



AGENDA ITEM NO.

Report Cover Sheet

Name of Meeting:	Executive
Date of Meeting:	10th December 2007
Report Title:	Local Development Scheme
Summary of report:	This report seeks approval for a number of changes to the Council's current Local Development Scheme and reports on the progress that the Council has made during 2007 in its programme of plan preparation.
For Further Information Please Contact (report author):	Philip Clarke Group Leader (Policy, Projects & Conservation)
Would the recommended decision be contrary to the Policy Framework:	No
Would the recommended decision be contrary to the Budgetary framework:	No
Wards of the District directly affected by this decision:	All
Key Decision?	Yes
Included within the Forward Plan?	Yes (ref. no. 41)
Is the report Private & Confidential	No
Background Papers:	Planning & Compulsory Purchase Act 2004 "Creating Local Development Frameworks", ODPM, November 2004. Report to Executive on Local Development Scheme, December 2006

Consultation Undertaken

Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.

Consultees	Yes/ No	Who
Other Committees	No	
Ward Councillors	No	
Portfolio Holders	Yes	Cllr. John Hammon
Other Councillors	No	
Warwick District Council recognised Trades Unions	N/A	
Other Warwick District Council Service Areas	N/A	
Project partners	No	

Parish/Town Council	No	
Highways Authority	No	
Residents	No	
Citizens Panel	No	
Other consultees	No	
Officer Approval With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	13.11.07	Craig Anderson
Chief Executive	15.11.07	Chris Elliott
CMT	15.11.07	
Section 151 Officer	15.11.07	Mary Hawkins
Legal	13.11.07	Simon Best
Finance	13.11.07	Marcus Miskinis
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. RECOMMENDATION(S)

- 1.1 That members approve the changes to the current Local Development Scheme attached as appendix B for submission to the Secretary of State and approve that the Local Development Scheme shall have effect as from the date when the Secretary of State notifies the Council that he does not intend to direct the authority to amend the Scheme.
- 1.2 That members give authority to the Development Portfolio holder and the Head of Planning & Engineering to agree any further minor amendments to the presentation of the Local Development Scheme prior to or after submitting it to the Secretary of State for the reasons set out in Appendix A.

2. REASON(S) FOR THE RECOMMENDATION(S)

- 2.1 The Planning & Compulsory Purchase Act requires all local planning authorities to prepare a Local Development Scheme and to review these as necessary. The current Warwick District Council Local Development Scheme was approved by this Executive in December 2006 and it is now appropriate that it be rolled forward.

3. ALTERNATIVE OPTION(S) CONSIDERED

- 3.1 None. It is a requirement that the Council keeps the Local Development Scheme under review.

4. BUDGETARY FRAMEWORK

- 4.1 The projects contained within the Local Development Scheme will place burdens upon the planning service that will have financial consequences. One of the roles of the Local Development Scheme is to make clear the priorities of the local planning authority in terms of its programme of planning policy work. This will need to be reflected in the service plan.

5. POLICY FRAMEWORK

- 5.1 The Local Development Scheme is an important document which sets out the work plan by which the Council's programme of planning policy documents that make up the Local Development Framework are to be prepared. All planning policy documents that we propose to prepare need to be justified in terms of their role and why they should be a priority for the Council. A full justification of the case for any new documents or changes to the existing programme of document preparation is given in appendix A: Background.

Appendix A. BACKGROUND INFORMATION

1. Introduction

- 1.1 The Local Development Scheme (LDS) is a major part of the planning system introduced by the Government as part of the Planning & Compulsory Purchase Act in 2004. The LDS is a project plan that outlines what planning policy documents the Council intends to prepare. It has a number of key features:-
- It is a **requirement** of the Planning & Compulsory Purchase Act that all local planning authorities prepare an LDS.
 - It must cover a period of **three years**. The Government recommends that in some cases project timelines should be shown beyond the three years for information.
 - The LDS must be **reviewed regularly**.
 - The LDS should record only **those documents that are covered by the Planning & Compulsory Purchase Act**. There may be some planning policy work that we undertake that does not need to go into the LDS. For example, if the Council wishes to produce supplementary guidance on an issue or a site, it may wish to prepare a "*Supplementary Planning Document*" (SPD) under the terms of the new Act. It may, however, wish to produce more informal supplementary planning guidance (SPG) as it does at present. Since SPG is not contained in the Act, the LDS would not show these.
 - The LDS must be **submitted to the Secretary of State**. The Secretary of State will declare whether the LDS is "fit for purpose" and may object if it is considered that it is not.
 - The LDS should be as **user-friendly** as possible. It is the intention that it is the public's first point of contact with the Council's plan-making function and should be easy for them to use. It does, however, need to contain a number of prescribed elements and follow a certain format.
 - It should be a **resourced** document. There will be an expectation from Government that the Council can and will deliver on the plan-making commitments it makes in the Local Development Scheme. Within Warwick District Council, this means that the implications of the LDS will need to feed into the service planning and budgeting process.
 - Having said this, it should also be a **flexible** document. The frequent review process for the LDS is an opportunity for the Council to respond to new circumstances and amend its plan-making programme accordingly.
 - The LDS should be **accessible** and published on the Council's website.
- 1.2 The Council approved its current LDS in December 2006 and this was brought into effect in January 2007 having been submitted to the Secretary of State. This review of the LDS makes a number of changes to the timetabling of Local Development Documents that we will be preparing, and also proposes a new Supplementary Planning Document. Details of all these are given in section 2 below.
- 1.3 It is also important that the LDS is monitored to measure whether the milestones that the Council set itself have been achieved. This is done formally through the Annual Monitoring Report (AMR) which is prepared in

December of each year. The AMR for 2007 is a separate item on this agenda.

2. Performance against the targets in the current Local Development Scheme

- 2.1 The following table sets out the milestones that the Council indicated in the LDS which it issued in January 2007 that it intended to meet by the end of 2007. It also then records what was actually achieved and indicates, where relevant, where a revision to the current LDS may be appropriate. This year, the performance against each milestone has been rated as follows:-



Indicates that the milestone has been reached, or that slippage has not been by more than three months



Indicates that the milestone was not met, and slippage has been by more than three but not more than six months.



Indicates that the milestone was not met, and slippage has been more than six months

LDS Milestone: By Dec 2007	Actual Milestone: By Dec 2007	Slippage	Rating
Warwick District Local Plan			
Adoption of Local Plan	Inspector's report received in June 2007. Local Plan adopted in September 2007.	None	
Statement of Community Involvement			
Statement of Community Involvement adopted	Statement of Community Involvement adopted ahead of schedule.	None	
SPD : Managing Housing Supply			
SPD adopted following adoption of the Local Plan	SPD has not yet been adopted following adoption of the Local Plan	4 months	
SPD: Affordable Housing			
SPD adopted.	SPD to be considered for adoption at this meeting of the Executive.	None	
SPD Parking Standards			
SPD adopted	SPD adopted	None	
SPD Open Space			
Consultation on draft SPD undertaken	Draft SPD not yet prepared.	9 months	
Core Strategy			
Commencement of period of stakeholder involvement and evidence gathering	This work underway. Consultation currently being undertaken on "issues"	None	

Warwick District Local Plan

- 2.2 Following the Local Plan inquiry in 2006, the report of the Inquiry inspector, Mr. Clive Richardson, was received by the Council on 1st June 2007. The

report, which was binding on the Council, made a number of detailed recommendations for changes that should be made. The Council formally agreed to adopt the Local Plan on 22nd August, and the legal notice of adoption was published on 21st September 2007.

- 2.3 The policies of the Local Plan are now saved for a period of three years. If the Council wishes to save the policies beyond this period, it must request this of the Secretary of State.

Statement of Community Involvement

- 2.4 The final submission version of the Statement of Community Involvement (SCI) was reported to Executive in March 2007 following a consultation on the draft SCI in 2006. Following this it was submitted to the Secretary of State. And a further opportunity was made for people to comment on the document. During the statutory six-week consultation period, 22 comments were made. These were reported to the Planning Inspector appointed to hear any objections. As no person had asked for a public examination into objections, all were considered as written representations.
- 2.5 The Inspector reported in June 2007 and made a small number of minor amendments to the SCI before declaring it to be “sound”. The Council adopted the SCI in July 2007, two months ahead of the target in the Local Development Scheme.

SPD : Managing Housing Supply

- 2.6 The Draft Supplementary Planning Document (SPD) was approved by the Council’s Executive for development control purposes in September 2005. Under government regulations, the SPD could not be adopted until the Local Plan is adopted.
- 2.7 The 2007 LDS identified the SPD as being adopted in August 2007. Clearly this was not possible as the Local Plan was not adopted until September 2007. There will therefore inevitably be some slippage in getting a report back to Executive on this SPD. The policy is being implemented by the Council and some analysis of the effect of the policy on the District’s housing supply is given in Part 4 of this report under the heading “Meeting Housing Needs”.

SPD: Affordable Housing

- 2.8 Work on this SPD began in January 2007 however work on the Sustainability Appraisal that underpins this began earlier in November 2006. Following early stakeholder involvement and a seminar that was held in February 2007, a draft SPD was approved for public consultation in July 2007. This consultation took place between late August and early October 2007, and is being reported back to this meeting of the Executive.

SPD: Parking Standards

- 2.9 Evidence gathering for this SPD commenced as programmed in October 2006. Consultation on the Sustainability Appraisal Scoping Exercise took

place in early November and a Draft SPD was submitted to the Council's Executive in March 2007. A public consultation was undertaken during April and May 2007 and the Council resolved to adopt the SPD in October 2007.

SPD: Open Space

- 2.10 Evidence gathering on this SPD began in March 2007 in accordance with the timetable set out in the LDS. This was a major exercise involving significant work in two areas. Firstly, there was a need for an assessment of open space provision across the district. This involved visiting, recording and assessing open spaces in the district. This work was carried out entirely in-house, primarily by officers with Planning. Secondly, there was need to carry out an assessment of the need for this open space. This is a major piece of specialist work and the Council has decided to carry this out as part of a wider greenspace review. Consultants have been appointed to carry out this work for us. At the time of preparing the timetable for the SPD in the January 2007 LDS, the council had factored in the amount of time that it was then known would be needed to complete the task. Subsequent advice about the scope and detail of this assessment has required the consultant to revise their estimate of the time required to complete the task. Accordingly, this has regrettably had an impact upon the timetable for producing the draft SPD.
- 2.11 It is now anticipated that the draft SPD will be presented to the Executive for consideration in June 2008 and that the SPD will be adopted by December 2008.

Core Strategy

- 2.12 Work began on the Core Strategy in accordance with the timetable set out in the LDS. Key milestones that have been achieved at December 2007 include the following:-
- Launch of the Core Strategy (in conjunction with the review of the Sustainable Community Strategy) at an event in June 2007 attended by c150 stakeholders.
 - Commencement of various pieces of technical work including a Strategic Flood Risk Assessment and Strategic Housing Land Availability Assessment.
 - Initial meetings with a wide range of key stakeholders.
 - Preparation of "Issues" paper and public consultation on this in November/December 2007.

3. Proposed changes to the 2007 Local Development Scheme

- 3.1 In accordance with the above comments, it is proposed that a number of amendments be made to the existing (2007) Local Development Scheme. The key changes are set out in full in **appendix B** and are as follows.

Core Strategy

- 3.2 The timetable for the Core Strategy was put together in 2004 when the first Local Development Scheme was drafted. It was based upon the best

information available at the time regarding what was a realistic programme for preparing a Core Strategy. Since that time, because we have been working on other projects, (notably the Local Plan), we have not amended the timetable for the Core Strategy.

- 3.3 There are now a number of local authorities who have prepared their Core Strategies and have experience of how long the process takes. Furthermore, the Government and the Planning Inspectorate is giving new advice on the scope and content of Core Strategies. Accordingly, now that we have begun work on our Core Strategy, the time is right to review the previous work programme and make alterations where these are appropriate. I am therefore proposing that we amend the programme for the Core Strategy to reflect the new information we have and the experience of other authorities. The changes primarily relate to two matters:-

- we have allowed for a further three months for preparing the “preferred option”. This will now be presented to Executive in December 2008.
- we have allowed for a further three months for preparing the submission version of the Core Strategy. This will now be presented to Executive in June 2009 and Full Council in July 2009.

- 3.4 It should be noted that the eventual adoption date for the Core Strategy only slips by four month as a result of this (from June to October 2010). This is because evidence suggests that planning inspectors are reporting on Core Strategies much more quickly that previously anticipated.

SPD on Sustainable Buildings

- 3.5 The Local Plan committed the Council to preparing a further SPD to give advice on this issue of the how developments can meet the requirement to meeting a percentage of their energy requirements from renewable sources. With the adoption of the Local Plan there is now a need to provide this advice to guide development control decisions and the work of the Planning Committee. Related to this are other issues that covered by policies in the Local Plan; namely how we can best promote energy efficient developments and encourage sustainable urban drainage. I therefore propose that we prepare a new Supplementary Planning Document (SPD) on “Sustainable Buildings” which can provide further planning policy guidance on all of these matters. This would be prepared during 2008.

SPD on Open Space

- 3.6 For the reasons set out in paragraph 2.10 above, there is a slippage of 9 months in the preparation of this SPD. A draft SPD will be prepared by June 2008.

SPD on Residential Design

- 3.7 Within the current LDS, work on this SPD is due to commence in September 2008. The preparation of an SPD on Residential Design should be distinguished from the Supplementary Planning Guidance (SPG) on Residential Design which was approved by Planning Committee in November. The distinction between the two documents is that the SPG is being prepared

under the previous Government guidance whilst the SPD would be prepared in accordance with the 2004 Planning & Compulsory Purchase Act. The procedural requirements on the latter are much more onerous than the former, however the SPD may carry greater weight as a planning tool than if prepared as SPG. It has always been my intention that we would get the SPG prepared, and only go on to prepare an SPD if subsequently it was found that the SPG was not being given weight by inspectors at appeal.

- 3.8 The SPG has taken longer to prepare than was originally anticipated, and has only very recently been approved by the Council following public consultation. It has not been tested at any great length, particularly since there are very few planning applications for housing given the present housing moratorium across the district. In my opinion, it would not be appropriate to bring forward an SPD until we have had a reasonable amount of time to test the operation of the SPG and consider whether there is a need to prepare an SPD. Accordingly, I am proposing that the timetable for the SPD be put back and that work on the SPD is not commenced until April 2009.

Other changes

- 3.9 A number of further changes need to be made to the current Local Development Scheme to reflect updated circumstances. These include:-
- Removing references to policies in the Warwickshire Structure Plan which has now ceased to have effect;
 - Removing references to documents which have been completed in the last 12 months, including the Warwick District Local Plan, Statement of Community Involvement and several SPDs.

4. Other matters

- 4.1 It is important that the LDS is easy for the public to understand, as it is the government's intention that the LDS is the main way in which the public and interested parties can find out more about the Council's plan making intentions. The regulations surrounding LDS preparation are, however, complex and consequently the LDS is not perhaps as "user friendly" as we may wish. Accordingly, I will be updating the current "quick guide" to the LDS which will hopefully provide the key information in the LDS in a more accessible format. It would be my intention to make this available, alongside the full LDS, on our web site.
- 4.2 The LDS identifies the main areas of the work programme for the Policy Team within the Policy, Projects & Conservation Group within Planning & Engineering. It does not however represent all of the team's work as a number of areas are not covered under the LDS. These include the annual housing monitoring report, preparation of supplementary planning guidance not covered by the LDS and preparation of the Annual Monitoring Report.
- 4.3 We have already consulted the Government Office on the content of our draft LDS and have been informed that it is satisfactory. There is a possibility, however, that in the in process of submitting the LDS to the Secretary of State, that some further minor changes are required to be made. It should be

remembered that this LDS is part of a complex legislative framework that all parties, not least the Government Offices themselves, are learning how to implement. In the light of this, and so as not to delay the Council submitting our LDS to the Secretary of State, it would be prudent to allow for authority to be given to myself together with the Development Portfolio holder to agree any minor presentational changes to the document that may need to be made following this meeting. Should any change of substance to the document be required, I will bring these changes back to Executive for approval.

- 4.4 Under regulations, we must give the Secretary of State 4 weeks to determine if he wishes to call-in the Local Development Scheme (or if he needs more time to consider it). If approval is given today and the call-in period ends on 19th December, the earliest the LDS could come into effect is 17th January 2008.

John Archer
Head of Planning & Engineering

Appendix B: Schedule of principal revised changes to Local Development Scheme

Any changes to dates from that contained within the current (January 2007) Local Development Scheme are shown underlined and in italics.

Programme Management of Local Development Documents

Year		2007		2008				2009				2010				2011			
Quarter		3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Warwick District Local Plan (for information)																			
	Adoption of Local Plan	X																	
	Saved Policies from adoption																		
Development Plan Documents																			
1	Core Strategy DPD														A				
2	Proposals map (as for Core Strategy and other DPDs)																		
Action Area Plans																			
	None.																		
Supplementary Planning Documents (SPD's)																			
3	Open Space SPD						A												
4	Sustainable Buildings SPD						A												
5	Residential Design SPD											A							

Key

Quarters

1 = January – March

3 = July – September

2 = April – June

4 = October – December

DPD Pre-production work

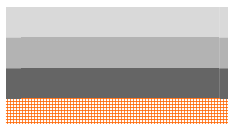
DPD/SCI Production

DPD/SCI Post submission

SPD Production

S = Submission

A = Adoption



Profiles of each Local Development Document

1. Core Strategy

Overview

Role & Subject	This is a strategic document which sets out the vision and spatial strategy for meeting development requirements up to 2021 in accordance with the RSS.
Coverage	District-wide
Status	Development Planning Document
Conformity	With existing RSS as informed, in due course by the Regional Spatial Strategy: Phase Two Revisions.

Timetable

Stage	Dates
Early stakeholder and community engagement and evidence gathering	January – December 2007
Consultation date: Issues and options	Spring 2008
Consultation date: Preferred option	<u>January 2009</u>
Date of submission of Core Strategy to SoS	<u>September 2009</u>
Pre-examination meeting	<u>December 2009</u>
Examination	<u>March 2010</u>
Receipt of Inspector's report	<u>September 2010</u>
Estimated date for adoption	<u>October 2010</u>

Arrangements for Production

Organisational Lead	Head of Planning & Engineering
Political Management arrangements	As a DPD, all key reports on the Core Strategy will need to be approved by Full Council following a recommendation from Executive. Political responsibility will rest with the Environment Portfolio Holder.
Internal Resources	The Local Plan team under the direction of the Group Leader (Policy, Projects & Conservation).
External Resources	Consultants may need to be brought in to advise on Sustainability Appraisal and on other matters as appropriate.
External Stakeholder Resources	Expertise from development industry. Representatives from a wide range of groups to attend relevant meetings/focus groups, etc.
External Community & Stakeholder Involvement	In accordance with SCI.
Monitoring and Review	To be confirmed.

Comment

It is anticipated that the Core Strategy will include all strategic allocations and that there will not be a need for an Allocations DPD. This situation will be kept under review, and advice sought from the Government Office as appropriate.

2. Proposals map (NB: There is no change to this page)

Overview

Role & Subject	The proposals map illustrates all the policies set out in all development plan documents.
Coverage	District-wide
Status	Development Planning Document
Conformity	N/A, however will need to conform with all adopted DPDs.

Timetable

Since the proposals map is prepared alongside DPDs, and is revised every time a DPD is revised, its timetable for preparation will be the same as these. In the case of this Local Development Scheme, the only DPD scheduled for preparation is the Core Strategy DPD (see 3 above). The timetable for the proposals map will therefore be the same as for this document. It should be noted that the proposals map will also need to show allocations on Minerals and Waste DPDs produced by Warwickshire County Council.

Arrangements for Production

Organisational Lead	See "Core Strategy" DPD (3 above).
Political Management arrangements	See "Core Strategy" DPD (3 above).
Internal Resources	See "Core Strategy" DPD (3 above).
External Resources	See "Core Strategy" DPD (3 above).
External Stakeholder Resources	See "Core Strategy" DPD (3 above).
External Community & Stakeholder Involvement	See "Core Strategy" DPD (3 above).
Monitoring and Review	See "Core Strategy" DPD (3 above).

3. Supplementary Planning Document on Open Space

Overview

Role & Subject	To provide further planning guidance for protecting and enhancing open space across the District to support policy SC5 in the Warwick District Local Plan (1996-2011).
Coverage	District-wide
Status	Supplementary Planning Document
Conformity	With the RSS and policy SC5 of the Warwick District Local Plan (1996-2011)

Timetable

Stage	Dates
Evidence gathering and preparation of draft SPD	March 2007 – <u>June 2008</u>
Consultation date: Draft SPD	<u>August - September 2008</u>
Estimated date for adoption	<u>December 2008</u>

Arrangements for Production

Organisational Lead	Head of Planning & Engineering and Head of Leisure & Amenities
Political Management arrangements	SPD will be approved by the Executive. Political responsibility will rest with the Development Portfolio Holder.
Internal Resources	The Local Plan team under the direction of the Group Leader (Policy, Projects & Conservation) together with the officers within the Leisure & Amenity Department.
External Resources	None.
External Stakeholder Resources	User groups including residents associations. Parish and town councils. Input from developers as appropriate.
External Community & Stakeholder Involvement	Having prepared the draft SPD, consultation will take place with a wide range of stakeholders including all the above plus Sport England and other interested parties in accordance with the standards set out in the Council's adopted Statement of Community Involvement..
Monitoring and Review	Progress towards preparing this SPD will be monitored through the Annual Monitoring Report.

4. Supplementary Planning Document on Sustainable Buildings

NB: This is new Supplementary Planning Document which did not appear in the last Local Development Scheme.

Overview

<u>Role & Subject</u>	<i>To provide further planning guidance for how new development can be more sustainable with particular reference to sustainable drainage, energy efficiency and the incorporation of renewable energy measures. This will support policies DP11, 12 and 13 in the Warwick District Local Plan (1996-2011).</i>
<u>Coverage</u>	<i>District-wide</i>
<u>Status</u>	<i>Supplementary Planning Document</i>
<u>Conformity</u>	<i>With the RSS and policies DP11, 12 and 13 of the Warwick District Local Plan (1996-2011)</i>

Timetable

<u>Stage</u>	<u>Dates</u>
<i>Evidence gathering and preparation of draft SPD</i>	<i>January 2008 – July 2008</i>
<i>Consultation date: Draft SPD</i>	<i>September - October 2008</i>
<i>Estimated date for adoption</i>	<i>December 2008</i>

Arrangements for Production

<u>Organisational Lead</u>	<i>Head of Planning & Engineering</i>
<u>Political Management arrangements</u>	<i>SPD will be approved by the Executive. Political responsibility will rest with the Development Portfolio Holder.</i>
<u>Internal Resources</u>	<i>The Planning Policy team under the direction of the Group Leader (Policy, Projects & Conservation).</i>
<u>External Resources</u>	<i>None.</i>
<u>External Stakeholder Resources</u>	<i>None, however the process will be advised by sub regional working to identify a toolkit for calculating the energy requirements of buildings and the contribution from different renewable energy sources.</i>
<u>External Community & Stakeholder Involvement</u>	<i>Prior to preparing the SPD, early consultation will take place to explore any options that accord with the local plan policy and Government guidance. Having prepared the draft SPD, consultation will take place with a wide range of stakeholders in accordance with the Council's Statement of Community Involvement.</i>
<u>Monitoring and Review</u>	<i>Progress towards preparing this SPD will be monitored through the Annual Monitoring Report.</i>

5. Supplementary Planning Document on Residential Design

Overview

Role & Subject	To provide further planning guidance on residential design to support policies DP1 and DP2 in the Warwick District Local Plan (1996-2011).
Coverage	District-wide
Status	Supplementary Planning Document
Conformity	With the RSS and policies DP1 and DP2 of the Warwick District Local Plan (1996-2011)

Timetable

Stage	Dates
Evidence gathering and preparation of draft SPD	<u>April – September 2009</u>
Consultation date: Draft SPD	<u>October – November 2009</u> <u>(anticipated)</u>
Estimated date for adoption	<u>March 2010 (anticipated)</u>

Arrangements for Production

Organisational Lead	Head of Planning & Engineering
Political Management arrangements	SPD will be approved by the Executive. Political responsibility will rest with the Environment Portfolio Holder.
Internal Resources	The Conservation & Design team under the direction of the Group Leader (Policy, Projects & Conservation) and the Development Control Group under the direction of the Head of Development Control.
External Resources	None.
External Stakeholder Resources	Local architects, consultants and developers. Local Amenity groups National Amenity Groups (English Heritage, Georgian Group, Victorian Society, 20 th Century Society, etc.)
External Community & Stakeholder Involvement	Prior to preparing the SPD, early consultation will take place with the above groups and through the Council's Conservation Area Advisory Forum (CAAF) to explore any options that accord with the local plan policy and Government guidance. Having prepared the draft SPD, consultation will take place with a wide range of stakeholders including all the above plus parish and town councils and all other interested parties. (A list of these has already been identified through comments made to the parent policy in the local plan.)
Monitoring and Review	Progress towards preparing this SPD will be monitored through the Annual Monitoring Report.