

Cheshire East Local Development Framework

Local Development Scheme
2010 - 2014

December 2010

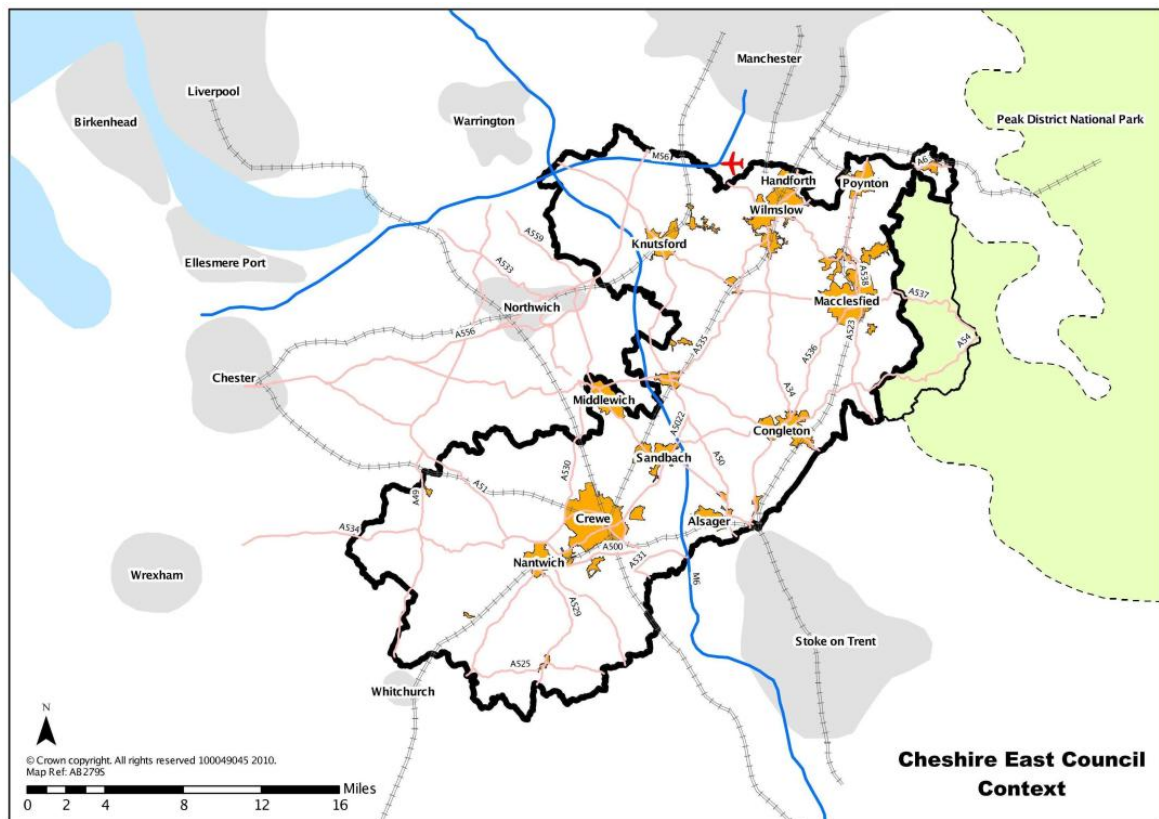
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1 Introduction

1.1 Cheshire East Borough Council was established as a unitary council in April 2009. It was formed from the former Congleton, Crewe and Nantwich and Macclesfield districts and part of Cheshire County Council. In 2009, it has a population of 362,700 and an area of 116,638 hectares. East Cheshire is bounded by the Manchester conurbation to the north, the Peak District National Park to the east, Staffordshire and Shropshire to the south and Cheshire West and Chester to the west. It contains the industrial town of Crewe, the old mill towns of Macclesfield, Bollington and Congleton, the market towns of Nantwich, Knutsford and Sandbach, the salt town of Middlewich, the commuter town of Wilmslow, as well as the smaller settlements of Alsager, Holmes Chapel and Poynton.

1.2 Much of the northern part of the authority and a smaller area to the east lie within the Green Belt which is intended to prevent urban sprawl and to assist in the urban regeneration of the neighbouring Manchester City Region and the Potteries conurbation. Cheshire East also has a number of other designated areas where development is restricted, including the Jodrell Bank Consultation Zone, which restricts development near to the Radio Telescope. The map below highlights some of the key features within Cheshire East.



Map 1.1 Cheshire East Location Map

2 What is the Local Development Framework?

2.1 Local Development Frameworks (LDFs) were introduced by the Planning and Compulsory Purchase Act 2004. Following the revocation of Regional Spatial Strategies, the LDF will constitute the statutory development plan for an area. They are to be prepared within the context of national planning policies set out in Planning Policy Statements and Guidance. The Government is also proposing to publish National Policy Statements to provide guidance on nationally important infrastructure developments.

2.2 Planning Policy Statement 12 (PPS12) “Creating Strong Safe and Prosperous Communities through Local Spatial Planning” was published in June 2008 by DCLG. It is accompanied by an online ‘plan making manual’ (www.pas.gov.uk) and Regulations. Together these set out the procedures and good practice on the preparation of Local Development Frameworks.

2.3 Since the election of the Coalition Government in May 2010, there have been a series of announcements about proposals to reform local spatial planning. The implications of the revocation of Regional Spatial Strategies in July 2010 are still being considered and will require consideration to be given to whether any regional policies should be included in the LDF Core Strategy. In particular the housing and employment land requirement will in future be determined through the Local Development Framework rather than through the Regional Strategy process.

2.4 The Coalition Government has indicated that it is proposing to review the plan making procedures in the future. This Local Development Scheme may need to be reviewed should the procedures for plan making be revised.

2.5 The first Cheshire East Local Development Scheme was approved in February 2009. This has been reviewed and the Development Plan Documents has been amalgamated and reduced to the Core Strategy and a Site Allocations Plan. Supplementary Planning Documents will be prepared for areas of change and to provide guidance on the implementation of particular policies.

2.6 The Cheshire East Local Development Framework will set out the vision, objectives, spatial strategy and policies for the development of the plan area for the next 15 to 20 years or so. It will interpret national planning policies within the context of Cheshire East Borough and will aim to ensure that the future development of the Borough is planned in a sustainable manner. It will be developed in co-operation with other adjacent local authorities to ensure that it contributes to the strategy for the future development of the region.

2.7 The Local Development Framework will take into account other strategies and plans produced by the Council and its Local Strategic Partners in order to present a shared vision and strategy to ensure consistency in programme delivery. It will deliver the spatial aspects of the Cheshire East Sustainable Community Strategy, “Ambition for All”.

2.8 The Local Development Framework will contain a number of separate documents:

2 What is the Local Development Framework?

- **Development Plan Documents (DPDs)** contain the vision, strategy, policies and allocations;
- **Supplementary Planning Documents (SPDs)** give more detailed guidance on the implementation of policies, for example, on affordable housing and planning contributions;
- **Sustainability Appraisal (SA) and Habitats Regulations Assessment (HRA)** set out the assessments that have been carried out during the course of preparing the Development Plan Documents;
- **Statement of Community Involvement (SCI)** sets out how and when consultation on the preparation of the Development Plan Documents and Supplementary Planning Documents will be carried out; and
- **Local Development Scheme (LDS)** sets out the timetable for the preparation of the other documents. This second Local Development Scheme sets out the documents that will be produced during the period 2010 – 14.

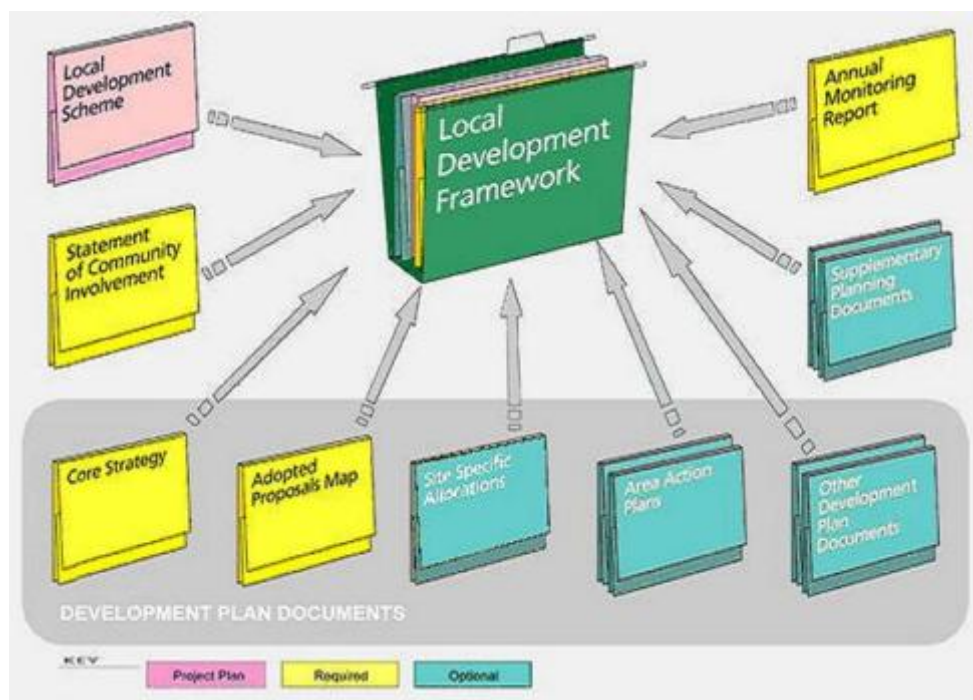


Figure 2.1 The Local Development Framework and its Component Documents

3 What is the Local Development Scheme?

3.1 This Local Development Scheme sets out a programme and timetable for the preparation of documents for the Cheshire East Local Development Framework during the period 2010 – 14. Appendix 1 summarises the timetable for the preparation of documents for this period. Progress with the preparation of the Local Development Framework documents will be reviewed annually as part of the Local Development Framework Annual Monitoring Report. The Local Development Scheme will be updated in the light of this review and at such other times when circumstances require a change to the timetable for the preparation of documents.

3.2 The Local Development Scheme 2010 – 2014 has been prepared to take account of changes arising since the announcement of the revocation of Regional Strategies.

3.3 The Local Development Scheme is the starting point for people to find out about the Council's timetable for preparing the various documents of the Local Development Framework, the status of each document and the policies contained in it. The Local Development Scheme describes:

- the content and geographic area to which each of the Development Plan Documents relates;
- the timetable and the key milestones in their preparation;
- the interrelationships between each document;
- the arrangements during the transitional period for saved policies.

3.4 The Council has consulted the Government Office for the North West in the development of the LDS.

4 The Proposed Cheshire East Local Development Framework

4.1 Those documents in the Cheshire East Local Development Framework that are Development Plan Documents will become the new development plan for the Borough outside the Peak District National Park. That part of the Borough within the Peak District National Park is covered by the Peak District Local Development Framework.

4.2 The preparation of the Cheshire East Local Development Framework will focus on the preparation of two Development Plan Documents: the Core Strategy and the Site Allocations Plan. As resources permit in the future, Area Action Plans and Supplementary Planning Documents will be prepared to provide guidance on the implementation of key policies.

4.3 Appendix 1 sets out the schedule of proposed Development Plan Documents (DPDs), including: a brief description for each DPD; key consultation milestones; its chain of conformity; and a brief description of the DPD's contents.

4.4 The stages of preparing a DPD comprise:

1.Pre-production	Evidence gathering stage to develop the evidence base to inform the preparation of a 'sound' DPD;
2. Production	<p>Preparation of Issues and Options by involving the community and other stakeholders and consultation on these. A non-statutory 'Preferred Option' stage is included to increase stakeholder involvement. Although both are prepared under a framework of continuous engagement with stakeholders and the community;</p> <p>A Final draft version of the DPD is prepared for gathering representations for the Examination. Should significant new issues be raised there is the opportunity to go back to a previous stage before submitting the DPD for Examination to the Secretary of State in the light of the representations received. Formal representations are requested on the submitted DPDs;</p>
3. Examination	Independent examination by a Planning Inspector to consider the 'soundness' of the DPD;
4. Adoption	The Inspector prepares a report with recommendations which are binding on the local authority. The DPD is adopted and published as part of the LDF.

Table 4.1 Stages of Preparing a DPD

4.5 The process of preparing SPD is shorter and does not involve independent examination:

4 The Proposed Cheshire East Local Development Framework

1.Preparation of Draft SPD	Includes evidence gathering and the involvement of the community and stakeholders from an early stage;
2. Consultation on Draft SPD	Representations invited on a published draft;
3. Adoption	Council considers representations received and finalises SPD before adoption.

Table 4.2 Stages of Preparing a SPD

4.6 Based on the experience of other Local Planning Authorities, it has become clear that it is crucial to have an appropriate evidence base and to ensure that there is sufficient time to carry out consultations with stakeholders and the local community to understand the challenges facing the Borough and to develop the spatial vision and the strategic objectives for the future of the Borough. A development strategy for the whole Borough and town and area strategies will also be prepared. The assessment of site specific proposals will support the development of the Core Strategy; and where appropriate, strategic allocations will be included in the Core Strategy. The Site Allocations DPD will be reviewed and finalised once the Core Strategy has been agreed. Generic development policies will be prepared and included in the Core Strategy or Site Allocations DPD as appropriate. Strategic and detailed policies and proposals for minerals and waste developments will be included in the Core Strategy and Site Allocations DPDs as appropriate.

4.7 Resources are being prioritised to deliver these two DPDs to ensure that we draw up a comprehensive Local Development Framework as quickly as possible. Work will continue on the preparation of the Area Action Plans for Congleton Town Centre and Middlewich Canal Corridor as resources become available. It may be that this work will be subsumed into the Site Allocations DPD with more detailed guidance set out in Supplementary Planning Documents. It is possible that priorities may change and there may be a need to address issues in other settlements. Any change in priorities will be addressed in a review of the Local Development Scheme.

4.8 The preparation of Supplementary Planning Documents will be focused on the development of guidance to support the delivery of major development proposals in particular affordable housing and developer contributions and tariffs. Area based guidance will be focused on major development opportunities or areas where significant change is planned.

4.9 Transitional arrangements allow for the policies in the adopted Local Plans of the former constituent local authorities to be "saved" until they are reviewed as part of the Local Development Framework. Directions were issued by the Secretary of State to "save" certain policies of the Congleton, Crewe and Nantwich and Macclesfield Local Plans. The publication "**Cheshire East Borough Council - Adopted Development Plan - A Guidance Note**" lists those policies that remain as "saved" policies. The Guidance Note will be updated as further DPDs are adopted.

4 The Proposed Cheshire East Local Development Framework

4.10 Supplementary Planning Guidance adopted by the former local authorities will be reviewed and updated as resources permit.

5 Resources and Project Management

5.1 The preparation of the Local Development Framework will be carried out by the Spatial Planning Team within Planning and Housing Services at Cheshire East Borough Council. Specialist consultants will be employed to carry out background and technical studies.

5.2 The Council's Place Shaping Group consisting of officers from relevant divisions of the Council will co-ordinate the preparation of the Local Development Framework and ensure its integration with the Sustainable Community Strategy and strategies that will impact on place shaping such as housing, economic development, transport, leisure and environmental strategies to help ensure shared ownership.

5.3 An Infrastructure Plan will be prepared in consultation with stakeholders and partners to set out the infrastructure requirements of the LDF and the implementation plan for their delivery.

5.4 The overall production of the Local Development Framework will be overseen by the LDF Member Panel led by the Portfolioholder for Performance and Capacity and Spatial Planning officers, headed by the Head of Planning and Housing Services.

5.5 The LDF Member Panel's terms of reference are:

- to consider all aspects of the preparation of Local Development Framework documents including regular updates on progress;
- to act as a reference point to provide feedback and input into emerging LDF documents including input to the range of options the Council may wish to evaluate and explore with the public;
- to provide a steer on policy direction for officer reports to Portfolio Holders/Cabinet;
- to ensure that all Members are engaged in the Local Development Framework process at the appropriate time;
- to receive and accept evidence base reports for the Local Development Framework as they are completed;
- to provide an arena for discussion on regional and sub-regional strategy ;
- to consider relevant plans and strategies prepared by other bodies (including national planning policy guidance) that may impact on Cheshire East;
- to make recommendations in respect of the above to the Cabinet/Portfolio Holder as appropriate.

5.6 Adequate budgets will be in place to cover the cost of the preparation of the Local Development Framework, the background evidence studies, printing and other costs associated with consultations and the costs of examination.

5.7 The Spatial Planning Manager and the Local Development Framework Manager will be the Project Managers and will be responsible for:

- Preparing and reviewing the Local Development Scheme;
- Monitoring progress in preparation of documents against key milestones,
- Identifying areas at risk and contingency where necessary;

5 Resources and Project Management

- Identifying and bidding for resources required to prepare and deliver the Local Development Framework;
- Understanding the statutory and technical requirements for preparing each local development document and the Local Development Framework as a whole;
- Overseeing the process of managing community involvement and undertaking sustainability appraisal and Habitats Regulations Assessment to ensure that the local development document production process is compliant with the Statement of Community Involvement, Sustainability Appraisal guidance and the Habitats Directive;
- Allocating resources and responsibilities and manage the work of Spatial Planning team in preparing the Local Development Framework;
- Overseeing the monitoring and review of the Local Development Framework and the preparation of the Annual Monitoring Report
- Delivering the documents to the required standard within the specified timescale
- Reporting progress including issues, risks and dependencies to the Local Development Framework Member Panel.

5.8 The Risk Management Log is set out in Appendix 3. It contains analysis of the areas of uncertainty and risk facing production of the LDF, with risks of a critical or significant potential impact and of a very high or high likelihood including changes to plan making procedures and national planning policy that have been heralded by the Coalition Government and the potential for high levels of local opposition to proposals in the LDF.

5.9 There are significant risks that could impact upon delivery of the LDF to the schedules set out within this Local Development Scheme. In order to minimise possible impacts, risk management has been embedded in the LDF production processes in order that risk can be evaluated and where possible eliminated. Whilst proposed responses or mitigation measures have been set out, seeking where possible to manage these risks, some areas of risk are outside the Council's control. In addition, financial pressures could curtail many of the proposed mitigation measures.

5.10 The risk assessment would suggest that the LDF programme remains extremely challenging particularly with the uncertainties that are arising from the revocation of Regional Spatial Strategies and the Coalition Government's announcement of its intention to reform local spatial planning and to reduce funding to local authorities. However, given the need to prepare an LDF for the new local authority area to replace the Local Plans from the former authorities to ensure the continuing supply of land for new developments, these risks must be accepted by the Council. The most fundamental overall mitigation measure that can be made is to build in realistic document production timescales into this LDS at the outset and ensure sufficient resources are available throughout the timescale of the LDS.

6 Sustainability Appraisal and Habitats Regulation Assessment

6.1 A Sustainability Appraisal, incorporating a Strategic Environmental Assessment, is to be carried out on Development Plan Documents at key stages of their preparation.

6.2 The Sustainability Appraisal will be carried out as an integrated process to consider how the principles of sustainable development are reflected in the strategy and policies of the Local Development Framework. It will examine the impact of the strategy, policies and options on economic, social and environmental objectives. It will also include an Equality and Diversity Impact Assessment and Health Impact Assessment as well as Rural Proofing the documents. Baseline indicators will be established as part of the process to enable the impact of the implementation of the LDF to be assessed in the future; these will be monitored through the Annual Monitoring Report.

6.3 The Sustainability Appraisal will to be undertaken in three 3 stages:

- Preparation - establishing baseline information and indicators;
- Emerging Options and Preferred Options - the production of a Sustainability Report for consultation considering the impact of the strategy and options;
- Publication and Submission - the production of the final Sustainability Report for consultation considering the impact of the policies and allocations.

6.4 Habitats Regulation Assessment under Article 6(3) and (4) of the Habitats Directive 92/43/EEC will be carried out on each Development Plan Document and Supplementary Planning Document to assess the impact of the document against the objectives of a European site to ascertain whether it would affect the integrity of the site.

7 Evidence Base

7.1 It is a key feature of the Local Development Framework that its policies and proposals are to be based on soundly researched evidence. A number of technical reports will be undertaken to provide essential background data that will assist in the development of policies and the selection of development options. This evidence base will also provide baseline data for the monitoring and review of the LDF.

7.2 Joint working on the background evidence for the minerals and waste is being progressed with Cheshire West and Chester Council, to inform minerals and waste policies in each area's Local Development Frameworks.

7.3 The main technical studies to be undertaken to support the Local Development Framework are listed in Appendix 2.

8 Monitoring and Review

8.1 Cheshire East Council produced its first Local Plan Monitoring Report in 2009 which compiled relevant data for the new local authority from its former constituent authorities.

8.2 Progress with the preparation of the Local Development Framework documents set out in the Local Development Scheme will be reviewed each year as part of the Annual Monitoring Report.

8.3 The Annual Monitoring Report will assess how the Council is performing against the timescales set out within the previous year's Local Development Scheme, consider the reasons for any slippage and the need for any revisions to the Local Development Scheme. The Local Development Framework will be updated and rolled forward in the light of this review.

8.4 The new planning system is intended to be an on-going rather than a finite process. It is intended that an ongoing programme of review of the Local Development Documents and Supplementary Planning Documents will be established to ensure that they are revised and updated as and when required in response to the findings of the Annual Monitoring Report.

Appendix 1 Schedule of Development Plan Documents

Title	Description	Geographic Coverage	Conformity	Reg 25 consultation	Publication Consultation	Submission	Pre hearing meeting	Examination	Inspector' Report	Adoption
Core Strategy DPD	Vision, Objectives and strategy for the spatial development of the area, and may include strategic sites. Generic development policies	Cheshire East outside the National Park	General conformity with PPS and PPGs	Jan 2009 – Oct 2012	Jan – Feb 2013	May 2013	June 2013	Aug 2013	Oct 2013	Nov 2013
Site Allocations DPD	Policies and proposals to guide the allocation of land for specific uses.	Cheshire East outside the National Park	General conformity with PPS and PPGs	Jan 2009 – Nov 2013	Feb - March 2014	June 2014	July 2014	Sept 2014	Nov 2014	Dec 2014
Local Development Scheme	Document setting out programme for preparation of LDD	Cheshire East outside the National Park	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Dec 2010
Statement of Community Involvement	Document setting out how the Council intends to engage the community and other organisations on DPD and SPD and on planning applications.	Cheshire East outside the National Park	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Oct 2010

Table 1.1 Schedule of DPD's

Appendix 1 Schedule of Development Plan Documents

CHESHIRE EAST LOCAL DEVELOPMENT FRAMEWORK PROGRAMME -

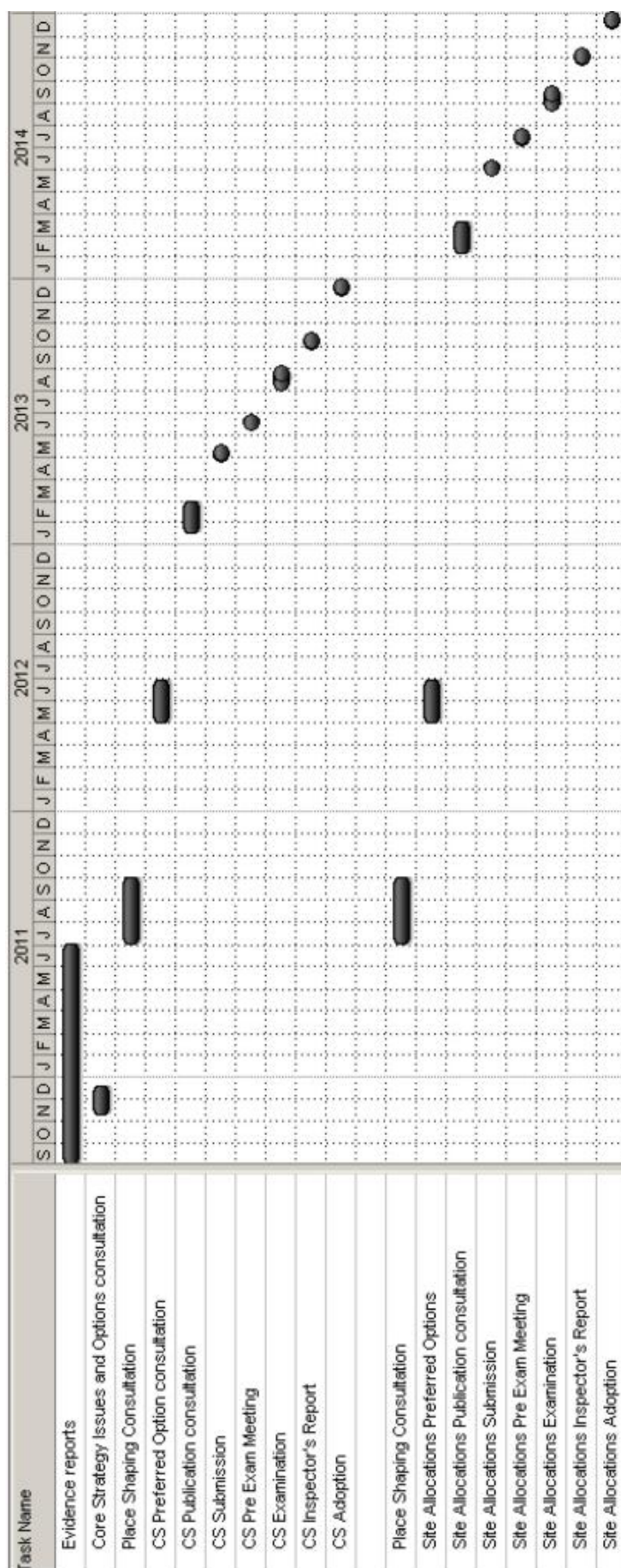


Figure 1.1 Cheshire East Local Development Framework Programme

Appendix 1 Schedule of Development Plan Documents

- **Title:** Core Strategy
- **Status:** DPD
- **Role:** Sets out the Vision, Objectives and Strategy for the spatial development of the area over the next 15 -20 years, and may include strategic sites. It will include the strategic policies for minerals and waste and may include generic development policies.
- **Geographical Area:** Cheshire East outside the Peak District National Park
- **Conformity Chain:** Consistent with PPG / PPSs
- **Produced by:** To be produced by Cheshire East Spatial Planning Section
- **Resources:** Cheshire East LDF Spatial Planning Section budgets
- **Community Involvement:** Community involvement will be carried out in accordance with the Statement of Community Involvement. Widespread community and stakeholder participation will be encouraged during the early stages of developing the Core Strategy, on the draft document and when document is published prior to being submitted to the Secretary of State.
- **Sustainability Appraisal / Habitats Regulation Assessment:** To be undertaken alongside the preparation of the DPD with consultation carried out simultaneously.

Timetable

Start Preparatory Work : January 2009

Sustainability Appraisal Scoping Report: September 2009

Regulation 25 Consultation: Jan 2009 –October 2012

Publication of the DPD: January – February 2013

Submission to the Secretary of State: May 2013

Pre-Examination Meeting: June 2013

Commencement of Examination Meeting: August 2013

Inspector's Report: October 2013

Adoption: November 2013

Appendix 1 Schedule of Development Plan Documents

- **Title: Site Allocations DPD**
- **Status:** DPD
- **Role:** Contains detailed policies and proposals to deliver and guide land allocated for specific purposes. It will include the detailed policies and proposals for minerals and waste and generic development policies.
- **Geographical Area:** Cheshire East outside the Peak District National Park
- **Conformity Chain:** Consistent with PPG / PPSs and the Core Strategy
- **Produced by:** To be produced by Cheshire East Spatial Planning Section
- **Resources:** Cheshire East LDF Spatial Planning Section budgets
- **Community Involvement:** Community involvement will be carried out in accordance with the Statement of Community Involvement. Widespread community and stakeholder participation will be encouraged during the early stages of developing the Site Allocations DPD, on the draft document and when document is published prior to being submitted to the Secretary of State.
- **Sustainability Appraisal / Habitats Regulation Assessment:** To be undertaken alongside the preparation of the DPD with consultation carried out simultaneously.

Timetable

Start Preparatory Work : January 2009

Sustainability Appraisal Scoping Report: September 2009

Regulation 25 Consultation: January 2009 – November 2013

Publication of the DPD: February - March 2014

Submission to the Secretary of State: June 2014

Pre-Examination Meeting: July 2014

Commencement of Examination Meeting: September 2014

Inspector's Report: November 2014

Adoption: December 2014

Appendix 2 Evidence Base

Study	Purpose	Timescale
Settlement Study	To assess the availability of community and leisure services, employment opportunities and the levels of accessibility.	Completed November 2010
Strategic Housing Market Assessment	To assess the future requirements for housing of various types and tenures.	Completed September 2010
Strategic Economic Viability Assessment	To assess the viability of development sites to deliver a range of affordable housing options	Completed September 2010
Strategic Housing Land Availability Assessment	To assess the suitability of potential housing sites	Complete November 2010 (to be updated annually)
Employment Land Review	To review the amount and type of land and buildings available for economic development and the nature of current demands and likely future trends.	To be completed 2011
Cheshire and Warrington Gypsy and Traveller Needs Assessment	To assess the future accommodation needs of gypsies, travellers and travelling showpeople	Completed 2007
Strategic Flood Risk Assessments	To undertake investigations into those areas likely to be at risk from flooding	Completed 2008
Town Centre Retail Capacity	To consider the future need for development in town centres to help support their viability and vitality	To be completed February 2011
Green Space Audit	An audit of a wide range of open space typologies	To be completed 2011
Green Space Strategy	To consider the future needs of the Borough for open space of different types and to develop a strategy for its enhancement. Incorporates Playing Pitch Assessment	To be completed 2011
Sub-regional Green	Prepared with the Mersey and Dee Alliance	To be completed 2011

Appendix 2 Evidence Base

Study	Purpose	Timescale
Infrastructure Plan		
Landscape Character Assessment	To assess the suitability of the landscape designations covering the District. To consider policy options to protect and enhance the landscape of the Borough	Completed 2009
Sports and Leisure Needs Assessment	To assess the need for various types of built sports and leisure facilities	To be completed 2011
Infrastructure Study	To consider the infrastructure requirements of the strategies prepared by the Council and its Local Strategic Partners	Stage 1 to be completed 2011
Waste Needs Assessment	To assess the demand for various types of waste management facility	To be completed 2011
Audit of Minerals Sites	To survey the availability and opportunities for minerals extraction	To be completed 2011
Crewe Vision	A strategic masterplan to guide the future development of Crewe to deliver the future regeneration and development of the town.	December 2010
Macclesfield Futures	An appraisal of the opportunities for the future regeneration of Macclesfield town centre and economic growth of the town.	December 2010

Table 2.1 Evidence Base

Appendix 3 Risk Assessment

	Risk	Effect	Likelihood	Impact	Total Risk Score	Mitigation
1	Further changes in Government guidance and requirements.	Abortive work/additional work causing slippage in programme Uncertainty about Coalition government's requirements	4	3	12	Keep up to date on emerging guidance and respond to changes early.
2	PPS's to be revised, which will affect national guidance.	Additional work to comply with new guidance causing slippage on programme	4	3	12	Keep up to date with emerging guidance and respond to changes early.
3	High level of local opposition to development proposals	Large numbers of representations, uncertainty about allocating sites Lengthy public examination	4	3	12	Work with stakeholders and local communities to seek to explain issues and implications of decisions to seek to build consensus.
4	Reduction in staff and budgets	Reduction of staff and budgets will lead to slippage of programme	4	3	12	Rescheduling of work and focusing on key areas of work.
5	Political delay	Uncertainty and delays arising from local opposition to proposals.	3	3	9	Work closely with members throughout the development of the LDF. Develop clear appreciation of potential implications of strategy and policies.
6	Legal challenge	Costs, uncertainty and delays. All or part of the DPD being overturned	2	4	8	Build in rigorous procedures to check that all requirements have been satisfied. Work with stakeholders in preparing evidence and developing the DPDs.

Appendix 3 Risk Assessment

	Risk	Effect	Likelihood	Impact	Total Risk Score	Mitigation
7	Inspector not satisfied with the DPD, or finds it unsound	Additional work required on all or part of DPD resulting in costs and delays	1	4	5	Obtain informal views from PINS.
8	Volume of work greater than anticipated - e.g. higher level of representations than expected.	Causes slippage in programme	2	3	6	Ensure timetable is realistic but has some flexibility built in. Review timetable if necessary. Seek additional resources.
9	Lack of in house skills for specialised areas of policy work/ background studies	Slow progress causing a slippage in programme. Objectives on quality compromised.	2	3	6	To consider employing specialised staff on a consultancy basis.
10	Spatial Planning Team required to do other unforeseen work.	Diverts Team from LDF causing a slippage in programme.	2	2	4	Preparation of the LDF to be made a priority and other work minimised.
11	Staff turnover	Shortage of staff during recruitment causes slippage	2	2	4	Ensure speedy replacement of staff.
12	Lack of IT support for current system or for delivery of electronic service	Delays due to failure of computers. Delays in making documents available electronically	2	2	4	Ensure adequate backup of documents and databases and alternative hardware available. Continue to highlight priority to be given to electronic delivery of planning.

Table 3.1 Risk Assessment

Appendix 3 Risk Assessment

Likelihood (With current controls in place)				
	Score			Definition
Very Low	1	Rare		May occur only in exceptional circumstances.
Low	2	Possible		Risk may occur in the next 3 years.
Medium	3	Likely		The risk is likely to occur more than once in the next 3 years.
High	4	Almost Certain		The risk is likely to occur this year.
Very High	5	Certain		The risk has occurred and will continue to do so without action being taken.

Table 3.2 Explanation of Risk Scoring

Appendix 3 Risk Assessment

Impact (Potential impact that could occur)			
	Number		Definition
Very Low	1	No Impact	No notable impact identifiable
Low	2	Minor	Affects only one group of stakeholders, with minimum impact. Organisationally localised, with position recoverable within the financial period. Eg: failure to meet minor project deadlines. No external interest.
Medium	3	Significant	Affects more than one group of stakeholders, with widespread but short-term impact. May attract the short-term attention of legislative/regulatory bodies. Eg: short-term failure of key systems, high-profile litigation.
High	4	Major	Affects more than one group of stakeholders, with widespread but short-term impact. Attracts the medium-term attention of legislative/regulatory bodies. Eg: prolonged failure of a key system, severely adverse external report.
Very High	5	Catastrophic	Medium to long term impact on performance. Affects all groups of stakeholders, with a long-term impact. National impact, with the rapid intervention of legislative/regulatory bodies. Eg: total failure of key systems and services.

Table 3.3 Explanation of Risk Scoring

Appendix 4 Glossary of Terms

AMR	Annual Monitoring Report	A report submitted to the government by local planning authorities assessing progress with and the effectiveness of a Local Development Framework (LDF).
AAP	Area Action Plan	A type of Development Plan Document focused upon a specific location or an area subject to conservation or significant change.
CIL	Community Infrastructure Levy	<p>The Community Infrastructure Levy (CIL) will be a new charge which local authorities will be empowered, but not required, to charge on most types of new development in their area.</p> <p>CIL charges will be based on simple formulae which relate the size of the charge to the size and character of the development paying it. The proceeds of the levy will be spent on local and sub-regional infrastructure to support the development of the area.</p>
CLG	Communities and Local Government	'Communities and Local Government' is the Government department whose remit is to promote community cohesion and equality, as well as responsibility for housing, urban regeneration, planning and local government.
-	Core Strategy	A Development Plan Document setting out the spatial vision and strategic objectives of the planning framework for an area, having regard to the Community Strategy (see also DPDs).
-	Development Plan	<p>A document setting out the local planning authority's policies and proposals for the development and use of land and buildings in the authority's area. It includes Unitary, Structure, and Local Plans prepared under transitional arrangements.</p> <p>It also includes Development Plan Documents prepared under the Planning & Compulsory Purchase Act of 2004.</p>
DPD	Development Plan Document	Development Plan Documents are prepared by local planning authorities and outline the key development goals of the Local Development Framework (LDFs).
-	Independent Examination	The process by which a planning inspector may publicly examine a Development Plan Document (DPD). The findings set out in the report are binding upon the local authority that produced the DPD.
HRA	Habitats Regulation Assessment	A HRA is used to assess the potential effect of plans and projects on sites of European importance, such as the Ramsar, Special Protection Areas (SPAs) and Special Areas of Conservation (SACs) that are within or close to the plan or project boundary.
LAA	Local Area Agreement	A three year agreement, based on local Sustainable Community Strategies, that sets out the priorities for a local area agreed between Central Government and the local authority and other key partners through Local Strategic Partnerships (LSPs).
LDD	Local Development Document	These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development

Appendix 4 Glossary of Terms

		plan). LDDs collectively deliver the spatial planning strategy for the local planning authority's area.
LDF	Local Development Framework	<p>The Local Development Framework (LDF) is a folder of documents, which includes all the local planning authority's local development documents. An LDF is comprised of:</p> <ul style="list-style-type: none"> • Development Plan Documents • Supplementary Planning Documents <p>The local development framework will also comprise:</p> <ul style="list-style-type: none"> • the Statement of Community Involvement • the Local Development Scheme • the Annual Monitoring Report <p>any Local Development Orders or Simplified Planning Zones that may have been added.</p>
LDS	Local Development Scheme	The local planning authority's programme for the preparation of Local Development Documents agreed with government and reviewed every year.
LSP	Local Strategic Partnership	An partnership of people that brings together organisations from the public, private, community and voluntary sector within a local authority area, with the objective of improving people's quality of life.
PPS	Planning Policy Statements	Issued by central government to replace the Planning Policy Guidance notes to provide national policy advice on specific topics. They are supported by Good Practice Guides.
RSS	Regional Spatial Strategy	A strategy for how a region should look in 15 to 20 years time and possibly longer. Regional Strategies were revoked in July 2010
SA	Sustainability Appraisal	An appraisal of the economic, environmental and social effects of a plan to allow decisions to be made that accord with sustainable development. Incorporates Strategic Environmental Assessment.
SCI	Statement of Community Involvement	The Statement of Community Involvement sets out the processes to be used by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions. The Statement of Community Involvement is an essential part of the new-look Local Development Frameworks.
SCS	Sustainable Community Strategy	A Plan or Strategy for enhancing the quality of life of the local community which each local authority has a duty to prepare under the Local Government Act 2000. The plan is developed and implemented by the Local Strategic Partnership.

Appendix 4 Glossary of Terms

SPD	Supplementary Planning Document	Supplementary Planning Documents may cover a range of issues, both thematic and site specific and provide further detail of policies and proposals in a development plan.
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Table 4.1 Glossary of Terms



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