

Community  
Housing  
Transport  
Policies Work  
Areas Strategy  
Sites Policies  
Review Ideas  
Health Issues Sites  
Energy Education Review  
Sustainability Health Issues  
Community Energy Education  
Housing Sustainability Health  
Transport Community Energy  
Policies Work Housing Sustainability  
Areas Strategy Transport Community  
Health Issues Sites Policies Work Housing



# Local Development Framework

**LOCAL DEVELOPMENT SCHEME**  
Revised November 2007



## Contents

<b>1 First Review of the Calderdale Local Development Scheme .....</b>	<b>3</b>
Introduction .....	3
Context for the Calderdale LDS : About the District .....	7
National Planning Context .....	7
Regional Planning Context .....	7
Community Strategies .....	8
Saved Plan .....	9
<b>2 The Need for Review .....</b>	<b>10</b>
Progress on the Delivery of Documents within the Initial LDS .....	10
Need for Additional Development Plan Documents .....	12
<b>3 Principles for Preparing the Local Development Scheme .....</b>	<b>14</b>
Principles for Preparing the Local Development Scheme .....	14
Involvement of the Government Office for Yorkshire and the Humber .....	14
Evidence Base .....	14
Joint Working .....	16
Sustainability Appraisal and Strategic Environmental Assessment .....	16
Resources .....	16
Programme Management and Responsibilities .....	17
Council Procedures and Reporting Protocols .....	17
Risk Assessment .....	18
<b>4 Proposed Local Development Documents .....</b>	<b>21</b>
Summary Schedule of Development Plan Documents .....	22
Summary Schedule of Supplementary Planning Documents .....	24
GANTT Chart of LDS Programme .....	25
Statement of Community Involvement .....	26
Calderdale Core Strategy .....	27
Land Allocations and Designations DPD .....	29
Affordable Housing SPD .....	31

# Contents

Meeting Education Needs SPD .....	32
Open Space SPD .....	33
Central Elland SPD .....	34
Halifax Town Centre and Piece Hall, SPD .....	35
<b>5 Annual Monitoring Report .....</b>	<b>36</b>

## Appendix

<b>1 Glossary of Terms .....</b>	<b>37</b>
----------------------------------	-----------

## 1 First Review of the Calderdale Local Development Scheme

### Introduction

- 1.1 This document sets out the first review of Calderdale's Local Development Scheme that is prepared under the provisions of the Planning and Compulsory Purchase Act 2004. This final version (November 2007), contains amendments derived from the responses of the Secretary of State and the Planning Inspectorate to the version submitted in March 2007.
- 1.2 The Local Development Scheme (LDS) is a public statement of Calderdale Council's programme for the production of Local Development Documents (LDDs). It sets out which documents will be produced, in what order and when. This LDS, which is the first review of the already activated LDS focuses on plan-making activity in the three years between April 2007 and April 2010. The addition of the Year 2011 shows that the process is ongoing and does not have a formal end date. The LDS also provides an indication, in general terms of what work is proposed to support the development of baseline information for the documents to be developed. Any indication of work beyond April 2010 should be regarded as having less certainty. The LDS will be subject to continuous monitoring, and will be reviewed in response to evolving circumstances.
- 1.3 Appendix 1 'Glossary of Terms' is provided at the end of this document defining the

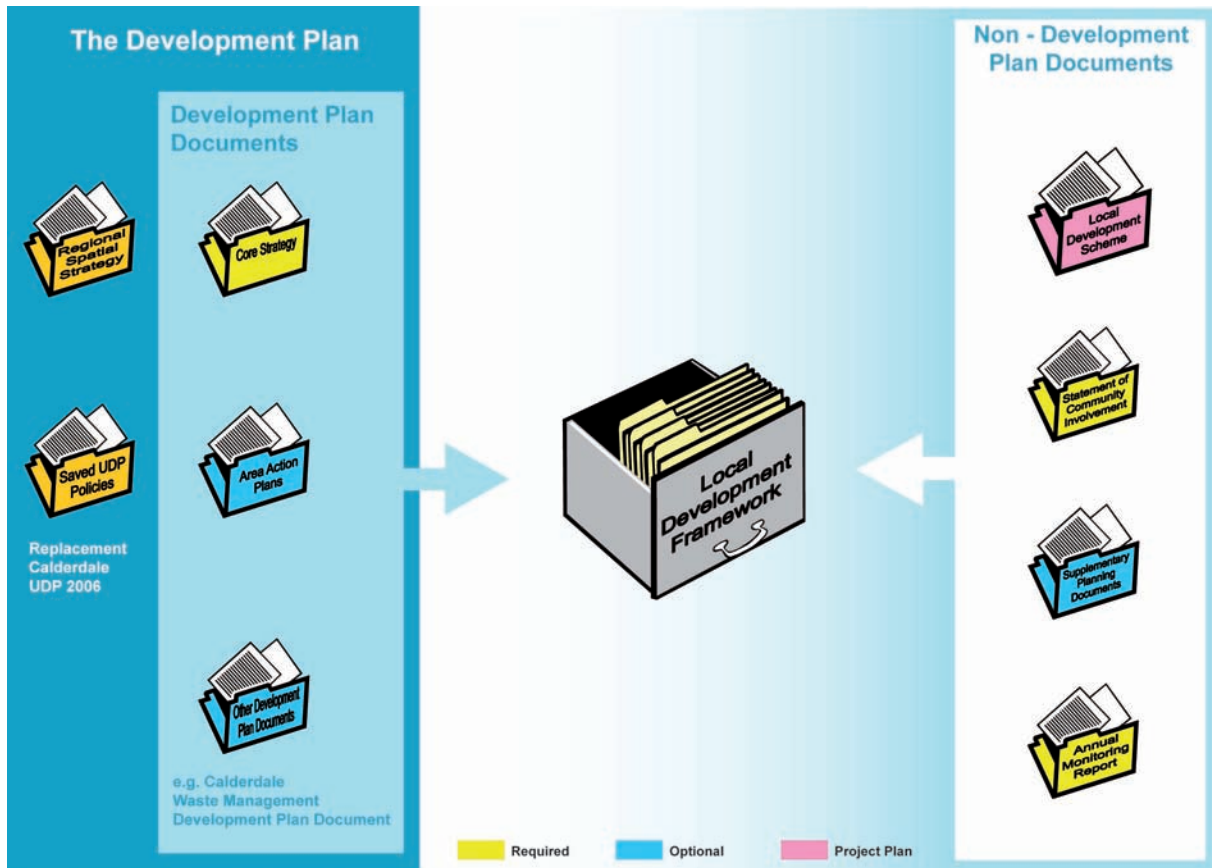
terms used in the LDS. This will help readers to understand the terminology used in the LDS.

### What is an LDF?

- 1.4 Local development frameworks are intended to streamline the local planning process and promote a proactive, positive approach to managing development and delivering change. The LDF gives the Council an opportunity to take a fresh look at the District and to develop a strategic approach to planning that delivers sustainable development and reflects the aspirations of local communities
- 1.5 The Local Development Framework can be thought of as a folder comprising three different types of Local Development Documents (LDDs):
  1. Development Plan Documents (DPDs) which form part of the statutory development plan;
  2. Supplementary Planning Documents (SPDs) which amplify the policies of the statutory development plan, but are not part of the statutory development plan; and
  3. The Statement of Community Involvement (SCI) which relates to the processes of public consultation and engagement used in preparing all LDDs.

# 4 Local Development Scheme

Figure 1 Structure of the Local Development Framework



- 1.6 Local Development Documents will be prepared in stages to create a spatial planning framework with associated policies and proposals for Calderdale to 2016 and beyond. At the heart of the Local Development Framework is the Core Strategy that, together with the Regional Spatial Strategy (RSS) for Yorkshire and the Humber, sets out a long term vision and spatial strategy for Calderdale and forms the statutory development plan for the District.
- 1.7 The LDF provides the flexibility to allow the strategy, policies and proposals to evolve in relation to needs, and to update parts of the strategy as required. Public involvement and sustainability appraisal throughout the process is a key feature of the new system.
- 1.8 The LDF is a spatial rather than purely a land use plan. The former system of the Unitary Development Plan focused upon the regulation and control of land uses. The new LDF will go further than this to take account of strategies and plans of other agencies,

which were not traditionally involved in land use planning but which also have an impact on spatial development.

## What is Spatial Planning?

- 1.9 There is no single definition of spatial planning but government guidance in PPS1: 'Creating Sustainable Communities' describes spatial planning as going "beyond traditional land use planning to bring together and integrate policies for development and use of land with other policies and programmes which influence the nature of places and how they function" (para 30). The advice contained within PPS12: 'Creating Local Development Frameworks' identifies six principles that can be applied to LDFs. Spatial Planning is an approach that is : -
  - **Visionary:** - setting out a clear, distinctive and realistic vision of how the District will develop and change;
  - **Wide-ranging:** - going beyond a narrow land use focus to provide a mechanism for delivering sustainable development objectives by addressing

social, environmental and economic issues and relating them to the use of land;

- **Participative:** - based upon strengthened mechanisms for community involvement to consider the needs, issues and aspirations of communities and stakeholders across Calderdale, to provide a basis for making difficult but informed choices and to build commitment to delivery;
- **Integrating:** - an integrated approach which informs, takes account of and helps to deliver the strategies and policies of other agencies and service providers;
- **Responsive:** - a flexible approach to plan-making that is informed by monitoring and can respond to developments in wider policy, degree of progress with implementation, development pressures and changes on the ground; and
- **Deliverable:** - focusing on implementation, setting out delivery mechanisms, including development control, and identifying how the plan will be delivered with and through other organisations with the powers and resources to make a difference.

**1.10** Spatial planning requires a significant change in the way agencies, not just the Council operate. For the Council it means that the DPDs produced by the Local Planning Authority (particularly the Core Strategy) should focus on outcomes and reflect the fact that land uses and activities from a range of service providers interrelate to and interact with one another. Whilst land use planning looked at the physical requirements and relationships, spatial planning provides the overarching development strategy which allows the physical land use needs of agencies, but also the social aspects of their service delivery to be considered and reflected in the strategy.

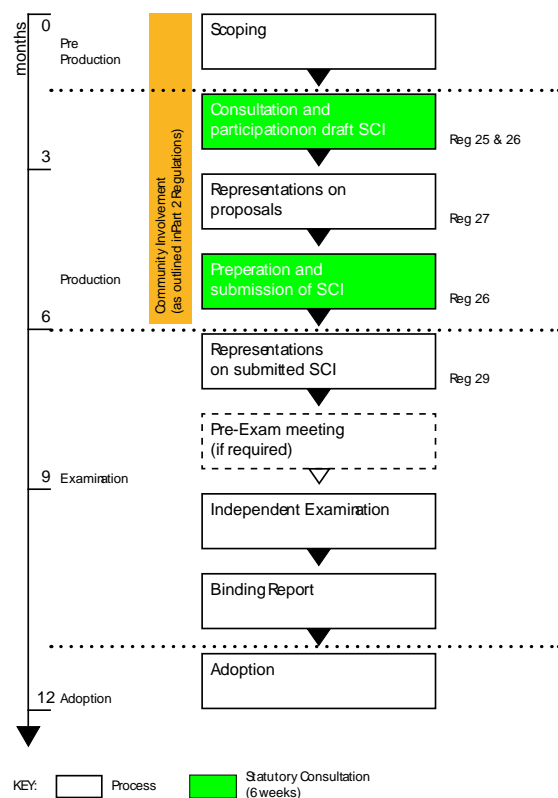
## Processes Involved in Document Creation

**1.11** The processes that must be followed in producing a document are set out in Regulations and Planning Policy Statement 12 'Creating Local Development Frameworks'. Figure 2 provides a summary of the general process for the preparation of

documents within the Local Development Framework. For each of the document types Statement of Community Involvement (SCI); Development Plan Documents (DPDs) or Supplementary Planning Documents (SPDs) a number of Regulations govern their production. These give rise to specific milestones which are identified within the timetable set out in the LDS.

## Statement of Community Involvement (SCI)

**1.12** The SCI sets out the Council's policies and procedures for engaging with the community on document preparation and for decision making on planning applications. The document is subject to informal consultation under Regulation 25 and two formal consultation periods (Regulations 26 and 28). It has to be submitted to the Secretary of State and be subject to examination by a Planning Inspector, who will examine the soundness of the document. After the examination, a binding Report will be issued to the Council which must act upon the Inspector's Recommendation.

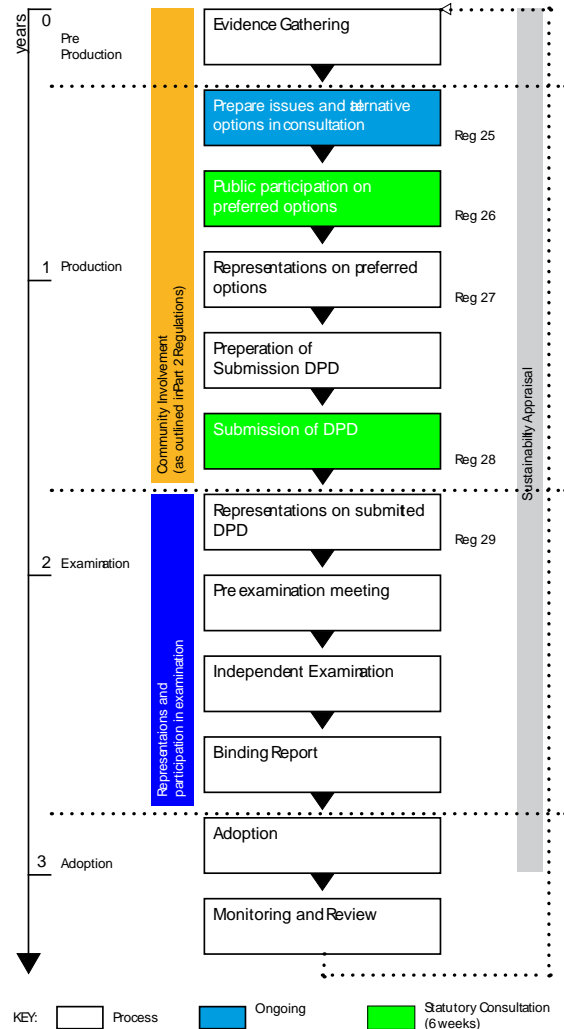


## Development Plan Documents

**1.13** Development Plan Documents (DPDs) form part of the statutory development plan for the District. The other part is the Regional Spatial Strategy which is prepared by the Yorkshire and Humber Assembly and issued by the Government Office for Yorkshire & the Humber. (Further information about the RSS is set out below).

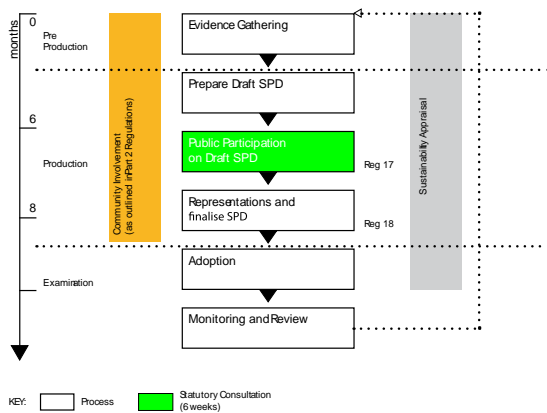
**1.14** The process for the production of Development Plan Documents (DPDs) is characterised by early community engagement through the preparation of Issues and Options for the DPD to consider (Regulation 25). This process is sometimes called "front-loading" and tries to ensure that all relevant options are brought forward at an early stage into the plan-making process so that they can be fully appraised and assessed. Formal consultation and engagement on the Council's Preferred Options (Regulation 26) arising out of the "front-loading" and consultation exercises leads to a further refinement of the DPD as a version for submission to the Secretary of State. This is subject to a further round of public consultation (Regulation 28). There then follows a detailed examination into the "soundness" of the DPD by a Planning Inspector who will produce a binding report for the Council to act upon.

**1.15** Running alongside and being integral to the whole DPD process is the concept of Sustainability Appraisal (SA) and the need to undertake Strategic Environmental Assessment (SEA) under the requirements of the EU 'Habitats Directive' 92/43/EEC. This process will assess the document to ensure that it contributes to the development of a sustainable community and that mitigating actions are identified where necessary to reduce the impact of adverse effects.



## Supplementary Planning Documents

**1.16** SPDs are intended to expand upon policy or to provide further details to policies already included within DPDs. They do not have development plan status and cannot allocate land for development or overwrite DPD policies. SPDs can demonstrate through illustrations, text or practical examples how policies within DPDs will be taken forward.



## Context for the Calderdale LDS : About the District

**1.17** Calderdale together with Bradford, Kirklees, Leeds and Wakefield make up West Yorkshire. It is located at the western edge of the sub-region, rising to the crest of the Pennine chain. Its population, of 195,000 is slowly rising and expected to reach 205,600 by 2015. The area of the District, is over 36,000 and about 64% of the District is in the Green Belt, while a further 25% or so including parts of the Green Belt is predominantly high-level moorland. Some 90% of the population lives in the main towns of Halifax (88,000), Brighouse (36,000), Sowerby Bridge (21,000), Elland (19,000), Todmorden (15,000) and Hebden Bridge (13,000), or in a number of smaller towns and villages. The dominant physical features of the District are the valley of the River Calder flowing west to east and its tributaries, together with the high Pennine Moorlands in the west. It should be noted that Calderdale has strong links with the North-West Region and the local planning authorities to the west of the Pennines as well as the Yorkshire and the Humber Region. Calderdale Council will therefore work in association with these local authorities to the west as closely as it will with the neighbouring local planning authorities in the Yorkshire and the Humber Region.

**1.18** Calderdale's towns and countryside are attractive, and this has resulted in the area being one where increasingly people wish to live. The Council seeks to balance economic growth and development, regeneration and

physical change in a manner that protects and enhances the urban and rural environment within a sustainable framework.

## National Planning Context

**1.19** Development plan policy and proposals formulation in Calderdale has to be consistent with national planning policy. This is essentially set out in Acts of Parliament, Regulations, Statutory Instruments and Circulars and in Planning Policy Statements (PPS), Planning Policy Guidance (PPG) Notes and Mineral Planning Guidance (MPG) Notes. National planning policy can also be set out in ministerial statements. The Government is giving priority to replacing the existing PPG's and MPG's by new style Planning Policy Statements (PPS's) and Minerals Planning Statements (MPS's), and this process will continue through the time horizon of this LDS. Calderdale Council will make every effort to ensure that Local Development Documents are consistent with national planning policy.

## Regional Planning Context

**1.20** As is the case with national planning policies, Calderdale Council's actions in development planning and development control decision-making have to be in general conformity with regional planning policies. In December 2004, the first Regional Spatial Strategy for Yorkshire and the Humber (RSS) was published based upon a partial review of RPG12 'Regional Planning Guidance for Yorkshire & the Humber Region to 2016'. This superseded the 2001 Regional Planning Guidance, and became the statutory regional plan for the region. It has the status together with the Replacement Calderdale Unitary Development Plan (2006), of being the statutory development plan for Calderdale.

**1.21** The RSS sets out a broadly based, strategic approach to the planning of the region, including Calderdale. It requires the provision of an additional 8,100 dwellings in the Borough between 1998 and 2016, (74% of housing completions to be on brownfield land), and no change to the general extent of the Green Belt. The RSS does not look to any substantial change to the population of Calderdale in coming years, with much of the

job-creation in the region expected to take place further east in the Bradford / Leeds / Wakefield / Barnsley / Sheffield belt. Nevertheless, the regional plan attaches great importance to the creation of sustainable settlements and the regeneration of the older parts of towns, and it is this approach that development plan documents in the LDS will seek to follow.

**1.22** Work on the replacement of the December 2004 Regional Spatial Strategy is now well advanced. An Examination in Public took place into the Draft RSS in autumn 2006. and the Panel's Report from the Examination in Public was received in March 2007. The Secretary of States proposed changes in response to the Panel Report's recommendations were published in September 2007. These show a rise in housing numbers within Calderdale from 570 dwellings per annum to 680 dwellings per annum from 2008, instead of this higher figure from 2016. In addition the Regional Assembly and the Government have made it quite clear that the housing figures are a minimum requirement and that Council's are expected to exceed this general level. The implications of these changes will need to be considered within the Core Strategy

**1.23** The Council has to ensure that its LDDs are in general conformity with the policies and proposals set out in the Regional Spatial Strategy, and will consult the Yorkshire & Humber Assembly on document preparation in accordance with the Regulations.

## Community Strategies

**1.24** It is important that the plans and related documents in this LDS reflect and are prepared in association with Calderdale Futures Plan the sustainable community strategy and other relevant strategies prepared by Calderdale Council and its partners. Calderdale's Sustainable Community Strategy (SCS) has been prepared by the Local Strategic Partnership, Calderdale Forward. It's first report, the Calderdale Futures Plan, was published in 2003 and the First Review of this Strategy was adopted in April 2006. The SCS recognises that there are significant economic opportunities for Calderdale relating to City Region development in both

Leeds and Manchester and the Northern Way Growth Strategy. However, key challenges remain for the District, including:-

- the competition between housing and industry for scarce land resources;
- facing up to climate change;
- differences between areas on issues like life expectancy and educational attainment and opportunities;
- and improving the transport system.

**1.25** The LDS and local development documents will have regard to the SCS and ensure that land-use implications arising from it are addressed. In turn, as it is updated, the Community Strategy is expected to address issues that arise from those development requirements that arise not only from local development documents, but also from the Regional Spatial Strategy. It is intended, wherever possible and appropriate, to synchronise and jointly carry out community and stakeholder engagement in Community. Additionally, such efforts will also be integrated, wherever possible, within Calderdale Council's Consultation Strategy.

**1.26** Calderdale Council has a number of other strategies in place or anticipated that have land-use implications, and these will be taken into account in the preparation of LDDs. These include :-

- Calderdale Futures Plan (2006-2016)
- The Community Strategy (April 2006);
- Calderdale Housing Strategy (2006);
- Calderdale Regeneration Strategy;
- Calderdale Community Safety Strategy;
- Calderdale Waste Strategy (2006);
- Calderdale Biodiversity Action Plan (2003);
- Calderdale External Communications Strategy (2005);
- Halifax Town Centre Strategy (2001);
- Calderdale Creative Industries Strategy (2007);
- Open Space Strategy (2006);
- Upper Calder Valley Renaissance Strategy (2003);
- Halifax - Streets Ahead (2004);
- Calderdale, Kirklees and Wakefield Strategic Flood Risk Assessment (SFRA) 2005 (and review 2008);
- Calderdale Safer Communities Strategy 2005-2008;

- Calderdale NHS Primary Care Trust Local Delivery Plan (2005-2008);
- Calderdale and Huddersfield NHS Trust Patient Services Plan (2005-2006);
- Persons Strategy for Calderdale (2007);
- Air Quality in Calderdale - Review and Assessment Report (2005);
- Contaminated Land Survey for Calderdale (2005)
- Calderdale Economic and Enterprise Strategy (draft 2007);

**1.27** As new or updated Strategies are approved by the Council, they will be reflected in the LDS where they have land-use implications, and hence in LDDs.

**1.28** It is necessary for the LDS and LDDs to take on board the land-use orientated strategies of the key stakeholder partners with whom the Council has close working relationships. Such organisations include Yorkshire Forward (through its Regional Economic Strategy and its sub-regional strategies), the Passenger Transport Executive (METRO), the Environment Agency, English Heritage, Natural England, the providers of health services and utilities such as water, sewage, gas, telecommunications and electricity, together with other service providers.

## Saved Plan

### Replacement Calderdale Unitary Development Plan

**1.29** The Replacement Calderdale Unitary Development Plan came into effect on August 25, 2006. It superseded the previously Adopted Calderdale Unitary Development Plan, dating from April 1997. The transitional arrangements in the Planning and Compulsory Purchase Act 2004, mean that the policies in the Replacement UDP are "saved" three years from its adoption, that is until August 25, 2009.

**1.30** The Department for Communities and Local Government (DCLG) have issued a protocol to be followed where the Council wishes to extend the "saved" period beyond the initial 3 years provided for in the Act. This protocol requires that the Council submit to the Secretary of State through the Government Office for Yorkshire & the Humber (GOYH)

a detailed listing of the policies it wishes to save further and the reasons for doing so. Given that the Replacement Calderdale UDP was adopted on August 25, 2006, this Council will not be required to submit a schedule under this protocol until February 2009 (six months before the expiry date of policies) to allow the Secretary of State to consider and approve the request for an extension. The Replacement UDP will therefore remain in place until August 2009 and with the consent of the Secretary of State beyond that date, before it is replaced with strategic or detailed policies within the Core Strategy or other DPDs.

## 2 The Need for Review

- 2.1** The initial LDS (2005) was drawn-up in the context of the preparation of the Replacement Calderdale Unitary Development Plan. The original timetable for this saw the Inspector's Report being received by the Council in October 2006. The Report actually arrived in March 2006. (Although the Council had the initial draft in February 2006 for a "fact check").
- 2.2** The Council saw the opportunity to progress the Replacement Calderdale UDP to Adoption in an expedited manner and as a result, all work on the Calderdale LDF in compliance with the LDS was put on hold, whilst the Modifications and Adoption of the Replacement Calderdale UDP became the priority for the Council. The successful adoption of the Replacement UDP was achieved by Council Resolution on July 19, 2006 and the plan came into effect on August 25, 2006. This means that the entire programme of work for the LDS has had to be reconsidered to address the receipt of the Replacement Calderdale UDP Inspector's Report and the delays that that has brought about for the LDF.
- 2.3** In order to ensure that the milestones to be placed within the LDS are reasonable, achievable and deliverable, and form an adequate basis for the assessment of the performance of the Council in delivering the LDF, it is essential that the LDS was revised. The Secretary of State through the Government Office made it clear that all LDS's from all Council's would have to be revised and amended before the end of March 2007. This Council did that and submitted a Revised LDS in March 2007. It took until June 2007 for comments to be received from the Government Office, and these have been used to revise the LDS for final submission in November 2007.

### Progress on the Delivery of Documents within the Initial LDS

- 2.4** The Initial LDS set out a work programme that indicated the following documents would

be produced over the period. For each document a progress commentary has been provided.

- 2.5 Statement of Community Involvement :** Work commenced in July 2005 and early community engagement (Regulation 25) on a Draft was undertaken in December 2005.

Further work on responding to representations and Regulation 26 Public Involvement has been delayed whilst the Replacement UDP has been progressed to Adoption.

Regulation 26 Consultation is expected during mid 2007 with Submission to the Secretary of State in the early Autumn 2007.

- 2.6 Calderdale Core Strategy (DPD) :** Work on the Core Strategy was not due to commence until the final adoption of the Replacement UDP had been achieved. This was originally expected to be in October 2007.

Given that the Replacement UDP has been adopted much sooner, work on the Core Strategy was expected to commence in early 2007, however the detailed work on the Supplementary Planning Documents meant that no progress on the Core Strategy was made. The November 2007 LDS reflects this and proposes full commencement in January 2008.

- 2.7 Waste Management Plan (DPD) :** Work was due to commence in April 2006. However the approval of the Waste Management Strategy for the District was delayed and in any event the preparation of the DPD was further delayed by the Adoption of the Replacement Calderdale UDP.

Whilst this was originally intended to be a separate DPD dealing with waste issues and allocations. It has now been decided that it would be more appropriate to incorporate the strategic work on this issue into the Core Strategy. Site allocations may either come forward within the Core Strategy as strategic allocations or within the subsequent Land Allocations and Designations DPD.

**2.8 Brighthouse Basin Area Action Plan (AAP)**

: A number of issues relating to the progression of this AAP mean that the Council is minded to abandon this Plan, and concentrate work upon the preparation of the Core Strategy, relevant Development Control Policies and Waste Management Plan. The AAP has therefore been deleted from the LDS.

**2.9 Affordable Housing SPD** : Early community engagement on a draft SPD took place in December 2006. However work on the revision to the document in the light of comments received has been delayed as progression of the Replacement Calderdale UDP to Adoption has taken priority.

Revisions to the LDS are necessary to reflect the time taken to produce the Replacement Calderdale UDP, and also the need to undertake full Sustainability Appraisal and Strategic Environmental Assessment. As a result Regulation 17 Pre-Adoption Consultation took place in July 2007 and the expected Adoption of the SPD is programmed at Council in December 2007.

**2.10 Waterside Development SPD** : Early community engagement on a draft SPD took place in December 2006. However work on the revision to the document in the light of comments received has been delayed as progression of the Replacement Calderdale UDP to Adoption has taken priority.

The original document was based upon an interpretation and assessment of the Adopted UDP dating from 1997. Given that the Replacement Calderdale UDP has now been Adopted and replaces the former UDP, the complete document needs to be revised to take into account the changes in policy, as well as the need to undertake a full Sustainability Appraisal and Strategic Environmental Assessment of the SPD.

In order to meet the priority for delivering higher order documents within the LDF, work on this SPD has been suspended and it will not appear within the Local Development Scheme.

**2.11 Meeting Education Needs SPD** : Early community engagement on a draft SPD took

place in December 2005. However work on the revision to the document in the light of comments received has been delayed as progression of the Replacement UDP to Adoption has taken priority.

Revisions to the LDS are necessary to reflect the time taken to produce the Replacement Calderdale UDP, and also the need to undertake full Sustainability Appraisal and Strategic Environmental Assessment. As a result Regulation 17 Pre-Adoption Consultation took place in July 2007 and the expected Adoption of the SPD is programmed at Council in December 2007.

**2.12 Flood Risk SPD** : Work did not commence on this SPD as initially programmed (November 2006). Following consideration of the purposes and likely affects of this SPD, the Council has decided not to progress this document. An advisory note will be published instead which sets out the findings of the Strategic Flood Risk Assessment that the Council has jointly undertaken with the Environment Agency, Kirklees and Wakefield Council's. In order to meet the priority for delivering higher order documents within the LDF.

Work on this SPD has been cancelled and it will not appear within the Local Development Scheme.

**2.13 Open Space SPD** : An Open Spaces Study and Strategy is under development. The Open Space SPD cannot be brought forward until such time as that work has been completed. The Open Space Strategy will not be adopted until early 2007. External funding for this document means that there is a need to progress this SPD towards an early consultation draft by Easter 2007. Early engagement took place during June/July 2007 and Regulation 17 Public participation on the draft SPD is programmed from November 2007. Final Adoption is anticipated in April 2008.

**2.14 Car Parking Requirements SPD** : Work was not due to commence until June 2007, after the Replacement UDP had been Adopted. Given the earlier than anticipated adoption of the Replacement UDP the Council has given further consideration to the need for

this SPD. The priorities and resources available to the Council suggest that this document should not be progressed, in order to allow work to progress on the Core Strategy, Waste Management Plan and other essential DPDs. Aspects of this SPD, particularly in relation to the interpretation of RSS parking requirements are likely to be covered within the Core Strategy.

Work on this SPD has therefore been cancelled and it will not appear within the Local Development Scheme.

- 2.15 Sustainable Design SPD** : Work was not due to commence until June 2007, after the Replacement UDP had been Adopted. Given the earlier than anticipated adoption of the Replacement UDP there is a need to reconsider the delivery of this document.

Further consideration of the priorities and resources available to the Council suggest that this document should be slipped to a later date, in order to allow work to progress on the Core Strategy, Waste Management Plan and other essential DPDs.

Work on this SPD has therefore been cancelled and it will not appear within the Local Development Scheme.

## Need for Additional Development Plan Documents

- 2.16** The Inspector's Report into the UDP Inquiry has highlighted the need to undertake additional work in the context of the Local Development Framework. This together with ongoing changes to the regime governing planning and the amount of new issues arising means that additional documents are necessary. The additional documents are:-

- 2.17 Managing Housing Supply SPD** : The UDP Inspector recommended that the Council introduce a policy of housing restraint, which will be articulated within an SPD. The Council supports the Inspector over the need to manage housing supply in a much more proactive way and this SPD will allow the Council to consider applications on that basis.

Given the urgency of the need to produce this SPD it is being given priority in the revised LDS. The Revised LDS March 2007 gave priority to the production of this SPD. However, as 2007 progressed it became very clear that the Government and Regional Assembly had significantly changed what could be defined as an over-supply of housing with the RSS requirements being a lower not an upper limit. This therefore undermines the whole basis for the Managing Housing Supply SPD in terms of the numbers and has led the Council to reconsider its position in respect of this SPD.

This SPD will no longer feature within the Revised LDS (November 2007).

- 2.18 Green Belt Review DPD** : The UDP Inspector recommended that the Council urgently undertake a strategic review of the Green Belt. The Council also committed itself to undertake such a review within the Replacement Calderdale UDP, and did amend some boundaries to take account of features on the ground. The Secretary of State's proposed changes to the RSS in the light of the Panels recommendations does suggest that a strategic reviews of the Green Belt may be necessary for the West Yorkshire area. The Regional Assembly are currently (November 2007) consulting on the nature and scale of such a review(s) and this will feed into the Core Strategy

As the new planning system is settling down it is becoming clear that the Core Strategy will have to address the green Belt in a strategic sense and in association with the strategic allocations. As a result the Council has decided that it is not appropriate to continue with a separate Green Belt Review DPD. The issues will now be addressed initially within the Core Strategy and subsequently within the Land Allocations and Designations DPD.

Reference to the Green Belt Review DPD has therefore been deleted from the LDS.

- 2.19 Land Allocations and Designations DPD** : This DPD will provide the framework for the consideration and designation of sites for specific land allocations. Allocations in particular will be necessary for Housing, Employment and Retailing. Other land uses

may require allocations such as for Gypsies and Travellers and these will be addressed during the preparation of this document.

This DPD will also include a localised review of Green Belt to ensure adequate land supply for development needs identified within the Core Strategy.

**2.20 Central Elland SPD** : This SPD is being developed out of strategy work undertaken on behalf of the Council by consultants. In order for the strategy to have weight in decision making it is necessary to convert the document into SPD. It should be noted that the SPD does not over-ride the Replacement Calderdale UDP in terms of allocations or policy content, but will provide detailed advice and context for proposals within the town of Elland.

**2.21 Halifax Town Centre and the Piece Hall SPD** : Halifax Town Centre is undergoing a period of regeneration and renaissance with a number of projects being brought forward. This SPD will provide an overarching strategy for the renaissance of the Town Centre which is currently missing. The Piece Hall Area of Halifax contains a number of important buildings, including the Piece Hall (a Grade 1 Listed Building) and a number of other heritage buildings such as Square Chapel and Square Church and Georgian and Victorian warehouses and yards which are important to the urban fabric of the town, but many are in a state of decline and some are derelict.

This SPD will draw upon the Adopted Calderdale Unitary Development Plan (2006) and develop proposals for the regeneration of this area. The Piece Hall building complex and its environs, if successfully regenerated could become a significant driver for the renaissance and regeneration of areas of the town centre that are in a state of decline.

The LDS has been revised to include this SPD in its timeline.

## 3 Principles for Preparing the Local Development Scheme

### Principles for Preparing the Local Development Scheme

**3.1** The Government has set out comprehensive advice and guidance on the scope and content of this LDS. The Council has followed this advice and guidance, and as such, this LDS:-

- provides an introduction to the new plan-making process;
- sets out a brief description of proposed Local Development Documents (LDD's);
- illustrates how the different documents interrelate;
- in the transitional period between the "old" and "new" development plan systems sets out, which, if any, plans and policies are to be saved;
- provides a profile of each local development document;
- summarizes how the evidence base needed to support and justify the content of these documents will be developed and managed;
- explains how monitoring and review of the LDS will be carried out;
- presents in diagrams the overall programme and timetable for preparing the documents, illustrating the key milestones in their preparation process, showing the linkages between the documents, and where relevant showing which documents relate to the particular areas of the Council

**3.2** The Planning Advisory Service (PAS), a division of the I&DeA (Improvement and Development Agency), has given advice to Authorities for reviewing and revising their LDS. It is quite clear that once submitted the LDS will be binding upon the Council and is likely to be linked to the allocation of planning delivery grant (PDG). It is therefore important that the revised LDS is robust and deliverable as and when stated.

### Involvement of the Government Office for Yorkshire and the Humber

**3.3** Preparation of a LDS by the Council is a mandatory requirement of the 2004 Act. This

First Review LDS was submitted to the Government Office in March 2007. A number of comments from the GOYH and Planning Inspectorate (PINS) have led to revisions to respond to these comments. The role of the GOYH is to consider whether the LDS is:-

- robust and appropriate to document preparation, particularly in terms of priorities and whether or not the proposals are accurate and clear in their presentation;
- deliverable and realistic in terms of the timetable and the requirements of Public Service Agreement targets;
- clear that the contents comply with national policy requirements and reflect good practice and advice;
- illustrates its links to other key plans and strategies, for instance, Regional Spatial Strategy and the Community Strategy prepared by the Local Strategic Partnership (in the case of Calderdale, this is Calderdale Forward);
- offering a comprehensive approach to document production, especially the development of the evidence base;
- properly representing the resource and risk implications of the programme;
- has any obvious omissions; and
- establishes that Calderdale Council has appropriately involved the Government Office for Yorkshire and the Humber and the Planning Inspectorate in the preparation of the LDS.

**3.4** Following the comments from the GOYH and PINS the March 2007 LDS has been re-cast to eliminate "twin-tracking" of documents and to remove the potential for the timetable for a submitted document to collapse if the Core Strategy is found to be unsound.

### Evidence Base

**3.5** It is a firm and clear requirement of the 2004 Act that plan-making must be supported and justified by an Evidence Base in the form of factual and statistical information and analysis of the past, current and future trends within the District. A programme for the development of the Evidence Base is set out below. The Council considers there is an urgent need to enhance and update certain

existing areas of this evidence base, whilst introducing new initiatives to fill perceived gaps. The timescale for the provision of this information directly relates to and fits within the programme of local development and related documents. It should be noted that work on the improvement of the evidence base has the effect of reducing the staff resource available to carry out the actual plan-making activities.

### 3.6 Open Space Study and Strategy

This study has been undertaken to assist the Council in developing locally determined standards for open space. It will be used to provide further detail for policies within the Adopted Replacement Calderdale UDP (August 2006). A SPD is under preparation and is programmed within the LDS.

Further work on Amenity Open Space, which was not included within the initial study is programmed during 2008.

### 3.7 Housing Land (Strategic Housing Market Assessment (SHMA) and Strategic Housing Land Availability Assessment (SHLAA))

Housing provision is a major user of land and the resources within Planning Services. The continual monitoring of housing supply in terms of permissions, and completions is an essential part of understanding the housing position within the District. A quarterly assessment of planning permissions and dwellings under construction within Calderdale is undertaken.

- 3.8 The SHMA and SHLAA take their lead from the requirements of PPS3 Housing and will provide information on the level of need and demand for housing and the opportunities that exist to meet it.

An essential part of the Core Strategy will be a fuller understanding of the housing market and housing demand and needs. The Regional Assembly is undertaking the initial Strategic Housing Market Assessment (in compliance with PPS3 Housing (2006) and this will feed into Calderdale's own settlement strategy and Housing Land Assessments.

The SHLAA will replace the Urban Capacity Study undertaken in 2001.

### 3.9 Employment Land Review

The Council is commissioning an Employment Land Review to assess available available employment land and the needs for additional employment land to be allocated within the LDF. An assessment of permissions for new employment and the position with respect to allocations is reported on an annual basis in the Annual Monitoring Report. Consultants are to be appointed to assist in this work which is due to report by April 2008

### 3.10 Calderdale Retail Study

Retail investment is a major element of the provision of services and facilities within the District. There is however a requirement to establish further evidence regarding the "need" for additional retailing and its location within the District. This study will provide the evidence base for additional retailing and will inform allocations of land to be brought forward within the LDF. Although no timetable has yet been set it is likely that the work will be undertaken during 2008. This will be an essential part of the Core Strategy and will lead to specific allocations for retailing within the Land Allocations and Designations DPD.

### 3.11 Calderdale Accessibility and Facilities Analysis

As part of the assessment of the facilities available across the District surveys of all shopping, personal services, financial services social and other facilities are being undertaken. These will inform the development of an Accessibility Framework for the District to assist in identifying areas which are deficient in facilities or services and which could benefit from additional investment to increase the provision of a sustainable community.

### 3.12 Environmental and Sustainability Methodology and Base Line

The Sustainability Appraisal for any document within the LDF is an essential element of the new planning system. In order

to ensure that the SA/SEA is robust and helps in delivering sustainable development it is essential that it is drawn up in accordance with the best practice available and reflects the needs and situation within Calderdale. This work is underway.

### 3.13 Strategic Flood Risk Assessment

Jointly with Kirklees and Wakefield Councils this Council commissioned a Strategic Flood Risk Assessment in 2005. This pre-dates the publication of PPS25 "Planning and Flood Risk" (December 2006) with which it is not entirely compliant. As a result further work is being undertaken in order to bring the SFRA into compliance. It is anticipated that this work will be completed by April 2008.

### 3.14 Waste Arisings and Assessment

Within the Core Strategy a significant element of the work will focus upon waste and its management. This work is likely to be commissioned from external consultants feeding into the Core Strategy itself. It will need to undertake the following: -

- Establish and understand current waste management capacity for all streams;
- Understand waste arisings and forecast waste growth for all streams;
- Determine need for waste management capacity for all streams;
- Consider trends in technology for all streams;

### Joint Working

**3.15** At this time it is not the intention of Calderdale Council to either set up joint plan-making arrangements or prepare joint planning documents with neighbouring local planning authorities. (Bradford, Kirklees, Leeds, Wakefield, Lancashire, Rochdale, Burnley, Pendle and Rossendale). It is, however, the intention of the Council to involve all these neighbouring Councils in its plan-making procedures, not least where there are cross-boundary land-use issues to be resolved.

**3.16** The Secretary of State's Proposed Changes to the Yorkshire & Humber Plan (the Regional Spatial Strategy calls for authorities within West Yorkshire to collaborate on

strategic Green Belt reviews. This Council will play its full part in such reviews and the developing Leeds City Region agenda.

### Sustainability Appraisal and Strategic Environmental Assessment

**3.17** The 2004 Act requires all Local Development Documents to be subject to sustainability appraisal. The only exception is the Statement of Community Involvement, as it is a procedural document. In addition, when preparing LDDs, the Council will need to conduct Strategic Environmental Assessments in accordance with the requirements of the EU Directive 2001/42/EC. Whilst these requirements are separate from Sustainability Appraisal, the Council will carry out a single appraisal process incorporating both elements, following the advice provided in various documents by the Government. The Council will lead the appraisal process, but in doing so, may draw upon the resources of consultants, neighbouring local planning authorities, statutory agencies and amenity, voluntary and community groups.

**3.18** Calderdale Council is also required under the Habitats Directive issued by the European Union to undertake Appropriate Assessment of policies and proposals that could have an effect upon the Special Protection Area, Special Area of Conservation and Sites of Special Scientific Interest., that exist within the District. This is a separate exercise to the SA/SEA and may require the appointment of consultants to assist in the process.

### Resources

**3.19** There are 8 staff on the establishment for the Planning Policy Team. This is a small permanent staff resource and has expanded with two new posts added to the Team during 2007. This is made up of the following in-house staff resources :-

- 1 Planning Policy Manager;
- 2 Principal Planning Officers;
- 3 Planning Officers (Career Grade);
- 1 Planning Technician;
- 1 Technical Clerk / Administrative Support Officer;

**3.20** In addition to these “in-policy team” staff resources, assistance will be provided by the Regeneration Manager, and staff within Development Control where appropriate. It will be necessary at appropriate stages, to involve staff from other Calderdale Council Services (most particularly from the Engineering/Highways, Environmental Health, Housing, Recreation, Sport and Streetscene, Emergency Planning, Legal and Chief Executive’s Services). These staff will all be involved at various times in the plan-making activities. An example of this joint working would be that with Environmental Health Service officers on aspects of the Core Strategy and Land Allocations and Designations DPD relating to waste.

**3.21** The Council will seek to make effective use of the staff resources of its key stakeholder partners in plan-making activities, not least where they have particular skills and responsibilities in their own areas of expertise and concern.

**3.22** The Council has allocated additional resources to the plan-making process, both through expansion in Team numbers and also in the financial resources available to undertake the work. The Government has advised that the new development plan system will require a greater resource input than has generally been allocated to this purpose in the past, and they have suggested the need to lever in additional resources from other Council services, from external stakeholders and from local communities.

## Programme Management and Responsibilities

**3.23** Tables 4.1 and 4.2 set out the timetable for LDD production and the Profiles in Tables 4.3 to 4.10 identify management responsibilities and a more detailed timeline for each Document. Within Planning and Regeneration Services, the Head of Planning & Regeneration and the Planning Policy Manager will have an overview of the programme. The day-to-day responsibility for the delivery of the programme lies with the Planning Policy Manager, who is also responsible for its staffing and resource

management. Additional staff from within Planning & Regeneration Services, notably the Development Control Manager and the Regeneration and Development Manager will also have key inputs both to the Statement of Community Involvement and to various Local Development Documents as they progress. Additional management overview will also come through the department’s Planning and Regenerations Services Management Group (PRSMG). All Council officers engaged on LDD’s are linked by E-mail.

## Council Procedures and Reporting Protocols

**3.24** The following working arrangements for progressing development plan initiatives through Council’s Member are likely to be as follows and are set out within the Council’s Constitution: -

- all LDD’s, including the SCI, DPDs and SPD’s and measures to improve the evidence base will be considered initially by a Member Working Party;
- Early community engagement exercises do not require Cabinet or Council authorisation to be undertaken, and will be guided by the Head of Planning & Regeneration with Members of the LDF Working Party;
- the Member Working Party will consider the results of these early engagement exercises and progress the preferred options stage with recommendations to Cabinet;
- the Council’s Cabinet will approve preferred options for consultation (Regulation 26). Cabinet minutes are subject to ratification by Full Council;
- It should be noted that the SCI and ALL DPDs and SPDs are required to be Adopted by Full Council in accordance with Regulations.

**3.25** The Full Council meet 6 times every year as follows : -

- July,
- October,
- December,
- February,
- April and
- May (Annual Council).
- Additional Council meetings are called from time to time and these can be used to progress decisions when necessary.

**3.26** There is a significant lead-in time to Council as a decision first has to be made at the Cabinet, which precedes the Council. As a result it may not always be possible to submit documents for Adoption or Approval to the first available Council following receipt of the Binding Report. In addition, Cabinet decisions are also subject to consideration by the Council's Scrutiny Committees. The Scrutiny Panel with overview responsibility for LDD's will be that for the Regeneration and Development Directorate. Other Council Scrutiny Panels will also be involved where LDD and related activities have implications

for the work of other service areas. The Scrutiny Panels have the powers to "call-in" any Cabinet decision for further consideration.

**3.27** As a result there are administrative timing difficulties built into the programme of document preparation, which will have to be considered during the preparation of documents. Details of Member responsibilities and operational practice are set out in full in the Council's Constitution.

## Risk Assessment

**3.28** Risk Assessment is concerned with the setting out of what factors could result in a failure to meet the programmed timetable to prepare LDD's by missing the established milestones. By identifying these at the beginning of the process, contingencies can be planned, or the timescales modified to reflect the uncertainties. The table below sets out potential areas of risk and measures to be followed, which remove or minimise this risk.

Table 3.1 Risks Associated with Document Production

RISK	IMPACT	MITIGATING ACTIONS
Secretary of State directs amendment of the LDS	LDS delayed in being activated, whilst it is re-cast to meet the concerns raised.	Close liaison with Government Office
New national and regional policy	Additional work and slippage implications considered and incorporated	LDS programmed to reflect known events and early consideration of possible changes as new RSS evolves
Planning White Paper	This could change the processes or content of the LDF	Ensure that the next review of LDS reflects outcomes from White Paper
Policy Team given additional work	Slippage in programme; failure to meet milestones;	Gain acceptance of priority of LDF work
Insufficient financial budgets	Slippage in programme; failure to meet milestones;	Monitor budget closely. Maintain top-up of Council LDF special budget. Ensure that Planning Delivery Grant is received and maximised each year in which it is available. Seek financial resources etc. from other Council Services
Staff turnover	Slippage in programme; failure to meet milestones;	Enhance staff retention initiatives and appropriate grading. Prompt action with vacancies. Potential need for consultancy or contract staff to assist with document production.
Recruitment difficulties	Slippage in programme; failure to meet milestones;	Potential need for consultancy or contract staff to assist with document production.
LDF programme too ambitious	Slippage in programme; failure to meet milestones	Realistic LDS with good monitoring and project management

RISK	IMPACT	MITIGATING ACTIONS
Administrative delays arising from the Council's Reporting Procedures and lead-in times to Cabinet and Council	Slippage in programme; failure to meet milestones	Realistic LDS with good monitoring and project management
Planning Inspectorate cannot meet programme	Slippage in programme; failure to meet milestones, bad feeling	Prepare realistic LDS with good liaison and input from the GOYH
DPD fails test of soundness	Slippage in programme; failure to meet milestones;	Ensure plans are soundly based on robust evidence, including environmental / sustainability assessment and appropriate community involvement.
Legal challenge	Slippage in programme; failure to meet milestones; expense	Ensure compliance with Act, Regulations, SCI - secure community buy-in to achieve consensus etc
Political opposition or change in control	Slippage in programme; failure to meet milestones; bad-feeling	Good Member involvement and training, ensure member buy-in to process and outcomes
Political decision-making	Slippage in programme, due to non-acceptance of options or uncertainty arising from political processes; failure to meet milestones	Ensure buy-in from members through ensuring awareness is at a high level, and the process supports and is influenced by Member involvement
Change in corporate priorities, Council Vision or Corporate Plan	Slippage in programme; failure to meet milestones; due to uncertainty or change	Continuous awareness and involvement in processes
Change in Community Plan or policies and proposals of other key partners	Slippage in programme, due to uncertainty or change	Continuous awareness and involvement with the Local Strategic Partnership
Unexpected high levels of public involvement	Slippage in programme, failure to meet milestones; bad-feeling; expense	Good community involvement in line with SCI; mechanisms in place to administer representations.
Poor project management	Slippage in programme; failure to meet milestones; failure to be awarded Planning Delivery Grant	Ensure LDS is robust and that project management techniques are rolled out. Monitoring on a regular basis with high level steering group; Adequate training for LDS project manager and support to ensure effective use of the tools.
Inadequate Resources Identified for the Task	Slippage in programme; failure to meet milestones; inability to undertake the work	Ensure LDS is realistic and used as a tool to seek resources to ensure it meets corporate requirements.
Inadequate Skill Base	Slippage in programme; failure to meet milestones; inability to undertake the work	Adequate training for staff or consideration of the need to appoint external consultants.
Poor management of supply of evidence base from internal or external partners	Slippage in programme; failure to meet milestones; bad-feeling	Ensure that partners are involved and aware of their obligations and requirements.
Failure of key partners to deliver according to programme	Slippage in programme; failure to meet milestones; bad-feeling	Ensure that partners are involved and aware of their obligations and requirements. Need to ensure partnership working and buy-in to timetable; revise project plan as necessary to reflect the slippages.
Unanticipated delays in external events eg public examination	Slippage in programme; failure to meet milestones	Ensure monitoring of the LDS identifies problems at an early stage; liaison with Planning Inspectorate essential to ensure adequate coverage for examinations in public.

RISK	IMPACT	MITIGATING ACTIONS
Failure to make robust arrangements to meet the timetable of the examination	Slippage in programme; failure to meet milestones	Potential need to bring in agency or consultancy staff to cover the peak periods involved in examination process.

**3.29** It is considered that the awareness of these risks has allowed an appropriate element of contingency to be built into the LDS programme such that the level of risk has been reduced. The Scheme is realistic, and matched, as far as can be ascertained, by the ability to deliver its component parts. The programme, in addition will help focus corporate decision making across the Council to ensure commitment to the LDF process. The effects of unforeseen circumstances on the programme, together with further mitigation arrangements will be identified in the Annual Monitoring Reports and reflected in changes to the LDS that will occur in the future.

## 4 Proposed Local Development Documents

4.1 The Tables contained within this section set out the programme for and details of the development plan documents and supplementary planning documents to be prepared during the period covered by the LDS.

- Table 4.1 'Summary Schedule of Development Plan Documents' below provides a complete summary breakdown of the Development Plan Documents that are proposed to be brought forward in this LDS;
- Table 4.2 'Summary Schedule of Supplementary Planning Documents' provides a complete summary breakdown of the proposed Supplementary Planning Documents;
- Figure 2 'Local Development Scheme (Revised November 2007)' provides a GANTT chart presentation of the LDS timetable.
- Tables 4.3 - 4.9 give written details of the timetable for each document.

## Summary Schedule of Development Plan Documents

Table 4.1 Summary Schedule of Development Plan Documents

Document Name	Status	Role and Content	Chain of Conformity	Start Date	Reg 25	Reg 26	Reg 28	Reg 33	Examination	Binding Report	Adoption
<b>STATEMENT OF COMMUNITY INVOLVEMENT</b>	<b>Non - DPD</b>	Sets out Calderdale Council's policy and procedures for involving the community in the preparation and revision of Local Development Documents and the consideration of planning applications.	Consistent with national planning policy; PPS12 and its Companion Guide.	July 2005	Dec 2005	May 2007	Sept 2007	N/A	November 2007	January 2008	April 2008
<b>CORE STRATEGY</b>	<b>DPD</b>	To provide the strategic planning framework for Calderdale comprising :- <ul style="list-style-type: none"> <li>• a spatial vision;</li> <li>• a spatial strategy;</li> <li>• strategic objectives;</li> <li>• core policies for development management and waste disposal;</li> <li>• strategic site allocations;</li> <li>• an initial review of Green Belt necessitated by the strategic site allocations;</li> <li>• and a monitoring and implementation framework.</li> </ul> The Core Strategy will include work on the constraints which help to define the shape of a place.	Consistent with national planning policy and in general conformity with Regional Spatial Strategy. All other LDD's to be in conformity with the Core Strategy.	Jan 2008	Early to mid 2008	July 2009	Dec 2009	Mar 2010	Sept 2010	Jan 2011	April 2011
<b>LAND ALLOCATIONS</b>	<b>DPD</b>	To set out land allocations and designations for the use and	Consistent with national planning policy and be in	Jan 2008	Mid 2008	Mar 2010	Mar 2011	June 2011	Nov 2011	Feb 2012	July 2012

Document Name	Status	Role and Content	Chain of Conformity	Start Date	Reg 25	Reg 26	Reg 28	Reg 33	Examination	Binding Report	Adoption
<b>AND DESIGNATIONS</b>		protection of land including allocations to meet the future needs of the Borough for: - <ul style="list-style-type: none"> <li>● Housing;</li> <li>● Employment;</li> <li>● Retailing;</li> <li>● Waste Management;</li> <li>● Open Space;</li> <li>● Community Uses;</li> </ul> and site / area protection : - <ul style="list-style-type: none"> <li>● Green Belt - detailed boundaries;</li> <li>● Biodiversity / Ecology;</li> <li>● Environmental protection;</li> <li>● development constraints</li> </ul>	general conformity with RSS and the Core Strategy.								
<p>The <b>PROPOSALS MAP</b> shows on an Ordnance Survey Base the land to which particular policies apply. The Proposals Map will be revised each time a new DPD is adopted which has implications for land allocations</p> <p>The current Proposals Map for Calderdale is that associated with the Replacement Calderdale Unitary Development Plan (Adopted August 2006). Where a DPD or policy has geographical implications which needs to be shown on an Ordnance Survey Base map, the Proposals Map has to be revised and re-issued.</p> <p><b>NOTES :</b> This table uses the Regulation numbers from the Town &amp; Country Planning (Local Development) (England) Regulations 2004 in order to timeline the preparation of the Documents as follows :-</p> <ul style="list-style-type: none"> <li>● <b>Reg 25 - ISSUES and OPTIONS</b></li> <li>● <b>Reg 26 - PREFERRED OPTIONS</b></li> <li>● <b>Reg 28 - SUBMISSION to Secretary of State (including Submission Deposit Period)</b></li> <li>● <b>Reg 33 - COUNTER REPRESENTATIONS for Site Specific DPDs</b></li> </ul>											

## Summary Schedule of Supplementary Planning Documents

Table 4.2 Summary Schedule of Supplementary Planning Documents

Document Title	Status	Role and Content	Chain of Conformity	Start	Early Community Engagement	Pre-Adoption Consultation	Estimated Date of Adoption
<b>Affordable Housing</b>	<b>SPD</b>	To set out advice and guidance for the provision of affordable housing in the District including the processes for securing Section 106 agreements with planning permissions.	Consistent with national planning policy; RSS and Replacement Calderdale UDP	July 2005	Dec 2005	June 2007	Dec 2007
<b>Managing Housing Supply</b> <b>SPD DELETED</b>	<b>SPD</b>	To set out advice and guidance for the management of housing supply in the District including the processes to be used for assessing the over-supply of housing and for managing delivery.	Consistent with national planning policy; RSS and Replacement Calderdale UDP	Feb 2007	June 2007	Nov 2007	April 2008
<b>Developer Contributions towards meeting Education Needs</b>	<b>SPD</b>	To set out advice and guidance for negotiations with developers on the requirements for developer contributions towards meeting the education needs.	Consistent with national planning policy; RSS and Replacement Calderdale UDP	July 2005	Dec 2005	June 2007	Dec 2007
<b>Development Contributions Towards Open Space, Sports and Recreation Facilities Needs</b>	<b>SPD</b>	To provide detailed requirements for the provision of open space within developments and to set locally determined standards for open space, leisure and recreation facilities across the District.	Consistent with national planning policy; RSS and Replacement Calderdale UDP	Feb 2007	April 2007	Nov 2007	April 2008
<b>Central Eiland</b>	<b>SPD</b>	To set out advice and guidance for the provision of development within the central areas of Eiland, including sites allocated within the Replacement Calderdale UDP.	Consistent with national planning policy; RSS and Replacement Calderdale UDP	May 2006	Early 2007	Jan 2008	April 2008
<b>Halifax Town Centre and Piece Hall</b>	<b>SPD</b>	To set out advice and guidance for the regeneration, and enhancement of the Halifax Town Centre and the Piece Hall and its environs including its connections and relationship with the wider town centre area and the Hebble Valley.	Consistent with national planning policy; RSS and Replacement Calderdale UDP	Jan 2008	During 2008	March 2009	July 2009



## Statement of Community Involvement

**Role and Content:** Sets out Calderdale Council's policy and procedures for involving the community in the preparation and revision of Local Development Documents and the consideration of planning applications.

**Status:** Non-Development Plan Document

**Chain of Conformity:** Consistent with national planning policy; PPS12 and its Companion Guide.

**Geographic Coverage:** Whole of Calderdale

Table 4.3 Statement of Community Involvement : Proposed Timetable

ACTIVITY RELATING TO DOCUMENT PREPARATION	PROPOSED TIMETABLE
Pre-Production period, including commencement of document preparation	<b>July 2005</b>
Early Consultation on draft statement ( <b>Regulation 25</b> )	<b>December 2005</b>
Public Participation on draft statement ( <b>Regulation 26</b> )	<b>May 2007</b>
<b>Submission</b> of Statement to Secretary of State ( <b>Regulation 28</b> )	<b>September 2007</b>
<b>Public Consultation on Submission Document</b> (Regulation 29)	
<b>Independent Examination</b>	<b>November 2007</b>
Receipt of Binding Report;	<b>January 2008</b>
<b>ADOPTION</b> (Regulation 36) and Publication of Document;	<b>April 2008</b>

### ARRANGEMENT FOR PRODUCTION

- Lead Officer:- Director of Regeneration and Development.
- Management Arrangements:- Head of Planning and Regeneration and Planning Policy Manager with support of Council's Community Strategy Team.
- Political Management:- LDF Working Party; Cabinet and Council.
- Full Council Resolution required for both submission and adoption stages.
- Council resources required to produce the LDD:- Planning Policy Team assisted by Development Control and Corporate services.
- External resources required:- None.
- Involvement of Community and Stakeholders:- Consultation at key milestones in the preparation process which will at least meet statutory requirements, using appropriate methods.

### POST PRODUCTION

- Monitoring and Review:- The implementation of the SCI will be monitored, reviewed and possible replacement will be considered as and when required.

## Calderdale Core Strategy

**Role and Content:** To provide the strategic planning framework for Calderdale comprising:- a spatial vision; a spatial strategy; strategic objectives; core policies for development management and waste disposal; strategic site allocations including for waste disposal; a review of Green Belt necessitated by the strategic site allocations; and a monitoring and implementation framework.

**Status: Development Plan Document (DPD)**

**Chain of Conformity:** Consistent with national planning policy; Regional Spatial Strategy and PPS12 and its Companion Guide.

**Geographic Coverage:** Whole of Calderdale

Table 4.4 Calderdale Core Strategy : Proposed Timetable

ACTIVITY RELATING TO DOCUMENT PREPARATION	PROPOSED TIMETABLE
Pre-Production period, including commencement of document preparation and evidence base	<b>January 2008</b>
Public Participation on <b>ISSUES &amp; OPTIONS</b> (Regulation 25)	<b>Early / Mid 2008</b>
Public Participation on <b>PREFERRED OPTIONS</b> (Regulation 26)	<b>July 2009</b>
<b>SUBMISSION</b> of Core Strategy to Secretary of State (Regulation 28)	<b>December 2009</b>
<b>Public Consultation on Submission DPD</b> and Sustainability Appraisal Report (Regulation 29)	<b>December 2009</b>
Publication of site specific Regulation 29 comments (Regulation 32)	<b>March 2010</b>
<b>Counter Representations</b> on site specific representations (Regulation 33)	<b>March 2010</b>
Pre-Examination Meeting	<b>May 2010</b>
<b>Independent Examination</b>	<b>September 2010</b>
Receipt of Binding Report	<b>January 2011</b>
<b>Adoption</b> (Regulation 36) and publication of document	<b>April 2011</b>

### ARRANGEMENT FOR PRODUCTION

- **Lead Officer:-** Director of Regeneration and Development.
- **Management Arrangements:-** Head of Planning and Regeneration and Planning Policy Manager with support of Council's Management Team and staff from other services.
- **Political Management:-** LDF Working Party; Cabinet and Council. Full Council Resolution required for both submission (Regulation 28) and adoption (Regulation 36) stages.
- **Council resources required to produce the DPD:-** Planning Policy Team assisted by Development Control, Corporate Services and relevant chief officers as necessary.

- **External resources required:-** Some external evidence base and SA/SEA/AA work undertaken by consultants, but majority of the drafting and development work for the Core Strategy itself will be undertaken "in-house";.
- **Involvement of Community and Stakeholders:-** Consultation at key milestones in the preparation process using appropriate methods in accordance with the Statement of Community Involvement.

## POST PRODUCTION

- **Monitoring and Review:-** The implementation of the Core Strategy will be monitored, reviewed and possible replacement will be considered as and when required.

## Land Allocations and Designations DPD

**Role and Content:** To provide land allocations and designations for the use and protection of land including allocations for : - Housing; Employment; Retailing; Waste Management; Open Space; Community Uses in order to meet the future needs of the Borough together with site / area based protection for Green Belt; Biodiversity / Ecology; and Environmental protection areas. The LDF Proposals Map will reflect these allocations and designations.

**Status:** Development Plan Document

**Chain of Conformity:** Consistent with national planning policy; Regional Spatial Strategy and Core Strategy of the Calderdale LDF.

**Geographic Coverage:** Whole of Calderdale

Table 4.5 Land Allocations and Designations : Proposed Timetable

ACTIVITY RELATING TO DOCUMENT PREPARATION	PROPOSED TIMETABLE
Pre-Production period, including commencement of document preparation and evidence base	<b>January 2008</b>
Public Participation on <b>ISSUES &amp; OPTIONS (Regulation 25)</b>	<b>Mid to Late 2008 and through 2009</b>
Public Participation on <b>PREFERRED OPTIONS (Regulation 26)</b>	<b>March 2010</b>
<b>SUBMISSION</b> of Land Allocations and Designations DPD to Secretary of State ( <b>Regulation 28</b> )	<b>March 2011</b>
<b>Public Participation on Submission DPD</b> and Sustainability Appraisal Report ( <b>Regulation 29</b> )	<b>March 2011</b>
Publication of site specific representations received during Regulation 29 (Regulation 32)	June 2011
<b>Counter Representations</b> on Site Specific Regulation 29 representations ( <b>Regulation 33</b> )	<b>June 2011</b>
Pre-Examination Meeting	<b>August 2011</b>
<b>Independent Examination</b>	<b>November 2011</b>
Receipt of Binding Report	<b>February 2012</b>
<b>ADOPTION</b> and Publication of Document	<b>July 2012</b>

### ARRANGEMENT FOR PRODUCTION

- Lead Officer:- Director of Regeneration and Development.
- Management Arrangements:- Head of Planning and Regeneration and Planning Policy Manager with support of Council's
- Political Management:- LDF Working Party, Cabinet and Council. Full Council Resolution required for both submission and adoption stages.

- Council resources required to produce the DPD:- Planning Policy Team assisted by Development Control; Regeneration; Environmental Health and Corporate Services and other teams as necessary.
- External resources required:- There may be the need for external advice and consultancy work for waste management and the SA/SEA/AA process.
- Involvement of Community and Stakeholders:- Consultation and engagement with the community and stakeholders during at key stages in the preparation process which will meet the requirements of the Adopted Statement of Community Involvement (SCI).

## **POST PRODUCTION**

- Monitoring and Review:- The implementation of the Land Allocations and Designations DPD will be monitored, reviewed and possible replacement will be considered as and when required - (such as where national or regional planning policy or requirements mean that the DPD is no longer in conformity).

## Affordable Housing SPD

**Role and Content :** To set out advice and guidance for the provision of affordable housing in the District including the processes for securing Section 106 agreements with planning permissions.

**Status :** Supplementary Planning Document (SPD)

**Chain of Conformity :** Consistent with national planning policy; Regional Spatial Strategy and Replacement Calderdale UDP.

**Geographic Coverage :** Whole of Calderdale

Table 4.6 Affordable Housing SPD : Proposed Timetable

ACTIVITY RELATING TO DOCUMENT PREPARATION	PROPOSED TIMETABLE
Pre-Production period, including commencement of document preparation	<b>July 2005</b>
Preparation of draft SPD with participation	<b>December 2005</b>
Public participation on Pre-Adoption Draft (SPD (Regulation 17)	<b>June 2007</b>
Consideration of representations and finalising SPD (Regulation 18)	<b>Summer 2007</b>
Adoption and Publication of SPD	<b>December 2007</b>

### ARRANGEMENT FOR PRODUCTION

- Lead Officer:- Director of Regeneration and Development.
- Management Arrangements:- Head of Planning and Regeneration, Planning Policy Manager and Regeneration Manager.
- Political Management:- LDF Working Party; Cabinet and Council. Full Council Resolution required for both submission and adoption stages.
- Council resources required to produce the LDD : - Planning Policy Team and Regeneration Team.
- External resources required:- Potential need for an external steering group, and possible involvement of home builders representatives and landowners.
- Involvement of Community and Stakeholders:- In accordance with Regulations and the Statement of Community Involvement.

### POST PRODUCTION

- Monitoring and Review Progress on SPD production and implementation will be monitored and reported within the Annual Monitoring Report and subsequent formal review or replacement will be undertaken as and when appropriate.

## Meeting Education Needs SPD

**Title of Document for summary purposes :** - Meeting Education Needs SPD (Full Descriptive Title - Developer Contributions Towards Meeting Education Needs)

**Role and Content :** To set out advice and guidance for negotiations with developers on the requirements for developer contributions towards meeting the education needs.

**Status :** Supplementary Planning Document (SPD)

**Chain of Conformity :** Consistent with national planning policy; Regional Spatial Strategy and Replacement Calderdale UDP

**Geographic Coverage :** Whole of Calderdale

Table 4.7 Meeting Education Needs SPD : Proposed Timetable

ACTIVITY RELATING TO DOCUMENT PREPARATION	PROPOSED TIMETABLE
Pre-Production period, including commencement of document preparation	<b>July 2005</b>
Preparation of draft SPD with participation	<b>November / December 2006</b>
Public participation on Pre-Adoption Draft SPD (Regulation 17)	<b>June 2007</b>
Consideration of representations and finalising SPD (Regulation 18)	<b>Summer 2007</b>
Adoption and Publication of SPD	<b>December 2007</b>

### ARRANGEMENT FOR PRODUCTION

- Lead Officer:- Director of Regeneration and Development.
- Management Arrangements:- Head of Planning and Regeneration, Planning Policy Manager and Regeneration Manager.
- Political Management:- LDF Working Party; Cabinet and Council. Full Council Resolution required for both submission and adoption stages.
- Council resources required to produce the LDD:- Planning Policy Team and Regeneration Team.
- External resources required:- Potential need for an external steering group, and possible involvement of landowners.
- Involvement of Community and Stakeholders:- In accordance with Regulations and the Statement of Community Involvement.

### POST PRODUCTION

- Monitoring and Review Progress on SPD production and implementation will be monitored and reported within the Annual Monitoring Report and subsequent formal review or replacement will be undertaken as and when appropriate.

## Open Space SPD

**Title of Document for Summary Purposes:** Open Space SPD (Full Descriptive Title: Developer Contributions Towards Meeting Open Space, Sport and Recreation Facilities Needs);

**Role and Content:** To provide detailed requirements for the provision of open space within developments and to set locally determined standards for open space, leisure and recreation facilities across the District.

**Status: Supplementary Planning Document (SPD)**

**Chain of Conformity:** Consistent with national planning policy; Regional Spatial Strategy and Replacement Calderdale UDP.

**Geographic Coverage:** Whole of Calderdale

Table 4.8 Open Space Provision SPD : Proposed Timetable

ACTIVITY RELATING TO DOCUMENT PREPARATION	PROPOSED TIMETABLE
Pre-Production period, including commencement of document preparation	<b>January 2007</b>
Preparation of draft SPD with participation	<b>Initial Draft by April 2007</b>
Public participation on Pre-Adoption Draft SPD (Regulation 17)	<b>November 2007</b>
Consideration of representations and finalising SPD (Regulation 18)	<b>Winter 2007/08</b>
Adoption of SPD	<b>April 2008</b>

### ARRANGEMENT FOR PRODUCTION

- Lead Office:- Director of Regeneration and Development.
- Management Arrangements:- Head of Planning and Regeneration, Planning Policy Manager and Regeneration Manager.
- Political Management:- LDF Working Party; Cabinet and Council. Full Council Resolution required for both submission and adoption stages.
- Council resources required to produce the LDD:- Planning Policy Team and Regeneration Team.
- External resources required:- Potential need for an external steering group, and possible involvement of landowners.
- Involvement of Community and Stakeholders:- In accordance with Regulations and the Statement of Community Involvement.

### POST PRODUCTION

- Monitoring and Review Progress on SPD production and implementation will be monitored and reported within the Annual Monitoring Report and subsequent formal review or replacement will be undertaken as and when appropriate.

## Central Elland SPD

**Role and Content:** To set out advice and guidance for the provision of development within the central areas of Elland, including sites allocated within the Replacement Calderdale UDP.

**Status: Supplementary Planning Document (SPD)**

**Chain of Conformity:** Consistent with national planning policy; Regional Spatial Strategy and Replacement Calderdale UDP.

**Geographic Coverage:** Whole of Calderdale

Table 4.9 Central Elland SPD: Proposed Timetable

ACTIVITY RELATING TO DOCUMENT PREPARATION	PROPOSED TIMETABLE
Pre-Production period, including commencement of document preparation	<b>Work commenced May 2006</b>
Preparation of draft SPD with participation	<b>During Summer /Autumn 2006</b>
Public participation on Pre-Adoption Draft SPD (Regulation 17)	<b>January 2008</b>
Consideration of representations and finalising SPD (Regulation 18)	<b>Winter 2007/08</b>
Adoption and Publication of SPD	<b>April 2008</b>

### ARRANGEMENT FOR PRODUCTION

- Lead Officer:- Director of Regeneration and Development.
- Management Arrangements:- Head of Planning and Regeneration, Planning Policy Manager and Regeneration Manager.
- Political Management:- LDF Working Party; Cabinet and Council.
- Full Council Resolution required for both submission and adoption stages.
- Council resources required to produce the LDD:- Planning Policy Team and Regeneration Team.
- External resources required:- Potential need for an external steering group, and possible involvement of landowners.
- Involvement of Community and Stakeholders:- In accordance with Regulations and the Statement of Community Involvement.

### POST PRODUCTION

- Monitoring and Review Progress on SPD production and implementation will be monitored and reported within the Annual Monitoring Report and subsequent formal review or replacement will be undertaken as and when appropriate.

## Halifax Town Centre and Piece Hall, SPD

**Role and Content:** To set out advice and guidance for the regeneration, and enhancement of the Halifax Town Centre and the Piece Hall and its environs including its connections and relationship with the wider town centre area and the Hebble Valley.

**Status: Supplementary Planning Document (SPD)**

**Chain of Conformity:** Consistent with national planning policy; Regional Spatial Strategy and Replacement Calderdale UDP.

**Geographic Coverage:** Halifax Town Centre and the Piece Hall and its environs;

Table 4.10 Halifax Town Centre and the Piece Hall SPD :Proposed Timetable

ACTIVITY RELATING TO DOCUMENT PREPARATION	PROPOSED TIMETABLE
Pre-Production period, including commencement of document preparation	<b>January 2008</b>
Preparation of draft SPD with participation	<b>During early / mid 2008</b>
Public participation on Pre-Adoption Draft SPD (Regulation 17)	<b>March 2009</b>
Consideration of representations and finalising SPD (Regulation 18)	<b>May 2009</b>
Adoption and Publication of SPD	<b>July 2009</b>

### ARRANGEMENT FOR PRODUCTION

- Lead Officer:- Director of Regeneration and Development.
- Management Arrangements : - Halifax Piece Hall Board with Head of Planning and Regeneration and Planning Policy Manager.
- Political Management:- LDF Working Party; Cabinet and Council.
- Council resources required to produce the SPD:-Day to day management will be provided by Planning Services Regeneration Section.
- External resources required:- The SPD will be developed by consultants appointed by the Council.
- Involvement of Community and Stakeholders:- In accordance with Regulations and the Statement of Community Involvement.

### POST PRODUCTION

- Monitoring and Review of the Progress on SPD production and implementation will be reported within the Annual Monitoring Report and subsequent formal review or replacement of the SPD will be undertaken as and when appropriate.

## 5 Annual Monitoring Report

- 5.1** The Annual Monitoring Report has to be submitted to the Secretary of State through the Government Office for Yorkshire and the Humber in December each year. The first AMR assessed the implementation of this first LDS, and in particular, the extent to which the policies in the local development documents were being achieved. In terms of policy content, it, as far as is practicable, established data on a range of indicators that are needed to monitor policies. On the progress monitoring of local development documents, the first report referred to the first LDS and the milestones contained within it.
- 5.2** The Council will therefore provide an indication of the progress made and whether or not the Council is on track to meet the targets for Local Development Document formulation. It will also indicate what impact LDD policies are having on national, regional and local targets.
- 5.3** The Annual Monitoring Report will indicate whether additional LDDs are needed or whether existing ones need to be deleted. It will give reasons for the changes.
- 5.4** The Second Annual Monitoring Report was submitted to the Government Office for Yorkshire & the Humber in December 2006, and is available for viewing on the Council's web-site:- [Annual Monitoring Report](#)

## Appendix 1 Glossary of Terms

**The Act:** the Planning and Compulsory Purchase Act 2004.

**Annual Monitoring Report (AMR):** part of the Local Development Framework, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.

**Area Action Plan (AAP):** used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of Development Plan Documents.

**Community Strategy (CS):** local authorities are required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental and economic well-being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of the public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to Local Strategic Partnerships, which include local authority representatives.

**Deposit Points:** locations within Calderdale that will receive all documentation in respect of DPD or SPD production including representations received. The Deposit Points are: -

- Planning Offices, Northgate House Halifax;
- Customer First Office, Todmorden;
- Brighouse Library;
- Halifax Central library;
- Sowerby Bridge Library;
- Elland Library;
- Ripponden library;
- Hebden Bridge Library;
- Todmorden Library;

**Development Plan:** as set out in Section 38(6) of the Act, an authority's Development Plan consists of the relevant Regional Spatial Strategy (or the Spatial Development Strategy in London) and the Development Plan Documents contained within its Local Development Framework.

**Development Plan Documents (DPD):** spatial planning documents that are subject to independent examination, and together with the relevant Regional Spatial Strategy, will form the Development Plan for a local authority area for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of land and Area Action Plans (where needed). Other Development Plan Documents, including generic Development Control Policies, can be produced. They will all be shown geographically on an adopted proposals map. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.

**Local Development Document (LDD):** the collective term in the Act for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

**Local Development Framework (LDF):** the name for the portfolio of Local Development Documents. It consists of Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs), a Statement of Community Involvement (SCI), the Local Development Scheme (LDS) and Annual Monitoring Reports (AMR). Together these documents will provide the framework for delivering the spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.

**Local Development Scheme (LDS):** sets out the programme for preparing Local Development Documents. All authorities must submit a Scheme to the Secretary of State for approval within six months of commencement of the Act.

**Local Strategic Partnership (LSP):** partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single

non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

**Preferred options document:** produced as part of the preparation of Development Plan Documents, and is issued for formal public participation as required by Regulation 26.

**Regional Spatial Strategy (RSS):** sets out the region's policies in relation to the development and use of land and forms part of the development plan for local planning authorities. Planning Policy Statement 11 'Regional Spatial Strategies' provides detailed guidance on the function and preparation of Regional Spatial Strategies.

**The Regulations:** Town and Country Planning (Local Development) (England) Regulations, 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

**Saved Policies or Plans:** existing adopted development plans are saved for three years from the date of commencement of the Act. Any policies in old style development plans adopted after commencement of the Act will become saved policies for three years from their adoption or approval. For Calderdale the 'saved plan' is the Replacement Calderdale Unitary Development Plan which was adopted on 25 August 2006. This has been "saved" until 25 August 2009, although with the approval of the Secretary of State, all or part of the plan can be 'saved' for a further period.

**Statement Of Community Involvement (SCI):** sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development control decisions. The Statement of Community Involvement is not a development plan document but is subject to independent examination.

**Strategic Environmental Assessment (SEA):** a generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal "environmental assessment of certain plans and programmes, including those in the field of planning and land use".

**Supplementary Planning Documents (SPD):** provide supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

**Sustainability Appraisal (SA):** tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.

**Unitary Development Plan (UDP):** a former development plan, now being replaced by the LDF which provided a land use designation for every piece of land within the District and set out policies and proposals for the provision of new development and the protection of the environment.