

Brighton & Hove Local Development Scheme

2011-2014

FINAL

September 2011



**Brighton & Hove
City Council**

Planning and Public Protection

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1. Introduction

- 1.1** This is the 2011 version of the **Local Development Scheme (LDS)** produced by Brighton & Hove City Council. This document revises the previous version of the LDS that was approved by the city council in December 2008.
- 1.2** The scheme sets out the three year work programme for the Brighton & Hove **Local Development Framework (LDF)**. An LDF is a portfolio of planning policy documents. These were first introduced in 2004 as part of the Planning and Compulsory Purchase Act. The aim of LDFs are to enable more community involvement in planning and to ensure that the long term social, environmental, economic and resource impacts of development are more fully considered as part of planning for sustainable development. They require more collaborative working with the wide range of stakeholders that help to shape local areas.
- 1.3** This amended LDS provides the most up to date timetables for the production of the Development Plan Documents being produced by Brighton & Hove as part of its LDF. It will explain the role of these documents and reasons for changes to previously published timetables.
- 1.4** Since the production of the last LDS in 2008, the Government has announced changes to the planning system, including the publication of the Localism Bill in November 2010. These changes have been incorporated into the scope and timetables of the documents in this LDS, including the intended revocation of the Regional Spatial Strategy, the review of the National Waste Strategy, the introduction of Neighbourhood Planning and the 'duty to co-operate' with neighbouring authorities. All plans will also be developed in close alignment with the emerging new National Planning Policy Framework.
- 1.5** LDFs consist of three main types of Local Development Document. These are:
- **Development Plan Documents (DPDs)**
 - **Supplementary Planning Documents (SPDs)**
 - Other **Local Development Documents** – including the **Statement of Community Involvement** and the **Annual Monitoring Report**.
- 1.6** As and when new Local Development Documents become adopted by the council, they will gradually replace the policies in the adopted Brighton & Hove Local Plan (2005). The status of policies and plans in the transitional period from local plan to local development documents are also discussed in section 5. Appendix D also summarises the status of Supplementary Planning Guidance notes that are to be saved as part of the transition to the new system.
- 1.7** This LDS also includes the development plan documents that are being produced as part of the **Waste and Minerals Development Framework (WMDF)** and prepared jointly with East Sussex County Council and the new South Downs National Park Authority which came into full operation in April 2011. Documents produced as part of the WMDF will eventually replace both the East Sussex and Brighton & Hove Waste Local Plan (2006) and Minerals Plan (1999). In addition, the council is working with Adur District Council and West Sussex County Council to jointly produce a **Shoreham Harbour Joint Area Action Plan**.

2. The Local Development Scheme 2011-2014

2.1 Key Changes to the LDS produced in December 2008

2.1.1. Completion of Documents

The London Road Central and the Architectural Features Supplementary Planning Documents (SPD) were adopted in December 2009. The Nature Conservation in Development SPD was adopted in March 2010.

2.1.2 Additional Documents

The timetable for the production of a Shoreham Harbour Joint Area Action Plan has been added to the LDS as well as a Review of the Statement of Community Involvement. An outline timetable for the production of a Community Infrastructure Levy (CIL) Charging schedule has also been added for information.

2.1.3 Changes to timetables previously published in December 2008

- **Core Strategy replaced by a "City Plan Part 1" DPD** – A new work programme for the completion of this document has been created following the withdrawal from the Examination process of the April 2010 Submission version of the Core Strategy in July 2011. This document will now be known as the City Plan Part 1.
- **Development Policies and Site Allocations replaced by a "City Plan Part 2" DPD** – The timetable has been adjusted to allow for resources to be focussed on the completion of Part 1 of the City Plan.
- **Shoreham Harbour Joint Area Action Plan (JAAP)** – This timetable was adjusted to allow for the completion of a Viability and Capacity Study to be undertaken with the two other partner local authorities (Adur District Council and West Sussex County Council).
- **Waste and Minerals Core Strategy** renamed as the Waste and Minerals Plan.
- **Supplementary Planning Documents (SPDs)** – The Brighton Marina, Infrastructure Delivery and Universities SPDs will now not be produced. The Urban Design Framework, Parking and Householder Extensions SPDs have updated timetables. The council wishes to concentrate resources on the production of the City Plan and to limit the production of supplementary planning documents to support policy streamlining and conserve resources.
- **Community Infrastructure Levy (CIL)** – A timetable for developing a CIL Charging Schedule has also been added to the LDS for information. The CIL is a new levy that local authorities can choose to charge on new development to assist with the funding of infrastructure improvements and new community facilities. The timetable for this must be aligned with the development of the City Plan as it is connected to the delivery of its objectives.

3. The Brighton & Hove Local Development Framework

3.1 Spatial Planning in Brighton & Hove

3.1.1 Spatial planning broadens traditional 'land use planning' by seeking to integrate it more closely to other policies and programmes which influence the nature of places and how they function, for example, by achieving clearer linkages between local planning and other key local strategies such as the Sustainable Community Strategy and health and community safety strategies.

3.1.2 The city council has taken measures to ensure that there are effective links between the LDF and the Brighton & Hove Sustainable Community Strategy. These include:

- Ensuring that there is full alignment between the policies of the City Plan and the Sustainable Community Strategy
- Mapping and analysing how the City Plan delivers on Sustainable Community Strategy priorities and regular reporting on this to the LSP
- Consulting and engaging with the Local Strategic Partnership (LSP) and the Public Service Board's LDF Partnership Sub-Group on emerging documents
- Sharing monitoring information

3.1.3 The LDF is an important mechanism in helping to deliver the spatial elements of a number of Brighton & Hove's citywide strategies. These include the economic, local transport, housing, community safety, tourism, sports and cultural strategies and the climate change action plan. Linkages are made with these strategies via the council's LDF Internal Officers Advisory Group (this is made up of senior officers across the city council) that advises on options for DPDs.

3.2 Proposed Documents

The Brighton & Hove LDF will consist of the following development plan documents. Which will form the statutory development plan for the city.

Table 1

| Development Plan Document | Description |
|--|---|
| City Plan Part 1 (formerly Core Strategy) | To provide an overall strategic vision for the city to 2030. It sets out priorities to meet the challenges of the future and identifies the broad locations, scale and type of development and supporting infrastructure that is required. It makes both strategic allocations and employment site allocations. |
| Shoreham Harbour Joint Area Action Plan DPD | To set out a vision, objectives, strategies, policies and detailed site allocations for Shoreham Harbour. |
| City Plan Part 2 (formerly Development Policies & Site Allocations DPD) | This document will include existing and proposed site allocations not shown in the City Plan Part 1 as well as a set of generic development management policies. |
| City Plan Proposals Map DPD | This will be adopted at the time the City Plan Part 1 is adopted and will be updated as each new DPD is adopted. |
| Waste and Minerals Plan DPD (formerly known as the Waste and Minerals Core Strategy) | Sets out the vision, objectives and strategy for sustainable waste development and minerals production in the area and will provide the framework for development control. |
| Minerals Sites DPD | This will set out the existing sites and commitments and any new site allocations for minerals development. |
| Minerals Sites Proposals Map DPD | Shows on a geographical basis the application of the policies in the Minerals Sites DPD. |
| Waste Sites DPD | This will set out the existing sites and commitments and any new site allocations for waste development not covered in the Waste & Minerals Plan. |
| Waste Sites Proposals Map DPD | This will show on a geographical basis the application of the policies in the Waste Sites DPD. |

3.3 Other Documents in the Local Development Framework

3.3.1 Statement of Community Involvement (SCI)

This document was adopted in September 2006 and guides how local communities and stakeholders will be involved in the preparation of the LDF. This will be revised and updated in 2012 to bring it into line with changed local plan regulations and the council's revised approach to consultation.

3.3.2 Annual Monitoring Report (AMR)

This is published by the city council in December every year. It will assess performance over the previous financial year (1 April through to 31 March) and will review performance in relation to implementing the Local Development Scheme and whether policies in the LDF are meeting their aims. It will also monitor the effectiveness of the Statement of Community Involvement and will include information on the number of new dwellings provided every year (and projected into the future). In addition it will include development control performance against key indicators (for example, decisions taken within 8 weeks).

3.3.3 Sustainability Appraisal Framework

The purpose of the Sustainability Appraisal (SA) framework is to promote sustainable development through the integration of social, environmental, and economic considerations into the policies and guidance in Development Plan Documents (DPDs) and certain Supplementary Planning Documents (SPD's). Where a Sustainability Appraisal is required, this will be produced and consulted on in parallel to the development document in order to inform the final submission version.

Strategic Environmental Assessment (SEA) is a legally enforced assessment procedure required by European SEA Directive 2001/42/EC. The SEA Directive aims at introducing systematic assessment of the environmental effects of strategic land use related plans and programmes. This will be carried out as part of a full Sustainability Appraisal.

4. Timetable of proposed Local Development Documents and Supplementary Planning Documents

4.1 The **Schedule of proposed Local Development Documents** (Table 2 overleaf) sets out the documents to be prepared giving a brief description, the status of the document and sets out the key stages for consultation. For a more detailed breakdown of the key stages of document production, please see Appendix B.

4.2 Table 3 summarises the key milestones for the Supplementary Planning Documents (SPDs) that are to be prepared over the next three years, giving their proposed adoption dates.

Table 2: Schedule of Proposed Local Development Plan Documents

| DPD Document | Description | Chain of Conformity | Consulting Statutory Bodies on the Scope of the Sustainability Appraisal | Publication of the DPD | Submission to the Secretary of State | Proposed date for Adoption |
|--|--|--|---|----------------------------------|---|-----------------------------------|
| City Plan Part 1 (was known as the Core Strategy) | Provides an overall strategic vision for the city to 2030. It will set out priorities and meet the challenges of the future and identify the broad locations, scale and type of development and supporting infrastructure that will take place in the city. It will make both strategic allocations and employment site allocations. | Planning Policy Statements, emerging National Planning Policy Framework,, Sustainable Community Strategy and other relevant city strategies. | Completed | November 2012 | March 2013 | November 2013 |
| LDF Proposals Map | Identifies the national, regional and local designations. To be updates when DPDs are adopted/updated. | National and development plan designations. | As part of City Plan preparation | As part of City Plan preparation | As part of City Plan preparation | November 2013 |
| Waste and Minerals Plan (was known as the Waste and Minerals Core Strategy) | Sets out the vision, objectives and strategy for sustainable waste development and minerals production in the area and will provide the framework for development control. | Planning Policy Statements, emerging National Planning Policy Framework, and both Sustainable Community Strategies. | Completed in March-April 2007 | February 2012 | June 2012 | January 2013 |
| Shoreham Harbour Joint Area Action Plan | To set out a vision, objectives, strategies, policies and detailed site allocations for Shoreham Harbour. | Planning Policy Statements, emerging National Planning Policy Framework, national policy and guidance, Adur Core Strategy/BHCC City Plans, Sustainable Community Strategies. | November 2011 | December 2013 | March 2014 | October 2014 |
| Minerals Sites | Sets out the existing sites and commitments and any new site allocations for minerals development not covered in the Waste and Minerals Plan. | Planning Policy Statements, emerging National Planning Policy Framework and the Waste and Minerals Plan. | Completed in March-April 2007 | TBC | TBC | TBC |
| Minerals Sites Proposals Map | Shows on a geographical basis the application of the policies in the Minerals Sites DPD | In conformity with the Waste and Minerals Plan. | As part of Minerals Sites DPD preparation | TBC | TBC | TBC |
| City Plan Part 2 (Site Allocations & Development Management) | This document will include existing and proposed site allocations not shown in the City Plan Part 1 as well as a set of generic development management policies. | Planning Policy Statements, emerging National Planning Policy Framework, Sustainable Community Strategy, City Plan Part 1 and other relevant city strategies. | July 2013 | December 2014 | March 2015 | December 2015 |

























Table 3 Supplementary Planning Documents (SPDs)

| Document Title | Description | Public Consultation | Date SPD due to be adopted |
|------------------------|---|----------------------------|-----------------------------------|
| Householder Extensions | To provide guidance on minor household extensions. | November-December 2011 | March 2012 |
| Urban Design Framework | To provide detailed and city-wide policy guidance to support the Urban Design policy in the City Plan. It will take forward the background evidence of the Urban Characterisation Study into strategic policy and set out priorities for future intervention. | October –November 2012 | March 2013 |
| Parking | To provide revised guidance on parking standards and accessibility needed to comply with national and regional guidance and to support the city’s sustainable transport policies, the Local Transport Plan and the development management process. | To Be Confirmed | To Be Confirmed |

Table 4 Other Documents

| Document Title | Description | Public Consultation | Date to be adopted |
|---|--|----------------------------|---------------------------|
| Community Infrastructure Levy (CIL) – Charging Schedule | To agree a charging rate for the CIL in Brighton & Hove to deliver additional funding for the council to carry out a wide range of infrastructure projects that support growth and benefit the local community | January 2013 | November 2013 |

Overall Programme 2011-2014

| ID | Task Name | Start | Finish | 2011 | 2012 | 2013 | 2014 | 2015 |
|----|-------------------------------------|--------------|--------------|---|---|---|---|---|
| 1 | WASTE & MINERALS PLAN | Fri 29/02/08 | Tue 29/01/13 | | | | | |
| 2 | Public Participation in Preparation | Fri 29/02/08 | Fri 30/12/11 |  | | | | |
| 3 | Publication of Document | Wed 01/02/12 | Fri 30/03/12 | |  | | | |
| 4 | Submission to Secretary of State | Fri 01/06/12 | Fri 29/06/12 | |  | | | |
| 5 | Pre-Examination Meeting | Mon 03/09/12 | Fri 28/09/12 | |  | | | |
| 6 | Examination | Mon 01/10/12 | Tue 30/10/12 | |  | | | |
| 7 | Adoption | Tue 01/01/13 | Tue 29/01/13 | | |  | | |
| 8 | | | | | | | | |
| 9 | CITY PLAN PART 1 | Mon 03/10/11 | Fri 29/11/13 | | | | | |
| 10 | Public Participation in Preparation | Mon 03/10/11 | Mon 30/04/12 | |  | | | |
| 11 | Publication of Document | Thu 01/11/12 | Fri 30/11/12 | | |  | | |
| 12 | Submission to Secretary of State | Mon 04/03/13 | Fri 29/03/13 | | |  | | |
| 13 | Pre-Examination Meeting | Wed 01/05/13 | Fri 31/05/13 | | |  | | |
| 14 | Examination | Mon 01/07/13 | Wed 31/07/13 | | |  | | |
| 15 | Adoption | Fri 01/11/13 | Fri 29/11/13 | | | |  | |
| 16 | | | | | | | | |
| 17 | SHOREHAM HARBOUR JAAP | Mon 02/07/12 | Wed 29/10/14 | | | | | |
| 18 | Public Participation in Preparation | Mon 02/07/12 | Thu 28/02/13 | |  | | | |
| 19 | Publication of Document | Mon 02/12/13 | Tue 31/12/13 | | | |  | |
| 20 | Submission to Secretary of State | Mon 03/03/14 | Fri 28/03/14 | | | |  | |
| 21 | Pre-Examination Meeting | Thu 01/05/14 | Fri 30/05/14 | | | |  | |
| 22 | Examination | Tue 01/07/14 | Thu 31/07/14 | | | |  | |
| 23 | Adoption | Wed 01/10/14 | Wed 29/10/14 | | | |  | |
| 24 | | | | | | | | |
| 25 | CITY PLAN PART 2 | Mon 25/03/13 | Mon 28/12/15 | | | | | |
| 26 | Public Participation in Preparation | Mon 25/03/13 | Fri 30/05/14 | | | |  | |
| 27 | Publication of Document | Mon 03/11/14 | Fri 28/11/14 | | | |  | |
| 28 | Submission to Secretary of State | Mon 02/03/15 | Tue 31/03/15 | | | | |  |
| 29 | Pre-Examination Meeting | Mon 01/06/15 | Tue 30/06/15 | | | | |  |
| 30 | Examination | Wed 01/07/15 | Wed 29/07/15 | | | | |  |
| 31 | Adoption | Tue 01/12/15 | Mon 28/12/15 | | | | |  |

5. Saved Policies

5.1 The Brighton & Hove Local Plan

The Brighton & Hove Local Plan was adopted in July 2005. Under the new planning system, local plans will remain the statutory development plan and be automatically saved for three years from adoption. The Local Plan will be eventually replaced by the City Plans Part 1 and 2. As this time period, goes beyond the original three year period, a proposal was placed in the council's submitted Annual Monitoring Report 2006-7 to 'save' the policies until the replacement policies are adopted. A letter from the Secretary of State confirming this request was received in June 2008.

5.2 East Sussex and Brighton & Hove Waste Local Plan

The East Sussex and Brighton & Hove Waste Local Plan was adopted in February 2006 and its policies were automatically 'saved' for three years to February 2009. A submission was made to the Secretary of State to save Waste Local Plan policies until they are replaced by new waste and minerals development plan documents. The LDS includes a timetable for preparing a new Waste and Minerals Plan and a Minerals Sites DPD. The council is satisfied that the current waste site allocations in the Waste Local Plan will meet waste needs until the Waste Sites DPD is adopted.

5.3 East Sussex and Brighton & Hove Minerals Local Plan

The East Sussex and Brighton & Hove Minerals Local Plan was automatically saved for three years to July 2007. Brighton & Hove City Council is preparing a Waste and Minerals Development Framework with East Sussex County Council and South Downs National Park Authority. There is only one minerals site within Brighton & Hove at Shoreham Port. Appropriate policies in the Minerals Local Plan have been saved until the Waste and Minerals Plan DPD is adopted. These are set out on East Sussex County Council's web site at www.eastsussex.gov.uk.

5.4 Supplementary Planning Guidance (SPG)

It is proposed that all of the SPG notes linked to the adopted Brighton & Hove Local Plan are saved until:

- superseded by new Supplementary Planning Documents;
- or until the policies to which they are attached to are replaced by policies in Development Plan Documents. The saved SPGs are listed in appendix D and can be found on the city council's website at:
www.brighton-hove.gov.uk/planning/local_plan/supplementary_planning_guidance.

The council is currently considering options to upgrade some Supplementary Planning Guidance notes to Supplementary Planning Documents subject to policy considerations.

6. Monitoring and Review

6.1 The performance of the council against the LDS timetable will be monitored in the Annual Monitoring Report (AMR). This will be published in December every year. It will be made publicly available at the City Council's City Direct offices and on the council's website (www.brighton-hove.gov.uk/ldf).

6.2 The AMR monitors and reviews a number of areas and provides information on the following:

- performance against the timetable as set out in the LDS;
- the effectiveness of saved policies;
- the effectiveness of any new policies (in future it will determine the timetable for review of local development documents;)
- an up to date list of superseded and 'saved' policies ;
- the effectiveness of the Statement of Community Involvement;
- the amount of new housing currently being delivered and likely to be delivered in the future.

6.3 The information in the AMR will be used to identify work priorities. The LDS will be reviewed as the need for further documents emerges and to ensure that a three year programme is maintained.

7. Supporting Documents and Evidence Base

Table 4 below sets out background evidence and research work undertaken that will inform the new local development documents.

Table 4

| Study Title | Description | Status |
|--|--|--|
| Tall Buildings Study | Provided a design and plan-based approach to determine areas of Brighton & Hove that may be suitable for taller development. | Completed in October 2003. |
| Socio-Economic Baseline Report (based on City Stat's) | City profile of demographic; socio-economic statistics; ward profiles; definition of neighbourhood areas. | Completed in June 2005. |
| Housing Needs Study | Updated the Brighton & Hove Housing Needs Study (2002) and assessment of need for Gypsy and Travellers' Sites. | Completed in Sep 2005. |
| Retail Study & Retail Health Checks | Provided an up-to-date picture of current and future capacity for retailing in the city. | Original study completed in June 2006. Updated in August 2011. |
| Employment Land Study | Assessed the demand for and supply of employment land over the next ten years. | Completed in September 2006. Updated in 2009. |
| Infrastructure Capacity Study | Assessed the physical, social and transport infrastructure capacity across the city. | Completed in November 2006. |
| Houses in Multiple Occupation (HMO) Study | Studied the role that HMO's serve particularly in terms of providing low cost accommodation. | Completed in June 2006. |
| The East Sussex and Brighton & Hove Gypsy and Traveller Study | Assessed the accommodation needs of gypsies and travellers. | Completed in 2006. |
| LR2 (London and Lewes Road Study) | This study identifies options and opportunities for regeneration of the London Rd/Lewes Rd area of the city. | Completed in July 2007. |
| Urban Characterisation Study | Citywide and neighbourhood characterisation study. | Completed in March 2007. |
| Hotel Futures Study | Provided up to date information on hotel and guest accommodation, performance and development potential in the city. | Completed in March 2007. Updated 2010. |
| Public Place Public Life Study | Provided a Public realm toolkit for Brighton & Hove - made recommendations for improving the city's network of streets and spaces. | Completed in April 2007. |
| Affordable Housing Viability Study | To test alternative percentages of affordable housing. | Study completed in December 2007. To be updated in 2011. |
| Reducing Inequalities Review | To evaluate the approaches taken in Brighton & Hove to address social exclusion and deprivation in neighbourhoods and among groups facing disadvantage and offer recommendations for future approaches to tackling inequality. | Completed January 2008. |

Brighton & Hove Local Development Framework

| Study Title | Description | Status |
|---|---|---|
| Strategic Flood Risk Assessment | Determined the basis for preparing appropriate policies for flood risk management and the approach to flood risk in the development control process | Commissioned jointly with ESCC - completed at the end of March 2008. To be updated in October 2011 as part of work on Shoreham Harbour. |
| Sequential and Exception Test | This paper sets out the sequential tests relating to flood risk at the broad locations (or 'Development Areas') identified in the City Plan. | Completed in March 2008. |
| Creative Industries Workspace Study | Provided an evidence base on the supply and demand of creative industry workspace. | Study completed by end of March 2008. |
| Strategic Housing Market Assessment | Estimated housing need and demand in terms of affordable and market housing, determine the distribution of need, demographic trends and accommodation requirements of specific groups. | Completed in May 2008. |
| Strategic Housing Land Availability Assessment | To identify potential land for the development of sites for housing to cover at least the first ten year life of the plan and to assess their housing potential and when they are likely to be developed. | Report completed in May 2009. Updated in March 2011. |
| Appropriate Assessment | Part of the Habitat Regulation Assessment and the City Plan Sustainability Appraisal | Completed in May 2008. Updated in December 2009. |
| Transport Assessment | To provide a transport assessment of the City Plan's spatial strategy. | Revised assessment completed in May 2009. To be updated in 2011 as part of the revisions to the City Plan. |
| Open Space, Sport and Recreation Study | Quantitative, qualitative and accessibility analysis of existing open spaces/recreational facilities. Development of local Open Space Standards. | Final report completed in May 2009. Updated in March 2011. |
| Green Infrastructure Network | Options for developing a green network through combining ecological, sustainable transport and social/cultural benefits. | Final report completed in May 2009. |
| Local Housing Requirement | This study has produced estimates for a housing requirement for the city based on up to date demographic projections and economic forecasts. It also provides an estimate of the range and type of the various dwellings that will be required. | Completed in July 2011. |

Brighton & Hove Local Development Framework

In addition, research has been commissioned in November 2008 for the Shoreham Harbour Joint Area Action Plan which also informs the evidence base for the City Plan. The key studies are summarised below, others may follow:

| Shoreham Harbour JAAP Background Studies | Date of Completion |
|---|---------------------------|
| Strategic Transport Study | March 2009 |
| Economic Development Strategy | March 2009 |
| Retail Study | March 2009 |
| Hotels and Tourism Study | March 2009 |
| Reclamation and Port Masterplanning | March 2009 |
| Capacity and Viability Study | March 2011 |

There are also a number of studies that have been prepared as part of the Waste and Minerals Framework. These are listed at consult.eastsussex.gov.uk.

8. Project Management and Resources

8.1 The LDF is delivered by staff across Brighton & Hove's City Planning division. The main responsibility for delivering the Local Development Framework lies with the Local Development Framework Team which is managed by the Local Development Framework Team Manager. It is staffed by a Principal Policy Advisor and three Senior Planning Officers.

8.2 The LDF Manager manages the LDF and produces and monitors the yearly LDF Programme Plan and LDF Risk Log. Progress is driven forward via the LDF project Team which meets weekly and updates are reported regularly to the Head of Planning and Public Protection, the Member-led cross Party LDF Steering Group and the cross-departmental LDF Internal Officers Advisory Group consisting of senior council officers. The LDF Manager is also responsible for working up detailed work programmes across the LDF, ranging from background research, SPD preparation and consultation schedules.

8.4 The Strategic Planning and Monitoring Team provides support in terms of staffing, leading on the Waste and Minerals Development Framework and the Shoreham Harbour project through joint project management arrangements. This team also undertakes sustainability appraisal work and produces the Annual Monitoring Report. Project support is also provided by planners in the Planning Projects Team and officers in the Conservation and Design Team.

8.5 Individual Development Plan Documents are prepared via identified officers in a project team lead by a manager and co-ordinated by a dedicated lead officer. Supplementary Planning Documents may be prepared outside Planning or within other departments within the city council. If this is the case project management for these remain the responsibility of an identified officer in Planning.

8.7 Close working with Local Strategic Partnership and the Public Service Board ensure good links are made with delivery of the Sustainable Community Strategy.

9. Risks and Contingencies

9.1 Dedicated LDF Risk and Issue Logs are maintained by the LDF Manager and are regularly reviewed at LDF Project Team meetings. These logs include any resource based issues which may arise as a result of the regular programme review process. The log identifies action required to mitigate the risks if they occur and also identifies contingency measures that may be required to ensure key deadlines can be met. In addition, there is also a dedicated Waste and Minerals Development Framework risk log maintained jointly with East Sussex County Council and the South Downs National Park Authority and reviewed regularly by the joint Waste and Minerals Project Board.

APPENDICES

APPENDIX A- Profile of Development Plan Documents (DPDs)

1. CITY PLAN – PART 1 (DPD) (replacing Core Strategy)

OVERVIEW

| | |
|-------------------------|---|
| Role and Subject | To provide an overall strategic vision for the city to 2030. It will set out priorities and meet the challenges of the future and identify the broad locations, scale and type of development and supporting infrastructure that will take place in the city. |
| Coverage | Citywide |
| Status | Development Plan Document |
| Conformity | National planning policy |

TIMETABLE

| Stage | Date |
|--|-----------------------|
| Withdrawal of Submission Core Strategy | July 2011 |
| Reg 25: Options Consultation | October-November 2011 |
| Reg 25: Draft City Plan Consultation | March - April 2012 |
| Publication of the Document | November 2012 |
| Date for submission to Secretary of State | March 2013 |
| Pre-examination meeting with Inspector | May 2013 |
| Examination in Public (estimated) | July 2013 |
| Estimated date for adoption by the council | November 2013 |

ARRANGEMENTS FOR PRODUCTION

| Role | Officers |
|---------------------------------------|---|
| Organisational Lead | Chief Executive |
| Political Management | Cabinet and full Council |
| Internal Resources | Local Development Framework Team Manager, Principal Policy Advisor, LDF Project Team and the Sustainability Appraisal Officer, the LDF Cross-Party Steering Group and the LDF Internal Officers Advisory Group. |
| External Resources | Consultants commissioned for research/evidence base work. |
| Stakeholder Resources | Local Strategic Partnership, Economic Partnership, Community and Voluntary Sector Forum, statutory consultees and the local housing partnerships. |
| Community and Stakeholder Involvement | The approach to stakeholder and community involvement is set out in the Statement of Community Involvement. |

2. CITY PLAN PART 2 (DPD) (replacing Site Allocations & Development Policies)

OVERVIEW

| | |
|-------------------------|--|
| Role and Subject | This document will include existing and proposed site allocations not shown in the City Plan Part 1 as well as a set of generic development management policies. |
| Coverage | Citywide |
| Status | Development Plan Document |
| Conformity | National policy and guidance and the City Plan Part 1 |

TIMETABLE

| Stage | Date |
|---|-------------------------|
| Consultation with Statutory Bodies on the Scope of the Sustainability Appraisal | April- May 2013 |
| Reg 25: Draft City Plan Part 2 Consultation | January – February 2014 |
| Publication of the Document | November 2014 |
| Date for submission to Secretary of State | March 2015 |
| Pre-examination meeting with Inspector | June 2015 |
| Examination in Public (estimated) | July 2015 |
| Estimated date for adoption by the council | December 2015 |

ARRANGEMENTS FOR PRODUCTION

| Role | Officers |
|---------------------------------------|--|
| Organisational Lead | Head of Planning & Public Protection, Brighton & Hove City Council |
| Political Management | Cabinet and full Council |
| Internal Resources | Local Development Framework Team Manager, Principal Policy Advisor, Sites Priorities Group, and Sustainability Appraisal Officer. Work will be endorsed by the LDF Cross-party Steering Group. Close working with other teams including Housing Strategy Team, Economic Development and Children, Families and Schools Department. Initial work will be with the LDF Internal Officers Advisory Group. |
| Stakeholder Resources | These include the Housing and Economic Partnerships, Local Strategic Partnership, and the Primary Care Trust. There will be the need to engage at regional and sub-regional level as well as local stakeholder groups around a number of issues including design, community safety and sustainability. |
| Community and Stakeholder Involvement | The approach to stakeholder and community involvement is set out in the Statement of Community Involvement. |

3. WASTE AND MINERALS PLAN (DPD) (replacing Waste & Minerals Core Strategy)

OVERVIEW

| | |
|-------------------------|---|
| Role and Subject | The Waste and Minerals Plan is a joint document that will set out the vision and spatial strategy for sustainable waste reduction, recycling and disposal for Brighton & Hove and East Sussex. It will set out the strategy for identifying sites for waste and waste facilities. This document will include a suite of development control policies. |
| Coverage | Citywide and countywide |
| Status | Development Plan Document |
| Conformity | National policy and guidance and the Community Strategies. |

TIMETABLE

| Stage | Date |
|---|-------------------------------|
| Consultation with Statutory Bodies on the Scope of the Sustainability Appraisal | March – April 2007 |
| Public Participation in Plan Preparation | February 2008 – December 2011 |
| Publication of the Document | February – March 2012 |
| Date for submission to Secretary of State | June 2012 |
| Pre-examination meeting with Inspector | September 2012 |
| Examination in Public (estimated) | October 2012 |
| Estimated date for adoption by the council | January 2013 |

ARRANGEMENTS FOR PRODUCTION

| Role | Officers |
|---------------------------------------|--|
| Organisational Lead | Head of Planning & Public Protection (Brighton & Hove City Council) and Assistant Director of Policy (East Sussex County Council). |
| Political Management | Cabinet and full Council (Brighton & Hove) and Cabinet and full Council (East Sussex County Council). South Downs National Park Authority Board |
| Internal Resources | Strategic Planning and Monitoring Manager, Lead Waste Officer, Senior Planning Officer, Sustainability Team. |
| External Resources | Joint working with officers at East Sussex and the Head of Planning South Downs National Park Authority. Consultants commissioned for research/evidence base work. |
| Community and Stakeholder Involvement | The approach to stakeholder and community involvement is set out in both Statements of Community Involvement. |

4. SHOREHAM HARBOUR JOINT AREA ACTION PLAN DPD

OVERVIEW

| | |
|-------------------------|--|
| Role and Subject | To set out a vision, objectives, strategies, policies and detailed site allocations for Shoreham Harbour. |
| Coverage | Shoreham harbour and South Portslade area |
| Status | Development Plan Document |
| Conformity | General conformity with national policy and the emerging Brighton & Hove City Plan and the Adur Core Strategy. |

TIMETABLE

| Stage | Date |
|---|-----------------------|
| Commencement of Document | Summer 2011 |
| Consultation with Statutory Bodies on the Scope of the Sustainability Appraisal | November 2011 |
| Reg 25: First round consultation | July-August 2012 |
| Reg 25: Second round consultation | January-February 2013 |
| Publication of the Document | December 2013 |
| Date for submission to Secretary of State | March 2014 |
| Pre-examination meeting with Inspector | May 2014 |
| Examination in Public (estimated) | July 2014 |
| Estimated date for adoption by the council | October 2014 |

ARRANGEMENTS FOR PRODUCTION

| Role | Officers |
|---------------------------------------|---|
| Organisational Leads | Head of Planning & Public Protection, (Brighton & Hove City Council), Strategic Director (Adur District Council) and the Coastal West Sussex Regeneration Manager (West Sussex County Council). |
| Political Management | Joint Member Steering Group, Cabinet and full Council (Brighton & Hove), Cabinet and full Council (Adur) and Cabinet and full Council (West Sussex). |
| Internal Resources | Strategic Planning and Monitoring Manager, Senior Planning Officer (BHCC) Principal Planning Officer & Development Manager (joint funded) |
| External Resources | Homes and Communities Agency. |
| Stakeholder Resources | Community Partnerships. Economic Partnerships. |
| Community and Stakeholder Involvement | The approach to stakeholder and community involvement is set out in the Statements of Community Involvement for each individual local authority. |

5. STATEMENT OF COMMUNITY INVOLVMENT (UPDATED VERSION)

OVERVIEW

| | |
|-------------------------|--|
| Role and Subject | To set out the approach that will be taken to engage the public and stakeholders in the development of planning policy and the planning application process. |
| Coverage | City Wide |
| Status | Local Development Document |
| Conformity | General conformity with national policy |

TIMETABLE

| Stage | Date |
|--|----------------|
| Commencement of Review | June/July 2012 |
| Draft Revised SCI Consultation | December 2012 |
| Estimated date for adoption by the council | July 2013 |

ARRANGEMENTS FOR PRODUCTION

| Role | Officers |
|---------------------------------------|---|
| Organisational Leads | Chief Executive |
| Political Management | Cabinet and full Council |
| Internal Resources | Local Development Framework Team Manager, Principal Policy Advisor, LDF Project Team and the Sustainability Appraisal Officer, Development Control officers, the LDF Cross-Party Steering Group and the LDF Internal Officers Advisory Group. |
| External Resources | None required |
| Stakeholder Resources | Local Strategic Partnership |
| Community and Stakeholder Involvement | The approach to stakeholder and community involvement is set out in the original Statement of Community Involvement. This will be used as a guide. |

APPENDIX B– Adopted documents within the Brighton & Hove LDF

| Document Name | Document Type | Date Adopted |
|--|----------------------|---------------------|
| Brighton Centre Design Framework | SPD | Jan 2005 |
| Brighton & Hove Local Plan | DPD | Jul 2005 |
| East Sussex and Brighton & Hove Waste Local Plan | DPD | Feb 2006 |
| Statement of Community Involvement | LDD | Sep 2006 |
| Shopfront Design | SPD | Sep 2005 |
| Circus Street Development Brief | SPD | Mar 2006 |
| Edward St Development Brief | SPD | Mar 2006 |
| Trees and Development Sites | SPD | Mar 2006 |
| Construction and Demolition Waste | SPD | Dec 2006 |
| Advertisements | SPD | Jun 2007 |
| Sustainable Building Design | SPD | Sep 2008 |
| London Road Central Masterplan | SPD | December 2009 |
| Nature Conservation in Development | SPD | March 2010 |

| |
|---|
| Transition from Supplementary Planning Guidance (SPG) to Supplementary Planning Documents (SPDs) |
|---|

All of the city council's currently adopted SPGs are up to date and will remain a material consideration linked to the Local Plan saved policies. Upgrading a number of these to SPD status is currently being considered. The saved SPGs are set out below.

| Supplementary Planning Guidance Note and date | Saved Policy in the Brighton & Hove Local Plan |
|--|---|
| SPG1: Roof Alterations and Extensions – adopted February 1999 | QD14 Extensions and Alterations |
| SPG2: External Paint Finishes and Colours – October 1998 | HE1 Listed Buildings HE6 Development within or affecting the setting of conservation areas |
| SPG3: Brighton Station Brief – October 1998 | EM13 Brighton Station – mixed uses |
| SPG4: Parking Standards – September 2000 (this SPG is currently under review and will be replaced by an SPD in July 2008) | TR1-TR4, TR14, TR17-TR20 public transport accessibility and parking and TR19 Parking Standards |
| SPG5 Black Rock Planning Brief – 2001 | SR19 Black Rock Site |
| SPG7 Satellite Dishes – September 2003 | QD22 Satellite dish aerials |
| SPG10 King Alfred/RNR Site Planning Brief – adopted 2002 | SR24 King Alfred/RNR Site |
| SPG11 Listed building interiors – September 2003 | HE1 Listed Buildings |
| SPG13 Listed Buildings – general advice – adopted September 2003 | HE1 Listed Buildings |
| SPG14 Preston Barracks – September 2003 | EM17 Preston Barracks |
| SPG15 Tall Buildings – January 2004 | QD1-QD4 Design policies |
| SPG16 Energy Efficiency and Renewable Energy SPG – May 2004 | SU2 Efficiency of development in the use of energy, water and materials |
| SPG17 Hollingdean Depot and Abattoir Site Planning Brief – January 2004 | Waste Local Plan Policy – WLP8b Site specific designation of a proposed recycling, transfer and materials recovery facility Local Plan Policy – EM1 Identified employment sites. |
| SPG19 Fire Precaution Works to Historic Buildings – May 2004 | HE1 Listed Buildings |
| SPG20 Brighton Marina Planning Brief – January 2003 | Linked to a number of policies in the local plan including QD design policies, transport, housing and retail policies. |
| SPG21 Sustainability Checklist – May 2004 | SU2 Efficiency of development |

APPENDIX D GLOSSARY OF TERMS AND KEY DOCUMENTS

Acronym Buster

AMR - Annual Monitoring Report
DPD - Development Plan Document
LDF - Local Development Framework
LDD - Local Development Document
LDS - Local Development Scheme
SCI - Statement of Community Involvement
SPD - Supplementary Planning Document

Glossary of Terms

| Term | Definition |
|---|--|
| Annual Monitoring Report (AMR) | An assessment of the progress against the LDS Includes a commentary on the performance of policies. Sent to the Secretary of State each December. |
| Area Action Plans (AAPs) | These will provide a planning framework to cover key areas of change or conservation. |
| Background Documents | Technical documents that will inform the production of LDDs, for example an Urban Capacity Study. |
| Chain of conformity | Outlining how the policies in the DPDs conform to the national, regional and local policy |
| City Plan (was known as the Core Strategy) | Sets out the vision and spatial strategy for the area and will address important spatial matters including housing, the economy, retail, community safety, tourism, transport issues, areas of regeneration and social infrastructure. A key diagram will illustrate the spatial vision for the city. |
| Development Plan | Term which groups together Regional Spatial Strategies and DPD's. |
| Development Plan Documents (DPDs) | These are subject to statutory requirements, including submission to the Secretary of State, formal testing through an independent examination and a binding Inspector's report. |
| Development Policies | A suite of criteria-based policies which are required to ensure that all development within the area meets the vision and strategy set out in the City Plan. |
| Independent Examination | All DPD's are subject to independent examination by a planning inspector. The inspector will carry out an "assessment of soundness" of the document. |
| Local Development Documents (LDDs) | The collective term for DPDs, SPDs and the SCI. |
| Local Development Framework (LDF) | This is the group of documents that form the spatial development framework for the area. Includes DPDs, SPDs, the SCI, the LDS and the AMR. |
| Local Development Scheme (LDS) | Sets out a three year rolling project plan for the preparation and delivery of the various LDDs. The purpose of the LDS is to inform the public of the documents that will make up the LDF and the timescales they can expect preparation and review of these documents. |
| Planning Policy Statements (PPS) | Produced by central government and express national planning policy. |
| Proposals Map | Will show existing and revised designations of areas of land such as conservation areas and green belt, and the locations of any proposed or actual Area Action Plans. It would also define the sites for particular future land uses or developments, and the areas to which specific policies apply. |
| Regional Spatial Strategy (RSS) | To be prepared in the South East by the South East England Regional Assembly (SEERA). The regional spatial strategy or the 'South East Plan' will be a statutory document and part of the local Development Plan and it will set out the policies in relation to the development and use of land in the region and will be approved by the Secretary of State. |
| Site Allocations | This will identify all citywide site allocations for uses including housing, affordable housing, employment land, retail, leisure, social, health and education. |
| Saved Plan | Certain existing plans will be "saved", that is they will remain a material consideration as part of the development plan for three years and be contained within the local development framework. |
| Spatial Planning | Planning that is not just about land use but concerned with delivering sustainable development and that takes into account for example, education, housing, economic development, cultural and social issues. |
| Statement of Community Involvement (SCI) | Sets out how the community is to be engaged in the LDF process and sets standards for involving the community in the preparation, alteration and continuing review of all local development documents. |
| Supplementary Planning Documents (SPDs) | These will need to be consistent with parent DPDs and will elaborate upon the policies and specific site allocations. They will be capable of being a material consideration in the determination of planning applications although afforded less weight. |
| Sustainability Appraisal | Strategic environmental assessment (SEA) is a generic term used internationally to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' requires a formal 'environmental assessment' of certain plans and programmes, including those in the field of planning and land use. |