Statement of Community Involvement – a Local Development Document which is subject to independent examination and sets out how the Council will involve the community and stakeholders in preparing Local Development Documents and in making decisions on planning applications.

Strategic policy – a high-level policy that deals with more than one local area. For example, a strategic policy regarding housing would set out figures for the provision of new houses in Manchester as a whole - a local policy would deal with the type of housing that would be suitable for a particular area.

Submission – following the preferred options stage, the ‘submission’ version of the Development Plan Document or Statement of Community Involvement is prepared to take into account any representations made on the preferred options version (received during the earlier 6-week consultation period).

The submission Development Plan Document (together with the sustainability appraisal report) is submitted to Government Office North West and subject to a further six weeks of public consultation, during which time the document will be available in libraries across Manchester, at Planning Reception on Level 7 of the Town Hall Extension and on the Council’s website.

After the submission stage the Development Plan Document / Statement of Community Involvement is subject to independent examination.

Sub-Regional – an area under consideration which would usually be larger than Greater Manchester but smaller than the North West Region.

Supplementary Planning Documents – prepared by MCC to supplement the policies and proposals in the Development Plan Documents:

- Not subject to independent examination
- Have less status than Development Plan Documents.

Sustainability Appraisal – MCC is required to carry out an appraisal of the social, environmental and economic effects of policies and proposals in Development Plan Documents and Supplementary Planning Documents, and to produce a report based on the findings and outcomes of this appraisal.

Urban Capacity Study – to underpin policies for new housing in Manchester, MCC has commissioned consultants to prepare an Urban Capacity Study which assesses the ability of areas within the City to provide additional housing at different densities.

Unitary Development Plan (UDP) – adopted in 1995, the UDP sets out MCC’s aspirations for the development of the city. It forms the basis of decisions regarding planning applications in Manchester.
Introduction

The Planning and Compulsory Purchase Act commenced in September 2004 and introduced a new planning process. All local planning authorities must now produce a Local Development Framework (LDF) to replace the old Unitary Development Plan (UDP). The LDF is a collection of documents and will comprise:

- **Local Development Scheme (LDS)** – describes all of the local development documents to be prepared by the local planning authority over the next four years, including a timetable for their preparation.

- **Local Development Documents (LDDs)** including:
  - **Statement of Community Involvement (SCI)** – setting out how consultation will be undertaken and in what format
  - **Development Plan Documents (DPDs)** – Planning policy documents setting out the Council’s approach to development in the City

A **Sustainability Appraisal (SA)**, which is an assessment of economic, social and environmental impacts of policies, will accompany each Local Development Document with the exception of the SCI.

The LDDs will set out spatial planning policies for the future development of Manchester and will include Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). The DPDs have more weight whereas others serve as guidelines relating to procedures (Statement of Community Involvement) or giving more information on a particular issue (Supplementary Planning Document).

The Development Plan Documents (DPDs) along with the **Regional Spatial Strategy (RSS)** (prepared by the Regional Assembly) are legally defined as the Development Plan.

The new system aims to be more ‘front-loaded’ in terms of plan preparation. This means engaging the community and other organisations at an earlier stage than the previous system, i.e. before drafting of policies has begun. It places a greater emphasis on participation from the community to identify the key issues affecting their local areas.

The diagram opposite shows the range of documents that can be prepared by the local planning authority which together form the Local Development Framework (LDF).
Local Development Scheme
Manchester’s Local Development Scheme (LDS) describes what the City Council’s current planning policy documents are and the timetable for the preparation of Local Development Documents (LDDs) which will make up the Local Development Framework. These will replace existing UDP policies over the next four years.

The four-year programme set out in the LDS shows ‘milestones’ in the preparation of LDDs, including opportunities for the public and other stakeholders to get involved. With the exception of the SCI, only DPDs are subject to independent examination. The milestones are the approximate dates when the following will happen:

- **Commencement of preparation**
- **Preferred options stage** – a six-week period where the public can make comments on a DPD (or SCI). At this stage it will include several different versions but will highlight the Council’s favoured option
- **Submission to the Secretary of State** – this is when the Council submits the DPD to the Government Office for the North West and is the beginning of a further six-week public consultation period
- **Examination** – an independent Inspector will assess the DPD to see if it is sound. The Inspector will produce a binding report and any recommendations must be taken on board by the Council.
- **Adoption** – when the Council has made any changes recommended in the Inspector’s report, the DPD will be formally adopted and it will come into force.

The document will also set out how progress will be monitored, the LDS reviewed and identify resources required and potential constraints to delivery. Progress towards the milestones will form an essential part of the overall assessment of the Council’s performance.

Spatial Planning
The new Act introduces the concept of ‘Spatial Planning’ into the planning process. Using a ‘spatial’ perspective means looking at the wider picture, taking into consideration the interaction and effects of a variety of different themes relating to a specific area.

Spatial planning gives the opportunity to develop policies with a wider focus, whilst also containing more specific details relating to the actual implementation of policies. It also places more emphasis on sustainable development.

Defined, spatial planning means:
- Location-specific
- Identifies inter-dependencies and relationships between different topics, i.e. housing and employment
- Seeks to identify local diversity and specific needs
- Links local strategies and programmes and identifies what this means in terms of land use planning within an area
- Not restricted to implementation through planning but can be dependent on implementation by another Council department or external organisation such as the health authority
- Considers economic, social and environmental matters
Community Involvement

Opportunities for public involvement will not be limited to the formal six-week consultation periods set out in the Local Development Scheme. All stakeholders will be encouraged to put forward their views on what the Core Strategy should address during the three months before drafting begins. There will also be the opportunity for individuals to comment on policies throughout the drafting stages. Manchester’s Statement of Community Involvement (SCI) will set out how the Council will involve the community and other stakeholders in the creation of DPDs and SPDs and explain how the Council will use the comments received when preparing DPDs and SPDs. It will also set out the Council’s policy for consultation on planning applications.

The types of organisations to be consulted will be set out in the SCI and will include professional bodies, neighbouring local authorities, businesses and the community including voluntary groups, interest groups, faith groups, tenants’ and residents’ associations. The consultation methods to be used will vary according to the different stages of document production and to meet the needs of different groups. The Council will use the guidelines set out in the Manchester Community Engagement Strategy toolkit when setting out how these groups will be involved.

The SCI is a local development document (not a development plan document) but is subject to consultation and independent examination.

Sustainability Appraisal

The Council has to carry out an integrated Sustainability Appraisal (SA) on all DPDs. The SA will incorporate the Strategic Environmental Assessment (SEA) required by EC Regulations.

The Sustainability Appraisal (SA) will be embedded into the production of all DPDs at the very start of preparation and updated at each milestone stage.

As part of the process, the Council will:
- Prepare and consult on a Sustainability Appraisal framework. The framework will enable the social, environmental and economic effects of plan strategies and policies to be appraised as they are drafted
- Carry out consultation on the Sustainability Appraisal alongside the DPD at each stage.

The Sustainability Appraisal will play an important part in demonstrating if a local development document is sound by ensuring that it reflects sustainable development objectives.

Soundness

Before a DPD can be adopted it must be tested at an independent examination for “soundness”. There are three elements to soundness:

- **Procedural** – have local development documents been prepared in accordance with the procedures set down in the Planning and Compulsory Purchase Act?
- **Conformity** – does the plan conform with national/regional policy and the Council’s own Community Strategy?
- **Soundness of policies:**
  - The plan is coherent and consistent within and between local development documents
  - The plan represents the most appropriate approach, having considered the relevant alternatives, and is founded on a robust, credible base
  - The plan is reasonably flexible to enable it to deal with changing circumstances
Conformity
Local development documents must be in general conformity with the following:
- National Planning Policy Statements
- Regional Spatial Strategy for the North West (RSS13) (under review)
- The Manchester Community Strategy 2002-2012
The LDF has to be prepared within the context of national and regional policy. It has to consider the issues set out in these documents and the policy directions given.

To deviate from these policies is possible but only if the City Council can provide enough evidence to justify the plan not being in accordance with particular policies. (This would be considered an exception rather than the norm.)

Documents to be adopted within four years:
The Core Strategy
The Core Strategy is the DPD which will contain a vision of the City based on the Community Strategy vision. In addition to conforming with the documents outlined previously, it will contain policies drawn from:
- The Government’s Sustainable Communities Plan which includes specific references to Manchester. This addresses the problems of low-demand housing within the Manchester/Salford Housing Market Renewal Pathfinder area
- The Northern Way Growth Strategy which is a major initiative for the three northern regions. The City of Manchester is the focus of the Manchester city region.

The Core Strategy will also be the spatial framework for the City of Manchester, comprising policies for the general location of strategically important development, such as:
- Manchester Knowledge Capital
- Manchester Airport
- Central Park and other key employment sites
- District, Local and Neighbourhood Centres
- Regeneration Areas
- Housing Market Renewal
North Manchester Area Action Plan

North Manchester can make a major contribution to the Government’s Northern Way Growth Strategy as it has the potential to create sustainable urban communities with good connections to major employment locations. Therefore, in addition to the regeneration policies in the Core Strategy, an Area Action Plan specifically for North Manchester is required.

The North Manchester Strategic Regeneration Framework was completed in 2003 and was followed up with local plans prepared for Blackley Village, Harpurhey and Lightbowne. Others are due to be completed shortly and will provide a good framework for progressing the regeneration and development of sustainable urban neighbourhoods in North Manchester. To assist the continued regeneration of this area, these documents need to be underpinned by the LDF.

North Manchester is home to some 86,000 residents in seven communities. This area is confronting an array of challenging and inter-related economic, social and physical issues. A significant proportion of North Manchester is located within the Manchester/Salford Housing Market Renewal Pathfinder Area and has experienced problems associated with low demand, from abandonment of housing and high crime rates to poor health and low educational attainment.

Due to a departing population and high levels of unemployment, economic activity is low. These problems are being addressed by the North Manchester Partnership and require all Council and external bodies’ strategies to be co-ordinated.

Site-Specific Allocations and Proposals Map

This DPD will assist in implementing the Core Strategy by detailing site-specific allocations of land for the types of uses identified in the Core Strategy. The City Council will be able to update allocations in light of changes to other local development documents or implementation on the ground.

The types of site-specific policies will include:
- Regeneration areas
- Centres hierarchy
- Green belt land
- Employment sites
- Safeguarded transport routes
- Protected areas of the environment

The site allocations will be identified on an Ordnance Survey base map which will accompany this document.
The new planning process is full of technical terms which are explained in this leaflet. Where there are colour coded words in the text it means that this term is defined in the leaflet.

**Adoption** — Development Plan Documents and the Statement of Community Involvement are described as being adopted when they have been through an independent examination. When they are adopted by the City Council they come into force. Supplementary Planning Documents are adopted by Manchester City Council (MCC) but do not have to go through independent examination first.

**Annual Monitoring Report** — a report measuring the delivery of policies and performance against objectives and targets set out in the development plan.

**Area Action Plan** — a Development Plan Document which will be used to provide a planning framework for areas undergoing significant change or areas of conservation.

**Brownfield site (also called a previously developed site)** — land which has been developed in the past. Brownfield sites are the priority for development over greenfield sites and Manchester City Council is required to build at least 90% of new houses on brownfield sites. An example of this is in Ancoats where land that was formerly used for industry is now being redeveloped with apartments.

**Community Strategy** — the long-term vision for Manchester which provides the framework for regeneration and service improvement. All City Council policies and strategies must comply with the Community Strategy.

**Core Strategy** — a key Development Plan Document which sets out a long-term spatial vision for Manchester through strategic policies. Development proposals (planning applications) will be assessed against the policies in the Core Strategy.

**Development Brief** — sets out planning requirements for the development of a Manchester City Council-owned site, for example design and access requirements.

**Development Plan** — at a local level the development plan encapsulates MCC's aspirations for the future development of Manchester in policies and forms the basis for decisions on planning applications. The development plan for Manchester will be part of the Local Development Framework and is made up of the Development Plan Documents which are explained in the next definition. Manchester’s previous development plan (called a Unitary Development Plan) was adopted in 1995.

The development plan dealing with issues affecting the whole North West region is called the Regional Spatial Strategy. This is prepared by the North West Regional Assembly.

**Development Plan Documents** — these documents are:
- The Core Strategy
- Area Action Plans
- Site Specific Allocations
- The Proposals Map

They are subject to independent examination.

**District Centre** — a retail and/or commercial centre which includes public services such as a library, doctor’s surgery and post office.

**Evidence Base** — various national, regional, sub-regional and City Council strategies and statistical data which are used as a basis for writing policies in the Local Development Framework. For example, information from the Census would be used to show that a new school was needed in an area where there are lots of young children.

**Front-loading** — the new planning system incorporates stakeholder involvement from the very beginning of preparing the Local Development Framework.

**Government Office North West** — endorses Manchester’s Local Development Scheme on behalf of Central Government.

**Green Belt** — an area of open land around a built-up area where any proposals for new building have to satisfy certain requirements to prevent urban sprawl. Within Manchester the Mersey Valley, the airport and surrounding land, Clayton Vale and Heaton Park are designated as green belt areas.

**Greenfield site (also called a previously undeveloped site)** — land which has not been developed in the past.

**Independent Examination** — a meeting held in public where an Inspector from the Government’s Planning Inspectorate examines the soundness of Development Plan Documents and the Statement of Community Involvement. People who have made a representation on a Development Plan Document have the right to be heard at this meeting if they want to.

**Local Development Documents** — the documents making up the Local Development Framework, comprising:
- Development Plan Documents as set out in earlier definition
- Statement of Community Involvement
- Supplementary Planning Documents

**Local Development Framework (LDF)** — folder of Local Development Documents for Manchester setting out the City Council’s aspirations for the future development of Manchester.
Local Development Scheme – sets out the timetable for preparation of Local Development Documents. The Council sets out specific dates (called milestones) in the Local Development Scheme showing when we will do the following:

- Begin preparing a Local Development Document
- Carry out consultation on Local Development Documents
- Hold an independent examination of Development Plan Documents and the Statement of Community Involvement
- Adopt a Local Development Document

Manchester’s Local Development Scheme was approved by Government Office North West for approval in March 2005.

Material Consideration – when considering planning applications, MCC will make the decision for approval/refusal using existing adopted Local Development Framework policies. In addition, future policies in draft format (i.e. not yet adopted) which are known as ‘material considerations’ can also be referred to. These material considerations do not hold as much weight as adopted policies.

Planning Applications – process where people apply to Manchester City Council for:

- Permission to build a new structure or extension
- Consent to alter or demolish a Listed Building
- Consent for demolition of a building in a Conservation Area

MCC will provide an explanatory note accompanying the preferred options document stating the reasons these policies have been selected for consideration as the preferred options and a summary of the other alternatives that were also considered. The sustainability appraisal report will be part of this accompanying material.

Planning Inspectorate – a Government body which carries out examination of Development Plan Documents and the Statement of Community Involvement to assess their soundness.

Planning Policy Guidance Notes/Planning Policy Statements – There are 25 Government-issued Planning Policy Guidance Notes relating to approaches that should be taken towards dealing with various planning issues in:

- Development plan policy preparation
- Giving/refusing planning permission.
  (Planning Policy Guidance Notes are being replaced by Planning Policy Statements.)

Preferred Options – following initial public consultation, MCC will draw up draft policies for Development Plan Documents and the Statement of Community Involvement called preferred options. These will be subject to six weeks of public consultation.

The preferred options document will be available in libraries across Manchester, at Planning Reception on Level 7 of the Town Hall Extension and on the MCC website (www.manchester.gov.uk).

The decision reached by the Council will take into account the policies in the Local Development Framework.

Regional Spatial Strategy – sets out policies for the development and use of land in the North West. It is prepared by the Regional Planning Body – the North West Regional Assembly. Policies in Manchester’s Local Development Framework have to be in conformity with the Regional Spatial Strategy.

Representations – comments received by MCC relating to:

- Preferred options (during the six-weeks consultation stage)
- The submission document (during the six-weeks consultation stage)
- The accompanying sustainability appraisal report.

Review – the process following the Annual Monitoring Report where the effectiveness of a Local Development Document or individual policy is judged and a decision is taken to retain, modify or replace the policy or document.

Site-Specific Allocations and Policies – a Development Plan Document identifying sites for specific types of land use and any requirements related to these.

Soundness (of plan) – Independent examination of Development Plan Documents and the Statement of Community Involvement will assess whether policies and proposals are ‘sound’ by looking at:

1) Whether the preparation process has been followed correctly
2) Whether the policies and proposals are in conformity with national (Planning Policy Guidance Notes)/Planning Policy Statements) and regional (Regional Spatial Strategy) policy.
3) Whether policies and proposals are implementable.

Spatial Planning – ‘spatial’ in planning terms means that a range of MCC departments and external agencies are involved in preparing and implementing the development plan. Spatial policies will describe how local authorities and other agencies co-ordinate their actions.

Stakeholder – anyone with an interest in Manchester’s development. This includes professionals and the community.