

## **Draft Cambridge Local Development Scheme 2008**

### **Introduction and Summary**

This Local Development Scheme (LDS) sets out a planning work programme for the City Council over a three-year period to September 2009. It will be regularly reviewed to keep it up to date<sup>1</sup>. A glossary is included at the end of the document to explain the meaning of the acronyms and phrases used in it.

The main documents of the current Development Plan are the Cambridgeshire & Peterborough Structure Plan 2003, the Cambridgeshire & Peterborough Waste Local Plan 2003, the Cambridgeshire Aggregates (Minerals) Local Plan 1991, and the Cambridge Local Plan 2006.

### **Purpose of the Local Development Scheme**

The LDS sets out how the Council will move from the previous development plan system to the new development plan system. It lists current planning policy and guidance documents applicable to development in Cambridge, and what new local development documents are to be produced and when. The intention is that it will be clear to the reader what policy documents are in force at any particular time.

### **The New Planning System**

The Planning and Compulsory Purchase Act 2004 introduced the requirement for the City Council to prepare a LDS. The City Council must prepare a family of related plans and guidance that are called a Local Development Framework (LDF). The LDF taken as a whole will set out the Council's policies for the future development of Cambridge. This will replace the Local Plan.

The new planning system is radically different from that which it replaces. Emphasis is placed on flexibility, public participation, sustainability appraisal and having a sound evidence base for policy. Under the new system a 'folder' of separate but related Local Development Documents (LDDs) replaces the Local Plan. LDDs either set out strategies, policies, or proposals for the entire City or for individual areas of it. A Statement of Community Involvement sets out how the Council will enable the public to participate in plan making. Our success or lack of it will be monitored in an Annual Monitoring Report.

The new planning system requires a chain of conformity between the Development Plan Documents and between documents within the Local Development Framework. The Core Strategy will need to be in conformity with the Regional Spatial Strategy, which will replace the Structure Plan before the Core Strategy is adopted. All other Development Plan Documents will need to be in conformity with the Core Strategy.

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<sup>1</sup> It will be reviewed yearly except when it needs to be more urgently updated.

If you want to understand more about the new development plan system all of the relevant documents can be accessed on the internet, the addresses for which are given in Appendix A.

### **Structure of the Local Development Framework**

The LDF will be presented as a loose leaf folder containing all of the Local Development Documents (LDDs). This will enable the LDDs to be amended and updated easily without the necessity of having to reprint the whole LDF each time a part of it needs to be updated. A master LDF will be available for inspection at the Guildhall and also on the City Council's website. When making or assessing a planning application please ensure that you have made reference to the most up to date LDDs of the LDF at all times. There may also be a need to have regard to the LDF of South Cambridgeshire District Council and to the Minerals and Waste LDFs produced by Cambridgeshire County Council. The structure of the LDF is set out in Figure 1 and Schedule 1 lists the LDDs that the City Council intend to commence preparation of within the life of this LDS.

It is intended that initially the Cambridge LDF will consist of the following elements:

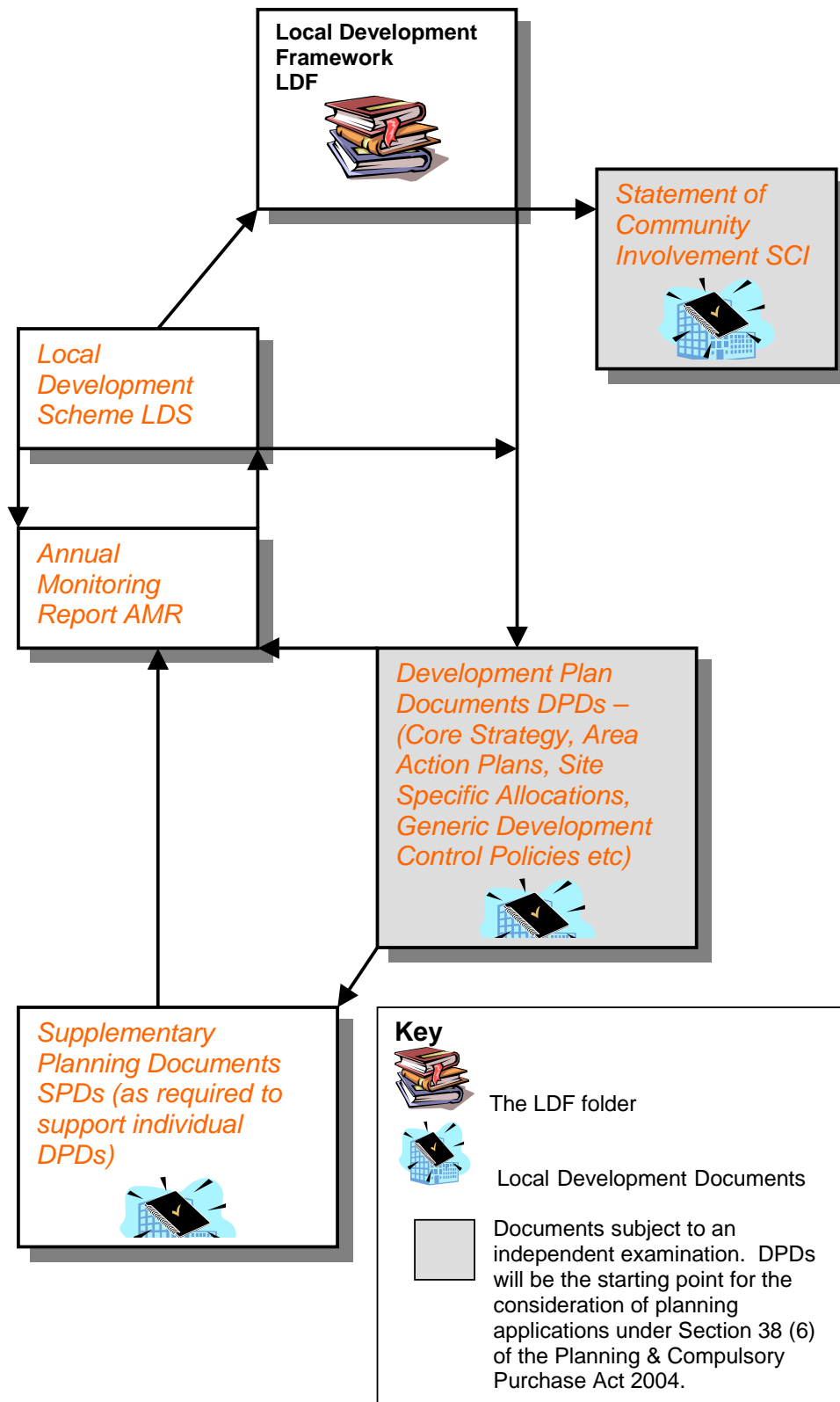
- A Statement of Community Involvement, which is a consultation strategy for planning in Cambridge;
- A core strategy (which will be called the Cambridge Development Strategy) comprising a spatial vision and strategy, objectives, core policies and a monitoring and implementation framework;
- The Cambridge East Area Action Plan;
- The North West Cambridge Area Action Plan;
- Site specific allocations of land (which will be called Cambridge Development Sites);
- Generic development control policies (which will be called Cambridge Development Policies);
- An Annual Monitoring Report; and
- A number of Supplementary Planning Documents.

These will be mapped on a proposals map as necessary<sup>2</sup>.

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<sup>2</sup> The proposals map will be kept up to date by amending it at the same time as any DPD is adopted, its purpose is to illustrate geographically the policies and proposals in the LDF.

**Figure 1 – The Cambridge Local Development Framework**



The proposals map will be updated whenever a new DPD is produced.

## **SCHEDULE 1**

### **Schedule of Local Development Documents**

More detailed information on each LDD can be found in the Local Development Document Profiles section of this LDS and on the Key Milestones Chart which sets out the preparation stages for each document over the coming years. The initial development plan documents will be prepared using the consultation arrangements set out the Town & Country Planning Local Development Regulations 2004 and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

<b>Document Title</b>	<b>DPD/ SPD</b>	<b>Brief Description</b>	<b>Chain of Conformity<sup>3</sup></b>	<b>Date for Issues and Alternative Options Consultation</b>	<b>Date for Pre-Submission Preferred Options Public Participation</b>	<b>To replace following parts of the new 2006 Local Plan</b>	<b>Date for Adoption</b>
Statement of Community Involvement	N/A	Sets out standards and approach to involving stakeholders and the community in the production of the LDF and on all planning applications.	N/A	28 February – 28 March 2006	1 May – 12 June 2006	N/A	Adopted September 2007
Core Strategy (Cambridge Development Strategy)	DPD	Sets out the vision, objectives and strategy, for the spatial development of Cambridge. Accompanied by Proposals Map.	Conformity with the RSS. All other LDDs to be in conformity with the Core Strategy.	March - July 2007	March 2008 – May 2008	Chapter 2 Vision & Strategy	February 2010
Cambridge East Area Action Plan	DPD	A joint plan with South Cambridgeshire District Council for a large scale urban expansion for up to 14,000 extra homes to the east of the City.	Conformity with the saved Cambridgeshire & Peterborough Structure Plan 2003.	July 2003 – September 2004, supplemented by full public participation 1st October – 12th November 2004	17th June 2005– 29th July 2005	Site 9.01 East Cambridge on the Proposals Schedule.  Policy 9/4 East Cambridge	January 2008 – March 2008
North West Cambridge Area Action Plan	DPD	A joint plan with South Cambridgeshire District Council for a large scale urban expansion for Cambridge University and also residential development.	Conformity with the saved Cambridgeshire & Peterborough Structure Plan 2003.	25th September 2006 – 6th November 2006	October 2007 –December 2007	Sites 9.07, and 9.11. Policy 9/7 Madingley Road / Huntingdon Road	July 2009
Site Specific Allocations (Cambridge Development Sites)	DPD	Lists sites allocated for development, which are also illustrated on	Conformity with the Core Strategy.	April 2008 – Mid October June 2008	March 2009 – April 2009	Proposals Schedule other than site 9.01 East Cambridge	December 2010

<sup>3</sup> All documents will also be in general conformity with national planning guidance set out in the Planning Policy Statements in force at the time of their preparation.

		the Proposals Map.				and sites 9.07 and 9.11 North West Cambridge	
Generic Development Control Policies (Cambridge Development Policies)	DPD	Sets out the policies against which planning applications will be considered.	Conformity with the Core Strategy.	April 2008 –Mid October 2008	March 2009 – April 2009	Policies within chapters 3 to 10 as appropriate	December 2010
Affordable Housing	SPD	Guidance to supplement policy for securing affordable housing (including key worker housing).	Conformity with the saved Cambridge Local Plan 2006.	N/A	N/A	N/A	January 2008
Sustainable Design and Construction <sup>4</sup>	SPD	Guidance on how to make new developments more sustainable.	Conformity with the saved Cambridge Local Plan 2006.	N/A	N/A	N/A	Adopted May 2007
Planning Obligations	SPD	Guidance on the planning obligations that will be sought to provide the services, facilities and infrastructure required as a result of development proposals. Possibly a joint plan at County level.	Conformity with the saved Cambridge Local Plan 2006.	N/A	N/A	N/A	July 2008
Public Art	SPD	Guidance on the provision of public art as part of new development schemes.	Conformity with the saved Cambridge Local Plan 2006.	N/A	N/A	N/A	January 2009
Historic Environment	SPD	Guidance on historic environment policies	Conformity with the saved Cambridge Local Plan 2006.	N/A	N/A	N/A	January 2009
Mill Lane / Old Press Site	SPD	Guidance for the long term and incremental redevelopment of Mill Lane/Silver Street	Conformity with the saved Cambridge Local Plan 2006.	N/A	N/A	N/A	March 2009

<sup>4</sup> This was previously called Sustainable Communities





## Key Milestones Chart (continued)

Document	2009												2010												2011											
	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
<b>DEVELOPMENT PLAN DOCUMENTS</b>																																				
Core Strategy	7	7	7	7	7	8	8	9	9	9	9	10	10	11																						
Cambridge East AAP																																				
Cambridge NW AAP	9	9	9	9	10	10	11																													
Site Specific Allocations	3	3	3/4	4	5	5	5	5	5	5	5/6	6/7	7	7	7	7	8	8	9	9	9	9	10	11												
Generic Development Control Policies	3	3	3/4	4	5	5	5	5	5	5	5/6	6/7	7	7	7	7	8	8	9	9	9	9	10	11												
<b>SUPPLEMENTARY PLANNING DOCUMENTS</b>																																				
Affordable Housing																																				
Planning Obligations																																				
Public Art	v																																			
Historic Environment	v																																			
Mill Lane	iii/iv	iv	v																																	

Please note: The Site Specific Allocations DPD and Generic Development Control Policies DPD have the same timetable. The appointed Inspector will decide how the examinations are run and which document will be examined first. This decision will affect the subsequent timetable to adoption of these documents.

<b>Local Plan</b> A Preparation for Deposit B Redeposit public participation C Analysis of representations D Inquiry preparation E Inquiry F Inspector's Report writing G Inspector's report published H Adoption	<b>Development Plan Documents</b> 1 Pre-production background studies and information gathering 2 Identify and assess issues and options, stakeholder consultation 3 Preparation of preferred options report 4 Pre submission public participation on preferred options (6 weeks) 5 Consider representations and prepare DPD 6 Submit to Secretary of State and public consultation (6 weeks) 7 Consider representations and consult on any objectors sites and Pre examination meeting and preparing for public examination 8 Public examination	9 Inspector's Report writing 10 Receipt of Inspector's binding report 11 Adoption and publication	<b>Supplementary Planning Documents</b> i Pre-production background studies and information gathering ii prepare draft SPD iii Draft SPD public consultation (6 weeks) iv Consideration of representations and revise SPD v Adoption and publication
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## Transitional Arrangements

The new Cambridge Local Plan was adopted on the 20th July 2006. This plan will remain in force for three years until July 2009, during which time the City Council will prepare local development documents. As can be seen in the key milestones chart above, the Core Strategy, Site Specific Allocations and Generic Development Control Policies documents will not be adopted by July 2009. Therefore we will have to make a request to the Government Office that some policies in the Local Plan be saved beyond the three year period. In order to do this we will need to demonstrate that the policies we wish to be saved reflect the principles of local development frameworks, are consistent with current national policy, and that it is not feasible or desirable to replace them by July 2009<sup>5</sup>.

The new Local Plan includes policies for the areas of major change and so Area Action Plans are not being prepared for the urban extensions with the exception of those for Cambridge East and for North-West Cambridge. Masterplans will be developed for each of these areas consistent with these policies contained within the Cambridge Local Plan and relevant Area Action Plans. Planning permissions for the development of the areas of major change will not be granted unless their subsequent implementation, in a way consistent with the masterplan, is secured in each case through a legal agreement.

Schedule 1 sets out which policies of the new Local Plan will be replaced by DPDs and when this will occur.

Existing Supplementary Planning Guidance (SPG) cannot form part of the LDF as there is no formal process for 'saving' these documents. Existing SPG which were linked to the 1996 Local Plan have now lost their status, as this plan has been replaced by the 2006 Local Plan. However most will continue to be material considerations as statements of council policy in the determination of planning applications because of their nature and content<sup>6</sup>.

Under the new planning system Supplementary Planning Documents (SPD) can be produced to provide further details and guidance about policies or proposals in a DPD or a saved plan. This LDS sets out a programme of SPD production during the next three years (see Schedule 1). Schedule 2 sets out all the documents that will be used as material considerations and which are likely to be replaced by a DPD or SPD beyond the three year period covered by this LDS. The exact timescales will be included in subsequent LDSs.

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<sup>5</sup> Protocol for handling proposals to save adopted Local Plan, Unitary Development Plan and Structure Plan policies beyond the 3 year saved period, DCLG, August 2006

<sup>6</sup> Such statements of council policy will not have the policy backing that was afforded to SPG by Planning Policy Guidance Note 12.

## SCHEDULE 2

### Schedule of material guidance and how they will be replaced

All of the documents in the table below have the status of being a material consideration. The notes column indicates where there are any firm plans to replace the document with a DPD or SPD.

All other informal guidance that does not feature in this schedule can be considered to have been withdrawn.

Document Title	Date	Brief Description	Notes MC = material consideration
<b>City Wide Guidance</b>			
Arboriculture Strategy	2004	City wide arboricultural strategy	
Planning Obligation Strategy	2004	Guidance on the planning obligations that will be sought to provide the services, facilities and infrastructure required as a result of development proposals.	To remain as a material consideration until replaced by SPD see Schedule 1
Open Space and Recreation Strategy	2006	Guidance on the provision of open space and recreation facilities through development.	Adopted as SPG 2004. Updated to relate fully to 2006 LP and adopted as MC Nov 2006.
Protection & Funding of Routes for the Future Expansion of the City Cycle Network	2004	Guidance on how development can help achieve the implementation of the cycle network.	
Cambridge Walking & Cycling Strategy	2002	A walking a cycling strategy for Cambridge	
Cambridge Landscape and Character Assessment	2003	An analysis of the landscape and character of Cambridge	
Cambridge Lighting Strategy	1999	Guidance on the exterior lighting of buildings and areas	Light pollution covered in the Sustainable Design & Construction SPD.
The Cambridge Shopfront Design Guide	1997	Guidance on new shopfronts	To remain as a material consideration until replaced by technical guidance, see Schedule 3
Roof Extensions Design Guide	2003	Guidance on roof extensions	To remain as a material consideration until replaced by technical guidance, see Schedule 3
The Payment of Commuted Sums in lieu of On-Site Affordable Housing Provision	1999	Guidance to supplement policy for securing affordable housing	To remain as a material consideration until replaced by SPD, as part of the Affordable Housing SPD, see Schedule 1
Modelling the Costs of Affordable Housing	March 2006	Toolkit to enable negotiations on affordable housing provision through planning proposals	
Public Art	2003	Guidance on the provision of public art in new developments	To remain as a material consideration until replaced by SPD, see Schedule 1
Nature Conservation Strategy	2006	Guidance on which habitats should be conserved and enhanced, how this should be carried out and how it relates to Biodiversity Action Plans.	Adopted as MC in Nov 2006.
Criteria for the Designation of Wildlife Sites	2005	Sets out the criteria for the designation of Wildlife Sites	A revision of the Appendix 4 in the Local Plan 1996, adopted as MC Nov 2006.
Cambridge City Wildlife Sites Register 2005	2005	Details of the City and County Wildlife Sites	Adopted as MC in Nov 2006
Strategic Flood Risk Assessment	2005	Study assessing the risk of flooding in Cambridge	

<b>Document Title</b>	<b>Date</b>	<b>Brief Description</b>	<b>Notes</b>
Balanced and Mixed Communities – A Good Practice Guide	2006	Produced by Cambridgeshire Horizons to assist the implementation of the Areas of Major Change.	MC = material consideration Endorsed by the Council July 2006
Green Infrastructure Strategy for the Cambridgeshire Sub-Region	2006	Produced by Cambridgeshire Horizons to assist the implementation of the Areas of Major Change and as a material consideration in the determination of planning applications and appeals.	Adopted as material consideration July 2006.
A Major Sports Facilities Strategy for the Cambridge Sub-Region	2006	Produced by Cambridgeshire Horizons to assist the implementation of the Areas of Major Change.	Endorsed by the Council July 2006.
Cambridge Sub-Region Culture and Arts Strategy	2006	Produced by Cambridgeshire Horizons to assist the implementation of the Areas of Major Change.	Endorsed by the Council July 2006.
<b>Area Guidelines</b>			
Station Road Area Development Framework	2004	Sets out a vision and Planning Framework for the development of a high density mixed use area including a new transport interchange.	
Southern Fringe - Area Development Framework	2006	Guidance which will help to direct the future planning of development in the Southern Fringe of Cambridge.	
West Cambridge Masterplan Design Guidelines and Legal Agreement	1999	Sets out how the West Cambridge site should be developed	
Mitcham's Corner Area Strategic Planning & Development Brief	2003	Guidance on the development and improvement of Mitchams Corner	
Historic Core Appraisal	2006	Guidance on the relationship between the Historic Core and new development.	
Buildings of Local Interest	2005	A schedule of buildings of local interest and associated guidance	
Kite Area Conservation Area Appraisal	1996	Guidance relating to development and the Conservation Area	
Trumpington Conservation Area Appraisal	1998	Guidance relating to development and the Conservation Area	
Mill Road and St Matthews Conservation Area Appraisal	1999	Guidance relating to development and the Conservation Area	
Southacres Conservation Area Appraisal	2000	Guidance relating to development and the Conservation Area	
Newnham Croft Conservation Area Appraisal	1999	Guidance relating to development and the Conservation Area	
Brooklands Avenue Conservation Area Appraisal	2002	Guidance relating to development and the Conservation Area	
Eastern Corridor Area Transport Plan	2002	Guidance on the measurement and mitigation of transport impacts arising from development	To remain as a material consideration until the second half of 2008 when it will be merged with the other Corridor Area Transport Plans, see schedule 3.
Southern Corridor Area Transport Plan	2002	Guidance on the measurement and mitigation of transport impacts arising from development	To remain as a material consideration until the second half of 2008 when it will be merged with the other Corridor Area Transport Plans, see schedule 3.
Northern Corridor Area Transport Plan	2003	Guidance on the measurement and mitigation of transport impacts arising from development	To remain as a material consideration until the second half of 2008 when it

Document Title	Date	Brief Description	Notes
			MC = material consideration will be merged with the other Corridor Area Transport Plans, see schedule 3.
Western Corridor Area Transport Plan	2003	Guidance on the measurement and mitigation of transport impacts arising from development	To remain as a material consideration until the second half of 2008 when it will be merged with the other Corridor Area Transport Plans, see schedule 3.
Jesus Green Conservation Plan	2001	Historic open space guidance.	
Parker's Piece Conservation Plan	2001	Historic open space guidance.	
Sheep's Green / Coe Fen Conservation Plan	2001	Historic open space guidance.	
Christ's Pieces/New Square Conservation Plan	2001	Historic open space guidance.	
Storey's Way Conservation Area Appraisal	2007	Guidance relating to development and the Conservation Area including a review of the boundary.	
Mill Road Development Brief (Robert Sayle Warehouse & Co-op site).	2007	Development brief for Proposals Site 7.12 in the Cambridge Local Plan (2006),	
Mackay's Development Brief	2007	Development brief to guide the future redevelopment of the MacKay's site on East Road	This document is informal officer guidance only.

### Conservation Area Appraisals

The City Council will draw up a programme to review and replace existing Conservation Area Appraisals and include this in a future LDS. This will include reviewing existing Conservation Area boundaries. The Historic Environment SPD (see Schedule 1) will provide the policy context within which the Conservation Area Appraisals sit, as Government has advised that the Conservation Area Appraisals cannot be SPD.

### **SCHEDULE 3**

#### **Technical Guidance and Strategy Documents**

The City Council will also produce technical guidance to help inform and explain its planning policies and proposals, and strategy documents affecting the use of land. These will not have the status of SPDs as they will not be subject to a formal procedure for preparation, nevertheless they will usually be subject to public participation and will be a material consideration in the determination of planning applications and appeals.

<b>Topic Area</b>	<b>Contents</b>	<b>Timescale</b>
Employment	Procedural leaflet to explain how policy will be applied and work, especially in relation to selective management of the economy and loss of B1c, B2 and B8.	To be finalised March 2008.
Access Design	Information leaflets to be produced with local information and advice on where to consult national guidelines.	To be finalised December 2006
Trees on Development Sites	Good practice guidance note	To be finalised March 2008.
The Cambridge Shopfront Design Guide	Guidance note on shopfront design.	To be reviewed after 2008
Roof Extensions Design Guide	Guidance note on roof extensions.	To be reviewed after 2008
Corridor Area Transport Plans	Guidance on the measurement and mitigation of transport impacts arising from development	To be finalised second half of 2008.
Cambridge Northern Fringe East - Area Development Framework	Guidance to coordinate development of the northern fringe.	To follow the adoption of the Core Strategy in February 2010.

Cambridgeshire County Council produce guidance on the production of transport assessments in respect of planning applications. Their existing guidance is currently under review for replacement by Spring 2008.

## LOCAL DEVELOPMENT DOCUMENT PROFILES

<b>Core Strategy (Cambridge Development Strategy)</b>	
<b>Document Details:</b>	
<ul style="list-style-type: none"> <li>• Document description</li> </ul>	Will set out the long-term spatial vision for the local planning authority area and the strategic policies and proposals to deliver that vision. It will contain a set of primary policies for delivering the core strategy. Broad locations for development may be set out in a key diagram.
<ul style="list-style-type: none"> <li>• Status</li> </ul>	DPD
<ul style="list-style-type: none"> <li>• Conformity</li> </ul>	PPG, PPS, RSS14, Waste Local Plan 2003 (saved plan), Aggregates (Minerals) Local Plan 1991 (saved plan)
<ul style="list-style-type: none"> <li>• Geographical coverage</li> </ul>	City-wide
<ul style="list-style-type: none"> <li>• Produced jointly with another Authority?</li> </ul>	No
<b>Timetable:</b>	
<b>Pre – Production</b>	
1 Pre production background studies * & information gathering	May 2006 – October 2007 See Footnote. The majority of the background studies will be completed by Spring 2008.
<b>Production</b>	
2 Identify & assess issues and options including consultation with stakeholders	March 2007 – July 2007
3 Preparation of preferred options report	August 2007 – February 2008
4 Pre submission public participation on preferred options (6 weeks)	March 2008 – May 2008
5 Consideration of representations and prepare DPD	June 2008 – October 2008
6 Submit to Secretary of State	November 2008
<b>Examination</b>	
6 Public participation period on DPD (6 weeks)	November 2008 – December 2008
7 Consideration of representations and consultation on Site Allocation Representations	January 2009 – May 2009
<ul style="list-style-type: none"> <li>• Pre-examination meeting</li> </ul>	March 2009
8 Examination period	June 2009 – July 2009
<b>Adoption</b>	
9 Writing of Inspector's report	August 2009 – November 2009
10 Receipt of Inspector's binding report	December 2009
11 Adoption & publication of DPD	February 2010

<i>Arrangements for Production:</i>	
<ul style="list-style-type: none"> <li>• Organisation/department leading the production process</li> </ul>	Planning policy team
<ul style="list-style-type: none"> <li>• Political decision making</li> </ul>	DPSG, Executive Councillor/ Environment Scrutiny Committee, Full Council
<ul style="list-style-type: none"> <li>• Internal resources</li> </ul>	Planning policy team with input from other teams such as landscape, urban design, development control, housing, environmental health etc
<ul style="list-style-type: none"> <li>• External resources</li> </ul>	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utilities companies, other local stakeholders
<i>Arrangements for Post Production:</i>	
<ul style="list-style-type: none"> <li>• <b>Monitoring &amp; review mechanisms</b></li> </ul>	AMR

\* See Table 1 for the background studies to be carried out

## Cambridge East Area Action Plan

<b>Document Details:</b>	
<ul style="list-style-type: none"> <li>Document description</li> </ul>	<p>Vision and planning framework for the development of Cambridge Airport site and adjoining land for a high density mixed use urban expansion (the site includes land in South Cambridgeshire District Council). Land will be released from the Green Belt. Development will be predominantly housing, with employment, a new district centre and associated community facilities, open space and transport infrastructure. The AAP will allow for the early development of Marshall's North Works site, which does not rely upon the relocation of the airport.</p>
<ul style="list-style-type: none"> <li>Status</li> </ul>	DPD
<ul style="list-style-type: none"> <li>Conformity</li> </ul>	PPG, PPS, Cambridgeshire & Peterborough Structure Plan 2003 (saved plan), Waste Local Plan 2003 (saved plan), Aggregates (Minerals) Local Plan 1991 (saved plan).
<ul style="list-style-type: none"> <li>Geographical coverage</li> </ul>	Cambridge Airport, Marshall's North Works site, land north of Cherry Hinton
<ul style="list-style-type: none"> <li>Produced jointly with another Authority?</li> </ul>	Yes, South Cambridgeshire District Council
<b>Timetable:</b>	
<b>Pre – Production</b>	
1 Pre production background studies & information gathering	September 2001 – June 2003
<b>Production</b>	
2 Identify & assess issues and options including consultation with stakeholders	July 2003 –September 2004, supplemented by full public participation 1 <sup>st</sup> October – 12 <sup>th</sup> November 2004
3 Preparation of preferred options report	November 2004 – June 2005
4 Pre submission public participation on preferred options (6 weeks)	17 <sup>th</sup> June 2005– 29 <sup>th</sup> July 2005
5 Consideration of representations and prepare DPD	August 2005 – December 2005
6 Submit to Secretary of State	6 <sup>th</sup> January 2006
<b>Examination</b>	
6 Public participation period on DPD (6 weeks)	6 <sup>th</sup> January 2005 – 17 <sup>th</sup> February 2006
7 Consideration of representations	March 2006 – July 2006
<ul style="list-style-type: none"> <li>Pre-examination meeting</li> </ul>	April 2007
8 Examination period	July 2007
<b>Adoption</b>	
9 Inspector's report writing	August 2007– December 2007

10 Receipt of Inspectors binding report	December 2007
11 Adoption & publication of DPD	January 2008 – March 2008
<i>Arrangements for Production:</i>	
<ul style="list-style-type: none"> <li>• Organisation/department leading the production process</li> </ul>	Planning policy teams at Cambridge City Council & South Cambridgeshire District Council
<ul style="list-style-type: none"> <li>• Political decision making</li> </ul>	Joint Strategic Forum, Cambridge East Reference Group, Cambridge City Executive Councillor / Environment Scrutiny Committee and Council, South Cambridgeshire District Council Cabinet and Council
<ul style="list-style-type: none"> <li>• Internal resources</li> </ul>	Project team from planning policy teams at both Councils, with input from other teams such as landscape, urban design, development control, housing, environmental health, transport, conservation, environment/sustainability
<ul style="list-style-type: none"> <li>• External resources</li> </ul>	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utilities companies, other key local stakeholders
<i>Arrangements for Post Production:</i>	
<ul style="list-style-type: none"> <li>• <b>Monitoring &amp; review mechanisms</b></li> </ul>	AMR

## North West Cambridge Area Action Plan

<b>Document Details:</b>	
<ul style="list-style-type: none"> <li>Document description</li> </ul>	Vision and planning framework for the development of North-West Cambridge and adjoining land for Cambridge University and residential (the site includes land in South Cambridgeshire District Council). Land will be released from the Green Belt. Development will be predominantly for Cambridge University related purposes including housing, with other mixed uses and associated community facilities, open space and transport infrastructure.
<ul style="list-style-type: none"> <li>Status</li> </ul>	DPD
<ul style="list-style-type: none"> <li>Conformity</li> </ul>	PPG, PPS, Cambridgeshire & Peterborough Structure Plan 2003 (saved plan), Waste Local Plan 2003 (saved plan), Aggregates (Minerals) Local Plan 1991 (saved plan).
<ul style="list-style-type: none"> <li>Geographical coverage</li> </ul>	Land between Madingley Road and Huntingdon Road.
<ul style="list-style-type: none"> <li>Produced jointly with another Authority?</li> </ul>	Yes, South Cambridgeshire District Council
<b>Timetable:</b>	
<b>Pre – Production</b>	
1 Pre production background studies & information gathering	October 2005 – September 2006
<b>Production</b>	
2 Identify & assess issues and options including consultation with stakeholders	25 <sup>th</sup> September 2006 – 6 <sup>th</sup> November 2006
3 Preparation of preferred options report	November 2006 – October 2007
4 Pre submission public participation on preferred options (6 weeks)	October 2007 – December 2007
5 Consideration of representations and prepare DPD	December 2007 – May 2008
6 Submit to Secretary of State	June 2008
<b>Examination</b>	
6 Public participation period on DPD (6 weeks)	June 2008 – July 2008
7 Consideration of representations and consultation on any objectors sites	July 2008 – October 2008
<ul style="list-style-type: none"> <li>Pre-examination meeting</li> </ul>	September 2008
8 Examination period	November 2008 – December 2008
<b>Adoption</b>	
9 Inspector's report writing	January 2009 – April 2009
10 Receipt of Inspectors binding report	May 2009

11 Adoption & publication of DPD	July 2009
<i>Arrangements for Production:</i>	
<ul style="list-style-type: none"> <li>• Organisation/department leading the production process</li> </ul>	Planning policy teams at Cambridge City Council & South Cambridgeshire District Council
<ul style="list-style-type: none"> <li>• Political decision making</li> </ul>	Joint Strategic Forum, joint member steering group, Cambridge City Executive Councillor / Environment Scrutiny Committee and Council, South Cambridgeshire District Council Cabinet and Council
<ul style="list-style-type: none"> <li>• Internal resources</li> </ul>	Project team from planning policy teams at both Councils, planning consultant, with input from other teams such as landscape, urban design, development control, housing, environmental health, transport, conservation, environment/sustainability
<ul style="list-style-type: none"> <li>• External resources</li> </ul>	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utilities companies, other key local stakeholders
<i>Arrangements for Post Production:</i>	
<ul style="list-style-type: none"> <li>• <b>Monitoring &amp; review mechanisms</b></li> </ul>	AMR

**Site Specific Allocations (Cambridge Development Sites)**

<b>Document Details:</b>	
<ul style="list-style-type: none"> <li>• Document description</li> </ul>	Will identify site allocations for specific or mixed uses, including provision for travellers. The document will also identify any specific requirements for individual proposals.
<ul style="list-style-type: none"> <li>• Status</li> </ul>	DPD
<ul style="list-style-type: none"> <li>• Conformity</li> </ul>	PPG, PPS, Core Strategy
<ul style="list-style-type: none"> <li>• Geographical coverage</li> </ul>	City-wide
<ul style="list-style-type: none"> <li>• Produced jointly with another Authority?</li> </ul>	No
<b>Timetable:</b>	
<b>Pre – Production</b>	
1 Pre production background studies & information gathering	November 2007 –March 2008
<b>Production</b>	
2 Identify & assess issues and options including consultation with stakeholders	April 2008 –mid October 2008
3 Preparation of preferred options report	October 2008 –March 2009
4 Pre submission public participation on preferred options (6 weeks)	March 2009 –April 2009
5 Consideration of representations and prepare DPD	May 2009 –October 2009
6 Submit to Secretary of State	November 2009
<b>Examination</b>	
6 Public participation period on DPD (6 weeks)	November 2009 - mid December 2009
7 Consideration of representations and consultation on any objectors' sites	December 2009 –April 2010
<ul style="list-style-type: none"> <li>• Pre-examination meeting</li> </ul>	February / March 2010
8 Examination period	May 2010 –June 2010 <sup>7</sup>
<b>Adoption</b>	
9 Writing of Inspector's report	July 2010 – October 2010
10 Receipt of Inspector's binding report	November 2010
11 Adoption & publication of DPD	December 2010
<b>Arrangements for Production:</b>	
<ul style="list-style-type: none"> <li>• Organisation/department leading the production process</li> </ul>	Planning policy team
<ul style="list-style-type: none"> <li>• Political decision making</li> </ul>	DPSG, Executive Councillor / Environment

<sup>7</sup> The Site Specific Allocations DPD and Generic Development Control Policies DPD have the same timetable. The appointed Inspector will decide how the examinations are run and which document will be examined first. This decision will affect the subsequent timetable to adoption of these documents.

<ul style="list-style-type: none"> <li>• Internal resources</li> </ul>	Scrutiny Committee, Full Council Planning policy team with input from other teams such as landscape, urban design, development control, housing, environmental health etc
<ul style="list-style-type: none"> <li>• External resources</li> </ul>	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utilities companies, other local stakeholders
<i>Arrangements for Post Production:</i>	
<ul style="list-style-type: none"> <li>• <b>Monitoring &amp; review mechanisms</b></li> </ul>	AMR

**Generic Development Control Policies (Cambridge Development Policies)**

<b>Document Details:</b>	
<ul style="list-style-type: none"> <li>Document description</li> </ul>	This document will set out a limited suite of topic-related policies against which planning applications will be considered. The policies will ensure that development accords with the spatial vision, objectives and policies set out in the core strategy.
<ul style="list-style-type: none"> <li>Status</li> </ul>	DPD
<ul style="list-style-type: none"> <li>Conformity</li> </ul>	PPG, PPS, Core Strategy
<ul style="list-style-type: none"> <li>Geographical coverage</li> </ul>	City-wide
<ul style="list-style-type: none"> <li>Produced jointly with another Authority?</li> </ul>	No
<b>Timetable:</b>	
<b>Pre – Production</b>	
1 Pre production background studies & information gathering	November 2007 – March 2008
<b>Production</b>	
2 Identify & assess issues and options including consultation with stakeholders	April 2008 – mid October 2008
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4 Pre submission public participation on preferred options (6 weeks)	March 2009 – April 2009
5 Consideration of representations and prepare DPD	May 2009 – October 2009
6 Submit to Secretary of State	November 2009
<b>Examination</b>	
6 Public participation period on DPD (6 weeks)	November 2009 – mid December 2009
7 Consideration of representations and consultation on any objectors' sites	December 2009 – April 2010
• Pre-examination meeting	February / March 2010
8 Examination period	May 2010 – June 2010 <sup>8</sup>
<b>Adoption</b>	
9 Writing of Inspector's report	July 2010 – October 2010
10 Receipt of Inspector's binding report	November 2010
11 Adoption & publication of DPD	December 2010

<sup>8</sup> The Site Specific Allocations DPD and Generic Development Control Policies DPD have the same timetable. The appointed Inspector will decide how the examinations are run and which document will be examined first. This decision will affect the subsequent timetable to adoption of these documents.

<i>Arrangements for Production:</i>	
<ul style="list-style-type: none"> <li>• Organisation/department leading the production process</li> </ul>	Planning policy team
<ul style="list-style-type: none"> <li>• Political decision making</li> </ul>	DPSG, Executive Councillor / Environment Scrutiny Committee, Full Council
<ul style="list-style-type: none"> <li>• Internal resources</li> </ul>	Planning policy team with input from other teams such as development control, landscape, urban design, housing, environmental health etc
<ul style="list-style-type: none"> <li>• External resources</li> </ul>	County Council as Highways Authority and Waste Authority, Statutory bodies, infrastructure partnership, utilities companies, other local stakeholders
<i>Arrangements for Post Production:</i>	
<ul style="list-style-type: none"> <li>• <b>Monitoring &amp; review mechanisms</b></li> </ul>	AMR

<b>Affordable Housing SPD</b>	
<b>Document Details:</b>	
<ul style="list-style-type: none"> <li>Document description</li> </ul>	Guidance to supplement policy for securing affordable housing (including key worker housing).
<ul style="list-style-type: none"> <li>Status (SPD/DPD/SCI)</li> </ul>	SPD
<ul style="list-style-type: none"> <li>Conformity</li> </ul>	Cambridge Local Plan 2006 (saved plan)
<ul style="list-style-type: none"> <li>Geographical coverage</li> </ul>	City-wide. It is intended that a common approach be followed across the whole County.
<ul style="list-style-type: none"> <li>Produced jointly with another Authority?</li> </ul>	If possible, with other District Councils in Cambridgeshire.
<b>Timetable:</b>	
<b>i. Pre – Production</b>	
<ul style="list-style-type: none"> <li>Pre production background studies &amp; information gathering</li> </ul>	April 2006 – July 2006
<b>ii. Production</b>	
<ul style="list-style-type: none"> <li>Prepare draft SPD</li> </ul>	August 2006 –August 2007
<b>iii</b>	Draft SPD issued for public participation (6 weeks) September 2007 –October 2007
<b>iv</b>	Consideration of representations & revise SPD October 2007 - December 2007
<b>v. Adoption</b>	
<ul style="list-style-type: none"> <li>Adoption &amp; publication of SPD</li> </ul>	January 2008
<i>Arrangements for Production:</i>	
<ul style="list-style-type: none"> <li>Organisation/department leading the production process</li> </ul>	Planning policy team
<ul style="list-style-type: none"> <li>Political decision making</li> </ul>	Executive Councillor / Environment Scrutiny Committee
<ul style="list-style-type: none"> <li>Internal resources</li> </ul>	Planning Policy Manager with input from development control and housing.
<ul style="list-style-type: none"> <li>External resources</li> </ul>	County Council, other local authorities, other key stakeholders including Housing Associations and developers.
<i>Arrangements for Post Production:</i>	
<ul style="list-style-type: none"> <li><b>Monitoring &amp; review mechanisms</b></li> </ul>	AMR

<b>Planning Obligations SPD</b>	
<b>Document Details:</b>	
<ul style="list-style-type: none"> <li>Document description</li> </ul>	Guidance on the planning obligation requirement which will be sought to provide sub-regional services and facilities that are required as a result of all development proposals.
<ul style="list-style-type: none"> <li>Status (SPD/DPD/SCI)</li> </ul>	SPD
<ul style="list-style-type: none"> <li>Conformity</li> </ul>	Cambridge Local Plan 2006 (saved plan)
<ul style="list-style-type: none"> <li>Geographical coverage</li> </ul>	City-wide. It is intended that a common approach be followed across the whole County.
<ul style="list-style-type: none"> <li>Produced jointly with another Authority?</li> </ul>	If possible, with other District Councils in Cambridgeshire.
<b>Timetable:</b>	
<b>i. Pre – Production</b>	
<ul style="list-style-type: none"> <li>Pre production background studies &amp; information gathering</li> </ul>	April 2006 – July 2006
<b>ii. Production</b>	
<ul style="list-style-type: none"> <li>Prepare draft SPD</li> </ul>	August 2006 – March 2007
<b>iii</b> Draft SPD issued for public participation (6 weeks)	April 2007 – May 2007
<b>iv</b> Consideration of representations & revise SPD	May 2007 - June 2008
<b>v. Adoption</b>	
<ul style="list-style-type: none"> <li>Adoption &amp; publication of SPD</li> </ul>	July 2008
<i>Arrangements for Production:</i>	
<ul style="list-style-type: none"> <li>Organisation/department leading the production process</li> </ul>	Development Control with Planning policy team
<ul style="list-style-type: none"> <li>Political decision making</li> </ul>	Executive Councillor / Environment Scrutiny Committee
<ul style="list-style-type: none"> <li>Internal resources</li> </ul>	Special Projects & Implementation Officer with input from Policy Team and other departments concerned with housing, open spaces, recreation, community development etc
<ul style="list-style-type: none"> <li>External resources</li> </ul>	County Council, Infrastructure Partnership, other local authorities, other key stakeholders.

<i>Arrangements for Post Production:</i>	
<ul style="list-style-type: none"><li>• <b>Monitoring &amp; review mechanisms</b></li></ul>	AMR

<b>Public Art SPD</b>	
<b>Document Details:</b>	
<ul style="list-style-type: none"> <li>Document description</li> </ul>	Guidance on the provision of public art as part of new development schemes.
<ul style="list-style-type: none"> <li>Status (SPD/DPD/SCI)</li> </ul>	SPD
<ul style="list-style-type: none"> <li>Conformity</li> </ul>	Cambridge Local Plan 2006 (saved plan)
<ul style="list-style-type: none"> <li>Geographical coverage</li> </ul>	City-wide.
<ul style="list-style-type: none"> <li>Produced jointly with another Authority?</li> </ul>	No
<b>Timetable:</b>	
<b>i. Pre – Production</b>	
<ul style="list-style-type: none"> <li>Pre production background studies &amp; information gathering</li> </ul>	October 2007 – April 2008
<b>ii. Production</b>	
<ul style="list-style-type: none"> <li>Prepare draft SPD</li> </ul>	May 2008 – August 2008
<b>iii</b> Draft SPD issued for public participation (6 weeks)	September 2008 – October 2008
<b>iv</b> Consideration of representations & revise SPD	October 2008 – December 2008
<b>v. Adoption</b>	
<ul style="list-style-type: none"> <li>Adoption &amp; publication of SPD</li> </ul>	January 2009
<i>Arrangements for Production:</i>	
<ul style="list-style-type: none"> <li>Organisation/department leading the production process</li> </ul>	Urban Design team
<ul style="list-style-type: none"> <li>Political decision making</li> </ul>	Executive Councillor / Environment Scrutiny Committee
<ul style="list-style-type: none"> <li>Internal resources</li> </ul>	Urban Design Manager and Senior Urban Designer with input from Public Art Steering Group, Development Services and Arts & Entertainment
<ul style="list-style-type: none"> <li>External resources</li> </ul>	Arts interest groups, consultation with other local authorities who have Public Art policies
<i>Arrangements for Post Production:</i>	
<ul style="list-style-type: none"> <li><b>Monitoring &amp; review mechanisms</b></li> </ul>	AMR

<b>Historic Environment SPD</b>	
<b>Document Details:</b>	
<ul style="list-style-type: none"> <li>Document description</li> </ul>	Will expand and provide guidance on historic environment policies in the saved Local Plan. It will refer to existing and proposed character appraisals for conservation areas, which provide supporting evidence for the core strategy. The SPD will provide the LDF policy context for conservation area appraisals, so giving them status and force within the LDF and in support of development control and appeals. The SPD will provide the basis for programming the review of conservation area boundaries and preparation of appraisals.
<ul style="list-style-type: none"> <li>Status (SPD/DPD/SCI)</li> </ul>	SPD
<ul style="list-style-type: none"> <li>Conformity</li> </ul>	PPG, PPS, Cambridge Local Plan 2006 (saved plan)
<ul style="list-style-type: none"> <li>Geographical coverage</li> </ul>	City-wide
<ul style="list-style-type: none"> <li>Produced jointly with another Authority?</li> </ul>	No
<b>Timetable:</b>	
<b>i. Pre – Production</b>	
<ul style="list-style-type: none"> <li>Pre production background studies &amp; information gathering</li> </ul>	December 2006 -April 2008. Historic Environment Topic Paper for Core Strategy, in tandem with Conservation Area Review Programme to meet BV 219.
<b>ii. Production</b>	
<ul style="list-style-type: none"> <li>Prepare draft SPD</li> </ul>	May 2008 – August 2008
<b>iii</b> Draft SPD issued for public participation (6 weeks)	September 2008 - October 2008
<b>iv</b> Consideration of representations & revise SPD	October 2008 – December 2008
<b>v. Adoption</b>	
<ul style="list-style-type: none"> <li>Adoption &amp; publication of SPD</li> </ul>	January 2009
<i>Arrangements for Production:</i>	
<ul style="list-style-type: none"> <li>Organisation/department leading the production process</li> </ul>	Historic Environment Team
<ul style="list-style-type: none"> <li>Political decision making</li> </ul>	Executive Councillor / Environment Scrutiny Committee
<ul style="list-style-type: none"> <li>Internal resources</li> </ul>	Historic Environment Manager, Conservation Officers, R & I for graphics / production; with consultation input from Conservation and

	Design Panel, Urban Design, landscape, development control, Tourism, and active communities.
<ul style="list-style-type: none"> <li>External resources</li> </ul>	County Council Historic Environment Team (for archaeology and historic landscape characterisation); English Heritage. External consultees.
<i>Arrangements for Post Production:</i>	
<ul style="list-style-type: none"> <li><b>Monitoring &amp; review mechanisms</b></li> </ul>	AMR; Conservation Area review programme under BV 219

<b>Mill Lane / Old Press Site SPD</b>	
<b>Document Details:</b>	
<ul style="list-style-type: none"> <li>• Document description</li> </ul>	Development Guidance for a long-term and incremental redevelopment of Mill Lane/Silver Street
<ul style="list-style-type: none"> <li>• Status (SPD/DPD/SCI)</li> </ul>	SPD
<ul style="list-style-type: none"> <li>• Conformity</li> </ul>	Cambridge Local Plan 2006 (saved plan)
<ul style="list-style-type: none"> <li>• Geographical coverage</li> </ul>	City-wide.
<ul style="list-style-type: none"> <li>• Produced jointly with another Authority?</li> </ul>	No
<b>Timetable:</b>	
<b>i. Pre – Production</b>	
<ul style="list-style-type: none"> <li>• Pre production background studies &amp; information gathering</li> </ul>	August 2007 - February 2008
<b>ii. Production</b>	
<ul style="list-style-type: none"> <li>• Prepare draft SPD</li> </ul>	March 2008 - November 2008
iii Draft SPD issued for public participation (6 weeks)	December 2008 – January 2009
iv Consideration of representations & revise SPD	January 2009 - February 2009
<b>v. Adoption</b>	
<ul style="list-style-type: none"> <li>• Adoption &amp; publication of SPD</li> </ul>	March 2009
<i>Arrangements for Production:</i>	
<ul style="list-style-type: none"> <li>• Organisation/department leading the production process</li> </ul>	Urban Design team
<ul style="list-style-type: none"> <li>• Political decision making</li> </ul>	Executive Councillor / Environment Scrutiny Committee
<ul style="list-style-type: none"> <li>• Internal resources</li> </ul>	Urban Design Manager and Senior Urban Designer with input Historic team, Policy, County Council and Development Services.
<ul style="list-style-type: none"> <li>• External resources</li> </ul>	Universities, Colleges, landowners and other interested parties.
<i>Arrangements for Post Production:</i>	
<ul style="list-style-type: none"> <li>• <b>Monitoring &amp; review mechanisms</b></li> </ul>	AMR

## SUPPORTING STATEMENT

### Sustainability Appraisal

All LDDs will be subject to a Sustainability Appraisal (SA). This is a process to ensure that emerging policies and proposals reflect sustainable development objectives. It provides an opportunity to consider ways in which the plan can achieve environmental, social and economic objectives. It is a way of deciding between options, and can identify any adverse effects and ways of mitigating these. The appraisal is an iterative process throughout the production of LDDs. The requirements of the SEA Directive 2001/42/EC<sup>9</sup> will be incorporated into the sustainability appraisal process, therefore avoiding the need for separate appraisal processes. The sustainability appraisal process and how it has been used in developing LDDs will be documented and will be subject to consultation at the same time as the LDD itself.

### Evidence Base

The main studies which will be used to inform the preparation of the LDF are set out in the table below. Many of these studies were carried out to inform the preparation of the new Local Plan and will therefore need updating. The table below provides details of the studies and when it is anticipated that they will be reviewed, or when additional studies will be carried out. It is likely that consultants will be engaged to produce some of these documents.

**Table 1: Studies to be carried out to provide the evidence base for the LDF**

Study	Last produced	Future production/review
Urban Capacity Study / Housing Land Availability Assessment	2002	Expected March 2008
Housing Market Assessment	2002	Expected December 2007
Employment Land Study	2000/2001	Expected November 2007
Retail & Leisure Study	2001	Expected December 2007
Open Space Protection	2004	Expected January 2008
Historic Environment study	-	Expected March 2008
Assessment of open space and recreation facilities 'Sports Provision in Cambridge'	2004, update of 1999 study	Expected July 2008
Various transport studies led by County: Road user charging / demand management (TIF) study,	-	Business case sent to the Government October 2007.
Language Schools Survey	1992	Expected January 2008

<sup>9</sup> European Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment (June 2001)

**Table 2. Studies carried out to provide the evidence base for the LDF**

<b>Study</b>	<b>Completed</b>
North West Cambridge Area Action Plan Green Belt Landscape Study, Final Report	May 2006
Cambridge North West Transport Study	2007
North West: Site Footprint Assessment	2007
Huntingdon Road Junction Study	July 2007

### **Monitoring & Review**

The Annual Monitoring Report (AMR) monitors the extent to which policies in the Local Development Documents are being achieved and assesses the extent to which the timetable set out in the Local Development Scheme for the preparation of Local Development Documents is being met. For this reason, the Annual Monitoring Report is directly linked to the Local Development Scheme and influences the extent to which it will need to be revised on an annual basis. For example, if any of the key milestones in the LDS are not being met, the reasons for this will be set out in the AMR.

The Annual Monitoring Report follows the financial year from the 1<sup>st</sup> April to the 31<sup>st</sup> March and is published in November/December of each year.

### **Programme Management and Available Resources**

The Planning Policy Manager will manage the production of the local development documents in this LDS. There is a core planning policy team backed up by input from information and monitoring, mapping (GIS), graphics, urban design, conservation, landscaping, and tree officers from elsewhere within the Directorate. There will also be specialised input from other officers within the City Council, for example in relation to housing and environmental health.

The resources available to achieve the LDS will be secured through the normal City Council processes for setting its budgets to deliver planned objectives.

It is expected that funding from the Growth Areas Delivery Grant, the Planning Delivery Grant and from the Infrastructure Partnership (Cambridge Horizons) will all assist in the realisation of plans.

### **Decision Making**

The decision making process in the City Council is currently as set out in figure 2. The Executive Councillor makes decisions after scrutiny by other

Councillors in Committee. The approval of policy documents is made by full Council. All Committee reports, agendas and minutes of meetings are publicly available for inspection and can be accessed on the Internet at this location:

<http://www.cambridge.gov.uk/ccm/navigation/about-the-council/meetings/>

## Risks

The main areas of risk and contingency measures to mitigate these risks are set out in Table 2 below:

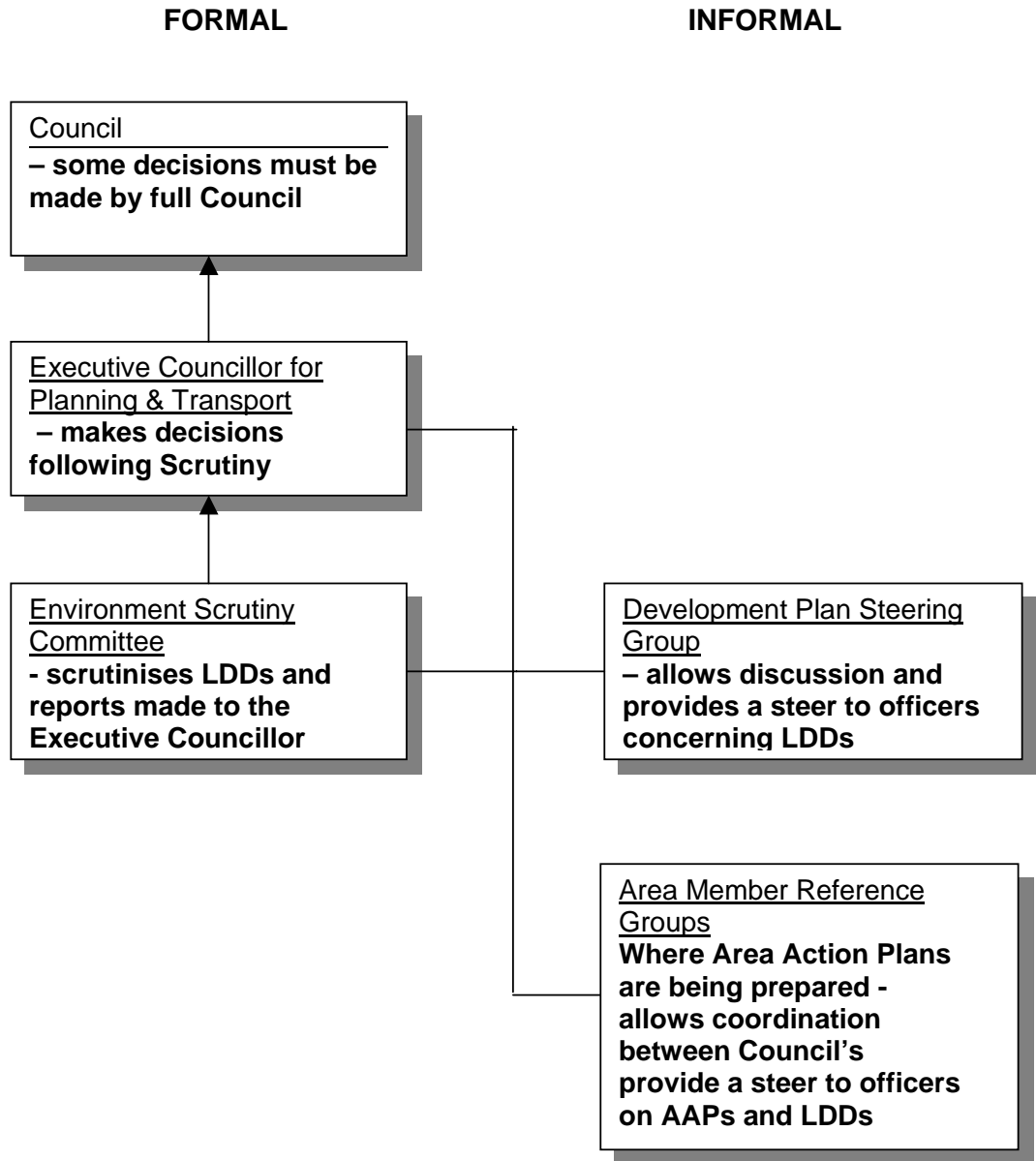
**Table 2: Risks and Contingency Measures in the production of LDDs**

Risk	Contingency measures to mitigate risks
Inadequate staffing / funding levels	<p>A detailed project management tool will be used in the project planning stage of each document to identify staff levels required and this will be monitored. The project management tool will also be used to monitor overall staff resources needed where documents are being produced consecutively.</p> <p>The project management tool will also aid budget setting.</p> <p>However, in some cases staffing and funding levels will not be adequate and this may necessitate changes to the LDS.</p>
The capacity of the Planning Inspectorate and other external agencies to cope with demand from local planning authorities nationwide	Limited influence over this potential risk other than undertaking discussion with statutory bodies as soon as possible in the production of LDDs, and providing them with as much time as possible to respond to consultation.
Delays or changes to planning legislation or guidance	No contingency measures identified. In this situation it is likely that all local authority LDSs would be affected.
Programme slippage due to delays and problems with production or with political decision making within the City Council and also at South Cambridgeshire District Council in respect of joint Area Action Plans	<p>The development of Joint Officer Groups and Joint Member Reference Groups with South Cambridgeshire District Council provide a forum for discussion of the joint Area Action Plans and consensus building. However, there are still risks of differences between the Councils which would delay the programme for documents if additional work has to be carried out.</p> <p>A S29 Committee (joint plan making</p>

	<p>committee) is to be established which will cover the City Fringe sites for the urban extension of Cambridge. In the first instance this will mean:</p> <ul style="list-style-type: none"> <li>- Cambridge North West (CNW)</li> <li>- Cambridge Northern Fringe East (CNFE) (Area of Major Change defined in Cambridge Local Plan plus Chesterton Sidings)</li> <li>- Cambridge East (CE) is optional and may not be needed given the stage of policy development.</li> </ul>
Documents are found 'unsound' at the examination resulting in additional work	<p>An adequate evidence gathering phase and the use of guidance produced by the Planning Inspectorate, and the LDF soundness self-assessment toolkit produced by the Planning Advisory Service will help to ensure that the documents are 'sound'. If there is any doubt, it would be sensible to delay the production of documents (and amend the LDS) for example to have an additional study carried out, rather than getting to the examination and then finding that the document is 'unsound'. Good project management will help to avoid the need for unexpected studies.</p>
Legal challenge to the adoption of LDDs	<p>Ensuring that the correct procedures are followed in the development of LDDs. However, if a legal challenge is submitted, delays to the LDS timetable are unavoidable.</p>

The Planning Policy Manager will continually monitor and assess these risks and seek to mitigate their impact at an early stage through ongoing programme management including measures such as staff recruitment, bidding for additional funding, close liaison with outside bodies, thorough consultation at an early stage in the plan preparation process and seeking legal advice where necessary.

**Figure 2 - Cambridge City Council Decision Making Structure**



Note: This diagram will need to be amended following the establishment of the S29 Committee.



## Glossary

AAP	Area Action Plan	Plans that provide a planning framework for areas of change or conservation.
AMR	Annual Monitoring Report	A report to track implementation of the Local Development Scheme and to monitor the extent to which the policies in Local Development Documents are being achieved.
DP	Development Plan	To be made up of the Regional Spatial Strategy (RSS 14) and all of the Development Plan Documents in the Local Development Framework.
DPD	Development Plan Document	<p>Local Development Documents that must be subject to community involvement and an independent examination. Development Plan Documents will include the following elements:</p> <ul style="list-style-type: none"><li>• Core Strategy</li><li>• Generic Development Control Policies</li><li>• Site allocations; and</li><li>• Area Action Plans (where needed)</li></ul> <p>A Proposals Map will show the spatial policies and proposals of each DPD. It will be updated as necessary when new DPD are adopted.</p>
LDF	Local Development Framework	All of the Local Development Documents taken together but not including those relating to waste and minerals planning.
LDD	Local Development Document	Local Development Documents comprise both the independently examined Development Plan Documents and Supplementary Planning Documents which are not so examined and which do not form part of the Development Plan.
LDS	Local Development Scheme	This sets out the programme for the preparation of the Local Development Documents.
PPG	Planning Policy Guidance Note	Government Statements of national planning policy. Being replaced by Planning Policy Statements.
PPS	Planning Policy Statement	Government Statements of national planning policy. Replace Planning Policy Guidance Notes.
RSS	Regional Spatial Strategy	The Regional Spatial Strategy for the East of England is in preparation by the Regional Planning

		Body and is due to be adopted late 2006/early 2007. It will include a Regional Transport Strategy and will inform the preparation of Local Development Documents.
SA	Sustainability Appraisal	An assessment of the social, economic, and environmental impacts of the policies and proposals of the Local Development Framework.
SCI	Statement of Community Involvement	This sets out how the community will be involved in the preparation of the Local Development Framework and significant development control decisions. The Statement of Community Involvement is not a Development Plan Document but does require community participation and independent examination.
SEA	Strategic Environmental Assessment	An assessment of the environmental impacts of the policies and proposals contained within the Local Development Framework.
SPD	Supplementary Planning Document	Policy guidance to supplement Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

#### *Appendix A: Further Information Sources*

This listing of external internet sites holding useful information to help with the understanding of the LDS and of the new development plan system will be updated as required.

The Planning and Compulsory Purchase Act 2004:

<http://www.legislation.hmso.gov.uk/acts/acts2004/20040005.htm>

The Town and Country Planning (Local Development)(England) Regulations 2004:

<http://www.hmso.gov.uk/si/si2004/20042204.htm>

The Town and Country Planning (Transitional Arrangements) Regulations 2004:

<http://www.legislation.hmso.gov.uk/si/si2004/20042205.htm>

Planning Policy Statement 12:Local Development Frameworks:

<http://www.communities.gov.uk/index.asp?id=1143847>

Paper copies of these documents can also be inspected on appointment at the Guildhall, please arrange this with Emma Davies on 01223 457175 or Stephen Miles on 01223 457371.