

Local Development Scheme



A timetable for the production
of the local development framework



January 2007



Foreword

Welcome to Salisbury District Council's Local Development Scheme, which is the starting point of a new planning process that is intended to streamline the planning policy system.

The previous system of Regional Planning Guidance, Structure Plans and Local Plans is replaced with new legislation that provides regional guidance through a Regional Spatial Strategy and local policies through the Local Development Framework.

The Local Development Framework provides Salisbury District Council with the opportunity of setting out a clear, distinctive and realistic vision of how the area will change over the next twenty years. It will promote a proactive, positive and inclusive approach to managing development and delivering change.

The principle of sustainability that the current local plan was built upon is also central to the reformed planning system. Salisbury District Council seeks to promote development that will benefit communities and the local economy without compromising the environment for future generations.

A key objective of the new planning system is to strengthen community involvement and to engage people from the earliest stage onwards. This will help identify issues that in turn will allow the council to reduce potential conflict and promote better outcomes.

The Local Development Scheme is a public statement identifying which Local Development Documents will be produced, in what order and when. It will be the starting point for communities to find out about the council's plans for a particular place or issue.

Communities and interest groups can, therefore, use this document to find out what local planning policies affect their area and where and how they can become involved in the new planning process.

As we move from the planning stage to that of delivering our new planning vision, the next few years certainly promise to be some of our most stimulating and challenging!



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Introduction

1.0 INTRODUCTION

- 1.1. This Local Development Scheme (LDS) has been prepared to identify the key areas of policy review work to be undertaken by Salisbury District Council over the next few years. It details key stages in each policy review process (e.g. consultation periods, key decision making stages), and research exercises, as well as setting out linkages, that will be made with other strategies and programmes.
- 1.2. From the start of this document, Salisbury District Council would acknowledge that the new planning system introduces a considerable amount of new terminology. This LDS attempts to state the council's intentions in simple terms as a means to make the process more approachable. To aid understanding, a glossary of terms can be found at the back of the document to explain key terms and commonly used abbreviations. Furthermore, a summary leaflet is available on request or via the council's website.

The Role and Function of the Local Development Scheme (LDS)

- 1.3. The Local Development Scheme does not, in itself, make any policy changes, but rather sets out the work to be undertaken in reviewing existing policies and meeting the provisions of legislation.
- 1.4. The LDS is essential to the successful project management of the Local Development Framework (LDF). It is a public statement identifying which Local Development Documents (LDDs) will be produced, in what order, when and how. It will be the starting point for stakeholders and local people who want to find out about the plans and policies that the council is reviewing or proposing to introduce.
- 1.5. The key priorities of the Local Development Scheme are to provide:
 - a clear statement about the areas of planning policy that the council intends to either develop or review;
 - an outline of the aims of the identified policy work programme as a basis for stakeholders and the community to participate in the process;
 - a geographical applicability of the policy work distinguishing between those aspects that will be applied across the district and those that will may be related to specific locations;
 - a proposed timetable for the progression of each element of policy work, identifying key consultation and decision making stages; and
 - an assessment of the resources required for each element of work.
- 1.6. This LDS has been prepared in discussion with key stakeholders and approved by the Government Office for the South West (GOSW). The document details work the council intends to undertake in the period from 2007 to 2010. However, given that the aim of the new planning system is to create a rolling review process, the LDS will be regularly updated to reflect progress on existing work.

Structure and Content

2.0 THE STRUCTURE AND CONTENT OF SALISBURY DISTRICT COUNCIL'S LOCAL DEVELOPMENT FRAMEWORK

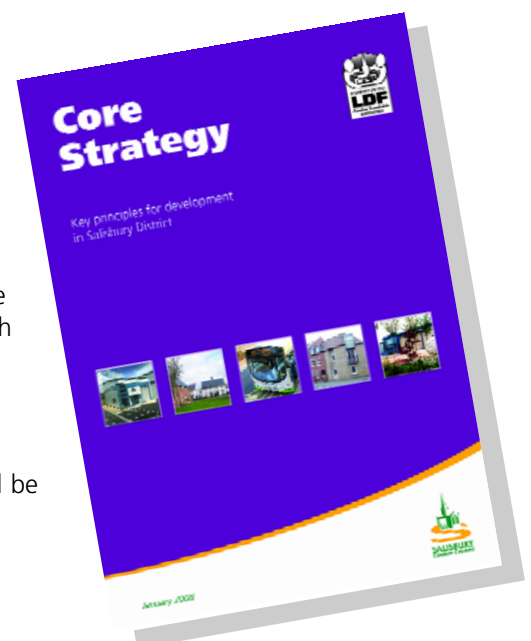
- 2.1 This section summarises the current thinking on how the council will organise its policies within the Local Development Framework (LDF) in order to focus on key themes and allow for a more responsive approach to the review of its policies in the longer term.
- 2.2 Planning Policy Statement 1: Delivering Sustainable Development sets out the fundamental principles, that are at the heart of the planning system. Its essence, as summarised in para. 5 of that guidance, is as follows:

Planning should facilitate and promote sustainable and inclusive patterns of urban and rural development by:

- ensuring that development supports existing communities and contributes to the creation of safe, sustainable, liveable and mixed communities with good access to jobs and key services for all members of the community;
 - making suitable land available for development in line with economic, social and environmental objectives to improve people's quality of life;
 - contributing to sustainable economic development;
 - protecting and enhancing the natural and historic environment, the quality and character of the countryside, and existing communities; and
 - ensuring high quality development through good and inclusive design, and the efficient use of resources.
- 2.3 Salisbury District Council will use these principles to underpin its policy framework. The diagram on the next page sets out a graphic representation of the components of the LDF, and the paragraphs below examine the broad scope of each of the elements.
- 2.4 Greater detail about the subject matter, timetabling, and resource requirements are set out in summaries in Appendix A.

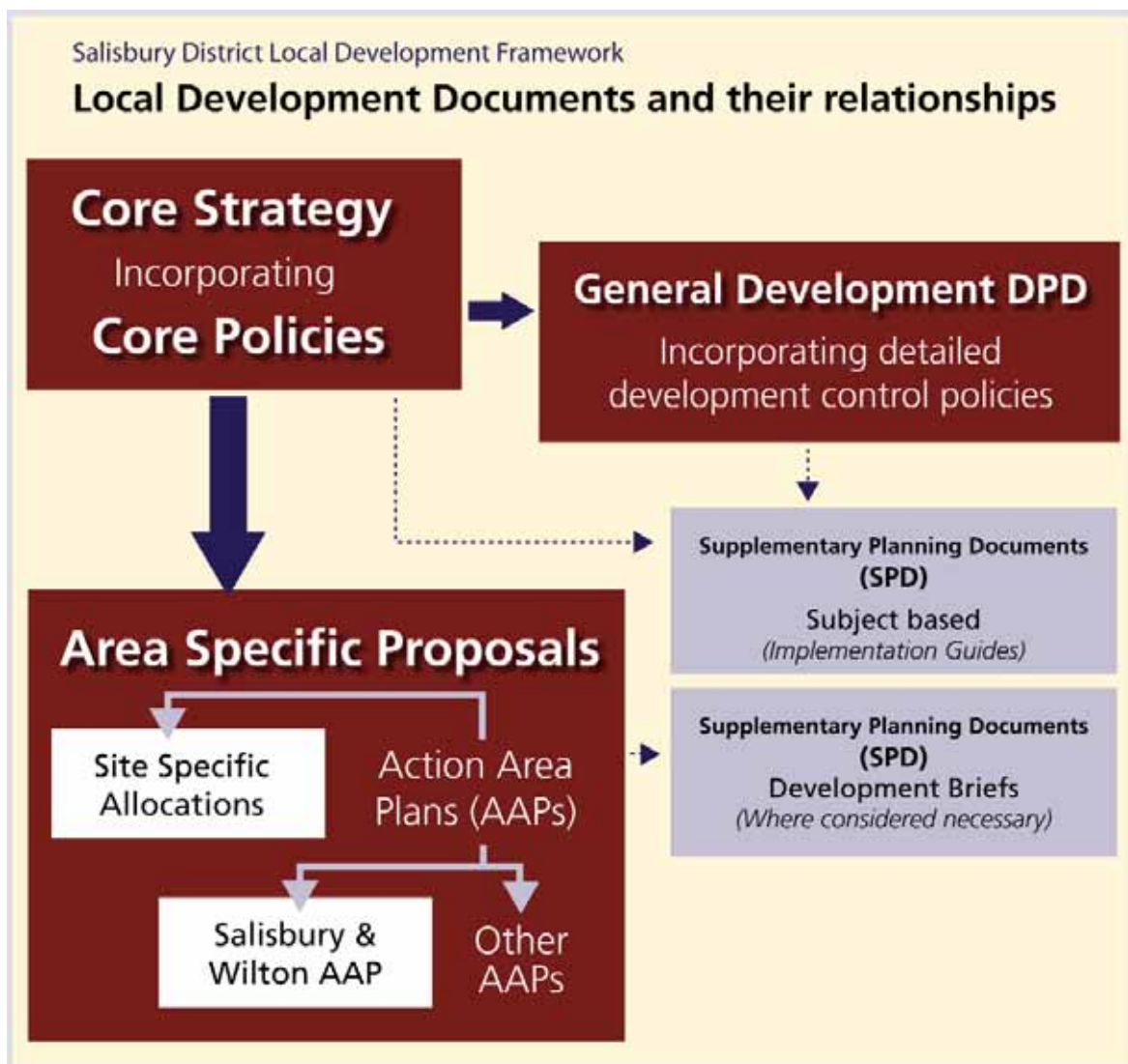
Core Strategy

- 2.5 The Core Strategy will set out the council's key principles for development in the district as a whole. Its foundation will be a wide spatial analysis of the district's characteristics, including settlement patterns, transport links, landscape quality, biodiversity, community facilities and the economy. It will take into account national and regional planning guidance, but will also be responsive to local objectives that are set out in the Community Strategy and the strategies of other organisations where they can be facilitated through the LDF.
- 2.6 Drawing on this analysis, the strategy will seek to balance the competing environmental, social and economic pressures in accommodating new development. The emphasis of the strategy will be to harness new development to address the needs of the district's component communities, consolidating and improving their roles and physical sense of place.
- 2.7 The position of the Core Strategy at the top of the policy framework diagram highlights its importance within the Local Development Framework.



Core Policies

- 2.8 The Core Policies will provide the main tools to deliver the Core Strategy. The policies will draw directly from the overarching spatial policies in the Core Strategy and provide a suite of criteria based policies aimed at encouraging appropriate forms of development and promoting the right balances of social, economic and environmental matters. A secondary suite of policies will provide development control policies addressing more detailed considerations which form part of the everyday consideration of planning applications, and will be contained in the General Development, Development Plan Document (DPD). The Core Policies will form an integral part of the Core Strategy, but will form a discreet section of it in order to allow an opportunity to modify policies without having to revisit the overall strategy.



Notes:

This diagram sets out how the council intends to structure its planning policies within the LDF system. The structure reflects requirements of the legislation as well as the key policy themes, which the council will aim to develop in the transition from Local Plans. It has also evolved in response to clear guidance provided by the Government Office for the South West (GOSW).

Readers should note that the LDF process is one of continuous review and so, as priorities and issues change, elements of the above might change, particularly in light of the Community Strategy. The structure above is provided to show a direction of travel for the process. Section 3 of this document sets out which elements will be prioritised in the 2007 – 2010 period.

The requirements set out in the Statement of Community Involvement (see section 2.13) will apply to the production of all elements identified in the diagram above.

All aspects which relate to a defined geographical area will be set out on the Proposals Map.

General Development DPD

2.9 The General Development DPD will set out detailed development control policies based around key themes. As such it reflects the strategic issues identified in the Core Strategy and sets out more detailed policies required to deliver its key themes and objectives. The following themes have been identified and these will form sections within the General Development DPD as follows:

The Natural Environment – policies aimed at the preservation and enhancement of the district’s natural environment and landscape assets.

The Economy – policies which will facilitate appropriate economic development across the district and respond to the needs of the business community.

Design & Conservation – policies aimed at preserving and improving the built environment of the district. The promotion of good design for the future will be as important as protecting the fine built heritage of the past.

General Development - for the purposes of Development Control this DPD will set out a number of general policies and considerations which relate to all types of development.



It should be emphasised that the content of the General Development DPD will be a limited suite of widely applicable, generic development control policies. As such they will comply with Government guidance as set out in PPS12. They will be used by the Council’s Development Control officers in determining planning applications.

While, for ease of use and understanding by Development Control officers and other stakeholders, the policies within the General Development DPD will be grouped and presented in the themes detailed in the table above, they will be limited in scope and all strategic planning issues will be set out in the Core Strategy, the Site Specific Allocations Development Plan Document or the planned Action Area Plans.

The council will bring forward each of these DPDs according to the priorities considered in the following section. Where appropriate, Supplementary Planning Documents will be prepared to provide more detailed information and requirements related to the implementation of policies and proposals.

2.10 The Proposals Map sets out exactly where policies, key constraints and land use proposals apply throughout the district. The Proposals Map represents a Development Plan Document in itself, therefore it will need to be reviewed in light of any changes to policies or proposals in any of the DPDs that are produced by the council.

Area Specific Proposals

2.11 These DPDs will be a broad grouping of individual documents that relate to defined geographical areas. Their content will be in conformity with policies and proposals in the Core Strategy Core policies and where appropriate the General Development DPD.

- a) **Site Specific Allocations** - This document will identify land to be allocated for specific purposes. In terms of geographical coverage, it will be district wide although it will exclude areas identified for more specific attention within Action Area Plans (see over). Land allocations may relate to any use types - housing, employment, open space, tourism, etc. The use of the land identified will be clearly defined in a policy, which will also set out any obligations that will be expected of a developer, occupant or owner of that land.
- b) **Action Area Plans (AAPs)** – These documents will contain policies and allocation proposals that are specific to defined areas. At the present time, one AAP is proposed to address Salisbury and Wilton. The primary roles of the AAP will be to manage growth and change in Salisbury whilst ensuring that the distinctiveness of the nearby town of Wilton is maintained and enhanced. Further AAPs are not ruled out for the future.

During the Salisbury Vision exercise, specific projects have arisen, in particularly the aspiration to relocate the major employment site at Churchfields Estate, which may have significant impacts on the adjacent town of Wilton. There are also major changes about to take place in Wilton, with the threat of closure of the main MOD UKLF HQ as well as the Wilton Carpet Factory, which have made it sensible to look at the issues and opportunities together in some detail. The strategic reasons for drawing the action area as proposed will be explained in the Core Strategy, with the Action Area Plan representing a development and implementation framework. However to clarify this LDS, the particular drivers for producing a single Salisbury and Wilton Action Area Plan include the following:

- To take a holistic look at the opportunities for economic growth in a constrained environment
- To acknowledge the interdependencies and special relationship forged by the geographical proximity of the settlements and to explore cause/effect scenarios.
- The need to ensure the separate locally distinctive character of Wilton is maintained, while seeking to capitalise on the opportunity presented by the vacated site at the UKLF HQ.
- To take in a wider geographic area to locate new residential development as required within the RSS, to support the enhancement of locally distinctive, sustainable patterns of growth.
- To best capitalise on the outcomes of the Salisbury Vision for the benefit of the wider area.
- To provide a framework which responds in a joined up manner to the concerns and aspirations of the local communities.

The timetabling of this Action Area Plan will run slightly behind that of the Core Strategy as the Inspector's conclusions on the latter are known prior the submission of the former, which will need to take account of this outcome.

Supplementary Planning Documents (SPDs)

2.12 The documents identified in previous sections are designed to be concise statements of principles, policies and proposals, rather than detailed issues of how each policy will be implemented. The district council intends to publish Supplementary Planning Documents (SPD) on a range of subjects in due course, to act as implementation guides addressing the practical requirements of policies. The following SPDs are proposed in the next 3-5 years:

- Delivering Sustainable Communities – an implementation guide for the Sustainable Communities policies in the Core Strategy;
- Planning Obligations;
- Creating Places – an update of the council's adopted Design Guide;
- Conservation Guidance – detailed historic environment notes and booklets;
- Ongoing adoption of Village Design Statements - in partnership with local communities.

Other Documents

2.13 The Statement of Community Involvement (SCI) is an essential part of the LDF. In simple terms, it sets out the methods the district council will use to encourage participation in preparing its Local Development Framework. The SCI was adopted in December 2006 and details the activities the council will undertake to engage local people and other key stakeholders in the plan making process. The early adoption of the SCI was seen as essential in promoting openness and equality in the policy making process.

2.14 An Annual Monitoring Report (AMR) will be prepared, which will aim to measure progress towards the key aims and objectives of the LDFs Core Strategy. This matter is considered further in section 5.

Supporting Statements for DPDs and SPDs

2.15 When each of the Local Development Documents are produced and published they will be supported by:

- a Statement of Conformity with the Regional Spatial Strategy (or until the RSS is adopted, the Wiltshire Structure Plan);
- a statement explaining the relationship of the Document to other LDDs and remaining saved elements of the adopted Salisbury District Local Plan (see section 5). The statement will also set out which LDDs or saved policies the new document replaces;
- an appropriate Sustainability Appraisal document - see section 5.12;
- a statement setting out how the Statement of Community Involvement has been followed in preparing the LDD;
- a list of background documents that are relevant to the subject matter and have been used to inform policy formulation and decision making. The council may publish some of these documents, but others may be published by government, statutory or local agencies.

Local Development Framework

Priorities

3.0 PRIORITIES FOR THE LOCAL DEVELOPMENT FRAMEWORK

- 3.1 Section 2 has set out what Salisbury District Council's Local Development Framework should evolve into when the current Local Plan is completely replaced. This process will take a number of years to complete. This section seeks to identify the elements of the LDF that will be brought forward during the period 2007-2011.
- 3.2 In scoping out the issues and approach to ongoing work on its Local Development Framework, the council has taken into account a wide range of influences from a local, regional and national level:
- the requirements set out by Government Office for the South West (GOSW);
 - delivery of the aspirations of other strategies and initiatives, most notably the priorities of the emerging Community Strategy;
 - the priorities identified in consultation with key stakeholders;
 - the need to put in place the main aspects of the Local Development Framework in line with the new legislation;
 - the ongoing maintenance of a sound evidence base to underpin its policies and proposals and the full incorporation of the requirements of Sustainability Appraisal (see section 5);
 - an evaluation of the policies in the Adopted Salisbury District Local Plan;
 - a broad scoping of what the Core Strategy will contain and an analysis of the Development Plan Documents (DPDs) that will be required to provide a suitable policy framework for the management and control of development in the district;
 - the emerging Regional Spatial Strategy (RSS);
 - awareness of the Planning Inspectorate's timescales for Public Examinations;
 - the potential capacity of the Forward Planning service, drawing in staff from other services and organisations where required, and the likely level of other resources that will be available.
- 3.3 All of these influences, particularly the input of GOSW, have had roles to play in determining how the council should approach its Local Development Framework. However, the key issue to be acknowledged is that the capacity of the organisation is limited and so competing demands have had to be prioritised in some way.
- 3.4 In determining the relative priorities in commencing work on its Local Development Framework, emphasis has been placed on the following factors:
- a) the regulatory framework that governs the preparation of Local Development Frameworks in order that the policy making process is efficient and puts in place policies that will have an acceptable lifespan (i.e. that account is taken of emerging strategies in establishing its work programme to ensure that policies do not become outdated before they are formally adopted);
 - b) the urgency in the need for new or amended policies and proposals to better address the social, economic and environmental needs of the district and its inhabitants;
 - c) the continuing soundness of policies in the existing Local Plan in light of changing national and regional guidance.
- 3.5 Based on these criteria, the table on the following pages sets out the Local Development Documents (LDDs) that have been identified as priorities for action. Further details of each proposed element are set out in Appendix A.

LDD Name	Commentary	To Commence
Statement of Community Involvement	<p>Consultation, participation and engagement are critical in the LDF system. Early adoption of the SCI is essential to inform the public and other key stakeholders of how they can contribute to shaping the council's policies and proposals.</p>	Adopted 12/2006
Core Strategy	<p>At the start of 2007 the Regional Spatial Strategy (RSS) will be sufficiently advanced to act as a basis for the formulation of a Core Strategy for the district. The RSS will almost certainly introduce significant new considerations, not least in respect of the role of Salisbury. The Core Strategy document will set out an overarching policy framework for the district as a whole, encapsulating the key policies, that the council will utilise to manage change in the district and improve the quality of life for local people.</p> <p>In terms of its priority, it is considered that it is essential for this key document to be put in place at the earliest opportunity in order that subsequent policy documents, covering certain subject matters in more detail, have a sound context.</p>	2006
General Development DPD	<p>This DPD will be commenced when the Core Strategy is advanced to the point where the need for more detailed policies and objectives are required. It may be the case that the Core Strategy is able to fully address these themes, in which case the required content of the DPD may be reviewed. Associated SPDs will be considered during the research stages of this DPD to aid implementation.</p> <p>This DPD will set out a suite of detailed development control policies, which will fill any implementation gap left by the Core Strategy. Key themes will include the economy, natural environment and design and conservation.</p>	2008
Proposals Map	<p>Reviews of the Proposals Map will be undertaken alongside each DPD to illustrate the geographic extent of new policies.</p>	In line with each DPD
Planning Obligations SPD	<p>This SPD will be progressed alongside the Core Strategy to provide detailed advice and guidance on the requirements and use of Planning Obligations required under policies within the LDF. The commencement will coincide with the preparation of the preferred options of the Core Strategy.</p>	2007

LDD Name	Commentary	To Commence
Delivering Sustainable Communities SPD	<p>This SPD will be progressed alongside the Core Strategy and its purpose will be to provide detailed advice and guidance on the implementation of the latter's policies. It will not set out strategic guidance, but will focus on practical and helpful advice on how to realise some of the more detailed requirements of the strategic vision. Examples would include the Core Strategy seeking the protection of rural facilities and the SPD setting out detailed tests to assess the viability of the last village shop or pub.</p>	2007
Site Specific Allocations DPD Salisbury and Wilton AAP	<p>When the Core Strategy has reached submission stage work will commence on the identification of new sites for housing employment and other land uses within the Salisbury and Wilton AAP and the Site Specific Allocations DPD.</p> <p>The earlier commencement of the Salisbury and Wilton AAP reflects the urgency in promoting delivery of the 'Vision for Salisbury' agenda, which has the potential to promote radical land use change in the city centre.</p>	2007
Creating Places SPD	<p>The council has already adopted its Design Guide 'Creating Places' as SPG. During the process of preparing its Design and Conservation DPD, it is considered prudent to review and update this document and adopt it as a SPD.</p>	2009
Conservation Guidance SPD	<p>The council has a range of advisory publications and leaflets, which are aimed at maintaining traditional features and techniques in the conservation of the historic environment. Some of these are adopted as SPG. During the process of preparing its Design and Conservation DPD, it is considered prudent to review and update these and adopt them collectively as a SPD.</p>	2009
Village Design Statement SPDs	<p>There are a number of VDSs being prepared by local communities in association with the council. In projecting current work forward, 2-3 per year are likely to seek adoption.</p> <p>While it is an aspiration to adopt these documents as SPD, it must be emphasised that this will not be pursued at the expense of diverting the Forward Planning resource away from the areas of greater priority as highlighted in this document, as it relates to national and regional policy coverage. The key documents of the LDF will come first.</p>	Ongoing

Additional Information

5.0 ADDITIONAL INFORMATION

TRANSITIONAL ARRANGEMENTS

5.1 Planning Policy Statement 12 Local Development Frameworks acknowledges that there will need to be an interim period as planning policy is transferred from Local Plans to LDFs. 'Transitional Arrangements' have been put in place, which include measures to save existing plans, or elements of plans, for a period of at least 3 years. These measures are designed to ensure that there remains continuity within the Development Plans system for the purposes of determining planning applications. Any such 'saved' policies will remain relevant for development control purposes in the district until:

- they are replaced within new LDDs, or by policies within the adopted Regional Spatial Strategy;
- they become redundant and are withdrawn by the council;
- they are approved for ongoing use by the Government Office at the end of the 'saved period'.

5.2 Appendix B sets out how the current local plan policies will be incorporated into the Local Development Framework's component documents. The process of evolving to the LDF system (with its emphasis on a more criteria based set of policies) will mean that some policies will be amalgamated with others and in some cases deleted altogether where they no longer have a role to play. Appendix B also identifies policies that would appear to fall within this category.

5.3 In order to make sense of this potentially confusing situation whereby existing local plan policies remain valid as the LDF evolves, the council will keep a fully up to date copy of all its adopted planning policies on its website and in paper format for inspection at its offices. It will also seek to establish, within the Statement of Community Involvement, a protocol to ensure that all interested parties are made aware when existing policies are no longer relevant, and when new ones are adopted, particularly for the purposes of determining planning applications.

JOINT WORKING

5.4 Whilst the council is the Local Planning Authority responsible for preparing the LDF, it will seek to undertake work in association with other authorities, agencies and organisations to ensure that there is greater coordination of effort to achieve similar goals.

5.5 At the present time there are no other LDDs where joint working with other Local Planning Authorities is envisaged. However, in the longer term, opportunities have already been identified for a joint LDD in respect of the Cranborne Chase and West Wiltshire Downs AONB (11 Authorities), cross boundary work with the New Forest National Park Authority, as well as a number of SPD exercises in respect of Waste Management, Biodiversity and Archaeological Heritage – all on a county wide basis. At this stage it has not been possible to indicate any detail or timescale for these exercises due, in part, to uncertainties about how the LDF system will operate in the transitional period.



5.6 One of the most obvious areas where joint working will continue is in the development of the Evidence Base. This is considered further in the following section. The Wiltshire Development Plans Group – bringing together policy teams across Wiltshire – meet on a regular basis and has provided a good platform for coordinated research studies. The most recent example of this is a Wiltshire wide study of Gypsy and Traveller Needs and the Strategic Flood Risk Assessment where a partnership has been formed with North Dorset, West Dorset, Christchurch and Bournemouth councils.

THE LDF EVIDENCE BASE

5.7 Policies and proposals within Local Development Frameworks must be based upon a sound and robust Evidence Base. The council will undertake a range of research exercises (unilaterally and in partnership with others) to underpin its proposals and Appendix C sets out a list of the key information studies that will be kept under review, and indicative timetables for future updates. The list indicates the importance of the various studies and the likely manner of their preparation and review.

5.8 In many cases, evidence within the strategies and plans of other key organisations will be used to formulate and justify policy proposals. The council will work with key stakeholder groups to ensure that their strategies and programmes are underpinned by sound and credible evidence. This is considered further in section 5.12 below.



SUSTAINABILITY APPRAISAL

5.9 Sustainability Appraisal is the means by which the European Union Directive for Strategic Environmental Assessment will be met by the LDF process. Sustainability Appraisal is a comprehensive means to overview the social, economic and environmental impacts of policies, in effect setting out the relative advantages and disadvantages of each course of action.

5.10 Throughout the process of drawing up policies and proposals, there will be a gradual build up of information so that a full range of issues are clear to see. The appraisal will be consulted upon alongside the policies and proposals that they relate to, and will be designed to give an appropriate level of detail for decision makers.

5.11 The table below sets out how the Sustainability Appraisal will be applied throughout the preparation of each DPD. SPD will require Sustainability Appraisal using a similar, but less complex, process.



DPD Production	Sustainability Appraisal Process
Early stakeholder & community involvement/evidence gathering	<p>Establish sustainability objectives, gather baseline information about the district and develop indicators to measure changes in the environment, define the context provided by existing plans and programmes.</p> <p>The output from this work will be a Scoping Report that sets a framework against which to consider all DPDs.</p>

DPD Production	Sustainability Appraisal Process
Issues & Options Consultation	Assessment of alternative strategies against sustainability objectives.
Preferred Option Consultation	Draft Environment Report (more detailed assessment of the preferred policies and proposals in the DPD against sustainability objectives).
DPD submitted to Secretary of State	Environment Report (amended Environment Report submitted with Draft DPD).
Examination and Adoption Process	Compliance with European and UK Regulations assessed as part of testing the soundness of the submitted DPD.

LINKAGE TO OTHER KEY STRATEGIES AND PLANS

- 5.12 The LDF is concerned with a greater subject area than just land use planning. LDFs are a mechanism to deliver a range of policies and strategies across a local authority area where they relate to the use of land. One of the most critical strategies that the LDF is charged with delivering is the Community Strategy.
- 5.13 In Salisbury district, the Community Strategy is prepared by the South Wiltshire Strategic Alliance (SWSA), which is made up of a range of public and voluntary sector organisations who deliver services in the south wiltshire area. The strategy's objectives and priorities are drawn together from the six Community Area Plans which are focused geographically around the 6 main centres of the district, namely Salisbury, Amesbury, Downton, Mere, Tisbury and Wilton. These were prepared in 2004/05. The Community Strategy focuses on the following key issues:
- crime and anti-social behaviour;
 - affordable housing;
 - access to services (including rural transport, shared services and better information); and
 - alliance employers leading by example (health, basic skills, sustainable organizations, diversity and social inclusion).
- 5.14 These aspects (particularly the first three) will be prioritised in the preparation of the Community Strategy and underpins the early progression of the Core Strategy and Sustainable Communities SPD.
- 5.15 The other key strategy that will inform the LDF is the Regional Spatial Strategy (RSS). This is currently being prepared by the South West Regional Assembly (SWRA) and will plan forward to the year 2026. This document will, when adopted in early 2008, provide a strategic context to which Salisbury District's LDF must acknowledge in its content.
- 5.16 In addition to these two key strategies, the following guidance, strategies and plans identify key objectives and proposals which the Local Development Framework will need to take into account. This list should not be considered exhaustive and the council will seek to ensure all appropriate information is taken into account during the preparation of each Local Development Document.

- | | |
|--|---|
| <ul style="list-style-type: none"> • National Planning Policy Guidance • Regional Spatial Strategy for the South West (where relevant) | <ul style="list-style-type: none"> • Wiltshire Structure Plan (in the Transitional Period) • Community Area Plans |
|--|---|

- LDFs of adjacent Local Authorities
- Local Transport Plan
- Mineral and Waste Local Plans/LDFs
- Economic Development Strategy
- Biodiversity Action Plans
- Contaminated Land Strategy
- Salisbury Vision
- Public Service Delivery Plans (Healthcare, Education, Social Services, etc)
- Tourism and Leisure Strategies
- Social inclusion
- Community Safety & Crime Strategy
- Air Quality Management Plan
- Environmental Management Plans (e.g. AONB and River Avon cSAC)
- Stonehenge World Heritage Site Management Plan
- Design & Built Heritage Policy/Guidance
- Licensing Policies

STAFFING AND RESOURCES TO DELIVER THE LDF

- 5.18 The Forward Planning Team will lead the production of the Local Development Framework. This team currently comprises 6 Planning Officers (1 part time), an Urban Design Advisor, a Graphic Designer and support from one administrative technician. In terms of skills, the team has been carefully assessing the needs of the new LDF system and has been developing its knowledge and expertise accordingly.
- 5.19 The workload set out in this LDS has been designed to reflect the staffing characteristics of the lead team. The programme set out in section 4 acknowledges that there will be peaks in workload, most notably from 2008 to mid 2009 when a number of DPD processes will coincide. The early acknowledgement of this fact has meant that the need for additional staff resources is being addressed well in advance.
- 5.20 In terms of wider resource availability, the profiles in Appendix A acknowledge that time and expertise has been secured from other units within the council, particularly Strategic Housing, Economic Development, Community Initiatives and Environmental Services. Other key individuals will be approached to research and develop policies and proposals as required. This approach acknowledges that the limited resources of the Forward Planning team are being supported on a corporate basis to underpin and advance the production of its LDF.
- 5.21 The council has had to acknowledge that it cannot seek to secure in-house expertise on the full range of topic areas which the LDF will be required to deliver and accordingly appropriate budgets have, and will continue to be, set aside to secure the services of external consultants. Appendix C sets out various Evidence Base projects where the services of specialist consultants will be secured and the council will, where appropriate, work with adjacent authorities to commission work which will have a wider strategic overview. An example of this, which is already in operation, is the significant financial contribution by the council (and other Wiltshire authorities) to the Wiltshire and Swindon Biological Records Office which will be invaluable in delivering baseline habitat and biodiversity data for the Sustainability Appraisal.
- 5.22 In terms of structures already put in place to assist in the production of the LDF, a broad corporate working forum was established during 2004, which was designed to draw in key departments into the LDF process. Whilst successful in coordinating activity to bring information together, the group is now in the process of evolving into an LDF Management Board. This new structure will involve elected members and officers to prioritise and oversee delivery the elements set out in this Local Development Scheme whilst providing political and technical oversight of the process. Specifically, it will aim to align the priorities of the council and external partners so that policy work is comprehensive. As and when work on individual DPDs commences, working groups will be established to ensure the focus is clear and that working practices can be fully aligned (i.e. skills, IT resources, etc.) to ensure that elements are progressed according to the project plan and are properly consulted upon.
- 5.23 Decision making within the LDF process will ultimately be down to elected members of the council. Full Council will undertake adoption of each DPD, and preceding stages will be agreed by the Cabinet following examination by Overview and Scrutiny Panels. The Cabinet will adopt SPD documents. In terms of additional member participation, the DPD profiles set out in Appendix A give an indication of other groups that will be called upon to assist in the formulation of policy approaches.

ANNUAL MONITORING REPORT

5.24 In order to help understand the successes and shortcomings of specific LDDs and their constituent policies, the council will prepare and publish an Annual Monitoring Report (AMR). This report will outline key indicators that will then be measured to establish progress made towards the principles set out in the Core Strategy. Clearly, where progress is not being made, it will be a function of the AMR to identify areas of policy or LDDs where review is needed, or where other stakeholders need to act to address a problem.

5.25 The indicators used will vary according to the relevant Core Strategy principles and policies that are contained within LDDs. It is envisaged that there will be three groups of indicators:

- contextual indicators – these will be measures that describe the wider social, environmental and economic background against which the LDF operates. Unemployment figures, population age groups and commuting rates represent examples of these. Key problems identified in these measures will be focal points for the Core Strategy;
- key output indicators – these will be measures of the objectives set out in the Core Strategy. They will be designed to assess real differences to the quality of life, economic performance and the preservation of natural and built heritage assets in the district. To be effective, indicators need to respond to what can realistically be achieved through new development;
- detailed indicators – these will be more specific measures aimed at assessing the performance of particular policies. Clearly negative results may suggest that the relevant policy should be reviewed, although there will be a need to examine the individual cases to determine whether planning matters alone are frustrating the ability of the policy to deliver. Benchmarking to compare policy performance within adjacent areas, or similar types of local authority areas elsewhere will also be important.

5.26 The DPD profiles in Appendix A give a broad idea of the types of measures to be used. However, as more detailed work on each DPD is undertaken, careful consideration will be given to a wide ranging, but manageable, list of indicators which can be used to assess the ability of the LDF to deliver its objectives.

UPDATES TO THE LOCAL DEVELOPMENT SCHEME

5.27 The LDS is a rolling work programme that will be an essential means to inform the public and other stakeholders about policy review, and when and where they can be involved. It is therefore essential that any changes to the council's programme are updated regularly, particularly where this may affect the ability of an individual or agency to contribute reasonably and effectively.

5.28 The council will treat its LDS as a mechanism to respond to issues identified in the Annual Monitoring Report, as well as to update stakeholders and observers of the progress in delivery of LDDs. The council has set itself a challenging work programme and has acknowledged a commitment to meeting its targets within the specified timescales. Furthermore, in recognising that there are risks of delay in delivering the work programme, it has produced a Risk Assessment in Appendix D to inform the process.



Appendix A

Local Development Document Profiles and selected project plans

This appendix includes short summaries of each of the LDF component documents identified in section 2. The profiles are aimed at giving readers a basic understanding of the purpose of each document as well as key information, such as the geographical applicability and proposed timetable for production. The profiles also give an indication of the resources, which have been allocated, and any key information requirements.

For each of the elements that will be commenced in 2007 (and the Core Strategy), project management diagrams (Gantt Charts) are included to outline the process in detail.

Local Development Document profile		LDS2007
STATEMENT OF COMMUNITY INVOLVEMENT		
Document Details		
Role and Subject	The Statement of Community Involvement (SCI) is an essential part of the LDF. In simple terms, it sets out the methods the district council will use to encourage participation in preparing its Local Development Framework. It detail's the activities the council will undertake to engage local people and other key stakeholders in the plan making process. The council considers that the adoped SCI is essential in promoting openness and equality in preparing its LDF.	
Geographic Coverage	District Wide	
Document Type/ Status	Statement of Community Involvement	
Chain of Conformity	Does not fit into the policy hierarchy, however its consultation requirements will be applied to the production of all LDDs	
Timetable		
STAGE	DATES	
Preparation of draft SCI	May – Aug 2005	
Public Consultation on draft SCI	Sep – Nov 2005	
Consideration of Representations and Preparation of Submission draft SCI	Nov – Dec 2005	
Submission of draft DPD to Secretary of State	21 Dec 2005	
Pre-Examination Meeting	-	
Examination	August 2006	
Receipt of Inspector's binding report	September 2006	
Adoption and Publication of Document by Full Council	December 2006	

Production and Participation

Departmental Lead	Forward Planning
Other Key council Departments	Democratic Services, Community Initiatives
Key External Stakeholders	SWSA, Local Press, Local Radio, The Citizen, Parish Councils, Residents Groups
Political oversight	Sponsor - Planning and Economic Development Portfolio Holder <ul style="list-style-type: none">• Scrutiny Panel and Cabinet consideration of draft proposals• Cabinet Adoption of SCI
Community & Stakeholder Engagement	Wide scale publicity and contact with all existing consultees and relevant agencies/stakeholders from the outset

Resources and the Evidence Base

Internal Resources	Staffing : 0.75FTE (Forward Planning) & significant inputs from council departments and the SWSA Resources : within identified budgets Special Needs : None identified
Survey/Information Requirements	No specific research, although need to examine effective consultation methods and techniques

Monitoring and Review

Monitoring Arrangements	All participative exercises will be carefully recorded to establish the overall coverage of publicity and feedback. Significant shortcomings will be remedied in subsequent SCI reviews.
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Project Plan for the Statement of Community Involvement

ID	Task Name	Start	End	Duration	2005												2006												2007											
					Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul								
1	Draft SCI preparation	08/06/05	30/08/05	12w	[Gantt bar from Apr to Aug 2005]																																			
2	Reporting to P&ED Scrutiny	31/08/2005	13/09/2005	2w	[Gantt bar from Sep to Oct 2005]																																			
3	Approval by Cabinet	31/08/2005	27/09/2005	4w	[Gantt bar from Sep to Dec 2005]																																			
4	Public Consultation on SCI	28/09/2005	08/11/2005	6w	[Gantt bar from Oct to Jan 2006]																																			
5	Review Consultation & Prepare Submission Draft	09/11/2005	29/11/2005	3w	[Gantt bar from Nov to Dec 2005]																																			
6	Reporting To P&ED Scrutiny	30/11/2005	13/12/2005	2w	[Gantt bar from Dec 2005 to Jan 2006]																																			
7	Approval by Cabinet	30/11/2005	20/12/2005	3w	[Gantt bar from Dec 2005 to Feb 2006]																																			
8	Submission to SOS & Request PINS Inquiry	21/12/2005	21/12/2005	1d	[Gantt bar at Dec 2005]																																			
9	Request Examination by PINS	21/12/2005	21/12/2005	1d	[Gantt bar at Dec 2005]																																			
10	CONSULT ON SUBMISSION DRAFT	02/01/06	10/02/2006	6w	[Gantt bar from Jan to Feb 2006]																																			
11	Examine Responses	13/02/2006	24/02/2006	2w	[Gantt bar from Feb to Mar 2006]																																			
12	Examination Preparation	27/02/2006	20/07/06	20w 4d	[Gantt bar from Feb to Jul 2006]																																			
13	EXAMINATION & REPORT PREPARATION	21/07/06	29/08/06	5w 3d	[Gantt bar from Jul to Aug 2006]																																			
14	Draft Inspectors Report	30/08/06	30/08/06	1d	[Gantt bar at Aug 2006]																																			
15	Draft Inspectors Report Checking Period	31/08/06	13/09/06	2w	[Gantt bar from Aug to Sep 2006]																																			
16	FINAL INSPECTORS REPORT	21/09/06	04/10/06	2w	[Gantt bar from Sep to Oct 2006]																																			
17	Incorporation of Inspectors Changes	05/10/06	18/10/06	2w	[Gantt bar from Oct to Nov 2006]																																			
18	Approval by Cabinet	19/10/06	08/11/06	3w	[Gantt bar from Oct to Dec 2006]																																			
19	ADOPTION BY FULL COUNCIL	20/11/06	11/12/06	3w 1d	[Gantt bar from Nov to Dec 2006]																																			

CORE STRATEGY**Document Details**

Role and Subject	Will set out the council's vision and key principles for development in the district as a whole. Its foundation will be a wide spatial analysis of the district's features and an appraisal of key objectives derived from sources including national and regional planning guidance and the Community Strategy. At its heart will be the delivery of viable and vibrant communities based on the principles of sustainability. The Core Strategy will aim to balance the competing environmental, social, and economic pressures by prescribing a sustainable strategy for the future development of the district and where it envisages that development will be focused. The Core Strategy will include a Key Diagram to show a clear spatial plan of the key elements. Further to this, the Core Strategy will set out a set of Core Policies.
Geographic Coverage	District Wide
Document Type/ Status	Development Plan Document
Chain of Conformity	Regional Spatial Strategy

Timetable

STAGE	DATES
Pre production/Survey Work/Early Community Engagement	Jan 2007-June 2007
Public Consultation on Issues and Options	June 2007- end Aug 2007
Public Participation on Preferred Options	Dec 2007 – end Jan 2008
Consideration of Representations and Preparation of Submission Draft DPD	Feb 2008 – June 2008
Submission of draft DPD to Secretary of State	27 June 2008
Public Consultation on Submission DPD	27 Jun 2008 – 14 Aug 2008
Pre-examination meeting	7 Nov 2008
Examination	19 Jan 2009 – 6 Feb 2009
Receipt of Inspector's binding report	11 Aug 2009
Adoption and Publication of Document with Associated Revisions to the Proposals Map	Aug- Dec 2009

Production and Participation

Departmental Lead	Forward Planning
Other Key council Departments	All
Key External Stakeholders	SWSA, Local Service Providers, Environmental Groups, Parish Councils, Local Business, County Highways, Infrastructure providers, Recreation and Amenity Groups, Housing Providers, South Wilts LA21, Landowners, External Agencies (EA, NE, EH) and others as issues arise.

Production and Participation

Political oversight	<p>Sponsor - Planning and Economic Development Portfolio Holder</p> <ul style="list-style-type: none"> • Early parish and district councillor input on principles • P & ED Scrutiny Panel and Cabinet consideration throughout process • Full Council Adoption of LDD
Community & Stakeholder Engagement	<p>Extensive engagement of key stakeholder groups and the promotion of a wide debate about the long term aspirations in the district.</p>

Resources and the Evidence Base

Internal Resources	<p>Staffing : 3 FTE (Forward Planning) & inputs from Community Initiatives, Strategic Housing, Economic Development. Use of external facilitators at key events may be appropriate</p> <p>Resources : within identified budgets</p> <p>Special Needs : extensive consultation, broad survey work</p>
Survey/Information Requirements	<p>Community Objectives, Spatial Vision Exercise, Community Facilities Survey, Workspace Study, Housing Needs Survey, Extensive Sustainability Appraisal, Economic Development Strategy, Employment Land Monitoring & Occupancy Study, Open Space Audit, Education Proposals, PCT Strategy, Social Inclusion, Strategic Housing Land Assessment.</p>

Monitoring and Review

Monitoring Arrangements	<p>Key Output Indicators as measures of high-level objectives set out in the Core Strategy. Policy specific measures may be needed as appropriate to assess effectiveness. Reporting via AMR to feed LDS and Evidence Base. Indicators to link up to consistent formats with RSS or other relevant plans.</p>
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Project Plan for the Core Strategy

ID	Task Name	Start	End	Duration	2007												2008												2009												2010											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	COMMENCE - RESEARCH PHASE	01/01/07	01/06/07	22w	COMMENCE - RESEARCH PHASE																																															
2	Pre Consultation	01/01/07	04/04/07	13w 3d	Pre Consultation																																															
3	Prepare Issues and Options Paper	12/02/07	07/05/07	12w 1d	Prepare Issues and Options Paper																																															
4	Prepare Stage 1 Sustainability Appraisal	12/02/07	20/04/07	10w	Prepare Stage 1 Sustainability Appraisal																																															
5	Consultation Design	12/02/07	20/04/07	10w	Consultation Design																																															
6	Approval by P&ED Scrutiny	23/04/07	03/05/07	1w 4d	Approval by P&ED Scrutiny																																															
7	Approval by Cabinet	08/05/07	08/05/07	1d	Approval by Cabinet																																															
8	CONSULTATION ON ISSUES & OPTIONS	28/06/07	15/08/07	7w	CONSULTATION ON ISSUES & OPTIONS																																															
9	Examination of Consultation	16/08/07	29/08/07	2w	Examination of Consultation																																															
10	Prepare Preferred Options Paper	29/08/07	30/10/07	9w	Prepare Preferred Options Paper																																															
11	Prepare Stage 2 Sustainability Appraisal	29/08/07	25/09/07	4w	Prepare Stage 2 Sustainability Appraisal																																															
12	Consultation Design	29/08/07	16/11/07	11w 3d	Consultation Design																																															
13	Approval by P&ED Scrutiny	19/11/07	04/12/07	2w 2d	Approval by P&ED Scrutiny																																															
14	Approval by Cabinet	05/12/07	05/12/07	1d	Approval by Cabinet																																															
15	CONSULT ON PREFERRED OPTIONS	20/12/07	30/01/08	6w	CONSULT ON PREFERRED OPTIONS																																															
16	Examination of Consultation	31/01/08	13/02/08	2w	Examination of Consultation																																															
17	Prepare Submission DPD	14/02/08	21/05/08	14w	Prepare Submission DPD																																															
18	Prepare Stage 3 Sustainability Appraisal	14/02/08	12/03/08	4w	Prepare Stage 3 Sustainability Appraisal																																															
19	Consultation Design	14/02/08	14/05/08	13w	Consultation Design																																															
20	Approval by P&ED Scrutiny	15/05/08	27/05/08	1w 4d	Approval by P&ED Scrutiny																																															
21	Approval by Cabinet	28/05/08	28/05/08	1d	Approval by Cabinet																																															
22	SUBMISSION TO SOS	27/06/08	27/06/08	1d	SUBMISSION TO SOS																																															
23	Request Examination by PINS	27/06/08	27/06/08	1d	Request Examination by PINS																																															
24	Examination Preparation (bookings, etc)	27/06/08	27/06/08	1d	Examination Preparation (bookings, etc)																																															
25	CONSULT ON SUBMISSION DRAFT	27/06/08	14/08/08	7w	CONSULT ON SUBMISSION DRAFT																																															
26	Examination of Consultation	15/08/08	28/08/08	2w	Examination of Consultation																																															
27	Advertise Valid Alternatives	29/08/08	09/10/08	6w	Advertise Valid Alternatives																																															
28	Examination Preparation	10/10/08	06/11/08	4w	Examination Preparation																																															
29	PRE EXAMINATION MEETING	07/11/08	07/11/08	1d	PRE EXAMINATION MEETING																																															
30	Examination Final Meeting	10/11/08	16/01/09	10w	Examination Final Meeting																																															
31	EXAMINATION	19/01/09	06/02/09	3w	EXAMINATION																																															
32	Drafting of Inspectors Report	09/02/09	26/06/09	20w	Drafting of Inspectors Report																																															
33	INTERIM INSPECTORS REPORT	29/06/09	29/06/09	1d	INTERIM INSPECTORS REPORT																																															
34	Report checking period	30/06/09	13/07/09	2w	Report checking period																																															
35	Finalisation of Inspectors Report	13/07/09	07/08/09	4w	Finalisation of Inspectors Report																																															
36	FINAL INSPECTORS REPORT	11/08/09	11/08/09	1d	FINAL INSPECTORS REPORT																																															
37	Incorporate Inspectors Findings	12/08/09	08/09/09	4w	Incorporate Inspectors Findings																																															
38	ADOPT BY FULL COUNCIL	31/08/09	02/10/09	5w	ADOPT BY FULL COUNCIL																																															
39	Legal Challenge Period	02/10/09	12/11/09	6w	Legal Challenge Period																																															
40	Publication and Distribution	02/10/09	10/12/09	10w	Publication and Distribution																																															

DELIVERING SUSTAINABLE COMMUNITIES SPD

Document Details

Role and Subject	To provide detailed advice on the implementation of a number of policies within the Core Strategy. This SPD will be progressed alongside the Core Strategy and its purpose will be to provide detailed advice and guidance on the implementation of the latter's policies. It will not set out strategic guidance, but will focus on practical and helpful advice on how to realise some of the more detailed requirements of the strategic vision. Examples would include the Core Strategy seeking the protection of rural facilities and the SPD setting out detailed viability tests to assess the viability of the last village shop or pub.
Geographic Coverage	District Wide
Document Type/ Status	Supplementary Planning Document
Chain of Conformity	Core Strategy

Timetable

STAGE	DATES
Research and Preparation	Oct 2007 – Sep 2008
Public Consultation	Jun - Jul 2009
Consideration of Representations and revision of SPD	Jul – Aug 2009
Adoption and Publication of SPD	Aug 2009

Production and Participation

Departmental Lead	Forward Planning
Other Key council Departments	Development Control, Community Initiatives, SWSA
Key External Stakeholders	Local Service Providers, Parish Councils, Local Businesses, County Highways, Infrastructure Providers, Recreation and Amenity Groups, Housing Providers
Political oversight	<ul style="list-style-type: none"> Planning and Economic Development Scrutiny Panel consideration prior to consultation Cabinet adoption of SPD
Community & Stakeholder Engagement	Focused consultation with key stakeholders and interested parties in the main DPD policies.

Resources and the Evidence Base

Internal Resources	Staffing : 0.25 FTE (Forward Planning) Resources : Within identified budgets Special Needs : inputs from market viability and best practice
Survey/Information Requirements	As parent DPD

Monitoring and Review

Monitoring Arrangements

There are likely to be a wide range of measures associated with differing strands of policies. The effectiveness of the SPD lies in the ease by which the DPD policies are implemented.

Local Development Document profile

LDS2007

PLANNING OBLIGATIONS SPD

Document Details

Role and Subject	To set out the council's approach to planning obligations, particularly in terms of the scope of obligations, the proposed manner of contributions expenditure and other requirements in line with the relevant Planning Circular or other Government advice.
Geographic Coverage	District Wide
Document Type/ Status	Supplementary Planning Document
Chain of Conformity	Core Strategy > District Wide Policies

Timetable

STAGE	DATES
Research and Preparation of draft SPD alongside Preferred Options in Core Strategy and Sustainable Communities DPD	Oct 2007 – Sep 2008
Public Consultation	Jun - Jul 2009
Consideration of Representations and revision of SPD	Jul – Aug 2009
Adoption and Publication of SPD (alongside adoption of Sustainable Communities DPD)	Aug 2009

Production and Participation

Departmental Lead	Forward Planning
Other Key council Departments	Finance, Legal, SWSA.
Key External Stakeholders	Service providers likely to benefit from planning obligations,
Political oversight	Sponsor –Planning and Economic Development Portfolio Holder <ul style="list-style-type: none"> Scrutiny Panel and Cabinet oversight through consultation process Cabinet Adoption of SPD
Community & Stakeholder Engagement	Focused consultation with key stakeholders and interested parties in the main DPD policies.

Resources and the Evidence Base

Internal Resources	Staffing : 0.25 FTE (Fwd Planning) 0.25 FTE (Legal) Resources : Within identified budget Special Needs: Clear guidance from DCLG about the framework for planning obligations and associated tariffs.
Survey/Information Requirements	Housing Need Survey, Open Space Audit, Community Facilities Survey, County Council Departments

Monitoring and Review

Monitoring Arrangements

Monitoring will be focused on whether the obligations address demands of new development assessing whether contributions are set at an appropriate level.

Local Development Document profile

LDS2007

SITE SPECIFIC ALLOCATIONS

Document Details

Role and Subject

To identify detailed locations for development proposals including housing, employment and other key land uses where land is required to be allocated. Specific land use allocations in settlements where Action Area Plans are proposed will be made in those documents.

Geographic Coverage

Site Specific

Document Type/ Status

Development Plan Document

Chain of Conformity

Core Strategy > District Wide Policies

Timetable

STAGE	DATES
Pre production/Survey Work/Early Community Engagement	Feb 2007- Oct 2008
Public Consultation on Issues and Options	Oct – Nov 2008
Public Participation on Preferred Options	Apr – May 2009
Consideration of Representations and Preparation of Submission Draft DPD	June – Sept 2009
Submission of draft DPD to Secretary of State	16 Sept 2009
Public Consultation on Submission DPD	Sept - Oct 2009
Pre Examination Meeting	3 Feb 2010
Examination	12 Apr 2010 - 30 Apr 2010
Receipt of Inspector's binding report	2 Nov 2010
Adoption and Publication of Document with Associated Revisions to the Proposals Map	Dec 2010 – Jan 2011

Production and Participation

Departmental Lead

Forward Planning

Other Key council Departments

Strategic Housing, Economic Development, Environmental Services

Key External Stakeholders

Local communities, landowners and developers, service providers, county highways, environmental organisations, SWSA and other consultees on specialist issues.

Political oversight

Sponsor – Planning and Economic Development Portfolio Holder

- Focused Community Engagement Process
- Scrutiny Panel and Cabinet consideration throughout process
- Full Council Adoption of LDD

Community & Stakeholder Engagement	Consultation events in communities where realistic sites options are pursued.
Resources and the Evidence Base	
Internal Resources	Staffing : 1.0 FTE (Fwd Planning) Key teams (particularly MEDT and Strategic Housing) to be involved where required. Resources : Within identified budget Special Needs : Detailed consultation with communities where sites are identified as options
Survey/Information Requirements	Housing Need Survey, Workspace Strategy, Open Space Audit, Design Appraisals, Strategic Housing Land Assessment, Employment Land Review, Specific site based studies (incl. landscape, highway impacts, etc.)
Monitoring and Review	
Monitoring Arrangements	Sustainability Appraisal should enable the full impacts of site developments to be examined and compared.

Project Plan for the Site Specific Allocations DPD

ID	Task Name	Start	End	Duration	2007												2008												2009												2010												2011											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	COMMENCE - RESEARCH PHASE	01/02/07	08/07/08	7w 4d	COMMENCE - RESEARCH PHASE																																																											
2	Pre Consultation	03/01/08	02/09/08	34w 4d	Pre Consultation																																																											
3	Prepare Issues and Options Paper	08/07/08	16/09/08	10w	Prepare Issues and Options Paper																																																											
4	Prepare Stage 1 Sustainability Appraisal	08/07/08	05/08/08	4w	Prepare Stage 1 Sustainability Appraisal																																																											
5	Consultation Design	08/07/08	15/07/08	1w	Consultation Design																																																											
6	Approval by P & ED Scrutiny	17/08/08	07/10/08	3w	Approval by P & ED Scrutiny																																																											
7	Approval by Cabinet	17/09/08	14/10/08	4w	Approval by Cabinet																																																											
8	CONSULTATION ON ISSUES & OPTIONS	15/10/08	25/11/08	6w	CONSULTATION ON ISSUES & OPTIONS																																																											
9	Examination of Consultation	28/11/08	16/12/08	3w	Examination of Consultation																																																											
10	Prepare Preferred Options Paper	17/12/08	24/03/09	14w	Prepare Preferred Options Paper																																																											
11	Prepare Stage 2 Sustainability Appraisal	17/12/08	13/01/09	4w	Prepare Stage 2 Sustainability Appraisal																																																											
12	Consultation Design	17/12/08	23/12/08	1w	Consultation Design																																																											
13	Approval by P & ED Scrutiny	28/03/09	07/04/09	2w	Approval by P & ED Scrutiny																																																											
14	Approval by Cabinet	25/03/09	14/04/09	3w	Approval by Cabinet																																																											
15	CONSULT ON PREFERRED OPTIONS	16/04/09	26/05/09	6w	CONSULT ON PREFERRED OPTIONS																																																											
16	Examination of Consultation	27/05/09	16/06/09	3w	Examination of Consultation																																																											
17	Prepare Submission DPD	17/06/09	25/08/09	10w	Prepare Submission DPD																																																											
18	Prepare Stage 3 Sustainability Appraisal	17/06/09	14/07/09	4w	Prepare Stage 3 Sustainability Appraisal																																																											
19	Consultation Design	17/06/09	23/08/09	1w	Consultation Design																																																											
20	Approval by P & ED Scrutiny	26/08/09	08/09/09	2w	Approval by P & ED Scrutiny																																																											
21	Approval by Cabinet	26/08/09	15/09/09	3w	Approval by Cabinet																																																											
22	SUBMISSION TO SOS	16/09/09	16/09/09	1d	SUBMISSION TO SOS																																																											
23	Request Examination by PINS	16/09/09	16/09/09	1d	Request Examination by PINS																																																											
24	Examination Preparation (bookings, etc)	16/09/09	16/09/09	1d	Examination Preparation (bookings, etc)																																																											
25	CONSULT ON SUBMISSION DRAFT	16/09/09	27/10/09	6w	CONSULT ON SUBMISSION DRAFT																																																											
26	Examination of Consultation	28/10/09	10/11/09	2w	Examination of Consultation																																																											
27	Advertise Valid Alternatives	11/11/09	05/01/10	8w	Advertise Valid Alternatives																																																											
28	Examination Preparations	06/01/10	02/02/10	4w	Examination Preparations																																																											
29	PRE EXAMINATION MEETING	03/02/10	03/02/10	1d	PRE EXAMINATION MEETING																																																											
30	Examination Final Preparations	04/02/10	09/04/10	9w 2d	Examination Final Preparations																																																											
31	EXAMINATION	12/04/10	30/04/10	3w	EXAMINATION																																																											
32	Drafting of Inspectors Report	03/05/10	01/10/10	22w	Drafting of Inspectors Report																																																											
33	INTERIM INSPECTORS REPORT	04/10/10	04/10/10	1d	INTERIM INSPECTORS REPORT																																																											
34	Report Checking Period	05/10/10	18/10/10	2w	Report Checking Period																																																											
35	Finalisation of Inspectors Report	19/10/10	01/11/10	2w	Finalisation of Inspectors Report																																																											
36	FINAL INSPECTORS REPORT	02/11/10	02/11/10	1d	FINAL INSPECTORS REPORT																																																											
37	Incorporate Inspectors Findings	03/11/10	30/11/10	4w	Incorporate Inspectors Findings																																																											
38	Approval by Cabinet	01/12/10	21/12/10	3w	Approval by Cabinet																																																											
39	ADOPT BY FULL COUNCIL	22/12/10	18/01/11	4w	ADOPT BY FULL COUNCIL																																																											
40	Legal Challenge Period	19/01/11	01/03/11	6w	Legal Challenge Period																																																											
41	Publication and Distribution	19/01/11	29/03/11	10w	Publication and Distribution																																																											

SALISBURY & WILTON ACTION AREA PLAN

Document Details

Role and Subject	<p>Salisbury City is the main centre of the district, acting as a focal point for a wide rural catchment. The city has its own distinct character and issues which would benefit from a comprehensive planning approach. Furthermore the emerging RSS is likely to identify Salisbury as a significant settlement. The council is undertaking a visioning exercise which seeks views on the future evolution of the city.</p> <p>During the Salisbury Vision exercise, specific projects have risen, in particularly the aspiration to relocate the major employment site at Churchfields Estate, which may have significant impacts on the adjacent town of Wilton. There are also major changes about to take place in Wilton, with the threat of closure of the main MOD UKLF HQ as well as the Wilton Carpet Factory have made it eminently sensible to look at the issues and opportunities together in some detail. The strategic reasons for drawing the action area as proposed will be explained in the Core Strategy, with the Action Area Plan representing a development and implementation framework. However to clarify this LDS the particular drivers for producing a single Salisbury and Wilton Action Area Plan include the following:</p> <ul style="list-style-type: none"> • To take a holistic look at the opportunities for economic growth in a constrained environment. • To acknowledge the interdependencies and special relationship forged by the geographical proximity of the settlements and to explore cause/effect scenarios. • The need to ensure the separate locally distinctive character of Wilton is maintained, while seeking to capitalise on the opportunity presented by the vacancy at the UKLF HQ. • To take in a wider geographic area to locate new residential development as required within the RSS, to support the enhancement of locally distinctive, sustainable patterns of growth. • To best capitalise on the outcomes of the Salisbury Vision for the benefit of the wider area. • To provide a framework which responds in a joined up manner to the concerns and aspirations of the local communities who have expressed considerable concerns over the future. <p>The timetabling of this Action Area Plan will run slightly behind that of the Core Strategy as the Inspector's conclusions on the latter are known prior the submission of the former, which will need to take account of this outcome.</p>
Geographic Coverage	Salisbury and Wilton (detailed extent to be defined)
Document Type/ Status	Development Plan Document - Action Area Plan
Chain of Conformity	Core Strategy > District Wide Policies

Timetable	
STAGE	DATES
Pre production/Survey Work/Early Community Engagement	Feb 2007 – May 2008
Public Consultation on Issues and Options	May – June 2008
Public Participation on Preferred Options	Nov 2008 – Dec 2008
Consideration of Representations and Preparation of Submission Draft DPD	Dec 2008 – May 2009
Submission of draft DPD to Secretary of State	25 September 2009
Public Consultation on Submission DPD	June - Nov 2009
Pre Examination Meeting	1 December 2009
Examination	10 March 2010
Receipt of Inspector's binding report	14 October 2010
Adoption and Publication of Document with Associated Revisions to the Proposals Map	Oct - Jan 2011

Production and Participation

Departmental Lead	Forward Planning
Other Key council Departments	Conservation, Community Initiatives, Property Services, Transportation
Key External Stakeholders	City Centre Management, Civic Society, Chamber of Commerce, SWSA, Environmental Organisations, Residents Groups, etc.
Political oversight	<p>Sponsor – Planning and Economic Development portfolio holder</p> <ul style="list-style-type: none"> • Community Engagement Process within visioning exercise • Planning and Economic Development Scrutiny Panel and Cabinet consideration throughout process • Full Council Adoption of LDD

Production and Participation

Community & Stakeholder Engagement	The AAP will be based upon a visioning exercise for the city to be undertaken in 2006-07 that will seek to consult widely about the future of the city amongst stakeholders and the public at large.
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Resources and the Evidence Base

Internal Resources	<p>Staffing : 0.5 FTE (Fwd Planning), 0.25FTE (Econ Development) & wide involvement of local interests</p> <p>Resources : Within identified budget</p> <p>Special Needs : Focused time from City Area Community Planner, larger scale public engagement requirement</p>
Survey/Information Requirements	Neighbourhood Study, City Centre Vision, Retail Study, Churchfields Study, Parking Appraisal, Transport Plan, Strategic Housing Land Assessment, Employment Land review, Open Space Audit

Monitoring and Review

Monitoring Arrangements	Measures will need to examine various defined functions of the city such as employment generation, retail vacancy rates, land use change. These will need to be supplemented by more detailed indicators to examine how local policies are being applied.
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GENERAL DEVELOPMENT DPD

Document Details

Role and Subject	<p>To set out a range of policies with general applicability for the purposes of determining planning applications that can address more detailed planning issues.</p> <p>It should be emphasised that the content of this DPD will be a limited suite of widely applicable, generic development control policies. As such they will comply with Government guidance as set out in PPS12. They will not deal with strategic issues, which will be set out in the Core Strategy, the Site Specific Allocations Development Plan Document or the planned Action Area Plans.</p> <p>These detailed policies will cover amongst other things, criteria for appraising individual proposals on:</p> <ul style="list-style-type: none"> • avoidance of placing an undue burden on existing infrastructure; • a satisfactory means of access and turning space; • respect for existing beneficial landscape, ecological, archaeological or architectural features and include measures for the enhancement; • avoidance of the loss of important open areas, a gap in a frontage or natural or built features (such as trees, hedges or other habitats, wall, fences and banks), which it is desirable to retain; • avoidance of unduly disturbing, interfering, conflicting with or overlooking adjoining dwellings or uses to the detriment of existing occupiers; • avoidance of detriment to public health or pollution to the environment by the emission of excessive noise, light intrusion, smoke, fumes, effluent or vibration; and incorporation of energy efficient design through building design, layout and orientation.
Geographic Coverage	District wide
Document Type/ Status	Development Plan Document
Chain of Conformity	Core Strategy

Timetable

STAGE	DATES
Pre production/Survey Work/Early Community Engagement	Mar – Dec 2008
Public Consultation on Issues and Options	Jan – Mar 2009
Public Participation on Preferred Options	Jun – Jul 2009
Consideration of Representations and Preparation of Submission Draft DPD	Aug – Sep 2009
Submission of draft DPD to Secretary of State	13 Oct 2009
Public Consultation on Submission DPD	Oct - Dec 2009

Timetable	
STAGE	DATES
Pre Examination Meeting	15 Mar 2010
Examination	18 May – 7 Jun 2010
Receipt of Inspector's binding report	1 Dec 2010
Adoption and Publication of Document with Associated Revisions to the Proposals Map	Jan - Apr 2011
Production and Participation	
Departmental Lead	Forward Planning and Development Control
Other Key council Departments	Legal Services
Key External Stakeholders	Utility providers, Statutory undertakers
Political oversight	Sponsor P&ED Portfolio Holder <ul style="list-style-type: none"> • Scrutiny Panel and Cabinet consideration throughout process • Full Council Adoption of LDD
Community & Stakeholder Engagement	Focused engagement of development control, Parish Councils. GOSW are likely to be key consultees in light of the legal application of national PPS guidance
Resources and the Evidence Base	
Internal Resources	Staffing : 0.5FTE (Forward Planning) 0.5FTE (Development Control) Resources : Within identified budget Special Needs : None identified at this time
Survey/Information Requirements	Best Practice Advice, Appraisals of existing policies
Monitoring and Review	
Monitoring Arrangements	Detailed monitoring of policies and development criteria, including the weight given to them in Appeals, will allow policies to be adapted over time to deliver better developments that are able to contribute to meeting Core Strategy objectives.

Project Plan for the General Development DPD

ID	Task Name	Start	End	Duration	2008												2009												2010												2011											
					Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	COMMENCE - RESEARCH PHASE	29/02/08	16/10/08	33w	COMMENCE - RESEARCH PHASE																																															
2	Pre Consultation	08/09/08	10/11/08	9w 1d	Pre Consultation																																															
3	Prepare Issues and Options Paper	17/10/08	25/12/08	10w	Prepare Issues and Options Paper																																															
4	Prepare Stage 1 Sustainability Appraisal	17/10/08	13/11/08	4w	Prepare Stage 1 Sustainability Appraisal																																															
5	Consultation Design	17/10/08	23/10/08	1w	Consultation Design																																															
6	Approval by P & ED Scrutiny	28/12/08	08/01/09	2w	Approval by P & ED Scrutiny																																															
7	Approval by Cabinet	26/12/08	19/01/09	3w 2d	Approval by Cabinet																																															
8	CONSULTATION ON ISSUES & OPTIONS	20/01/09	02/03/09	6w	CONSULTATION ON ISSUES & OPTIONS																																															
9	Examination of Consultation	03/03/09	23/03/09	3w	Examination of Consultation																																															
10	Prepare Preferred Options Paper	24/03/09	25/05/09	9w	Prepare Preferred Options Paper																																															
11	Prepare Stage 2 Sustainability Appraisal	24/03/09	20/04/09	4w	Prepare Stage 2 Sustainability Appraisal																																															
12	Consultation Design	24/03/09	30/03/09	1w	Consultation Design																																															
13	Approval by P & ED Scrutiny	26/05/09	08/06/09	2w	Approval by P & ED Scrutiny																																															
14	Approval by Cabinet	26/05/09	15/06/09	3w	Approval by Cabinet																																															
15	CONSULT ON PREFERRED OPTIONS	16/06/09	27/07/09	6w	CONSULT ON PREFERRED OPTIONS																																															
16	Examination of Consultation	28/07/09	17/08/09	3w	Examination of Consultation																																															
17	Prepare Submission DPD	18/08/09	21/09/09	5w	Prepare Submission DPD																																															
18	Prepare Stage 3 Sustainability Appraisal	18/08/09	14/09/09	4w	Prepare Stage 3 Sustainability Appraisal																																															
19	Consultation Design	18/08/09	24/08/09	1w	Consultation Design																																															
20	Approval by P & ED Scrutiny	22/09/09	05/10/09	2w	Approval by P & ED Scrutiny																																															
21	Approval by Cabinet	22/09/09	12/10/09	3w	Approval by Cabinet																																															
22	SUBMISSION TO SOS	13/10/09	13/10/09	1d	SUBMISSION TO SOS																																															
23	Request Examination by PINS	13/10/09	13/10/09	1d	Request Examination by PINS																																															
24	Examination Preparation (bookings, etc)	13/10/09	13/10/09	1d	Examination Preparation (bookings, etc)																																															
25	CONSULT ON SUBMISSION DRAFT	13/10/09	07/12/09	8w	CONSULT ON SUBMISSION DRAFT																																															
26	Examination of Consultation	08/12/09	21/12/09	2w	Examination of Consultation																																															
27	Advertise Valid Alternatives	04/01/10	12/02/10	6w	Advertise Valid Alternatives																																															
28	Examination Preparations	15/02/10	12/03/10	4w	Examination Preparations																																															
29	PRE EXAMINATION MEETING	15/03/10	15/03/10	1d	PRE EXAMINATION MEETING																																															
30	Examination Final Preparations	16/03/10	17/05/10	9w	Examination Final Preparations																																															
31	EXAMINATION	18/05/10	07/06/10	3w	EXAMINATION																																															
32	Drafting of Inspectors Report	08/06/10	01/11/10	21w	Drafting of Inspectors Report																																															
33	INTERIM INSPECTORS REPORT	02/11/10	02/11/10	1d	INTERIM INSPECTORS REPORT																																															
34	Report Checking Period	03/11/10	16/11/10	2w	Report Checking Period																																															
35	Finalisation of Inspectors Report	17/11/10	30/11/10	2w	Finalisation of Inspectors Report																																															
36	FINAL INSPECTORS REPORT	01/12/10	01/12/10	1d	FINAL INSPECTORS REPORT																																															
37	Incorporate Inspectors Findings	02/12/10	29/12/10	4w	Incorporate Inspectors Findings																																															
38	Approval by Cabinet	30/12/10	19/01/11	3w	Approval by Cabinet																																															
39	ADOPT BY FULL COUNCIL	20/01/11	16/02/11	4w	ADOPT BY FULL COUNCIL																																															
40	Legal Challenge Period	17/02/11	30/03/11	6w	Legal Challenge Period																																															
41	Publication and Distribution	17/02/11	27/04/11	10w	Publication and Distribution																																															

CONSERVATION GUIDANCE SPD**Document Details**

Role and Subject	The council has a range of advice publications and leaflets, which are aimed at maintaining traditional features and techniques in the conservation of the historic environment. Some of these are already adopted as SPG . During the process of preparing its Design and Conservation DPD it is considered prudent to review and update these and adopt them collectively as a SPD.
Geographic Coverage	District Wide
Document Type/ Status	Supplementary Planning Document
Chain of Conformity	Core Strategy > District Wide Policies – General Development DPD

Timetable

STAGE	DATES
Research and Preparation of draft SPD alongside Preferred Options in Design & Conservation DPD	Jun 2009 – Apr 2010
Public Consultation	Dec 2010 – Jan 2011
Consideration of Representations and revision of SPD	Jan – Feb 2011
Adoption and Publication of SPD (alongside adoption of Design & Conservation DPD)	March 2011

Production and Participation

Departmental Lead	Forward Planning & Conservation
Other Key council Departments	Building Control, Legal, Environmental Health
Key External Stakeholders	English Heritage, CABE
Political oversight	<ul style="list-style-type: none"> Planning and Economic Development Scrutiny Panel consideration prior to consultation Cabinet adoption of SPD
Community & Stakeholder Engagement	Focused consultation with key stakeholders and interested parties in the main DPD policies.

Resources and the Evidence Base

Internal Resources	Staffing : 0.5 FTE (Conservation) Resources : Within identified budgets. Special Needs : None identified at present
Survey/Information Requirements	General Development DPD

Monitoring and Review

Monitoring Arrangements	The Guidance set out in this type of guidance typically relates to the upkeep and maintenance of traditional features within Conservation Areas and Listed Buildings such as shop fronts, windows and materials. The likely hood of significant change to their content is low however Conservation Officers will take on board best practice in revising existing guidance into the SPD.
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CREATING PLACES SPD

Document Details

Role and Subject	To review and update to the existing Creating Places Design Guide which sets out detailed advice on design considerations to promote quality in new development
Geographic Coverage	District Wide
Document Type/ Status	Supplementary Planning Document
Chain of Conformity	Core Strategy > District Wide Policies > General Development DPD

Timetable

STAGE	DATES
Research and Preparation of draft SPD alongside Preferred Options in Design & Conservation DPD	Jun 2009 – Apr 2010
Public Consultation	Dec 2010 – Jan 2011
Consideration of Representations and revision of SPD	Jan – Feb 2011
Adoption and Publication of SPD (alongside adoption of Design & Conservation DPD)	March 2011

Production and Participation

Departmental Lead	Forward Planning & Conservation
Other Key council Departments	Development Control, Environmental Health, Joint Transportation Team, Building Control
Key External Stakeholders	General Development DPD
Political oversight	<ul style="list-style-type: none"> Planning and Economic Development Scrutiny Panel consideration prior to consultation Cabinet adoption of SPD
Community & Stakeholder Engagement	Focused consultation with key stakeholders and interested parties in the main DPD policies.

Resources and the Evidence Base

Internal Resources	Staffing: 0.5FTE (Design), 0.25FTE (Forward Planning) Resources : Within identified budgets Special Needs : None identified at present
Survey/Information Requirements	General Development DPD

Monitoring and Review

Monitoring Arrangements	General Development DPD
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Appendix B

Review of existing local plan policies and associated guidance

The table below sets out where current Local Plan policies will be transferred to as part of the process of evolving towards the Local Development Framework. Until the relevant LDD is adopted, readers should note that the current Local Plan policies will remain 'saved' for the determination of planning applications until new LDF policies are adopted in the relevant DPD.

LDD name	Existing adopted local plan policies to be incorporated
Core Strategy	
	G1, G3, G4, G9, G13, D1, D8, H1, (H8), (H16), H22, H23, H24, C1, C2, C9, C10, C16, C17, S4, TR1, TR3, TR16, TR17, R5, R18, PS8
General Development Policy DPD	
	H8, H16, H17, H18, (H24), H25, H26, H27, H28, H29, H34, E13, E14B, E16, C15, TR13, R1A, R1B, R1C, R2, R3, R4, R6, R16, R17, R19, R20, PS1, PS2, PS3, PS5, PS6, G6, G11, D2, D3, D7, H19, H20, H21, CN1-CN24, C23, (C24), S10, TR11, TR12, TR14, TR18, PS7, G8, C4, C5, C6, C7, C8, C11, C12, C13, C14, C18, (R19), E17, E18, E19, E20, E21, C19, C20, C21, (C22), (S4), S9, S11, S12, (R15), T1, T2, T4, T5, T6, T7, T8, T9, G2, G5, G7, G10, G12, (H22), H30, H31, H32, H33, E15, C3, C22, C24
Area Specific Policy DPDs	
Salisbury AAP	D4, D5, D6, H2E, H3, H4, H5, H6, H7, E2, E3, E4, E5, E6, S1, S2, S3, S5, S6, S7, TR2, TR4, TR5, TR6, TR8, TR9, TR10, R14, PS9
Site Specific Allocations	H10, H11A, H12, H14, H15, E8B, E10, E12, E14A, TR20, R9, R10, R11, R12, R13, T3, PS4, E8A, S1, S2, S3, S8, HA1 – HA16.

Supplementary Planning Guidance which will remain in use by the council

- Delivering Affordable Housing
- Sustainable Development
- Creating Places Design Guide
- Shop fronts
- The Conversion of Historic Farm Buildings in the Countryside
- Downton & West Grimstead VDS
- Amesbury (H9) Development Brief
- Old Sarum (H2D/E1) Development Brief
- Downton Road (H2F) Development Brief
- Durrington (H12) Development Brief
- Salisbury Old Swimming Pool Brief
- Porton Down Masterplan & Science Park Development Brief SPG (to adopt early 2007)
- Stonehenge World Heritage Site Management Plan
- Planning Brief for a New Stonehenge Visitor Centre
- Salisbury District Hospital Development Brief (to be Adopted early 2007)
- Tisbury (H14 & E14A) Development Brief
- RAF Chilmark Development Brief
- Downton (H11A) Development Brief
- Old Manor Hospital Development Brief
- Maltings (S6) Development Brief
- Downton Employment (E11) Development Brief
- Amesbury Employment (E8A) Development Brief

NB. The policies that are in brackets appear in more than one list.

Appendix C

Maintenance of the evidence base

Document or Study Name	Description/ Commentary	Current Version	Relevant LDF component	Timescale for Review	Authorship
Housing Land Availability	A basic analysis of residential land supply at a strategic perspective. The council will evolve a joint system with WCC in coming years to better monitor detailed housing characteristics.	Published July 2006	Core Strategy Sustainable Communities SPD Site Specific Allocations Salisbury & Wilton AAP	Annual	Wiltshire County Council
Housing Trajectory	A analysis of housing supply (based on the Housing Land Availability Study) which aims to show whether the council is on target to deliver its district wide housing requirement.	As set out in the 2005 AMR	Core Strategy Sustainable Communities SPD Site Specific Allocations Salisbury & Wilton AAP	Annual – within the Annual Monitoring Report. Will be drawn up as part of work towards the Site Specific Allocations DPD	SDC Forward Planning
Housing Market Assessment	Scope to be agreed with Regional Housing Body, but will be a better means to match housing supply with local demand.	None in place	Core Strategy Sustainable Communities SPD Site Specific Allocations Salisbury & Wilton AAP	Study to be completed by end of 2006	External Consultants (DCA) on behalf of SDC Housing Strategy team and Fwd Planning.
Housing Needs Survey	A study of households in housing need – used as the basis to establish affordable housing targets from new developments.	Current version projects for the period 2001-2006	Core Strategy Sustainable Communities SPD Site Specific Allocations Salisbury & Wilton AAP	New survey being undertaken – due for completion by end of 2006	External Consultants (DCA) on behalf of SDC Housing Strategy team and Fwd Planning.
Strategic Housing Land Availability Assessment	A study of the potential capacity of settlements to accommodate additional housing (and alternative uses). Focus is primarily on brownfield land.	Undertaken in 2002 (as Urban Capacity Study)	Core Strategy Sustainable Communities SPD Site Specific Allocations Salisbury & Wilton AAP	Proposed for 2007	SDC Forward Planning

Document or Study Name	Description/ Commentary	Current Version	Relevant LDF component	Timescale for Review	Authorship
Retail Study	A study of future retail trends which is used to identify the need for additional retail floorspace – principal focus on food and non-food retail.	Current version projects for the period 1999-2011	Core Strategy Sustainable Communities SPD Salisbury & Wilton AAP	New study to be complete by October 2007 Projecting to 2016 (and 2021)	External Consultants overseen by SDC Forward Planning team.
Community Facilities Survey	A wide study of services and facilities available across the district. An existing Wiltshire County Council baseline study will be used to underpin a more qualitative appraisal of the quality of provision.	WCC study last undertaken in 2001	Core Strategy Sustainable Communities The Economy Salisbury & Wilton AAP	Research work undertaken in Spring 2006, analysis to be completed by end of 2006	SDC Forward Planning with significant inputs from community sources, especially Parish Councils.
Open Space Audit	A qualitative assessment of Public Open Space which will be used to properly assess provision and indicate whether the narrow use of developer contributions for sport and recreation should be widened.	Basic open space Survey undertaken in 2001	Core Strategy Sustainable Communities SPD Site Specific Allocations Salisbury & Wilton AAP	PPG17 study to be completed by November 2006	External Consultants (PMP) on behalf of SDC Forward Planning and Parks team.
Employment Land Review	A detailed assessment of employment land resources across the district, which will be informed by market demands. The study is essential to safeguard important local workspace from speculative housing development .	County Council currently undertakes regular quantitative monitoring of land availability.	Core Strategy Sustainable Communities SPD Site Specific Allocations Salisbury & Wilton AAP	Study to be completed by the end of 2006	SDC Economic Development and Forward Planning
Salisbury City Vision Exercise	A wide ranging study of Salisbury with a view to focusing on future outcomes and directions for change and growth.	A one off study which when in place will be kept under review	Core Strategy Salisbury & Wilton AAP Sustainable Communities SPD Site Specific Allocations	Study to be completed spring 2007	External Consultants/Facilitators overseen by elected members and policy directors

Document or Study Name	Description/ Commentary	Current Version	Relevant LDF component	Timescale for Review	Authorship
Market and Coastal Town Studies (MCTIs)	Countryside Agency methodology to derive a community driven strategy for the maintenance and revitalisation small local centres.	None completed as yet	Amesbury AAP and other AAPs in due course	Amesbury, Wilton and Tisbury are pursuing MCTIs. Timescales for completion are community driven. All likely to be completed by end of 2006/07	Community led – will draw upon a range of interests appropriate to the issues affecting the localities
Workspace Study – (Market Needs Analysis)	An appraisal of future employment sector demands based on trends in business and industry.	None in place	Core Strategy Sustainable Communities SPD Site Specific Allocations Salisbury & Wilton AAP	Completed May 2005	External consultancy overseen by partnership of Wiltshire Local Authorities
Strategic Flood Risk Assessment	The SFRA will look at flood risk at a strategic level and will inform the allocation of land for development in order to ensure that new uses are safe throughout their lifetime. It will also factor in the affects of global warming.	From EA information	Core Strategy Sustainable Communities SPD Site Specific Allocations Salisbury & Wilton AAP	To be completed by June 2007	External consultancy overseen by partnership of Salisbury, East Dorset, North Dorset, Christchurch and Bournemouth councils
Strategic Landscape Assessment	A district wide study that will identify the importance of landscape within the district to be used when assessing the allocation of new development sites.	Previous study completed in 1998	Core Strategy Sustainable Communities SPD Site Specific Allocations Salisbury & Wilton AAP	To be completed by June 2007	External Consultants (PMP) on behalf of SDC Forward Planning

Appendix D

Risk assessment - understanding factors that may affect delivery of the LDF

In preparing this Local Development Scheme, the council has identified a number of areas of risk and has given consideration to how they can be eliminated or reduced. A commitment to delivering this revised Local Development Scheme is at the head of Salisbury's planning agenda. Therefore it has carried out a rigorous and honest analysis of the reasons why the original LDS has not been delivered and has taken its time to put into place a whole range of measures to ensure that this will not happen again. These measures are explained in detail in the document entitled, "Reasons For Revision To The LDS And Measure Put In Place To Ensure Delivery", which is a supporting paper to this LDS and will accompany it through the accreditation and approval process, both internally and externally. It is important to read this supporting paper in tandem with the revised LDS as it qualifies much of the timetabling set out within the latter.

This key supporting document is too detailed to include in full here but for ease of reference to following table identifies some of the principal risks to delivery of the LDS and the steps that Salisbury District Council has taken to mitigate them.

Issues	Consideration and mitigation
Staff Retention	<p>At a critical stage of the process in 2005, due to staff leaving the team the planned capacity of 6 professional officers dedicated to the Forward Planning process, was for an extended period reduced to just two. Measures put in place to address this problem have included:</p> <ul style="list-style-type: none"> • Capacity building (7 officers) • Introduction of career grade scheme • Flexible working patterns (life/work balance policy) • Opportunities to specialise • Team working on discrete projects • Sponsorship towards professional qualifications <p>Early signs are positive with the team has now stabilised with no departures within the past 12 months.</p>
Project Management	<p>We have sought to introduce internationally accepted project management disciplines to the LDF process, and this has comprised the following measures:</p> <ul style="list-style-type: none"> • PRINCE 2 Project Management techniques • Project managers for individual work streams • Project Management Board and Scrutiny Panel • Exceptions Reporting • Programme Management • Staff training
Risk Management	<p>Every element of our LDS has been the subject of a risk assessment using Salisbury District Council adopted procedure. This is to identify risks at the outset of each project. Risk assessment will also be carried out throughout the lifetime of each project. Exceptions reporting to the Management Board will be used to assess the corporate appetite for the risk and to decide whether to tolerate, treat or terminate. This framework identified amongst other risks:</p> <ul style="list-style-type: none"> • Failure to comply with national and regional policy • Non-compliance with corporate documents including SCI and Equalities and Diversity Policy

Issues	Consideration and mitigation
Risk Management - cont.	<ul style="list-style-type: none"> • Political rejection • Failure to engage successfully during consultation • Non-compliance with Sustainability Appraisal and SEA Regulations • No consensus agreed over proposed solutions needed • Evidence base incomplete and unsound • Lack of delivery of project managers • Capacity of team is reduced • Failure to produce distinctive policies, that reflect the characteristics of Salisbury. <p>By identifying the risks at the outset of the project the Management Board can oversee their treatment and mitigation.</p>
Quality control and ensuring the "Soundness" of Development Plan Documents	<p>The council will minimise the risk that the DPDs are not soundly based in terms of content, and the process by which they are produced, through the following measures:</p> <ul style="list-style-type: none"> • Appropriate project management and consultation in respect of its evidence base. • LDF Management Board to oversee production • The engagement of Counsel throughout the production process to advise on proper procedure and best practice • Benchmarking field leaders top learn from best practice • Liaison with Government Office for the South West through the production stages, and prior to submission of the DPDs.
Partnership working which acknowledges the capacity of external bodies	<p>The new LDF system will place increased pressure on external consultees such as Natural England, the Environment Agency, English Heritage and even community groups to provide feedback on policies, proposals and in particular Sustainability Appraisal information. The council will establish good working links with these groups and agencies to ensure that appropriate and realistic submission dates will allow the key LDS milestones to be achieved.</p> <p>Additionally it is acknowledged that the volume of independent examinations is stretching the current capacity of the Planning Inspectorate and that this will have an impact on the timescales for the delivery of LDF component documents. To address this matter, this LDS has been reviewed in consultation with the Government Office South West and simplified to fewer documents to be delivered over a well-spaced timeframe. This has in part been done to allow the Planning Inspectorate more time. This LDS has been submitted to the Planning Inspectorate and a Service Level Agreement will be put in place to ensure that the council's programme can be delivered in the identified timescales</p>
Financial Planning	<p>The council will integrate annual reviews of its LDS into the Portfolio Planning and Budget processes to ensure that the LDS remains aligned with the council's priorities. This should also ensure that realistic resource levels are allocated to the LDF.</p>

Glossary of Terms

GLOSSARY OF TERMS

AAP Area Action Plan

A group of documents relating to a defined geographical area, containing policies and allocation proposals. These Plans will focus upon implementation, providing an important mechanism for ensuring development of an appropriate, scale, mix and quality for key areas of opportunity, change or conservation.

AMR Annual Monitoring Report

Authorities are required to produce an AMR to assess the implementation of the LDS and the extent to which policies in LDDs are being achieved.

BAP Biodiversity Action Plan

A document, usually prepared on a county wide basis, whose aim is to identify measures which will safeguard and enhance the long term populations of distinctive plant and animal species.

CABE Commission for Architecture and the Built Environment

National organisation concerned with the proportion of improved design standards in new development.

DCLG Department for Communities and Local Government

Government Office responsible for planning.

DPD Development Plan Document

A collective name for the documents that a local planning authority must prepare which have to be subject to rigorous procedures of community involvement, consultation and independent examination.

EHTF English Historic Towns Forum

Advisory body aimed at promoting good design and built environment practice in historic English towns.

E&T Environment & Transport

(Also see P&ED below) The council divides its activities into four portfolio areas that reflect work areas the council is concerned with. Environment & Transport is one portfolio. The membership of the E&T portfolio structure (and C&H (Community & Housing)) will be encouraged to actively participate in appropriate DPDs although the Planning & Economic Development portfolio will be the lead.

GOSW Government Office for the South West

This is the regional office of the Department of Communities and Local Government (DCLG), which has the task of overseeing the new LDF system in accordance with the legislation, Planning Policy Statement 12 and other appropriate national and regional guidance.

HAP Habitat Action Plan

A document, usually prepared on a county wide basis, whose aim is to identify and safeguard threatened wildlife habitats and promote restoration/ recreation where possible.

LA21 Local Agenda 21

A process by which local authorities work with local communities to develop a programme of activity that would support the ideas of sustainable development. South Wiltshire Agenda 21 (SWA21) is the name of Salisbury district's LA21 forum.

LDF Local Development Framework

The LDF contains a portfolio of LDDs that will provide the local planning authority's policies for meeting the

community's economic, environmental and social aims for the future of their area where this affects the development of land.

LDD Local Development Document

A generic term for all documents that are subcomponents of the LDF. LDDs include Core Strategy, SCI, DPDs, and SPDs.

LDS Local Development Scheme

The LDS sets out the programme for preparing the LDDs.

MEDT Marketing, Economic Development and Tourism

A department of the council concerned with promoting economic activity within the district.

P& ED Planning & Economic Development

The Council divides its activities into four portfolio areas that reflect work areas the council is concerned with. Planning & Economic Development is the portfolio that contains the LDF process. Each portfolio is overseen politically by a Portfolio Holder (and deputy) who is a member of the Cabinet. Each portfolio also has a Overview and Scrutiny Panel which is concerned with examining aspects of the administration's proposals as well as formulating its own policy ideas.

PINS The Planning Inspectorate

A governmental organisation concerned with the independent review of planning decisions. PINS are required to examine all DPDs using a test of soundness.

PPS Planning Policy Statements

Government statements of national planning policy, being phased in to supersede Planning Policy Guidance notes (PPGs).

RSS Regional Spatial Strategy

The RSS, incorporating a regional transport strategy, provides a spatial framework to inform the preparation of LDFs, local transport plans and regional and sub-regional strategies and programmes that have a bearing on land-use activities.

SA Sustainability Appraisal

Assessment of the social, economic, and environmental impacts of the policies and proposals contained within the LDF and designed to fulfil the requirements of the SEA Directive.

SCI Statement of Community Involvement

Document explaining to stakeholders and the community, how and when they will be involved in the preparation of the LDF, and the steps that will be taken to facilitate this involvement.

SDC Salisbury District Council

SEA Strategic Environmental Assessment

Assessment of the broader environmental impacts of the policies and proposals contained within the LDF (in line with SEA Directive 2002).

SOS Secretary of State

The most senior government minister responsible for the planning system.

SPD Supplementary Planning Document

SPDs are designed to elaborate upon the policies and proposals in DPDs in a less technical form.

SWEP South Wiltshire Economic Partnership

An alliance of organisations concerned with promoting economic development in Salisbury district.

SWERDA South West Regional Development Agency

Regional organisation concerned with promoting economic activity in the south west. Its remit is changing to reflect a more balanced social and environmental focus to its core activity.

SWSA South Wiltshire Strategy Alliance

The local body charged with the production of the Community Strategy and Community Plans. Made up of a wide spectrum of local interests (e.g. Primary Care Trust, Police, Wildlife and Transport representatives) it aims to align and focus resources towards community needs and aspirations.

VDS Village Design Statement

A community led initiative aimed at identifying built local character as a means to inform decision making in respect of planning applications in the locality concerned.



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