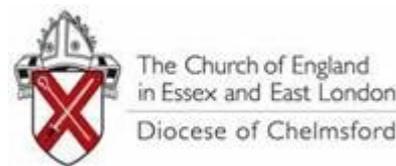


PLANNING MATTERS

HOW CHURCHES CAN BE INVOLVED IN PLANS FOR NEW HOUSING AREAS

Chelmsford Diocese Church Planting Projects Team
May 2018

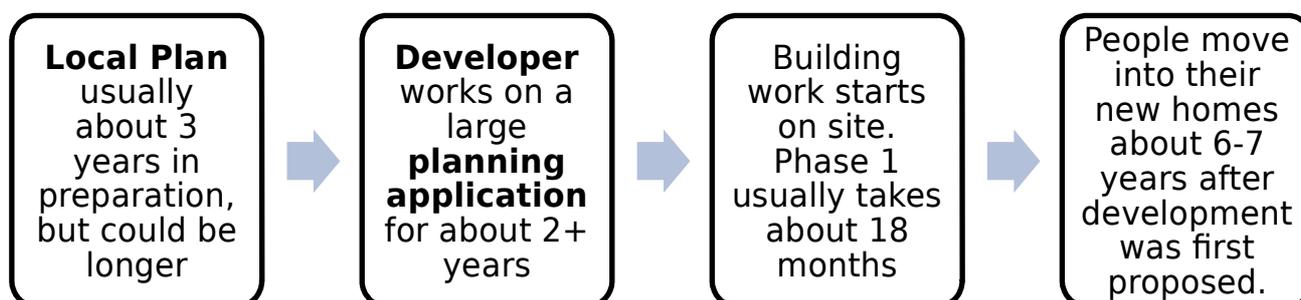


This article has been compiled for use by Parish clergy, church members, Diocesan staff and others, to assist in engaging well with the often complex, and sometimes opaque, Civil Planning process.

We are thankful to Carol Richards for bringing her many years of experience in this area together in this helpful document.

At the end you will find a glossary of terms, bodies, documents, and processes (indicated in **bold** in the document).

A Typical Timeline for a large development: Note that the process, from inception to completion, can sometimes take much longer than the 6-7 years shown here, especially if there's an economic recession.



Q1: How can I find out what new housing is planned in my parish?

All **Local Planning Authorities** will have information on their websites.

There should be a document listing the **5 year housing supply** – details of where new housing will be built over the next 5 year period, and a **Local Plan** with more general information about new developments planned in the area over the next 20 years.

- Type “*Anytown* District 5 year housing supply” into an internet search engine such as google.

This should find the detailed information – which may be in a stand-alone document, or it could be contained in a document called a “**Housing Trajectory**” or as an appendix in an “**Annual Monitoring Report**”.

- Type “*Anytown* District Local Plan” into an internet search engine such as google to find out about longer-term developments.

According to the **National Government** website, “Local Plans set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design.”

The Government is putting pressure on local planning authorities to prepare a Local Plan as quickly as possible to try to increase the amount of new housing being built.

Local planning authorities often have an old plan (usually called a **Core Strategy**), and sometimes this plan can be revised, but, in most cases, they have to do a completely new plan. There are 2 main reasons for this:

- There were a lot of changes in 2012 with the publication of the **National Planning Policy Framework**. Plans have to be up-to-date, so they have to take account of all the changes introduced in the **NPPF**.
- The number of homes that need to be built in a local planning authority area may have changed over the years. The Local Plan needs to include up-to-date housing numbers that reflect the housing need in the area. In the South East, the number of new homes that need to be provided in each area has increased significantly in recent years because not enough new homes have been built.

Q2: My area hasn't got a completed Local Plan, how do I find out what's happening and when the document is likely to be published?

Try doing an internet search on google or similar for “*Anytown* District **Local Development Scheme**”. This document will tell you how far the **local planning authority** has got with the process of preparing a new **Local Plan** and what the timetable is (but, please be aware that the timetable often slips).

- a) The local planning authority usually starts the Local Plan process by finding out lots of statistics about the area (this is part of what's called an “**Evidence Base**”) and this can be very useful to churches and others, e.g. for preparing grant-funding applications, as it will list the age profile of residents, employment, welfare benefits, health issues etc.
- b) At an early stage, the local planning authority will usually do a “**Call for Sites**”, which is when **Landowners** make proposals for specific sites. There will be an assessment of the suitability of each site, looking at things like the flood risk and transport links – most sites near railway stations will be very popular.
- c) The local planning authority will look at how many new homes they must provide. Neighbouring areas have a **duty to cooperate** and there will be

a target number of new homes that must be provided across the wider area based on the need for housing in that area. At the moment there is some flexibility, but the Government is planning to introduce a **standard assessment formula**.

- d) The local planning authority will also produce a document called a **Statement of Community Involvement** (sometimes abbreviated to **SCI**), which gives information about how local residents and **stakeholders** are consulted on the plans.
- e) Consultation exercises on emerging options are often termed “**issues and options**” or “**preferred options**” or possibly just “**Regulation 18 Local Plan**” (since Regulation 18 of the Local Plan Regulations covers consultation).
- f) Local planning authorities must publicise the version of their Local Plan that they intend to submit to the **Planning Inspector** for the **Examination in Public**. This is known as the “**publication stage**” or **Regulation 19** (since Regulation 19 of the Local Plan Regulations covers this stage).
- g) Once the Planning Inspector is happy, the Local Plan document is adopted as policy by the Local Planning Authority.

There can be considerable upset in local communities when sites are listed for development. However, in some places there can be relief that there is an end to all the speculation and locals know which sites will be developed in the current Local Plan, and which sites will not get planning permission because they’re not included. Unfortunately, the “certainty” is likely to be short-lived, as the Government expects Local Plans to be reviewed every 5 years.

Q3: When and how can I get involved?

As soon as the process starts! At the early stage of consultation, it’s really important for local residents and churches to get involved. There will be meetings advertised in the local press and often there will be displays in Libraries and other places.

- i) The Government is driving the housing agenda, and Councils must make plans for the specific number of new homes, but there is a great deal of flexibility in the early stages of the **Local Plan** preparation.

Regarding housing, people can comment on:

- The need for rental housing that is genuinely **affordable housing** for people on a low income (much housing that is labelled “affordable rent” is actually 80% of market rent in an area, which might be very expensive).

- The design of new housing and on “green” issues such as efficient energy use.
 - There may be a need locally for smaller homes for 1st time buyers, rather than 5 bedroom executive homes (which is what a lot of **developers** seem to want to build).
 - Precisely where the new housing goes. If there is **brownfield land** (where there has been previous development eg a disused factory) this should be given priority over new sites on green fields, but developers might be reluctant to build on previously developed sites because the cost of developing the site is likely to be higher. (NB proposed development on green fields is different from proposals to build on the **Green Belt**, as Green Belt is a specific designation of land that should give greater protection from development.)
 - The **density of new housing** – people can get very concerned about proposals for a large number of homes on a small site, but high density does not necessarily mean tower blocks. Clever design can mean that more homes can be provided on a site and it won’t appear crowded. A higher density for homes is now encouraged by Government, especially near railway stations. If there are more homes on the site then it does help with meeting housing targets, and it should mean that fewer green fields are covered in concrete.
- ii) All matters of concern can be raised, e.g. any transport issues, or concerns about schools or health facilities for the new residents.
- iii) A common problem is that **local planning authorities** omit mention of “places of worship” and this should be mentioned by church-goers. The **National Planning Policy Framework (NPPF)** mentions “places of worship” and the Local Plan has to be in conformity with the NPPF (see Question 6 for further details).

There will be further consultation at the **publication stage**, but this is more technical as it will address specific issues of whether the Local Plan is “**sound**”(see the Glossary for a definition of what this means).

It is also possible to make representations to the **Planning Inspector** at the **Examination in Public**, but only if a submission has been made at the publication stage and a request is made to speak at the Examination in Public.

Q4: How do we respond to an early stage of the Local Plan consultation?

The easiest way to respond is often face-to-face discussion at a **consultation event**. Look at the displays and ask the local Councillors and Planners lots of questions.

Fill out a **questionnaire** there and then (or take the questionnaire home, think about the issues, complete it and post it back to the Council before the deadline). Sometimes the Council will accept a statement by email. But it is common now for Councils to use an online **Planning Portal** – this makes it easier for the Planners to collate all the responses, but it's not always easy to use. People need to be aware that all responses are public and they will be displayed on the Council website.

My advice is to respond individually as the number of responses is important. A Deanery response would only count as one response. If individuals send in their own response it will be more effective, even if several responses are very similar. The important thing is to include names and addresses with submissions, to add weight and authenticity.

Q5: Can you give me an example of how churches have responded to a Local Plan Consultation?

Yes. There was a consultation in Colchester in January 2018 about **Issues & Options** for the Tendring / Colchester Borders **Garden Community**.

I met with local clergy in the area and we had a really useful discussion about all the issues and options. Someone took notes and these were circulated. Some clergy asked if they could give the notes to their congregations to assist them in making a response.

- On the notes, it was made very clear that people should feel free to disagree with any of the points made, and be encouraged to make their own comments about any matters in the planning document, but we offered the notes as a starting-point.
- People might want to make some positive comments e.g. "I welcome the fact that xxx area has been left as green space".
- People might also make negative comments, but, if so, it's important to give reasons why something is a problem or say what mitigating factors should be considered if plans go ahead.
- The notes also made clear that everyone's comments will go onto the Council website because it's a public consultation.

Some of the suggestions that came out of the meeting with local clergy were:

- The importance of a place of Christian worship within the garden community (the **garden city principles** make it clear that residents should be able to walk to community facilities).
- The wider role that Church of England churches can have in providing activities to meet the needs of the community, from toddlers upwards, through every stage of life.

- The desire for church schools in the new community which serve the local neighbourhood.

As well as the specific faith issues, other matters were raised:

- Green space, especially green buffers to existing communities.
- Transport matters.
- Social housing and genuinely affordable homes for key workers, and that this should be spread throughout the development not concentrated in one place.
- Approval of environmental aspects of the plan.

I was encouraged by the depth of knowledge local clergy had about their communities, and how much they contributed to the consultation.

Q6: Please tell me what the National Planning Policy Framework says about “Places of Worship”?

It's useful to know what the **NPPF** says about “Places of Worship” and also the numbers of the paragraphs, because this can be quoted when making a response to a consultation.

NB The NPPF is currently being revised so details and paragraph numbers will probably change when the new document is published.

The 2012 version of the NPPF has the following references to “places of worship”:

Paragraph 28: "To promote a strong rural economy, local and neighbourhood plans should..... promote the retention and development of local services and community facilities in villages, such as local shops, meeting places, sports venues, cultural buildings, public houses and places of worship."

Paragraph 70: "To deliver the social, recreational and cultural facilities and services the community needs, planning policies and decisions should plan positively for the provision and use of shared space, community facilities (such as local shops, meeting places, sports venues, cultural buildings, public houses and places of worship) and other local services to enhance the sustainability of communities and residential environments."

Paragraph 171: "Local planning authorities should work with public health leads and health organisations to understand and take account of the health status and needs of the local population (such as for sports, recreation and places of worship), including expected future changes, and any information about relevant barriers to improving health and well-being."

Q7: The Local Plan seems to give permission for developments – is there still a planning application later?

Yes. The **Local Plan** sets out where a **Local Planning Authority** will permit development, and then **planning applications** from **developers** are judged against it.

The question will be asked at the **Planning Committee**, “Is the application in conformity with the Local Plan?”

NOTE: Objections can be made to the planning application, but, if it’s in conformity with the Local Plan, the application will almost certainly be approved unless there are very special circumstances.

For large applications there will probably be an **outline planning application** first, and then a more detailed planning application later (which might be called a **reserved matters** planning application or a full application).

For a very large site there may also be a **Masterplan**, which will be drawn up, usually by consultants, to give details of the proposed development. This will be submitted with the application for outline planning permission. The consultants drawing up the Masterplan will usually hold their own community consultation sessions on various details of the Masterplan because they will want to know about any particular local problems – people living in the area will know their area better than the consultants and probably better than the Council Planners who might live a considerable distance from their workplace.

Q8: Is the **Local Plan** difficult to read?

Well, it’s not an action-packed novel that you might read on the beach, but there are usually lots of pictures! For those with an interest in an area (e.g. Archdeacon, Area/Rural Dean, local clergy, church members) there’s a lot of really useful information.

Unfortunately, the Introduction is usually full of Planning jargon which tends to put people off (see the Glossary for help with some of this), but after the 1st few pages it should get easier to read – especially when it starts to list plans for individual places.

Q9: My **Parish Council** is doing a **Neighbourhood Plan**, what’s this?

A **Neighbourhood Plan** is a community-led framework for guiding the future development, regeneration and conservation of a neighbourhood. It may deal with a wide range of social, economic and environmental issues (such as housing, employment, heritage and transport) or it may focus on one or two issues only. This is for those producing the plan to decide.

A Neighbourhood Plan will be part of the **statutory development plan** for the area and it must conform to the **Local Plan** of the **Local Planning Authority** (e.g. in the number of houses planned), but can refine the proposals to suit the local needs.

This statutory status gives Neighbourhood Plans far more weight than some other local documents, such as parish plans, community plans and village design statements. Again there are procedures to follow and it is important to get involved. There is a lot of useful information about neighbourhood planning on the website of an organisation called "**Locality**". (See Glossary)

Q10: How does "**Section 106**" work? I think it's money for community benefits? My church hall needs refurbishment - can I get any help from the developers?

If the church hall is near the development, and it's used by the community, there's a good chance you can get some help from the **developers** as part of the **s106** (Section 106 of the Town and Country Planning Act 1990).

The **s106** is an agreement that's signed by the developers and the **Local Planning Authority**, at the **planning application** stage, and it lists all the benefits the developer will fund to make the development acceptable.

There can be a very long list. The largest item will probably be affordable housing, but it can include things like a few thousand pounds for new play equipment in a local park, or money for a local allotments association.

If you want money for a church hall I suggest you start by talking to your local Councillors, as they should be involved in drawing up the list of community benefits from the new development with the Planners working for the Local Planning Authority.

It's also a good idea to go along to any **consultation events** put on by the developers, as they will usually want to explain their proposals to the community before submitting a **planning application**.

At the consultation event you can raise the matter of your church hall and explain the value of your project to the local community. It's a good idea to leave your details (they'll have a postcard or similar) as the chances are you'll be talking to a consultant brought in by the developer to organise the event, rather than the actual developer.

However, talking to the developer is not a substitute for talking to your Local Planning Authority (usually the local Council), because it's the local Council that goes to the developer with the list for the **s106**.

Q11: And what's **CIL**?

You might find people talking about the **Community Infrastructure Levy** or

CIL (pronounced “sill”) rather than a **s106**. This is a standard charge per square metre of floor space to pay for new infrastructure to support growth.

The original idea was that the **CIL** would replace **s106**, but this hasn’t happened in most areas probably because s106 is more flexible. In 2015 the Government commissioned an independent review of CIL so there may be some changes.

Q12: How do I find out how many new people will move into the parish?

We won’t know the details of how many people are living in an area until there’s a **Census**, but, across a large development, I usually use an estimate of 2.5 people per dwelling.

This number might be lower in a traditional area, where there might be more elderly people living alone. But it might be higher if there’s a lot of affordable housing in the new development and therefore more young families, though this might be offset by single person households elsewhere on the site.

Overall, I find that 2.5 people per dwelling gives an estimate that is fairly close to the eventual number.

Q13: Please could you tell me about the letters and numbers in planning applications e.g. A3, B1, D1 etc?

The letters and numbers that you see in a planning application notice in the local paper are called **Use Classes**. They refer to different types of use of land or buildings.

Sometimes you might see an application for a **Change of Use** where, for example, there might be an application to turn a Bank (A2) into a Drinking establishment (A4). Some changes of use need permission and some don’t – further information on this, and any local regulations, will be available from your **Local Planning Authority**.

A proposed development might be described as “**Mixed Use**”, which means that there are several different Use Classes, e.g. there could be apartments above retail, cafés, and offices on the ground-floor.

Please note that this list is just a brief summary and it should not be used for official purposes.

CLASS	USE
CLASS A	SHOPS (INCLUDING SOME SERVICES)
A1 Shops and retail outlets	The customers in all cases should be “visiting members of the general public”. Examples include: shops (where goods are sold), retail warehouses, hairdressers, undertakers, travel and ticket agencies, post offices (but not sorting offices), pet shops, sandwich bars (cold food that is taken away), showrooms, domestic hire shops, dry cleaners.

A2 Financial and professional services	Banks and building societies, professional services (other than health and medical services) including estate and employment agencies. Class A2 does not include betting offices and pay day loan shops which now come in the last category.
A3 Restaurants and cafés	For the sale of food and drink for consumption on the premises – restaurants, snack bars and cafés.
A4 Drinking establishments	Public houses, wine bars or other drinking establishments (but not night clubs), including drinking establishments with expanded food provision.
A5 Hot food takeaways	For the sale of hot food for consumption off the premises.
CLASS B	FURTHER BUSINESS AND INDUSTRIAL ACTIVITIES
B1 Business	Offices (other than those that come under A2), research and development of products and processes, light industry appropriate in a residential area.
B2 General industrial	Use for industrial process other than one falling within class B1 (excluding incineration purposes, chemical treatment or landfill or hazardous waste).
B3 – B7	Special industrial group.
B8 Storage or distribution	Applies to properties which are used for storage or as a distribution centre.
CLASS C	HOTELS, HOSTELS AND DWELLING HOUSES
C1 Hotels	Hotels, boarding and guest houses where no significant element of care is provided (excludes hostels).
C2 Residential institutions	Residential care homes, hospitals, nursing homes, boarding schools, residential colleges and training centres.
C2A Secure residential institution	Use for a provision of secure residential accommodation, including use as a prison, young offenders institution, detention centre, secure hospital, secure local authority accommodation or use as a military barracks.
C3 Dwelling Houses	This class is formed of 3 parts:
	C3(a) Covers use by a single person or a family (taking a wide definition of family, which could include certain domestic employees, e.g. a nanny, a carer and the person receiving the care, and a foster parent and foster child).
	C3(b) Up to six people living together as a single household and receiving care e.g. supported housing schemes such as those for people with learning disabilities.
	C3(c) Allows for groups of people (up to six) living together as a single household. This allows for those groupings that do not fall within the C4 HMO definition, but which fell within the previous C3 use class, to be provided for i.e. a small religious community may fall into this section.
C4 Houses in multiple occupation	Small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom. Large houses in multiple occupation with more than 6 people sharing are included in the final sui generis category.
CLASS D	NON-RESIDENTIAL INSTITUTIONS
D1 covers many 'public' services (which do not fall under Class A)	Clinics, health centres, crèches, day nurseries, day centres, schools, art galleries (other than for sale or hire), museums, libraries, halls, places of worship, church halls, law court. Non residential education and training centres.

D2 addresses the use of premises for entertainment and leisure purposes	Cinemas, music and concert halls, bingo and dance halls (but not night clubs), swimming baths, skating rinks, gymnasiums or area for indoor or outdoor sports and recreations (except for motor sports, or where firearms are used).
SUI GENERIS (meaning 'unique' or 'of its own kind')	Certain uses do not fall within any use class and are considered 'sui generis'. Such uses include: betting offices/shops, pay day loan shops, theatres, larger houses in multiple occupation, petrol filling stations, nightclubs, taxi businesses and casinos.

Q14: Help, there's a lot of jargon! What does it all mean?

This glossary may help a little with that:

TERMS	DESCRIPTION	REF.
5 year housing supply	The Government expects Local Planning Authorities to have a detailed list of sites which are available for housing development over the next 5 years. This list should be kept up-to-date. If there is not a 5 year housing supply the area can be vulnerable to developers who can argue that planning permission should be granted because the Local Planning Authority is not delivering enough new housing.	Q1
Affordable Housing	The term includes social rented, affordable rented and intermediate housing (above social but below market level), provided to eligible households whose needs are not met by the market. Affordable housing should meet the needs of eligible households including availability at a cost low enough for them to afford, determined with regard to local incomes and local house prices.	Q3
Annual Monitoring Report	A report published annually by the Local Planning Authority monitoring progress in delivering Local Plan policies and allocations. It may include the list of 5 year housing supply.	Q1
Area Action Plan (AAP)	A Development Plan Document used when there is a need to provide a planning framework for areas where significant change or conservation is needed e.g. key regeneration areas.	
Brownfield Land (also known as Previously Developed Land)	Land which is or was occupied by a permanent structure. There are various exclusions to use for development, e.g if land was occupied by agricultural or forestry buildings.	Q3
Call for Sites	The Local Planning Authority's request for proposals for sites suitable for development. An assessment of the suitability will be made and a document will be produced called a Strategic Housing Land Availability Assessment (SHLAA)	Q2
Census	An official survey of the population of the country. The next UK Census is scheduled to take place in 2021.	Q12

Change of Use	The Town and Country Planning (Use Classes) Order 1987 (as amended) puts uses of land and buildings into various categories known as ' Use Classes '. It is generally the case that people need planning permission to change from one use class to another, although there are some exceptions.	Q13
Community Infrastructure Levy (CIL)	Pronounced "sill". A mechanism by which Local Planning Authorities can set a standard charge on specified development in their area to pay for new infrastructure required to support growth. The original intention was that this standard charge would replace the negotiated s106 contribution, but in a lot of areas both mechanisms are used as the s106 is more flexible. In 2015 the Government commissioned an independent review of CIL so there may be some changes.	Q11
Consultation Events	Public sessions where local residents and stakeholders can discuss the preparation of the Local Plan with Councillors & Planners or specific proposals for development with developers .	Q4 & Q10
Core Strategy	The Core Strategy was the main strategic document setting out the vision and spatial planning framework for the Local Planning Authority . The Core Strategy is now considered out of date in terms of policies relating to housing and economic development following the publication of the National Planning Policy Framework in 2012.	Q1
Density of new housing	The number of dwellings on a site. This is measured in "dwellings per hectare". 1 hectare = 2.47 acres (as an example, if you think of a house with a very large garden of about ½ acre – a hectare is 5 times the size of the very large garden). Government guidance is that the density being achieved on a development site should be "the optimum density, given due consideration of all relevant factors". Higher densities are expected near transport hubs. As a guide, with good design a medium density of 40 - 50 dwellings per hectare can be achieved which will give people their own front door onto the street, space to park a car and a small garden.	Q3
Developer	A person or company that makes money from buying land, building new houses, offices, etc.	Q3 & Q10
Development Corporation	Organisations established by the Government for the purpose of development. An example in the Diocese of Chelmsford is the London Legacy Development Corporation (LLDC) which has an area a little larger than the Queen Elizabeth Olympic Park as the focus for development. Development Corporations are usually Local Planning Authorities , so they need to produce their own Local Plan.	
Development Plan Documents (DPDs)	Planning policy documents which make up the Local Plan . They help to guide development within a local planning authority area by setting out the detailed planning policies which planning officers use to make their decisions on planning applications .	

District Centre	A groups of shops, separate from the town centre, usually containing at least one food supermarket and non-retail services such as banks and restaurants.	
Duty to cooperate	The duty to cooperate is a legal test that requires cooperation between local planning authorities and other public bodies to maximise the effectiveness of policies for strategic matters in Local Plans .	Q2
Evidence Base	The data, information and knowledge that are used to make decisions.	Q2
Examination in Public	Before a Local Plan can be adopted it is submitted to independent examination by a Planning Inspector to determine if it is “ sound ”. Members of the public can make representations and speak at the Examination if they have previously submitted their responses at the final consultation and request to do so.	Q3
Garden Community and Garden City Principles	<p>Communities which are holistically planned new settlements where development is based on Garden City Principles drawn up by the Town & Country Planning Association (TCPA):</p> <ul style="list-style-type: none"> • Land value capture for the benefit of the community. • Strong vision, leadership and community engagement. • Community ownership of land and long-term stewardship of assets. • Mixed-tenure homes and housing types that are genuinely affordable. • A wide range of local jobs in the Garden City within easy commuting distance of homes. • Beautifully and imaginatively designed homes with gardens, combining the best of town and country to create healthy communities, and including opportunities to grow food. • Development that enhances the natural environment, providing a comprehensive green infrastructure network and net biodiversity gains, and that uses zero-carbon and energy-positive technology to ensure climate resilience. • Strong cultural, recreational and shopping facilities in walkable, vibrant, sociable neighbourhoods. • Integrated and accessible transport systems, with walking, cycling and public transport designed to be the most attractive forms of local transport. <p>For further information go to https://www.tcpa.org.uk/</p>	Q5
Green Belt	An area of open land around a city on which building is restricted. This is different from “green fields” which do not have any specific protection. Areas of Green Belt were established in 1955 primarily to stop urban sprawl. The issue of whether Green Belt protection should be weakened is a current political topic.	Q3

	An interactive map of England’s Green Belt can be found at: https://www.telegraph.co.uk/news/earth/greenpolitics/planning/9708387/Interactive-map-Englands-green-belt.html	
Green Infrastructure	See “ Infrastructure ”.	
Housing Trajectory	A detailed list of where new homes are expected to be delivered over a number of years. Increasingly this is used to prove that the Local Planning Authority has a “ 5 year housing supply ”.	Q1
Infrastructure	Services that are necessary for the day-to-day functions of the community and economy. Infrastructure includes utility services, transport, schools, health, community and leisure services and energy. The phrase “Green Infrastructure” is used to describe a network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.	
Issues and Options	A name that is often used to describe the initial stage of the Local Plan consultation process.	Q2
Landowners	May be individuals, companies, public bodies or councils.	Q2
Land Value Capture	The capture for the public purse of land value increases generated by planning permissions and government infrastructure investment. How to do this is a topic of current debate.	
Live Work Units	Falling within the Sui Generis use class, combining C3 Use Class residential accommodation with workspace falling normally within B1 Use Class, within a single self-contained unit.	
Local Authority	An administrative body in local government. It could be called a borough, a district or a unitary authority.	Q1
Local Centre or Neighbourhood Centre	Typically serves a local catchment often most accessible by walking and cycling and includes local parades and small clusters of shops, mostly for convenience goods and other services.	
Local Councillors	Elected Council members, often with both a “ward” responsibility and a further functional responsibility with the Council.	Q4
Local Development Scheme	Sets out progress on, and timetable for, preparing the Local Plan	Q2
Local Plan	A local plan sets out local planning policies and identifies how land is used, determining what will be built where. Adopted local plans provide the framework for development across England.	Q1 and other
Local Planning Authority	Usually the planning department of the district or borough council exercising statutory planning functions for the area. An exception is if there is a Development Corporation which has planning	Q1 and other

	powers in its area.	
“Locality”	The national network supporting local organisations. “Locality” supports groups in creating neighbourhood plans. Further information at https://locality.org.uk/	Q9
Masterplan	In terms of Town and Country Planning, this is an overall plan for an area of development. It is usual in very large developments for a Masterplan of where housing and Infrastructure will be located to be drawn up before applying for planning permission .	Q7
Mixed-use development	A mix of different land uses, which may include retail, employment, leisure and other uses with homes of different types and tenures. The homes are often above the other uses.	Q13
National Government	The elected government of the country sets the overall policy for new housing and provides the legislative framework to Local Planning Authorities .	Q1
National Planning Policy Framework (NPPF)	Published in 2012, the NPPF sets out the Government’s planning policies for England and how these are expected to be applied. It provides a framework for the production of Local and Neighbourhood Plans which reflect the needs and priorities of their communities. The NPPF is currently being revised and the new document is expected at the end of July 2018	Q1
Neighbourhood Centre	See Local Centre	
Neighbourhood Plan	Community-led framework guiding future development. The Neighbourhood Plan has to be in conformity with the Local Plan for the area. If there is a Town or Parish Council this body is responsible for drawing up any Neighbourhood Plan, but in areas without Town or Parish Councils local people may form a Neighbourhood Forum and designate an area that must then be agreed by the Local Planning Authority.	Q9
Outline Planning Application	See Planning Application	Q7
Parish Council NB In terms of Neighbourhood Planning the Parish Council is the Local Authority Parish and not the Ecclesiastical Parish	In an area with a Town or Parish Council this body is responsible for drawing up any Neighbourhood Plan. The Town or Parish Council should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing the neighbourhood plan.	Q9
Planning Application	Submitted by developers to the Local Planning Authority to gain planning permission . Permission may be sought in principle through outline planning applications, or in detail through full planning applications (sometimes called “reserved matters”, in the sense that they weren’t dealt with in the outline application).	Q7
Planning Committee	The body within the local planning authority which	Q7

	considers and approves Planning Applications.	
Planning Inspector(ate)	The Planning Inspectorate deals with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework in England and Wales. The Planning Inspectorate is an executive agency sponsored by the Ministry of Housing, Communities & Local Government in England and the Welsh Government in Wales.	Q2
Planning Permission	Formal approval given by the planning authority in accordance with the provisions of the Town and Country Planning Act 1990 (as amended), allowing a proposed development to proceed.	
Planning Portal	Online tool for submitting consultation comments	Q4
Pre-publication	A name sometimes given to an early draft of the Local Plan released for the purpose of consultation	Q2
Preferred Options	A name sometimes given to an early draft of the Local Plan released for the purpose of consultation	Q2
Previously Developed Land	See Brownfield Land	
Public Realm	The space between and within buildings that is publicly accessible, including streets, squares, forecourts, parks and open spaces.	
Publication stage	Local Plan version published prior to submission to the Planning Inspectorate for examination.	Q2
Questionnaire	A form for feeding back comments and questions at a consultation event .	Q4
Regulation 18 Local Plan and Regulation 19 Local Plan	Parts of the consultation exercise for a Local Plan. The different numbers refer to sections of the Town and Country Planning (Local Planning) (England) Regulations 2012.	Q2
Reserved Matters	See Planning Application .	Q7
Section 106 / s106	Planning obligations, also known as Section 106 agreements (based on that section of The 1990 Town & Country Planning Act) are private agreements made between local planning authorities and developers and can be attached to a planning permission to make acceptable development which would otherwise be unacceptable in planning terms. The land itself, rather than the person or organisation that develops the land, is bound by a Section 106 Agreement, something any future owners need to take into account.	Q10
Settlement (when used in Local Plans) Settlement boundary Settlement hierarchy	An area of built development. It can refer to any size of development - a hamlet, village, town or city. Local Plans will show settlement boundaries which are the dividing lines between the area of built development and non-urban or rural areas. Local Plans will usually list the settlement hierarchy - the size of settlements usually in descending order. Larger settlements are likely to have more proposals for new housing because they will probably have more Infrastructure .	Q2

Sound – e.g. a Local Plan is examined by a Planning Inspector and found to be sound	<p>Paragraph 182 of the National Planning Policy Framework lists the tests that will be made by the Planning Inspector to determine if the Local Plan is sound – that it is:</p> <ul style="list-style-type: none"> • <u>Positively prepared</u> – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development; • <u>Justified</u> – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence; • <u>Effective</u> – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and • <u>Consistent with National Policy</u> – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework. 	Q3
Spatial planning framework	A structure of rules or ideas used by the public and private sector to influence the distribution of people and activities in spaces of various scales.	
Standard Assessment Formula	A new tool, coming from National Government , detailing target numbers of new homes.	Q2
Stakeholder	Anybody who can affect, or is affected by, a project. This includes the local community.	
Statement of Community Involvement (CSI)	A document giving details of how community members will be consulted.	Q2
Statutory development plan	A set of documents required by law (statute) that set out the local planning authority's policies and proposals for the development and use of land in their area.	Q9
Strategic Housing Land Availability Assessment (SHLAA)	An assessment of land availability for housing which informs local development documents	
Streetscape	The visual treatment of the spaces between buildings. It is concerned with surfaces (e.g. pavements) and items placed upon them (e.g. lighting, street furniture)	
Sui Generis	A category within the planning use class system for a type of use of land or building which does not fit into any of the other categories. The word literally means “of its own kind”.	Q13
Use Classes	The different types of use of land or buildings within the planning system.	Q13

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