms and abbreviations is included at Appendix 6.

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### 3. LOCAL DEVELOPMENT DOCUMENTS AND TIMETABLE

- 3.1 Under Section 38(6) of the Planning and Compulsory Purchase Act 2004 the starting point for the consideration of planning applications will be the Statutory Development Plan. This consists of the Development Plan Documents prepared by the City Council, and County Council (Minerals and Waste).
- 3.2 Supporting documentation for each Development Plan Document will contain:
- a) a sustainability appraisal;
  - b) an explanation of the steps undertaken to ensure that the document has been produced in accordance with the Statement of Community Involvement;
  - c) a statement explaining the relationship of the Local Development Document to the City of Worcester Local Plan and other documents under the old planning policy framework; and
  - e) a list of documents that are relevant to the Local Development Document topic or areas that may be of relevance to the planning of that area.
- 3.3 The City Council has adopted the Balanced Housing Market Development Plan Document and the following Supplementary Planning Documents:
- the Former Ronkswood Hospital Development Brief,
  - the Grove Farm Business Park Development Brief,
  - Financial Contributions to Sustainable Development,
  - Earls Court Farm Development and Design Brief,
  - Biodiversity and Trees,
  - Education Contributions,
  - Archaeology and the Historic Environment,
  - The City Centre, and
  - Affordable housing

which are now formally part of the Local Development Framework.

- 3.4 The City Council, jointly with Malvern Hills and Wychavon District Councils, will produce the following Local Development Documents which will be Development Plan Document:

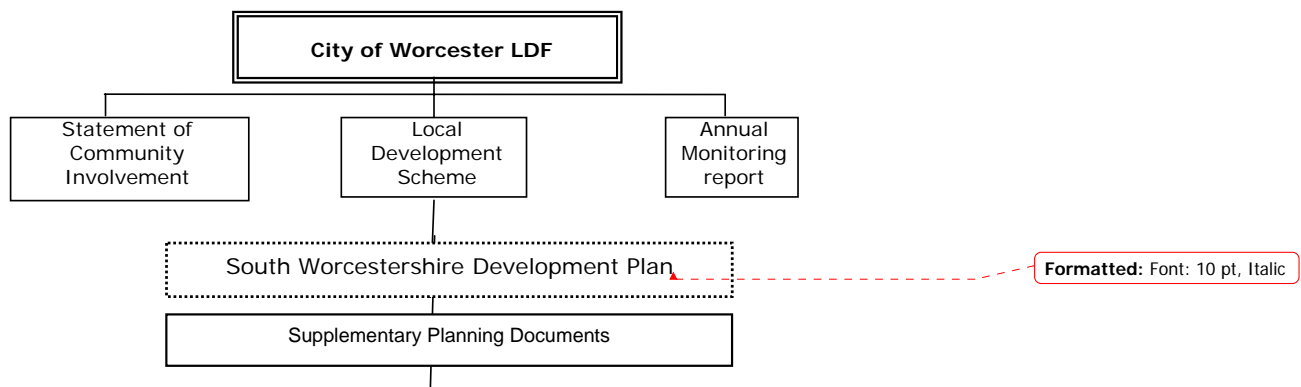
**South Worcestershire Development Plan**

**Part one** (formerly the Core Strategy) This will set out the vision, objectives and spatial strategy for south Worcestershire up to 2030 together with clear policies and proposals for achieving the vision. It will also allocate significant areas of development required to meet the local growth requirement for South Worcestershire.

**Part two** (formerly Site Allocation and Policies). This will contain policies that will apply to a given area or site. It will identify smaller housing and employment sites (not allocated through part one) to meet the local requirements of the South Worcestershire for the plan period up to 2030. It will allocate and designate areas of land for particular uses (eg residential) for protection of existing uses (eg employment sites) or environmental protection (eg Green Network) and set out development policies required to deliver the objectives of the Development Plan Document.

- 3.5 Figure One summarises the main Local Development Documents proposed for the next three years and their chain of conformity. More details of the individual Local Development Documents are contained in Appendix 1 Local Development Document profiles.

**Figure One**



 *Development Plan Documents*

- 3.6 **Sustainability Appraisal.** All local Development Plan Documents require a Sustainability Appraisal to assess their impacts on the environmental, social and economic aspects of sustainability. In some instances it will be deemed necessary for other Local Development Documents to need a Sustainability Appraisal.
- 3.7 Where a Local Development Document is likely to have a significant effect on the environment, the Sustainability Appraisal must also meet the legal requirements of the European Directive on Strategic Environmental Assessment.

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- 3.8 The Sustainability Appraisal/Strategic Environmental Assessment will be undertaken as an integral part of preparing the Local Development Documents. The Council will publish the results at two key stages:
1. an initial Sustainability Appraisal/Strategic Environmental Assessment report to accompany the preferred options report; and
  2. a final Sustainability Appraisal/Strategic Environmental Assessment report which will be submitted with the Development Plan Document for examination.
- 3.9 **Timetable.** There are 13 milestones in the preparation of the Local Development Framework in order to achieve adoption. However, the status of the document will dictate whether it will need to go through all the stages. These milestones are:
1. Information and Evidence Gathering to identify Issues and Options including on-going consultation.
  2. Option Consultation on Issues and Options.
  3. Council approval to consult on Preferred Options and preparation of consultation documentation.
  4. Formal consultation on Preferred Options.
  5. Consideration of representations and preparation of Submission Document (DPD)/Adoption Document (SPD)
  6. Council approve Submission Document (DPD), Adoption Document (SPD). Preparation of Submission Documentation (DPD) and Publication of SPD.
  7. Test of soundness representation period (DPD).
  8. Consideration of representations (DPD)
  9. Submission to the Secretary of State (DPD)
  10. Pre- Examination meeting (DPD)
  11. Independent Examination (DPD);
  12. Receipt and consideration of Inspector's report (DPD).
  13. Councils consideration of Inspectors recommendations, adoption and publication of document and revised Proposals Map, adoption and publication of document and revised Proposals Map;
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Figure Two draws out the key milestones and inserts provisional dates. The chart in Appendix 2 is a summary of the above stages against a timeline. These will be monitored on an annual basis and will be used to allocate appropriate resources.

3.10 **Supplementary Planning Documents.** Although these are no longer required to be included in the Local Development Scheme, it is appropriate to inform the community that in addition to reviewing existing Supplementary Planning Guidance/Supplementary Planning Documents the City Council probably in conjunction with Malvern Hills and Wychavon District Councils will also need to consider producing a number of Supplementary Planning Documents to support policy set out in the South Worcestershire Joint Core Strategy. These Supplementary Planning Documents will provide further detail and clarification on planning policy and development management that pose significant issues and challenges to South Worcestershire. Those identified so far include:

- a) Accessibility.
- b) Residential Design Guide.
- c) Historic Environment.
- d) Landscape Characterisation (Countywide)
- e) Affordable Housing.
- f) Contributions.
- g) Worcester City Centre (Worcester only).
- h) Takeaway Food outlets (Worcester only).

**Figure Two: Schedule of Contents for the LDS**

Document title	Status	Brief description	Chain of Conformity	Dates for pre-submission consultation (issues and options)	Public consultation on preferred options (DPD) and sustainability appraisal report	Tests of Soundness representation period	Date for submission to SoS	Proposed date for adoption
South Worcestershire Development Plan (Part one)	DPD	Document setting out the vision, objectives and spatial strategy for south Worcestershire up to 2030 together with clear policies and proposals for achieving the vision. A proposals map will also be incorporated.	National Planning Policy Statements	* November/ December 2007	* September/ October 2011	* May/June 2012	September 2012	May 2013
South Worcestershire Development Plan (Part two)		This will identify the site specific allocations and policy designations that will provide for the development needs of the 'area' up to 2030(and possibly beyond). The proposals map will be updated as appropriate.		+ October 2009/ April 2010				

- \* These are dates for specific periods of formal public consultation.
- + This will be an on-going series of consultations over this longer period of time.

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## **4. RELATIONSHIP OF LDF TO EXISTING POLICIES**

- 4.1 This section provides an overview of the key planning documents that cover Worcester City at the present time, including those prepared by other planning authorities.
- 4.2 Issues to do with minerals and waste are dealt with by Worcestershire County Council who have prepared a Local Development Scheme similar to this one which relates solely to minerals and waste issues.
- 4.3 The City of Worcester Local Plan 1996-2011 was formally adopted on 8<sup>th</sup> October 2004. The policies in it have been reviewed in the light of the guidance issued by the Government for saving policies. The Secretary of State has saved a large number of the more detailed policies and proposals until such time as other Local Development Documents are approved to replace them. Appendix 4 lists all the saved policies in the adopted Local Plan.
- 4.4 In respect of South Worcestershire, Malvern Hills Local plan was adopted on 12<sup>th</sup> July 2006 and Wychavon Local Plan was adopted on 23<sup>rd</sup> June 2006. Both these authorities have also reviewed their policies in line with Government guidance and the policies proposed to be saved are also included in their respective Local Development Schemes.
- 4.5 Existing Supplementary Planning Guidance will continue to be relevant to planning decisions provided it is linked to a "saved" Local Plan policy. Appendix 4 sets out the existing Supplementary Planning Guidance for Worcester and the saved policies to which they relate.
- 4.6 However, Supplementary Planning Guidance cannot be transferred directly into the Local Development Framework. Accordingly, when "saved" policies are superseded by new Local Development Documents, the City Council will need to consider whether and how guidance in existing Supplementary Planning Guidance is transferred to the new system, possibly through the preparation of Supplementary Planning Documents.
- 4.7 Due to the delay in completing the South Worcestershire Development plan, it has become necessary to review some of the existing Supplementary Planning Guidance produced in the 1990's to account for changes that have occurred. This applies to Accessibility, Takeaway Food Outlets and the Residential Design Guide.

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## **5. DEVELOPING AND MANAGING THE EVIDENCE BASE**

- 5.1 The evidence base will be developed from existing studies and documents, district data, County Council data and census information. It will be expanded, updated and aligned with the evidence bases developed by Malvern Hills and Wychavon as appropriate to provide a comprehensive and robust evidence base for the South Worcestershire Development Plan. Additional studies will be undertaken as required. The evidence base will be reviewed on a regular basis to ensure that it is kept up to date and reflects local circumstances.
- 5.2 There will be certain supporting documentation for each Development Plan Document. This will include for each document:
- a sustainability appraisal and strategic environmental assessment;
  - an explanation of the steps undertaken to ensure that the document has been produced in accordance with the Statement of Community Involvement;
  - a statement explaining the relationship of the Development Plan Document to the City of Worcester Local Plan and other documents under the old planning framework. For the joint Development Plan Documents this would include Malvern Hills and Wychavon Local Plans, and
  - a list of any documents that are relevant to the Local Development Document topic or areas that may be of relevance to the planning of that area.
- 5.3 The studies and documents that the Council may use as an evidence base to inform the production of its Local Development Documents are set out below. The list is not necessarily comprehensive and may be extended and updated over time.

### **Main Technical Studies**

- Housing Needs Study – This is incorporated in the Southern Housing Market Area Assessment report (January 2006) and will be regularly updated thereafter. This is being updated in regard to Worcestershire.
- Urban Capacity Study – Worcester City Council (2005) – This will be updated in a co-ordinated manner as part of developing the evidence bases.
- Strategic Housing Land Availability Assessment (January 2010)
- Affordable Housing Viability Study - updated July 2010
- Employment Land Review – GVA Grimley (February 2008) This is being updated.
- Retail Study – MVM 2000 - updated and aligned with Malvern Hills and Wychavon for the Joint Core Strategy (July 2008). Updated July 2010

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- Open Space and Recreation Facility Assessment – (2006) - Updated and aligned with Malvern Hills and Wychavon for the Joint Core Strategy (October 2007).
  - Strategic Flood Risk Assessment (2009)
  - Water Cycle Study (2010)
  - Green Infrastructure Interim Report (November 2009)
  - Playing Pitch Strategy and Sports Facilities Framework (July 2010)

**Key Documents** (Documents required for the Local Development Framework relating to Malvern Hills and Wychavon are included in their respective Local Development Schemes).

- Sustainable Community Strategy – Worcester Alliance – 2010
- Local Transport Plan - Worcestershire County Council – 2006 (being updated)
- Worcester City Housing Strategy 2004

**Other documents** (Documents required for the Local Development Framework relating to Malvern Hills and Wychavon are included in their respective Local Development Schemes).

- Play Area Strategy
- Conservation Area appraisals
- Urban Characterisation Study
- Local Agenda 21 Strategy
- Worcester Biodiversity Action Plan
- Worcester Green Spaces Report
- Employment Land Monitor 2009
- Housing Land Monitor 2010
- Worcester City Masterplan

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## **6. ANNUAL MONITORING REPORT**

- 6.1 Each Local Development Document will specify to what extent it replaces the old planning policies. The Annual Monitoring Report will specify what old planning policies and guidance will remain in force.
- 6.2 The Local Development Scheme will be monitored on an annual basis. Each year a report will be submitted to the Secretary of State that will:
- ▶ specify how the Council is performing against the timescales set out in the Local Development Scheme;
  - ▶ provide information on the extent to which “saved” policies in the Local Plan and policies within the Local Development Documents are being achieved;
  - ▶ include a trajectory forecast of future housing supply against strategic housing requirements;
  - ▶ provide an up to date list of relevant background documents and other relevant publications;
  - ▶ outline the status of the old planning system of structure plans and local plans;
  - ▶ conclude as to whether any Local Development Documents need to be prepared; and
  - ▶ update the Local Development Scheme as appropriate.
- 6.3 Each Local Development Document will need to be reviewed on a regular basis to ensure that it is kept up to date. However, in addition to the scheduled reviews, each Annual Monitoring Report will consider whether earlier reviews are required.

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## 7. PROJECT MANAGEMENT

### *Resources:*

7.1 The following main in-house resources will be made available for the preparation of LDDs, together with the anticipated inputs as a percentage of their time. South Worcestershire Joint working is continuing both on the Development Plan and on appropriate Supplementary Planning Documents. (see Appendix 3 for details).

- Senior Planner (Development Control) 20%
- Senior Planner (Policy) 90%
- Senior Planner (Conservation and Urban Design) 50%
- 2 x Policy Officers 80%
- Monitoring Officer 75%
- Assistant Planning officer Planner 75%
- Conservation officer 40%
- Economic Development Officer 30%
- Multi Media Support Officer 90%
- Assistant GIS Graphics Officer 50%
- Policy Support Clerk 70%

7.2 In addition to the above, a range of other resources will be brought into assist with the preparation of relevant documents or will be consulted at key stages of preparation. This includes:

- Service Manager Regeneration and Business Engagement
- Conservation and Urban Design Team
- Development management Team
- Strategic Housing Team

In addition, from other City Council service areas:

- Legal and Democratic
- Safer and Stronger Communities.
- Cleaner and Greener
- Performance, Innovation and Efficiency.

In addition from Worcestershire County Council:

- Transportation Team
- Strategic Planning Team
- Education Team

7.3 Monies have been set aside from the Housing and Planning Delivery Grant for the use of consultants during the process, particularly on specialist areas, e.g. Archaeology, Green Space and Retail and Employment surveys.

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- 7.4 There will also be close working with the Worcester Alliance (Local Strategic Partnership) which includes the main stakeholders.

***Responsibilities:***

- 7.5 A significant part of the Local Development Framework process is how it is to be managed. The City Council has a basic Project Management Framework upon which the process will be based.
- 7.6 The profiles in Appendix 1 set out the management responsibility for the preparation of each Local Development Document. With the exception of those on which joint working for South Worcestershire has been set up (see Appendix 3), documents will be overseen by the Policy Planning Team. An overview of the process and progress will be maintained by the Service Manager, and full cross service involvement and linkages through the City Council's Leadership Forum. Political overview will be through regular meetings of a Councillor Steering Group. The stakeholder overview would be achieved through the Worcester Alliance (Local Strategic Partnership).

***City Council procedures for preparing documents:***

- 7.7 For each Development Plan Document approval of documents at each of the main stages will be via the Cabinet, ie issues and options, preferred option and submission draft. At appropriate stages reports may be referred by Cabinet to Scrutiny Committee as part of a related consultation stage, but not in advance of consultation commencing. Reports may be referred to other committees as appropriate on the same basis.
- 7.8 Call-in powers remain for Scrutiny committee, but referring of reports should help to minimise the use of such powers.
- 7.9 Full Council resolution is required for adoption.
- 7.10 For Supplementary Planning Documents, approval of draft documents is delegated to the Service manager in consultation with the Cabinet Member for Urban Renaissance. Adoption of the documents will be by the Service Manager on recommendation of Planning Committee. Scrutiny Committee call-in powers are available in relation to the adoption procedure.
- 7.11 As the Joint Advisory Panel for South Worcestershire joint working is only advisory the above procedures will apply to all Local Development Documents prepared through joint working in respect of Worcester City. Malvern Hills and Wychavon will also have formal procedures outlined in their respective Local Development Schemes.
- 7.12 The Council will keep these procedures under review in the light of any new general local government procedural legislation that may emerge.



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**Risk Assessment:**

7.13 The following main risks and measures to mitigate them have been identified in relation to the three year programme:

<b>Risk</b>	<b>Action</b>
Timescales proposed	<ul style="list-style-type: none"><li>• Only top priority documents are to be prepared in the three year programme</li><li>• Regular review will take place and if necessary adjustment of Local Development Scheme through annual review</li><li>• Prioritisation of other work</li></ul> <p>Comment: uncertainty factors remain, e.g. the level of representations submitted on documents; time taken in public hearing and reporting time; new issues arising; diversion of staff to other duties.</p> <p><b>Risk level – High</b></p>
Staff turnover and level of experience staff	<ul style="list-style-type: none"><li>• There is a degree of flexibility within the Local Development Scheme to allow staff to be redeployed to meet key targets</li></ul> <p><b>Risk level – Medium</b></p>
Financial Resources	<ul style="list-style-type: none"><li>• Most of resources are incorporated in Council base budget</li><li>• Housing and Planning Delivery Grant has been utilised for 2009/10 to supplement budget</li></ul> <p>Comment: uncertainties remain regarding length and cost of public examinations.</p> <p><b>Risk level – High</b></p>
Capacity of the Planning Inspectorate (PINS)	<ul style="list-style-type: none"><li>• Provide early warning to PINS of likely programme of inquiries</li></ul> <p>Comment: PINS is going to experience severe work pressures from local authorities preparing Development Plan Documents to similar timescales.</p> <p><b>Risk level – Medium</b></p>
Changes in Government legislation, regulations and guidance	<ul style="list-style-type: none"><li>• LDS prepared on the basis of latest guidance</li><li>• Take into account at next appropriate stage in preparation</li></ul> <p><b>Risk level – Medium</b></p>
Ensuring “soundness” of the documents	<ul style="list-style-type: none"><li>• Ensure good evidence base</li><li>• Ensure good consultation with community/ stakeholders</li></ul> <p><b>Risk level – Low</b></p>

<b>Risk</b>	<b>Action</b>
Unforeseen additional work	<ul style="list-style-type: none"> <li>• Careful management of other work demands to ensure adherence to LDS programme</li> </ul> <p>Comment: the Planning Policy Team tend to be subject to unplanned work pressures, including involvement in corporate projects</p> <p><b>Risk level – Medium</b></p>
Joint Working on South Worcestershire LDDs	<p>Comment: All the above apply, but in addition as it is an informal arrangement it does require the respective authorities to maintain resources to achieve the task as well as the political will to make difficult decisions.</p> <p><b>Risk Level - Medium</b></p>

***Contact details:***

- 7.14 For more information about any of the issues raised in this Local Development Scheme please contact:

Planning Policy Team  
 Regeneration and Business Engagement  
 Worcester City Council  
 Orchard House  
 Farrier Street  
 Worcester  
 WR1 3BB

Tel: 01905 722528

Email: [development.orchard@worcester.gov.uk](mailto:development.orchard@worcester.gov.uk)

- 7.15 This document together with all other Local Development Documents will be made available on the City Council's website, [www.worcester.gov.uk](http://www.worcester.gov.uk).

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# Appendices

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## Appendix 1

### Local Development Document Profiles

<b>South Worcestershire Development Plan.</b>		
Document details	<ul style="list-style-type: none"> <li>▪ Role and Subject</li> </ul>	<p>Part one the Development Plan will set out the vision, objectives, spatial strategy for South Worcestershire up to 2030, and the primary policies for achieving the vision.</p> <p>Part two will identify the site specific allocations and policy designations that will provide for the development needs of the 'area' up to 2030</p> <p>Note: This will involve informal collaborative working between Worcester City Council, Malvern Hills and Wychavon District Councils</p>
	<ul style="list-style-type: none"> <li>▪ Geographic Coverage</li> <li>▪ DPD/SPD</li> <li>▪ Chain of Conformity</li> </ul>	<p>Worcester City, Malvern Hills and Wychavon District Council Areas</p> <p>DPD</p> <p>National Planning Policy statements</p>
Timetable	<ul style="list-style-type: none"> <li>▪ Pre-production period, including commencement of document preparation</li> <li>▪ Preparation of issues and alternative options and initial sustainability appraisal report, including public consultation</li> <li>▪ Consideration of comments and preparation of preferred options document and formal sustainability appraisal report including Public participation</li> <li>▪ Consideration of representations and discussions with community and stakeholders in preparing of the submission development plan document and any amendments to the sustainability appraisal report</li> <li>▪ Tests of Soundness public representation period on submission development plan document and sustainability appraisal report and consideration of representations</li> </ul>	<p>January 2007 to April 2007</p> <p>May/December 2007 (part one). October 2009/April 2010 (part two).</p> <p>January 2008/October 2011</p> <p>November 2011/April 2012</p> <p>May/August 2012</p>

Timetable <i>Continued</i>	<ul style="list-style-type: none"> <li>▪ Submission of development plan document and sustainability appraisal report to Secretary of State</li> <li>▪ Pre-Examination meeting</li> </ul>	September 2012  November 2012
	<ul style="list-style-type: none"> <li>▪ Hearing period</li> <li>▪ Receipt of Inspector's report</li> <li>▪ Adoption and publication of document</li> </ul>	December 2012 – January 2013 April 2013 May 2013
Production	<ul style="list-style-type: none"> <li>▪ Which organisation/section of the City Council will lead the process?</li> <li>▪ Management arrangements</li> <li>▪ Resources required to produce LDD</li> <li>▪ Approach to involving stakeholders and the community</li> </ul>	<p>Planning Policy Team consisting of officers from Malvern Hills, Worcester City and Wychavon District Councils reporting through a joint advisory committee</p> <p>See Section 7 and Appendix 3</p> <p>The core strategy will be produced internally using the existing resources of the three Councils. External input will be required in the form of studies as follows:</p> <p>Housing Needs Study Affordable Housing Viability Study PPG 17 Study Historic Environment and Green Infrastructure Retail Study Transportation Studies Urban Capacity Study Strategic Flood Risk Assessment Accessibility Study Employment Land Review Green Belt Review</p> <p>This will be in accordance with the highest requirement contained in the respective Statements of Community Involvement</p>
Post production	<ul style="list-style-type: none"> <li>▪ Monitoring and Review mechanisms</li> </ul>	This will be through the Annual Monitoring Reports produced by the three Councils.

<b>Accessibility SPD</b>		
Document details	<ul style="list-style-type: none"> <li>▪ Role and Subject</li> </ul>	To promote an inclusive environment and provide guidance to all involved in the wider construction industry, on designing and building of an environment that all people can use independently.
	<ul style="list-style-type: none"> <li>▪ Geographic Coverage</li> <li>▪ DPD/SPD</li> <li>▪ Chain of Conformity</li> </ul>	South Worcestershire SPD The respective Local plans for Malvern Hills, Worcester City and Wychavon.
Timetable	<ul style="list-style-type: none"> <li>▪ Pre-production period, including commencement of document preparation</li> <li>▪ Preparation of issues and alternative options and initial sustainability appraisal report, including public consultation</li> <li>▪ Consideration of comments and preparation of preferred options document and formal sustainability appraisal report including Public participation</li> <li>▪ Consideration of representations and discussions with community and stakeholders in preparing of the adoption Supplementary Planning document and any amendments to the sustainability appraisal report</li> <li>▪ Adoption and publication of the Document</li> </ul>	October 2010/December 2010  January 2011/March 2011  April 2011/January 2012  <i>February 2012/May 2012</i>  <i>June 2012</i>
Production	<ul style="list-style-type: none"> <li>▪ Which organisation/section of the City Council will lead the process?</li> <li>▪ Management arrangements</li> <li>▪ Resources required to produce LDD</li> <li>▪ Approach to involving stakeholders and the community</li> </ul>	Planning Policy Team consisting of officers from Malvern Hills, Worcester City and Wychavon District Councils reporting through a Joint Advisory Panel See Section 7 and Appendix 3 The document will be produced with the help of a consultant and internally using the existing resources of the three Councils This will be in accordance with the highest requirement contained in the respective Statements of Community Involvement
Post production	<ul style="list-style-type: none"> <li>▪ Monitoring and Review mechanisms</li> </ul>	This will be through the Annual Monitoring Reports produced by the three Councils.

<b>Residential Design Guide SPD</b>		
Document details	<ul style="list-style-type: none"> <li>▪ Role and Subject</li> </ul>	The guide aim is to improve the overall quality of good design by providing the necessary guidance to all those involved in the development process
	<ul style="list-style-type: none"> <li>▪ Geographic Coverage</li> <li>▪ DPD/SPD</li> <li>▪ Chain of Conformity</li> </ul>	<p>South Worcestershire SPD</p> <p>The respective Local plans for Malvern Hills, Worcester City and Wychavon.</p>
Timetable	<ul style="list-style-type: none"> <li>▪ Pre-production period, including commencement of document preparation</li> <li>▪ Preparation of issues and alternative options and initial sustainability appraisal report, including public consultation</li> <li>▪ Consideration of comments and preparation of preferred options document and formal sustainability appraisal report including Public participation</li> <li>▪ Consideration of representations and discussions with community and stakeholders in preparing of the adoption Supplementary Planning document and any amendments to the sustainability appraisal report</li> <li>▪ Adoption and publication of the Document</li> </ul>	<p>October 2010/December 2010</p> <p>January 2011/March 2011</p> <p>April 2011/January 2012</p> <p><i>February 2012/May 2012</i></p> <p><i>June 2012</i></p>
Production	<ul style="list-style-type: none"> <li>▪ Which organisation/section of the City Council will lead the process?</li> <li>▪ Management arrangements</li> <li>▪ Resources required to produce LDD</li> <li>▪ Approach to involving stakeholders and the community</li> </ul>	<p>Planning Policy Team consisting of officers from Malvern Hills, Worcester City and Wychavon District Councils reporting through a Joint Advisory Panel</p> <p>See Section 7 and Appendix 3</p> <p>The document will be produced internally using the existing resources of the three Councils</p> <p>This will be in accordance with the highest requirement contained in the respective Statements of Community Involvement</p>
Post production	<ul style="list-style-type: none"> <li>▪ Monitoring and Review mechanisms</li> </ul>	This will be through the Annual Monitoring Reports produced by the three Councils.

<b>Historic Environment SPD</b>		
Document details	<ul style="list-style-type: none"> <li>▪ Role and Subject</li> </ul>	The document will provide detailed guidance on historic environment requirements in the development process.
	<ul style="list-style-type: none"> <li>▪ Geographic Coverage</li> <li>▪ DPD/SPD</li> <li>▪ Chain of Conformity</li> </ul>	South Worcestershire SPD South Worcestershire Development Plan
Timetable	<ul style="list-style-type: none"> <li>▪ Pre-production period, including commencement of document preparation</li> <li>▪ Preparation of issues and alternative options and initial sustainability appraisal report, including public consultation</li> <li>▪ Consideration of comments and preparation of preferred options document and formal sustainability appraisal report including Public participation</li> <li>▪ Consideration of representations and discussions with community and stakeholders in preparing of the adoption Supplementary Planning document and any amendments to the sustainability appraisal report</li> <li>▪ Adoption and publication of the Document</li> </ul>	<p><i>October 2010/March 2012</i></p> <p><i>April 2012/June 2012</i></p> <p><i>February 2012/June 2013</i></p> <p><i>July 2013/November 2013</i></p> <p><i>November 2013</i></p>
Production	<ul style="list-style-type: none"> <li>▪ Which organisation/section of the City Council will lead the process?</li> <li>▪ Management arrangements</li> <li>▪ Resources required to produce LDD</li> <li>▪ Approach to involving stake-holders and the community</li> </ul>	<p>Planning Policy Team consisting of officers from Malvern Hills, Worcester City and Wychavon District Councils reporting through a Joint Advisory Panel</p> <p>See Section 7 and Appendix 3</p> <p>The document will be produced internally using the existing resources of the three Councils, but calling on the respective specialist service officers of the authorities with special emphasis on conservation area appraisals and archaeological guidance.</p> <p>This will be in accordance with the highest requirement contained in the respective Statements of Community Involvement</p>
Post production	<ul style="list-style-type: none"> <li>▪ Monitoring and Review mechanisms</li> </ul>	This will be through the Annual Monitoring Reports produced by the three Councils.



<b>Landscape Characterisation SPD</b>		
Document details	<ul style="list-style-type: none"> <li>▪ Role and Subject</li> </ul>	The document gives detailed guidance of the landscape characteristics of Worcestershire
	<ul style="list-style-type: none"> <li>▪ Geographic Coverage</li> <li>▪ DPD/SPD</li> <li>▪ Chain of Conformity</li> </ul>	<p>South Worcestershire</p> <p>SPD</p> <p>The respective Local plans for Malvern Hills, Worcester City and Wychavon.</p>
Timetable	<ul style="list-style-type: none"> <li>▪ Pre-production period, including commencement of document preparation</li> <li>▪ Preparation of issues and alternative options and initial sustainability appraisal report, including public consultation</li> <li>▪ Consideration of comments and preparation of preferred options document and formal sustainability appraisal report including Public participation</li> <li>▪ Consideration of representations and discussions with community and stakeholders in preparing of the adoption Supplementary Planning document and any amendments to the sustainability appraisal report</li> <li>▪ Adoption and publication of the Document</li> </ul>	<p><i>June 2009/December 2009</i></p> <p><i>January 2010/July 2010</i></p> <p><i>August 2010/December 2010</i></p> <p><i>January 2011/May 2011</i></p> <p><i>June 2011</i></p>
Production	<ul style="list-style-type: none"> <li>▪ Which organisation/section of the City Council will lead the process?</li> <li>▪ Management arrangements</li> <li>▪ Resources required to produce LDD</li> <li>▪ Approach to involving stake-holders and the community</li> </ul>	<p>This will be led by the County Council Environment Team but adoption through officers from Malvern Hills, Worcester City and Wychavon District Councils reporting through a Joint Advisory Panel</p> <p>See Section 7 and Appendix 3</p> <p>The document will be produced externally by the county council but adopted by the three Councils</p> <p>This will be in accordance with the highest requirement contained in the respective Statements of Community Involvement</p>
Post production	<ul style="list-style-type: none"> <li>▪ Monitoring and Review mechanisms</li> </ul>	This will be through the Annual Monitoring Reports produced by the three Councils.

<b>Affordable Housing SPD</b>		
Document details	<ul style="list-style-type: none"> <li>▪ Role and Subject</li> </ul>	This would provide detailed guidance on how the South Worcestershire Development Plan policies on affordable housing will be applied.
	<ul style="list-style-type: none"> <li>▪ Geographic Coverage</li> <li>▪ DPD/SPD</li> <li>▪ Chain of Conformity</li> </ul>	<p>South Worcestershire SPD South Worcestershire Development Plan</p>
Timetable	<ul style="list-style-type: none"> <li>▪ Pre-production period, including commencement of document preparation</li> <li>▪ Preparation of issues and alternative options and initial sustainability appraisal report, including public consultation</li> <li>▪ Consideration of comments and preparation of preferred options document and formal sustainability appraisal report including Public participation</li> <li>▪ Consideration of representations and discussions with community and stakeholders in preparing of the adoption Supplementary Planning document and any amendments to the sustainability appraisal report</li> <li>▪ Adoption and publication of the Document</li> </ul>	<p><i>April 2011/July 2011</i></p> <p><i>August 2011/October 2011</i></p> <p><i>November 2011/October 2012</i></p> <p><i>November 2012/February 2013</i></p> <p><i>May 2013</i></p>
Production	<ul style="list-style-type: none"> <li>▪ Which organisation/section of the City Council will lead the process?</li> <li>▪ Management arrangements</li> <li>▪ Resources required to produce LDD</li> <li>▪ Approach to involving stakeholders and the community</li> </ul>	<p>Planning Policy Team consisting of officers from Malvern Hills, Worcester City and Wychavon District Councils reporting through a Joint Advisory Panel</p> <p>See Section 7 and Appendix 3</p> <p>The document will be produced internally using the existing resources of the three Councils from planning and housing.</p> <p>This will be in accordance with the highest requirement contained in the respective Statements of Community Involvement</p>
Post production	<ul style="list-style-type: none"> <li>▪ Monitoring and Review mechanisms</li> </ul>	This will be through the Annual Monitoring Reports produced by the three Councils.

<b>Contributions SPD</b>		
Document details	<ul style="list-style-type: none"> <li>▪ Role and Subject</li> </ul>	The document relates to contributions from development for strategic and community infrastructure. It will set out the scope and size of developer contributions that will be required from development to ensure that future developments do not place an unacceptable burden on existing infrastructure.
	<ul style="list-style-type: none"> <li>▪ Geographic Coverage</li> <li>▪ DPD/SPD</li> <li>▪ Chain of Conformity</li> </ul>	<p>South Worcestershire SPD South Worcestershire Development Plan</p>
Timetable	<ul style="list-style-type: none"> <li>▪ Pre-production period, including commencement of document preparation</li> <li>▪ Preparation of issues and alternative options and initial sustainability appraisal report, including public consultation</li> <li>▪ Consideration of comments and preparation of preferred options document and formal sustainability appraisal report including Public participation</li> <li>▪ Consideration of representations and discussions with community and stakeholders in preparing of the adoption Supplementary Planning document and any amendments to the sustainability appraisal report</li> <li>▪ Adoption and publication of the Document</li> </ul>	<p><i>April 2011/July 2011</i></p> <p><i>August 2011/October 2011</i></p> <p><i>November 2011/October 2012</i></p> <p><i>November 2012/February 2013</i></p> <p><i>May 2013</i></p>
Production	<ul style="list-style-type: none"> <li>▪ Which organisation/section of the City Council will lead the process?</li> <li>▪ Management arrangements</li> <li>▪ Resources required to produce LDD</li> <li>▪ Approach to involving stakeholders and the community</li> </ul>	<p>Planning Policy Team consisting of officers from Malvern Hills, Worcester City and Wychavon District Councils reporting through a Joint Advisory Panel</p> <p>See Section 7 and Appendix 3</p> <p>The document will be produced internally using the existing resources of the three Councils</p> <p>This will be in accordance with the highest requirement contained in the respective Statements of Community Involvement</p>
Post production	<ul style="list-style-type: none"> <li>▪ Monitoring and Review mechanisms</li> </ul>	This will be through the Annual Monitoring Reports produced by the three Councils.

<b>Worcester City Centre SPD</b>		
Document details	<ul style="list-style-type: none"> <li>▪ Role and Subject</li> </ul>	To provide the detailed planning framework for the central area of Worcester as identified in the South Worcestershire Development plan.
	<ul style="list-style-type: none"> <li>▪ Geographic Coverage</li> <li>▪ DPD/SPD</li> <li>▪ Chain of Conformity</li> </ul>	<p>Worcester City Central Area</p> <p>SPD</p> <p>South Worcestershire Development Plan</p>
Timetable	<ul style="list-style-type: none"> <li>▪ Pre-production period, including commencement of document preparation</li> <li>▪ Preparation of issues and alternative options and initial sustainability appraisal report, including public consultation</li> <li>▪ Consideration of comments and preparation of preferred options document and formal sustainability appraisal report including Public participation</li> <li>▪ Consideration of representations and discussions with community and stakeholders in preparing of the adoption Supplementary Planning document and any amendments to the sustainability appraisal report</li> <li>▪ Adoption and publication of the Document</li> </ul>	<p><i>January 2010/June 2011</i></p> <p><i>July 2011/October 2011</i></p> <p><i>November 2011/October 2012</i></p> <p><i>November 2012/February 2013</i></p> <p><i>May 2013</i></p>
Production	<ul style="list-style-type: none"> <li>▪ Which organisation/section of the City Council will lead the process?</li> <li>▪ Management arrangements</li> <li>▪ Resources required to produce LDD</li> <li>▪ Approach to involving stakeholders and the community</li> </ul>	<p>Officers from the Regeneration and Business Engagement team.</p> <p>See Section 7 and Appendix 3</p> <p>This will require resources from within the City Council, but also making use of consultants to progress the detail together with partner organisations</p> <p>This will be in accordance with the highest requirement contained in the respective Statements of Community Involvement</p>
Post production	<ul style="list-style-type: none"> <li>▪ Monitoring and Review mechanisms</li> </ul>	This will be through the Annual Monitoring Report.

<b>Food Takeaway SPD</b>		
Document details	<ul style="list-style-type: none"> <li>▪ Role and Subject</li> </ul>	This document will provide guidance on the development, design and location criteria for future development of takeaway food outlets.
	<ul style="list-style-type: none"> <li>▪ Geographic Coverage</li> <li>▪ DPD/SPD</li> <li>▪ Chain of Conformity</li> </ul>	<p>Worcester City</p> <p>SPD</p> <p>Worcester City Local Plan (1996 – 2011)</p>
Timetable	<ul style="list-style-type: none"> <li>▪ Pre-production period, including commencement of document preparation</li> <li>▪ Preparation of issues and alternative options and initial sustainability appraisal report, including public consultation</li> <li>▪ Consideration of comments and preparation of preferred options document and formal sustainability appraisal report including Public participation</li> <li>▪ Consideration of representations and discussions with community and stakeholders in preparing of the adoption Supplementary Planning document and any amendments to the sustainability appraisal report</li> <li>▪ Adoption and publication of the Document</li> </ul>	<p><i>August 2010/October 2010</i></p> <p><i>November 2010/December 2010</i></p> <p><i>January 2011/March 2011</i></p> <p><i>April 2011/June 2011</i></p> <p><i>July 2011</i></p>
Production	<ul style="list-style-type: none"> <li>▪ Which organisation/section of the City Council will lead the process?</li> <li>▪ Management arrangements</li> <li>▪ Resources required to produce LDD</li> <li>▪ Approach to involving stakeholders and the community</li> </ul>	<p>Officers from the Regeneration and Business Engagement team.</p> <p>See Section 7 and Appendix 3</p> <p>The document will be produced internally using the existing resources of the City Council</p> <p>This will be in accordance with the highest requirement contained in the Statement of Community Involvement</p>
Post production	<ul style="list-style-type: none"> <li>▪ Monitoring and Review mechanisms</li> </ul>	This will be through the Annual Monitoring Report

**Appendix 2**

**Local Development Scheme Timetable  
2010 - 2013**

## South Worcestershire Development Plan - Project Plan - 2010-2013

	2010				2011												2012												2013											
	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	A	M	J	J	A	S	O	N	D
<b>Project Plan (Local Development Scheme).</b>					R	R										R	R											R	R											
<b>Development Plan Documents</b>																																								
* South Worcestershire Development Plan	2	2	2	2	2	2	2	2	2	3	3	3	4	4	5	5	5	5	5	5	6	7	7	8	8	9	10	11	11			12	13							
<b>Supplementary Planning Documents</b>																																								
Accessibility		1	1	1	1	1a	1a	2	2	2	2	2	3	3	3	4	4	5	5	5	5	5	13																	
Residential Design Guide		1	1	1	1	1a	1a	2	2	2	2	2	3	3	3	4	4	5	5	5	5	5	13																	
Historic Environment	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1a	1a	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	4		
Landscape Characterisation (County)	3	3	4	4	5	5	5	5	5	13																														
Affordable Housing								1	1	1	1	1	1a	1a	2	2	2	2	2	2	2	2	2	3	3	3	4	4	5	5	5	5			13					
Contributions								1	1	1	1	1	1a	1a	2	2	2	2	2	2	2	2	2	3	3	3	4	4	5	5	5	5			13					
Worcester City Centre	1	1	1	1	1	1	1	1	1	1	1	1	1a	1a	2	2	2	2	2	2	2	2	2	3	3	3	4	4	5	5	5	5			13					
Food Takeaways (Worcester)	1	1	2	2	3	4	4	5	5	5	13																													
<b>Sustainability Appraisal</b>					O	N	G	O	I	N	G																													

PTO For Key

<p><b>KEY:</b></p> <p>1. Blue = Information &amp; Evidence Gathering to identify Issues and Options including on-going consultation</p> <p>1a Brown = Optional formal consultation on Issues and Options</p> <p>2 Cream = Consideration of representations, updating evidence and preparation of Preferred Options Document.</p> <p>3. Yellow = Council approval to consult on Preferred Options and preparation of consultation documentation.</p>	<p>4. White = Formal Public Consultation on Preferred Options</p> <p>5. Light Green = Consideration of representations and preparation of Submission Document (DPD) Adoption document (SPD).</p> <p>6. Gold = Council approve Submission Document and preparation of submission documentation. (DPD)</p> <p>7. Dark Blue = Test of Soundness Representation period (DPD)</p> <p>8. Turquoise = Consideration of representations</p>	<p>9. Pink = Submission to Secretary of State (DPD)</p> <p>10. Red = Pre-Examination Meeting (DPD)</p> <p>11. Orange = Independent Hearing</p> <p>12. Lavender = Receipt and consideration of the Inspector's report (DPD)</p> <p>13. Green = Malvern Hills, Worcester and Wychavon Councils to each consider the Planning Inspectorate's report and adopt/publish the SWDP.</p> <p>R = Review Period</p>
<p>* The South Worcestershire Development Plan is being jointly prepared by the three local authorities and communities of Malvern Hills, Wychavon and Worcester City</p>		



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## Appendix 3

### South Worcestershire Joint Development Plan Working

#### Appendix 3 South Worcestershire Development Plan Joint Working

*This Appendix has been duplicated in each of Malvern Hills District Council, Worcester City Council and Wychavon District Council Local Development Schemes (LDS), to reflect the joint working arrangements.*

#### **1. Introduction**

- 1.1 South Worcestershire covers the largely rural districts of Malvern Hills and Wychavon, and the predominantly urban area of Worcester. Outside the Cathedral and university City of Worcester, there are seven main towns – Broadway, Droitwich, Evesham, Malvern, Pershore, Tenbury Wells, and Upton upon Severn. Each of these towns has a rich history exemplified by a wide range of historic buildings. The remainder of the rural landscape consists of a combination of fields, orchards, woodlands, meadow, ancient forests and rivers - primarily the Severn, Avon, and Teme - and a number of small villages all with their own identity. The area is bounded by two Areas of Outstanding Natural Beauty - the Cotswolds to the east and Malvern Hills to the west. The combined population is approximately 283,900.
- 1.2 The M5 runs the full length of the area north - south, providing good connections to the West Midlands and the South West. It links to the M42 in the north providing convenient routes to Birmingham International airport, whilst the M50 in the south – west of the area provides connections with South Wales.
- 1.3 The historic City of Worcester is the County town and administrative centre of Worcestershire.
- 1.4 The area has a reputation as being a desirable place to live work and visit based on a number of factors including its high quality environment. As a consequence of its environment, location, and excellent transport links it is the focus of development pressure, and the challenge is to develop a spatial planning approach which ensures the most efficient use of land by balancing competing demands within the context of sustainable development in a way that benefits our City, towns, villages and countryside.

#### **2. Outline of Joint Worcestershire Working**

- 2.1 Given the recognition that any significant growth associated with the City will require consideration to be given to cross boundary development into the districts of Malvern Hills and Wychavon, the three district councils together with Worcestershire County Council have been working closely together on an informal basis with respect to addressing the implications of Worcester City's growth and how an agreed vision for the City can be brought forward.
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- 2.2 In order to develop comprehensive and consistent proposals for future growth of the City, it will be necessary for the four authorities to continue to work collaboratively. Furthermore, the established position of the three district councils to prepare individual Core Strategy Development Plan Documents for each of their own administrative areas would be unlikely to deliver a consistent, comprehensive and cost effective Local Development Framework (LDF).
  - 2.3 Worcester City Council, Wychavon District Council and Malvern Hills District Councils have agreed to prepare a South Worcestershire Development Plan Development Plan Document (DPD) under the provisions of Section 28 of the Planning and Compulsory Purchase Act 2004.
  - 2.4 Under the provisions of Section 28 it will be necessary for each of the local planning authorities responsible for plan preparation to individually consider and approve any joint development plan documents in order for them to proceed through the statutory process.

### **3. Resources**

#### **Staff Resources**

- 3.1 The overall staff resources required to deliver Malvern Hills District Council, Worcester City Council and Wychavon District Council Local Development Frameworks (LDF) are incorporated within the relevant authorities Local Development Schemes (LDS).
  - 3.2 The production of the South Worcestershire Development Plan and the associated Supplementary Planning Documents (SPDs) will be the principal area of work up to 2013. This section therefore, deals specifically with the resource requirements identified to meet the project timetable for the Development Plan.
  - 3.3 Each authority has undertaken a review of its existing programme of work in order to provide maximum support for the production of the Development Plan and subsequent Supplementary Planning Documents.. In other areas the size of the team and ongoing work priorities to complete existing projects has determined the level of resources available.
  - 3.4 Throughout the production of the Joint Local Development Documents, resource requirements will be kept under review and where necessary resources have been allocated or will be allocated to buy in expert help where capacity or skill bases are not available within the three authorities (see Financial Support).
  - 3.5 The total full-time equivalent (FTE) staff resources available for the Joint Core Strategy is 17.30 made up as shown in the table below. This includes the project manager who has been taken on using external funding available until June 2012.
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<b>Staff Resource</b>	<b>% Full-time Equivalent.</b>
<b>External Funding until June 2012</b>	
Project Manager	<b>100</b>
<b>Malvern Hills District Council</b>	
Head of Planning and Housing Services	40
Development Plans and Conservation Manager	70
Senior Planner	90
Assistant Planner	90
Planning Technician (Monitoring/graphic support)	70
Technical Assistant/Admin Support	40
<b>Sub total</b>	<b>400</b> (currently supplemented by part time consultant support)
<b>Worcester City Council</b>	
Service Manager	20
Senior Planner Policy	90
Policy officer	80
Policy officer	90
Economic Development Officer	25
Monitoring Officer	40
Assistant Planning officer **	75
Multimedia Support Officer	90
Assistant GIS/Graphics Officer **	50
Policy Support Clerk	50
<b>Sub total</b>	<b>610</b>
<b>Wychavon District Council</b>	
Head of Planning Services	20
Housing and Planning Manager	20
Policy Plans Manager	80
Senior Planning Officer	70
2 Part-time Senior Planning Officers	75
4 Planning Officers (1 part time)	240
2 Planning Technicians	80
Admin Support	10
Technical Support	25
<b>Sub total:</b>	<b>620</b>
<b>Total</b>	<b>1730 (17.30 people)</b>

**Notes:**

\*\* These posts are paid for out of Housing and Planning Delivery Grant.

**Financial Resources**

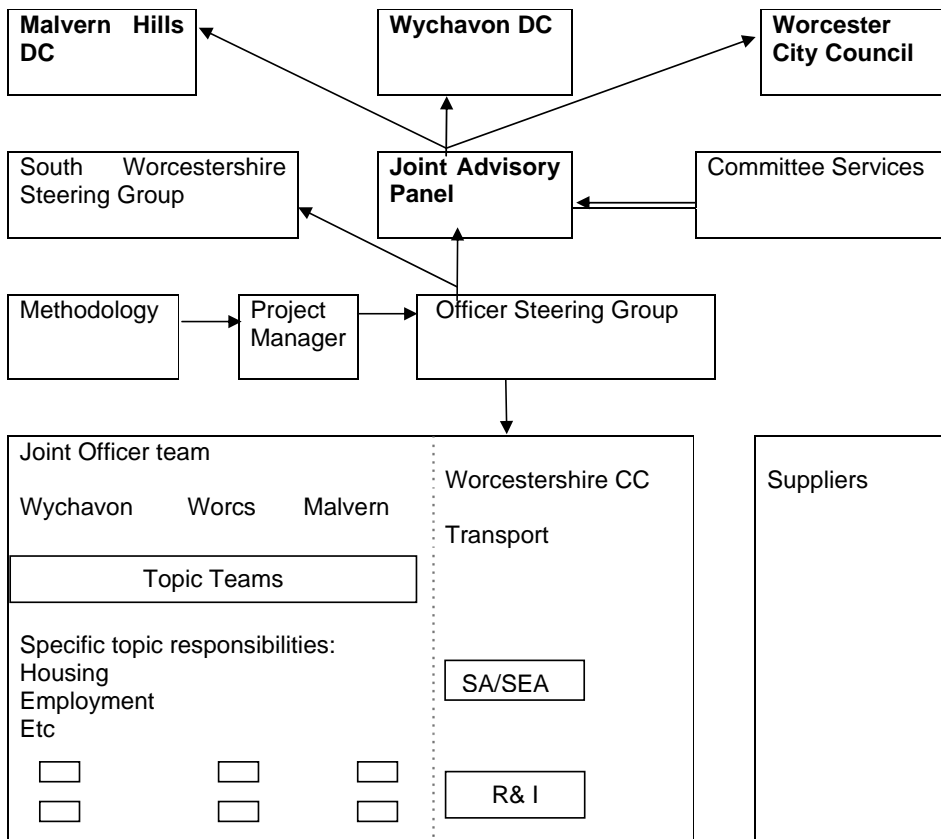
- 3.6 The South Worcestershire Authorities have agreed to combine existing budgets previously allocated to the production of separate Core Strategies. The decision to continue with a Joint Development Plan will enable economics of scale to be achieved. However, to enable the evidence gathering to reflect the South Worcestershire focus, additional resources will be required to update existing research already undertaken.
- 3.7 The main areas which require financial resources include:

- evidence gathering as outlined within the LDS;
- consultant support;
- consultation costs (Statutory (Issues and Options/Preferred Options/Submission) and Non-statutory which includes the awareness raising exercise);
- document production; and
- Examination costs including Counsel, Inspector costs).

3.8 The Project Initiation Document provides details on the financial arrangements and how the resources are to be brought forward to ensure that contributions are equitable and available at the relevant times in the programme.

#### 4. Management Responsibilities

4.1 The following management structure was agreed to support the production of the Joint Local Development Documents:



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- 4.2 **The Joint Advisory Panel** has been established in order to implement the South Worcestershire Development Plan under the provisions of Section 28 of the Planning and Compulsory Purchase Act 2004. It will comprise 9 district councillors, with 3 district councillors nominated by each of the Councils for Malvern Hills and Wychavon Districts and Worcester City. It has no executive/decision making capacity powers in respect of any of the planning or other functions of the South Worcestershire Authorities and does not represent a formally constituted Joint Committee.
- 4.3 The purpose of the Joint Advisory Panel is to:
- a) consider reports and examine issues related to the production of Joint Local Development Documents for South Worcestershire and to make recommendations to the Councils for Malvern Hills and Wychavon Districts and Worcester City regarding the content and development of the Joint Local Development Documents;
  - b) make recommendations to the above Councils regarding the content of the Local Development Schemes covering South Worcestershire and the timetabling of key Local Development Documents;
  - c) Make recommendations to the above Councils regarding future plan making and development control arrangements associated with the implementation of the Local Development Schemes for South Worcestershire, the proposed Joint Development Plan and subsequent Supplementary Planning Documents.
- 4.4 **The South Worcestershire Steering** Group will comprise Chief Executives from the South Worcestershire Authorities together with members from the Officer Steering Group. This group will intervene if and when required to resolve any potential conflicts emerging from the Joint Advisory Panel and to ensure that timetable deadlines are being met.
- 4.5 **The Officer Steering** Group will comprise officers from each of the South Worcestershire who under the management of the Project Manager will ensure that the project is delivered to an agreed timetable and co-ordinate the work of the specific project teams. Initially the project teams will be based around the main areas of evidence gathering and will include:
- retail and leisure;
  - employment land review/housing land availability assessment/village settlement hierarchy;
  - environmental constraints study/open space/green infrastructure;
  - transport
  - consultation and communications;
  - community plan and LDF visioning group;
  - Master planning.
- 4.6 For each project the requirement for sustainability appraisal will be integral to the project.
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**Appendix 4**  
**Schedule of policies saved beyond three years**



<b>Policy Number and Name</b>	<b>In which Local Development Document will the policy be replaced?</b>
NE2 – NE5/NE7 Nature Conservation/Landscape	South Worcestershire Development Plan
NE9 Green Network.	South Worcestershire Development Plan
NE10 Farm Diversification Projects.	South Worcestershire Development Plan
NE11 M5 Protection Corridor.	South Worcestershire Development Plan
NE12 Green Belt Area	South Worcestershire Development Plan
NE19 Private Moorings ancillary to dwellings – River Severn.	South Worcestershire Development Plan
NE20 Safeguarding Watercourses	South Worcestershire Development Plan
NE22 Flood Plain (Yellow)	South Worcestershire Development Plan
BE1/ BE3 Built Environmental	South Worcestershire Development Plan
BE4 Percent for Art	South Worcestershire Development Plan
BE12 Boundary Treatments in Conservation Areas	South Worcestershire Development Plan
BE14 Alterations & Extensions to Listed Buildings.	South Worcestershire Development Plan
BE16 The Setting of Listed Buildings	South Worcestershire Development Plan
BE18 Buildings of Local Interest – New Development.	South Worcestershire Development Plan
BE19 Buildings of Local interest – Recording.	South Worcestershire Development Plan
BE20 Buildings of Local Interest – Salvage.	South Worcestershire Development Plan
BE21 Demolition within Archaeological Sensitive Areas – Design Principles	South Worcestershire Development Plan
BE24 Protection of Nationally and Internationally Important Archaeological Sites	South Worcestershire Development Plan
BE27 Access to and Interpretation of the Historic Environment	South Worcestershire Development Plan
BE29 Light	South Worcestershire Development Plan
BE39 Advertisements affecting Conservation Areas and/ or Listed Buildings	South Worcestershire Development Plan
BE43 Telecommunications	South Worcestershire Development Plan
TR1 Footpath/Cycleway Network	South Worcestershire Development Plan
TR2 Footpath/Cycleway – Private Development	South Worcestershire Development Plan
TR4 Cycle Parking	South Worcestershire Development Plan
TR6 City Centre Pedestrian Routes	South Worcestershire Development Plan
TR10 Car Parking – Pricing Control	South Worcestershire Development Plan
TR11 Residents Parking schemes	South Worcestershire Development Plan
TR12 – TR13 Car Parking	South Worcestershire Development Plan
TR14 Financial Contributions from Developments to meet Travel Demand	South Worcestershire Development Plan
TR15 Disabled Persons Car Parking	South Worcestershire Development Plan

<b>Policy Number and Name</b>	<b>In which Local Development Document will the policy be replaced?</b>
Requirements.	
TR17 Diglis Access Road	Implemented
TR19 Traffic Calming	South Worcestershire Development Plan
TR23 Green Transport Plan	South Worcestershire Development Plan
TR24 – TR25 Rail/Rail Freight	South Worcestershire Development Plan
H1 Housing Land Supply	South Worcestershire Development Plan
H16-H17 Housing	South Worcestershire Development Plan
H18 Change of Use to Hostel – Car Parking requirements	South Worcestershire Development Plan
H19 Residential Care Homes	South Worcestershire Development Plan
H21 – H22 Areas of Restraint	South Worcestershire Development Plan
E1 Allocated Employment Land	South Worcestershire Development Plan
E2 Allocated Employment Land on Greenfield sites.	South Worcestershire Development Plan
E4 Safeguarding Existing Employment Areas	South Worcestershire Development Plan
E7-E8 Offices	South Worcestershire Development Plan
E10 Working From Home	South Worcestershire Development Plan
CC2 Retail Development in the Central Shopping Area	South Worcestershire Development Plan
CC3 Use of Upper Floors	South Worcestershire Development Plan
CC5-CC7 Continuous Shopping Policy	South Worcestershire Development Plan
CC8 Continuous Shopping - Exceptions	South Worcestershire Development Plan
CC9 – CC10 A3 Uses	South Worcestershire Development Plan
CC11 Mixed Use Development Sites	South Worcestershire Development Plan
CC12 City Centre – Retention of Residential Units of Accommodation	South Worcestershire Development Plan
CC13 City Centre – Conversion of Upper Floors to Residential Use	South Worcestershire Development Plan
CC14 City Centre – Development or Redevelopment Schemes – Residential Uses	South Worcestershire Development Plan
CC15-CC16 City Centre – Offices	South Worcestershire Development Plan
SH1-SH8 & SH10 –SH12 Shopping	South Worcestershire Development Plan
CLT4 Fire Service.	South Worcestershire Development Plan
CLT6 Loss of Educational Buildings.	South Worcestershire Development Plan
CLT10 Requirements for additional educational facilities related to development.	South Worcestershire Development Plan
CLT 11 Allotment Provision.	South Worcestershire Development Plan
CLT12 Allocated sites for community facilities	South Worcestershire Development Plan
CLT13 Library Facilities	South Worcestershire Development Plan



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CLT14 New & Extensions to existing community facilities.	South Worcestershire Development Plan
CLT15 Loss of existing community facilities	South Worcestershire Development Plan
CLT16 Children's nurseries & Playgroups	South Worcestershire Development Plan
CLT 18 Worship facilities	South Worcestershire Development Plan
CLT19 Retention of Public Houses	South Worcestershire Development Plan
CLT20 Cemetery Provision.	South Worcestershire Development Plan
CLT21 Local Recycling Policy.	South Worcestershire Development Plan
CLT22 Sub Regional Indoor Sports	South Worcestershire Development Plan
CLT23 – CLT25 Leisure Facilities	South Worcestershire Development Plan
CLT28 Sports Pitches – New	South Worcestershire Development Plan
CLT31 Major Spectator Sports	South Worcestershire Development Plan
CLT32 Sports stadium	South Worcestershire Development Plan
CLT33 Loss of Recreational Open Land	South Worcestershire Development Plan
CLT34 Open Space Standards and Contributions.	South Worcestershire Development Plan
CLT38 Hotels	South Worcestershire Development Plan
CLT 44 Tourism Development – Associated Moorings	South Worcestershire Development Plan

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**Appendix 5**  
**Process of Preparing a Development Plan Document**

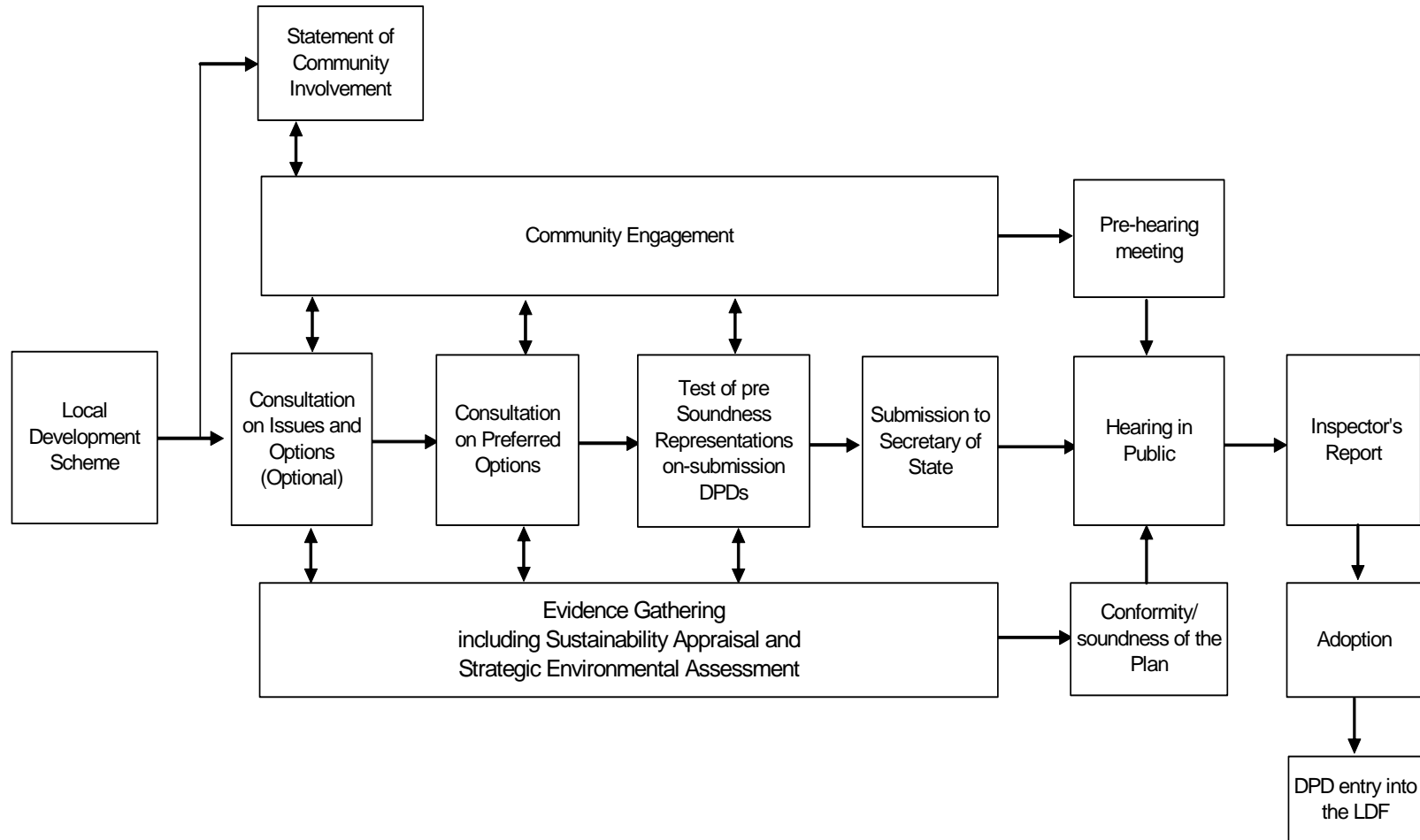
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## SUPPLEMENTARY PLANNING GUIDANCE

The following Supplementary planning Guidance (SPG) relate to policies in the Adopted Local Plan, was prepared in accordance with Government Guidance, and is considered to be an important consideration in the determination of planning applications.

Name of SPG	Saved Policy in Adopted Local Plan	Replacement
SPG 1 - Design for Wildlife (November 2003)	NE2, NE3, NE4, NE5 and NE7	Biodiversity and Trees SPD
SPG 2 - Accessibility (September 1999)	BE1, BE2 and SH12	Accessibility SPD
SPG 3 - Residential Design Guide. (October 2002)	NE7, BE1, BE12, H16, H17, TR1, TR2 and TR12	Residential Design Guide SPD
SPG 4 - Lighting. (November 2003)	BE29	
SPG 5 - Historic Buildings and Conservation Areas. (September 2000)	BE12, BE14 and BE16	Archaeology and the Historic Environment SPD
SPG 6 - Shop Fronts. (November 1998)	SH12	Design Guide SPD
SPG 7 - Percent for Art. (October 2003)	BE4	Design Guide SPD
SPG 8 - Archaeology and Development. (November 1998)	BE21, BE24, BE26 and BE27	Archaeology and the Historic Environment SPD
SPG 9 - Provisions of Affordable Housing. (November 1998)	H9 – H12 inclusive	Balanced Housing Markets DPD and Affordable Housing SPD
SPG 10 - Tree and Hedgerow Strategy. (May 1999)	NE5	
SPG 11 - Contributions to Open Space for New Residential Developments. (April 1998)	CLT34	Contributions SPD
SPG12 - Commuted Payments for Transport (October 1998)	TR14	Contributions to Sustainable Travel SPD
SPG13 - Public Rights of Way. (February 1999)	TR1 and TR2	
SPG14 - A3 Uses. (November 1998)	CC5, CC6, CC7, CC9, CC10, SH5	Takeaway Food Outlets SPD

## Appendix 5 - Process of Preparing a Development Plan Document



## Appendix 6 - Glossary



**AMR**                      **Annual Monitoring Report**

Part of the Local Development Framework, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent in which policies in Local Development Documents are being successfully implemented.

**CS**                         **Community Strategy**

Local authorities are required by the Local Government Act 2000 to prepare these, with aim of improving the social, environmental and economic wellbeing of their areas. Through the Community Strategy authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to Local Strategic Partnerships which include local authority representatives.

**DP**                         **Development Plan**

As set out in the long term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The South Worcestershire Development Plan will have the status of a Development Plan Document.

**DPD**                      **Development Plan Document**

Spatial planning documents that are subject to independent examination will form the development plan for a local authority area for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of land and Area Action Plans (where needed). Other Development Plan Documents, including generic Development Control policies, can be produced. They will all be shown geographically on an adopted proposals map. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme

**EiP**                        **Examination in Public**

A hearing chaired by an independent inspector into objections to the LDDs and into LDDs as a whole.

<b>Issues and Options</b>	Produced during the early production stage of the preparation of Development Plan Documents and may be issued for consultation to meet the requirements of Regulation 25.
<b>LDD</b>	<b>Local Development Document</b> The collective term in the Act for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
<b>LDF</b>	<b>Local Development Framework</b> The name for the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.
<b>LDS</b>	<b>Local Development Scheme</b> Sets out the programme for preparing Local Development Documents. All authorities must submit a Scheme to the Secretary of State for approval.
<b>LSP</b>	<b>Local strategic partnership</b> Partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.
<b>LP</b>	<b>Local Plan</b> The existing statutory plan for the area setting out policies for controlling development and proposals for particular areas/sites.
<b>Preferred options document</b>	Produced as part of the preparation of Development Plan Documents and is issued for formal public participation as required by Regulation 26.

<b>Proposals Map</b>	The adopted proposals map illustrates on a base map (reproduced from, or based upon a map base to a registered scale) all the policies contained in Development Plan Documents, together with any saved policies. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals may accompany submitted Development Plan Documents in the form of a submission proposals map.
<b>Saved policies or plans</b>	Existing adopted development plans are saved for three years from the date of commencement of the Act. Any policies in old style development plans adopted after commencement of the Act will become saved policies for three years from their adoption or approval. The Local Development Scheme should explain the authority's approach to saved policies.
<b>Site specific allocations</b>	Allocations of sites for specific or mixed uses or development to be contained in Development Plan Documents. Policies will identify any specific requirements for individual proposals.
<b>South Worcestershire</b>	This consists of the administrative areas of Malvern Hills, Worcester City and Wychavon District Councils.
<b>Spatial Planning</b>	An approach to planning that ensures the most efficient use of land by balancing competing demands. Does not consider just the physical aspects of location/land use but also economic, social and environmental matters.
<b>SPG</b>	<b>Supplementary Planning Guidance</b> Documents produced under the existing system providing an elaboration of policies, design guidance, site development guidance.



<b>Statement of community involvement</b>	Sets out the standards which authorities will achieve with regard to involving local communities in the preparation of Local Development Documents and development control decisions. The statement of community involvement is not a Development Plan Document but is subject to independent examination.
<b>Strategic environmental assessment</b>	A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European "SEA Directive" (2001/42/EC) requires a formal "environmental assessment of certain plans and programmes, including those in the field of planning and land use".
<b>Supplementary plan documents</b>	Provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.
<b>Sustainability appraisal</b>	Tool for appraising policies to ensure they reflect sustainable development objectives (ie social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.