South Gloucestershire Core Strategy

Self – assessment toolkit

INTRODUCTION

SELF - ASSESSMENT TOOLKIT

The Planning Inspectorate (PINS) strongly urges councils to conduct a self-assessment in order to prepare a good spatial plan that successfully addresses the key issues for the area. However, the toolkit is only advisory and not a regulatory requirement**.**

The self-assessment toolkit comprises of 2 parts, namely the legal compliance toolkit and the soundness toolkit.

The legal compliance tool in part 1 takes a chronological approach to DPD preparation. There are five checklists with headings that reflect the broad stages:

1. Inception – planning the production of the DPD
2. Preparation – frontloading phase
3. Preparation – formulation phase
4. Publication – to enable representations to be made
5. Submission – to the Secretary of State

The structure of the soundness toolkit in part 2 is based directly on the tests of soundness and key questions in the Planning Inspectorate's guidance on the framework for assessing soundness and assumes two phases of plan preparation: 'frontloading' and 'formulation'.

Please note, this toolkit has been prepared in the context of the evolving planning agenda since 2007, culminating in the recent announcement by the coalition government of the revocation of regional spatial strategies (RSS), to be taken forward through the "Localism Bill" later this year**.**

PART ONE – LEGAL COMPLIANCE

Stage one: Inception

Introduction

You should aim to build up the evidence in the tool. This can be done by anticipating the submission requirements and ensuring that the correct procedures are carried out as the development plan document is prepared. The components of the required statements will be progressively put in place as plan preparation proceeds.

Where the 'Possible evidence' column refers to a document that will not be complete until a later stage (for example, the sustainability appraisal report), documents that will contribute to that report are relevant at the earlier stages. This way, the submitted report provides the evidence at submission, with an audit trail back to its source.

In terms of legal compliance, the main issues for the inception stage are in relation to:

- pre-planning for community engagement
- planning the sustainability appraisal (including consultation with the statutory environment consultation bodies)
- ensuring that the plan rests on a credible evidence base, including meeting the Act's requirement for keeping matters affecting the development of the area under review.

Regulation 24 notes that a statement setting out which bodies and people the council invited to make representations under Regulation 25 is one of the proposed submission documents. In this tool, the term 'consultation statement' is used to describe this statement.

Stage 1: Inception

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
1. Is the development plan document identified in the adopted local development scheme and have you recorded the timetable for its production?	The Act section 15(2); section 19(1)	PPS12 paragraphs 4.50; 4.53-4.58	Milestones are set out in PPS12 (box after paragraph 4.55).	i. The adopted local development scheme at the time of: • commencement of the development plan document • the published development plan document • the submitted development plan document ii. The relevant annual monitoring report (if changes need to be explained)	Yes - Local Development Scheme (2007 – 2009) identified start of CS production as March 2007, with pre-production Jan/Feb 2007 Timetable errratum to above LDS (August 2007) for Issues & Options consultation Local Development Scheme Update for 2009 – 2011 Local Development Scheme 2011 – 2013, March 2011 LDS 2011 - 2013 AMR 2009 explains reasons for LDS Update to CS timetable for 2009 - 2011

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
2. Have you considered how community engagement will be programmed into the preparation of the development plan document?	1. The Act section19(3) 2. Regulation 25	PPS12 paragraphs 4.19-4.29	Unless the statement of community involvement has been amended, you may need to set out any changes to community engagement as a result of changes in legislation.	i. The statement of community involvement ii. The project plan for the development plan document	Yes - Statement of Community Involvement , May 2008 SCI Accompanying Information Note setting out procedural changes to the adopted Statement of Community Involvement as a result of legislation changes SCI Advice Note
3. Have you considered the appropriate bodies you should consult?	Regulation 25	1. PPS12 paragraphs 4.25 -4.26 2. Plan Making Manual – Consultee list	Regulation 2 defines the general and specific consultation bodies	i. The statement of community involvement ii. Reports and decisions setting out the approach to be taken to specific and general consultation bodies iii. Consultation statement	Yes - Statement of Community Involvement, May 2008 (see link above) Pre Issues & Options Engagement Statement Pre Issues & Options
4. Is baseline information being collected and	The Act, section13	PPS12 paragraphs 4.36		i. Documents dealing with collection of	Yes - Sustainability Appraisal Scoping

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
evidence being gathered to keep the matters which affect the development of the area under review?		– 4.47		baseline information ii. Relevant technical studies iii. The annual monitoring report	Report, March 2008 Scoping Report Annual Monitoring Report – contextual indicators 2008 - 2009 AMR 08-09 Evidence base: Evidence base - South Gloucestershire Council
5. Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?	The Act section19(5)	1. PPS12 paragraphs 4.50; 4.39-4.43 2. Strategic Environmental Assessment Guide, chapter five		i. Sustainability report scoping document ii. Sustainability appraisal report	Yes - Sustainability Appraisal Scoping Report, March 2008 (see link above) Initial Core Strategy Sustainability Appraisal Report, May 2008 Initial SA Report
6. Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of	Regulations 9 and 13 of The Environmental Assessment of Plans and Programmes	PPS12 paragraph 4.40 SEA Guide Ch 3	The Strategic Environmental Assessment consultation bodies are also amongst the 'specific consultation	Copies of the consultation letters sent to the bodies	Yes - Sustainability Appraisal Scoping Report, March 2008 Letters sent to English Nature, Natural

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
detail of the environmental information to be included in the sustainability appraisal report?	Regulations 2004 No 1633.		bodies' which are defined in Regulation 2)		England and English Heritage in 2007 Wider consultation also undertaken

Stage two: Plan preparation - frontloading phase

Introduction

The council is required to invite specific and general consultation bodies to make representations about the content of the development plan document. The New Regulation 25 section in the Plan Making Manual observes that the requirements of the regulations may be fulfilled by other activities of the council and its partners. You should review all the legal requirements set out in this, as well as the following phase, to satisfy yourself that they are properly addressing all the matters they should.

Information assembled during this phase contributes to:
- showing that the procedures have been complied with
- developing alternatives and options and appraising them through sustainability appraisal and against evidence.

The council should record actions taken during this phase as they will be needed to show that the plan meets the legal requirements. They will also show that a realistic and reasonable approach has been taken to plan preparation.

You can refer to the following sections of the Plan Making Manual:
- Preparation of development plan documents
- Core strategy: managing its development
- Sustainability Appraisals: challenge questions
- Developing the evidence base

Stage 2: Plan preparation - frontloading phase

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
1. Have you notified the specific consultation bodies that have an interest in the subject of the development plan document and invited them to make representations about its contents?	Regulation 25(1) and (2)(a)	PPS12 paragraphs 4.24 – 4.29	Specific consultation bodies are defined in Regulation 2 If any bodies are omitted, you should give a clear justification for doing so, including reference to the SCI.	i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies have been omitted from consultation	Yes - Issues & Options Engagement statement Issues & Options Statement of Community Involvement, May 2008 SCI Copies of representations received to Reg 25 and Reg 27 consultations
2. Have you notified the general consultation bodies that you consider have an interest in the subject of the development plan document and invited them to make representations about its contents?	Regulation 25(1) and (2)(b)	PPS12 paragraphs 4.24 – 4.29	General consultation bodies are defined in Regulation 2. You should be able to give a clear justification for your selection of the bodies, including reference to the statement of community involvement.	i. Consultation statement ii. Copies of documents consulting these bodies iii. Record of discussions iv. Copies of representations made v. A brief statement setting out the reasons why any bodies were or were not included	Yes, Issues & Options Engagement statement (see link above) Statement of Community Involvement, May 2008 (see link above) Copies of representations received to Reg 25 and Reg 27 consultations

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
3. Are you inviting representations from people resident or carrying out business in your area about the content of the development plan document?	Regulation 25(3)	PPS12 paragraphs 4.24 – 4.29		i. Consultation statement ii. Copies of documents consulting these persons iii. Record of discussions iv. Copies of representations made	Yes, Issues & Options Engagement statement (see link above) Statement of Community Involvement, May 2008 (see link above) Copies of representations received to Reg 25 and Reg 27 consultations
4. Are you engaging with stakeholders responsible for delivery of the strategy?	Regulation 25	PPS12 paragraphs 4.4; 4.27 – 4.29; 4.45	PPS12 paragraph 4.29 gives examples of relevant delivery agencies	i. Consultation statement ii. Copies of documents consulting these people iii. Record of discussions	Yes, Issues & Options Engagement statement (see link above) Statement of Community Involvement, May 2008 (see link above) New Neighbourhoods Delivery Plan New neighbourhood Delivery Plan

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
					Infrastructure Delivery Plan IDP
5. Are you taking into account representations made?	Regulation 25(5)	PPS12 paragraphs 4.19-4.29; 4.37	Evidence from participation is part of the justification	i. Consultation statement ii. Any reports on the selection of alternatives and options for the development plan document	Yes - Issues & Options Engagement statement (see link above) Statement of Community Involvement, May 2008 (see link above) Sustainability Appraisal Report, March 2010 and December 2010 SA Report March 2010 Appendices - March 2010 SA Report Dec 2010 SA Appendices Dec 2010 Summary of Responses to the Issues & Options Consultation document

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
					Summary of Responses to Issues & Options
6. Does the consultation contribute to the development and sustainability appraisal of alternatives?	1. The Act section19(5) 2. Regulations 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633.	1. PPS12 paragraphs 4.39-4.43 2. SEA Guide, chapter three		i. Consultation statement ii. Any reports on the selection of alternatives and options for the development plan document iii. Sustainability appraisal report	Yes – Initial Core Strategy Sustainability Appraisal Report, May 2008 Initial SA Report Sustainability Appraisal Report, March 2010 and December 2010 (see link above) Stakeholder workshops included within the Consultation statement for Pre-Submission Draft Consultation Statement for Pre-Submission Draft
7. Is the participation: • following the principles set out in your statement of community involvement • integrating	1. The Act s.19(3) 2. Regulation 25	PPS12 paragraphs 4.19 – 4.26; 4.42		i. Consultation Statement ii. The statement of community involvement iii. The relevant sustainable	Yes, Statement of Community Involvement, May 2008 (see link above) Sustainable Community Strategy, February

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
involvement with the sustainable community strategy • proportionate to the scale of issues involved in the development plan document?				community strategies	2008 SCS Issues & Options Engagement Statement (see link above) Consultation Statement for Pre-Submission Draft (see link above)
8. Are you keeping a record of: • the individuals or bodies invited to make representations • How this was done • The main issues raised?	Regulation 24	PPS12 paragraphs 4.24 – 4.29	You will need to submit a statement of representations under Regulation 30(1)(d): see Submission stage below. Regulation 49 deals with the availability of documents and the time of their removal	i. Consultation statement ii. Reports by the council on the consultation iii. Copies of representations and relevant correspondence iv. Technical reports on the engagement process	Issues & Options Engagement statement (see link above) Summary of Responses to the Issues & Options Consultation document Summary of Responses to Issues & Options Post Issues & Options Engagement Statement Post Issues & Options Engagement Statement

Activity	Legal Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
9. Are you developing a framework for monitoring the effects of the development plan document?	1. The Act section 35 2. Regulation 48 Reg 17 of The Environmental Assessment of Plans and Programmes Regulations 2004 No1363	1. PPS12 paragraphs 4.39 – 4.43 and 4.47 2. SEA Guide, Chapter five 3. Office of the Deputy Prime Minister monitoring guide		i. Sustainability appraisal report ii. The annual monitoring report iii. Reports or documents setting out the appraisal and monitoring framework	Yes, Sustainability Appraisal Scoping Report Scoping Report Initial Core Strategy Sustainability Appraisal Report, May 2008 (see link above) Sustainability Appraisal March 2010 and December 2010 (see link above) Annual Monitoring Report 2009-2010 AMR 09-10
10. Have you arranged to send copies of documents used in consultation to the Government Office and Planning Inspectorate?	Not statutory, but will assist in identifying issues leading towards a sound development plan document	Plan Making Manual - New Regulation 25		Copies of correspondence with the Government Office and Planning Inspectorate	Yes. In accordance with our Statement of Community Involvement documents were provided at all stages – see all relevant engagement statements

Stage three: Plan preparation - formulation phase

Introduction

This stage has many legal matters, for process and content, to address. The council should be beginning to formulate the preferred strategy for the core strategy (or whichever vehicle the council chooses to address Regulation 25 requirements). To do this, the council should use the information gathered and previous collaborative work with stakeholders.

For other types of development plan document, the term 'preferred strategy' refers to the preferred site allocations or policies. Paragraphs 4.26 and 4.38 of PPS12 make it clear that explicit consideration of alternatives is a key part of the plan making process. They also state that for significant development plan documents it is usually appropriate to involve the community in considering them. Paragraph 4.5 of PPS12 notes that it is essential that the core strategy makes clear spatial choices about where development should go in broad terms.

You should evaluate the reasonable alternatives identified in 'stage two: frontloading phase – plan preparation' phase against the:
- completed body of information from evidence gathering
- results of sustainability appraisal
- findings from community participation.

This may be written up as a preferred strategy report. The results of participation on the preferred strategy and an accompanying sustainability report will enable the council to gauge the community's response and receive additional evidence about the options. The council can then decide whether, and how, the preferred strategy and policies should be changed for publishing the finished development plan document.

Alternatives developed from the evidence and engagement during the frontloading stage need to be appraised to decide on the preferred strategy. Participation will also need to be carried out on it.

We stress that these matters need to be considered, and dealt with, in good time, and not left until publication. Supporting documents will assist in providing evidence that decisions on alternatives and strategy are soundly based. These documents will, in due course, become part of the proposed submission documents in stage four.

The council should tell all parties that this is the main participation opportunity on the emerging plan. The publication stage will not be a participation or consultation process. Instead, the publication stage is a formal opportunity for anyone to communicate their dissatisfaction with an aspect of the development plan document's soundness. This is carried out with representations made to the inspector for consideration at examination. The more effectively this message is put across, the lower the chance of late changes being brought forward following publication.

Please refer to the following sections in the Plan Making Manual:
- Core strategy: managing its development
- Sustainability appraisal
- Considering alternatives

Stage three: Plan preparation - formulation phase

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Response/Evidence provided
11. Are you preparing reasonable alternatives for evaluation during the preparation of the development plan document?	Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No. 1633	1. PPS12 paragraph 4.38 2. SEA Guide, Chapter five	The sustainability appraisal report and supporting documents relevant to the preparation of the development plan document are part of the proposed submission documents (see Regulation 24)	Documents supporting decisions on alternatives and any preferred strategy	Yes - Core Strategy, Issues and Options document Core Strategy - issues and options - South Gloucestershire Council Initial Core Strategy Sustainability Appraisal Report, May 2008 Initial SA Report Sustainability Appraisal Report, March 2010 and December 2010 SA Report March 2010 Appendices - March 2010 SA Report Dec 2010 SA Appendices Dec 2010 Yate Community workshops, June and November 2009 Yate Workshop 1

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Response/Evidence provided
					Yate Workshop 2 Thornbury Community workshop October 2009 Thornbury workshop Cribbs/Patchway workshop, December 2009 North Fringe workshop
12. Have you assessed alternatives against: • consistency with national policy • general conformity with the regional spatial strategy?	The Act section19(2), section 24	PPS12 4.30 – 33	General conformity with the regional spatial strategy is tested formally later but you need to consider it during preparation of the development plan document	i. Supporting documents ii. Correspondence with Government Offices and regional planning body (or Mayor of London)	Yes – Core Strategy Issues & Options prepared with regard to emerging RSS Sustainability Appraisal Report, March 2010 and December 2010 (see link above)
13. Are you having regard to: • adjoining regional spatial strategies, the spatial development strategy for London, or Welsh Spatial Plan (as	1. The Act section19(2) 2. Regulation 15(1)(g)			i. Supporting documents ii. Correspondence with the relevant bodies	Yes - All relevant strategic plans have been taken into account, as appropriate

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Response/Evidence provided
appropriate) • the National Planning Framework for Scotland?					
14. Are you having regard to: • the sustainable community strategy of the authority or other authorities whose area comprises part of the area of the council • any other local development documents adopted by the council?	The Act section19(2)	PPS12 paragraphs 1.6; 4.22 - 4. 23; 4.34 - 4. 35		i. Supporting documents ii. The Sustainable community strategies iii. Relevant local development documents iv. Correspondence with the local strategic partners	Post Issues & Options Engagement Statement Post Issues & Options Engagement Statement Liaison with Local Strategic Partnership and cross boundary working
15. Do you have regard to other matters and strategies relating to: • resources • the regional development agencies' regional economic strategy • the local transport plan and transport facilities and	1. The Act section19(2) 2. Regulation 15		As well as the matters and strategies listed in the Act and Regulations there are likely to be other matters identified in planning policy statements, regional and local strategies that you will need to have regard to in	i. Supporting documents ii. Correspondence with the relevant bodies and the Government Office	Yes, where relevant. See Sustainability Appraisal Report, March 2010 (see link above)

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Response/Evidence provided
services • waste strategies • hazardous substances and accidents?			preparing the development plan document.		
16. Are you having regard to the need to include policies on mitigating and adapting to climate change?		Annex to PPS1 on climate change	This is expected to be an amendment to section 19(2) of the Act.	Supporting documents	Yes – the Issues & Options tested options for climate change, mitigation and adaptation recognised in Key Issue 8 and the need for 'Reducing and Adapting to Climate Change'. (link to document above)
17. Have you undertaken the necessary sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?	1. The Act section19(5) 2. Regulation 12 and 13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	1. PPS12 paragraphs 4.38 – 4.43 2. SEA Guide, Chapter five	Regulation13 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633 sets out the consultation procedures	i. Reports on the sustainability of alternatives ii. Record of work undertaken on sustainability appraisal iii. Supporting documents	Yes - Initial Core Strategy Sustainability Appraisal Report, May 2008 (see link above) Sustainability Appraisal Report, March 2010 (see link above) Post Issues & Options Engagement

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Response/Evidence provided
					Statement (see link above) Testing of alternatives in Thornbury, Yate, Bristol North Fringe
18. Are you setting out clear reasons for any preferences between alternatives?	Regulation 13(1)	PPS12 paragraphs 4.36 – 4.38	This will include Information from the sustainability appraisal.	i. Any reports setting out alternatives and choices considered ii. Supporting documents	Yes, Initial Core Strategy Sustainability Appraisal Report, May 2008 (see link above) Sustainability Appraisal Report, March 2010 (see link above) Post Issues & Options Engagement Statement
19. Have you taken into account any representations made on the content of the development plan document and the sustainability appraisal? 20. Are you keeping a	1. Regulations 24, 25(5) and 30(1)(d)(iv) 2. Regulation 13(4) of The Environmental Assessment of Plans and Programmes	PPS12 paragraphs 4.19 – 4.29	Records on the sustainability appraisal should also include recording any assessment made under the Habitats Directive	i. Correspondence from those making representations ii. Any reports on issues raised iii. Consultation statement iv. sustainability appraisal report	Yes, Summary of Responses to the Issues & Options Consultation document Summary of Responses to Issues & Options

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Response/Evidence provided
record?	Regulations 2004 No 1633				Post Issues & Options Engagement Statement (see link above) Initial Core Strategy Sustainability Appraisal Report, May 2008 (see link above) Sustainability Appraisal Report, March 2010 (see link above)
21. Where sites are to be identified or areas for the application of policy in the development plan document, are you preparing sufficient illustrative material to: • enable you to amend the currently adopted proposals map • inform the community about the location of proposals?	Regulations 9 and 14	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3	1. Regulation 2 defines the terms 'submission' and 'adopted' proposals map. 2. A map showing changes to the adopted proposals map is part of the proposed submission documents defined in Regulation 24.	i. The adopted proposals map ii. Any reports on proposals to amend the proposals map iii. Illustrative material that shows how the proposals map will be amended or replaced	Yes, the Core Strategy Issues & Options version contains illustrative maps, figures and diagrams Core Strategy - issues and options - South Gloucestershire Council Testing of alternatives in Thornbury, Yate, Bristol North Fringe

Activity	Statutory Requirement	Guidance reference	Additional Notes	Possible evidence	Response/Evidence provided
22. Are the participation arrangements compliant with the statement of community involvement?	1. The Act, section 19(3) 2. Regulation 25	PPS12 paragraphs 4.19-4.29	You should make sure the arrangements remain in line with legislative changes affecting community engagement.	i. The statement of community involvement ii. Consultation statement	Yes, see Statement of Consultation Reg 30(1)(d) Reg 30(1)(d)
23. Have you remained in close contact with the Government Office and discussed any emerging issues that might affect the soundness of the development plan document?		Plan Making Manual - New Regulation 25		i. Copies of correspondence with the Government Office ii. Copies of the relevant documents	Yes, see Statement of Consultation Reg 30(1)(d) above; and Statement of Representation Reg 30 (1)(e) Reg 30(1)(e) Prior to May 2010, regular contact/liaison with GOSW

Stage 4: Publication

Introduction

The 2008 Local Development Framework Regulations change the procedure for submission of development plan documents. They bring the period for formal representations forward, which now take place **before** the development plan document is submitted for examination.

When moving towards publication stage, the council should consider the results of participation on the preferred strategy and sustainability appraisal report and decide whether to make any change to the preferred strategy. In the event that changes are required, the council will need to choose either to:
• do so and progress directly to publication
OR
• produce and consult on a revised preferred strategy.

The latter may be appropriate where the changes to the development plan document bring in changed policy or proposals not previously covered in community participation and the sustainability appraisal. It avoids having to treat publication as if it were a consultation, which it is not. It also provides insurance in relation to compliance with the Strategic Environmental Assessment Regulations. Legally, during any participation on a revised preferred strategy, you should:
• comply with the requirements of the statement of community involvement
• update the sustainability appraisal report.

The council should then produce the development plan document in the form in which it will be published. This includes removing of material dealing with the evaluation of alternatives and the finalisation of the text. The council should be fully happy that it wishes to adopt the development plan document in this form, and that it considers it to be sound and fit for examination.

You should make it clear that publication of a development plan document is not public participation, nor a consultation. The six weeks publication period is the opportunity for those dissatisfied (or satisfied) with the development plan document to make formal representations to the inspector about its soundness.

The possibility of change under certain circumstances (which should be exceptional) is allowed for in the new procedures, and is described in 'stage five: Submission'.

Please refer to the following sections of the Plan Making Manual:
• Publication and submission of a development plan document
• Sustainability appraisal
• Considering alternatives

Stage 4: Publication

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Response/Evidence provided
1. Have you prepared the sustainability appraisal report?	1. The Act section19(5) 2. Regulation 12 of The Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	1. PPS12 paragraphs 4.38 – 4.43 2. SEA Guide Chapter five		Sustainability appraisal report	Yes - see Sustainability Appraisal Report, March 2010 SA Report March 2010 Appendices - March 2010
2. Have you made clear where and within what period representations must be made?	Regulation 28(2) and (3)		The period must be at not less than 6 weeks from when you give notice under Regulation 27(e) (see below)	i. Report or record of decisions ii. The statement of community interest	Yes, see Statement of Consultation Reg 30(1)(e) Reg 30(1)(e)
3. Have you made copies of the following available for inspection: • the proposed submission documents? • the statement of the representations procedure?	Regulation 27(a)		Regulation 24 gives definitions	i. Copies of the relevant statements ii. Report on where and when made available iii. Record of where and when made available	Yes, see Statement of Consultation Reg 30(1)(e) (see link above)
4. Have you published on your website the	Regulation 27(b)		Regulations 2 and 24 give definitions	Record of publication	Yes, see Statement of Consultation Reg

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Response/Evidence provided
following: • the proposed submission documents? • the statement of the representations procedure? • statement and details of where and when documents can be inspected?					30(1)(e) (see link above)
5. Have you sent to each of the specific consultation bodies invited to make representations under Regulation 25(1): • A copy of each of the proposed submission documents • The statement of the representations procedure?	Regulation 27(c)		Regulations 2 and 24 give definitions	i. Copies of correspondence ii. Record of sending	Yes, see Statement of Consultation Reg 30(1)(e) (see link above)
6. Have you sent to each of the general consultation bodies invited to make representations	Regulation 27(d)		Regulations 2 and 24 give definitions	i. Copies of correspondence ii. Record of sending	Yes, see Statement of Consultation Reg 30(1)(e) (see link above)

Activity	Statutory Requirement	Guidance Reference	Additional notes	Possible evidence	Response/Evidence provided
under Regulation 25(1): • the statement of the representations procedure? • where and when the documents can be inspected?					
7. Have you given notice by local advertisement setting out: 8. the statement of the representations procedure • where and when the documents can be inspected?	Regulation 27(e)		Regulation 24 gives definitions	i. Copy of advertisement ii. Where and when placed	Yes, see Statement of Consultation Reg 30(1)(e) (see link above)
9. Have you requested the opinion of the regional planning body on the general conformity of the development plan document with the regional spatial strategy (or spatial development strategy)?	1. The Act section 24 2. Regulation 29	PPS12 paragraph 4.21	The period is six weeks from when you make copies available for inspection under Regulation 27(a)	Copies of correspondence	Yes, see Statement of Consultation Reg 30(1)(e) (see link above)

Stage five: Submission

Introduction

At the submission stage, the council should receive and collate the representations made at publication stage. Reporting these representations to elected members is not mandatory. However, there may be requirements deriving from other legislation, Standing Orders or council procedures that must be considered.

However, if they are reported, they should report the facts of the representations made, not the results of a consultation process by the council. They should not treat it as a consultation or consider whether to make changes to try to answer representations.

The section called Changing your plan after publication in the Plan Making Manual distinguishes between 'focused changes', 'extensive changes' and 'minor changes'. You should be guided by the manual and its accompanying changes diagram in making decisions on how far to go back in the procedures, or to supplement existing work.

You should ensure you are in legal compliance with the statement of community involvement, the Habitats Directive and the Strategic Environmental Assessment Directive in any additional work. Any formal publication of additional or changed matters would need to allow at least a six-week period for representations to be made.

There are many possible combinations of approaches that could be taken to changes. You should be satisfied that you remain fully compliant with the legal requirements when any changes are made (and any consequential effects on the development plan document as a whole). All decisions and new steps taken should be fully documented and reflected in the 'evidence provided' column.

The PINS guide identifies seven key questions that inspectors will use in relation to legal compliance. These have been incorporated into the tool and are identified by shading in the left-hand 'Question' column.

Apart from notification of the examination, this tool does not deal with the legal requirements that need to be followed after submission. You should refer to the PINS guidance for further advice.

Please refer to the following sections of the Plan Making Manual:
- Publication and submission of a development plan document
- Changing your plan after publication
- Examination of a development plan document

Stage five: Submission

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
26 Are you ready to submit the DPD? 26 Are there any major issues revealed by the representations on publication? 26 Are all the relevant documents in place?	1. The Act section 20(2)(b) 2. The Act section20(1) 3. Regulation 30(1)		If you are not ready to submit, you may need to do more work on the development plan document or consider withdrawing and republishing a revised version. Regulation 30(1) sets out the documents which must be submitted in addition to the development plan document.	i. Report on issues resulting from Regulation 28 representations ii. Resolution to carry out more work on part of the development plan document or to withdraw plan iii. The development plan document iv. The documents prescribed at Regulation 30(1)	Yes - the Core Strategy, along with the other documents, including the proposed changes agreed by Full Council on 15 December 2010 have been publicised and are now ready to be submitted. Schedule of Proposed Changes December 2010 Core Strategy Proposed Changes Reg 30(1)(d)
26 Has the development plan document been prepared in accordance with the local development scheme? 26 Does the development plan document's listing and description in the	The Act, section 19(1)	PPS12 paragraph 4.50; 4.53 – 4.55	The Act section15(2) and Regulation 8 note the matters specified in the local development scheme The box on local development schemes in PPS12 after paragraph 4.55 sets out milestones	i. The local development scheme ii. Explanation of any changes from the milestones set out in the local development scheme iii. Relevant annual	Yes – Local Development Scheme LDS 2007-2009 LDS 2009 -2011 Update & Local Development Scheme 2011 – 2013, March 2011 LDS 2011 - 2013

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
local development scheme match the document? 26 Have the timescales set out in the local development scheme been met?				monitoring reports iv. Correspondence with the Government Office on the local development scheme	AMR 09-10 Yes, LDS timescales were met.
26 Has the development plan document had regard to any sustainable community strategy for its area (like a county and district)?	The Act section 19(2)	PPS12 paragraph 4.34 – 4.35; 4.50		i. The sustainable community strategy(ies) ii. Reference to sections of the development plan document showing how regard has been had to them	Yes, see references in the Pre Submission Publication draft and Key Issues diagram at chapter 3 Sustainable Community Strategy, February 2008 SCS
26 Is the development plan document in compliance with the statement of community involvement (where one exists)? 26 Has the council carried out consultation as described in the statement of community	1. The Act s19(3) 2. Regulation 32(1)(c)	PPS12 paragraph 4.50; box after paragraph 4.26	Before the statement of community involvement is formally amended to take into account the changes in the regulations, you may need to set out how the community engagement that you carried out met the regulations (as amended).	i. The statement of community involvement ii. The Regulation 32(1)(c) statement	Yes, see Reg 30(1)(e) And Reg 30(1)(d) Statements (see links above) Statement of Community Involvement, May 2008 SCI

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
involvement?					
26 Has the development plan document been subject to sustainability appraisal? 26 Has the council provided a final report of the findings of the appraisal?	1. The Act section19(5) 2. Regulation 32(1)(a)	1. PPS12 paragraph 4.39 – 4.43; 4.50 2. SEA Practical Guide, chapter five		Sustainability appraisal report	Yes - see Sustainability Appraisal Report, March 2010 and December 2010 SA Report March 2010 Appendices - March 2010 SA Report Dec 2010 SA Appendices Dec 2010
26 Is the development plan document to be submitted consistent with national policy?	The Act section20(2) and Schedule 8	PPS12 paragraphs 4.30 – 33; 4.50	You need to be sure changes made up to the time of submission are compliant with the requirements	i. Correspondence with Government Offices ii. Representations from Government Offices	Yes GOSW letter, July 2010 – see Reg 30(1)(e) Statement Reg 30(1)(e)
26 Does the development plan document contain any policies or proposals that are not in general conformity with the regional spatial strategy? 26 If yes, is there local justification? 26 Has the council got confirmation from the	1. The Act s 24(1)(a); 24(2) and 24(4) 2. Regulation 29	PPS12 paragraphs 4.30 – 33; 4.50	In London the requirement is for general conformity with the spatial development strategy (The London Plan)	i. Correspondence with or representations from the regional planning body, or Mayor of London ii. Confirmation of conformity from the regional planning body, or Mayor	Not applicable – The Plan will be adopted post enactment of the Localism Bill and revocation of Regional Spatial Strategies. Yes, see letter and file note of correspondence with South West Councils

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
regional planning body about the general conformity of the plan with the regional spatial strategy?					at see Reg 30(1)(e) Statement (link above)
26 Does the development plan document comply with the 2004 regulations (as amended)? 26 Specifically, has the council published the prescribed documents, and made them available at their principal offices and their website? 26 Has the council placed local advertisements? 26 Has the council notified the development plan document bodies? 26 Does the development plan document contain a list of superseded	1. The Act section20(2), 20(3) and 20(5)(b) 2. Regulations 13(1), 13(2), 13(5) and 30(1)	PPS12 paragraphs 4.36; 4.50	Requirements relating to publication of the prescribed documents are listed later in this table.	i. The documents prescribed at Regulation30(1) ii. Relevant annual monitoring reports iii. Records of the actions undertaken (see below)	Yes, see Statement of Representations received Reg 30(1)(e) (see link above) Yes, all prescribed documents are available – see Statement of Consultation Reg 30(1)(d) (see link above) Notices will be placed as soon as practicable following submission to the Secretary of State Bodies will be notified in accordance with our normal consultation procedures Yes - see list of

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
saved policies?					superseded policies in Pre-Submission draft, appendix 2, as amended by the Schedule of Proposed changes [Pre-Submission Draft Core Strategy](#) and [Schedule of Proposed Changes](#)
26 Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted proposals map? 26 If yes, have you prepared a submission proposals map?	Regulations 13(4) 14 and 30(1)(b)	PPS12 paragraphs 4.6 - 4.7; 8.1-8.3		i. Submission proposals map ii. Brief statement if a submission proposals map is not required	Yes – Proposals Map update prepared and published [Proposals Map changes](#)
26 If the development plan document is not a core strategy, is it in conformity with the core strategy?	Regulation 13(6)			i. The core strategy ii. Documents or reports demonstrating conformity	Not applicable
24. Have you prepared a statement setting out: • Which bodies and	The Act section20(3) Regulation		This will bring forward material from the Consultation statement (see Stage	i. Consultation statement ii. The Statement as required in	Yes, see Statement of Consultation Reg 30(1)(d) (see link above)

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
persons were invited to make representations under Regulation 25 • How they were invited • A summary of the main issues raised • How the representations have been taken into account?	30(1)(d)		2 above)	Regulation 30(1)(d)	
25. Have you prepared a statement giving: • the number of representations made under Regulation 28(2) • a summary of the main issues raised OR • that no representations were made?	The Act section20(3) Regulation 30(1)(e)			The Statement as required in Regulation 30(1)(e)	Yes, see Statement of Representations received Reg 30(1)(e)
26 Have you collected together all the representations made under Regulation28?	The Act section20(3) Regulation 30(1)(f)			Copies of the representations	Yes - see copies of representations. All representations are also available on the Council's e-consultation website

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
					www.southglos.gov.uk/corestrategyconsultation
27 Have you assembled the relevant supporting documents?	1. The Act section20(3) 2. Regulation 30(1)(g)			All necessary evidence and records of decisions relevant to the development plan document	Yes, see Core Strategy webpage www.southglos.gov.uk/corestrategy
28 Has your council approved the development plan document for submission?	The Act section20		The full council has to approve the development plan document for submission (requirements are set out in Local Authorities Functions Regulations)	Report and resolution of the council	Yes, see Cabinet and Full Council papers of 15 December 2010 -report and resolution http://moderngov/mgConvert2PDF.aspx?ID=19449
29 Have you sent the Secretary of State (the Planning Inspectorate) a paper copy of the following: • the development plan document? • the submission proposals map (unless there are no site allocation policies)? • the documents prescribed in	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and 30(2)(a)		Regulation 49 deals with the availability of documents and the time of their removal.	Record of sending	Yes – documents sent 31 March 2011.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
Regulation 30(1)?					
30 Have you sent the Secretary of State (the Planning Inspectorate) an electronic copy of the: • development plan document? • submission proposals map (unless there are no site allocation policies)? • documents prescribed in Regulation 30(1)?	1. The Act s20(1) and 20(3) 2. Regulations 30(1) and 30(2)(b)		Electronic copies of some of the representations and supporting documents may not be practicable. Regulation 49 deals with the availability of documents and the time of their removal.	i. Record of sending ii. Reasons why documents cannot be sent electronically	Yes – documents sent 31 March 2011.
31. Have you made the following available at the same places where the proposed submission documents were to be seen: • The development plan document? • The documents prescribed in Regulation 30(1)?	Regulation 30(3)(a)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	Record of where and when made available	Yes – documents will be made available shortly after 31 March 2011 at www.southglos.gov.uk/corestrategy Also available for viewing during normal opening hours at the Council's One Stop Shops and South Gloucestershire libraries.
32 On your website, have you published	Regulation 30(3)(b)		You should do this as soon as reasonably	Record of publication	Yes - All documents, where practicable, will be

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
the: • development plan document • submission proposals map • sustainability appraisal report • Regulation 30(1)(d) statement • Regulation 30(1)(e) statement • supporting documents (where practicable) • representations made under Regulation 28 (where practicable) • statement as to where and when the development plan document and the documents are available?			practicable after submitting to the Secretary of State		available on our website at: www.southglos.gov.uk/corestrategy
33 For each specific consultation body invited to make representations under Regulation 25(1), have you sent	Regulation 30(3)(c)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	i. Copies of correspondence ii. Record of sending	This will be done as soon as practicable following submission to the SoS.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
the: • development plan document • submission proposals map • sustainability appraisal report • adopted statement of community involvement • Regulation 30(1)(d) statement • Regulation 30(1)(e) statement • supporting documents you consider relevant to each body • statement as to where and when the development plan document and the documents are available?					
34 For each general consultation body invited to make representations under Regulation 25(1), have you sent:	Regulation 30(3)(d)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	i. Copies of correspondence ii. Record of sending	This will be done as soon as practicable following submission to the SoS.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
1. notification that the documents prescribed in Regulation 30(1) are available for inspection 2. where and when they can be inspected?					
35 Have you given notice by local advertisement setting out: • the title of the development plan document? • the subject and area covered by the development plan document? • notification that the documents prescribed in Regulation 30(1) are available for inspection • where and when they can be inspected?	Regulation 30(3)(e)		You should do this as soon as reasonably practicable after submitting to the Secretary of State	i. Copy of advertisement ii. Where and when placed	This will be done as soon as practicable following submission to the SoS.
36 Have you given notice to persons who have requested	Regulation 30(3)(f)		You should do this as soon as reasonably practicable after	i. Copies of correspondence ii. Record of sending	This will be done as soon as practicable following submission to the SoS.

Question	Statutory Requirement	Guidance Reference	Additional Notes	Possible evidence	Response/Evidence provided
to be notified that submission has taken place?			submitting to the Secretary of State		
37 If an examination is being held, at least six weeks before its opening has the Programme Officer: • published the time and place of the examination and the name of the person appointed to carry out the examination on your website • notified those who have made representations on the published development plan document which have not been withdrawn of these details • advertised these details?	1. The Act section20 2. Regulation 34			i. Record of publication of information ii. Record of sending iii. Copies of correspondence iv. Copy of advertisement	To be confirmed once details are known.

PART TWO - SOUNDNESS

Key question	Possible evidence	Evidence provided
Justified		
Participation		
1. Has the consultation process allowed for effective engagement of all interested parties?	The consultation statement	Yes - Statement of Consultation Reg 30(1)(d) Reg 30(1)(d)
Research/ fact finding		
2. Is the content of the development plan document justified by the evidence? 3. What is the source of the evidence? 4. How up to date and convincing is it?	i. Sections of the development plan document which show how the evidence points towards the selected strategy, policies or proposals ii. Sections of the pre-submission proposals documents iii. Sections of the preferred strategy report iv. Sections of the sustainability appraisal report which set out its main conclusions in relation to the policies in the development plan document v. Sections of the consultation statement OR A very brief statement of how the main findings of consultation support the policies,	Yes - See Pre-Submission Publication draft of Core Strategy Pre Submission Publication Core Strategy Sustainability Appraisal Report December 2010 SA Report Dec 2010 SA Appendices Dec 2010 See evidence base Evidence base Statement of Consultation Reg 30(1)(d) (see link above)

Key question	Possible evidence	Evidence provided

	with reference to:
	
	    o reports to the council on the issues raised during participation, covering both the front-loading and formulation phases
	
	    o any other information on community views and preferences
	
	vi. The studies, reports and technical papers that provide the evidence for the policies set out in the development plan document. The date of preparation and who they were produced by should be signposted
	
	    OR
	
	For each policy (or group of policies dealing with the same issue), a very brief statement of the evidence documents relied upon and how they support the policy (where this is not already clear in the reasoned justification in the development plan document)	

5. What assumptions had to be made in preparing the development plan document? 6. Are the assumptions reasonable and justified?	i. Sections of the development plan documents setting out the assumptions ii. Sections of the sustainability appraisal report setting out the assumptions iii. A very brief statement for each assumption as to how the evidence led to the assumption iv. Reference to national or regional policy, correspondence from bodies consulted or technical papers that provide the basis for assumptions	The pre submission draft Core Strategy has was prepared in the context of the emerging South West RSS. However, we did not consider the growth proposed by the RSS was either sustainable or deliverable and maintained strong objections to the high levels and distribution of housing development proposed for the district Following the announcement by the Coalition Government to abolish RSS's, whilst not enacted to date, the Government has clearly stated its intention to dismantle the regional planning system and therefore

Key question	Possible evidence	Evidence provided
		South Glos intends to adopt its Core Strategy following the anticipated revocation of the RSS
		The Core Strategy sets out with some certainty our approach to managing growth in the next 10 years, along with a framework for the longer term, and a suite of planning policies which can be used for the management of development and in determining planning applications
		Yes - Initial Core Strategy Sustainability Appraisal Report, May 2008 Initial SA Report
		Sustainability Appraisal Report March 2010 and December 2010 SA Report March 2010 Appendices - March 2010 SA Report Dec 2010 SA Appendices Dec 2010
		Core Strategy – Issues & Options document Core Strategy - issues and options - South Gloucestershire Council
		Core Strategy Pre-Submission Publication draft (see link above)
		Core Strategy – Schedules of Proposed Changes Schedule of Proposed Changes

Key question	Possible evidence	Evidence provided
		<u>Schedule of Further Proposed Changes</u>
Alternatives		
7. Can it be shown that the council's chosen approach is the most appropriate given the reasonable alternatives? 8. Have realistic alternatives been considered and is there a clear audit trail showing how and why the preferred strategy/approach was arrived at? 9. Where a balance had to be struck in taking decisions between competing alternatives is it clear how and why these decisions were made?	i. Sections of the consultation statement showing how the community was involved in considering issues, alternatives and options ii. Documents used in community involvement with stakeholders and communities encouraging them to identify the issues and options they wished to see considered iii. Any report produced at the end of the front loading phase of plan preparation setting out the issues and options raised iv. Sections of the preferred strategy report explaining: • how alternatives were developed and evaluated, and • why alternatives were rejected in favour of the preferred strategy v. Sections of the sustainability appraisal report showing the options and alternatives and explaining how they were objectively assessed vi. Reports prepared during the plan preparation process (including after the preferred strategy participation) contributing to the decisions made on the inclusion of policies in the	Core Strategy - Issues and Options document (see link above) Statement of Consultation Reg 30(1)(d) (see link above) Sustainability Appraisal Report, March 2010 and December 2010 (see link above)

Key question	Possible evidence	Evidence provided
	development plan document vii. Sections of the consultation statement explaining how the main findings of consultation support the decisions viii. Sections of the representations statement OR A brief statement of the influence upon decisions of: the issues raised during stakeholder and community engagement, and how they have been addressed ix. Any other documentation showing how alternatives were developed and evaluated x. A very brief statement and any other supporting documentation of the way decisions have been taken	
10. Does the sustainability appraisal show how the different options perform and is it clear that sustainability considerations informed the content of the development plan document from the start?	i. A structure to the development plan document which reports the sustainability appraisal findings in relation to each policy ii. Sections of the sustainability appraisal report which set out how sustainability appraisal has influenced the development of the preferred strategy and how policies have been revised in the light of sustainability appraisal findings iii. Reports made as part of plan-making	Yes, see Sustainability Appraisal Report: Initial Core Strategy Sustainability Appraisal Report, May 2008 (see link above) Sustainability Appraisal Report, March 2010 and December 2010 (see link above)

Key question	Possible evidence	Evidence provided
	which indicate how sustainability appraisal has influenced the choice of strategy and the content of policies	
11. Does the development plan document adequately expand upon regional guidance rather than simply duplicate it? 12. Does the strategy take forward the regional context reflecting the local issues and objectives?	i. Sections of the development plan document which explain where and how regional guidance has been elaborated upon and the reasons ii. The regional development agency/regional planning body letter confirming that the development plan document is in general conformity with the regional special strategy iii. Representations received from the regional development agency/regional planning body iv. Representations from the Government Office v. Reports or copies of correspondence as to how the representations have been considered and dealt with	Not applicable – see PAS guidance dated 22 February 2011 – review of toolkit in progress http://www.pas.gov.uk/pas/core/page.do?pageId=109568

Effective		
Deliverable		
13. Has the council clearly identified what the issues are that the development plan document is seeking to address? 14. Have priorities been set so that it is clear what the development plan document is seeking to achieve?	i. Sections of the development plan document which refer to the vision and objectives of the sustainable community strategy and the issues identified there ii. A statement prepared following stakeholder and community engagement in the front-loading phase of plan-making setting out the identified issues for the development plan document A spatial portrait based on the advice in 'Policies for spatial plans' presented as part of the core strategy iii. A core strategy vision which is framed to set out the outcomes which are sought for the future iv. Sections of the development plan document which identify the main issues addressed v. Sections of the development plan document which indicate the priority outcomes	Yes - see Pre-Submission Publication draft of Core Strategy: Pre Submission Publication Core Strategy - Setting the Scene (Chapter 2). This sets out a spatial portrait of all issues affecting South Glos that the Core Strategy seeks to address - Vision, Strategic Objectives and Strategy for Development (Chapter 4) - Vision for each Area Based Policy in Part 2 of the Core Strategy: • The communities of the North Fringe of Bristol (Policies CS25, CS26, CS27, CS28) • The communities of the East Fringe of Bristol (Policy CS29) • Yate & Chipping Sodbury (Policies CS30, CS31) • Thornbury (Policies CS32, CS33) • Rural Areas (Policy CS34) • Severnside (Policy CS35) For each area, the key issues are identified, together with a policy setting out the framework to achieve the vision. This is supported by details of how the policy will be delivered and how we will work with our partners to achieve our sustainable development objectives

		Each area has an individual vision and proposal drawn up following extensive engagement with local communities and taking account of locally relevant strategies
15. Are there any cross-boundary issues that should be addressed and, if so, have they been adequately addressed?	i. Sections of the regional special strategy which identify cross-boundary issues. ii. Sections of the development plan document setting out cross-boundary issues and the response to them iii. Reports on relevant studies which cover wider areas than the local authority and how the development plan document addresses their findings or recommendations iv. Records of meetings with adjoining authorities or relevant agencies which confirm that there are no cross-boundary issues of significance	Yes - see Key Issues of Pre-Submission Publication draft of Core Strategy: - Key Issues - Green Infrastructure - SFRA - Avonmouth/Severnside Study - Joint Local Transport Plan - Joint Waste Core Strategy - Bristol North Fringe - Meeting with adjoining LPA's/LA's to discuss South Glos Core Strategy – 15th October 2007

16. Does the development plan document contain clear objectives?	i. A spatial portrait which identifies the key issues facing the area
	ii. A core strategy vision which is framed to set out the outcomes which are sought for the future
	iii. The strategic objectives of the development plan document, and the commentary in the development plan document of how they derive from the spatial portrait and vision
		Yes, see Pre-Submission draft Core Strategy:
		Pre-Submission Draft Core Strategy
		- Setting the Scene (Chapter 2). This sets out a spatial portrait of all issues affecting South Glos that the Core Strategy seeks to address
		- Vision, Strategic Objectives and Strategy for Development (Chapter 4)
		- Vision for each Area Based Policy in Part 2 of the Core Strategy:
		  • The communities of the North Fringe of Bristol (Policies CS25, CS26, CS27, CS28)
		  • The communities of the East Fringe of

		Bristol (Policy CS29) • Yate & Chipping Sodbury (Policies CS30, CS31) • Thornbury (Policies CS32, CS33) • Rural Areas (Policy CS34) • Severnside (Policy CS35) For each area, the key issues are identified, together with a policy setting out the framework to achieve the vision. This is supported by details of how the policy will be delivered and how we will work with our partners to achieve our sustainable development objectives Each area has an individual vision and proposal drawn up following extensive engagement with local communities and taking account of locally relevant strategies
17. Are the objectives specific to the place; as opposed to being general and applicable to anywhere? 18. Is there a direct relationship between the identified issues and the objectives?	i. The spatial portrait and the commentary in the development plan document as to how the objectives derive from it ii. Confirmation from the local strategic partnership and partner organisations that they agree the objectives as being specific to the place	Yes - Setting the Scene (Chapter 2) sets out a spatial portrait of all issues affecting South Glos that the Core Strategy seeks to address and for each area (Part 2 – Area Based policies), the key issues are identified, together with a policy setting out the framework to achieve the vision. This is supported by details of how the policy will be delivered and how we will work with our partners to achieve our sustainable development objectives Each area has an individual vision and proposal drawn up following extensive engagement with local communities and

<table>
<tr>
<td></td>
<td></td>
<td>taking account of locally relevant strategies. South Glos has been divided into six areas:

• The communities of the North Fringe of Bristol (Policies CS25, CS26, CS27, CS28)

• The communities of the East Fringe of Bristol (Policy CS29)

• Yate & Chipping Sodbury (Policies CS30, CS31)

• Thornbury (Policies CS32, CS33)

• Rural Areas (Policy CS34)

• Severnside (Policy CS35)</td>
</tr>
<tr>
<td>19. Is it clear how the policies will meet the objectives?

20. Are there any obvious gaps in the policies, with regard to the objectives of the development plan document?</td>
<td>i. Relevant sections of the development plan document which explain how policies derive from the objectives and are designed to meet them

ii. Relevant sections of the sustainable community strategy which identify its objectives

iii. Confirmation from the local strategic partnership and partner organisations that they believe the polices will achieve the agreed objectives

iv. Research reports and studies which address the means to address objectives and conclude that the policies are appropriate and should succeed

v. Sections of the development plan document, reports or other documents which discuss the matters which should be addressed in the development plan document.</td>
<td>Yes, see Consultation Statement for Core Strategy Pre-Submission draft which draws together the comments from the various engagement and consultation exercises undertaken to date, and shows how these comments have been taken account of in the Pre-Submission Publication Draft Core Strategy.
Consultation Statement Pre-Submission

Based on the key issues identified in Chapter 3 of the Core Strategy, feedback received during consultation and engagement on the preparation of the Core Strategy, the diagram at the end of Chapter 3 shows how the key issues of the Core Strategy are closely aligned with the priorities of the Sustainable Community Strategy
Pre-Submission Draft Core Strategy</td>
</tr>
</table>

		There is also a delivery paragraph included at the end of each policy within each of the six areas in Part 2 of the Core Strategy (Area Based policies). This provides details of how the policy will be delivered and how we will work with our partners to achieve our sustainable development objectives: • The communities of the North Fringe of Bristol (Policies CS25, CS26, CS27, CS28) • The communities of the East Fringe of Bristol (Policy CS29) • Yate & Chipping Sodbury (Policies CS30, CS31) • Thornbury (Policies CS32, CS33) • Rural Areas (Policy CS34) • Severnside (Policy CS35 There is not considered to be any gaps in the policies with regard to achievement of the objectives
21. Are there realistic timescales related to the objectives?	i. Sections of the development plan document which address delivery and the timescales for key developments and initiatives ii. Confirmation from the local strategic partnership and partner organisations that the timescales are realistic in terms of their contribution to delivery	Yes - there is a delivery paragraph included at the end of each policy within each of the six areas in Part 2 of the Core Strategy (Area Based policies). This provides details of how the policy will be delivered and how we will work with our partners to achieve our sustainable development objectives: • The communities of the North Fringe of Bristol (Policies CS25, CS26, CS27, CS28)

		The communities of the East Fringe of Bristol (Policy CS29)
		• The communities of the East Fringe of Bristol (Policy CS29) • Yate & Chipping Sodbury (Policies CS30, CS31) • Thornbury (Policies CS32, CS33) • Rural Areas (Policy CS34) • Severnside (Policy CS35 The Infrastructure Delivery Plan includes timescales IDP
22. Are the policies internally consistent?	i. Sections of the development plan document, documents used in community involvement, and technical papers which demonstrate that the objectives are consistent ii. A very brief statement explaining how the council considers its objectives are consistent	Yes, they are considered to be internally consistent Based on the key issues identified in Chapter 3 of the Core Strategy, feedback received during consultation and engagement on the preparation of the Core Strategy, the diagram at the end of Chapter 3 shows how the key issues of the Core Strategy are closely aligned with the priorities of the Sustainable Community Strategy. Taking these into account, and the spatial portrait set out in chapter 2, we have identified what we consider to be the strategic objectives of the Core Strategy – see paragraph 4.2, Chapter 4 (see link to Core Strategy document above)
23. Does the development plan document contain material which:	i. Information in the local development scheme, or provided separately, about the scope and content (actual and intended) of each	No

• is already in another plan • should be logically be in a different plan • should not be in a plan at all?	development plan document. This should show how they combine to provide a coherent policy structure ii. Representations from the Government Office iii. Reports or copies of correspondence as to how the representations have been considered and dealt with	
24. Does the development plan document explain how its key policy objectives will be achieved?	i. Sections of the development plan document that identify the key objectives and how they will be delivered upon ii. Confirmation from the relevant agencies that they support the objectives and the identified means of delivery iii. Other supporting material – for example, commitments in the local area agreement that will support the delivery of the strategy in the development plan document	Yes, there is a delivery paragraph included at the end of each policy within each of the six areas in Part 2 of the Core Strategy (Area Based policies). This provides details of how the policy will be delivered and how we will work with our partners to achieve our sustainable development objectives. Also see the Schedule of Further Proposed Changes Schedule of Further Proposed Changes New Neighbourhood delivery statement New neighbourhood Delivery Plan Infrastructure Delivery Plan (see link above)
25. If there are development management policies, are they supportive of the strategy and objectives?	i. Sections of the development plan document that show how the development management policies: • will help to deliver the strategy 37. derive from, and elaborate on, the objectives and policies of the plan	Yes - see Submission draft of Core Strategy. Those policies that apply are: Policy CS1 – High Quality Design Policy CS3 – Renewable and Low Carbon Energy Generation Policy CS4 – Renewable or Low Carbon District Heat Networks

		Policy CS5 – Location of Development
		Policy CS6 – Infrastructure and Developer Contributions
		Policy CS8 – Improving Accessibility
		Policy CS9 – Managing the Environment and Heritage
		Policy CS10 – Minerals
		Policy CS12 – Safeguarded areas for Economic Development
		Policy CS13 – Non-safeguarded Economic Development Sites
		Policy CS14 – Town Centres and Retail
		Policy CS15 – Distribution of Housing
		Policy CS16 – Housing Density
		Policy CS17 – Housing Diversity
		Policy CS18 – Affordable Housing
		Policy CS19 – Rural Exception Sites
		Policy CS20 – Extra Care Housing
		Policy CS21 – Gypsy and Traveller Accommodation
		Policy CS22 – Travelling Showpeople
		Policy CS23 – Community Infrastructure and Cultural Activity
		Policy CS24 – Green Infrastructure, Sport and Recreation Standards (see link to document above)
26. Have the infrastructure implications of the	i. A section or sections of the development plan document where infrastructure needs are	Yes, see delivery paragraph included with each policy; and

strategy/policies clearly been identified?	identified and the proposed solutions put forward ii. Representations in respect of infrastructure iii. Reports or copies of correspondence as to how representations in relation to infrastructure have been considered and dealt with	See Infrastructure Delivery Plan (see link above)
27. Are the delivery mechanisms and timescales for implementation of the policies clearly identified?	i. Sections of the development plan document setting out delivery mechanisms and timescale ii. Other development plan documents being prepared that develop the policies of the core strategy further and set out how they will be delivered iii. Research or studies that address matters of delivery and the realistic timescales iv. Documents that set out arrangements made or planned for local delivery vehicles, or other delivery mechanisms v. Very brief statements on how other stakeholders intend to support the delivery of the policies, with any supporting correspondence or reports by the authority or the relevant stakeholder vi. Correspondence from stakeholders on delivery mechanisms and timescale vii. Reports or copies of correspondence as to how representations on delivery and implementation have been considered and dealt with	Yes - The delivery paragraph of the policies indicate the delivery mechanisms; and The Infrastructure Delivery Plan also indicates timescales (see link above)
28. Is it clear who is going to deliver the required infrastructure and does the timing of the provision complement the timescale of the strategy/policies?	i. Confirmation from infrastructure providers that they support the solutions proposed and the identified means and timescales for their delivery ii. Representations in respect of infrastructure iii. Reports or copies of correspondence on how	Yes - This is indicated in both the delivery paragraphs of the policies and in the Infrastructure Delivery Plan (see link above)

	representations in relation to infrastructure and its timing have been considered and dealt with	
29. Is it clear who is intended to implement each part of the strategy/ development plan document? 30. Where actions required to implement policy are outside the direct control of the council, is there evidence of commitment from the relevant organisation to implement the policies?	i. Sections of the development plan document setting out responsibilities for delivery ii. Correspondence showing how other stakeholders intend to support the delivery of the policies iii. Reports by the council or the relevant stakeholder iv. Representations from stakeholders on implementation v. Reports or copies of correspondence as to how representations on delivery and implementation have been considered and dealt with	Yes - This is indicated in both the delivery paragraphs of the policies and in the Infrastructure Delivery Plan (see link above)
31. Does the development plan document reflect the concept of spatial planning? 32. Does it go beyond traditional land use planning by bringing together – and integrating – policies for development, and the use of land, with other policies and programmes from a variety of organisations that influence the nature of places and how they function?	i. Sections of the development plan document that reflect the plans or strategies of other bodies ii. Expressions of support from bodies responsible for other strategies affecting the area iii. Representations in respect of services provided by other agencies iv. Reports or copies of correspondence as to how the representations have been considered and dealt with. These should either clarify the issues raised in the representation, or include a copy of the substance of the representation	Yes - The Pre-Submission Publication draft demonstrates that the plan is spatial in nature – it sets out a vision for the area based on evidence, community objectives and the detailed spatial strategy for future development. The Infrastructure Delivery Plan indicates how the infrastructure needed to support the strategy will be delivered (see link above)
33. Does the development plan document take into account matters which may be imposed by circumstance,	i. Explicit recognition within the development plan document that this may happen, and clear information about how the plan strategy can accommodate them	Yes - The Pre-Submission Publication draft provides this information where appropriate See also delivery statements for each policy

notwithstanding the council's views about the matter?	ii. Consideration of the options in relation to such matters as part of the evaluation of alternatives in a report on the preferred strategy	including New Neighbourhood Delivery Statement
Flexible		
34. Is the development plan document flexible enough to respond to a variety of, or unexpected changes in, circumstances?	i. Sections of the development plan document setting out the assumptions of the plan and identifying the circumstances when policies might need to be reviewed ii. Sections of the annual monitoring report and sustainability appraisal report describing how the council will monitor: • the effectiveness of policies and what evidence is being collected to undertake this • changes affecting the baseline information and any information on trends on which the development plan document is based iii. Statements or correspondence from stakeholders which commit to providing information to be used in monitoring the progress of the policies and changes in the baseline iv. Risk analysis of the strategy and policies to demonstrate robustness and how the plan could cope with changing circumstances	Yes - see the Implementation and Monitoring chapter of the Core Strategy Pre-Submission Draft Core Strategy And Schedules of Proposed Changes Schedule of Proposed Changes Schedule of Further Proposed Changes Flexibility is incorporated into the policies where appropriate The Spatial Strategy indentifies contingency for responding to changing circumstances - The AMR also recognises Core Strategy policies and monitoring regime and maintains baseline information AMR 09-10 The delivery statements and Infrastructure Delivery Plan sets out the framework and mechanisms for securing infrastructure to support strategic growth areas IDP
35. Is the development plan document sufficiently flexible to deal with any	i. Sections within the development plan document dealing with possible change areas and how they would be dealt with, including mechanisms	Yes - see the Implementation and Monitoring chapter of the Core Strategy (see link above)

changes to, for example, housing figures from an emerging regional special strategy?	for the rate of development to be increased or slowed and how that would impact on other aspects of the strategy and on infrastructure provision ii. Risk analysis of the strategy and policies to demonstrate robustness and how the plan could cope with changing circumstances	Flexibility is incorporated into the policies where appropriate and the place based policies. The Spatial Strategy and place based policies identifies contingencies for responding to changing circumstances and mechanisms for delivery of growth alongside the necessary infrastructure
36. Does the development plan document include the remedial actions that will be taken if the strategies/policies are failing?	i. A section of the development plan document which expressly addresses flexibility ii. Sections of the development plan document identifying the key indicators of success of the strategy, and the remedial actions which will be taken if they are failing	Yes - see the Implementation and Monitoring chapter of the Core Strategy Flexibility is incorporated into the policies where appropriate The Spatial Strategy, Vision, place based policies and delivery statement provide a means to recognise key indicators of success in approach to responding to changing circumstances
Monitoring		
37. Does the development plan document contain targets and milestones that relate to the delivery of the policies, including housing trajectories where the plan contains housing allocations?	i. Sections of the development plan document setting out indicators, targets and milestones ii. Sections of the current annual monitoring report which report on indicators, targets, milestones and trajectories iii. Reference to any other reports or technical documents which contain information on the delivery of policies	Yes – The following policies apply: Policy CS1 (High Quality Design) - Code for Sustainable Homes level 3 or above required; CS5 (Location of Development) – housing allocations; Policy CS10 (Minerals) – extraction rate; Policy CS11 (Distribution of Economic Development Land) – supply of economic development land in accordance with Strategy for Development set out in Policy

		CS5; Policy CS15 (Distribution of Housing) – housing allocations; Policy CS18 (Affordable Housing) – requirement of 35% on-site affordable housing; Policy CS20 (Extra Care Housing) – expectation to provide 35% on-site affordable units in accordance with Policy CS18 See also Implementation and Monitoring chapter – Table 5 Pre-Submission Draft Core Strategy See Appendix 4 of Core Strategy - Extract from the Strategic Housing Market Assessment (SHMA) (link to document above) Infrastructure Delivery Plan IDP The AMR also monitors targets against deliverables AMR 09-10
38. Is it clear how these are to be measured and are these linked to the production of the annual monitoring report?	i. Sections of the development plan document setting out indicators, targets and milestones ii. Sections of the current annual monitoring report and the sustainability appraisal report setting out the framework for monitoring, including	Yes – The following policies apply: Policy CS1 (High Quality Design) - Code for Sustainable Homes level 3 or above required;

		monitoring the effects of the development plan document against the sustainability appraisal	CS5 (Location of Development) – housing allocations;
	iii.	Reference to any other reports or technical documents which contain information on the collection or measurement of indicators	Policy CS10 (Minerals) – extraction rate;
			Policy CS11 (Distribution of Economic Development Land) – supply of economic development land in accordance with Strategy for Development set out in Policy CS5;
			Policy CS15 (Distribution of Housing) – housing allocations;
			Policy CS18 (Affordable Housing) – requirement of 35% on-site affordable housing;
			Policy CS20 (Extra Care Housing) – expectation to provide 35% on-site affordable units in accordance with Policy CS18
			See also Implementation and Monitoring chapter – Table 5
			(link to document above)
			See Appendix 4 of Core Strategy - Extract from the Strategic Housing Market Assessment (SHMA)
			(link to document above)
			See Sustainability Appraisal Report and Appendices, December 2010
			SA Report Dec 2010
			SA Appendices Dec 2010 (Appraisal Matrices)

		Infrastructure Delivery Plan (link above) The AMR recognises Core Strategy policies and monitoring targets against deliverables as well as maintaining baseline information (link above)
39. Are suitable targets and indicators present (by when, how and by whom)?	i. Sections of the development plan document setting out indicators, targets and milestones ii. Sections of the current annual monitoring report that report on indicators, targets, milestones and trajectories	Yes - Indicators, and where appropriate, targets are set out for each policy in the Core Strategy and AMR

National policy		
40. Does the development plan document contain any policies or proposals that are not consistent with national planning policy? 41. If yes, is there a local justification?	i. Sections of the development plan document which refer to planning policy statements and justify why any policies are not consistent with national policy ii. Sustainable community strategy, studies forming evidence for the development plan document or other information which provide the stimulus for departing from national planning policy iii. Evidence provided from the sustainability appraisal (including reference to the sustainability report) and/or from the results of community involvement iv. Representations from the Government Office on the preferred strategy or the submitted development plan document	The plan has been prepared in accordance with national guidance and the saved policies of the existing, extant development, while taking into consideration the planning reforms and changes introduced by the Coalition Government since May 2010

	v. Reports or copies of correspondence as to how Government Office representations have been considered and dealt with	
42. Does the development plan document contain policies that do not add anything to existing national guidance? 43. If so, why have they been included?	i. Sections of the development plan document which explain where and how national policy has been elaborated upon and the reasons ii. Representations from the Government Office iii. Reports or copies of correspondence as to how the representations have been considered and dealt with	No – policies contained in the Core Strategy expand on national planning policy to reflect the objectives and ambitions of our local communities in accordance with the principles of sustainable development