

Individual Decision

The attached report(s) will be taken as
Individual Portfolio Member Decision(s) on:

Thursday, 27th May, 2010

Ref:	Title	Portfolio Member(s)	Page No.
ID1999	Revision of the Local Development Scheme (LDS) for the Local Development Framework (ID1999)	Councillor Alan Law	1 - 40



This page is intentionally left blank

Individual Executive Member Decision

Title of Report:	Revision of the Local Development Scheme (LDS) for the Local Development Framework
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	27 May 2010
Forward Plan Ref:	ID1999

Purpose of Report: To consider the revised Local Development Scheme for submission to the Government Office for the South East

Recommended Action:

1. To adopt the revised Local Development Scheme for submission to the Government Office for the South East
2. To resolve that the Local Development Scheme shall have effect from 1st July 2010 subject to the Secretary of State's approval

Reason for decision to be taken: The publication of a Local Development Scheme is a statutory requirement

Statutory: **Non-Statutory:**
Other:

Other options considered: None

Key background documentation: Planning Policy Statement 12: Local Spatial Planning (June 2008)
 Town and Country Planning (Local Government) (England) (Amendment) Regulations 2008

Portfolio Member Details	
Name & Telephone No.:	Councillor Alan Law - Tel (01491) 873614
E-mail Address:	alaw@westberks.gov.uk
Contact Officer Details	
Name:	Paula Amorelli
Job Title:	Principal Planning Officer
Tel. No.:	01635 519233
E-mail Address:	pamorelli@westberks.gov.uk

Implications

Policy:	The LDS sets out the Council's intended programme for planning policy formulation
Financial:	Approval of the LDS commits the Council to producing planning policy documents in accordance with the stated timescale. Budgetary provision has been made to carry out the relevant work.
Personnel:	There are no direct personnel implications at this stage
Legal/Procurement:	There are no direct legal implications at this stage
Environmental:	There are no direct environmental implications at this stage
Partnering:	There are no direct partnering implications at this stage
Property:	There are no specific property implications at this stage
Risk Management:	There are no direct risk management issues arising at this stage
Community Safety:	There are no specific or direct community safety implications
Equalities:	It is anticipated that there will be no negative impact on particular groups of people or disadvantaged groups.

Consultation Responses

Members:	
Leader of Council:	No comments
Overview & Scrutiny Management Commission Chairman:	No comments
Select Committee Chairman:	No comments
Ward Members:	No comments
Opposition Spokesperson:	No comments
Local Stakeholders:	Consultation on the LDS is not required, but consultation occurs as part of the preparation of the local development documents to which it refers
Officers Consulted:	Liz Alexander
Trade Union:	N/A

Is this item subject to call-in.	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
<p>If not subject to call-in please put a cross in the appropriate box:</p> <p>The item is due to be referred to Council for final approval <input type="checkbox"/></p> <p>Delays in implementation could have serious financial implications for the Council <input type="checkbox"/></p> <p>Delays in implementation could compromise the Council's position <input checked="" type="checkbox"/></p> <p>Considered or reviewed by OSC or associated Task Groups within preceding 6 months <input type="checkbox"/></p> <p>Item is Urgent Key Decision <input type="checkbox"/></p>		

Supporting Information

1. Background

- 1.1 As part of the Local Development Framework (LDF) the Planning and Compulsory Purchase Act 2004 requires the Council to prepare a Local Development Scheme (LDS). The LDS is a public statement setting out details of which development plan documents will be produced by the Council and when. The LDS has to be submitted to the Department of Communities and Local Government, via the Government Office for the South East (GOSE), for approval and to be amended where necessary. West Berkshire Council's LDS was approved and adopted in 2005. Since then, however, government legislation has changed and the document needs to be amended.

2. Approved West Berkshire LDS

- 2.1 The original proposals for Development Plan Documents (DPDs) in the 2005 LDS were:
- West Berkshire Planning Strategy
 - Site Allocations
 - Newbury Town Centre Plan
 - Rural Communities and the Countryside

3. Revised Timetable

- 3.1 The revised LDS timetable needs to set out a proposed programme for work taking into account the current expectations for the content and revised procedure for DPDs outlined in Planning Policy Statement 12 (PPS12). This places a much greater emphasis on the production of Core Strategies by enabling the allocation of strategic sites within them
- 3.2 The LDS has to include a set of milestones for producing each DPD against which the Council is judged. These are:
- Consulting statutory bodies on the scope of the sustainability appraisal (which is considered to be the formal starting point of the DPD)
 - Publication of the proposed submission documents
 - Submission of the DPD to the Secretary of State
 - Adoption of the DPD by the Council
- 3.3 These milestones have to be realistic, achievable and not overly ambitious in terms of the number of DPDs to be produced in the period covered by the LDS.
- 3.4 The Government is clear that documents contained within the LDF should not repeat or rework guidance contained in national or regional guidance. The LDS, therefore, also reflects informal advice received from the Planning Inspectorate which concluded that the issues dealt with in both the Newbury Town Centre DPD and the Rural Communities and the Countryside DPD documents were either

already covered by national or regional guidance or else could be covered by the Core Strategy.

3.5 Taking this new guidance into account, the revised document (Appendix A) now commits the Council to producing the following DPDs:

- West Berkshire Core Strategy
- Site Allocations and Delivery
- Proposals Maps

4. Core Strategy

4.1 The key milestones and stages for the Core Strategy are outlined in the table below:

Stage	Dates
Consult on scope of sustainability appraisal	Dec 2007 - Jan 2008
Regulation 25 – public participation in the preparation of the document	Nov 2007 - July 2009
Regulation 27 – publication of proposed submission document	Feb - March 2010
Regulation 28 – representations on proposed submission document	March - May 2010
Regulation 30 – submission to the Secretary of State	July 2010
Pre-examination meeting	September 2010
Examination	Oct - Nov 2010
Estimated date for publication of Inspector’s report	February 2011
Estimated date for adoption	March 2011

5. Site Allocations and Delivery

5.1 The key milestones and dates for the Site Allocations and Delivery DPD are outlined in the table below:

Stage	Dates
Consult on scope of sustainability appraisal	Dec 2010 – Jan 2011
Regulation 25 – public participation in the preparation of the document	Dec 2010 – July 2012
Regulation 27 – publication of proposed submission document	August 2012
Regulation 28 – representations on proposed submission document	September 2012 - January 2013

Regulation 30 – submission to the Secretary of State	February 2013
Pre-examination meeting	April 2013
Examination	May 2013
Estimated date for publication of Inspector’s report	September 2013
Estimated date for adoption	December 2013

5.2 Work on the Site Allocations and Delivery DPD follows on from the Core Strategy examination period. The initial consultation period is over a year in length to allow for ongoing and extensive consultations particularly with parish and town councils and other stakeholders over settlement boundary reviews and development site allocations. Time also needs to be allowed for the consideration of consultation responses.

6. Proposals maps

6.1 The proposals maps will be prepared alongside the Core Strategy and will then be updated to reflect any area specific proposals in the Site Allocations and Delivery DPD.

7. Approval of the LDS by the Executive and Submission to Secretary of State

7.1 The revised LDS must be agreed by the Council’s Executive and then submitted to the Secretary of State within two weeks. Once submitted the LDS comes into force within four weeks unless he intervenes.

Appendices

Appendix A – Revised Local Development Scheme

West Berkshire Local Development Scheme

Contents

Summary

- 1. Explanation of the Local Development Scheme**
 - 1.1 Introduction**
 - 1.2 Planning Context**
 - 1.3 Local Development Documents**
 - 1.4 What documents have we already prepared as part of the LDF?**
 - 1.5 How has the Council decided on the documents to be included in this revised LDS?**
 - 1.6 What documents are we going to prepare as part of the LDF?**
 - 1.7 Transitional arrangements**
 - 1.8 Joint working arrangements**

- 2. Evidence Base**
 - 2.1 What information and evidence will inform the preparation of the local development documents?**
 - 2.2 Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)**
 - 2.3 Community Involvement**

- 3. Project Management**
 - 3.1 Resources and Responsibilities**
 - 3.2 Decision making procedures for document preparation**
 - 3.3 Risk Assessment**

- 4. Monitoring and Review**
 - 4.1 Annual Monitoring Report**
 - 4.2 Reviewing this Local Development Scheme**
 - 4.3 Protocol for liaising with Government Office over changes to LDS**

Appendices

- A Proposed Development Plan Documents**
- B Timetable for the production of Development Plan Documents**
- C Saved West Berkshire District Local Plan policies**
- D Supplementary Planning Guidance – Material Considerations**
- E Glossary**

Summary of the Local Development Scheme

All local development documents produced in accordance with the Planning and Compulsory Purchase Act 2004 fall within a portfolio of documents called the **Local Development Framework (LDF)**. The Government requires that all local planning authorities produce a **Local Development Scheme (LDS)** which sets out the documents that each Council will produce as part of their Local Development Framework. This LDS therefore explains what documents will be included in the West Berkshire LDF over the next few years, when each document will be produced, and when stakeholders and the public will be involved in the production of each document. It also explains the different status of documents within the LDF.

All documents produced will reflect the issues and priorities that are important to the District and will eventually replace the West Berkshire District Local Plan 1991-2006. The content of the Local Development Framework will be led by the priorities in the Sustainable Community Strategy for the District.

The Council's first published LDS was approved by Government in April 2005. This second version revises that document and contains updates to reflect changes in circumstances in the interim.

Documents to be prepared

The LDS shows that the Council is intending to produce the following **Development Plan Documents (DPDs)** between 2010 and 2014:

- West Berkshire Core Strategy
- Site Allocations and Delivery
- Proposals Maps

Timetable

The table below summaries the key stages in the preparation of each DPD

	Consulting on scope of Sustainability Appraisal	Public participation in the preparation of the DPD	Publication of Proposed Submission Documents	Submission to Secretary of State	Start of Independent Examination	Adoption
West Berkshire Core Strategy	Dec 2007 to Jan 2008	Nov 2007 to July 2009	Feb to April 2010	July 2010	October 2010	March 2011
Site Allocations and Delivery	Dec 2010 to Jan 2011	Dec 2010 to July 2012	August 2012	February 2013	May 2013	December 2013
Proposals Maps	Will be prepared alongside the West Berkshire Core Strategy and then be updated to reflect any area specific proposals in the Site Allocations and Delivery DPD					

The Annual Monitoring Report (AMR) will provide an annual update on the progress of preparing these documents against key milestones and highlight any new or emerging issues which may necessitate a review of the LDS.

1 Explanation of the Local Development Scheme

1.1 Introduction

The government requires that all local planning authorities produce a Local Development Scheme which is a public statement of the Council's programme for the production of local development documents. The LDS sets out:

- The planning documents the Council aims to produce and
- The programme for producing them

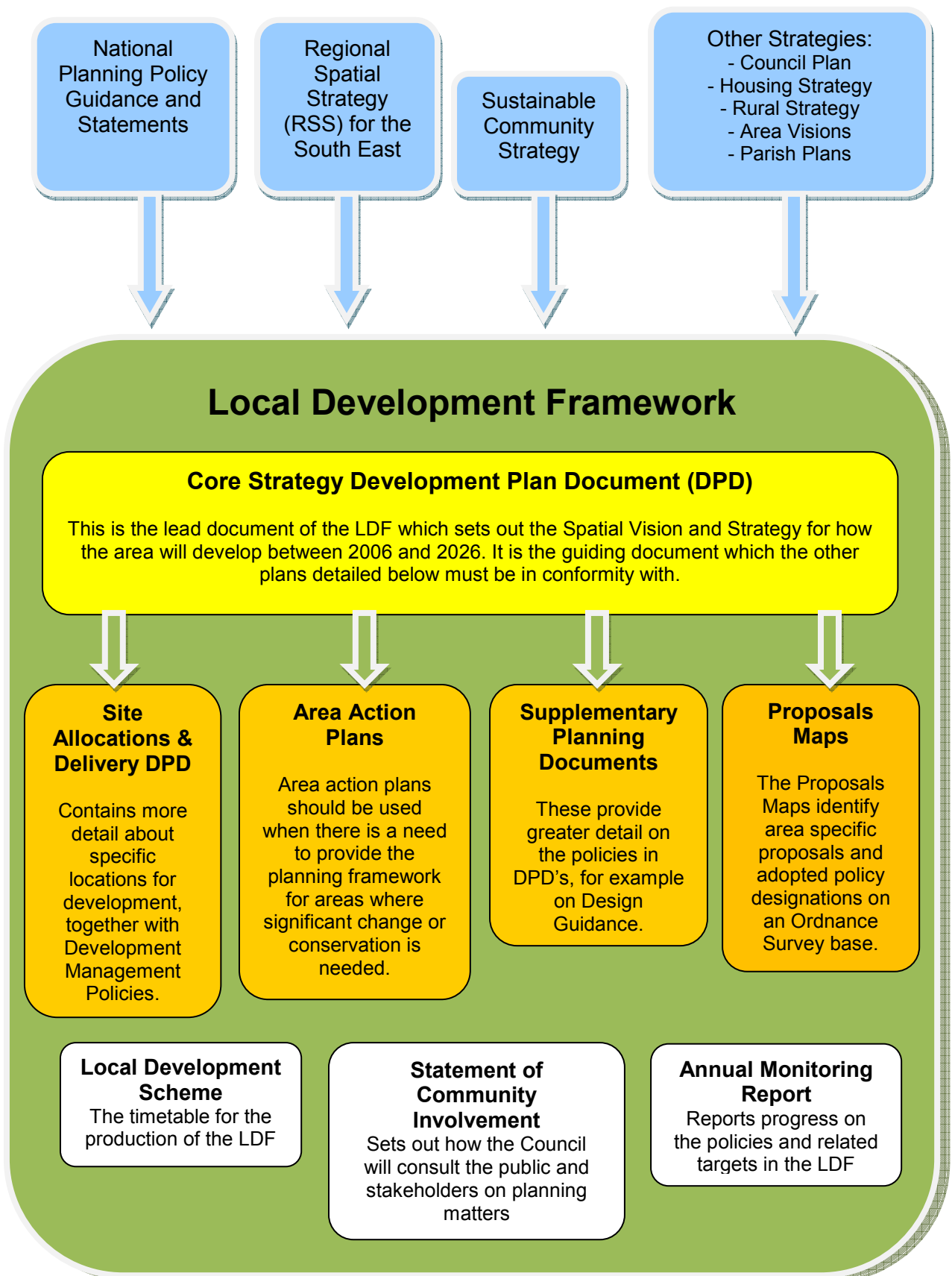
The LDS has to be formally approved by the Council and be publicly available. It also has to be approved by the Secretary of State and any changes to it must be similarly approved. Achievement of the LDS programme and timetable will be a factor in how the Council's overall performance is assessed.

1.2 Planning Context

The Planning and Compulsory Purchase Act (2004) and the Planning Act (2008) set out the system of plan making for local authorities. The new system of producing local development documents as part of a Local Development Framework (LDF) allows for a number of statutory planning documents to be produced rather than the single comprehensive Local Plan of the old system. These documents will provide the spatial strategy, policies and guidance for the District and over time they will replace the saved policies in the current West Berkshire District Local Plan 1991-2006.

Planning policies for the District need to be prepared in the context of national and regional planning policy and guidance and with regard to other local plans and strategies produced by the Council and other organisations. Figure 1 gives an overview of the documents contained within the LDF showing how they relate both to each other and to other strategies. The strategic planning context is provided by the South East Plan which was adopted in May 2009. This sets out the vision for the South East region until 2026. 'A Breath of Fresh Air' is the Sustainable Community Strategy for the District and provides an overarching framework within which other local strategies sit.

Figure 1. Overview of the Local Development Framework including the role of each document and its relationship to other strategies.



1.3 Local Development Documents

Within the LDF there are two main types of local development documents:

- Development Plan Documents (DPDs)
- Supplementary Planning Documents (SPDs)

Development Plan Documents

These are the core of the LDF, and together with the South East Plan will form the Development Plan, which is the starting point for making planning decisions. Development Plan Documents (DPDs) are prepared in consultation with the community and stakeholders, and are subject to examination by an independent Planning Inspector.

The four main stages in preparing a DPD are:

- The pre-production stage, including evidence gathering by the Council on key issues and development options and consulting statutory bodies on the scope of the Sustainability Appraisal.
- The production stage, including public and stakeholder consultation by the Council on the development issues and options and the scope of the DPD and the consideration of consultation responses.
- Submission and examination stage, where the DPD will be submitted to the Secretary of State then subject to scrutiny by an independent inspector appointed by the Secretary of State who will assess the 'soundness' of the DPD. A Public Hearing is held by the appointed Inspector. At the public hearing, the Inspector's role is to assess whether the plan is "sound", meaning whether the plan is:

'Justified, effective and consistent with national policy'.

"Justified" means that the document must be:

- founded on a robust and credible evidence base
- the most appropriate strategy when considered against the reasonable alternatives

"Effective" means that the document must be:

- deliverable
- flexible
- able to be monitored

- Finally, the adoption stage, where the DPD becomes formally part of the Development Plan, and the plan is monitored and reviewed.

The LDS has to include a set of milestones for producing each DPD against which the Council is judged. These are:

- Consulting statutory bodies on the scope of the sustainability appraisal (which is considered to be the formal starting point of the DPD)
- Publication of the proposed submission documents
- Submission of the DPD to the Secretary of State
- Adoption of the DPD by the Council

These milestones have to be realistic, achievable and not overly ambitious in terms of the number of DPDs to be produced in the period covered by the LDS.

Supplementary Planning Documents

These provide more detailed guidance to explain policies and proposals set out in DPDs. Unlike DPDs they are not subject to an independent examination and so are quicker to produce. In the past the Council has had to include Supplementary Planning Documents (SPDs) in the LDS. However, following the new Planning Act 2008 this is no longer required. The Council will, however, provide information on which SPDs it intends to produce on its website alongside the LDS itself and will be able to keep this more up to date without the need to go through the formal process of changing the LDS.

1.4 What documents have we already prepared as part of the LDF?

The Council has already prepared some documents as part of the West Berkshire LDF. These are:

- **Statement of Community Involvement**¹ (SCI) which was adopted on 27 July 2006.
- **Market Street Urban Village SPD**² which was adopted in June 2005
- **Quality Design - West Berkshire SPD**³ which was adopted on 19 June 2006.
- **Annual Monitoring Reports**⁴ (AMR) – which are produced in December each year

1.5 How has the Council decided on the documents to be included in this revised LDS?

Since the submission of the Council's first LDS in March 2005 and Government approval of the document in April 2005, there have been changes in circumstances which have resulted in the need to revise the LDS including changes to Government legislation and the May 2009 adoption of the South East Plan as the new Regional Spatial Strategy.

In December 2005 the Council's AMR stated that a revised LDS would be prepared. This revised LDS was submitted, after consultation and discussions with the Government Office, in September 2006. This draft timetable was further reviewed in early 2007 and the revisions were submitted to the Government Office in March 2007. The Government Office informally confirmed the LDS in July 2007 but it was agreed that a review of the timetable may be appropriate in the light of the publication of the South East Plan Panel Report. The Government Office then advised that the new timetable should be drawn up following the publication of the revised PPS12 and the new regulations, which were published in June 2008. The May 2009 adoption of the South East Plan as the new Regional Spatial Strategy has also necessitated revisions to the LDS.

The West Berkshire Planning Strategy DPD (the Core Strategy) was submitted to the Secretary of State on 22 September 2006 in accordance with the 2006 version of the LDS. Following advice from the Government Office and the Planning Inspectorate that the Strategy was unlikely to be found sound, the Council agreed that it should be withdrawn. Since

¹ <http://www.westberks.gov.uk/index.aspx?articleid=4006>

² <http://www.westberks.gov.uk/index.aspx?articleid=4134>

³ <http://www.westberks.gov.uk/index.aspx?articleid=4147>

⁴ <http://www.westberks.gov.uk/index.aspx?articleid=4148>

withdrawal the Council has renamed the document the West Berkshire Core Strategy and has prepared a revised Strategy which is more specific in terms of housing location, distribution, and delivery. Following development of the evidence base and further consultation the Proposed Submission version of the Core Strategy was published in February 2010, with final submission to Government expected in July 2010 and a public examination in October/November 2010.

The 2005 LDS contained a timetable for production of an Area Action Plan for Newbury Town Centre and consultation on preferred options took place in 2006. A DPD for the 'Rural Communities and the Countryside' was added to the draft 2006 LDS. These two documents are not included in this revised LDS, reflecting informal advice received from the Planning Inspectorate which concluded that the issues dealt within both documents were either already covered by national or regional guidance or else could be covered by the Core Strategy.

Given the need to progress quickly with implementation of the LDF system and the limitations on time and resources of the Council and stakeholders, the Council has therefore focused this revised LDS on key priority areas.

In assessing these priorities the Council has had regard to the following:

- The local community's priorities expressed in the Sustainable Community Strategy⁵ (SCS)
- The Council's Corporate Plan⁶, Local Area Agreement⁷ and Council strategies such as the Rural Strategy⁸
- Government spatial planning policies and priorities
- The direction given by the Regional Spatial Strategy (RSS), the South East Plan
- Issues raised during public engagement in respect of the Core Strategy

An examination of the various priorities has suggested a number of key themes for the LDF to address:

- The development of an overall spatial planning strategy focussed on the efficient use of land including use of previously developed land
- The delivery of new housing, including affordable housing
- Establishing patterns of development which help to address the aim of improving transportation
- Ensuring a strong and diverse economy across the District
- Revitalising West Berkshire's town centres, particularly Newbury town centre
- Addressing the needs of rural communities

1.6 What documents are we going to prepare as part of the LDF?

This LDS indicates that the Council is intending to produce the following DPDs between 2010 and 2014:

- West Berkshire Core Strategy
- Site Allocations and Delivery
- Proposals Maps

⁵ <http://www.westberks.gov.uk/index.aspx?articleid=14060>

⁶ <http://www.westberks.gov.uk/index.aspx?articleid=8993>

⁷ <http://www.westberks.gov.uk/index.aspx?articleid=4894>

⁸ <http://www.westberks.gov.uk/index.aspx?articleid=15693>

The table below summaries the key stages in the preparation of each DPD but their programmes are set out in more detail in Appendices A and B

	Consulting on scope of Sustainability Appraisal	Public participation in the preparation of the DPD	Publication of Proposed Submission Documents	Submission to Secretary of State	Start of Independent Examination	Adoption
West Berkshire Core Strategy	Dec 2007 to Jan 2008	Nov 2007 to July 2009	Feb to April 2010	July 2010	October 2010	March 2011
Site Allocations and Delivery	Dec 2010 to Jan 2011	Dec 2010 to July 2012	August 2012	February 2013	May 2013	December 2013
Proposals Maps	Will be prepared alongside the West Berkshire Core Strategy and then be updated to reflect any area specific proposals in the Site Allocations and Delivery DPD					

- **West Berkshire Core Strategy DPD**

This Development Plan Document will set out the Council's core spatial planning strategy for West Berkshire. It will be guided by the policies set out in the Regional Spatial Strategy, the South East Plan and within that context it will articulate the Council's overall vision for the area and the broad locations within it. It will also address the scale and location of development in key areas. The main urban extensions which are required for delivery of new housing (and associated development) will be identified and their boundaries shown on the Proposals Map. It will also include core policies and proposals to deliver the strategy.

- **Site Allocations and Delivery DPD**

This DPD will be produced shortly after the development of the West Berkshire Core Strategy. It will identify specific smaller scale sites for development (and for the restraint of development) within existing built up areas and, if necessary, in areas outside existing settlement boundaries (the main urban extensions will have been identified in the Core Strategy). Together with the West Berkshire Core Strategy its aim will be to ensure that the development requirements set out in the South East Plan are met and that development is delivered when it is needed and in locations which best serve the overall objectives of the community. The document will also include a number of development management policies which will enable development to be managed within the context of the spatial planning strategy.

- **Proposals Maps**

The Proposals Maps will be prepared alongside the West Berkshire Core Strategy and then be updated to reflect any area specific proposals in the Site Allocations and Delivery DPD. They will identify adopted policy designations on an Ordnance Survey base.

1.7 Transitional arrangements

The current Development Plan for West Berkshire comprises the West Berkshire District Local Plan (WBDLP) adopted June 2002 (Saved Policies)⁹, together with the Replacement Minerals Local Plan for Berkshire, incorporating alterations adopted December 1997 and May 2001¹⁰ and the Waste Local Plan for Berkshire¹¹ adopted December 1998. The South East Plan, produced by the South East England Regional Assembly (SEERA), was adopted in May 2009 and replaces both Regional Planning Guidance 9 and the Berkshire Structure Plan.

Saved Development Plans and Policies				
Document	Role and Contents	Area covered	Status	Timetable for production and review
West Berkshire District Local Plan – Saved Policies September 2007	Policies of the adopted local plan which will conform with the West Berkshire Planning Strategy	West Berkshire	Saved Former Development Plan Policies	The Council submitted a list of proposed saved policies in accordance with the protocol issued by the Department of Communities and Local Government in August 2006. The list was agreed in September 2007.

The WBDLP will be replaced in stages by various DPDs within the LDF. Under the Planning and Compulsory Purchase Act 2004, policies in Development Plans stayed in effect until 27th September 2007. The Council requested an extension to a number of Local Plan policies and these have been saved by the Secretary of State. Appendix C lists the saved policies that are still part of the development plan. It also outlines how those policies will be taken forward: whether they will be replaced by the Core Strategy or the Site Allocations and Delivery DPD.

Although the Council was unable to save any supplementary planning guidance produced under the previous legislation, the documents outlined in Appendix D are considered to give up to date and relevant guidance which supplement the saved policies of the West Berkshire District Local Plan. They are therefore considered to still be material considerations. They were all produced in consultation with the public and stakeholders and include a statement of public consultation.

1.8 Joint working arrangements

West Berkshire does not exist in isolation from its neighbours and the LDF needs to take account of the wider challenges, issues and opportunities affecting neighbouring areas as well as in the wider region. The Council therefore works with surrounding authorities and others to co-ordinate policy and evidence collection on matters of cross boundary and sub-regional significance.

For the purpose of providing a Local Development Framework for Minerals and Waste the Council will work together with the other five Berkshire Unitary Authorities to produce the following local development documents:

⁹ <http://www.westberks.gov.uk/index.aspx?articleid=3226>

¹⁰ <http://www.berks-jspu.gov.uk/content/main.asp?pid=25>

¹¹ <http://www.berks-jspu.gov.uk/content/main.asp?pid=29>

- Proposals Map
- Minerals and Waste Core Strategy
- Detailed Waste Development Control Policies and Preferred Areas
- Detailed Minerals Development Control Policies and Preferred Areas

The Joint Strategic Planning Unit (JSPU) together with consultants will undertake this work on behalf of all the Berkshire Unitary Authorities.

Details of the preparation programme for the Minerals and Waste Local Development Framework are set out in the Berkshire Unitary Authorities Joint Minerals and Waste Local Development Scheme¹².

¹² <http://www.berks-jspu.gov.uk/content/main.asp?pid=24>

2 Evidence Base

2.1 What information and evidence will inform the preparation of the local development documents?

It is important that the preparation of all local development documents is underpinned by a strong evidence base. This also provides important baseline information for undertaking the Strategic Environmental Assessment and the Sustainability Appraisal which also form a key part of the evidence base. The evidence base includes technical studies and also evidence from public engagement, including key stakeholders, agencies, infrastructure providers and the general public. Some of the more significant studies include:

- Strategic Housing Land Availability Assessment
- Berkshire Housing Market Assessment
- Landscape Sensitivity Assessment
- Strategic Flood Risk Assessment
- Employment Land Assessment
- Economic Viability Assessment
- Phase 1 Strategic Transport Assessment
- Phase 2 Strategic Transport Assessment
- Infrastructure Delivery Plan

All published evidence documents are posted on the Council's web site¹³.

2.2 Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

The Council has to undertake a **Sustainability Appraisal** for all development plan documents and for supplementary planning documents it produces and has to meet certain statutory requirements for consultation. This incorporates the requirements under the Planning and Compulsory Purchase Act 2004 for Sustainability Appraisal and the requirement under the European Directive 2001/42/EC, or SEA Directive, to undertake a **Strategic Environmental Assessment**. Sustainability appraisal assists in the consideration of options and decisions on policies and proposals in the Local Development Framework. It is a tool that highlights any significant environmental, social or economic effects of the plan and assesses it against a number of sustainability objectives in order to identify these impacts.

The Council will also undertake **Habitats Regulations Assessments (HRA)** where required by the Conservation of Habitats and Species Regulations 2010. The purpose of an HRA is to assess the possible effects of a land use plan on any Natura 2000 site. These are European designated sites which are intended to form an ecologically coherent network of designated sites across the whole of Europe. Where significant negative effects are identified, alternative options should be examined to avoid any potential damaging effects.

2.3 Community Involvement

One of the key objectives of the planning system is greater and more effective community involvement. Arrangements for involving the community in each of the local development documents are explained in the Council's Statement of Community Involvement. Public involvement in the production of the development plan documents in this LDS will be tailored in accordance with the role and scope of the document as explained in the Statement of Community Involvement.

¹³ <http://www.westberks.gov.uk/index.aspx?articleid=12144>

Project Management

The Council's local development documents will be prepared in accordance with the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and relevant Government planning policy statements and codes of practice.

2.4 Resources and Responsibilities

Preparation of each DPD in this LDS will be led by the Planning and Countryside Service of West Berkshire Council. Specific roles and responsibilities are set out below.

	Resource	Role
Political Leadership and Decision Making	Planning Task Group – 6 Councillors (cross party)	Detailed democratic leadership of LDF production
	Executive Member for Planning, Housing and Transport Policy	Political management of LDF
	Executive	Agree AMR, LDS, referrals to full Council
	Full Council	Formal decisions
Core Officer Team	WBC Head of Planning and Countryside	The Head of Planning and Countryside leads the service as a whole and liaises with the Council's Corporate Management team to ensure Council wide coordination of LDF production.
	WBC Planning and Transport Policy Manager (P&TPM)	Strategic management and resource allocation
	WBC Planning Policy Team Leader (PPTL)	LDF project manager – reports to P&TPM
	WBC Planning Policy Team (PPT) = PPTL plus 6 full time equivalent planning officers	Evidence base preparation, drafting, consultation and engagement, examination witnesses. Monitoring, web site maintenance, customer service.
Supporting Officers	WBC Transport Policy Team = 2.72 full time equivalent transport planning officers	Policy drafting support, integration of transport issues, joint consultation and engagement work
	WBC Ecologist	Specialist advice – biodiversity & geodiversity
	WBC Conservation Officer	Specialist advice – built environment conservation
	WBC Archaeologist	Specialist advice - archaeology
	WBC Development Control	Assisting in policy preparation, examination work.
	WBC Policy and Communication	Corporate consultation and engagement work linked with LDF. Democratic arrangements.
Administrative support	1.5 full time equivalent administrative support staff	General administrative support to core team
	Flexible administrative support pool	General administration, assistance with peaks of work such as formal consultation periods

	Customer Contact Centre	Management of telephone calls during consultation and submission periods
	Examination Programme Officer	To be appointed at appropriate times
Joint Working and Partnerships	Berkshire Unitary Authorities' Joint Strategic Planning Unit	Professional assistance with evidence base preparation, policy drafting.
	Berkshire Development Planning Group = lead planning policy officers from 6 Berkshire unitary authorities	Forum for exchange of experience; lead role in arranging Berkshire wide evidence base work and policy co-ordination
	West Berkshire Partnership Action Groups	Information provision, consultation, co-ordination with community strategy priorities
Consultancy Support	Consultancy services	Preparation of evidence base: urban capacity study; recreation assessment; economic profiling; transport advice; public consultation; landscape advice
Production and Technical Support	Limehouse Publisher Graphics Team	Software for publications and process management Production/presentation of documents
	GIS Team	Assistance with mapping
	Print Service	Printing of documents
	Contract printers and mapping specialists	Production of key documents, preparation of proposals map

2.5 Decision making procedures for document preparation

Within the Council, **Development Plan Documents** will be prepared by Members of the Authority in accordance with the following structure:-

Planning Task Group	Executive	Council
▶ ▶ ▶	▶ ▶ ▶	
Undertakes detailed work in preparation of the local development framework. Will prepare draft development plan documents for consideration by the Council's Executive or full Council.	The Executive will receive reports from the Task Group. At key stages in the production of development plan documents, such as approval of documents to submit to the Secretary of State, the Executive can recommend to the full Council.	Agrees key stages of development plan documents. Responsible for the final adoption of development plan documents.
Task Group meets monthly. Special meetings as required.	Meets every six weeks.	Meets quarterly. Special meetings as required
	Meets in public	Meets in public

A similar approach will be taken to **Supplementary Planning Documents** but there will be no reference to full Council and draft publications will proceed to public consultation following consideration by the Planning Task Group.

2.6 Risk Assessment

The Council has focused its second Local Development Scheme on a limited number of development plan documents which address priority areas. However, there remain risks to delivery which are discussed below:

Potential Risk	Analysis	Strategy for Managing Risk
Challenging timescales for document preparation	<p>Uncertainties such as changing Government guidance, the scale and nature of consultation responses and unexpected new issues or evidence could impact on the Council's ability to deliver.</p> <p>Level of risk: Medium/High</p>	<p>Careful project management and regular review required. If necessary, adjust the LDS through the AMR.</p> <p>Prioritisation of other work</p>
Staff retention and recruitment	<p>There is a general shortage of experienced professional planning staff and officers from other disciplines compounded by push factors such as high housing costs in South East England. Opportunities exist for staff to move to other employers. The relatively small size of the core team and other key teams means that they are vulnerable to staff changes and recruitment delays.</p> <p>Level of Risk: High</p>	<p>Flexible working arrangements are put in place. The sharing of skills within and between authorities will assist in plugging any staffing gaps which may arise and consultants will be engaged as appropriate to undertake short term projects.</p>
Unsound documents	<p>Experience of the system to date has clearly demonstrated the risks arising from documents being unsound. The West Berkshire Planning Strategy was withdrawn because of the potential of being unsound.</p> <p>Level of Risk: High</p>	<p>Lessons will be drawn from emerging practice in how to ensure soundness. A strong evidence base will be prepared and effective public participation will be carried out in accordance with the SCI. Draft documents will be discussed at an early stage for informal comment by the Government Office and the Council will take part in the frontloading project to get early views from PINS. Sustainability appraisal will be closely integrated with all stages of DPD production.</p>
Financial constraints	<p>The resources allocated reflect current budgets but future financial constraints could be a threat. Planning and housing delivery grant has assisted with LDF preparation to date.</p> <p>Level of Risk: Medium</p>	<p>Preparation of the LDF is included as one of the Council's key corporate priorities. In the event of resource reductions the Council will discuss the matter with the Government Office.</p>

Role of Planning Inspectorate	<p>The Planning Inspectorate has a key role in the LDF process for examining and reporting on DPDs. The achievement of the latter stages of DPD timetables is particularly dependent on the Inspectorate's availability to undertake examinations and on reporting time.</p> <p>Level of Risk: Low/Medium</p>	<p>The Planning Inspectorate's resources are not within the control of the Council. The Government sets standards for its performance. The Inspectorate will enter into service level agreements with the Council when appropriate. The Council will provide early warning to PINS of any changes to published timescales for the preparation of DPDs and will engage with PINS through the frontloading project.</p>
Competing work demands beyond Council's control	<p>The Council cannot prevent certain works areas arising.</p> <p>Level of Risk: Medium</p>	<p>Planning service management team will identify competing work demands at an early stage and allocate resources as appropriate. The Council will consider whether it is appropriate to engage consultancy support to handle any application and subsequent inquiry.</p>
Competing work demands within Council's control	<p>As the LDF is prepared within an organisation there is a risk that staff will be diverted to work on other projects. This could apply to staff within the Planning service and other Council service areas which are supporting LDF preparation.</p> <p>Level of Risk: Low</p>	<p>Preparation of the LDF is included as one of the Council's key corporate priorities and it is the priority work area for the Planning Policy team. All points in the management structure are aware of the key role of the LDF. Competing priorities will be identified by all relevant staff including project managers. The issues will then be referred for resolution by the Management Teams of the Service Groupings and by the Council's Management Board.</p>
Delays in decision making process	<p>The decisions to be made are complex and there is a great deal at stake for the Council, the community and the development industry. Decision makers will be understandably keen not to rush to decisions and to ensure the optimum result. The binding Inspector's report means that the submitted DPDs must be complete and comprehensive but a decision stage is no longer required following receipt of report.</p> <p>Level of Risk: Low/Medium</p>	<p>The LDS is focussed on a limited number of matters and sets out timetables. The Council will aim to maximise time for consultation and involvement to ensure the range of options and opportunities are fully established. Sufficient time periods will also be time-tabled between consultation stages to ensure officers making recommendations and Members making decisions have sufficient time to reflect on matters raised. The initial production of a Core Strategy should help to guide and focus future decisions.</p>
Political changes	<p>Council elections are held well before or after the targets for key stages of the initial DPDs. However, a change in central government could result in changes to national guidance which could cause slippages to the programme.</p> <p>Level of Risk: Medium/High</p>	<p>Officers would seek guidance from political leaders, Council's Chief Executive and Corporate Directors in the event of any political changes.</p>

Legal challenge	<p>The new system may generate more legal uncertainties. The likelihood of legal action is unknown. However, the opportunity for legal challenge of a development plan document remains at the post adoption stage and so should not affect the current timetables.</p> <p>Level of Risk: Low</p>	<p>The Council's Legal Services team will be closely involved in the process of DPD and SPD preparation.</p>
National economic downturn	<p>Conditions are currently difficult for businesses and this may have an adverse effect on delivery.</p> <p>Level of risk: High</p>	<p>Given that the Core Strategy in particular is a long term plan, providing the flexibility of conditions/policies to assist the economy in recovery will be essential.</p>

3 Monitoring and Review

Monitoring the implementation of the Council's Local Development Framework is a key feature of the planning system.

3.1 Annual Monitoring Report

In December each year the Council is required to produce an annual monitoring report to track the implementation of policies and changes which have occurred in West Berkshire. The monitoring year will cover the period from 1 April to 31 March each year.

The West Berkshire Annual Monitoring Report contains:-

- An assessment of whether any targets set out in development plan documents are being met and, if not, the reasons why
- Impact of policies on targets set out at national, regional, sub-regional or local level
- Consideration of whether any policies need to be replaced or amended, and action needed to do this
- Details of housing delivery including completed dwellings during the monitoring year, numbers of units under construction, stock of permissions, house type data, parking spaces provided, density of development
- A housing trajectory showing past completions and expected future building
- Details of employment generating development constructed, started and given planning permission
- Other development trends data

The Annual Monitoring Report will also cover progress on achieving the timetable set out in this Local Development Scheme.

3.2 Reviewing this Local Development Scheme

This document is the Council's second LDS and sets out the programme for the next few years. It will normally be reviewed once a year following the publication of the AMR. As part of the AMR the Council will assess whether any changes to the timetable may be needed and whether the results of monitoring suggest attention to particular policy areas are required.

3.3 Protocol for liaising with Government Office over changes to LDS

If it is expected that amendments to the LDS are required, the Council will contact the Government Office informally to discuss the issues and proposals for change. Following these informal discussions the Council's Executive will then agree a revised LDS and formally submit the document.

Proposed Development Plan Documents

Document Area Covered	Role, Contents and Conformity	Timetable for production and review
<p>West Berkshire Core Strategy</p> <p>West Berkshire</p>	<p>Sets out the core spatial development strategy for West Berkshire.</p> <p>Will conform with: PPGs/Ss, South East Plan (RSS)</p> <p>Replaces: West Berkshire District Local Plan 1991 – 2006 and Berkshire Structure Plan 2001 – 2016</p>	<ul style="list-style-type: none"> ▪ Consult on scope of sustainability appraisal – December 2007 to January 2008 ▪ Public participation in the preparation of the document - November 2007 to July 2009 ▪ Publication of Proposed Submission Documents to Secretary of State – February to April 2010 ▪ Submission to Secretary of State – July 2010 ▪ Pre-examination meeting – September 2010 (subject to Planning Inspectorate) ▪ Commencement of Public Examination – October 2010 (subject to Planning Inspectorate) ▪ Estimated date for adoption – March 2011 (subject to Inspector’s timetable)
<p>Site Allocations and Delivery</p> <p>West Berkshire</p>	<p>This plan will allocate specific areas for development or restraint in accordance with the overall planning strategy for West Berkshire set out in the West Berkshire Core Strategy.</p> <p>It will also contain a succinct suite of policies managing development which assist in implementing the spatial strategy and setting out considerations applicable to most forms of development</p> <p>Will conform with: PPGs/Ss, South East Plan (RSS), West Berkshire Core Strategy DPD.</p> <p>Replaces: West Berkshire District Local Plan 1991 – 2006</p>	<ul style="list-style-type: none"> ▪ Consult on scope of sustainability appraisal – December 2010 to January 2011 ▪ Public participation in the preparation of the document - December 2010 to July 2012 ▪ Publication of Proposed Submission Documents to Secretary of State – August 2012 ▪ Submission to Secretary of State – February 2013 ▪ Pre-examination meeting – April 2013 (subject to Planning Inspectorate) ▪ Commencement of Public Examination – May 2013 (subject to Planning Inspectorate) ▪ Estimated date for adoption – December 2013 (subject to Inspector’s timetable)

Document Area Covered	Role, Contents and Conformity	Timetable for production and review
Proposals Maps West Berkshire	This will identify adopted policy designations on an Ordnance Survey base.	Proposed changes to West Berkshire District Local Plan Proposals Map to be published in draft on submission of DPDs. The amended Proposals Map to then be published on adoption of DPDs showing on a geographical basis the application of the policies in the DPD.

Timetable for the production of Development Plan Documents

2007	2008					2009					2010					2011					2012					2013																																							
N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D				

Saved West Berkshire District Local Plan policies

On 30 March 2007 the Council presented its proposed list of saved policies to the Government Office for consideration. This was agreed in September 2007. The saved policies are available to be viewed on the Council's web site at <http://www.westberks.gov.uk/index.aspx?articleid=3226> or at local libraries. They are also available for purchase.

The following table lists all the saved policies of the West Berkshire District Local Plan 1991-2006, and outlines how the emerging DPDs will replace them.

WBDLP Policy	Role of policy - Comments
OVS1 Overall Strategy	To be replaced by West Berkshire Core Strategy
OVS2 Core Policy	To be replaced by West Berkshire Core Strategy
OVS3 Planning Benefits	To be replaced by West Berkshire Core Strategy
OVS5 Environmental Nuisance/ Pollution control	To be replaced by Site Allocations and Delivery
OVS6 Noise pollution	To be replaced by Site Allocations and Delivery
OVS7 Hazardous Substances	To be replaced by Site Allocations and Delivery
OVS8 Hazardous substances	To be replaced by Site Allocations and Delivery
OVS9 Renewable energy	To be replaced by West Berkshire Core Strategy
OVS10 Energy Efficiency	To be replaced by West Berkshire Core Strategy
OVS11 Planning to Reduce the Opportunity for crime	To be replaced by West Berkshire Core Strategy
ENV1 The Wider Countryside	To be replaced by West Berkshire Core Strategy
ENV4 Gaps between settlements	To be replaced by West Berkshire Core Strategy
ENV8 Active Nature Conservation Measures	To be replaced by West Berkshire Core Strategy
ENV9 Impact of Development Proposals on Nature Conservation Sites	To be replaced by West Berkshire Core Strategy
ENV14 River Corridors and Nature Conservation	To be replaced by West Berkshire Core Strategy
ENV16 Farm Diversification	To be replaced by Site Allocations and Delivery
ENV17 Agricultural development	To be replaced by West Berkshire Core Strategy
ENV18 Control of Development in the Countryside	To be replaced by West Berkshire Core Strategy
ENV19 Re –use and adaptation of Existing Buildings in	To be replaced by Site Allocations

WBDLP Policy	Role of policy - Comments
the Countryside	and Delivery
ENV20 Redevelopment of Existing Buildings in the Countryside	To be replaced by Site Allocations and Delivery
ENV22 Extension of Residential Curtilages in the Countryside	To be replaced by Site Allocations and Delivery
ENV23 Replacement Dwellings in the Countryside	To be replaced by Site Allocations and Delivery
ENV24 Extensions to Dwellings in the Countryside	To be replaced by Site Allocations and Delivery
ENV27 Institutional and Educational sites in the Countryside	To be replaced by Site Allocations and Delivery
ENV29 Development Involving Horses	To be replaced by Site Allocations and Delivery
ENV31 Important Open Space	To be replaced by West Berkshire Core Strategy
ENV33 Development in Conservation Areas	To be replaced by West Berkshire Core Strategy
ENV38 Management of SAMs and AAS	To be replaced by West Berkshire Core Strategy
HSG1 Identification of Settlements for Planning Purposes	To be replaced by Site Allocations and Delivery
HSG3 The Relaxation of Agricultural Occupancy Conditions	To be replaced by Site Allocations and Delivery
HSG5 Allocation of New Housing Sites	To be replaced by West Berkshire Core Strategy
HSG8 Housing to Meet the Needs of Disabled People	To be replaced by West Berkshire Core Strategy
HSG9 Affordable Housing to Meet Local Needs	To be replaced by West Berkshire Core Strategy
HSG11 Rural Exceptions Schemes	To be replaced by West Berkshire Core Strategy
HSG13 Residential Use of Space above shops and offices	To be replaced by Site Allocations and Delivery
HSG14 Retention of Mobile Home Parks	To be replaced by Site Allocations and Delivery
HSG17 Gypsy Transit Site	To be replaced by West Berkshire Core Strategy
HSG17a Permanent Gypsy Sites	To be replaced by West Berkshire Core Strategy
ECON1 Retention of Existing Employment sites	To be replaced by Site Allocations and Delivery
ECON2A Employment Schemes on Non-protected sites	To be replaced by West Berkshire Core Strategy
ECON5 Town Centre Commercial Areas	To be replaced by Site Allocations and Delivery
ECON6 Former Greenham Common Airbase	To be replaced by Site Allocations and Delivery

WBDLP Policy	Role of policy - Comments
ECON7 Safeguarding Rail Based Industry at Theale	To be replaced by Site Allocations and Delivery
ECON8 and 9 Policies on the Racehorse industries	To be replaced by West Berkshire Core Strategy
SHOP1 Non-retail uses in primary shopping frontages	To be replaced by Site Allocations and Delivery
SHOP2 Parkway and the Wharf	To be replaced by West Berkshire Core Strategy
SHOP3 Retail Areas and Retail Warehousing	To be replaced by Site Allocations and Delivery
SHOP5 The Encouragement of Local and Village Shops	To be replaced by Site Allocations and Delivery
TRANS1A Road Schemes	To be replaced by Site Allocations and Delivery
TRANS1 Meeting the Transport Needs of New Development	To be replaced by Site Allocations and Delivery
TRAN3 A34/M4 Junction 13 – Chieveley	To be replaced by Site Allocations and Delivery
RL1 Public Open Space Provision in Residential Development Schemes	To be replaced by Site Allocations and Delivery
RL2 Provision of Public Open Space (Methods)	To be replaced by Site Allocations and Delivery
RL3 Selection of Public Open Space and Recreational Sites	To be replaced by Site Allocations and Delivery
RL4 Safeguarding Existing Allotment Land	To be replaced by Site Allocations and Delivery
RL5 Kennet and Avon Canal	To be replaced by Site Allocations and Delivery
RL5A The River Thames	To be replaced by Site Allocations and Delivery

The following table lists all the policies of the West Berkshire District Local Plan 1991-2006 that were **not** saved beyond September 2007

OVS3A Provision of Infrastructure	Not saved beyond September 2007
OVS4 Environmental Impact Assessment	Not saved beyond September 2007
ENV2 Area of Outstanding Natural Beauty	Not saved beyond September 2007
ENV3 Areas of Special Landscape Importance	Not saved beyond September 2007
ENV5 Setting of Settlements	Not saved beyond September 2007
ENV6 Enhancement of Degraded Landscapes	Not saved beyond September 2007
ENV7 Central Berkshire Forest	Not saved beyond September 2007
ENV9A Protected Wildlife Species	Not saved beyond September 2007
ENV10 River Flood Plain Areas	Not saved beyond September 2007
ENV11 Surface Water Run-off	Not saved beyond September 2007
ENV11A Waste Water Management	Not saved beyond September 2007

ENV11B Surface water disposal	Not saved beyond September 2007
ENV12 Ground and surface water protection	Not saved beyond September 2007
ENV13 Water Resources	Not saved beyond September 2007
ENV15 Protecting Agricultural Land	Not saved beyond September 2007
ENV21 In-filling and Ribbon Development in Existing Areas of Dispersed Settlements	Not saved beyond September 2007
ENV25A Redundant Defence and Government Establishments	Not saved beyond September 2007
ENV25 Defence and Government Establishments in the Countryside	Not saved beyond September 2007
ENV26 The Former Greenham Common Air Base	Not saved beyond September 2007
ENV28 Telecommunications Development	Not saved beyond September 2007
ENV30 Protecting and Improving the Urban Environment	Not saved beyond September 2007
ENV32 Alterations and Extensions to Listed Buildings	Not saved beyond September 2007
ENV34 Burgage Plots in Hungerford	Not saved beyond September 2007
ENV35 Historic Parks and Gardens	Not saved beyond September 2007
ENV36 The Newbury Battlefield Site	Not saved beyond September 2007
ENV37 Development on SAMs and AAS	Not saved beyond September 2007
ENV39 The Provision of Archaeological Evaluation	Not saved beyond September 2007
ENV40 The Level of Archaeological Investigation	Not saved beyond September 2007
HSG2 Exceptions to Normal Restrictions on New Housing in the Countryside	Not saved beyond September 2007
HSG4 Development within urban areas and on brownfield sites	Not saved beyond September 2007
HSG7 Planning Benefits relating to new housing development	Not saved beyond September 2007
HSG10 Affordable Housing to Meet Local Needs	Not saved beyond September 2007
HSG15 Temporary Residential Accommodation	Not saved beyond September 2007
HSG16 Purley Park River Estate	Not saved beyond September 2007
ECON2 Alternative Uses for Existing Committed Employment Sites	Not saved beyond September 2007
ECON3 Retention of 'Bad Neighbour' Uses	Not saved beyond September 2007
ECON4 Enhancement of Employment Areas and their surroundings	Not saved beyond September 2007
SHOP1A Mixed Uses In Town Centres	Not saved beyond September 2007
SHOP4 Car Boot Sales and Sunday Markets	Not saved beyond September 2007
TRANS2 Enhancement of Transportation Facilities and Network	Not saved beyond September 2007
TRANS4 Cycling	Not saved beyond September 2007
TRANS5 Pedestrians	Not saved beyond September 2007
RL3A Protection of Existing Public and Private Open Space and Recreation Facilities	Not saved beyond September 2007
RL4A Informal Recreation and Access in the Countryside	Not saved beyond September 2007
RL6 Thatcham Moors	Not saved beyond September 2007
RL7 Lower Kennet Water Park	Not saved beyond September 2007

Supplementary Planning Guidance – Material Considerations

Although supplementary planning guidance¹⁴ produced under the previous legislation could not be saved, the following documents are still considered to give up to date and relevant guidance which supplement the policies of the saved policies of the West Berkshire District Local Plan.

Supplementary Planning Guidance – Material Considerations				
Document	Role, Contents and Conformity	Area covered	Status	Timetable for production and review
SPG No.19 Public Houses	Provides guidance on proposals which involve the loss of public houses	West Berkshire	Adopted 25 January 2000 Conforms with: West Berkshire District Local Plan	Prepared by the Council in consultation with the local community. Likely to remain relevant for many years and so no current timetable for review.
SPG No.20 Village Design Statement for Basildon	Design guidance for development in Basildon	West Berkshire	Adopted 13 March 2001 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.
SPG No.21 Chieveley Village Design Statement	Design guidance for development in Chieveley	Chieveley	Adopted 2 April 2002 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.
SPG No.22 Bucklebury Vision – Parish Design Statement	Design guidance for development in Bucklebury Parish	Bucklebury	Adopted 16 April 2002 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.
SPG No.23 Cold Ash and Ashmore Green Village Design Statement	Design guidance for development in Cold Ash and Ashmore Green	Cold Ash and Ashmore Green	Adopted 1 May 2002 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.

¹⁴ <http://www.westberks.gov.uk/index.aspx?articleid=3231>

Supplementary Planning Guidance – Material Considerations				
Document	Role, Contents and Conformity	Area covered	Status	Timetable for production and review
SPG No.24 Speen Village Design Statement	Design guidance for development in Speen	Speen	Adopted 1 October Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.
Beenham Village Design Statement	Design guidance for development in Beenham	Beenham	Adopted 8 July 2003 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.
Hermitage Village Design Statement	Design guidance for development in Hermitage	Hermitage	Adopted 14 July 2004 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.
Inkpen Village Design Statement	Design guidance for development in Inkpen	Inkpen	Adopted 31 August 2004 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.
Newbury Town Design Statement	Design guidance for development in Newbury	Newbury	Adopted 19 April 2005 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.
Compton Village Design Statement	Design guidance for development in Compton	Compton	Adopted 11 October 2005 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.

Supplementary Planning Guidance – Material Considerations				
Document	Role, Contents and Conformity	Area covered	Status	Timetable for production and review
Pangbourne Village Design Statement	Design guidance for development in Pangbourne	Pangbourne	Adopted 16 November 2005 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.
Brimpton Village Design Statement	Design guidance for development in Brimpton	Brimpton	Adopted January 2007 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.
Stratfield Mortimer Village Design Statement	Design guidance for development in Stratfield Mortimer	Stratfield Mortimer	Adopted November 2007 Conforms with: West Berkshire District Local Plan	Prepared by the local community in consultation with the Council. Likely to remain relevant for many years and so no current timetable for review.
SPG 03/1 Shop Fronts and Signs – Supplementary planning guidance	Guidance on the design of shop fronts and signs	West Berkshire – mainly town/village centres	Adopted 3 July 2003 Conforms with: West Berkshire District Local Plan	Retain as existing. No current timetable for review.
SPG 04/1 Park Way Planning Brief	Planning brief for Park Way site in Newbury town centre	Park Way, Newbury	Adopted 13 May 2004 Conforms with: West Berkshire District Local Plan	Retain as existing. No current timetable for review.

Supplementary Planning Guidance – Material Considerations				
Document	Role, Contents and Conformity	Area covered	Status	Timetable for production and review
SPG 04/2 House Extensions	Provides guidance on how to design house extensions so that they respect the character of the area, protect living conditions of neighbours and comply with relevant planning policies	West Berkshire	Adopted 15 July 2004 Conforms with: West Berkshire District Local Plan	Retain as existing. No current timetable for review.
SPG 04/3 Replacement Dwellings and Extensions in the Countryside	Sets out guidance to guide the scale and design of extensions to dwellings in the countryside outside settlements	Countryside outside settlements	Adopted 15 July 2004 Conforms with: West Berkshire District Local Plan	Retain as existing. No current timetable for review.
SPG 04/4 Delivering Investment from Sustainable Development	Explains the Council's approach to securing appropriate contributions to meet the impacts of new development	West Berkshire	Adopted 27 September 2004 Conforms with: West Berkshire District Local Plan	Consider review in the light of any changes to national Government policy.

Village and Town Design Statements

Since July 2008 the Council has adopted Design Statements¹⁵ through the community planning process rather than the formal planning process in accordance with the revised PPS12. Design Statements adopted through this process include:

- Streatley - Adopted 12 March 2009
- Hamstead Marshall - Adopted 14 August 2009
- Stanford Dingley - Adopted 21 January 2010

¹⁵ <http://www.westberks.gov.uk/index.aspx?articleid=4433>

Glossary

Term	Acronym	Explanation
Adoption		Formal approval by the Council of an LDD whereupon it achieves its full weight.
Annual Monitoring Report	AMR	Annual statement analysing the implementation of policies. Produced in December. This is a statutory requirement of the new planning system
Area Action Plan	AAP	A Development Plan Document which focuses on a specific area
Binding Report		Not a formal term but refers to the fact that an Inspector's report on a DPD is binding on the local authority (see Examination below)
Community Strategy/Plan		Strategic objectives and action plan produced by LSP
Conformity		LDDs normally have to fit in to the policies set out in higher documents - conformity
Core Strategy		The overall spatial planning policies and objectives for an area. The West Berkshire Planning Strategy will be West Berkshire's core strategy.
Council		In this context, the local planning authority; in this case West Berkshire Council. References to full Council are to the meeting of all elected members which is the Council's supreme decision making body
Development Plan Document	DPD	A statutory document which is the primary consideration in determining planning applications. It is required to undergo public testing (inquiry or examination before an independent inspector or panel).
Examination		In this context the forum at which an independent inspector considers the soundness of a development plan document
Executive		In this case, the Council's lead decision making body comprised of elected members
Government Office		Grouping of Government departments working at regional level – see GOSE.
	GOSE	Government Office for the South East
Housing Trajectory		Diagram showing housing delivery and expected trends of development
Inset map		Specific section of a Proposals Map
Local Development Document	LDD	Either a Development Plan Document or a Supplementary Planning Document
Local Development Scheme	LDS	This document, the public programme for producing elements of the Local Development Framework
Local Development Framework	LDF	The portfolio of Local Development Documents that provides the framework for delivering the spatial strategy for the area

Term	Acronym	Explanation
Local Strategic Partnership	LSP	A grouping of local stakeholders – local councils, business, voluntary sector – working together in the local community. The local LSP is the West Berkshire Partnership
Material consideration		A factor or document which can be taken into account in deciding a planning application
Planning Inspectorate		National agency which supplies independent planning inspectors.
Planning Policy Guidance	PPG	Government statement of its planning policy. Gradually being replaced by PPS
Planning Policy Statement	PPS	Government statement of its planning policies.
Proposals Map		Map showing policy areas on an Ordnance Survey map base.
Public examination		See Examination above
Regional Planning Guidance	RPG	Government planning policies for a region. Replaced by RSS
Regional Spatial Strategy	RSS	Government planning policies for the region. Now part of the development plan.
Saved Development Plans or Policies		The new system allowed all existing Local and Structure Plans to be saved until September 2007. Some policies have been saved for a longer period.
South East Plan		RSS for the South East
Spatial strategy		An integrated planning/development strategy aiming to achieve a range of objectives
Stakeholder		In this context an organisation or individual with an interest in local planning matters
Statement of Community Involvement	SCI	Adopted document setting out how the Council will involve the community in the planning process.
Structure Plan		Broad planning policies for a whole County. Being replaced by local DPDs and RSS
Submission		Stage at which a prepared DPD is presented to Secretary of State. Similar to the deposit stage under the old system in that formal representations can be made.
Supplementary Planning Document	SPD	A local development document which does not have DPD status but which is taken into account as a material consideration in the determination of planning applications
Supplementary Planning Guidance	SPG	Planning guidance produced under the previous planning system. They give additional guidance in support of policies in statutory planning documents
Unitary authority		A single tier local authority providing a full range of local government functions. West Berkshire Council is a unitary authority
Village Design Statement	VDS	Local design guidance produced by local community and adopted by the Council

Term	Acronym	Explanation
West Berkshire Partnership		The local LSP.

This page is intentionally left blank