

South Worcestershire Local Development Scheme 2013-2016

Worcester City Council September 2013

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

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1. What is a Local Development Scheme?

- 1.1 The Local Development Scheme (LDS) is a project management document which sets out the Council's priorities for producing planning policy documents over the coming three years. It is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended) that each Local Planning Authority should produce an LDS, to include the key documents it intends to publish and a timetable indicating the main milestones of production. The 2004 Act sets out a number of other requirements to be included in an LDS.
- 1.2 Over recent years, Worcester City Council has been working with Malvern Hills District Council and Wychavon District Council to produce the joint South Worcestershire Development Plan. Joint working on this strategic document has brought together many other work streams and has also created the need for further joint work in the future. The three South Worcestershire authorities will therefore continue to combine resources on many planning policy matters and have worked collaboratively to prepare the shared elements of this LDS.
- 1.3 The preceding LDS for Worcester City Council was produced in 2010, and covered the period to 2013, hence the need to produce a new LDS at this time. The Project Plan within the LDS has been subject to a number of changes during the intervening period, but this has not constituted a full review of the LDS. The need to produce new documents has also arisen, alongside changes to the timetabling of existing documents. The LDS needs to be updated to reflect these changes to ensure it provides a useful source of information for interested stakeholders and the public.
- 1.4 This Local Development Scheme will come into effect on 27th September 2013, in line with the resolution of Council at their meeting on the 24th September 2013.
- 1.5 The easiest place to view the 2013 Local Development Scheme is on the Planning Policy pages of the Worcester City Council website, at: www.worcester.gov.uk/index.php?id=1124. A printed copy is also available to view from the **Worcestershire Hub Customer Services Desk** which is located at:

**Level 1
The Hive
Sawmill Walk
The Butts
Worcester
WR1 3PB**

If you have any questions about the LDS or how to access it, please contact us by:

Email: planning@worcester.gov.uk

Tel: **01905 722233** and ask for the Planning Policy team

2. What planning policy documents are produced at the local level?

- 2.1 The **National Planning Policy Framework** (NPPF) was published by the Government in March 2012 and introduced major changes to planning policies for England and how they should be applied. Previous separate topic based national policy in the form of Planning Policy Statements/Guidance have been deleted¹ (although some accompanying technical and supporting guidance was retained) and replaced by this comprehensive policy document. In addition the Government also published the **Planning policy for traveller sites** guidance in March 2012, which sits alongside the NPPF.
- 2.2 Included within the Framework and reflecting the changes introduced by the 2011 Localism Act, were further reforms to the process of producing planning policy documents at a local level. Each local planning authority should produce a **Local Plan** for its area. The emphasis in the NPPF is that the Local Plan should ideally be a single document for the authority. However, because of the system in place immediately prior to the introduction of the NPPF, it is recognised that the Local Plan, may in fact be comprised of multiple Development Plan Documents. To aid understanding, the collective term used to describe Worcester City Council's suite of planning policy documents will be the **Local Planning Policy Framework**² in South Worcestershire.
- 2.3 The NPPF and associated Acts and Regulations distinguish between different types of planning policy documents. **Development Plan Documents (DPDs)** have statutory status and carry the most weight in decision making. To reflect this, their production process is more rigorous than other documents with several stages of consultation, culminating in an examination held by a Government appointed Planning Inspector. The Local Development Scheme must specify which plans are to be DPDs.
- 2.4 **Neighbourhood Development Plans** or **Neighbourhood Plans** are a new style of planning policy document. They are led and drawn up by the community to guide the future development of their neighbourhood. They can relate to the full range of planning policy matters, such as housing, employment and transport, or can be focused on one or two issues that are particularly important to an area, but must be in accordance with the local Development Plan. A Neighbourhood Plan is subject to consultation and examination, but through a lighter touch process than for a Development Plan Document. The process culminates in a referendum, when the community votes on whether the plan should be brought into legal force by the Local Planning Authority. Councils have a clear role in supporting their communities which embark on the production of a Neighbourhood Plan.

¹ With the exception of Planning Policy Statement 10: Planning for Sustainable Waste Management (March 2011)

² Previously known as the Local Development Framework

- 2.5 Local Planning Authorities produce Development Plan Documents which, when taken together, can be termed the Local Plan. Development Plan Documents together with Neighbourhood Plans and minerals and waste development plan documents at the county level, form the **Development Plan** for the local authority, against which decisions on planning applications must be made unless material considerations indicate otherwise. The NPPF and planning law emphasise that the Development Plan is the starting point for decision making, as part of what is known as a plan-led system. This highlights the importance of having an up-to-date Development Plan in place.
- 2.6 Documents which provide further detail to Development Plan Documents or help their implementation are known as **Supplementary Planning Documents (SPDs)**. They can be topic based or can relate to a specific area of the local authority. They are not part of the Development Plan, but can be a material consideration for planning decisions. They are not subject to independent examination. They are also not strictly required to be listed in the LDS and can be prepared at any time.
- 2.7 Other types of document which are not Development Plan Documents (and hence also do not form part of the Development Plan) but which relate to the process or implementation of plans include:
- **Statement of Community Involvement**
 - **Authority's Monitoring Report**
 - **Community Infrastructure Levy Charging Schedule**
- 2.8 A **Statement of Community Involvement** (SCI) sets out how a local authority intends to engage with the public and interested parties on the content of planning policy documents and also on planning applications. Every local planning authority must have one in place. It is not subject to an examination and there is no requirement to consult the public on the content of an SCI, however it is good practice to hold some informal consultation when changes to procedures are proposed.
- 2.9 An **Authority Monitoring Report** (AMR) must be produced by the local planning authority on a yearly basis to monitor the implementation of the Local Development Scheme (*this document*) and how the policies within the local planning policy documents are being used to direct development and guide decision making on planning applications. The Council publishes the AMR on its website to inform communities, stakeholders and decision makers about progress.
- 2.10 A **Community Infrastructure Levy Charging Schedule** (also known as a CIL Charging Schedule) is the legal document that sets out the charges that a local authority can apply across its area to different types of development to secure financial contributions to be spent on infrastructure. It must be subject to two rounds of consultation and examined by an independently appointed examiner (but this does not have to be a Planning Inspector). The introduction of the Community Infrastructure Levy is not mandatory, and whilst the Council is not required to include details of this in the LDS, the Council has decided to

include relevant information as part of its project management of plan-making.

- 2.11 A useful glossary for many of the terms referred to above is included at [Annex 2 of the National Planning Policy Framework](#)

3. Progress to date

- 3.1 The three authorities of Worcester City Council, Malvern Hills District Council and Wychavon District Council in South Worcestershire, together with Worcestershire County Council, have a long history of working collaboratively on planning policy matters, predominantly due to the complex cross boundary relationships that exist between the districts. The Councils are working together on the production of the South Worcestershire Development Plan under the provisions of Section 28 of the Planning and Compulsory Purchase Act.
- 3.2 A South Worcestershire Joint Advisory Panel (SWJAP) was established in October 2006 as the informal decision making body which directs and oversees the work of the planning policy officers in the three authorities. The SWJAP is now made up of five elected members from each planning authority. The County Council also has a role on the panel as an observer, representing its own role as the Highways and Education Authority for Worcestershire.

Progress since the previous 2010 Local Development Scheme

South Worcestershire Development Plan

- 3.3 Substantial progress has been made on the South Worcestershire Development Plan (SWDP) in the three year period since the Local Development Scheme was fully revised in December 2010. From September-November 2011, a "Preferred Options" consultation on the SWDP was carried out. The document put forward Preferred Options for future development with a discussion of alternatives that have been considered. It brought together strategic and local policies for the first time, giving an indication of what the final Plan would look like. From August to September 2012, consultation was carried out on the Proposed Significant Changes to the 2011 Preferred Options consultation. Publication of the SWDP Proposed Submission Document³ sought representations on soundness and legal tests and took place from January to February 2013. This was followed by Submission of the plan to the Secretary of State for examination on 28th May 2013.

Minerals and Waste planning

- 3.4 At County level, the Worcestershire Waste Core Strategy Development Plan Document was progressed to examination in late 2011, with the hearing sessions taking place in March 2012. The plan was found to be sound and was adopted by the Worcestershire County Council in November 2012.
- 3.5 Following the adoption of the Waste Core Strategy, the focus for minerals and waste planning in the county switched to the production of the Worcestershire Minerals Local Plan. This will replace the Hereford and Worcester Minerals Local Plan. The first stage of consultation took place between October 2012 to January 2013. Further consultation is planned for Autumn 2013, which will relate to setting a vision and a spatial

³ In accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012

strategy for minerals development. A separate Minerals and Waste Local Development Scheme is produced by Worcestershire County Council and is available on their [website](#).

Neighbourhood Plans

3.6 At the time of reviewing the Local Development Scheme, no applications to designate Neighbourhood Areas as the basis for the production of a Neighbourhood Plan had been received in Worcester.

Supplementary Planning Documents

3.7 Since the previous full Local Development Scheme was prepared in 2010, Worcester City Council has consulted on and adopted two Supplementary Planning Documents. These are:

- Takeaway Food Outlets – Adopted July 2011
- Accessibility – Adopted March 2012

3.8 Due to the delays in preparing the South Worcestershire Development Plan, progress on producing the associated SPDs has also been affected. In the majority of cases, planned SPDs such as Developer Contributions and Affordable Housing are planned to provide further detail on an updated strategic policy in the SWDP. Until these “parent” policies have made been considered by a Planning Inspector at an examination and have been adopted, meaningful work on such SPDs cannot be progressed.

Existing Development Plan for Worcester

3.9 Whilst an updated development plan and local planning policy framework is being produced, the Council’s existing Development Plan currently comprises of:

- Saved Policies from the City of Worcester Local Plan (adopted 2004). *These policies are reproduced at Appendix B of this document for information.*
- Balanced Housing Market Development Plan Document (adopted 2007)
- Worcestershire Waste Core Strategy Development Plan Document (adopted 2012)
- Saved Policies from the Hereford and Worcester Minerals Local Plan (adopted 1997)

These are the documents which provide the planning policies that planning applications must be determined against (unless material considerations indicate otherwise) at the time of reviewing this LDS

3.10 As part of its promotion of the Localism agenda, the Government has abolished the regional tier of planning policy and revoked the last of the saved sub-regional policies. Therefore for the avoidance of doubt, the following documents no longer form part of the Development Plan for Worcester:

- West Midlands Regional Spatial Strategy 2004
- Worcestershire Structure Plan 1996-2011

Both were formally revoked on 20th May 2013 by [Direction of the Secretary of State](#)

Existing local planning policy framework

3.11 The wider planning policy framework for Worcester consists of the following Supplementary Planning Documents:

- Affordable Housing – adopted 2009
- Biodiversity and Trees – adopted 2007
- Archaeology and the Historic Environment – adopted 2007
- Education Contributions – adopted 2007
- City Centre – adopted 2007
- Earls Court Farm Development and Design Brief – adopted 2007
- Grove Farm Business Park Development Brief – adopted 2006
- Financial contributions for Sustainable Transport – adopted 2006
- Former Ronkswood Hospital Site Development Brief – adopted 2005

4. Development Plan Documents

- 4.1 At Worcester City Council, the Development Plan Documents to be produced over the next three years are:
- South Worcestershire Development Plan
 - Traveller and Travelling Showpeople Site Allocations DPD
- 4.2 Once adopted, the South Worcestershire Development Plan will be subject to a review in accordance with the timescales set out in the Submission version of the plan.
- 4.3 The following section sets out the content and timetable for producing the above documents. All references to Regulations in this section refer to [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#).

4a South Worcestershire Development Plan

Overview	
Role and content	The plan sets out the Vision, Objectives, Spatial Strategy and policies for the future development of the South Worcestershire area. The second part of the plan includes site specific allocations and policy designations that will provide for the development needs of the area up to 2030.
Status	Development Plan Document
Geographical coverage	The plan covers the South Worcestershire authorities of Worcester, Wychavon and Malvern Hills.
Jointly produced	YES. The SWDP is being jointly produced by Worcester City Council, Wychavon District Council and Malvern Hills District Council.
Chain of conformity	National Planning Policy Framework, Planning policy for traveller sites, case law and planning legislation

Timetable (Completed Stages are shown in BLUE)	
Commencement	2007 (as South Worcestershire Joint Core Strategy (JCS)) 2009 (as Site Allocations and Policies DPD) 2010 (as the South Worcestershire Development Plan)
Initial consultation (Regulation 18)	November 2007: Issues and Options (JCS) September 2008: Preferred Options (JCS) January - March 2009: Potential Strategic Sites consultation October 2009–April 2010: Informal consultation on the former Site Allocations and Policies DPD October 2010: Parish and Town Council Visioning workshops November 2011: Preferred Options (SWDP) August - September 2012: Targeted Significant Changes Consultation
Publication (Regulation 19)	11th January - 22nd February 2013
Submission (Regulation 22)	28th May 2013
Independent Examination (Regulation 24)	October 2013 – February 2014 <i>Precise dates of examination hearing sessions will be determined by the Inspector</i>
Receipt of Inspector's Report (Regulation 25)	June 2014
Adoption (Regulation 26)	July - September 2014

4b. Travellers and Travelling Showpeople Site Allocations DPD

Overview	
Role and content	The Travellers and Travelling Showpeople Site Allocations DPD will set out the updated requirement for the number of sites and pitches to be provided to meet the needs of gypsies, travellers and travelling showpeople in the area over the coming years. It will then allocate sites or extensions to existing sites to meet this requirement
Status	Development Plan Document
Geographical coverage	The DPD will cover the administrative area of Worcester City Council.
Jointly produced	YES. A joint Gypsy and Traveller Accommodation Assessment is currently being produced by consultants arc4 for all six of the Worcestershire local authorities. The DPD itself will be produced to the same timetable as the equivalent DPDs for Malvern Hills District Council and Wychavon District Council, to allow for further efficiencies and joint consultations.
Chain of conformity	Planning policy for traveller sites, case law and planning legislation

Timetable (Completed Stages are shown in BLUE)	
Commencement	March 2013
Initial consultation (Regulation 18)	January – October 2014
Publication (Regulation 19)	May - June 2015
Submission (Regulation 22)	August 2015
Independent Examination (Regulation 24)	November 2015 <i>Precise dates of examination hearing sessions will be determined by the Inspector</i>
Receipt of Inspector's Report (Regulation 25)	March 2016
Adoption (Regulation 26)	April - June 2016

5. Other key documents

5.1 At Worcester City Council, a number of other planning policy documents will be produced or refreshed over the next three years. These documents are not part of the Development Plan, but it is important to set out the likely content and timetable so that interested parties are made aware at the earliest opportunity of forthcoming consultations. These documents are:

- Community Infrastructure Levy Charging Schedule
- Statement of Community Involvement

5.1 The following section sets out the content and timetable for producing the above documents. The regulations governing the production of the Community Infrastructure Charging Schedule are set out in [The Community Infrastructure Levy Regulations 2010](#) (as amended). There are no longer any regulations governing the production stages of the Statement of Community Involvement, but the requirement to prepare one is set out in Section 18 of the [Planning and Compulsory Purchase Act 2004](#) (as amended).

5a. Community Infrastructure Levy Charging Schedule

Overview	
Role and content	The Community Infrastructure Levy (CIL) Charging Schedule will allow a tariff to be applied to development in Worcester. This will allow funding to be secured for infrastructure that is needed as a result of development in the area. The tariff will be applied per m ² of additional floorspace. The rate of the tariff will be determined by examining the ability of the development to bear the charge without unduly affecting a development's viability.
Status	Non Development Plan Document
Geographical coverage	The Community Infrastructure Levy will cover the Worcester City Council administrative area. There may be a zero rate charge for some areas in the authority, but this will be specified in the Charging Schedule.
Jointly produced	YES. A joint evidence base including Viability Study has been prepared across the Worcestershire authorities by HDH Planning and Development, and was published in January 2013. The CIL Charging Schedule for Worcester will also be produced alongside those for Malvern Hills District Council and Wychavon District Council. The intention is that the Charging Schedules will be jointly prepared and examined, but in order to comply with the Regulations, three separate Charging Schedules are required. These will be adopted separately by each of the Councils.
Chain of conformity	An up-to-date Development Plan is required to introduce CIL. This will be provided by the South Worcestershire Development Plan (when adopted). The Charging Schedule will also need to comply with the Community Infrastructure Levy Regulations, the National Planning Policy Framework, Part 11 of the 2008 Planning Act and Part 6 of the Localism Act 2011.

Timetable (Completed Stages are shown in BLUE)	
Commencement	May 2012
Consultation on Preliminary Draft Charging Schedule (Regulation 15)	September – October 2013
Publication of Draft Charging Schedule (Regulation 16)	March - April 2014
Submission (Regulation 19)	June 2014
Independent Examination	July - September 2014

Timetable (Completed Stages are shown in BLUE)	
Receipt of Examiner's Report (Regulation 23)	October 2014 <i>Precise dates of examination hearing sessions will be determined by the Examiner</i>
Adoption (Regulation 25)	November 2014
Levy takes effect (Regulation 28)	January 2015

5b. Statement of Community Involvement

Overview	
Role and content	Worcester City Council currently has an adopted Statement of Community Involvement (SCI) which was finalised in 2006. There is a need to review this document to reflect changes both to the way planning policy documents are produced and the planning system in England more generally, including the introduction of Neighbourhood Development Plans. The Statement of Community Involvement will also set out how the Council will consult on planning applications.
Status	Non Development Plan Document – Local Development Document
Geographical coverage	The SCI will cover the South Worcestershire authorities of Worcester, Wychavon and Malvern Hills.
Jointly produced	The SCI will be jointly produced across the South Worcestershire authorities.
Chain of conformity	Planning and Compulsory Purchase Act 2004 (as amended), National Planning Policy Framework and case law.

Timetable (Completed Stages are shown in BLUE)	
Commencement	August 2013
Consultation	November – December 2013
Adoption	March – April 2014

6. Supplementary Planning Documents

- 6.1 At Worcester City Council, a number of other planning policy documents known as Supplementary Planning Documents will be produced or refreshed over the next three years. These documents are not part of the Development Plan, but it is important to set out the likely content and timetable so that interested parties are made aware at the earliest opportunity of forthcoming consultations.
- 6.2 Supplementary Planning Documents provide further detail to policies in a Development Plan Document, to assist in their implementation. The Supplementary Planning Documents to be produced are:
- Developer Contributions
 - Affordable Housing
 - Houses in Multiple Occupancy
 - Design Guide
 - Parking Standards in New Development
 - Takeaway Food Outlets
 - Archaeology and the Historic Environment
 - Biodiversity
 - Sustainable Drainage Systems
 - Renewable and Low Carbon Energy
- 6.3 The following section sets out the content and timetable for producing the above documents. All references to Regulations refer to [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#). Further Supplementary Planning Documents that are not listed in this section may also be produced in response to specific policy or site issues.

6a. Developer Contributions SPD

Overview	
Role and content	<p>The Developer Contributions Supplementary Planning Document will detail the process the Council will undertake to secure direct and financial contributions from development via Section 106 agreements and Unilateral Undertakings. Contributions are needed to make sure that new development contributes positively to the local environment and helps to mitigate against any adverse impacts.</p> <p>The SPD will sit alongside the CIL Charging Schedule to make clear the Councils' approach to securing contributions by all funding methods. It will also help to clarify the relationship between CIL and Section 106 agreements. It will be a key tool for the Development Management team in securing maximum planning gain from development.</p>
Status	Supplementary Planning Document
Geographical coverage	The Developer Contributions SPD will cover the South Worcestershire authorities of Worcester, Wychavon and Malvern Hills.
Jointly produced	<p>YES.</p> <p>The Developer Contributions SPD will be jointly prepared for the three South Worcestershire authorities of Worcester City Council, Wychavon District Council and Malvern Hills District Council but it will be separately adopted by each of the Councils.</p>
Chain of conformity	SWDP Policy 7: Infrastructure, SWDP 62: Implementation, Community Infrastructure Levy Charging Schedule/Regulation 123 List, National Planning Policy Framework, Community Infrastructure Levy Guidance, planning legislation and case law

Timetable (Completed Stages are shown in BLUE)	
Commencement	August 2013
Initial consultation	February - March 2014
Adoption	<p>October - November 2014</p> <p><i>Adoption of the SPD to align with adoption of CIL Charging Schedule in line with advice in para 87 of 2013 CIL Guidance</i></p>

6b. Affordable Housing SPD

Overview	
Role and content	The Affordable Housing Supplementary Planning Document will provide detailed guidance on how the strategic policy in the South Worcestershire Development Plan will be

	implemented. It will give guidance on matters including the design, type, tenure, distribution and phasing of affordable housing and the circumstances where off-site contributions may be accepted.
Status	Supplementary Planning Document
Geographical coverage	The Affordable Housing SPD will cover the South Worcestershire authorities of Worcester, Wychavon and Malvern Hills.
Jointly produced	YES. The Affordable Housing SPD will be jointly prepared for the three South Worcestershire authorities of Worcester City Council, Wychavon District Council and Malvern Hills District Council but it will be separately adopted by each of the Councils.
Chain of conformity	SWDP Policy 15: Meeting Affordable Housing Needs, National Planning Policy Framework, planning legislation and case law

Timetable (Completed Stages are shown in BLUE)

Commencement	September 2013
Initial consultation	February - March 2014
Adoption	August - September 2014

6c. Houses in Multiple Occupancy SPD

Overview

Role and content	The Council is proposing to introduce an Article 4 direction for the city, whereby permitted development rights to change the use of a residential property (use class C3: dwelling house) to a multiple occupancy home (use class C4: house in multiple occupation) without the need for planning permission, are removed. This will mean that a planning application will be required and will bring the number of new Houses in Multiple Occupation (HMO) under the control of the City Council. A Supplementary Planning Document is proposed to provide guidance to support the Article 4 direction.
Status	Supplementary Planning Document
Geographical coverage	The Houses in Multiple Occupancy SPD will cover the Worcester City Council administrative area.
Jointly produced	NO. The SPD will be produced by Worcester City Council alone.
Chain of conformity	SWDP Policy 14: Housing Mix, Proposed HMO Article 4 Direction for Worcester City Council, National Planning Policy Framework, planning legislation and case law

Timetable (Completed Stages are shown in BLUE)

Commencement	September 2013
Initial consultation	February - March 2014
Adoption	August - September 2014

6d. Design Guide SPD

Overview	
Role and content	<p>The Design Guide SPD will provide a high-level design framework for new development that supports the diverse nature of good design. It will provide the necessary guidance to all those involved in the development process. It is intended that the Design Guide will include sections on:</p> <ul style="list-style-type: none"> • House extensions • Accessibility • Shopfronts • Lighting • Sustainable construction • Replacement dwellings in the countryside • Re-use of rural buildings
Status	Supplementary Planning Document
Geographical coverage	The Design Guide SPD will cover the South Worcestershire authorities of Worcester, Wychavon and Malvern Hills.
Jointly produced	<p>YES.</p> <p>The Design Guide SPD will be jointly prepared for the three South Worcestershire authorities of Worcester City Council, Wychavon District Council and Malvern Hills District Council but it will be separately adopted by each of the Councils.</p>
Chain of conformity	SWDP 4: Moving Around South Worcestershire, SWDP 12: Rural Employment, SWDP Policy 18: Replacement Dwellings in the Open Countryside, SWDP Policy 21: Design, National Planning Policy Framework, planning legislation and case law

Timetable (Completed Stages are shown in BLUE)	
Commencement	November 2013
Initial consultation	July - August 2014
Adoption	December 2014

6e. Parking Standards in New Development SPD

Overview	
Role and content	The Parking Standards in New Development Supplementary Planning Document will set out locally determined car parking standards which will apply to all development proposals. These standards will then be used in decision making on planning applications.
Status	Supplementary Planning Document
Geographical coverage	The Parking Standards SPD will cover the South Worcestershire authorities of Worcester, Wychavon and Malvern Hills.
Jointly produced	YES. The Parking Standards in New Development SPD will be jointly prepared for the three South Worcestershire authorities of Worcester City Council, Wychavon District Council and Malvern Hills District Council but it will be separately adopted by each of the Councils.
Chain of conformity	SWDP 4: Moving Around South Worcestershire, National Planning Policy Framework, planning legislation and case law

Timetable (Completed Stages are shown in BLUE)	
Commencement	February 2014
Initial consultation	July - August 2014
Adoption	December 2014

6f. Takeaway Food Outlets SPD

Overview	
Role and content	The Takeaway Food Outlets Supplementary Planning Document will provide advice and guidance to those proposing to make a planning application for a Takeaway Food Outlet (use class A5: Hot Food Takeaways). It will update the context of Worcester City Council's existing Takeaway Food Outlets SPD (adopted in July 2011) to reflect the new policy framework introduced through the South Worcestershire Development Plan (due for adoption in 2014).
Status	Supplementary Planning Document
Geographical coverage	The Takeaway Food Outlets SPD will cover the Worcester City Council administrative area.
Jointly produced	NO. The SPD will be produced by Worcester City Council alone.
Chain of conformity	SWDP Policy 9: Creating and Sustaining Vibrant Centres, SWDP Policy 10: Protection and Promotion of Shopping Choice, National Planning Policy Framework, planning

	legislation and case law
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Timetable (Completed Stages are shown in BLUE)

Commencement	March 2014
Initial consultation	July - August 2014
Adoption	December 2014

6g. Archaeology and the Historic Environment SPD

Overview

Role and content	<p>The Archaeology and the Historic Environment SPD will assist with the local application of national policy and interpretation of strategic local policies to preserve south Worcestershire’s rich historic environment. It will:</p> <ul style="list-style-type: none"> • Promote better understanding and appreciation of the historic environment • Protect and enhance the historic environment. • Ensure that all development proposals take proper account of local distinctiveness. • Make the historic environment accessible to everyone and ensure that it is seen as something with which the whole society can identify and engage. • Explain how the protection of the historic environment and the promotion of opportunities for change can contribute to sustainable development. <p>In Worcester’s case, it will update the context of the existing Archaeology and the Historic Environment SPD (adopted in September 2007) to reflect the new policy framework introduced through the South Worcestershire Development Plan (due for adoption in 2014).</p>
Status	Supplementary Planning Document
Geographical coverage	The Archaeology and the Historic Environment SPD will cover the authorities of Worcester and Wychavon
Jointly produced	<p>YES.</p> <p>The Archaeology and the Historic Environment SPD will be jointly prepared for two of the South Worcestershire authorities of Worcester City Council and Wychavon District Council but it will be separately adopted by each of the Councils.</p>
Chain of conformity	SWDP Policy 6: Historic Environment, SWDP Policy 24: Management of the Historic Environment, National Planning Policy Framework, planning legislation and case law

Timetable (Completed Stages are shown in BLUE)

Commencement	March 2014
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Initial consultation	July - August 2014
Adoption	December 2014

6h. Biodiversity SPD

Overview	
Role and content	The SPD will set out how the Councils propose to protect areas of nature conservation, give guidance on biodiversity requirements in the development process and establish best principles and practice for habitat and species protection across the City. In Worcester's case, it will update the context of the existing Biodiversity and Trees SPD (adopted in September 2007) to reflect the new policy framework introduced through the South Worcestershire Development Plan (due for adoption in 2014).
Status	Supplementary Planning Document
Geographical coverage	The Biodiversity SPD will cover the authorities of Worcester City Council and Wychavon District Council.
Jointly produced	YES. The Biodiversity SPD will be jointly prepared for two of the South Worcestershire authorities of Worcester City Council and Wychavon District Council but it will be separately adopted by each of the Councils.
Chain of conformity	SWDP Policy 22: Biodiversity and Geodiversity, National Planning Policy Framework, planning legislation and case law

Timetable (Completed Stages are shown in BLUE)	
Commencement	March 2014
Initial consultation	July - August 2014
Adoption	December 2014

6i. Sustainable Drainage Systems SPD

Overview	
Role and content	The Sustainable Drainage Systems Supplementary Planning Document will support the delivery of the higher level policy in the South Worcestershire Development Plan. It will provide guidance on the provision of sustainable drainage systems for the disposal of surface water and rainwater
Status	Supplementary Planning Document
Geographical	The Sustainable Drainage Systems SPD will cover the

coverage	authorities of Worcester and Malvern Hills.
Jointly produced	YES. The Sustainable Drainage Systems SPD will be jointly prepared for two of the South Worcestershire authorities: Worcester City Council and Malvern Hills District Council but it will be separately adopted by each of the Councils. Worcestershire County Council will also play a key role as the lead local flood authority.
Chain of conformity	SWDP Policy 29: Sustainable Drainage Systems, Technical Guidance to the National Planning Policy Framework, planning legislation and case law

Timetable (Completed Stages are shown in BLUE)

Commencement	October 2014
Initial consultation	March - April 2015
Adoption	August 2015

6j. Renewable and Low Carbon Energy SPD

Overview

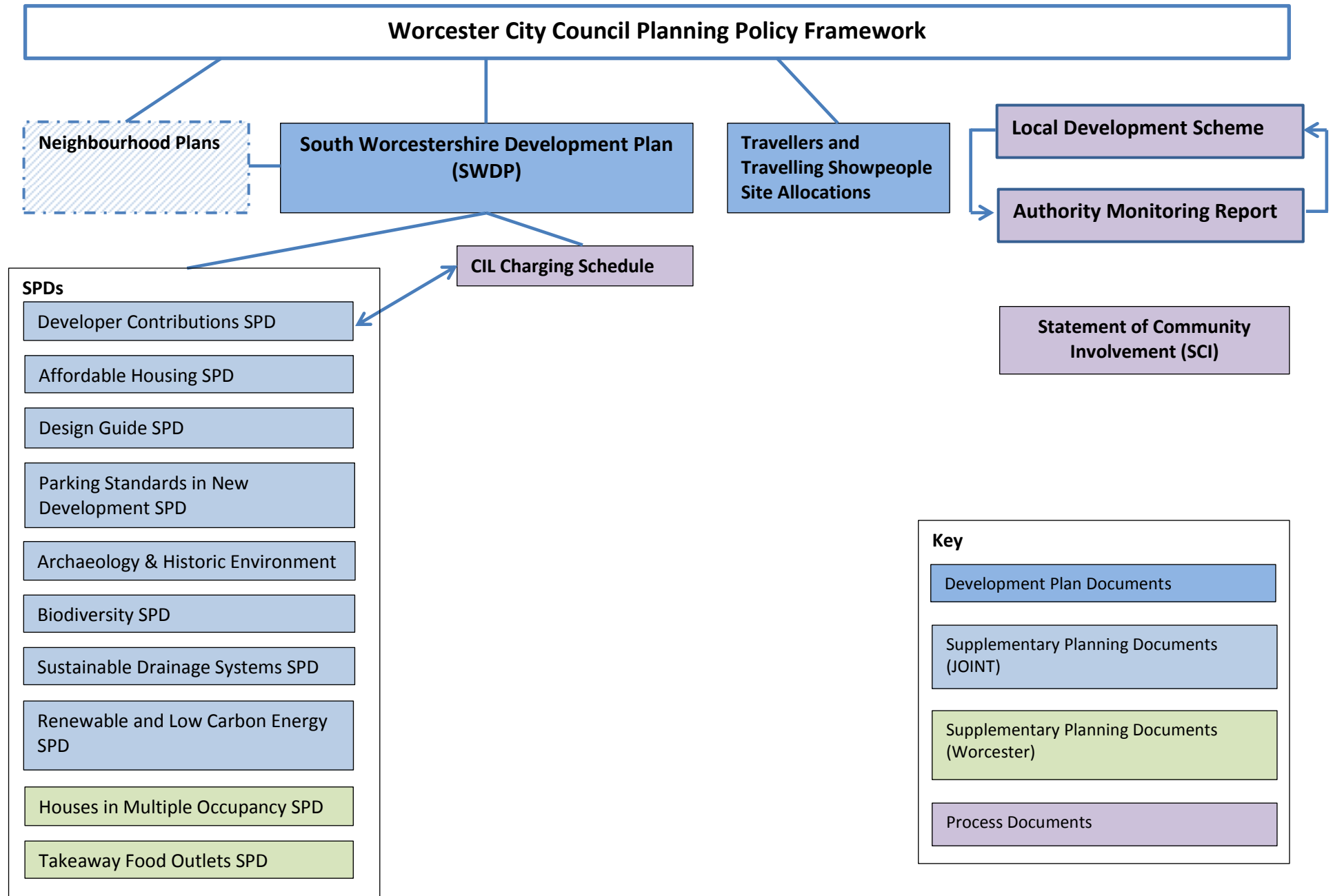
Role and content	The Renewable and Low Carbon Energy Supplementary Planning Document will set out the South Worcestershire Councils' approach to planning for renewable energy. It will provide guidance for developers in preparing planning applications for renewable energy developments as well as assisting elected members and council officers in determining planning applications.
Status	Supplementary Planning Document
Geographical coverage	The Renewable and Low Carbon Energy SPD will cover the South Worcestershire authorities of Worcester, Wychavon and Malvern Hills.
Jointly produced	YES. The Renewable and Low Carbon Energy SPD will be jointly prepared for the three South Worcestershire authorities of Worcester City Council, Wychavon District Council and Malvern Hills District Council but it will be separately adopted by each of the Councils..
Chain of conformity	SWDP Policy 27: Renewable and Low Carbon Energy, National Planning Policy Framework, planning legislation and case law

Timetable (Completed Stages are shown in BLUE)

Commencement	October 2014
Initial consultation	March - April 2015

Adoption	August 2015

Worcester Planning Policy Framework Diagram



7. Resources

- 7.1 The work to deliver the planning policy documents within the LDS will be dependent on continued joint working between the three South Worcestershire Councils as this has been proved to be a more efficient and effective way of working. The work will be undertaken using existing resources and within existing governance structures in each of the three districts.

8. Risk Assessment

8.1 The Council recognises that there are risks in delivering the documents set out in the Local Development Scheme. Some of these risks are within the Council's control and some are not. Table 1 identifies the main areas of risk, their impacts and the ways to overcome them so that the programme in the Local Development Scheme can be delivered.

Area of risk	Likelihood/Impact and Consequence	Mitigation
Adequate staff resources	<ul style="list-style-type: none"> • Unable to complete documents on time and to the required standard • Consequential programme slippage • At the extreme – DPDs and SPDs may be withdrawn e.g. if found unsound or subject to successful legal challenge • Consequential increased risk of inappropriate, speculative planning applications if there is no up-to-date Local Plan 	<ul style="list-style-type: none"> • Joint working with SW Councils and County Council • Ring fence policy teams dedicated to plan production • Employ temporary staff/consultants (subject to resource availability)
Funding pressure on resources	<ul style="list-style-type: none"> • Loss of resources to fund plan making, resulting in programme slippage • Consequential increased risk of inappropriate speculative planning applications if there is no up to date Local Plan 	<ul style="list-style-type: none"> • Protocols agreed by the SW Councils for budgets and shared costs • Provision of schemes to influence budgetary decisions • Monitoring of costs and budget spend/profiles
Council procedures and Corporate commitments	<ul style="list-style-type: none"> • Risk of programme slippage • Consequential increased risk of inappropriate, speculative planning applications if there is no up to date Local Plan • Risk to the Council's reputation 	<ul style="list-style-type: none"> • Leader's meetings to coordinate strategy • Robust programme management through the Project Manager • Joint Advisory Panel to advise Councils on plan production • Joint Officer Steering Group to oversee plan production process • Joint Officer Team to manage plan production process • Awareness of consultations and Council diaries
Neighbourhood planning	<ul style="list-style-type: none"> • Insufficient staff resource available to 	<ul style="list-style-type: none"> • Maintain contact with Town and Parish

Area of risk	Likelihood/Impact and Consequence	Mitigation
	meet legal requirements in the provision of technical advice and support to Town and Parish Councils • Insufficient funding to resource LPA support • Diversion of staff resources from preparation of DPDs and SPDs	Councils to ascertain scale and type of work required from the LPAs • Assess the extent to which neighbourhood plans deliver the LDS • Assessment of neighbourhood plans to influence budgetary decisions • Seek Government funding for resources
Changes to external context	• Unable to meet requirements of national policy and guidance • Insufficient flexibility and resilience to meet economic / environmental / social changes	• Monitor policy announcements and consultations • Assess Local Plan/SPD consistency with policy • Use of latest guidance • Monitor future trends, use of Foresight intelligence
Time required for consideration, consultation and decision making	• Insufficient time to meet standard lead in times to decision making • Significant level of responses to consultation • Additional scrutiny stage(s) • Programme slippage	• Coordination of Council meeting dates • Project management • Awareness of Council diaries and constitutions and protocols for decision making • Awareness of events such as elections and holidays • Use of delegated decisions route • Efficient/effective handling of responses
Capacity of the Planning Inspectorate and outcomes of their recommendations	• PINS unable to meet demand for DPD examination leading to delay in adopting plan	• Provide LDS to PINS as early as possible – to identify DPD production • Regular liaison with PINS • Monitor Inspector’s reports and High Court Challenges and draw up/use lessons learnt

Table 1: Risk Assessment

9. Monitoring and review

Monitoring

- 9.1 There is a requirement to monitor the implementation of the Local Development Scheme⁴ and hence progress made in producing Local Plans and Supplementary Planning Documents through an Authority Monitoring Report (AMR). An AMR must be produced at least each year, and must cover a period not greater than 12 months long. The AMRs must cover a continuous period, with no gap in coverage between reports.
- 9.2 In relation to each document included within the Local Development Scheme, monitoring must be carried out on:
- the timetable included for that specific document;
 - the stage that the document has reached in the production process; and
 - if the document is behind the timetable set out in the LDS, the reasons for this.
- 9.3 An AMR will be produced jointly across South Worcestershire each year and will be made available on the Councils' websites as soon as it has been finalised. The AMR will be reported by the Local Planning Authority to the Joint Advisory Panel (or equivalent) who are likely to perform a revised role in the future to oversee the implementation of the SWDP. As well as progress in plan-making, this will be the opportunity to report on the monitoring indicators in adopted Local Plans to assess policy performance. The AMR will provide the evidence for the LPAs to consider whether there is a need to review the Local Plan prior to the date of review set by the Local Plan.

Review of the LDS

- 9.4 In response to the yearly monitoring against the Local Development Scheme, the South Worcestershire LDS Project Plan/Gantt Chart (contained at Appendix A) will be updated each year as necessary to provide real time information of any significant slippage. Anticipated delays or actual slippage against the published timetable will be addressed, with realistic revisions to key milestones proposed. Once agreed, updated Project Plans will be made available on the Councils' website. It is anticipated that this will take place at the start of each calendar year.
- 9.5 The Local Planning Authority anticipates that the next full review of the LDS will be in 2016. A further review will occur shortly prior to the start of the review of the South Worcestershire Development Plan. The latter is due in 2019. This is subject to the LPA's consideration of any significant changes for example in legislation, national policy or circumstances that impact on plan-making or the delivery of strategy and policy.

⁴ Planning and Compulsory Purchase Act 2004. Part 2 – Local Development. S. 35 (as amended)
Town and Country Planning (Local Planning) (England) Regulations 2012 – Regulation 34 Authorities' monitoring reports

Appendix A

**South Worcestershire Local Development Scheme
Project Plan/Gantt Chart: 2013-2016**

	2013												2014												2015												2016						
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
Local Development Scheme									R				R	R											R	R											R	R					
Authority Monitoring Report									1	1	2	13									1	1	2	13									1	1	2	13							
Development Plan Documents																																											
South Worcestershire Development Plan (JOINT)	6	6	7	7	8								9	9	9	9	9	10	10	11	12	13	13	13																			
Travellers and Travelling Showpeople Site Allocations (JOINT)			1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	3	3	4	5	5	5			6	6	7	8		9	10	10	11	12	13	13	13
Other Key Documents																																											
CIL Charging Schedules (JOINT)					C1	C1	C1	C2	C2/3	C3	C4	C4	C5	C5	C6	C6	C7	C7/8	C9	C9	C9	C10	C11	C12																			
Statement of Community Involvement (JOINT)							1	2	2	3	3	4	5	13	13																												
Supplementary Planning Documents																																											
Developer Contributions (JOINT)							1	1	2	2	2	2	3	3	4	5	5	5	5	5	13	13																					
Affordable Housing (JOINT)								1	1	2	2	2	3	3	4	5	5	5	13	13																							
Houses in Multiple Occupancy (Worcester)								1	1	2	2	2	3	3	4	5	5	5	13	13																							
Water Management (Wychavon)								1	1	2	2	2	3	3	4	5	5	5	13	13																							
Design Guide (JOINT)										1	1	1	1	1	2	2	2	3	3	4	5	5	13																				
Parking Standards (JOINT)														1	1	2	2	2	3	3	4	5	5	13																			
Takeaway Food Outlets (Worcester)															1	1	2	2	3	3	4	5	5	13																			
Archaeology and the Historic Environment (Worcester and															1	1	2	2	3	3	4	5	5	13																			

	2013												2014												2015												2016					
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Wychavon)																																										
Biodiversity (Worcester and Wychavon)														1	1	2	2	3	3	4	5	5	13																			
Canals Basin, Droitwich (Wychavon)														1	1	2	2	3	3	4	5	5	13																			
Abbey Road, Evesham (Wychavon)														1	1	2	2	3	3	4	5	5	13																			
Sustainable Drainage Systems (Worcester and Malvern)																					1	1	2	2	2	3	3	4	5	5	13											
Renewable and Low Carbon Energy (JOINT)																					1	1	2	2	2	3	3	4	5	5	13											
Station Road, Broadway (Wychavon)																					1	1	2	2	2	3	3	4	5	5	13											
Vines Lane, Droitwich (Wychavon)																					1	1	2	2	2	3	3	4	5	5	13											

Key:

1	Preparatory work including compiling evidence base	6	Publication of Proposed Submission document for representations (Regulation 19 For DPDs)	11	Inspector considers consultation responses*
2	Preparation of draft document	7	Analysis of representations	12	Receipt of Inspector's report (Regulation 25 for DPDs)
3	Public Consultation (Regulation 13 for SPDs) (Regulation 18 for DPDs)	8	Submission to Secretary of State (Regulation 22 for DPDs)	13	Adoption/Completion (Regulation 14 for SPDs) (Regulation 26 for DPDs)
4	Consideration of representations	9	Independent Examination (Regulation 24 for DPDs)		
5	Preparation of final document (for SPDs) Preparation of Proposed Submission document (for DPDs)	10	Consultation on Main Modifications*	R	Review

*May not be required. Dependent on outcome of Examination.

Regulation references relate to [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#)

CIL Charging Schedule Key:

C1	Preparatory work including compiling evidence base	C7	Consideration of representations
C2	Preparation of Preliminary Draft Charging Schedule and draft Regulation 123 List	C8	Submission of DCS (Regulation 19)
C3	Public Consultation on PDCS and draft Reg 123 List (Regulation 15)	C9	CIL Examination
C4	Consideration of representations	C10	Receipt of CIL Examiner's recommendations (Regulation 23)
C5	Preparation of Draft Charging Schedule and final Reg 123 List	C11	Approval and publication (Regulation 25)
C6	Consultation on DCS and Reg 123 List (Regulation 16)	C12	Final preparatory work prior to the Charging Schedule taking effect (Regulation 28)

Regulation references relate to [The Community Infrastructure Levy Regulations 2010 \(as amended\)](#)

Appendix B

Saved Policies from the City of Worcester Local Plan 1996-2011

Policies from the City of Worcester Local Plan 1996-2011 (adopted in 2004) which, following an application to the Secretary of State in October 2007, were saved. All other policies in the Local Plan were cancelled at this time.

Policy Number	Policy Name
Natural Environment Chapter	
NE2	Sites of national importance for nature conservation
NE3	Sites of regional or local importance for nature conservation
NE4	Nature conservation - green spaces
NE5	Landscape protection
NE7	Landscaping scheme
NE9	The green network
NE11	M5 protection corridor
NE12	Green belt area
NE19	Private moorings ancillary to dwellings - River Severn
NE20	Safeguarding watercourses
NE21	Flood plain - [*"blue zone"]
NE22	Flood plain - [*"yellow zone"]
NE23	Flood plain - [*"red zone"]
Built Environment Chapter	
BE1	Environmental standards for development
BE2	Character and appearance of the city
BE4	Percent for art
BE12	Boundary treatments in conservation areas
BE14	Alterations and extensions to listed buildings
BE16	The setting of listed buildings
BE18	Buildings of local interest - new development
BE19	Buildings of local interest - recording
BE20	Buildings of local interest - salvage
BE21	Development within archaeologically sensitive areas - design principles
BE24	Protection of nationally and internationally important archaeological sites
BE26	Historic landscapes and features
BE27	Access to and interpretation of the historic environment
BE29	Light
BE39	Advertisements affecting conservation areas and/or listed buildings
BE43	Telecommunications
Transportation Chapter	
TR1	Footpath/cycleway network
TR2	Footpath/cycleway - private development
TR4	Cycle parking

Policy Number	Policy Name
TR6	City centre pedestrian routes
TR10	Car parking - pricing control
TR12	Parking standards
TR13	Car parking restraint
TR17	Diglis access road
TR14	Financial contributions from developments to meet travel demand
TR15	Disabled persons car parking requirements
TR19	Traffic calming
TR23	Green transport plans
Housing Chapter	
H16	Extensions to existing dwellings to provide separate living accommodation (granny flats)
H17	Sub-division or multi-occupancy of dwellings
H18	Change of use to hostel - car parking requirements
H19	Residential care homes
H21	Area of restraint: Ombersley Road/Droitwich Road
H22	Area of restraint: Shrubbery Avenue (west)
H23	St John's district centre: retention of residential units of accommodation
Employment Chapter	
E1	Allocated employment land on brownfield sites
E2	Allocated employment land on greenfield sites
E4	Safeguarding existing employment areas
E7	Office development (outside the central office area)
E8	Loss of office floorspace (outside central office area)
E10	Working from home
City Centre Chapter	
CC2	Retail development in the central shopping area
CC3	Extensions and ancillary uses- use of upper floors
CC5	Continuous shopping frontage (primary streets)
CC6	Continuous shopping frontage (secondary streets)
CC7	Continuous shopping frontage [heritage streets]
CC9	A3 uses - restricted areas
CC10	A3 uses - criteria
CC11	Mixed use development sites
CC12	City centre - retention of residential units of accommodation
CC13	City centre - conversion of upper floors to residential use
CC14	City centre - development or redevelopment schemes - residential uses
CC15	Office development in the city centre
CC16	Loss of existing offices (city centre)
Shopping Chapter	
SH1	Large scale retail development outside the central shopping area and St John's district centre
SH2	Foodstore allocation - St John's
SH3	Approach corridors - change of use

Policy Number	Policy Name
SH4	Loss of retail uses to residential use
SH5	Food outlets and hot food take-aways
SH6	St John's district shopping centre
SH7	District and neighbourhood shopping centres - retail development
SH8	Neighbourhood shopping centres - change of use
SH10	Small scale shops (including corner shops) - change of use
SH11	Petrol filling stations - retail sales
SH12	Shop fronts
Community, Leisure And Tourism Chapter	
CLT6	Loss of educational buildings
CLT10	Requirements for additional educational facilities related to development
CLT11	Allotment provision
CLT12	Allocated sites for community facilities
CLT14	New and extensions to existing community facilities
CLT15	Loss of existing community facilities
CLT16	Children's nurseries and playgroups
CLT18	Development of and extensions to, worship facilities
CLT19	Retention of public houses
CLT20	Cemetery provision
CLT21	Local recycling policy
CLT22	Sub regional indoor sports facilities
CLT23	Criteria for large scale leisure facilities
CLT24	Criteria for small scale leisure facilities
CLT25	Loss of existing leisure facilities
CLT28	Sports pitches - new
CLT31	Major spectator sports
CLT32	Sports stadium for relocation of Worcester city football club
CLT33	Loss of recreational open land
CLT34	Open space standard and contributions
CLT38	Hotels
CLT44	Tourism development - associated moorings

Upon the adoption of the South Worcestershire Development Plan, the saved policies of the City of Worcester Local Plan will be replaced and will no longer be used in development management decision making.