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## **Glossary of Terms and Abbreviations:**

**AMR - Annual Monitoring Report** – A publicly available report assessing the performance of existing planning policies and showing progress on the production of the LDF.

**DPD – Development Plan Document** – Statutory planning documents to be produced under the new legislation that will be subject to community consultation and independent testing by a Government appointed inspector.

**EERA – East of England Regional Assembly** – The body leading the preparation of the Regional Spatial Strategy.

**GO East – Government Office for the Eastern Region** – Go East is part of the Department for Communities and Local Government, which covers regional and urban policy, local government, planning housing and regeneration.

**LDD – Local Development Documents** – The generic name for both Development Plan Documents and Supplementary Planning Documents to be produced under the new legislation.

**LDF – Local Development Framework** – A portfolio of documents, which collectively deliver the spatial planning strategy for an area.

**LDS – Local Development Scheme** – A statement setting out which documents will make up the Local Development Framework and when they will be produced.

**LSP – Local Strategic Partnership** – Local Authority based partnership that brings together representatives from local statutory, voluntary, community and private sectors encouraging joint working and community involvement.

**PINS – Planning Inspectorate** – A body appointed by the Secretary of State that has been given power to determine planning appeals and to hold inquiries into local development plans in England.

## **Glossary of Terms and Abbreviations:**

**RSS – Regional Spatial Strategy** – The strategic tier of the development plan to be prepared by the East of England Regional Assembly and approved by the First Secretary of State.

**SA – Sustainability Appraisal** – An approach to the identification and evaluation of the likely effects of a plan on the social, economic and environmental conditions in the plan area.

**SCI – Statement of Community Involvement** – A document setting out how the community and others with an interest in the planning system will be involved in the process of plan preparation.

**SEA – Strategic Environmental Assessment** – A systematic assessment of the environmental effects of a draft plan, which is open to public consultation and produced in accordance with national and European Regulation.

**SPD – Supplementary Planning Document** – A document that provides additional or supporting detail to a policy or proposal contained within a Development Plan Document. To be subject of community consultation but not to independent scrutiny.

## **1 INTRODUCTION**

- 1.1 The Planning and Compulsory Purchase Act 'The Act' became law in September 2004. It introduced a new system of Development Plans. Under this any further production of Structure Plans and Local Plans was abolished and replaced by a system of a Regional Spatial Strategy for each region and Local Development Frameworks (LDFs).

### The Local Development Scheme (LDS)

- 1.2 The Act requires that all Local Planning Authorities publish a 'Local Development Scheme' (LDS) and submit it to the Secretary of State. The LDS sets out the authority's intentions regarding the preparation of documents within its LDF over a three-year minimum period. When each version of the LDS is finalised it will be made available on the Council's website via [www.babergh.gov.uk](http://www.babergh.gov.uk).
- 1.3 This LDS sets out Babergh District Council's intentions regarding the preparation of LDF documents over the period up to mid 2012 (and beyond where their completion exceeds that date). It is necessary to look beyond this three-year period in the above instances.

### Local Development Frameworks

- 1.4 LDFs are effectively a portfolio of planning documents that will guide development, some of which will form part of the statutory development plan.
- 1.5 The LDF will contain documents that are considered to be 'Local Development Documents' (LDDs), some of which will carry the status of 'Development Plan Documents' (DPDs) and others that carry less status. It is these documents that will provide the framework by which planning applications are determined. The types of Local Development Documents that will be contained within the LDF and their status are set out in Table 1 overleaf:

<b>Table 1 – Local Development Documents to be contained within the Local Development Framework</b>	
<b>Local Development Documents with Development Plan Status (Development Plan Documents):</b>	<b>Core Strategy</b> – To contain the vision, strategic objectives, spatial strategy, and monitoring framework for the plan area. This may also include the generic development control policies or otherwise, these can be in a separate document specifically for this purpose. The core strategy should look ahead over a ten-year period from its anticipated date of adoption.
	<b>Area Action Plans</b> – To provide the planning framework for specific areas where significant change or special conservation measures are needed.
	<b>Site Specific Land Allocations</b> – To identify sites where development for specified purposes is acceptable. Allocations may need to be accompanied by policies setting out related matters such as access, design etc.
	<b>Thematic Policy Documents</b> – To provide policies on particular issues such as housing, employment or retail development.
	<b>Proposals Maps</b> – To identify on an Ordnance Survey base map all the policies and proposals contained within development plan documents. To be reviewed every time a development plan document is revised.
<b>Local Development Documents without Development Plan Document Status:</b>	<b>Statement of Community Involvement</b> – To set out Babergh’s approach that will be taken to involving the community in the preparation and review of documents within the Local Development Framework.
	<b>Supplementary Planning Documents</b> – To provide further details relating to policies or site-specific allocations contained within Development Plan Documents.

1.6 In addition to the Local Development Documents that will be prepared by Babergh District Council the development plan for the Babergh Area will also include Minerals and Waste Local Development Documents. Details of

minerals and waste development plan documents are set out in a Minerals and Waste LDS prepared by Suffolk County Council.

- 1.7 The LDF will also contain other documents that are not Local Development Documents but which guide the process of Plan preparation. These types of document are listed in Table 2 below:

<b>Table 2 – Documents to be contained within the LDF that are not Local Development Documents</b>	
<b>Non Local Development Documents:</b>	<b>Local Development Scheme</b> – To set out the timetable for the preparation of documents within the Local Development Framework and outline their status, content and area. To be reviewed annually
	<b>Annual Monitoring Reports</b> – To review actual progress against targets set out in other LDF documents

## **2 REGIONAL SPATIAL STRATEGY (RSS)**

- 2.1 The East of England Regional Assembly (EERA) is producing a Regional Spatial Strategy for the East of England. The first RSS will cover the counties of Bedfordshire, Cambridgeshire, Essex, Hertfordshire, Norfolk and Suffolk (including all Unitary Authorities within these) and will look ahead until 2021.
- 2.2 A draft RSS (titled the East of England Plan) was published in December 2004 and was the subject of consultation until March 2005. A public examination into its content started in November 2005 and lasted until March 2006. The RSS will formally become part of the development plan when it is finally published. This is currently scheduled for Autumn 2007 (at the earliest).
- 2.3 When the RSS is adopted the overall Suffolk Structure Plan will cease to be part of the development plan. However, not all Suffolk Structure Plan policies will be replaced by the RSS. Information about which Structure Plan policies are expected to be saved is set out in Appendix 3. This may change as work on the RSS proceeds.

- 2.4 This creates a potential problem for the Local Plan Alteration No.2, since it is in conformity with the adopted Structure Plan, rather than the RSS – the East of England Plan. If the adopted version RSS changes the development strategy for the district significantly, this could bring about a need to review proposed timings for LDD production to reflect those altered circumstances.
- 2.5 However, whilst mindful of this situation now, it is not possible to act upon this eventuality until the RSS is published. Effectively, this serves as a marker for possible future action by the District Council, although the LDS will be reviewed as and when necessary in any case (see section 7 Review).

### **3 THE LOCAL DEVELOPMENT FRAMEWORK FOR BABERGH**

- 3.1 The Development Plan for Babergh currently consists of the Suffolk Structure Plan (adopted 2001), the Suffolk Minerals Local Plan (adopted 1999), the Suffolk Waste Local Plan 2006 and the Babergh Local Plan Alteration No. 2 (adopted June 2006). The newly adopted Local Plan provides comprehensive development plan coverage for Babergh with an end date of 2016.
- 3.2 The situation regarding the preparation of Local Plan Alteration No. 2 has had a considerable influence on the timetable proposed within this LDS for the preparation of documents within the LDF. In particular:
1. Outstanding work on the Alteration remains a burden on Babergh's staff resources well after its adoption;
  2. Following adoption of the emerging Local Plan there is sufficient land identified to meet housing and employment needs for a considerable period meaning there is no need to bring forward fresh allocations as a matter of urgency (see Note 1 below); and
  3. The Inspector's Report on the Local Plan Inquiry was not received until late 2005, making it difficult to begin substantive work on a review of planning.

Note 1: The Council has identified that for the purposes of the new PPS3, Babergh has a more than adequate 5-year housing land supply and has demonstrated this through documents produced for GO East in preparing this LDS revision and in a major planning public inquiry held during mid 2007.

- 3.3 This means that the focus of work for 2005/06 shown in this LDS was on establishing consultation procedures and appraisal and monitoring systems. 2006 focused on the completion of the Local Plan and the preparation of documents to assist its implementation. It could only be 2007, at the earliest, before consultation stages are reached on the preparation of new LDDs and even longer before new site-specific allocations are considered.
- 3.4 Appendix 1 to this document sets out the summary timetable for the expected preparation of documents within the Local Development Framework. Appendix 2 provides a more detailed outline of the purpose, content, status and timetable for preparation of each of the Local Development Documents.
- 3.5 Under the transitional arrangements all existing Local Plans and relevant Structure Plan policies will automatically be 'saved' for 3 years from commencement of the Act (until Sept 2007) or until replaced by new policies. Where new planning documents are adopted under the transitional arrangements the policies of these can also be 'saved' on adoption for a period of up to three years. In exceptional circumstances it may be possible to 'save' policies for longer than three years with the approval of the Secretary of State. Appendix 3 sets out intentions regarding the saving of existing planning policies. In effect, this means that the recently adopted Local Plan (Alteration No 2) will continue to be the key planning document for Babergh district for the next few years. This applies to determining planning applications, for setting out development and conservation locations, and overall land use in the district, until the Plan is replaced. This replacement will be an incremental process, taking effect as the various individual documents of the new LDF replace their corresponding parts of the current Local Plan.
- 3.6 Babergh also has a large number of documents that it adopted as Supplementary Planning Guidance. As several of these will continue to be used to assist in the determination of planning applications it will be necessary to ensure these are retained as material considerations following commencement of the Act. Appendix 4 sets out intentions on this matter.

- 3.7 In addition to the documents that will be contained within the LDF, there will be a need for further studies to be prepared to provide the evidence base on which the new planning documents will be based. Examples include Housing Land Availability, Housing Market Assessment and Retail Studies. Appendix 6 sets out the position regarding the current availability of such documents and the likely stages in preparation of LDF documents when revisions will be needed.

#### **4 SUSTAINABILITY APPRAISAL, STRATEGIC ENVIRONMENTAL ASSESSMENT AND MONITORING OF PLANS**

- 4.1 Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) seek to inform decision making by providing information on the potential implications of policies and proposals. Not all documents within the LDF will require either a SA or SEA (e.g. LDS and SCI) but all Local Development Documents will require a SA. Advice on which documents will require a SEA in addition to a SA is set out in government guidance and regulation. It is expected that all DPDs will be subject to SEA.
- 4.2 Where both SA and SEA are required the two processes will be fully integrated. SA has a wider focus than SEA, as the former incorporates social and economic criteria, as well as environmental criteria. The requirements of the SEA Directive are considered likely to lead to a more systematic and quantitative approach to assessing environmental impacts of new development plans, starting from a clear baseline position. In view of this there will be strong linkages between the SA/SEA process and the preparation of the Annual Monitoring Report required under the new Act.

#### **5 RESOURCES AVAILABLE**

- 5.1 Government guidance stresses that the content and detailed programme of the LDS should be realistic and reflect the level of resources likely to be available. Currently there is a team of four full-time equivalent professional planning staff working on Development Plan work for Babergh for the LDF.

5.2 The schedules set out in Appendix 1 and 2 are based on a realistic assessment of estimated proportions of the above professional staff time being dedicated to undertake the work. These matters, in terms of detailed staffing requirements (including staffing levels, experience, and expertise), the future resources to be available and dealing with associated risks, will continue to be monitored and investigated further as this LDS is implemented and monitored.

## 6 RISK ASSESSMENT

6.1 A number of factors may present risks to, and have an impact on, the delivery of the LDS. The main risks have been identified below, and proposed measures to address each potential risk are set out:

- Staff resources/turnover
- Joint working
- Political
- Capacity/Resources of External Agencies and Partners
- Soundness and Legal Challenge
- Programme slippage

6.2 **Staff resources/turnover** - The planning policy team is small, and any period of prolonged sickness or similar absence will have an effect on the timetable. Staff turnover and possible difficulty / delay in filling any vacant posts could also present problems. There is a national shortage of qualified planners, and a number of local councils have had problems in recruiting suitably qualified or experienced staff.

6.3 A budget has been made available to enable the recruitment of temporary staff and/or consultants to cope with specific areas of work and/or 'peaks' in the workload. Also a new permanent planning officer post was set up in the financial year 2006/07.

6.4.1 **Joint working** - is both a risk and an opportunity. It will be necessary and desirable for Babergh to work with other local authorities in the county and sub-region. Whilst this undoubtedly improves the capacity for information and focus on issues that affect the district, it also carries with it the need to provide staff time. However, it is felt unlikely that joint working would have a serious impact on delivery of DPDs. As at early 2007, the Council has made substantial progress towards establishing joint working agreements and arrangements with relevant local authorities. This approach is expected to be beneficial overall in ensuring: joined-up thinking; consistency of approach; improving the development and sharing of best practice; delivering better value for money; and therefore in progressing the Council's LDF generally.

6.5 **Political** - No one single party has overall control of the Council, and there is no cabinet system. A local plan task group comprising members and officers was set up to steer preparation of the Local Plan Alteration No. 2 through the process of consideration, modification and the preparation of evidence for the Local Plan Inquiry. The precise mechanism for ensuring the involvement of members in the preparation of LDDs has yet to be decided, and it may be that this is through the Development Committee. Local elections are due to be held in 2011, and a risk that has been identified at this early stage is that a new administration may be formed that wishes to change priorities or policies that are at an advanced stage of preparation.

*Involvement of the Development Committee and/or a specially constituted cross-party group will be essential to ensure some continuity at what could be a crucial stage in the preparation of LDDs.*

6.6 **Capacity/Resources of External Agencies and Partners** - the capacity of external agencies such as the Government Office for the Eastern Region (Go East) and the Planning Inspectorate (PINS) to cope with the workload generated by the new planning policy system is unknown, and if such organisations do not have sufficient resources at particular points in the process this could result in delays to the timetable.

*The Council will continue to work closely with Go East at key stages in the production of LDDs, and will make early contact with PINS to facilitate programming of the Examinations.*

- 6.7 There are two Local Strategic Partnerships (LSP) that cover the administrative area of Babergh. As its name suggests, the East Babergh LSP only covers the eastern part of Babergh district. The western part of the district is part of the West Suffolk LSP, which also covers the whole of St Edmundsbury and Forest Heath districts. As well as the potential problems of capacity in each of these organisations, keeping to the timetable for preparation of LDDs may be hampered by the need to resolve district-wide issues with two LSPs, and by the differing stages of development, and possibly differing agendas of each of the LSPs.
- 6.8 In order to minimise this risk the Council will endeavour to raise the awareness of each LSP, ensure they receive copies of the LDS, and seek to involve them at the earliest appropriate stage of LDD preparation.
- 6.9 Agencies and organisations such as the Environment Agency, Natural England, English Heritage, and the new Commission for Rural Communities may have limited capacity to cope with the work generated by local authorities such as Flood Risk Assessments, Strategic Environmental Assessments and Sustainability Appraisals.
- 6.10 A copy of the LDS will be sent to these organisations to ensure they are aware of the Council's timetable and, if appropriate, drafts of LDDs may be sent to allow a greater time to respond.
- 6.11 **Soundness and Legal Challenge** - the Council will ensure that all LDDs are founded on a robust evidence base and well-audited stakeholder and community engagement in order to minimise the risk of legal challenge.
- 6.12 The Council will work with Go East and PINS to ensure the tests of 'soundness' are met. The risk of legal challenge will be minimised by ensuring that the DPDs are sound.
- 6.13 **Programme Slippage** - A number of background studies will need to be undertaken to support policy development and to provide evidence to support them. There may be some slippage due to the availability of funding and the

need to await government guidance (see Appendix 5 & 5A). Another possible cause of programme slippage is the unknown extent of the volume and complexity of representations received in response to LDDs.

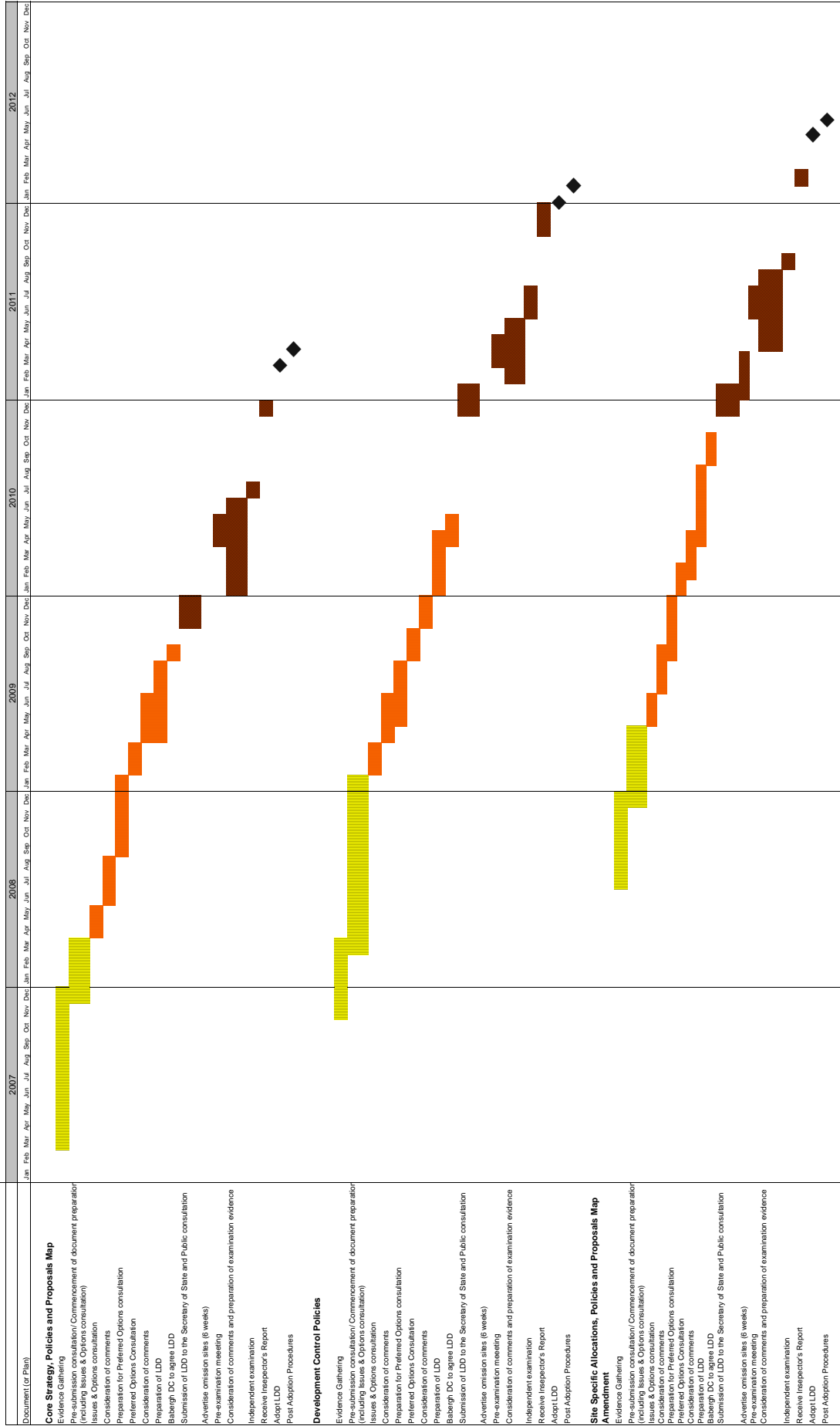
- 6.14 Budgetary provision has been made for consultants to prepare a number of the studies identified as being necessary. Whilst every effort has been made to budget for these studies, and for the administrative work involved in producing LDDs, there will inevitably be uncertainty as to the level of resources available in future years, including the amount and use of the Planning Delivery Grant available for staff recruitment, retention and training, etc. The LDS sets out realistic best estimates of what the Council feels it can achieve with the resources currently available and in the medium term.

## **7 REVIEW**

- 7.1 This document will be reviewed as and when required. Consideration of whether it needs to be revised will be explicitly undertaken as part of the production of the Annual Monitoring Report. One of the functions of the AMR will be to report annually on progress of the LDF against the LDS timetables. The first AMR was produced and submitted by the deadline of December 2005, as was its successor in 2006. Monitoring and review are critical to the success of the new Development Plans system and indeed the wider, new planning system.
- 7.2 The Council is very mindful of the need to be realistic about the resources available to carry out work to deliver the LDF and associated / supporting functions. Progress on the LDF will need to be measured against the 'milestones' set out for each stage of progress on each document set out within the LDS. Advance planning of LDF work programmes and delivery will be vital. Wherever it appears in advance that achievement of the milestones in the LDS will not be possible and a slippage in the overall timescale will result, this may trigger a need to review and revise the LDS.

7.3 The expected timetables for review of the various documents that will be produced are set out in Appendices 1 and 2.

Babergh Local Development Scheme Timetable March 2007 - June 2012





### **Profiles of Local Development Documents to be Prepared**

Title	<b>Core Strategy, Policies and Proposals Map</b>
Subject	Will provide the vision for the development of Babergh in the period up till 2021 and will set out the key policies against which planning applications will be assessed
Status	Local Development Document (with Development Plan Status) - <b>Development Plan Document</b>
Area	All of Babergh
Joint Document	No
Conformity With	National planning policy; Regional Spatial Strategy
Who to Prepare	Babergh District Council

### **Timetable**

<b>Stage</b>	<b>Activity</b>	<b>Timetable</b>
Pre-Production	Evidence Gathering	March – Nov / Dec 2007
	Pre-submission consultation / Commencement of document preparation (including Issues & Options consultation)	Dec 2007 – March 2008
Production	Issues & Options consultation	April – May 2008
	Consideration of comments	June – Aug 2008
	Preparation for Preferred Options consultation	Sept 2008 – Jan 2009
	Preferred Options consultation	Feb – March 2009
	Consideration of comments	April – June 2009
	Preparation of LDD	April – Aug 2009
	Babergh DC to agree LDD	Sept 2009
Examination	Submission of LDD to the Secretary of State and Public consultation	Nov – Dec 2009
	Advertise omission sites (6 weeks)	N / A
	Pre-examination meeting	April - May 2010
	Consideration of comments and preparation of examination evidence	Jan – June 2010
	Independent examination	July 2010
	Receive Inspector's Report	Dec 2010
Adoption	Adopt LDD	Feb – March 2011
	Post adoption procedures	March - April 2011

### **Review**

Monitoring will be done annually via the analysis carried out for the annual monitoring report process. This will commence prior to adoption of document. Annual Monitoring Report scheduled for submission in December each year. Date for review will depend on results of monitoring showing effectiveness of

policies and consideration of any changes to national or regional policy or local circumstances. However, given the strategic nature of this document, this needs to plan for, and have sufficient time to deliver, the high-level core planning strategy and objectives for the district. The vision itself therefore seems less likely to change in the short term than the form of the core policies developed to deliver it.

### Comments

Issues and options consultation to follow publication of the Regional Spatial Strategy. This is currently scheduled for Summer 2007.

Document will require a SA/SEA to be produced and to be taken into account in its preparation. Timetable for preparation shown is generally similar to the indicative average shown in PPS12.

Title	<b>Development Control Policies (and Proposals Map)</b>
Subject	Generic development control policies against which planning applications will be assessed
Status	Local Development Document (with Development Plan Status) - <b>Development Plan Document</b>
Area	All of Babergh
Joint Document	No
Conformity With	National planning policy; Regional Spatial Strategy; Core Strategy
Who to Prepare	Babergh District Council

### Timetable

Stage	Activity	Timetable
Pre-Production	Evidence Gathering	Nov 2007 – Mar 2008
	Pre-submission consultation / Commencement of document preparation (including Issues & Options consultation)	Mar 2008 – Jan 2009
Production	Issues & Options consultation	Feb – Mar 2009
	Consideration of comments	Apr – June 2009
	Preparation for Preferred Options consultation	May – Aug 2009
	Preferred Options consultation	Sept – Oct 2009
	Consideration of comments	Nov – Dec 2009
	Preparation of LDD	Jan – Apr 2010
	Babergh DC to agree LDD	Apr - May 2010
Examination	Submission of LDD to the Secretary of State and Public consultation	Dec 2010 – Jan 2011
	Advertise omission sites (6 weeks)	N / A
	Pre-examination meeting	March - April 2011

	Consideration of comments and preparation of examination evidence	Feb – May 2011
	Independent examination	June - July 2011 ( <i>NB Core Strategy adoption due Feb – March 2011</i> )
	Receive Inspector's Report	Nov – Dec 2011
Adoption	Adopt LDD	Dec 2011 – Jan 2012
	Post adoption procedures	Jan – Feb 2012

### Review

Monitoring will be done annually via the analysis carried out for the annual monitoring report process. This will commence prior to adoption of document. Annual Monitoring Report scheduled for submission in December each year. Date for review will depend on results of monitoring showing effectiveness of policies and consideration of any changes to national or regional policy or local circumstances.

### Comments

Document will require a SA/SEA to be produced and to be taken into account in its preparation. Commencement planned to follow that of the Core Strategy. Timetable for preparation shown is generally similar to the indicative average shown in PPS12.

Title	<b>Site Specific Allocations, Policies and Proposals Map Amendment</b>
Subject	Will identify land allocated for development to meet the needs of Babergh up to 2021 and will set out the policies to guide these developments
Status	Local Development Document (with Development Plan Status) – <b>Development Plan Document</b>
Area	All of Babergh
Joint Document	No
Conformity With	National planning policy; Regional Spatial Strategy; Core Strategy
Who to Prepare	Babergh District Council

### Timetable

Stage	Activity	Timetable
Pre-Production	Evidence Gathering	July – Dec 2008
	Pre-submission consultation / Commencement of document preparation (including Issues & Options consultation)	Dec 2008 – Apr 2009
Production	Issues & Options consultation	May – June 2009
	Consideration of comments	July – Sept 2009

	Preparation for Preferred Options consultation	Sept – Dec 2009
	Preferred Options consultation	Jan – Feb 2010
	Consideration of comments	Feb – Mar / Apr 2010
	Preparation of LDD	Apr / May - Aug 2010
	Babergh DC to agree LDD	Sept - Oct 2010
Examination	Submission of LDD to the Secretary of State and Public consultation	Dec 2010 – Jan 2011
	Advertise omission sites (6 weeks)	Jan – Mar 2011
	Pre-examination meeting	June - July 2011
	Consideration of comments and preparation of examination evidence	April - Aug 2011
	Independent examination	Sept 2011
	Receive Inspector's Report	Feb 2012
Adoption	Adopt LDD	April – May 2012
	Post adoption procedures	May – June 2012

## Review

Monitoring will be done annually via analysis carried out for the annual monitoring report process. Date for review will depend on results of monitoring of implementation of allocations and consideration of any changes to Regional Spatial Strategy. As at early 2007 an early review of the RSS is anticipated following its adoption around summer 2007.

## Comments

Timetable is set to follow one stage behind production of core policies (i.e. issues consultation to follow submission of core policies DPD and submission to follow receipt of report of core policies). Again is slightly faster than average set out in PPS12 and will need to be reconsidered if RSS will require new sites to accommodate a significant level of development to be found.

A potential problem in doing this is that date for adoption is scheduled for approx three and a half years after saving of Local Plan. Alternative would be to bring allocations DPD forward to same timetable as core policies. On balance staged approach is favoured. Document will require a SA/SEA to be produced and to be taken account in its preparation. Will require proposals map to be produced to show Built Up Area Boundaries of towns and villages and any designations to which policies relate.

Title	<b>Supplementary Planning Document on the Provision of Affordable Housing</b>
Subject	Detailed Guidance on the Implementation of Policies HS08 and HS09 of Local Plan Alteration No 2
Status	Supplementary Planning Document (Local Development Document without Development Plan status)

Area	All of Babergh
Joint Document	No
Conformity With	National planning policy; RSS; Babergh Local Plan Alteration No 2 Policies HS08 and HS09
Who to Prepare	Babergh District Council
Community / Stakeholder Involvement	Regulations applied; adopted SCI; plus discretionary additional consultation Local Strategic Partnerships (LSPs) to form key means of involvement

### Timetable

Stage	Activity	Timetable
Pre-Production	Evidence Gathering (inc .SA / SEA scoping)	Mar 07 – Aug / Sept 07
Production	Prepare draft SPD (inc. SA / SEA) and prepare for consultation	Aug / Sept 07 – Mar 08
	Public Participation on draft SPD (reg 17)	Apr – May 08
	Consider representations and finalise SPD (reg 18)	May / June – Aug 08
	Babergh DC to agree final SPD	Sept – Oct 08
Adoption	Adoption	Oct / Nov 08
	Post Adoption Procedures	Nov / Dec 08

### Review

Monitoring of the delivery of affordable housing will be done as part of the annual monitoring report. Its review is likely to depend on the timetable for, and results of, any updated housing needs analysis or revision to its parent policies. An indication of the expected timetable for review of the housing market assessment (including housing needs analysis) is set out in Appendix 6 on intentions regarding the evidence base.

### Comments

A considerable amount of work and consultation on this issue has already been carried out in order to inform debate at the Babergh Local Plan Inquiry. In view of the level of dispute on the issue of affordable housing, sufficient time must be allowed for preparation and adoption of this particular SPD.

Document will require a SA/SEA to be produced and to be taken into account in the preparation of the SPD.

Title	<b>Supplementary Planning Document on the Retention of Employment Land</b>
Subject	Detailed Guidance on the Implementation of Policy EM24 of Local Plan Alteration No 2

Status	Supplementary Planning Document (Local Development Document without Development Plan status)
Area	All of Babergh
Joint Document	No
Conformity With	National planning policy; RSS; Babergh Local Plan Alteration No 2 Policy EM24
Who to Prepare	Babergh District Council
Community / Stakeholder Involvement	Regulations applied; adopted SCI; plus discretionary additional consultation Local Strategic Partnerships (LSPs) to form key means of involvement

### Timetable

Stage	Activity	Timetable
Pre-Production	Evidence Gathering (inc .SA / SEA scoping)	Mar – Oct / Nov 07
Production	Prepare draft SPD (inc. SA / SEA) and prepare for consultation	Oct / Nov 07 - May 08
	Public Participation on draft SPD (reg 17)	June – July 08
	Consider representations and finalise SPD (reg 18)	Aug – Oct 08
	Babergh DC to agree final SPD	Nov – Dec 08
Adoption	Adoption	Dec 08 – Jan 09
	Post Adoption Procedures	Jan – Feb 09

### Review

Monitoring of the availability of employment land will be done as part of the annual monitoring report. The review of the SPD will depend on the timetable for, and results of, any updated employment land analysis or any revision to its parent policy. An indication of the expected timetable for review of the employment land analysis is set out in Appendix 6 on intentions regarding the evidence base.

### Comments

A considerable amount of work and consultation on this issue has already been carried out in order to inform debate at the Babergh Local Plan Inquiry. In view of the level of dispute on the retention of employment land at the Local Plan Inquiry, sufficient time must be allowed for preparation and adoption of this particular SPD.

Document will require a SA/SEA to be produced and to be taken into account in the preparation of the SPD.

Title	<b>Supplementary Planning Document on Design</b>
Subject	Detailed Guidance on the Implementation of Policies EN09 & CN01 of Local Plan Alteration No 2
Status	Supplementary Planning Document (Local Development Document without Development Plan status)
Area	All of Babergh
Joint Document	No
Conformity With	National planning policy; RSS; Babergh Local Plan Alteration No 2 Policies EN09 & CN01
Who to Prepare	Babergh District Council
Community / Stakeholder Involvement	Regulations applied; adopted SCI; plus discretionary additional consultation Local Strategic Partnerships (LSPs) to form key means of involvement

### Timetable

Stage	Activity	Timetable
Pre-Production	Evidence Gathering (inc .SA / SEA scoping)	Mar 07 – Feb 08
Production	Prepare draft SPD (inc. SA / SEA) and prepare for consultation	Feb – Aug 08
	Public Participation on draft SPD (reg 17)	Sept – Oct 08
	Consider representations and finalise SPD (reg 18)	Nov 08 – Jan 09
	Babergh DC to agree final SPD	Feb - Mar 09
Adoption	Adoption	Mar - Apr 09
	Post Adoption Procedures	Apr – May 09

### Review

Monitoring of the implementation of the parent policies and the SPD will be done as part of the annual monitoring report. The review of the SPD will depend on changes in national planning policy, RSS changes, other changes in circumstances, or any revision to its parent policies. The subject matter of this SPD is in a rapidly evolving environment, such as sustainable construction, renewable energy requirements / technology, etc. Accordingly, the need to revise the document will need to be considered carefully. This will need to be led by an assessment of which changes are considered sufficiently material to require a formal document revision.

### Comments

An important piece of work to promote successful implementation of key Development Plan policies. Document will require a SA/SEA to be produced and to be taken into account in the preparation of the SPD.

## **Intentions Regarding Saving of Existing and Emerging Planning Policies**

### **Structure Plan Policies (Suffolk Structure Plan 2001)**

Please note this section is produced for information only. The saving of Structure Plan policies is not something over which Babergh District Council has any control and the position set out below may be subject to change as the Regional Spatial Strategy emerges.

The Suffolk Structure Plan was adopted in 2001 and provides strategic planning policies covering the period up to 2016. Following commencement of the new Act it remains part of the development plan and may be an important material consideration in the determination of planning applications. The entire Plan is 'saved' until publication of the final Regional Spatial Strategy for the East of England (currently scheduled for Oct 2006).

On publication of the RSS most Structure Plan Policies will cease to be part of the development plan. However, there are certain policies that will be 'saved' until at least September 2007, as they will not be replaced by policies in the emerging RSS. These policies are listed in Appendix E to the submitted draft RSS and are as follows:

<b>Policy</b>	<b>Subject</b>
CS5	The Urban Fringe
CS11	Defence Base Housing
CS12	Former RAF Bentwaters
CS13	Woodbridge Base
ENV6	New Housing in the Countryside
ENV7	Conservation of Designated Landscapes (1)
ENV8	Conservation of Designated Landscapes (2)
ENV10	Resource Conservation – Renewable Energy
ECON11	Town and Local Centres and Villages
T5	Traffic Management
T8	Parking (2)
T9	Parking (3)
T11	Primary Route Network
T12	County Transport Network Investment
T16	Airfields
WD3	Recovery and transfer of waste materials at existing mineral working and landfill sites
WD4	Recovery and transfer of waste materials at other sites
WD5	Staffed household waste sites (1)
WD6	Staffed household waste sites (2)
WD7	Landfill
WD8	Waste disposal above existing ground level

Policy coverage on a number of the issues addressed by the above Structure Plan policies already exists within both the existing and emerging Babergh

Local Plan. Where there is a conflict between a 'saved' Structure Plan policy and a 'saved' Local Plan policy, the Local Plan policy will prevail.

There are a number of instances where adequate policy coverage does not exist in the emerging Babergh Local Plan and so Babergh District Council may encourage the County Council to seek the approval of the Secretary of State to 'save' these policies beyond September 2007 until replacement policies can be brought forward in a Local Development Document (probably via adoption of a core strategy and policy LDD currently expected in Nov 2008). The policies that Babergh considers it may be helpful to save beyond 2007 are CS11, ENV8, T5, T8, and T9. No consideration has been given to 'saving' of Minerals or Waste policies, as this is a matter for the County Council.

### **Babergh Local Plan (Incorporating Alteration 2) Policies**

Following adoption of the new Local Plan (**Alteration 2**) all policies within it will be saved for three years from the date of adoption (which was 1<sup>st</sup> June 2006) or until they are replaced by documents brought forward under the new Act, whichever is earlier. Whilst the Plan was intended to be just an alteration, rather than a full review, it did actually involve changes to all chapters and to most policies. It will be necessary to produce a definitive list to state what will happen to each saved policy – be it deletion, replacement, retention, or amalgamation. This will be informed by annual analysis of policy implementation (or otherwise) and policy performance carried out as a routine part of the Annual monitoring Report process. At that point it is intended that proposals should be brought forward to reduce the overall number of policies in future by limiting those to take forward to the new LDF. This can be achieved through deletions, amalgamations or replacements, in line with the aims of the new system promoting streamlined Development Plans with far fewer policies. The Council intends to embrace this aspect of the new system fully and considers it as a great improvement on past practice. Another important step forward will be to identify and make clear a distinction between the high-level, strategic policies to deliver the Core Strategy together with its objectives for the district and the more routine development control policies that address large volumes of typical planning applications, such as domestic extensions.

Following a fundamental review of this LDS in early 2007, it is recognized that there will probably be circumstances where it will be considered appropriate to seek the approval of the Secretary of State to 'save' policies for a longer period than three years. As this will relate to a period beyond June 2009 it is difficult to be clear on which policies this may apply to at this time. The timescale for adoption of the Development Control Policies DPD will require saving of appropriate policies beyond 2009. This work is to be carried out in conjunction with St Edmundsbury Borough Council. It should also be noted that it is not scheduled to adopt a site specific allocations and policies DPD until April / May 2012, so it is likely that Babergh District Council will seek approval to save site specific allocations and policies contained within the

Local Plan Alteration that remain consistent with the RSS and government guidance until the replacement DPD is adopted. It is intended that a possible future review of this LDS and certainly, relevant Annual Monitoring Reports, will also set out a clear list of which policies the Council will seek to save beyond the normal three-year period.

## **Intentions Regarding Existing Supplementary Planning Guidance**

### **Existing Supplementary Planning Guidance linked to both existing and emerging Local Plan Policies**

Although there is no ability to save existing supplementary planning guidance under the new Act, PPS12 para.s 5.22-24 makes clear that it can continue to carry weight. The following guidance is linked to both existing and emerging Local Plan policies and will continue to be given appropriate weight in the development control process until superseded by a Supplementary Planning Document or revision to its parent policy. This approach applies to the following documents:

#### **Planning Obligations**

Current version adopted Feb 2000. Pursuant to Structure Plan Policy CS1, Babergh Local Plan (Alteration 1) Policy LP1. Also will be pursuant to emerging Local Plan policy LP01 when adopted. Important document will need to be retained as a material planning consideration. In addition to planning guidance document contains a protocol between District and County Councils.

#### **An Approach to the Design of New Housing in Babergh**

Adopted Sept 1992 pursuant to LPH14 of the original Babergh Local Plan. Referred to in preamble to policy LP18 of Alteration 1, and 3.71a (supporting text to HS14) of Alteration 2.

Much of content remains relevant though some is out of date. Also some overlap with content of Design Guide. Remains material consideration but content and relevancy needs to be reviewed following adoption of Alteration 2.

#### **Suffolk Design Guide for Residential Areas**

Adopted as Supplementary Planning Guidance by all local authorities in Suffolk in 1993. Referred to in preamble to policy LP18 of Alteration 1, and 3.71a (supporting text to HS14) of Alteration 2.

Important document will need to be retained as a material planning consideration both now and following adoption of Alteration 2. Certain aspects of content now in need of updating.

#### **Shopfronts; Sudbury Shopfronts Project; Hadleigh Shopfronts Project**

Shopfronts Guidance Note adopted 1989 pursuant to LPCN16 of the original Babergh Local Plan. Referred to in supporting text to policy LP86 of Alteration 1 and 7.43 (supporting text to CN23) of Alteration 2. Also relevant to policy CN24 of Alteration 2. Sudbury and Hadleigh Shopfronts Projects (adopted in 1996 and 1997 respectively) and referred to in 7.43 of Alteration 2. All three

documents remain relevant and will continue to be material planning considerations both now and following adoption of Alteration 2.

### **Suffolk Advisory Car Parking Standards**

Adopted as Supplementary Planning Guidance by all local authorities in Suffolk in 2002. Pursuant to Structure Plan Policy T9 and referred to in TP18 of Alteration 2 (following pre-inquiry change 142). Important document will need to be retained as a material planning consideration both now and following adoption of Alteration 2.

### **Thatching in Babergh**

Adopted 1992 supplementary to LP81 of Alteration 1 and referred to in 7.31 (supporting text to CN10) of Alteration 2. Provides general guidance and remains material consideration but content and relevancy needs to be reviewed following adoption of Alteration 2.

### **Existing Supplementary Planning Guidance linked to existing Local Plan Policies**

The following guidance is linked to existing Local Plan policies and will continue to be given appropriate weight in the development control process until the adoption of Local Plan Alteration No 2 (currently scheduled for June 2006). This approach applies to the following documents:

### **Village Planning Statements**

Supplementary Planning Guidance produced for 65 settlements within Babergh. Pursuant to Babergh Local Plan (Alteration 1) Policy LP5. Contains relevant extracts from the local plan and defines settlement boundaries and areas of visual and/or recreational amenity. Remains important material consideration at present but all documents will be superseded entirely on adoption of emerging Local Plan.

### **Commuted Car Parking Payments**

Adopted as Supplementary Planning Guidance 1989 pursuant to Policy LPT7 of the original Babergh Local Plan and is also relevant to Policy LP146 of Local Plan Alteration 1. Not relevant to emerging policy and will be superseded entirely on adoption of Local Plan Alteration 2.

### **Local Need Housing**

Adopted as Supplementary Planning Guidance 1989 pursuant to Policies LPH8, LPH9 and LPH10 of the original Babergh Local Plan. Much of content remains relevant though some is out-of-date. Not supplementary to emerging

policy and will no longer be considered Supplementary Planning Guidance on adoption of Local Plan Alteration 2.

### **Housing Needs Survey 2000 and Implementation Note**

Adopted as Supplementary Planning Guidance 2001, pursuant to Policies LP9, LP10 and LP11 of Local Plan Alteration 1. Content is now out-of-date and will cease to be a material consideration on adoption of the emerging Local Plan (Alteration No. 2). The updated Housing Needs Survey 2004 will not be adopted as Supplementary Planning Guidance but will be used to inform the content of a Supplementary Planning Document on affordable housing provision under the new Act.

### **Conversion of Under Used Buildings in the Countryside**

Adopted as Supplementary Planning Guidance 1988 pursuant to Policies LPRC2, LPRC3, LPRC4 and LPRC5 of the original Babergh Local Plan and referred to in supporting text to Policies LP50, LP51, LP52 and LP53 of Local Plan Alteration 1. Content is now out of date and not supplementary to emerging policy. Will be superseded on adoption of Local Plan Alteration 2.

### **Sudbury Town Centre Shopping Scheme Development Brief**

Development brief produced 1989 pursuant to Policy LPS9 of the original Babergh Local Plan and Policy LP184 of Local Plan Alteration 1. Content is now out of date and will cease to be a material consideration on adoption of the emerging Local Plan. An updated development brief for this site may be produced at a later date but is unlikely to be adopted as a Supplementary Planning Document.

### **Land Inside Sudbury Eastern Bypass Development Brief**

Development Brief adopted 1995 supplementary to Policy LP14 (m) of Local Plan Alteration 1. Not supplementary to emerging Local Plan policy. Much of content remains relevant though some is out of date. Will no longer be considered Supplementary Planning Guidance on adoption of Local Plan Alteration 2.

### **Other existing Supplementary Planning Guidance that may remain material to the determination of planning applications**

Notwithstanding that it does not comply with some aspect of PPS12 para.s 5.22-24 it is clear that some guidance that has previously been adopted as Supplementary Planning Guidance may remain material to the determination of planning applications and so will be regarded as supplementary planning statements.

This approach applies to the following documents:

### **The Provision of Outdoor Recreation Facilities and Open Space (sites under 1.5 ha.)**

Adopted as Supplementary Planning Guidance 2002 (prices revised annually). Pursuant to emerging Local Plan Alteration 2 Policies HS15 and HS16 (reference in supporting text para. 3.78).

Important document will need to be retained as a material planning consideration both now and following adoption of Alteration 2. Content may need to be reviewed following adoption of Local Plan Alteration 2.

### **Development, Flood Risk and Drainage**

Adopted as Supplementary Planning Guidance 2003. Pursuant to emerging Alteration 2 Local Plan policy EN05 (reference in supporting text para. 2.15a). Important document will need to be retained as a material planning consideration both now and following adoption of Local Plan Alteration 2.

### **Lavenham Village Design Statement**

Adopted as Supplementary Planning Guidance 2002, pursuant to CN01 of Alteration 2. Important document will need to be retained as a material planning consideration for Lavenham both now and following adoption of Local Plan Alteration 2.

### **Suffolk Coast and Heaths Management Strategy (2002)**

Adopted as Supplementary Planning Guidance 2002. Referred to in 8.27 (supporting text to Policy RE10) of Local Plan Alteration 2. Provides guidance for actions affecting the AONB and will remain material to planning decisions.

### **Dedham Vale and Stour Valley Management Plan (2004)**

This document superseded the 1992 document referred to in 8.29 (supporting text to RE11) of Alteration 2. For planning purposes it provides guidance on recreation provision in the AONB and will remain material to planning decisions.

### **Gipping Valley Strategy (1999)**

Adopted as Supplementary Planning Guidance 1999. Referred to in 8.30 (supporting text to RE12) of Alteration 2. For planning purposes it provides guidance on recreation provision within the Gipping Valley Recreation Area and will remain material to planning decisions.

### **Greenways Strategy (2001)**

Adopted as Supplementary Planning Guidance 2001. Referred to in 8.30 (supporting text to RE12) of Alteration 2. Includes guidance on recreational

provision in Greenways Countryside Project area. Will remain material to planning decisions.

### **The Stour and Orwell Estuaries Management Plan (2004)**

This document superseded the 1996 document referred to in 8.38 of Alteration 2. Provides guidance for assessing proposals for development within the Stour and Orwell Estuary areas. Will remain material to planning decisions.

### **Existing Supplementary Planning Guidance no longer considered to be material to the determination of planning applications**

Babergh District Council has previously adopted general guidance notes as Supplementary Planning Guidance. These remain useful documents but it is considered appropriate to make clear that they are unlikely to be regarded as having any status in the determination of planning applications.

### **Industrial Development – applying for planning permission**

Adopted 1989 as a guide for applicants. Contains useful advice and information but is not supplementary to any adopted or emerging local or structure plan policies.

### **Your Listed Building and You**

Advice note produced in 2003. Contains useful advice but is not pursuant to any local or structure plan policies.

### **Living in a Conservation Area**

Advice note produced in 2003. Contains useful advice but is not pursuant to any local or structure plan policies.

### **Intentions Regarding Preparation of Evidence Base**

PPS12 stresses that policies prepared by a local planning authority should be founded on a thorough understanding of the needs of their area and the opportunities and constraints that operate within that area. Babergh District and Suffolk County Council routinely monitor a considerable amount of information about Babergh and much of this is reported regularly through Suffolk's Environment Monitoring and will be reflected in Annual Monitoring Reports.

However, there are a number of instances where more detailed survey work will be needed in order to inform the development of planning policies. An indication of subjects that have been or are expected to be the subject of detailed study and their relationship to planning policies is given below:

**Housing Needs Survey:** Most recent survey prepared in 2004 by David Couttie Associates, superseding a previous survey of 2000.

**Employment Land Study:** Existing survey prepared in 2002 by Chesterton's to inform preparation of the emerging Local Plan. Updated study likely to be needed in advance of preparation of Core Strategy LDD.

**Retail Capacity Study:** Existing survey prepared in 2002 by Colliers CRE to inform preparation of the emerging Local Plan. Updated study likely to be needed in advance of preparation of Allocations LDD.

**Urban Capacity Study:** Existing survey prepared in 2002 by Chesterton's to inform preparation of the emerging Local Plan. Updated study likely to be needed in advance of preparation of Allocations LDD.

**Landscape Character Appraisal:** Comprehensive analysis of landscape character of Suffolk currently being undertaken. Likely to inform the preparation of policies to be contained within the Core Strategy LDD. May also be the subject of (possibly joint) Supplementary Planning Document in due course but this is not currently timetabled as remains uncertain.

**Open Space and Recreation Survey:** PPG17 advises local planning authorities to undertake robust assessments of open space, sports and recreational facilities and needs in their area. Although some information is available this falls short of the PPG requirements and a more comprehensive analysis is likely to be needed in advance of preparation of the Core Strategy LDD. Updated Supplementary Planning Document may follow in due course although this is not timetabled at present.

**Ecological/Biodiversity/Wildlife Survey:** Considerable amount of data held by the Suffolk Biodiversity Records Office and in site-specific survey information conducted for the Local Plan or for the consideration of planning applications. A more systematic analysis of the information may be needed to inform preparation of the Core Strategy LDD.

It should be noted that the above is not a comprehensive list of areas where further work on the evidence base will be needed in the foreseeable future. Certain parts of the evidence are the primary responsibility of other organisations such as The Environment Agency regarding flooding and Suffolk County Council regarding Transport. Also monitoring or revisions to government policy may reveal other areas where further work is necessary.

Please refer to the attached table (at Appendix 5A) for an update on the above. A comprehensive review of the evidence base for the LDF was carried out in early 2007 and the table reflects the latest position. In particular, the Council has progressed plans with neighbouring local authorities and other partners / partnerships (such as Haven Gateway Partnership) to work together wherever this is possible and mutually beneficial.