

Oxford City Council

Local Development Scheme
2006 - 2009



OXFORD CITY COUNCIL LOCAL DEVELOPMENT SCHEME 2006 - 2009

Foreword

The Local Development Scheme (LDS) explains how, and when, Oxford City Council will produce in its Local Development Framework (LDF). Under the Planning & Compulsory Purchase Act 2004, LDFs will replace the current development plans and will contain the detailed policies and proposals to guide development in Oxford. This LDS is critical to the successful project management of Oxford's LDF, and sets out the work programme and resources required for the preparation of policies and proposals.

This is the second LDS to be produced; which carries forward the production of policy documents, and progresses the timetable. It also revises some of what was set out in the first LDS.

The timetable for the production of the various documents that will make up the LDF is very challenging. It is envisaged that the Statement of Community Involvement (SCI) will be adopted in September 2006; and the first suite of policy documents (including the Core Strategy and Oxford's West End Area Action Plan) will be adopted in Autumn / Winter 2008/9.

The documents that comprise the LDF will contain policies and proposals to guide development within Oxford and will eventually replace those contained in the Oxford Local Plan 2001-2016, adopted November 2005.

The LDS covers the preparation of the following documents:

1. Statement of Community Involvement (SCI)
2. Development Plan Documents (DPD)
 - Core Strategy
 - Oxford's West End Area Action Plan
 - Site Allocations
 - Transport and Accessibility
3. Supplementary Planning Documents (SPD)
 - Affordable Housing
 - Natural Resource Impact Analysis (NRIA)
 - Planning Obligations
 - Parking Standards, Transport Assessments & Travel Plans
 - Balance of Dwellings
 - Telecommunications
4. Annual Monitoring Report

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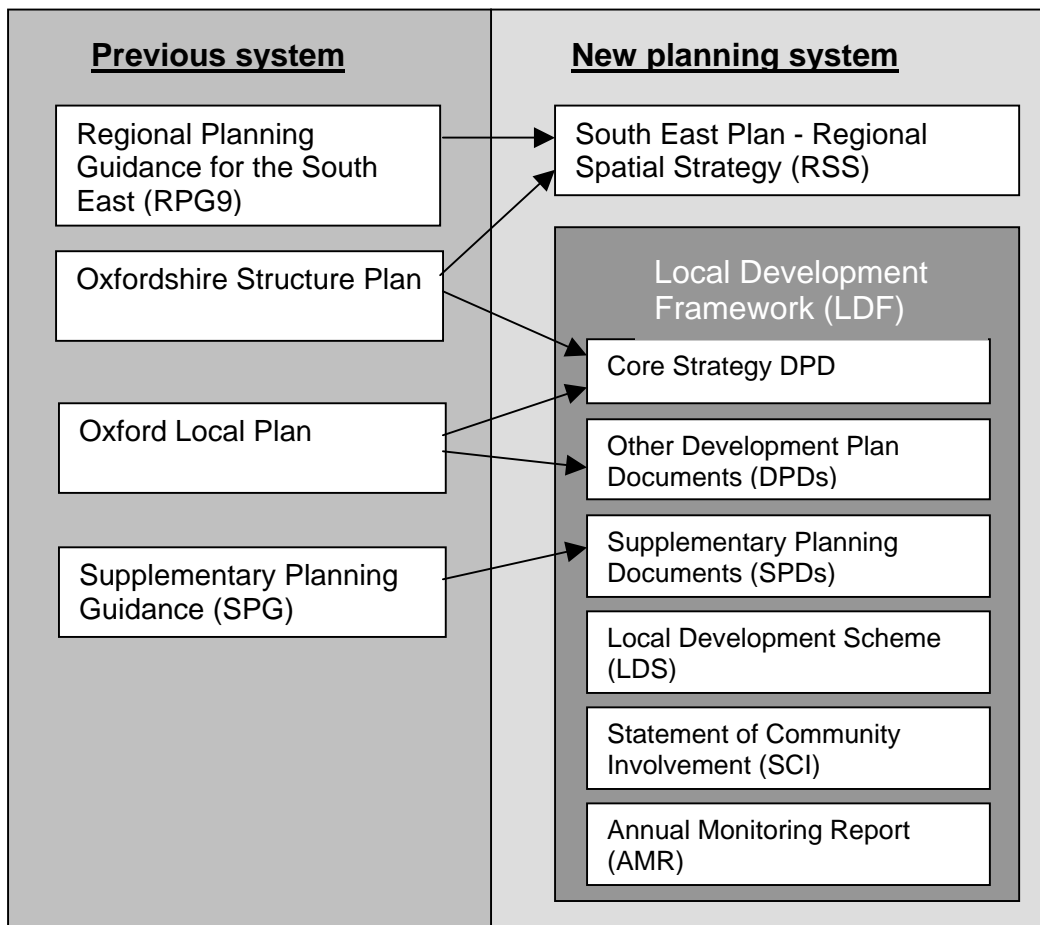
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1. Introduction

- 1.1 The Planning & Compulsory Purchase Act 2004 (P&CP Act) was enacted in May 2004 and came into force on 28th September 2004. The Act introduced a number of new terms and acronyms, which have led to the understanding of the subject to be quite difficult, even for the planning professional. A Glossary is attached to this document that is intended to be a simple explanation of the terms and abbreviations used.
- 1.2 The P&CP Act effects a number of changes to the Development Plan system. Under the former planning system the statutory Development Plan for Oxford consisted of the Oxfordshire Structure Plan (prepared by Oxfordshire County Council) and the Oxford Local Plan (prepared by the City Council). Under the new planning system the statutory Development Plan will consist of the South East Plan (RSS) (to be prepared by SEERA / GOSE) and the Development Plan Documents (to be produced by the City Council). Figure 1 illustrates the differences between the systems and indicates which of the new style documents will cover the issues traditionally addressed by the old style documents.

Figure 1: Changes in the planning system



- 1.3 Under the P&CP Act (section 38(6)) the statutory Development Plan continues to be the starting point in the consideration of planning applications for the development or use of land unless material considerations indicate otherwise. The Development Plan therefore provides the essential framework for planning decisions.
- 1.4 A Local Development Scheme (LDS) is a three year project plan for preparing Local Development Documents (LDD), and provides the starting point for the local community to find out what a Local Authority's current planning policies are for the area. The LDS will be reviewed as it becomes necessary. It will be updated and submitted to the Secretary of State on an annual basis to reflect any outcomes of the Annual Monitoring Report. The LDS will be published on the City Council's website (www.oxford.gov.uk/ldf).
- 1.5 The three-year programme includes 'consultation milestones' to inform the public about opportunities to get involved with the plan making process and to let them know the likely dates for involvement.
- 1.6 The LDDs will set out the spatial strategy for Oxford, and comprise Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). DPDs are documents that form part of the statutory development plan. SPDs are non-statutory documents that supplement the policies and proposals in DPDs. Appendix 1 contains a schedule of the LDDs to be produced during the period 2006 – 2009. The 'file', which contains all the LDDs, is called the Local Development Framework (LDF).
- 1.7 DPDs, along with the Regional Spatial Strategy (RSS) will comprise the statutory development plan, which is the basis upon which all planning decisions will be made. DPDs will progressively replace the policies contained in the Oxford Local Plan 2001-2016; adopted November 2005. The policies of the Local Plan are and 'saved' until they are replaced by policies contained in DPDs. The Oxfordshire Structure Plan 2016 will be replaced by policies in both the RSS and the Core Strategy DPD.
- 1.8 This LDS has been submitted to the Secretary of State, via the Government Office for the South East (GOSE), for approval. GOSE has considered our LDS, having regard to:
- Whether any of the proposed SPDs ought to be prepared as DPDs because they ought to be subject to independent examination;
 - Whether the time scales for the preparation of the proposed LDDs are realistic; and
 - Whether our proposed information base is sufficiently comprehensive to underpin our proposed DPDs.
- 1.9 Stakeholder and community engagement is a fundamental requirement of the planning system. The City Council has therefore alerted various consultation bodies to our timetable in advance of submission of the LDS

to the Secretary of State, to give them advance notice of future consultations on the Local Development Documents. We have also consulted the Planning Inspectorate (PINS) on the timetable of Development Plan Document production and have started the process of drawing up a service level agreement with them.

1.10 The City Council is committed to the programme set out in the LDS because of the benefits that an up to date and effective development plan and supplementary policies can have, including:

- community commitment to the future of an area;
- providing a means for co-ordinating the activities of different departments, agencies and organisations;
- providing a sense of on-the-ground realism and certainty to the objectives and requirements of Regional Spatial Strategy (RSS);
- providing a robust evidence base to provide a strong and credible basis for future engagements in the RSS preparation process;
- the role of plans in promoting regeneration and investment, by creating certainty and commitment to change and improvement;
- the need for a clear audit trail to link bids for public funds to a coherent and soundly based strategy for an area;
- providing a strongly justified basis for successful negotiations over development proposals and for developer contributions.

1.11 Oxford City Council will review and roll forward the LDS on an annual basis as a result of the findings of the Annual Monitoring Report (AMR).

1.12 This LDS specifies:

- the Local Development Documents (LDDs) to be prepared over a three year period;
- which of these documents will have Development Plan status as Development Plan Documents (DPDs);
- which of these documents will provide additional guidance to adopted policies in the form of Supplementary Planning Documents (SPDs);
- the timetable and resources for the production of the LDDs;
- how the documents interrelate; and
- how the AMR and subsequent review of the LDS will take place.

1.13 The LDS will therefore:

- provide the City Council's public statement of documents that will be prepared to guide development at the local level;
- enable the City Council to prioritise and plan resources for the preparation of LDDs; and
- provide a timetable for the preparation and review of LDDs.

2. Resources and Management Arrangements

- 2.1 The resource and management arrangements for each Local Development Document are set out within each 'LDD Profile' attached at Appendix 2. The broad management arrangements for preparation of the LDDs are set out in Figure 2. Resources will be primarily from the Planning Policy team of the Planning Business Unit, but will involve other officers and external resources as necessary. In particular this is likely to include officers from the Strategy and Review Business Unit, Neighbourhood Renewal and the corporate GIS facility.

Figure 2: Management arrangements for LDD preparation



- 2.2 A Member Steering Group, consisting of four members from the various political parties has been established to oversee the LDF process. At officer level, reports will be presented at key stages to the Senior Management Board (SMB) to ensure the co-ordination of all the City Council's interests in the LDF preparation process. In addition a LDF project team has been set up including a core team of officers from the Planning Business Unit. This team will be expanded to include other City Council officers as appropriate. Consultants may be engaged on specific projects where there is a lack of capacity or expertise 'in house'.

3. Schedule of Local Development Documents

3.1 The City Council has considered carefully which Local Development Documents it should produce. This has been influenced by the adopted Oxford Local Plan 2001-2016 (OLP), the adopted Oxfordshire Structure Plan 2016 (SP), the spatial elements of the Community Strategy, advice from the Government Office for the South East (GOSE), guidance on preparing LDDs, and known priorities within the community.

3.2 Initially, the City Council will produce a Statement of Community Involvement (SCI) and the following DPDs:

- Core Strategy
- Oxford's West End Area Action Plan

3.3 Production will then start on the following DPDs:

- Transport and Accessibility
- Site Allocations

3.4 These documents will form part of the statutory Development Plan and will be subject to independent examination. A Proposals Map will also be prepared and will be updated as appropriate when each new DPD is adopted.

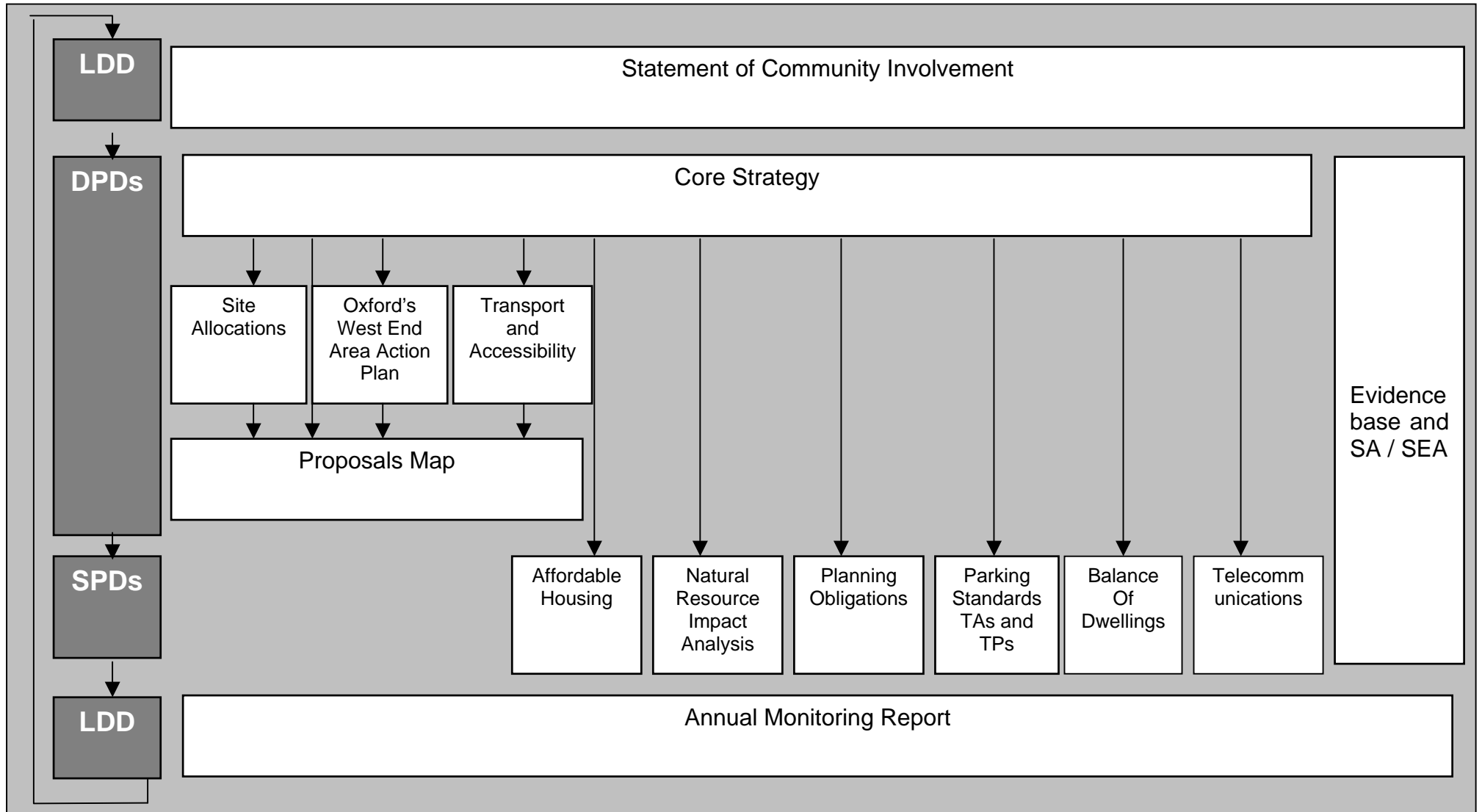
3.5 The City Council will also produce Supplementary Planning Documents (SPDs) covering:

- Affordable Housing
- Natural Resource Impact Analysis (NRIA)
- Planning Obligations
- Parking Standards, Transport Assessments and Travel Plans
- Balance of Dwellings
- Telecommunications

3.6 The relationships between Oxford's LDF documents are illustrated in Figure 3. A table detailing the schedule of the Local Development Documents that will be prepared is contained at Appendix 1. This schedule and the individual project profiles in Appendix 2 summarise each LDD by providing:

- a document reference and title
- a brief synopsis of its content
- details of the area to which it relates
- the status of the document
- the chain of conformity
- details of the resources required for production
- details of the management arrangements for production
- key milestones in preparation
- the approach to involving key stakeholders and the community.

Figure 3: Relationships between Oxford's LDF documents



4. Relationship with existing Planning Policy documents

- 4.1 The existing strategic and local planning policy framework comprises:
- Oxford Local Plan 2001-2016, November 2005
 - Oxfordshire Structure Plan 2016, October 2005
 - Various publications providing supplementary planning guidance.
- 4.2 Once adopted, the various Development Plan Documents will provide the new planning policy framework for Oxford. Until that time, existing Local Plan policies will be 'saved'.
- 4.3 The transitional arrangements to the new planning system allow for development plans initiated under the old system, but adopted after the commencement of the P&CP Act, to be 'saved' from the date of their adoption. The Oxford Local Plan 2001-2016 (OLP) and Oxfordshire Structure Plan 2016 (SP) have been saved.
- 4.4 The schedule in Appendix 3 also identifies the Development Plan Document that will replace each of the saved policies. Some of the 'saved' policies will need to be saved beyond this three-year work programme, i.e. beyond March 2009, until they are replaced by DPDs programmed in future Local Development Schemes.
- 4.5 The City Council currently has adopted Supplementary Planning Guidance (SPG), which support policies and proposals in the adopted Local Plan. Appendix 4 identifies how existing SPGs are linked to 'saved' policies in the adopted Oxford Local Plan 2001-2016. Such SPGs will, under the transitional arrangements, be a material consideration while the policies and proposals remain saved.

5. Background Evidence

- 5.1 LDDs will be prepared using information from a wide range of sources both from within the City Council and from external partners. It is recognised that the list below cannot be exhaustive and therefore each LDD will include an annex outlining the main sources of information used in its preparation. As set out in the Monitoring and Review section, the Annual Monitoring Report will include an assessment of whether there is any new technical information which requires review of individual LDDs.
- 5.2 The background technical studies and strategies that will be used in the first stage of preparing the LDDs will include:

Studies

Study / Survey	Date	Review
Oxfordshire Local Transport Plan 2001-2006 (LTP)	July 2000	Review begun May 2004 for 2006-2011 (LTP2)
Landscape Character Assessment	February 2002	No review proposed
Oxford's Community Strategy	2004	No Review Proposed
Oxfordshire Community Strategy	July 2004	Monitored Annually
Oxford Retail Needs Study (RNS)	February 2004	No review proposed
Oxford's Housing Requirements Study (HRS)	April 2004	No review proposed
Oxford's Housing Viability Study (HVS)	April 2004	No review proposed
Oxford's Housing Strategy	2001 – 2004	Draft 2003 – 2006
Oxford Guest House and Small Hotel Sector Study	July 2004	No review proposed
Economic Study of Oxford	October 2004	No review proposed
Oxford's Urban Potential	July 2005	No review proposed
Oxford's Local Cultural Strategy	April 2002	No review proposed
Oxford's West End Area Development Framework	March 2005	No review proposed
Tourism Strategy		No review proposed
Employment Land review	Proposed for March 2006	
Balance of Dwellings	Proposed for April 2006	
Waterways Strategy	Proposed 06/07	
Leisure Strategy	Currently Being drawn up.	

6. Interim Update Process

- 6.1 The main process of review and update for the LDS will be through the Annual Monitoring Report (AMR) (see Section 6). However, it is possible that there will be occasions when the need for urgent additional guidance arises prior to the Annual Review timetable. In such cases, the City Council will follow the procedures set out below:
- a) A project profile will be drafted that includes how the DPD links to the Core Strategy or SPD links to saved or new policies, setting out key milestones for production, and the resources for preparation.
 - b) The project profile will be sent to the Government Office for the South East (GOSE) with a request to agree an amendment to the LDS. At the same time, background work on evidence gathering and community engagement will begin.
 - c) An amendment to the service level agreement with the Planning Inspectorate to include the new document will be sought where appropriate.
 - d) Once agreed, the project profile will be published on the City Council's website as an amendment to the LDS. The new LDD will be fully incorporated in to the LDS at the time of the annual review and monitoring process.

7. Annual Monitoring Report

- 7.1 The Oxford LDS will be monitored on an annual basis from 1st April to 31st March, and be part of a wider Annual Monitoring Report. The AMR will be co-ordinated by the Planning Policy team in the Planning Business Unit. The first AMR was published in November 2005, covering the period 1st April 2004 to 31st March 2005.
- 7.2 The AMR will be submitted to the City Council's Executive Board in the Autumn of each year in order that it can be submitted to the Government Office for the South East (GOSE) by the end of December of each year, as required by the legislation. The AMR will be publicly available, and published on the City Council's website.
- 7.3 The Executive Board will also consider the need for any changes to the Local Development Scheme (LDS) as a result of the monitoring process.

Baseline Data

- 7.4 The AMR will also meet the monitoring requirements to be set by the Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) of each DPD. This will include the social, economic and environmental effects (including their impacts on the use of natural resources) of the policies, and compare them with the predicted impacts set in the SA / SEA.

Policy Monitoring

- 7.5 The AMR will also monitor:
- 'saved' policies to identify whether or not they are being implemented, and to identify actions to ensure implementation if appropriate (e.g. Appendix 5 lists potential SPDs not programmed in this LDS but which could be brought forward if a need is identified through the AMR);
 - whether the targets and indicators within the LDDs are being met, and will identify actions to overcome any areas where these are not being achieved;
 - what impact LDD policies are having on other national, regional, and local targets, for instance as set out in Oxford's Community Strategy;
 - action to be taken if policies need to be replaced – linking in with the LDS review and update; and
 - specifically on housing, the AMR will include the number of dwellings built during the monitoring period and since the relevant policies were adopted, and a trajectory of future housing supply against strategic / regional housing requirements.

LDS Monitoring

- 7.6 In relation to the LDS the following factors will be assessed in each annual review:

- progress against specific 'milestones' for individual LDDs;
- progress against the work schedule set out in the LDS (Appendix 7) shows a Gantt chart of the LDS work schedule);
- reasons for any mismatch and proposed actions;
- any unforeseen circumstances that may have occurred;
- any new technical information that warrants changes or review;
- any other reviews, e.g. any review to the Community Strategy that might take place; and
- update on saved and superseded policies.

7.7 In addition, it will provide:

- an up-to-date list of relevant background studies and documents; and
- information as to the status of plans and policies prepared under the previous system of development plans.

LDS progress and proposed amendments.

7.8 Annual Monitoring Report period 2004/05:

The AMR reporting on the period 2004/05 showed that the appropriate LDS milestones were met. Only one document was produced during that period, the Oxford Local Plan 2001 – 2016. All the target dates and milestones set for the Local Plan were met in this period.

7.9 Statement of Community Involvement and Oxford's West End AAP:

The programmes for the Statement of Community Involvement and Oxford's West End Area Action Plan have been slightly amended from those set out in the first LDS. At the time of writing the first LDS, the City Council's committee timetable had not been produced for the period commencing April 2006. This was highlighted as a potential risk in the first LDS. That timetable has now been published and as such the date for adoption of the SCI has had to be put back by one month in order that it can be approved by the October Council meeting. Similarly the milestone for commencement for consultation of Preferred Options document for the West End AAP has had to be moved back one month. This change is being made in order to allow time for any amendments and printing after Council has considered the document on the 26th June.

7.10 Core Strategy DPD:

Having reviewed the Core Strategy timetable in light of the experience of other local planning authorities with the new system, it is felt that the timetable set out in the original LDS was not sufficiently 'front loaded', i.e. that more time is required for full community involvement, development of the evidence base and the appraisal of alternative options before publication of preferred options. A slight adjustment to the second key milestone is therefore proposed. However, there is considered to be adequate flexibility later in the timetable to recover this time and no changes are therefore proposed to the date of submission, examination or adoption milestones.

7.11 Transport DPD:

The Transport and Accessibility DPD is proposed to be put back a year for the following reasons. To the City Council's disappointment the emerging Oxfordshire Local Transport Plan 2006-2011 has not brought forward any significant new transport proposals for Oxford, and therefore the need to undertake an early review of transport policy in the City is not considered as much of a priority as it was a year ago. It would be premature to start work on this DPD until further progress has been made on the Core Strategy DPD and the West End Area Action Plan, both of which will have significant transport implications and will set the context within which decisions can be made about future transport policies and proposals. It would also be helpful to produce the Transport DPD in parallel with the Site Allocations DPD in order to integrate transport and land-use decision-making as effectively as possible, and to ensure the efficient use of resources in terms of community engagement and statutory procedures.

7.12 Additional SPDs

Balance of Dwellings SPD:

Concern has recently been expressed at the number of planning permissions for conversions, redevelopment and new residential development in Oxford. This has an impact both on the existing dwelling stock, and the size and type of new residential accommodation provided. An SPD will be produced to provide additional guidance and advice on Policy HS.8 of the adopted Local Plan to maintain and strengthen sustainable communities in Oxford through ensuring an appropriate mix of dwelling types to promote social inclusion. The provision of housing should reflect the needs of the whole community and that there should be no policy barrier against any size, tenure or specialist occupation of a dwelling in any locality. A balance of dwellings study has been commissioned and will feed into the production of this SPD.

Telecomms SPD:

It is anticipated that there will, in the next few years, be a significant number of applications for planning permission or prior approval of new telecommunications installations, given the continuing rollout of the third generation mobile telephone network. There is considerable local public sensitivity to these types of developments, including in relation to health issues. This will result in a more pressing need than previously anticipated for more detailed advice and guidance to support Policy CP.24 in the OLP.

7.13 Annual Monitoring Report 2005/06:

Monitoring and review of progress against the LDS programme and milestones will continue through the AMR. The LDS will be reviewed and amended as appropriate in the light of the AMR findings or other changes in circumstances.

8. Risk Analysis

- 8.1 There are a number of factors that may cause risk to the local development framework, through for example lack of internal and external resources causing slippage in timetables and delays in adoption. These risks are set out below along with some actions for alleviating the risk:

Challenging Timetables – High Risk

- 8.2 The Government has set challenging timetables to prepare the first tranche of Development Plan Documents. All LDDs will be carefully project managed to maximise the opportunities of meeting the timescales set out in this document. However uncertainties will remain throughout the process regarding, for instance, the number of representations likely to be received and consequently the amount of time needed to deal with them, the length of time of Examinations, and the availability of resources of external agencies.

Resources of External Agencies – High Risk

- 8.3 Preparation of the LDDs will require considerable input from other organisations, many of which will also be involved with other local authority LDDs. If these organisations do not have sufficient resources to meet the likely workload, this may result in delays to the timetable.
- 8.4 In order to minimise this risk, the City Council will seek to consult with such organisations as early as possible, and to share the LDS with such groups where they can be identified.

Other Guidance – Medium / High Risk

- 8.5 Regional Planning Guidance for the South East (RPG9) is currently being reviewed, but the timetable does not fit comfortably with the first documents being proposed in this LDS. LDDs will have to be prepared initially in accordance with existing approved strategic guidance and have regard to the emerging South East Plan (RSS) as appropriate.
- 8.6 Similarly, it is likely that there may be new national planning guidance, in the form of Planning Policy Statements (PPS) or Circulars for example, issued during the preparation of documents. These will have to be taken into account at the next appropriate stage in the preparation or review of the LDD.

Legislative / Government delays – Medium / High Risk

- 8.7 Throughout the process the input of GOSE and the Planning Inspectorate (PINS) is required. The availability of resources within these agencies will affect our ability to meet the timetables set out in this document, particularly as many local authorities are likely to have similar timescales for preparing their first LDDs.

- 8.8 The City Council will ensure that it has early and ongoing dialogue with GOSE and the Planning Inspectorate (PINS) to minimise this risk.
- 8.9 City Council officers will continue to work closely with the portfolio holder and the Member Steering Group (that involves the shadow portfolio holders of the opposition parties) on the preparation of the LDF.

Timings of Committee Meetings – Medium Risk

- 8.10 At various stages through the production process of a DPD it will be necessary to take the draft document through the committee process of the City Council. On occasions, it will be necessary to report to Scrutiny Committee, Executive Board and full Council. This requirement will inevitably add time to the process and this has been taken into account in the timeframes outlined in Appendix 2. However the timetable of committee meetings has not been prepared for the whole period to 2009 and so the timing of these meetings have been estimated. This leaves an element of uncertainty in the timeframes. Where appropriate special committee meetings will be called in order to facilitate the production of DPDs.

Changes in priorities caused by the RSS – Medium Risk

- 8.11 As work will begin on the LDF documents before the South East Plan (RSS) has been approved, it is possible that new issues and priorities will arise through the preparation of the South East Plan that will impact upon the programme set out in the LDS. For example the RSS may indicate that the production of a joint DPD with an adjacent Local Authority for an urban extension to Oxford may become necessary and a priority. A delay in the production of the South East Plan may result in a need to delay the production of the Core Strategy. Continuous monitoring of the LDS and keeping up to date with the progress of the South East Plan will ensure that any changes in priorities or likely delays are spotted as early as possible and that amendments can be made to the programme in response.

Staffing – Medium/Low Risk

- 8.12 In addition to the staff in the Planning Policy team who will form the core of the LDF team, other officers in the Planning Business Unit will also be heavily involved in preparation of the LDDs identified in this scheme. One officer will lead on each DPD with an identified support officer. It is anticipated that the risk of staff turnover within the team will be low, but that this process will ensure that the loss of one member of staff will limit any loss of knowledge of the process and project status. This structure will also ensure that there are adequate staff resources available to progress each LDD.

- 8.13 Nationally, there are difficulties with recruiting experienced planning staff and this may become an issue should additional / replacement staff be required.

Resources – Medium Risk

- 8.14 The ODPM has indicated that Planning Delivery Grant will shortly be coming to an end. In recent years the level of funding received from PDG has been invested into various resources, such as staffing, studies, and commissioning consultants, which have helped with the production of policy documents. It will therefore be important to source other funding to supplement existing budgets. Additional funding may be available for example through the increase in planning applications fees.

Soundness / Legal Challenge – Low Risk

- 8.15 The City Council will ensure that all DPDs are “sound” and founded on a robust evidence base and well-audited stakeholder and community engagement systems in order to minimise the risk of legal challenge. The City Council will work closely with GOSE and PINS at all stages to ensure that the test of “soundness” is met.

Glossary

The enactment of the Planning & Compulsory Purchase Act 2004 has resulted in a number of new terms and acronyms which has led to the understanding of the subject to be quite difficult, even for the planning professional. This glossary is intended to be a simple explanation of the terms and the abbreviations used within the rest of this document.

- AMR** **Annual Monitoring Report:** This document will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being achieved. This report will be prepared annually and will form part of the LDF.
- CS** **Community Strategy:** A strategy produced by public, private and community stakeholders and led by the Local Strategic Partnership.
- DPD** **Development Plan Document:** Statutory documents which form part of the LDF. These documents will replace the policies in the adopted Structure and Local Plans and together with the RSS will form the Development Plan for Oxford. DPDs are a type of LDD (see below) however, not all LDDs are statutory documents.
- GOSE** **Government Office for the South East:** Represents Central Government in the South East including the Office of the Deputy Prime Minister.
- HRIA** **Health and Radiation Impact Analysis:** A document to accompany applications for the installation of telecoms apparatus to provide information on the expected microwave or other radiation from the proposed equipment.
- LDD** **Local Development Document:** The documents which (taken as a whole) set out the City Council's policies relating to the development and use of land in Oxford.
- LDF** **Local Development Framework:** A non-statutory term used to describe the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports.
- LDS** **Local Development Scheme:** A project plan for the preparation of Local Development Documents.
- LDO** **Local Development Order:** An order prepared in compliance with amendments to be made to the Town and Country Planning (General Development Procedure) (England) Order 1995.

- LSP** **Local Strategic Partnership:** A group of significant stakeholders, including public, private and voluntary sectors, who produce the Community Strategy.
- NRIA** **Natural Resource Impact Analysis:** A document to accompany a planning application for large scale development outlining how the use of natural resources has been minimised in the project through energy efficiency, use of renewable energy, recycling and use of recycled materials.
- ODPM** **Office of the Deputy Prime Minister**
- OLP** **Oxford Local Plan 2001-2016: Adopted November 2005**
- P&CPAct** **Planning & Compulsory Purchase Act 2004**
- PDG** **Planning Delivery Grant**
- PEM** **Pre-examination Meeting:** To be held by the Inspector no later than two months in advance of the opening day of an examination to discuss the management of the examination.
- PGS** **Planning Gain Supplement:** A recommendation of the Barker review of Housing Supply that would allow landowner development gains to contribute to wider benefits for the community. Government consultation is currently taking place.
- PINS** **The Planning Inspectorate**
- PPG** **Planning Policy Guidance notes:** National planning policy produced by the Government under the previous planning system.
- PPS** **Planning Policy Statement:** National planning policy produced by the Government under the new planning regime. All planning policies at a regional, county and district level, and the determination of all planning applications, must comply with Planning Policy Statements.
- RPB** **Regional Planning Body:** The body that will produce the Regional Spatial Strategy. In the case of Oxford this is the South East England Regional Assembly (SEERA).
- RPG9** **Regional Planning Guidance note 9:** Regional Planning Guidance for the South East, March 2001.
- RSS** **Regional Spatial Strategy:** The type of planning policy produced at the regional level that forms part of the statutory development plan.
- SA** **Sustainability Appraisal:** The Planning and Compulsory Planning

Act 2004 requires Local Development Documents to be subject to a Sustainability Appraisal, which examines the impact of the policies and proposals on economic, social and environmental factors (including on natural resources).

- SCI** **Statement of Community Involvement:** This document sets out the local planning authority's policy for involving communities in the preparation and revision of local development documents and considering planning applications. This document forms part of the LDF.
- SEA** **Strategic Environmental Assessment:** Under European Union legislation, any plan which has a major impact on the environment, needs to be subject to a Strategic Environmental Assessment. This is an ongoing process intended to make the environment central to the decision making process, and to ensure that the process is transparent. It is intended to combine this process with that of the Sustainability Appraisal (SA).
- SEEDA** **South East England Economic Development Agency**
- SEERA** **South East England Regional Assembly:** The regional planning body (RPB) for South East England
- SEP** **South East Plan:** The Regional Spatial Strategy (RSS) for South East England
- SP** **Structure Plan:** Oxfordshire Structure Plan 2011, adopted October 2005
- SPD** **Supplementary Planning Documents:** A type of Local Development Document that supplements and elaborates on policies and proposals in Development Plan Documents (DPD). SPD does not form part of the statutory Development Plan.
- SPG** **Supplementary Planning Guidance:** Guidance documents to support specific policies in the Local Plan under the previous planning system, although they do not form part of the Development Plan itself.

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Appendix 1:

Schedule of Local Development Documents

OXFORD CITY COUNCIL
LOCAL DEVELOPMENT SCHEME

Document & LDD Status	Brief Description	Chain of Conformity	Milestones				
			Pre-production	Consultation on draft	Submission to SoS	Examination Period	Adoption
LDD100 Oxford Local Plan 2001 – 2016 Saved Plan	A statement of vision, policies and proposals for future development and land-use that: 1. enables the delivery of sustainable development objectives; 2. delivers the City Council’s Vision; 3. promotes positive measures to improve the local environment and meet the needs of local communities; 4. reflects the most current planning policy; 5. enables delivery of the housing allocation for the set period; 6. guides effective determination of planning applications.	<ul style="list-style-type: none"> ▪ Consistent with national planning policy and PPGs. ▪ In general conformity with RPG9. ▪ In general conformity with both the Oxfordshire Structure Plan 2011 and the emerging Oxfordshire Structure Plan 2016. ▪ Influenced by the emerging PPSs and South East Plan (RSS). 	N/A	N/A	N/A	N/A	Nov. 2005
LDD101 Statement of Community Involvement (SCI) LDD	The SCI will set out the policy for involving communities in LDD preparation and revision and in the planning application processes. This will be a document that: 1. establishes the process whereby stakeholders are effectively engaged in the land use planning process; 2. reflects the Government’s expectations regarding community engagement.	<ul style="list-style-type: none"> ▪ Consistent with the Town and County Planning (Local Development) (England) Regulations 2004. ▪ Influenced by the Community Strategy and other local consultation and communication strategies. 	April 2005	September 2005 (6 weeks)	February 2006	June 2006 (PEM to be held 2 months before, if required)	Oct. 2006

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Document & LDD Status	Brief Description	Chain of Conformity	Milestones				
			Pre-production	Consultation on preferred options & SA	Submission to SoS	Examination Period	Adoption
LDD102 Core Strategy DPD	A statement of vision and core policies and a spatial strategy that: 1. enables the delivery of sustainable development objectives; 2. reflects the most current planning policy; 3. enables delivery of the housing allocation for the set period; 4. guides the appropriate determination of planning applications; 5. sets out in a key diagram the broad spatial strategy for the area.	<ul style="list-style-type: none"> ▪ Consistent with national planning policy and PPSs. ▪ In general conformity with RPG9 and the emerging South East Plan (RSS). ▪ Influenced by the 'saved' Local and Structure Plans and the Community Strategy. ▪ All LDDs to be in conformity with Core Strategy. 	January 2006	January 2007 (6 weeks)	October 2007	March 2008 (PEM to be held 2 months before)	January 2009
LDD103 Proposals Map DPD	A document that: 1. expresses geographically the adopted development plan policies; 2. will be revised as each DPD is adopted.	<ul style="list-style-type: none"> ▪ In conformity with the Core Strategy and all other DPDs. ▪ The Proposals Map is a direct derivative of other DPDs and will be amended with each DPD as appropriate when they are adopted. 	N/A	Will be updated with each DPD	Will be updated with each DPD	Will be updated with each DPD	Will be updated with each DPD
LDD104 Annual Monitoring Report (AMR) LDD	An annual report to: 1. establish baseline data for both policy monitoring and SA / SEA purposes; 2. establish the range of indicators that will be needed to monitor policies; 3. assess the extent to which policy aims in Local Development Documents are being achieved; 4. assess the implementation of the Local Development Scheme; 5. note if any adjustments to the Local Development Scheme are considered necessary since it was published.	<ul style="list-style-type: none"> ▪ In conformity with Regulation 48 of the Town and Country Planning (Local Development) (England) Regulations, 2004. ▪ Consistent with PPS12: Local Development Frameworks. 	N/A	N/A	December annually (starting December 2005)	N/A	N/A

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Document & LDD Status	Brief Description	Chain of Conformity	Milestones				
			Pre-production	Consultation on preferred options & SA	Submission to SoS	Examination Period	Adoption
LDD105 Site Allocations DPD	A document that: 1. sets the framework for realising, managing and implementing sites; 2. addresses the need to create sustainable communities with supporting infrastructure; 3. sets the framework to identify sites to meet the housing allocation; 4. promotes the appropriate mix and type of dwellings; 5. sets out Oxford's housing allocation (10 years supply – 5 years shown on the Proposals Map); 6. updates the Proposals Map.	<ul style="list-style-type: none"> ▪ Conformity with the Core Strategy (LDD101) and all other DPDs. ▪ Consistent with national planning policy; in particular PPG3 (and any review). ▪ In general conformity with RPG9 and the emerging South East Plan (RSS). ▪ Influenced by the 'saved' Local and Structure Plans, the Community Strategy, and the City Council's Housing Strategy. 	Sept. 2007	June 2008 (6 weeks)	April 2009	October 2009 (PEM to be held 2 months before)	Sept. 2010
LDD106 Oxford's West End Area Action Plan DPD	A document that: 1. identifies site specific proposals to stimulate regeneration of the western quarter of the city centre and deliver the policy framework set out in other DPDs, including those identified to meet Oxford's housing allocation; 2. identifies timing and delivery mechanisms for site specific proposals; 3. updates the Proposals Map.	<ul style="list-style-type: none"> ▪ Conformity with the emerging Core Strategy (LDD101) and all other DPDs. ▪ Consistent with national planning policy and PPSs. ▪ In general conformity with RPG9 and the emerging South East Plan (RSS). ▪ Conformity with 'saved' policies in the Local Plan. ▪ Influenced by the 'saved' Structure Plan and the Community Strategy. ▪ Reflects the Oxford West End Area Development Framework. 	Sept. 2005	July 2006 (6 weeks)	April 2007	October 2007 (PEM to be held 2 months before)	Sept. 2008

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Document & LDD Status	Brief Description	Chain of Conformity	Milestones				
			Pre-production	Consultation on preferred options & SA	Submission to SoS	Examination Period	Adoption
LDD107 Transport & Accessibility DPD	A document that: 1. provides the land use implementation of the Local Transport Plan; 2. provides policies for demand management and parking; 3. provides policies to promote other modes of transport as an alternative to the car, and to improve the transport network in support of the Core Strategy. 4. updates the Proposals Map.	<ul style="list-style-type: none"> ▪ Conformity with the Core Strategy (LDD101) and all other DPDs. ▪ Consistent with national planning policy; in particular PPG3, PPS6, PPG13. ▪ In general conformity with RPG9 and the RPG9 update on Transport. ▪ In general conformity with the emerging South East Plan (RSS). ▪ Influenced by the 'saved' Structure Plan, Local Transport Plan, and the Community Strategy. 	Sept. 2007	June 2008 (6 weeks)	April 2009	October 2009 (PEM to be held 2 months before)	Sept. 2010

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Supplementary Planning Documents							
Document & LDD Status	Brief Description	Chain of Conformity	Milestones				
			Pre-production	Consultation on draft SPD & SA report	Submission to SoS	Examination Period	Adoption
LDD201 Affordable Housing SPD	A document to: 1. support saved Policies HS.4,5,6 and 7 of the OLP and any subsequent policies in the LDF; 2. provide supplementary advice on the delivery of affordable housing through Section 106 Planning Obligations from both residential and commercial developments.	<ul style="list-style-type: none"> ▪ Conformity with 'saved' policies in the OLP. ▪ Consistent with national planning policy; in particular PPG3 (and any review). ▪ In general conformity with RPG9 and the emerging South East Plan (RSS). ▪ Influenced by the 'saved' Structure Plan, the Community Strategy and the City Council's Housing Strategy. 	July 2005	February 2006	N/A	N/A	July 2006
LDD202 Natural Resource Impact Analysis (NRIA) SPD	A document to: 1. support saved Policies CP. 15,16,17 and 18 of the OLP and any subsequent policies of the LDF; 2. provide guidance on the requirement for and content of an NRIA; 3. provide examples of good practice on how to minimise the use of natural resources, both in the construction and running of new developments.	<ul style="list-style-type: none"> ▪ Conformity with 'saved' policies in the OLP. ▪ Consistent with national planning policy; in particular PPS22, PPS1, PPS10 and PPS23 (and any reviews). ▪ In general conformity with RPG9 and the emerging South East Plan (RSS). ▪ Influenced by the 'saved' Structure Plan and the Community Strategy. 	July 2005	February 2006	N/A	N/A	July 2006

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Document & LDD Status	Brief Description	Chain of Conformity	Milestones				
			Pre-production	Consultation on draft SPD and SA report	Submission to SoS	Examination Period	Adoption
LDD203 Planning Obligations SPD	A document to: 1. support 'saved' OLP policies (to include CP.2) and any subsequent policies in the LDF; 2. deliver sustainable development in support of the Core Strategy.	<ul style="list-style-type: none"> ▪ Conformity with 'saved' policies in the OLP. ▪ Conformity with the emerging Core Strategy (LDD101) and all other DPDs. ▪ Consistent with national planning policy; in particular Circular 1/97 (and any review). ▪ In general conformity with RPG9 and the emerging South East Plan (RSS). ▪ Influenced by the 'saved' Structure Plan and Community Strategy. 	January 2006	October 2006	N/A	N/A	January 2007
LDD204 Parking Standards, Transport Assessments & Travel Plans SPD	A document to: 1. support 'saved' OLP policies TR.1,2,3,4 and TR.11,12,and 13; and any subsequent policies in the LDF; 2. set out car and cycle parking requirements with objectives that: <ul style="list-style-type: none"> • determine maximum level of parking in new developments; • encourage alternative modes of transport; • provide minimum standards of cycle parking provision. 3. set out guidance on the implementation of Transport Assessments and Travel Plans. 4. promote community safety and good urban design e.g. 'Home Zones'.	<ul style="list-style-type: none"> ▪ Conformity with the emerging Core Strategy (LDD101) and all other DPDs. ▪ Consistent with national planning policy; in particular PPG3, PPS6, PPG13 (and any reviews). ▪ In general conformity with RPG9 and the emerging South East Plan (RSS). ▪ Conformity with 'saved' policies in the OLP. ▪ Influenced by the 'saved' Structure Plan, Local Transport Plan and the Community Strategy. 	January 2006	October 2006	N/A	N/A	January 2007

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Document & LDD Status	Brief Description	Chain of Conformity	Milestones				
			Pre-production	Consultation on draft SPD and SA report	Submission to SoS	Examination Period	Adoption
LDD205 Balance of Dwellings SPD	A document to: 1. support saved Policies HS.4, 5, 6 and 8 of the OLP and any subsequent policies in the LDF; 2. provide supplementary advice on the delivery of a balanced and suitable distribution of dwelling types; both within the site and within each locality	<ul style="list-style-type: none"> ▪ Conformity with 'saved' policies in the OLP. ▪ Conformity with the emerging Core Strategy (LDD101) and all other DPDs. ▪ Consistent with national planning policy PPG3. ▪ In general conformity with the RPG9 and the emerging South East Plan (RSS) ▪ Influenced by the 'saved' structure plan. 	Sept 2006	April 2007	N/A	N/A	Sept 2007
LDD206 Telecommunications SPD	A document to: 1. provide supplementary advice on the type of information, and level of detail, which will be expected for submission alongside planning applications and applications for prior approval of telecommunications development; 2. set out guidance on the context of a Health and Radiation Impact Analysis (HRIA), to provide information on the expected microwave and other radiation from proposed telecommunications development.	<ul style="list-style-type: none"> ▪ Conformity with 'saved' policies in the OLP. ▪ Conformity with the emerging Core Strategy (LDD101) and all other DPDs. ▪ Consistent with national planning policy PPG8. ▪ In general conformity with the RPG9 and the emerging South East Plan (RSS) ▪ Influenced by the 'saved' structure plan. 	Sept 2006	April 2007	N/A	N/A	Sept 2007

Appendix 2:

**Profiles for the preparation of each
Local Development Document**

Ref: **LDD101**

LDD PROFILE

Document Title	Statement of Community Involvement (SCI)		
Lead Section	Planning Policy team (Planning Business Unit)		
Scope	City Wide	Status	LDD
Priority	High		
Synopsis	<p>The SCI will set out the policy for involving communities in LDD preparation and revision and the planning application processes. This will be a document that:</p> <ul style="list-style-type: none"> ▪ establishes the process whereby stakeholders are effectively engaged in the land use planning process; ▪ reflects the Government's expectations regarding community engagement. 		
Chain of Conformity	<ul style="list-style-type: none"> ▪ Consistent with the Town and County Planning (Local Development) (England) Regulations 2004. ▪ Influenced by the Community Strategy and other local consultation and communication strategies. 		
Timetable			
	Key Milestones	Timescale	
Evidence gathering and pre-production including early stakeholder and community engagement		April – July 2005	
Consultation and participation on draft SCI (6 weeks)		September – October 2005	
Consideration of representations on proposals and discussions with community and stakeholders.		October – December 2005	
Submission of SCI to Secretary of State		February 2006	
Public consultation on submission SCI (6 weeks)		February – May 2006	
Pre-examination meeting (if required)		April 2006	
Independent examination		June 2006	
Receipt of Inspector's Binding Report		July 2006	
Estimated date of adoption and publication		October 2006	
Management arrangements	Planning Business Unit Manager → Members Steering Group → Portfolio Holder → Executive Board → Council		
Resources	<ul style="list-style-type: none"> ▪ Internal: The Planning Policy team plus officers time and input from Planning Control and Conservation team and other internal officers as appropriate. ▪ Administrative and technical input. ▪ Budget for consultation, design and printing. ▪ External resources: ▪ Stakeholder: LSP to provide a key link to the community. ▪ Arrange meetings with people with particular concerns. 		
Approach to involving stakeholder and community	Wide stakeholder and community involvement.		

OXFORD CITY COUNCIL
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Statement of Community Involvement (LDD)

Key Stages and Milestones	Start	Finish	2005			2006			2006			2006													
			A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Commencement of preparation process	Apr-05		█																						
Pre-production including community engagement	Apr-05	Jul-05	█	█	█																				
Produce draft SCI	Jun-05	Jul-05		█	█																				
Committee process	Jul-05	Aug-05			█	█																			
Commencement of consultation on draft SCI	Sep-05					█																			
Consultation on draft SCI	Sep-05	Oct-05				█	█																		
Consideration of representations / redraft SCI	Oct-05	Dec-05				█	█	█																	
Committee process	Jan-06								█																
Submission of SCI to SoS	Feb-06									█	█														
Public consultation on SCI	Feb-06	May-06								█	█	█	█												
Pre-examination meeting	Apr-06											█													
Commencement of the examination	Jun-06													█											
Examination period	Jun-06													█											
Receipt of Inspector's Report	Jul-06														█										
Committee process	Aug-06	Sep-06														█	█								
Adoption and Publication	Oct-06																						█		

LDD PROFILE

Document Title	Core Strategy	
Lead Section	Planning Policy team (Planning Business Unit)	
Scope	City Wide	Status DPD
Priority	High	
Synopsis	<p>A statement of vision and core policies and a spatial strategy that:</p> <ol style="list-style-type: none"> 1. enables the delivery of sustainable development objectives; 2. reflects the most current planning policy; 3. enables delivery of the housing allocation for the set period; 4. guides effective determination of planning applications; 5. sets out in a key diagram the broad spatial strategy for the area; 6. updates the Proposals Map. 	
Chain of Conformity	<ul style="list-style-type: none"> ▪ Consistent with national planning policy and PPSs. ▪ In general conformity with RPG9 and the emerging South East Plan (RSS). ▪ Influenced by the 'saved' Local and Structure Plans, the Community Strategy. ▪ All LDDs to be in conformity with Core Strategy. 	
Timetable		
	Key Milestones	Timescale
Evidence gathering and pre-production including early stakeholder and community engagement.		January – June 2006
Consultation on Preferred Options Report and SA Report (6 weeks)		January – February 2007
Consideration of representations on proposals and discussions with community and stakeholders.		February 2007 – April 2007
Submission of DPD to Secretary of State		October 2007
Public consultation period on submission DPD (6 weeks)		October – November 2007
Pre-examination consideration of representations		November 2007 – February 2008
Pre-examination meeting		January 2008
Examination period		March – April 2008
Receipt of Inspector's Binding Report		October 2008
Estimated date of adoption and publication		January 2009
Management arrangements	<p>Planning Business Unit Manager → Members Steering Group → Portfolio Holder → Executive Board → Council</p>	
Resources	<ul style="list-style-type: none"> ▪ Internal: The Planning Policy team (excludes time devoted to other team core activities). ▪ Also internal administration and technical support. ▪ LDF budget to cover consultation, printing and design costs, examination costs. ▪ Other City Council officers and members time and input. ▪ External resources: Specific LDF budget allows for possible use of consultants for other aspects of preparation. ▪ Stakeholder Resources: LSP to provide link to the community. ▪ Representatives of stakeholder groups to attend meetings, contribute to preparation etc. ▪ Development Industry expertise. 	

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Approach to involving stakeholder and community	Wide stakeholder and community involvement using a range of consultation methods to be described in the emerging SCI that meet the minimum set out in the draft regulations.
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Core Strategy (DPD)

Key Stages and Milestones	Start	Finish	2006			2006			2007			2007			2008			2008			2009						
			J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J
Commencement of preparation process	Jan-06		█																								
Pre-production including community engagement	Jan-06	Jun-06	█	█	█	█																					
Prepare issues & options report and SA report	Jun-06	Oct-06				█	█	█	█																		
Committee process	Oct-06	Dec-06							█	█																	
Commencement of consultation on preferred options	Jan-07										█																
Consultation on preferred options and SA Report	Jan-07	Feb-07									█	█															
Consideration of representations	Jan-07	Apr-07									█	█	█														
Produce DPD	May-07	Aug-07											█	█	█												
Committee process	Sep-07														█												
Submission of DPD to SoS	Oct-07														█												
Public consultation on DPD	Oct-07	Nov-07													█	█											
Pre-examination consideration of representations	Nov-07	Feb-08														█	█	█									
Pre-examination Meeting	Jan-08																█										
Commencement of the examination	Mar-08																	█									
Examination period	Mar-08	Apr-08																█	█								
Awaiting Inspector's Report	May-08	Sep-08																	█	█	█	█					
Receipt of Inspectors Report	Oct-08																								█		
Committee process	Nov-08	Dec-08																								█	
Adoption and Publication	Jan-09																										█

LDD PROFILE

Document Title	Proposals Map		
Lead Section	Planning Policy team (Planning Business Unit)		
Scope	City Wide	Status	DPD
Priority	High		
Synopsis	A document to: <ol style="list-style-type: none"> 1. express geographically the adopted development plan policies; 2. be revised as each DPD is adopted. 		
Chain of Conformity	<ul style="list-style-type: none"> ▪ In conformity with the Core Strategy and all other DPDs. ▪ The Proposals Map is a direct derivative of all other DPDs and will be amended with each DPD as appropriate when they are adopted. 		
Timetable			
	Key Milestones	Timescale	
	Proposals Map of the Oxford Local Plan 2001-2016 to be saved on adoption	November 2005	
	Proposals Map to be updated as appropriate	On the adoption of each DPD	
Management arrangements and resources	The management and resource arrangements for updating the Proposals Map will be the same as that of the DPD of which it is a derivative.		

LDD PROFILE

Document Title	Annual Monitoring Report (AMR)		
Lead Section	Planning Policy team (Planning Business Unit)		
Scope	City Wide	Status	LDD
Priority	High		
Synopsis	<p>An annual report to:</p> <ol style="list-style-type: none"> 1. establish baseline data for both policy monitoring and SA / SEA purposes; 2. establish the range of indicators that will be needed to monitor policies; 3. assess the extent to which policy aims in Local Development Documents are being achieved; 4. assess the implementation of the Local Development Scheme; 5. note if any adjustments to the Local Development Scheme are considered necessary since it was published. 		
Chain of Conformity	<ul style="list-style-type: none"> ▪ Conformity with Regulation 48 of the Town and Country Planning (Local Development) (England) Regulations, 2004. ▪ Consistent with PPS12: Local Development Frameworks. 		
Timetable			
	Key Milestones		Timescale
Period covered			1st April – 31st March annually
Report to Executive Board / Council			November / December annually
Publish			December annually
Management arrangements	<p>Planning Business Unit Manager → Members Steering Group → Portfolio Holder → Executive Board → Council</p>		
Resources	<ul style="list-style-type: none"> ▪ Internal: The Planning Policy team plus other internal officers as appropriate. ▪ Internal administration and technical support. ▪ Budget for consultation, design and printing. ▪ Member's time and input. ▪ External: Data input from various external sources including County Council, University of Oxford, Oxford Brookes University, NHS Trusts. ▪ Stakeholder Resources: LSP to provide a key link to the community. 		
Approach to involving stakeholder and community	<p>Work with stakeholders to source further information and monitoring data to feed into the AMR.</p>		

LDD PROFILE

Document Title	Site Allocations	
Lead Section	Planning Policy team (Planning Business Unit)	
Scope	City Wide	Status DPD
Priority	High	
Synopsis	<p>A document that:</p> <ol style="list-style-type: none"> 1. sets the framework for realising, managing and implementing sites; 2. addresses the need to create sustainable communities with supporting infrastructure; 3. sets the framework to identify sites to meet the housing allocation; 4. promotes the appropriate mix and type of dwellings; 5. sets out Oxford's housing allocation (10 years supply – 5 years shown on the Proposals Map); 6. updates the Proposals Map. 	
Chain of Conformity	<ul style="list-style-type: none"> ▪ Conformity with Core Strategy (LDD101) and all other DPDs. ▪ Consistent with national policy; in particular PPG3 (and any review). ▪ In general conformity with RPG9 & emerging South East Plan (RSS). ▪ Influenced by the 'saved' Local and Structure Plans, the Community Strategy, and the City Council's Housing Strategy. 	
Timetable		
	Key Milestones	Timescale
Evidence gathering and pre-production including early stakeholder and community engagement.		September 2007 - January 2008
Consultation on Preferred Options Report and SA Report (6 weeks)		June – July 2008
Consideration of representations on proposals and discussions with community and stakeholders.		July – September 2008
Submission of DPD to Secretary of State		April 2009
Public consultation period on submission DPD (6 weeks)		April – May 2009
Pre-examination consideration of representations		May – September 2009
Pre-examination meeting		August 2009
Examination period		October - November 2009
Receipt of Inspector's Binding Report		June 2010
Estimated date of adoption and publication		September 2010
Management arrangements	Planning Business Unit Manager → Members Steering Group → Portfolio Holder → Executive Board → Council	
Resources	<ul style="list-style-type: none"> ▪ Internal: The Planning Policy team (excludes time devoted to other team core activities). ▪ Also internal administration and technical support. ▪ LDF budget to cover consultation, printing and design costs, examination costs. ▪ Other City Council officers and members time and input. ▪ External resources: Specific LDF budget allows for possible use of consultants for other aspects of preparation. ▪ Stakeholder Resources: LSP to provide link to the community. ▪ Representatives of stakeholder groups to attend meetings, contribute to preparation etc. ▪ Development Industry expertise. 	
Approach to involving stakeholder and community	Wide stakeholder and community involvement using a range of consultation methods to be described in the emerging SCI that meet at least the minimum standards in the regulations.	

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