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Contents

1	Introduction	3
2	The North Norfolk Local Development Scheme	5
3	The existing Local Development Framework	7
4	The Emerging Local Plan	9
5	Project Plan & Resources	11
	Programme & Consultation	11
	Governance & Resources	13
	Monitoring & Review	14
■	Appendices	
1	Local Plan Document Profiles	1
2	Consultation Bodies	7
3	Glossary of Terms	9

Contents

1 Introduction

- 1.1** A Local Development Scheme (LDS) must be prepared under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). The LDS is a project plan which identifies the development plan documents which make up the Local Plan for the area. It must be made publicly available and kept up-to-date. The LDS enables the public and stakeholders to find out about planning policies in their area, the status of those policies, and the details of and timescales for production of all relevant documents.
- 1.2** This LDS sets out North Norfolk District Council's programme for the preparation of all Local Plan documents. The timetable sets out which documents are proposed to be prepared and when, and indicates at what stage the public can be involved in the plan-making process. Its purpose is:
- to set out the documents to be prepared as part of the local plan, and to provide a short description of the content and status of each document, and show how the documents relate to each one another;
 - to set out a timetable for the preparation of the documents; and,
 - to explain how the documents will be monitored and reviewed.
- 1.3** This LDS was recommended to the Council's Cabinet on 6 July 2015 for publication following consideration by the Planning Policy & Built Heritage Working Party. It updates the LDS which was published in September 2009 and takes effect from 1 August 2015.

1 Introduction

The North Norfolk Local Development Scheme 2

2 The North Norfolk Local Development Scheme

2.1 The LDS covers the following types of documents:

Development Plan Documents (DPDs)

2.2 These are documents which once adopted make up the statutory Local Plan for North Norfolk. The council's planning decisions must be made in accordance with the Local Plan unless material considerations indicate otherwise. The main documents covered in this scheme are the Core Strategy incorporating development management policies, and the Site Specific Proposals which together form the Local Plan for the district.

2.3 Both documents must be prepared in accordance with the Local Planning Regulations (2012) (or successor document). At key stages of plan-making there is an opportunity for the public to comment on the emerging planning policies and proposals in the Local Plan documents. At the end of the process, the Local Plan is submitted to the Secretary of State and subject to independent examination by a government appointed inspector to assess their soundness and legal compliance before they can be adopted by the council.

2.4 Certain other documents must be published alongside each Local Plan document, including:

- the Sustainability Appraisal report of each Local Plan document at each stage of plan-making;
- a policies map, setting out the Local Plan's policies and proposals on a map base;
- a Statement of Consultation summarising public representations made to the plan at each stage of plan-making, and how they have been addressed (this is called the "Regulation 22(c) statement");
- copies of any representations made;
- any other supporting documents considered by the council to be relevant in preparing the plan;
- an Adoption Statement and Environmental Statement (when the plan is adopted).

Supplementary Planning Documents (SPDs)

2.5 These documents help to support and explain in more detail how the Council will implement particular policies and proposals in the Local Plan. SPD can also take the form of design briefs or development briefs for sites allocated in the plan and design guides to help inform how development in the district should look.

2.6 SPD can be reviewed frequently and relatively easily to respond to changes quickly whereas a review of the policies in the Local Plan is a longer and more complex process.

2.7 The National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG) state that SPDs should be used "where they can help applicants make successful applications or aid infrastructure delivery", and should not be used to add unnecessarily to the financial burdens on development. SPD should not include new or excessively detailed policy guidance, but ought to be used only where it can clarify and amplify existing policy and set out how it will help to bring forward sustainable development.

2.8 At present no SPDs are identified in this document preparation timetable. If any SPDs are identified as necessary during the plan preparation process then these will be added to future publications of this document.

2 The North Norfolk Local Development Scheme

Other Local Plan documents

- 2.9** Documents such as the Local Development Scheme (LDS), the Statement of Community Involvement (SCI) (which outlines how the community can be involved in the planning process), and the Annual Monitoring Report (AMR) should be included. The AMR is published each year, and provides progress on national and local indicators and progress against the milestones set out in this Local Development Scheme.

The existing Local Development Framework 3

3 The existing Local Development Framework

- 3.1** A number of documents are already in place to guide the Council's decisions on planning applications. Together these form the existing adopted development framework for North Norfolk. As these documents are already adopted they do not form part of the LDS schedule set out later in this document as this deals, in the main, with new/emerging documents that will be prepared to replace the existing adopted framework. However, details are included below in order to provide a complete picture of the planning policy documents which apply to the district.
- 3.2** The Council's current Plans were adopted in 2008 (Core Strategy incorporating development management policies) and 2011 (Site Allocations). In 2012 the Government published the National Planning Policy Framework which requires LPAs to prepare and maintain up to date Development Plans which comply with the revised national guidance and provide for all objectively assessed needs and demands for development consistent with the principles of sustainable development. Those with existing plans were encouraged to consider review and if such reviews were not completed within a one year transitional period full weight should be given to the NPPF in subsequent decision making. Development Plans should plan for a period of at least 15 years and ideally longer.
- 3.3** The Council has previously considered the extent to which its adopted policies in the Core Strategy are aligned with the NPPF and over the period March 2012 to-date has made a small number of policy adjustments. These minor amendments, coupled with other such measures as the Housing Incentive Scheme, mean that the adopted policies continue to provide an effective basis for day to day decision making for the majority of planning applications.
- 3.4** The Site Allocations Development Plan was adopted in 2011 and allocates land for around 3,500 dwellings. Some of the allocated sites are unlikely to be developed by 2021 and the current Plan includes an allowance for housing delivery through to 2023/4 on the basis that the housing allocations will continue to contribute to housing land supply at the required rate beyond the current Core Strategy plan period. The Council remains dependent, at least in part, upon continued development on unallocated sites (windfall) to deliver the target number of dwellings. Although delivery rates are behind target at this point in the plan cycle, mainly as a consequence of recession, the Council has sufficient allocated development sites to meet the next five year requirements and subject to positive market conditions and delivery rates continuing to improve expects to deliver close to the required local plan target of 8,000 dwellings by 2021, and approximately 10,000 by 2026.
- 3.5** However, in the near future the position in relation to future housing land supply is expected to be very different. It is likely that many of the existing housing allocations will be either developed or will be under construction. Depending on the rates of new house building in the next few years it is likely that by 2017/18 the Council may not be in a position to demonstrate a five year housing land supply. The demand and need for new housing and other types of development will continue and new development sites therefore need to be identified and allocated for development.
- 3.6** The current development plan for the District includes a target to provide 4,000 net additional jobs over the plan period. The number of jobs in the District increased in the early years of the current plan period but following the closure of RAF Coltishall fell back to around the 2001 total of 37,500 jobs. There has been no net increase in jobs over the first part of the current plan period but unemployment levels are low. Designated employment land in the District continues to be developed, albeit at a slow rate, and the adequacy of supply in terms of quantity, location and choice will also soon need further consideration.
- 3.7** There are currently, and are likely to be an increasing number of tensions between the national

3 The existing Local Development Framework

planning policy framework and the approach taken in local policy, not solely as a result of the NPPF but also due to the changes made in relation to which types of development require planning permission, initiatives such as Neighbourhood Planning and the Community Infrastructure levy, and changes in the national and local economy. Most notably national guidance adopts a more pro-development approach to sustainable development than that which underpinned the preparation of the adopted development framework for North Norfolk.

- 3.8** Under the Duty to Cooperate, the Council, in conjunction with neighbouring authorities, has commissioned a new Strategic Housing Market Assessment (SHMA) which will provide up to date evidence in relation to housing need and demand in the District up to 2036. This is likely to be published in the autumn of 2015 and will necessitate reconsideration of the scale of planned housing growth in the District beyond the current plan period. In addition, as time progresses there will also be increased pressure to plan over the longer term, for example, infrastructure providers will need to clearly understand the growth strategy for the District to inform their long term investment programme beyond 2021.
- 3.9** Given the above the Council resolved in November 2014 that it will commence the production of a new Local Plan in May 2015 with the intention of adopting any new Local Plan (combined Core Strategy and Site Allocations DPD) covering the period 2016-2036 towards the end of 2018.

The Emerging Local Plan 4

4 The Emerging Local Plan

- 4.1** The documents making up the Local Plan for North Norfolk must conform to national planning policy in the NPPF. The Core Strategy (incorporating Development Management Policies) and the Site Allocations Plan, which interprets the Core Strategy policies for growth, should also be consistent with one another. If required, SPDs provide more detailed advice or guidance on the policies in the Local Plan.
- 4.2** The Localism Act 2011 allows for community-led neighbourhood plans to be brought forward to complement the adopted Local Plan. At the time of writing this LDS two areas have been 'designated': Corpusty and Saxthorpe, and Holt. However, no plans have been formally 'made'. The council remains open to working in cooperation with community-led groups to produce Neighbourhood Plans for individual parts of the district where these help to promote beneficial development, regeneration or neighbourhood enhancement in accordance with the presumption in favour of sustainable development and the general principles set out in the NPPF.

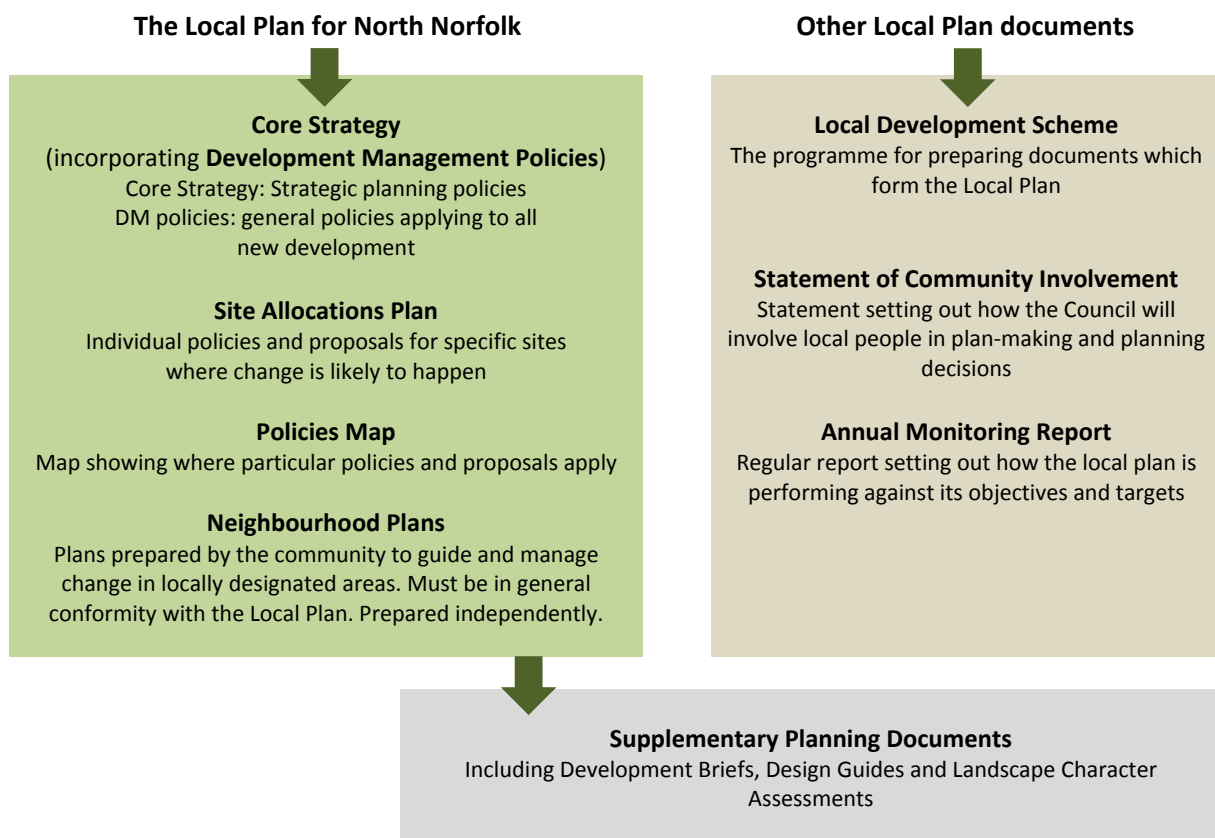


Figure 1 The documents which form the Local Plan for North Norfolk

- 4.3** Further information on each of the documents forming the Local Plan can be found in the profiles in Appendix 1 'Local Plan Document Profiles' which sets out the contents of each document, status, review arrangements and the periods of public participation and consultation envisaged.
- 4.4** A number of other documents will be prepared to support local plan review and the development of the new Local Plan. This may include a Strategic Housing Market Assessment, Strategic Housing Land Availability Assessments, Sustainability Appraisals and Appropriate Assessment, Consultation Statements, Habitats Regulations Assessment, and other local evidence as required.

4 The Emerging Local Plan

Project Plan & Resources 5

5 Project Plan & Resources

Programme & Consultation

5.1 The Government published the Local Planning Regulations in 2012 which set out the stages required to be performed during plan preparation. These are:

Key Stages of Local Plan preparation	Regulation
Notification of the subject of a local plan which the LPA proposes to prepare	Regulation 18
Draft plan preparation, including publication of and consultation on the Draft Local Plan <i>(NB There may be more than one round of public consultation at this stage)</i>	Regulation 19
Submission of the Draft Local Plan to the Secretary of State	Regulation 22
Pre-hearing meeting	N/a
Examination	Regulation 24
Publication of Inspectors findings	Regulation 25
Adoption of the Plan	Regulation 26
Period for Judicial Review	N/a

Table 1 Key Stages of Local Plan preparation

5.2 Preparation of Local Plans is subject to specific regulations, a formal duty to engage positively with other Authorities (Duty to Co-operate), at least two separate statutory periods of public consultation and independent examination to establish the legality and soundness of the plan. Any plan prepared must be based on a credible and proportionate evidence base and should positively seek to address all needs for different types of development.

5.3 It is not possible to be absolutely certain about the timetable for plan preparation at the start of the process and so this LDS takes a cautious approach. Experience suggests that there will be delays at various stages and the initial timetable will require adjustment as work proceeds. By way of example the new requirements under the Duty to Co-operate require collective decisions to be reached on behalf of several authorities some of which may have different priorities in relation to plan review timetables.

5.4 Figure 2 highlights the key tasks and suggests a draft timetable. This would result in a new Local Plan being adopted in late-2018.

Project Plan & Resources 5

- 5.5** The Government published the Local Planning Regulations in 2012 which set out the stages required to be performed during plan preparation. These are:
- 5.6** The Local Planning Regulations (2012) stipulate the requirements for consultations on the plan making process. Regulation 18 requires specific and general consultation bodies, relevant authorities and other statutory consultees and all others the LPA considers to have an interest to be notified of the subject of the local plan. Detail on the specific and general consultation bodies to be consulted can be found as an appendix to the Statement of Community Involvement and are repeated in Appendix B of this document for clarity.
- 5.7** In addition to this the Council will consult with the general public for a period of not less than 6 weeks on the draft plan (under Regulation 19). There may be other intervening consultations in addition to the above.
- 5.8** The document, with revisions if necessary, will then be submitted to the Secretary of State and notice will be given to all parties previously notified or who have made representations.

Governance & Resources

- 5.9** The Local Plan process is steered by the Council's Planning Policy and Built Heritage Working Party who meet regularly to review progress, provide a policy steer and agree consultation documents. Recommendations made by this committee are referred to Cabinet for executive decisions. There is also liaison both within the Council and with partner authorities through regular meetings. The Planning Policy manager, Planning Policy Team Leader and the Project Support Officer provide day-to-day guidance on project progress.
- 5.10** Resources to undertake the local plan work programme comprises the Planning Policy Team: the Planning Policy Manager, Planning Policy Team Leader, a Planning Officer, a Planning Assistant and the Project Support Officer. Other expertise within the Council will be involved in detailed aspects of the plan preparation as and when necessary. This may include the following teams in addition to others:
- Development Management, including Conservation, Design and Landscape
 - Economic Development
 - Strategic Housing
 - Coastal Strategy Team
 - Environmental Health
- 5.11** There are a number of constraints and risks associated with the timetable for the North Norfolk Local Plan outlined in this LDS. These risks relate to:
- the resource requirement demanded by the new development plan preparation system, particularly in relation to public involvement and sustainability appraisal;
 - I.T failure, specifically 'Objective' document publication and consultation software which is remotely hosted;
 - loss of individual staff with specialist knowledge;
 - public acceptance of proposals
 - uncertainty around delivery of evidence being prepared under the Duty to Cooperate, and;
 - changes in national planning policy, either in terms of policy itself or process changes.
- 5.12** These risks will need to be reviewed and managed throughout the plan preparation process.

5 Project Plan & Resources

Monitoring & Review

5.13 Monitoring is an important part within the cyclical process of plan making and provides feedback on the performance of policies and whether aims are being achieved, as shown on the following page.

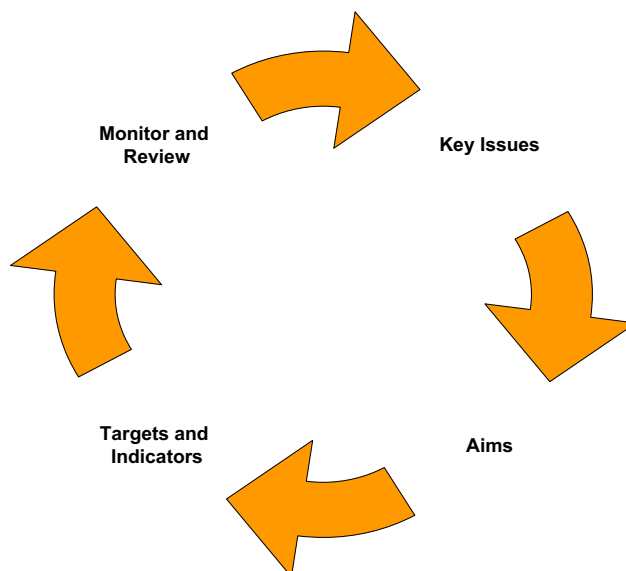


Figure 3 Policy Making Cycle

5.14 Annual Monitoring Reports (AMRs) are prepared each year to assess the extent to which policy aims are being achieved. AMRs must be based on the period 1 April to 31 March. AMRs for previous years can be viewed at: www.northnorfolk.org/ldf

5.15 The AMR requires local planning authorities to:

- review actual progress in terms of local development document preparation against the timetable in the LDS; assess the extent to which policies in local development documents are being implemented;
- where policies are not being implemented, explain why and set out what steps are to be taken to ensure that the policy is implemented, or whether the policy is to be amended or replaced;
- identify the significant effects of implementing policies in local development documents and whether they are as intended; and
- set out whether policies are to be amended or replaced.

5.16 As development of the plan progresses a monitoring framework will also be developed to enable the plan-monitor-review cycle to continue forward and assess how the plan is being implemented and its impact. Alongside National Government core output indicators covering business development, housing, transport, local services, minerals & waste, flood protection and water quality, biodiversity and renewable energy, corporate indicators and the new local plan indicators will monitor the effectiveness of the plan.

Appendices

Appendices

Local Plan Document Profiles 1

1 Local Plan Document Profiles

Document Title	North Norfolk Local Plan - Core Strategy
Document details	
Role and Content	The document sets out the vision, objectives and strategy for the spatial development of North Norfolk in the period 2016-2036. It provides a range of strategic policies covering the overall type, level and broad location of development, with strategic level policies on sustainable development, housing, economic development, the natural and built environment, and access and infrastructure. There is also a vision for each of the main settlements to guide development to the most appropriate locations.
Status	Development Plan Document (DPD)
Conformity	The document will conform with the National Planning Policy Framework (NPPF) 2012
Geographical coverage	North Norfolk District Council local planning authority area (excluding the Broads Authority area)
Timetable for production	
Evidence required	Strategic Housing Market Assessment (SHMA), Strategic Housing Land Availability Assessment (SHLAA), Housing Needs Study, Retail Study, Employment Land and Economic Growth Study, Rural Economy Study, Infrastructure Study, Health Impact Assessment, Tourism Study, Viability Assessment, Flood Risk Assessment, Water Cycle Study, Landscape Character Assessment, Visitor Pressure Survey Study, Gypsy and Traveller Needs Assessment, Open Space Audit, Shoreline Management Plan, Sport & Recreation Study <i>NB This list will be refined as the evidence requirements for the Local plan are established in full.</i>
Production milestones	Commence local plan preparation – May 2015
	Notification of preparation of policy options, including publication of timetable (LDS) and Statement of Community involvement (SCI) - Regulation 18 consultation – August 2015
	Preparation of evidence studies required to support local plan preparation: <ul style="list-style-type: none"> Scoping/commissioning/preparing/publishing all evidence – by December 2016
	Preparation of policy options and appraisal of available sites, including preparation of Sustainability Appraisal of both and potential options consultation - January 2017 – July 2017
	Prepare Regulation 19 plan (draft plan) and carry out consultation – August 2017 – December 2017

1 Local Plan Document Profiles

Document Title	North Norfolk Local Plan - Core Strategy
	Assess representations to regulation 19 consultation and prepare for submission – January 2018 – February 2018
	Submit to Planning Inspectorate – February 2018
	Examination – June 2018 – August 2018
	Inspectors Report – October 2018
	Adoption – December 2018
	<i>NB The above projected timetable may slip if additional rounds of consultation are required.</i>
Responsibilities	
Lead Officer	Planning Policy Manager
Governance	Housing and Policy Board, Planning Policy and Built Heritage Working Party
Resources	Staff from: Planning Policy, Development Management, Strategic Housing, Environmental Health, Economic Development, Coastal Management.
Monitoring and review	
Mechanism	Annual Monitoring Report (AMR)

Table 2 Local Plan Document Profile - Core Strategy

Local Plan Document Profiles 1

Document Title	North Norfolk Local Plan - Development Management Policies (DM Policies)
Document details	
Role and Content	<p>The document sets out the local policies, standards and criteria against which all proposals for development and change of use of land and buildings across the district will be assessed, and to inform decisions on planning applications made to the period 2036.</p> <p>The DM policies also supplement and interpret the wider principles for sustainable development set out in the NPPF and reinforces the strategic policies and objectives in the Core Strategy, where further guidance is necessary.</p>
Status	Development Plan Document (DPD)
Conformity	The document will conform with the National Planning Policy Framework (NPPF) 2012
Geographical coverage	North Norfolk District Council local planning authority area (excluding the Broads Authority area)
Timetable for production	
Evidence required	As per Core Strategy
Production milestones	Commence local plan preparation – May 2015
	Notification of preparation of policy options, including publication of timetable (LDS) and Statement of Community involvement (SCI) - Regulation 18 consultation – August 2015
	Preparation of evidence studies required to support local plan preparation: <ul style="list-style-type: none"> Scoping/commissioning/preparing/publishing all evidence – by December 2016
	Preparation of policy options and appraisal of available sites, including preparation of Sustainability Appraisal of both and potential options consultation - January 2017 – July 2017
	Prepare Regulation 19 plan (draft plan) and carry out consultation – August 2017 – December 2017
	Assess representations to regulation 19 consultation and prepare for submission – January 2018 – February 2018
	Submit to Planning Inspectorate – February 2018
	Examination – June 2018 – August 2018
	Inspectors Report – October 2018
	Adoption – December 2018
	<i>NB The above projected timetable may slip if additional rounds of consultation are required.</i>

1 Local Plan Document Profiles

Document Title	North Norfolk Local Plan - Development Management Policies (DM Policies)
Responsibilities	
Lead Officer	Planning Policy Manager
Governance	Housing and Policy Board, Planning Policy and Built Heritage Working Party
Resources	Staff from: Planning Policy, Development Management, Strategic Housing, Environmental Health, Economic Development, Coastal Management.
Monitoring and review	
Mechanism	Annual Monitoring Report (AMR)

Table 3 Local Plan Document Profile - Development Management Policies

Local Plan Document Profiles 1

Document Title	North Norfolk Local Plan - Site Allocations Policies
Document details	
Role and Content	The document sets out the site specific proposals for the district to show how objectively assessed development needs will be met over the plan period to 2036, including for housing, employment and other types of development in accordance with the strategic objectives of the Core Strategy. Details of specific land allocations will be included, identified on the proposals map and details of the infrastructure and other requirements arising from development.
Status	Development Plan Document (DPD)
Conformity	The document will conform with the National Planning Policy Framework (NPPF) 2012
Geographical coverage	North Norfolk District Council local planning authority area (excluding the Broads Authority area)
Timetable for production	
Evidence required	As per Core Strategy
Production milestones	Commence local plan preparation – May 2015
	Notification of preparation of policy options, including publication of timetable (LDS) and Statement of Community involvement (SCI) - Regulation 18 consultation – August 2015
	Preparation of evidence studies required to support local plan preparation: <ul style="list-style-type: none"> Scoping/commissioning/preparing/publishing all evidence – by December 2016
	Preparation of policy options and appraisal of available sites, including preparation of Sustainability Appraisal of both and potential options consultation - January 2017 – July 2017
	Prepare Regulation 19 plan (draft plan) and carry out consultation – August 2017 – December 2017
	Assess representations to regulation 19 consultation and prepare for submission – January 2018 – February 2018
	Submit to Planning Inspectorate – February 2018
	Examination – June 2018 – August 2018
	Inspectors Report – October 2018
	Adoption – December 2018
	<i>NB The above projected timetable may slip if additional rounds of consultation are required.</i>
Responsibilities	
Lead Officer	Planning Policy Manager

1 Local Plan Document Profiles

Document Title	North Norfolk Local Plan - Site Allocations Policies
Governance	Housing and Policy Board, Planning Policy and Built Heritage Working Party
Resources	Staff from: Planning Policy, Development Management, Strategic Housing, Environmental Health, Economic Development, Coastal Management.
Monitoring and review	
Mechanism	Annual Monitoring Report (AMR) Five Year land supply statement incorporating housing trajectory and SHLAA update

Table 4 Local Plan Document Profile - Site Allocations Policies

2 Consultation Bodies

Specific Consultation Bodies

- Town and Parish Councils within and adjoining the North Norfolk administrative boundaries
- Adjoining Local Authorities: Borough Council of King's Lynn and West Norfolk, Breckland Council, Broads Authority, Broadland District Council and Great Yarmouth Borough Council
- Norfolk County Council
- The Historic Buildings and Monuments Commission for England (Historic England)
- Natural England
- The Environment Agency
- Lead Local Flood Authority (Norfolk County Council)
- Relevant sewage undertaker
- Relevant water undertaker
- Clinical Commissioning Groups in the East of England Region (CCGs) (or successor health care bodies)
- Norfolk Constabulary
- Police and Crime Commissioner for Norfolk
- Relevant electronic communication companies
- Relevant electricity companies
- Relevant gas companies
- The Homes and Communities Agency
- The Health and Safety Executive (HSE)
- Network Rail
- The Secretary of State for Transport
- The Gardens Trust
- Sport England
- The Ministry of Defence
- The Marine Management Organisation
- The Coal Authority

It should be noted that this list is not exhaustive and may change overtime as legislation and regulations are updated.

General Consultation Bodies

- Bodies which represent the following in the District:
 - Different racial, ethnic or national groups
 - Different religious groups
 - Disabled persons
 - Persons carrying on business
 - Community groups
 - Gypsies, Travellers and Travelling Showpeople
 - Older or younger people
 - Health
 - The environment
 - The coast
 - The economy
 - Education
 - The historic environment

2 Consultation Bodies

- Tourism
 - Regeneration
 - Transport
 - Sport and recreation
-
- Voluntary bodies some or all of whose activities benefit any part of the District
 - Bodies which provide Public services in the District
 - Local Enterprise Partnerships
 - Interested individuals

It should be noted that this list is not exhaustive and may change overtime as legislation and regulations are updated.

Glossary of Terms 3

3 Glossary of Terms

Term	Definition
Annual Monitoring Report	Regular reports produced by the Local Planning Authority (LPA) setting out how the Local Plan is performing against its objectives and targets and covering progress on the Duty to Cooperate.
Core Strategy	Part of the Local plan setting out the spatial vision for the district, including the key policies and proposals to deliver that vision.
Development Management Policies	The policies against which proposals for development are considered.
Development Plan Document (DPD)	Documents prepared by the LPA which form the Local Plan and which set out the policies and proposals for the district. These are statutory documents prepared under the Local planning Regulations (2012) with rigorous community involvement and consultation. These documents are subject to independent examination by the Secretary of State.
Local Development Scheme (LDS)	A document setting out the timetable for preparation and adoption of the Local Plan
Local Plan	The plan for future development of the district, drawn up by the LPA in consultation with the community. In law this is described as the Development Plan and is adopted under the Planning and Compulsory Purchase Act (2004)
Neighbourhood Plans	A plan prepared by a Town or Parish Council or a Neighbourhood Forum for a particular neighbourhood area ('made' under the Planning and Compulsory Purchase Act 2004).
Site Allocations	Sites identified to accommodate the range of land uses necessary to implement the objectives of a Core Strategy
Statement of Community Involvement (SCI)	A document setting out the approach the LPA will take involving the community in preparing the Local plan and planning applications.
Supplementary Planning Documents (SPDs)	Documents which expand on the policies and proposals in the Local Plan.
Sustainability Appraisal (SA)	An appraisal of the social, economic and environmental implications of the Core Strategy, policies and site allocations, and considered against reasonable alternatives. This ensures that the policies and allocations contribute to the achievement of sustainable development.

Table 5 Glossary of Terms

3 Glossary of Terms