

<p><b>Luton &amp; South Bedfordshire Joint Committee</b></p> <p><b>23 October 2009</b></p> <p><b>Agenda Item No. 8</b></p>	
<b>AUTHOR</b>	<b>Chris Butcher JTU</b>
<b>SUBJECT</b>	<b>Luton and South Bedfordshire Local Development Scheme.</b>
<b>PURPOSE</b>	<b>To consider a revised Local Development Scheme (LDS).</b>
<b>RECOMMENDATIONS</b>	<p><b>1) Note that the Government Office for the East of England have approved the revised Local Development Scheme.</b></p> <p><b>2) Agree that the revised Local Development Scheme be brought into effect as of 23 October 2009.</b></p>
<b>REASON FOR RECOMMENDATIONS</b>	<b>To bring the revised Local Development Scheme into effect.</b>

## **1. INTRODUCTION**

- 1.1 Members will recall that a report taken to the Joint Committee on 20 March 2009 sought approval of a draft revised LDS, along with authorisation to submit the document to the Secretary of State for approval. The LDS is the starting point for the community and stakeholders to find out which documents the Joint Committee intends to prepare as constituent parts of its LDF, and the timescale for their preparation up to 2012. The current LDS, which was brought into effect in December 2007, has become outdated. A revised LDS is therefore required.

## **2. REVISING THE LOCAL DEVELOPMENT SCHEME**

- 2.1 The revised LDS, reproduced in Appendix 1 to this report, was submitted to the Government Office for the East of England in April 2009. Following some deliberation and the implementation of some minor typographical amendments, the Government Office approved the revised LDS in July 2009.
- 2.2 The Regulations require that the Joint Committee resolve that the scheme shall have effect, the date from which the scheme shall have effect and subsequently publish the LDS on its website and make it available for inspection at their offices. A formal resolution to this effect is therefore required from the Committee.
- 2.3 The purpose of this report is therefore to advise Members that the revised LDS has been approved by the Government Office, and to seek agreement that it should be brought into effect as of 23 October 2009.

### **3. NEXT STEPS**

- 3.1 Following Members' approval, the LDS can formally be brought into effect. It will be published on the Shape Your Future website, and paper copies made available. Monitoring of the revised LDS will be done through the Annual Monitoring Report.

### **4. EQUALITIES IMPLICATIONS**

- 4.1 The timetable revision will allow improved customer engagement and equalities considerations.

### **5. FINANCIAL IMPLICATIONS**

- 5.1 The implications are covered within existing budgets.

### **6. LEGAL IMPLICATIONS**

- 6.1 There are no legal implications.

### **Appendices:**

Appendix 1 – Revised Local Development Scheme

Appendix 2 - Profiles of LDDs and Associated Documents

## **Appendix 1: Revised Local Development Scheme**

### **Section 1 - Introduction**

The Planning and Compulsory Purchase Act 2004 (The Act) introduced **Local Development Frameworks (LDFs)** which replace the former system of Structure Plans (produced by County Councils) and Local Plans (produced by District Councils). The LDF comprises a series of documents, which set out spatial policies and proposals for future development within each local planning authority's area. These documents are explained in more detail in Section 3 below

The Act also requires each local planning authority to produce a **Local Development Scheme**, which is essentially a three year work programme for the production of new planning documents. This document is the second revision of the Local Development Scheme for the area. The first was brought into effect in December.

A Joint Committee was set up for the three local authorities of South Bedfordshire District Council, Luton Borough Council and Bedfordshire County Council which will have the responsibility for all development planning (except minerals and waste) and transportation planning work as defined in the Act.

On 6<sup>th</sup> March 2008, the Government approved a two-unitary configuration for Bedfordshire which has resulted in the abolition of Bedfordshire County Council and the creation of the new Unitary Authority of Central Bedfordshire covering the area of the South and Mid Bedfordshire District Authorities.

The Joint Committee will continue to provide forward planning powers up to 31<sup>st</sup> March 2012 for the Luton and the former South Bedfordshire District Council area (referred to in this document as Luton and southern Bedfordshire) within the framework of the approved East of England Plan and Milton Keynes and South Midlands Sub-Regional Strategy (MKSMSRS). This is the geographical area of the LDF. However, it could be extended if growth options in adjoining areas of Hertfordshire and Buckinghamshire are to be brought forward as allowed for in Policy 2(b) of the MKSMSRS which incorporates potential growth area housing provision in North Hertfordshire and Aylesbury Vale<sup>1</sup>.

As well as Local Government Reorganisation, a number of other changes have arisen since 2007 that have affected the delivery of the key milestones set in that LDS. These include: the introduction of a new Planning Act in 2008; the adoption of the East of England Plan in May 2008; the creation of a Joint Technical Unit in a joint location; and the submission to the Secretary of State to save some of the policies in the adopted Luton Local Plan.

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<sup>1</sup> It is recognised that North Hertfordshire Local Development Scheme contains a 'Luton Area Action Plan' to be prepared if technical work proves that it is necessary for land in North Hertfordshire to be developed in order to meet the requirements of the MKSMSRS

## **Section 2 – The Planning Framework**

### **Purpose of the LDS**

The LDS is the starting point for the community and stakeholders to find out which documents the Joint Committee intends to prepare as constituent parts of its Local Development Framework (LDF) and the timescale for their preparation up to 2012.

This LDS sets out the following:

- The documents the Joint Committee intends to produce which will make up the Luton and South Bedfordshire Joint LDF;
- The subject matter, profile and geographic area of each LDD;
- The timetable for the preparation, monitoring and review of each LDD;
- Other supporting research and evidence documents that will be published;
- Saved Development Plan Policies; and
- Arrangements for joint working with other authorities and bodies.

### **The Planning System**

The new planning policy system is complex and uses terminology. To help, Appendix 1 is a list of frequently used terms and definitions, which you may wish to refer to as you read this document.

Under the collective title of **Local Development Documents (LDDs)** local planning authorities will need to prepare the following:

- **Development Plan Documents (DPDs):** A number of individual documents which, together with the relevant Regional Spatial Strategy (RSS) and the County Minerals and Waste Development Framework, will form the statutory development plan for each District.
- **Supplementary Planning Documents (SPDs):** Individual documents providing additional policy guidance to supplement the policies and proposals in its Development Plan Documents. These will replace existing supplementary planning guidance.
- **A Statement of Community Involvement (SCI)** explaining the authority's approach to involving the community in the preparation and review of all its Local Development Documents and in all development control decisions.

Each local planning authority will need to decide which of the following Development Plan Documents it is going to produce:

- **Core Strategy** sets out the key elements of the planning framework for the area. It should contain a vision, strategic objectives, core policies and a framework for monitoring and implementation. Once adopted, all other development plan documents must be in conformity with it.

- **Development Policies** document, against which planning applications can be assessed.
- **Site Allocations** document allocates land for specific uses and includes policies relating to the delivery of site specific allocations.
- **Area Action Plans** (where needed) which provide the planning framework for key areas where significant change or conservation is needed. The main focus will be on implementation.

In addition, every local planning authority must produce a **Proposals Map** illustrating the policies and proposals in its DPDs. It needs to be continuously updated as and when changes are made to each DPD.

This Local Development Scheme and the Annual Monitoring Report also form part of the Local Development Framework.

### **Sustainability Appraisal/Strategic Environmental Assessment**

A key requirement of the new plan making system is to undertake a sustainability appraisal (SA) and strategic environmental assessment (SEA) of Local Development Documents. This appraisal process is one that should shape the preparation of the documents by being undertaken at each stage when decisions are taken about the content of an LDD.

Key stages in the development of DPDs will be establishing baseline scenarios, developing and refining strategic options, assessing the effects of the strategy or plan, consultation on the draft strategy/plan and SA report, monitoring and implementation. The Planning Act 2008 removes the requirement for SPDs to be subject to Sustainability Appraisal, this is expected to be confirmed in secondary legislation later in 2009. Where an SPD is likely to give rise to significant environmental impacts then it would still need to meet the requirements of the SEA Directive.

## **Section 3 - Luton and Southern Bedfordshire Context**

### **About the Area**

Luton Borough is a very densely built up area of some 4,340 hectares. The Borough's current population is estimated to be about 186,000 people with housing supply totalling approximately 74,000 dwellings and some 90,000 jobs.

The southern Bedfordshire area (comprising the former administrative area of South Bedfordshire District Council) is characterised by a mix of urban and rural areas. Much of the rural area is of high landscape and biodiversity value with extensive tracts of high-grade agricultural land. About a third of the area is within the Chilterns Area of Outstanding Natural Beauty. Outside the main towns and 7 larger villages, the area is covered by the Southern Bedfordshire Green Belt. All the other rural settlements are 'washed over' by the Green Belt. The area's current population is estimated to be about 114,200 people with housing supply totalling approximately 45,665 dwellings and 49,000 jobs.

The towns of Dunstable and Houghton Regis have coalesced with each other and Luton to form a single large urban area of some 235,180 people. Leighton-Linslade, formed of two previously separate towns Leighton Buzzard and Linslade currently has a population of about 32,753.

### **Strategic Policy Framework**

The East of England Plan was approved in May 2008 and the Strategic Plan for the Milton Keynes and South Midlands Sub-Region (MKSMSRS), which was prepared separately by the Government offices for the South-East, East Midlands and East of England was approved in March 2005. Together they set the strategic planning context for Luton and southern Bedfordshire.

The East of England Plan specifies the provision for an additional 26,300 dwellings in a 'Luton, Dunstable, Houghton Regis, Leighton-Linslade Growth Area' in the period 2001-2021, with land safeguarded for a further 15,400 homes in the period 2021-2031. A separate figure is given for the Rest of South Bedfordshire of 1000 homes in the period 2001 to 2021 with a similar annual rate (i.e. 50 per annum) in the period 2021 to 2031.

The East of England Plan and the MKSMSRS emphasises that the provision in the 'Luton, Dunstable, Houghton Regis, Leighton-Linslade Growth Area' relates to these named towns only and does not cover the whole of the administrative area(s) in which the towns are located. Similarly the provision for Rest of South Bedfordshire area relates to those areas of the former administrative area of South Bedfordshire District Council outside of the 'Luton, Dunstable, Houghton Regis, Leighton-Linslade Growth Area' only.

The East of England Plan also refers to an increase in employment of 23,000 in the Luton and southern Bedfordshire area in the period to 2021; and 12,00 jobs in the period 2021-2031.

When completed, the suite of development plan and other documents listed in the LDS, and the East of England Plan and the MKSMSRS will form the development plan for the area for all matters except minerals and waste, and will replace the existing Structure and Local Plans for the area.

## **The LDF for Luton and Southern Bedfordshire**

The East of England Plan and the MKSMSRS have set out growth levels. They identify the need for a review of the Green Belt around Luton/Dunstable/Houghton Regis and Leighton-Linslade. Policy 2b of the MKSMSRS states that:

“in the case of Luton, Dunstable and Houghton Regis, the review should focus on two areas of search which would exclude the Chilterns AONB: from west of Dunstable to the A6 in the north; and to the east and southeast of Luton, south of the A505 and east of the B653. In the case of Leighton-Linslade, there should be a comprehensive review of the Green Belt and of all the options for urban extensions.”

The MKSMSRS also indicates that the initial focus should incorporate factors such as the recycling of urban land, increasing housing delivery from within the built-up area, enhancing the attractiveness of town centres, tackling congestion and providing better public transport, achieving better high quality development, providing a better choice of employment sites and ensuring the early delivery of urban extensions.

The recommended approach contained in the MKSMSRS is for a Core Strategy to be prepared covering Luton/Dunstable/Houghton Regis/Leighton Linslade and adjacent areas. This should be submitted for public consultation as soon as possible with a set of Area Action Plans covering the urban extensions prepared in parallel starting as soon as the Inspector’s Report is received. It therefore suggests that there may be scope to commence work on the preparation of Area Action Plans (AAPs) before the binding Inspector’s Report on the Core Strategy is received.

However, given the need to facilitate the early delivery of development, and the introduction of concept of Strategic Site Allocations in Core Strategies in the Planning Policy Statement 12, it would be more appropriate for the Core Strategy to include a strategic Green Belt review and strategic detail relevant to the urban extension(s) with an SPD for the urban extension(s) prepared to supplement this. The subsequent Allocations DPD will then identify land for specific uses and other less strategic alterations to the Green Belt with the Development Control Policies DPD incorporating a suite of general policies setting out the criteria against which planning applications for the development and use of land and buildings will be considered.

The priority of the first LDS prepared in 2007 was the publication of the SCI and the Core Strategy. Given the adoptions of the SCI in 2007, the scale of the housing target and the advice in the MKSMSRS that the Core strategy should be submitted as soon as possible, the priority for this LDS remains the Core Strategy. However, with the Joint Committee continuing only to 2012, it is critical that the other DPDs are also be prioritised.

Section 5 - Proposed Development Plan Documents (DPDs), Section 6 – Proposed Supplementary Planning Documents (SPDs) and Section 9 - Project Management, of this LDS, describe the documents and timetable in more detail.

## **Section 4 - Saved Development Plan Policies & Adopted LDDs**

### **Saved Policies**

The 2004 Planning and Compulsory Purchase Act permits 'old style' plans to be saved for three years from commencement of the Act (September 2004) or from its adoption. The legislation allows these plans to be replaced in whole or part by new LDDs (or by an adopted RSS in the case of the Structure Plan). If not replaced, they will either be withdrawn or saved. If after 3 years from the date the Act commenced no application has been made to extend the "saved" period they will lapse.

The relevant plans are individually considered below.

#### Luton Local Plan 2001 – 2011 Adopted March 2006

This Plan contains 77 policies. In October 2008, the Secretary of State's approval to extend this 'saved' time period was sought for 61 policies. The saved policies were approved in March 2009 and can be viewed on the Luton Borough Council's website at [www.luton.gov.uk](http://www.luton.gov.uk).

#### The South Bedfordshire Local Plan Review (SBLPR) Adopted January 2004

The adopted Local Plan includes 97 policies. In 2007, 55 of these policies were saved with the remaining not saved. The saved policies can be viewed on the Central Bedfordshire District Council's website at [www.centralbeds.gov.uk](http://www.centralbeds.gov.uk).

#### Minerals & Waste Local Plan Adopted January 2005

The Bedfordshire and Luton Minerals & Waste Local Plan was adopted on 24th January 2005. In 2008, 2 policies were not saved. These saved policies can be viewed on the Central Bedfordshire District Council's website at [www.centralbeds.gov.uk](http://www.centralbeds.gov.uk).

#### Bedfordshire Structure Plan 2011 Adopted March 1997 Development Plan Policies

Six policies from the Structure Plan have been saved beyond September 2007 and can be viewed on the Central Bedfordshire District Council's website at [www.centralbeds.gov.uk](http://www.centralbeds.gov.uk).

### **Saved Supplementary Planning Guidance**

The Joint Committee will seek to 'save' all Supplementary Planning Guidance (SPG) documents, including development briefs, which have been adopted between 1995 and 2005 and remain valid and not been overtaken by events. Development brief SPG documents will remain material to appropriate planning applications until the developments they coordinate are complete.

The following provides a list of SPG documents and other Technical Guidance Notes prepared by the former South Bedfordshire District Council and Luton Borough Council respectively. It should be noted that the Technical Guidance Notes remain informal documents (since they have not been through full Supplementary Planning Guidance Public Consultation and Adoption Procedures), but adopted by the appropriate Committees of the local authorities for development control purposes.



### The Former South Bedfordshire District Council SPG Documents

- Land at RAF Stanbridge, Leighton Buzzard, Guidelines for Residential Development and the Provision of Recreational Facilities – December 1996.
- Shopfront Design Guide, 1999.
- Pratts Pit and Quarry, Development Brief – January 2002.
- Land South of the High Street, Leighton Buzzard, Development Brief – January 2002.
- Land at Carter’s Yard and Adjoining Areas, Luton Road, Dunstable, Development Brief – October 2002.
- Land at Skimpot Road, Dunstable, Development Brief – August 2003.
- Southern Leighton Buzzard Urban Extension Development Brief July 2006

### Technical Guidance Notes

- Chilterns Buildings Design Guide – Adopted for Development Control Purposes February 2000.
- Conservation Areas (Background Information Leaflet) – 2002.
- Planning Design Guide: Design Statements for new Dwellings on Infill Sites – March 2004.
- Planning Design Guide: Shop Signs and other Advertisements – March 2004.
- South Bedfordshire Community Safety Design Guide – July 2005 (adopted September 2005).
- The South Bedfordshire District Council Sustainability Ticklist – A Developers Guide – August 2005.

### Luton Borough Council SPG Documents

- Nature Conservation Strategy (1992)
- Shopfront Design Guide (1993)
- London Luton Airport Development Brief (2001).
- Designing for Sustainability – A Summary of Good Practice (2003).
- Designing for Community Safety in a Quality Environment (2003).

### **Adopted LDDs**

The Statement of Community Involvement (SCI) was adopted in 2007. This document outlines the standards and approach to involving stakeholders and the community in the production of the component parts of the LDF and how the Joint Committee will involve these parties in the determination of planning applications.

The Planning Obligations SPD (Luton) was also adopted in 2007. It gives a clear indication of the facilities and/or monies that the Council will seek to be provided by landowners/developers through legal agreements (under Section 106 of the Town and Country Planning Act 1990) in association with the grant of planning permission for various development proposals.

The Houghton Regis Masterplan (SPD) was adopted in 2008 and provides a planning framework to secure the comprehensive delivery of the regeneration of Houghton Regis Town Centre including the High Street. It supplements the policies in the South Bedfordshire Local Plan (2004).

The High Town Masterplan (SPD) was adopted in 2007 and sets out the framework for the regeneration of High Town, Luton, including a vision to ensure its success as an economic focus and heart of the community, supported by a high quality environment. An annex to this SPD is being progressed (see Section 6).

## **Section 5 - Proposed Development Plan Documents (DPDs)**

This section outlines the proposed DPDs and provides the timetable (Table 1) for their production. The profiles of each DPD and associated document is outlined in Appendix 2.

This LDS does not include any LDDs to be prepared jointly with adjoining local authorities. However, North Hertfordshire identify a potential AAP for the area to the East of Luton that falls within the growth area identified in the MKSMSRS, and will therefore be included in a further review of this document if this is to be undertaken jointly.

**Table 1 – Luton and Southern Bedfordshire LDF – Local Development Documents**

Document Title	Status	Brief Description and Joint Working Arrangement	Main Chain of Conformity	Preparation Stage (Reg 25)	Publication Stage (Reg 27)	Submission to SoS	Public Examination	Adoption
Core Strategy and Key Diagram	DPD	Setting out the vision, objectives, spatial strategy for the Growth Area and the primary policies for achieving the vision. The urban extension(s) will be identified as Strategic Allocations along with an assessment of general land use needs and a Green Belt boundary review. This work will be undertaken by the Joint Committee. This work will replace part of the adopted South Bedfordshire Local Plan Review 2004 including the existing Southern Bedfordshire Green Belt boundary around Luton, Dunstable, Houghton Regis and Leighton-Linsalde and parts of the Luton Local Plan which has an end date of 2011.	General conformity with national planning guidance in PPS's the MKSMSRS, East of England Plan.	Up to October 2009	November 2009 – December 2009	April 2010	July 2010	February 2011

Document Title	Status	Brief Description and Joint Working Arrangement	Main Chain of Conformity	Preparation Stage (Reg 25)	Publication Stage (Reg 27)	Submission to SoS	Public Examination	Adoption
Site Allocations DPD	DPD	New policies and proposals to facilitate the delivery of the Milton Keynes South Midlands Sub-Regional Strategy growth proposals. Will be followed by allocations of areas of land for specific land uses and more details regarding the location of necessary supporting infrastructure. This work will be undertaken by the Joint Committee.	Core Strategy and Key Diagram	April 2009 – September 2010	October 2010 – November 2010	November 2010	June 2011	December 2011
Gypsy and Traveller Site Allocation DPD	DPD	New policies and proposals to identify the amount and location of gypsy and traveller accommodation required in the Luton and southern Bedfordshire area. In addition the document will include criteria based policies against which gypsy and traveller associated development will be determined. This work	Core Strategy and Key Diagram	April 2009 – September 2010	October 2010 – November 2010	November 2010	June 2011	December 2011

Document Title	Status	Brief Description and Joint Working Arrangement	Main Chain of Conformity	Preparation Stage (Reg 25)	Publication Stage (Reg 27)	Submission to SoS	Public Examination	Adoption
		will be undertaken by the Joint Committee.						
Development Management Policies DPD	DPD	Suite of generic policies setting out the criteria against which planning application for the development of land and buildings will be considered. This work will be undertaken by the Joint Committee	General conformity with national planning guidance in PPS's the MKSMSRS, East of England Plan and the Core Strategy	April 2009 – May 2010	June 2010 – July 2010	November 2010	February 2011	September 2011

The work of the Core Strategy and Site Allocations DPD will inform the appropriate locations for growth and allocate strategic sites where there may be a need for the preparation of Supplementary Planning Documents (SPDs) or Area Action Plans (AAPs). These would focus on implementation by setting and prioritising development objectives, specifying and coordinating the requirements of new developments in more detail. Pending the finalisation of these DPDs it is difficult to identify both the areas and the order in which such documents will be needed. However at this stage, it is envisaged that SPDs will be prepared for the urban extension(s) in the Luton and southern Bedfordshire. An indicative timetable for all SPDs is set out in Section 6 below.

## **Section 6 - Proposed Supplementary Planning Documents (SPDs)**

Under the present planning system, there is a requirement to include all Local Development Documents in the LDS. However, in development plan process terms, the requirement for SPD's to be listed in the LDS will shortly be removed when the Planning Act 2008 and the associated consequential regulations (Section 180 of the Planning Act) come into effect.

Supplementary Planning Documents (SPDs) will not be subject to independent examination and will not form part of the statutory development plan but will be subject to community involvement and a sustainability appraisal. They will also be a material consideration in the determination of planning applications.

Table 2 outlines the timetable for the Supplementary Planning Documents which are currently being prepared. The profiles of each SPD and associated documents are outlined in Appendix 2.

Table 3 identified those Supplementary Planning Documents which are considered important but have yet to be commenced due to constraints on resources.

**Table 2 – Luton and Southern Bedfordshire LDF – Supplementary Planning Documents in Progress**

Document Title	Status	Brief Description and Joint Working Arrangement	Main Chain of Conformity	Pre Production	Public Participation (Reg 17)	Adoption
East Village Design Code – Annex to High Town Masterplan (SPD)	SPD	Further design guidance to support the High Town Masterplan.	To supplement the High Town Masterplan (SPD)	Completed	April 2009	June 2009
Dunstable Town Centre Masterplan (SPD)	SPD	To provide a planning framework to secure the comprehensive delivery of the regeneration of Houghton Regis Town Centre	To supplement the South Bedfordshire Local Plan Review	January 2009 – August 2009	September 2009 – October 2009	December 2011
South Bedfordshire Planning Obligations (SPD)	SPD	To provide advice to securing development related matters in association with planning permissions granted in the District.	To supplement the South Bedfordshire Local Plan Review	Completed	March /April 2009	April/May 2009

**Table 3 – Luton and Southern Bedfordshire LDF – Supplementary Planning Documents to be Prepared in the Future**

Document Title	Status	Brief Description and Joint Working Arrangement	Main Chain of Conformity	Pre Production	Public Participation (Reg 17)	Adoption
Urban Extension SPD	SPD	To provide a planning framework and further guidance to inform and secure the comprehensive delivery of a urban extension	To conform with the Core strategy and Key Diagram DPD	April 2010	June 2010	February 2011
Urban Design SPD (including the South Bedfordshire Community Design Guide)	SPD	Document will be a compendium of detailed planning guidance on design and sustainable development, drawing on existing and new work. This will be undertaken by the Joint Committee	To conform with the national guidance in PPS's, the East of England Plan Core Strategy and Key Diagram	TBC	TBC	TBC



Planning Obligations SPD	SPD	A strategy to ensure the delivery of necessary physical and social/community infrastructure across all or part of the Luton and Southern Bedfordshire area. The document will provide detailed planning guidance regarding the securing of developer contributions both via generic development “tariff” and site specific negotiation approach. This work will be undertaken by the Joint Committee.	To conform with the Core strategy and Key Diagram DPD	TBC	TBC	TBC
Leighton Buzzard Town Centre Masterplan	SPD	To provide a planning framework to guide the future development and enhancement of Leighton Buzzard Town Centre	To conform with the Core strategy and Key Diagram DPD	TBC	TBC	TBC
Conservation and Historic Environment SPD	SPD	Document will set out best practice advice for the conservation and enhancement of the historic environment of the Growth Area. It will be supported by conservation area appraisals.	To conform with the Core strategy and Key Diagram DPD, Site Allocations DPD & Development Management DPD and Urban Design SPD	TBC	TBC	TBC

## Section 7 - Information Base

It is a requirement of this LDS to outline how the evidence base will be managed, including an indication of the main background technical studies.

The Joint Committee is required to prepare and maintain an up-to-date information base on key aspects of the social, economic and environmental characteristics of the Growth Area to enable the preparation of the plans indicated in this programme. Existing and additional survey information will provide a means of identifying the issues and needs of the Area, and assist in the development of alternative options. This evidence will also be relied upon in testing the soundness of a DPD at examination. The nature of the evidence gathered for the different types of plan will, however, be a matter of judgement.

There is a wealth of relevant information which is currently held by Luton Borough Council and Central Bedfordshire Council and which is compiled for planning and related purposes.

A schedule listing the individual studies, indicating whether they are completed (and, if not, when their completion is anticipated) and specifying whether they have been or are to be produced in-house or by consultants is set out in Table 4.

**Table 4 – Technical Evidence Documents**

Technical Evidence Documents	Status
Strategic Housing Land Availability	Final Report Expected March 2009.
Urban Capacity Study, 2008	Completed. Tables and conclusions incorporated into SHLAA.
Employment Land and Premises Review, 2008	Completed.
SHMA	Final report expected March 09.
Retail Study Update	Completed
Housing Land Availability	Research complete and incorporated into AMR
Employment Land Availability	Research complete and incorporated into AMR
Flood Risk Assessment Stage 1	Completed
Flood Risk Assessment Stage 2	To be completed in 2009.
Transport Modelling and Accessibility	Completed.
Environmental Sensitivity Assessment	Completed
Water Cycle Stage 1	Completed
Water Cycle Stage 2	To be completed in 2009.
Social and Community Infrastructure	Completed
Green Space Strategy	To be completed in 2009
Green Infrastructure Strategy	To be completed in 2009
SBDC Recreation and Play Pitch Strategies	Completed. Results fed into Social and Community Infrastructure Study and Green Space Study
LBC Recreation and Play Pitch Strategies	To be completed in 2009

Gypsies and Travellers Site Identification Study South Beds	Completed.
Gypsies and Travellers Site Identification Study Luton	Completed.
Resource Efficiency Study	To be completed in 2009
Urban Extension Potential Study	To be completed in 2009
Site Assessment Matrix	Completed
Site Assessment Economics	Completed
Luton and South Bedfordshire Joint AMR 2007-08	Completed
South Beds AMR 2006-7	Completed
South Beds AMR 2005-6	Completed
Luton AMR 2006-7	Completed
Luton AMR 2005-6	Completed
SCS for Luton	Completed
SCS for South Beds	Completed
SCS for Bedfordshire	Completed
Luton Northern Bypass Feasibility Assessment	Completed
A5 – M1 Link Studies	Completed
Luton Town Centre Development Framework	Completed

## **Section 8 Resources, Risk and Monitoring**

### **Resources**

The resources available to progress the Joint Committee's work on the projects identified in the LDS are as follows:

1. Management, Co-ordination and Administration arrangements consisting of:
  - A Project Co-ordinator Post (part time)
  - General administrative support
  - Formal arrangements for co-operation between planning and transportation managers in the two councils
  - Alternation of all administrative support for formal meetings of the Joint Committee between LBC and CBC
2. A Joint Technical Team consisting of:
  - A Joint Technical Unit Manager
  - CBC's JTU Development Plans Team (approximately 5 full time posts)
  - LBC's Local Planning teams (approximately 5 full time posts)
  - Secondments and time allocations from LBC and CBC's Engineering and Transport teams (to be quantified and will vary according to stage of process, but likely to be at least equivalent to 2 full time posts).

This core joint technical team are co-located and the specific staff numbers and allocation of staff time are expected to firm up/evolve as work progresses. Alongside this staff allocation there will be associated project and expenses budgets with a value in the order of £50,000 per annum.

3. Supporting expertise available within the two partner local authorities comprising the Joint Committee. In particular this includes access to time from specialist teams and staff involved in:
  - Natural environment heritage/ecology and conservation
  - Built environment heritage and conservation
  - Environmental information
  - Environmental health
  - Housing needs/market intelligence and affordable housing provision
  - Economic regeneration
  - Highways engineering
  - Minerals and waste
  - Airports
  - Community involvement and development
4. Supporting consultancy arrangements consisting of:
  - A longer term retained consultancy support package funded from a combination of direct LPA budgets, DCLG support and Planning Delivery Grant. This arrangement is designed with the flexibility to be extended and widened in scope, and to allow priority work areas or skills gaps to be addressed according to need

- Other consultancy support linked to government funding available through the Local Delivery Vehicle

The two Councils are committed to review the resources required to deliver the LDS, based on experience gained. Changes and adjustments to resource allocations will be made through updates of the LDS. Source of funds will be through the normal local authority budget process, use of Planning Delivery Grant and additional project linked government funding through the Local Delivery Vehicle.

The development of in-house work remains the key to progress and it is clear that the growth agenda is such that the Committee will need to significantly increase the resources available for technical work, including the use of consultants in specialist areas and in assistance with core workload if Government deadlines are to be met.

Work is generally focused on the delivery of the Core Strategy DPD. One of the key tasks of both the Senior Management Group (SMG) and the Acting Joint Technical Unit Manager is to manage resources to commence work on the other DPDs and to ensure progress of all other related work to progress the Joint LDF.

The programming of this LDS is based on a number of assumptions relating to availability of staff resources, primarily in the relevant planning, research, economic development and transport planning at Luton Borough Council and Central Bedfordshire Council and their anticipated workload. It also anticipates the commitment from corporate staff resources of relevant authorities covering for example, housing, leisure, communications and public relations. However, if either of these changes significantly then it could well have an adverse effect upon the scope for delivery. If, for example, key staff leave and prove difficult to replace, then this reduced manpower capacity will be reflected in performance unless investment is made in temporary agency staff.

These risks and others are discussed below.

### **Risk Assessment**

An analysis has been completed of the principal tasks (i.e. DPDs and LDDs and not SPDs) associated with undertaking the preparation of the LDF. These risks, listed below, have been taken into consideration in devising this LDS and will be closely monitored. An Action Plan identifying how the risk has been managed, prepared and implemented if any of the risks are realised. These will be monitored and updated annually through the Annual Risk Assessment for the Joint Committee.

The following key risks and mitigation measures have been identified in relation to this LDS programme.

**Table 6 – Key Risks and Mitigation Measures**

<b>Key Risks/Owner</b>	<b>Action to Mitigate Risk and Comments</b>	<b>Risk Level</b>
Challenging time-scales for preparing the documents identified in the LDS	<ol style="list-style-type: none"> <li>1. Careful project management and regular review</li> <li>2. If necessary, adjustment of LDS through annual review. Prioritisation of other work</li> </ol> <p>Uncertainty factors remain – e.g. the level of representations submitted on documents, time taken in public examination and reporting time, or if new issues arise requiring other documents to be prepared or the diversion of staff.</p> <p>Other factors identified in this assessment may also lead to delay to the timescales.</p> <p>There is no real slack in the timetable.</p>	High
Premature planning applications for urban extensions resulting in Staff being redeployed to deal with time-consuming appeals	<ol style="list-style-type: none"> <li>1. Regular monitoring and review of progress with a view to delivery on schedule</li> <li>2. If necessary, allocate relevant officer(s) and/or appeals consultants.</li> </ol>	High
Too few staff, staff turnover, level of experience of staff and strong reliance on consultants	<ol style="list-style-type: none"> <li>1. Scope for flexible use of staff from other teams in Planning Divisions of the three authorities is extremely limited.</li> <li>2. Well-managed use of Retained Consultants and temporary staff</li> <li>3. Recruit additional staff</li> </ol> <p>Current difficulties in recruiting experienced staff</p>	High
Previously developed sites not being redeveloped because of lack of investment in essential infrastructure	<p>Work with the LDV and continue to exert pressure on government, Highways Agency and other bodies to ensure that essential infrastructure is in place and other blockages to development are removed to facilitate delivery .</p> <p>Current market downturn affects all development in the short term but is beyond the influence of the Joint Committee</p>	High
Failure to meet phasing targets in MKSMSRS resulting in Planning Inspectors approving premature planning applications at appeal (resulting in 'planning by appeal' rather than plan-led development)	<ol style="list-style-type: none"> <li>1. As above</li> <li>2. Well-argued case to explain current situation and, more importantly, how development will be delivered in immediate future</li> </ol>	Low
Failure to appoint a Technical Unit Manager resulting in slippage of timescales	The JTU are now in situ in one office with a temporary Technical Unit manager. The recruitment process for a permanent Technical Unit Manager is underway.	Medium
Financial resources	<p>Committed budgetary provision has been made up to 2009 and additional funding has been attracted through various central and regional funding streams.</p> <p>Insufficient funds are available to complete the remainder of the process to prepare the new LDF. Contingency provision also needs</p>	Medium

	to be made to accommodate unforeseen work in terms of staff and financial resources	
Capacity of Planning Inspectorate (PINS) and other agencies to support the LDF	Provide early warning to PINS and other agencies of timescales and requirements and develop good relationships with agencies through consultation. This is largely out of the Joint Committee's hands. PINS and other agencies may experience severe work pressures from local authorities preparing development plan documents to similar timescales	Medium
Ensuring 'Soundness' of the documents	Through preparing a good evidence base, good dialogue with the community/stakeholders in line with the SCI, regular liaison with Go-East, Counsel and the DCLG.	Low
Legal Challenge	Through ensuring preparation of 'sound' documents.	Low

The Joint Committee remains committed in keeping the situation closely monitored and will endeavour to find answers to overcome the risks identified as far as practicable.

### **Monitoring**

Plan-making bodies must prepare an Annual Monitoring Report (AMR) to assess their implementation of the LDS, and the extent to which plan policies are being achieved. The Joint Committee must submit an AMR for each financial year (April 1st to 31st March) no later than 31<sup>st</sup> December. Such review will assess progress against targets and milestones in the LDS, with appropriate action being taken in the light of findings. In December 2008, a Joint AMR was submitted which monitored the whole of the Luton and southern Bedfordshire area in one document.

Changes to the LDS will be reported in the AMR with complete revisions to the LDS only made where necessary.

## **Section 9 - Project Management**

In order to ensure that the preparation of the new LDF is undertaken in a focussed and coherent manner a project management approach is being taken to the coordination of the work. To this end a Local Development Scheme (LDS) Project Management Gantt Chart has been drawn up. This is set out in Figure 1.

The Gantt Chart sets out the titles of the various LDDs which the Joint Committee intend to prepare with appropriate joint and partnership working with neighbouring Councils and other organisations. Start and finish dates show the length of time it is likely to take in order to prepare the documents.

The project management approach, using the LDS Project Management Gantt Chart, will enable the undertaking of clear and accurate monitoring which will inform the Annual Monitoring Report (AMR). This process will feed into the regular review of the LDS and ensure that it continues to be relevant and up-to-date.





## **Appendix 1 - Glossary**

Note - this glossary is not set out in alphabetical order because it is considered more useful to link associated concepts e.g. local development documents arise from local development frameworks.

**Local Development Scheme (LDS):** sets out the programme for preparing Local Development Documents.

**Development Plan:** the Regional Spatial Strategy and the Development Plan Documents contained within a Local Development Framework constitute the statutory development plan.

**Regional Spatial Strategy (RSS):** the Region's policies in relation to the development and use of land, currently the Draft East of England Plan (RSS14).

**Local Development Framework (LDF):** a portfolio of Local Development Documents – it consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports (and may also include Local Development Orders and Simplified Planning Zones).

**Local Development Document (LDD):** the collective term in the Act for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

**Development Plan Documents (DPD):** a name given to a range of policy plans including a Core Strategy, Area Action Plans, Site Specific Allocations of Land, Generic Development Control Policies. These are subject to independent examination, and are shown geographically on an adopted Proposals Map (discussed below).

**Core Strategy (CS):** sets out the long-term spatial vision for the local planning authority area, together with the spatial objectives and strategic policies to deliver that vision. Authorities may illustrate broad locations of future development through a key diagram.

**Area Action Plan (AAP):** used to provide a planning framework for areas of change and areas of conservation.

**Site Specific Allocations:** allocations of sites for specific or mixed uses or developments to be contained in Development Plan Documents. Policies will identify any specific requirements for individual proposals.

**Generic Development Control Policies:** these constitute a suite of criteria-based policies, which are required to ensure that all development within an area meets the spatial vision and objectives set out in the Core Strategy. They may be included in any Development Plan Document or form a standalone document.

**Proposals Map:** the adopted proposals map illustrates on a base map at a registered scale all the policies contained in Development Plan Documents, together with any saved policies. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted development plan documents in the form of a submission proposals map.

**Minerals and Waste Development Framework:** where counties agree to work with unitary authorities on a joint minerals and waste development document, these proposals must be set out in each local development scheme.

**Saved Policies or Plans:** existing adopted development plans are saved for three years from the date of commencement of the Act (September 2004). Any policies in old style development plans adopted after commencement of the Act will become saved policies for three years from their adoption of approval.

**Supplementary Planning Documents (SPD):** provide supplementary information in respect of the policies in Development Plan Documents or a saved policy. They do not form part of the Development Plan and are not subject to independent examination.

**Statement of Community Involvement (SCI):** sets out the standards, which authorities will achieve with regard to involving local communities in the preparation of Local Development Documents and development control decisions. It is not a Development Plan Document but is subject to independent examination.

**Annual Monitoring Report (AMR):** A public report to be produced by local authorities to assess their progress on implementation of the LDS and the effectiveness of the LDDs in terms of policy achievement.

**Sustainability Appraisal (SA):** a tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all Local Development Documents (except the Statement of Community Involvement). This process incorporates the requirements of the Strategic Environmental Assessment Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment.

**Planning Policy Statement (PPS):** Statements from central government on matters of national planning policy which are being phased in to supersede Planning Policy Guidance Notes (PPGs).

**Strategic Environmental Assessment (SEA):** Assesses the environmental impacts of the policies and proposals within the LDF.

**Examination:** a local planning authority must submit a Development Plan Document for independent examination to the Secretary of State, publish a notice and invite representations, to be made within a specified period of six weeks in accordance with Regulation 28.

## **Appendix 2 - Profiles of LDDs and Associated Documents**

<b>Core Strategy and Key Diagram DPD</b>	
Role and content	To set out the vision, strategic objectives, spatial strategy for the Growth Area and the primary policies for achieving the strategic vision. This will entail an assessment of the general land use needs together with identification of Strategic Site Allocations and strategic Green Belt boundary review
Status	Development Plan Document
Chain of conformity	General conformity with national planning guidance in PPS's the MKSMSRS, East of England Plan.
Geographic coverage	To cover the administrative areas of Luton Borough Council and the former administrative area of Central Bedfordshire Council.
<b>Timetable and milestones (<i>projected milestones in italics</i>)</b>	
Commencement (including SA Scoping Report)	Completed
Participation in developing DPD Options (Reg 25)	Completed
Formal participation in development of a DPD (Reg 25)	April 2009 – May 2009
Consultation on published DPD (Reg 27)	November 2009 – December 2009
Consideration of Representations	January 2010 – March 2010
Submission	April 2010
Examination	July 2010
Inspectors Report	December 2010
Adoption	February 2011
<b>Arrangement for Production</b>	
Lead Organisation	Work undertaken by Joint Technical Unit, led by the Joint Committee
Management Arrangements	Decisions will be taken by the Joint Committee with full executive powers. Day-to-day management of process by Joint Technical Unit Manager
Resources Required	Staffing from Joint Technical Unit, with officers from Luton Borough and Central Bedfordshire Council, with input as necessary from consultants. Sustainability Appraisal aspect of work to be undertaken by consultants
Stakeholder and Community Involvement	The SCI sets out the standard mechanisms for community involvement. This DPD will be prepared in light of the views of the community and stakeholders.
Monitoring and review mechanisms	Monitored on an annual basis as part of the Annual Monitoring Report, and will then be the subject of a review if the monitoring highlights such a need. The document will be formally reviewed as necessary following regional plan changes.

<b>Site Allocations DPD</b>	
Role and content	Policies and proposals to facilitate the delivery of the Milton Keynes and South Midlands Sub-Regional Strategy including site-specific land allocations for specific land uses, plus details of necessary supporting community, transport and green infrastructure
Status	Development Plan Document
Chain of conformity	Must conform with the Core Strategy
Geographic coverage	To cover the administrative areas of Luton Borough Council and the former administrative area of Central Bedfordshire Council.
<b>Timetable and milestones (<i>projected milestones in italics</i>)</b>	

Commencement (including SA Scoping Report)	April 2009
Participation in developing DPD Options (Reg 25)	April 2009 – December 2009
Formal participation in development of a DPD (Reg 25)	December 2009 – January 2010
Consultation on published DPD (Reg 27)	October 2010 – November 2010
Consideration of Representations	August 2010 – October 2010
Submission	March 2011 2010
Examination	June 2011
Inspectors Report	October 2011
Adoption	December 2011
<b>Arrangement for Production</b>	
Lead Organisation	Work undertaken by Joint Technical Unit, led by the Joint Committee
Management Arrangements	Decisions will be taken by the Joint Committee with full executive powers. Day-to-day management of process by Joint Technical Unit Manager
Resources Required	Staffing from Joint Technical Unit, with officers from Luton Borough and Central Bedfordshire Council, with input as necessary from consultants. Sustainability Appraisal aspect of work to be undertaken by consultants
Stakeholder and Community Involvement	The SCI sets out the standard mechanisms for community involvement. This DPD will be prepared in light of the views of the community and stakeholders.
Monitoring and review mechanisms	Monitored on an annual basis as part of the Annual Monitoring Report, and will then be the subject of a review if the monitoring highlights such a need. The document will be formally reviewed as necessary following regional plan changes.

<b>Gypsy and Traveller DPD</b>	
Role and content	To identify the amount and location of gypsy and traveller accommodation required in the Luton and southern Bedfordshire area. In addition the document will include criteria based policies against which gypsy and traveller associated development will be determined
Status	Development Plan Document
Chain of conformity	Must conform with the Core Strategy
Geographic coverage	To cover the administrative areas of Luton Borough Council and the former administrative area of Central Bedfordshire Council.
<b>Timetable and milestones (<i>projected milestones in italics</i>)</b>	
Commencement (including SA Scoping Report)	April 2009
Participation in developing DPD Options (Reg 25)	April 2009 – December 2009
Formal participation in development of a DPD (Reg 25)	December 2009 – January 2010
Consultation on published DPD (Reg 27)	October 2010 – November 2010
Consideration of Representations	August 2010 – October 2010
Submission	March 2011 2010
Examination	June 2011
Inspectors Report	October 2011
Adoption	December 2011

<b>Arrangement for Production</b>	
Lead Organisation	Work undertaken by Joint Technical Unit, led by the Joint Committee
Management Arrangements	Decisions will be taken by the Joint Committee with full executive powers. Day-to-day management of process by Joint Technical Unit Manager
Resources Required	Staffing from Joint Technical Unit, with officers from Luton Borough and Central Bedfordshire Council, with input as necessary from consultants. Sustainability Appraisal aspect of work to be undertaken by consultants
Stakeholder and Community Involvement	The SCI sets out the standard mechanisms for community involvement. This DPD will be prepared in light of the views of the community and stakeholders.
Monitoring and review mechanisms	Monitored on an annual basis as part of the Annual Monitoring Report, and will then be the subject of a review if the monitoring highlights such a need. The document will be formally reviewed as necessary following regional plan changes.

<b>Development Management Policies DPD</b>	
Role and content	To specify the policies that will be utilised in the determination of planning applications for new development and changes of use
Status	Development Plan Document
Chain of conformity	General conformity with national planning guidance in PPS's the MKSMSRS, East of England Plan and the Core Strategy
Geographic coverage	To cover the administrative areas of Luton Borough Council and the former administrative area of Central Bedfordshire Council.
<b>Timetable and milestones (<i>projected milestones in italics</i>)</b>	
Commencement (including SA Scoping Report)	April 2009
Participation in developing DPD Options (Reg 25)	April 2009 – December 2009
Formal participation in development of a DPD (Reg 25)	December 2009 – May 2010
Consultation on published DPD (Reg 27)	June 2010 – July 2010
Consideration of Representations	August 2010 – October 2010
Submission	November 2010
Examination	February 2011
Inspectors Report	June 2011
Adoption	September 2011
<b>Arrangement for Production</b>	
Lead Organisation	Work undertaken by Joint Technical Unit, led by the Joint Committee
Management Arrangements	Decisions will be taken by the Joint Committee with full executive powers. Day-to-day management of process by Joint Technical Unit Manager
Resources Required	Staffing from Joint Technical Unit, with officers from Luton Borough and Central Bedfordshire Council, with input as necessary from consultants. Sustainability Appraisal aspect of work to be undertaken by consultants
Stakeholder and Community Involvement	The SCI sets out the standard mechanisms for community involvement. This DPD will be prepared in light of the views of the community and stakeholders.

Monitoring and review mechanisms	Monitored on an annual basis as part of the Annual Monitoring Report and policies will then be the subject of a review if the monitoring mechanisms highlights such a need. The document will be formally reviewed as necessary.
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<b>East Village Design Code – Annex to High Town SPD</b>	
Role and content	Annex to the High Town Masterplan that sets out further design guidance for selected parts of this area of Luton
Status	Supplementary Planning Document
Chain of conformity	Must conform with the Luton Local Plan 2001-11. Sites must be shown on Proposals Map.
Geographic coverage	Coverage restricted to parts of High Town, Luton, although discussion of implications for a wider geographical area will be necessary
<b>Timetable and milestones (<i>projected milestones in italics</i>)</b>	
Pre Production	Complete
Formal Participation (Reg 19)	April 2009
Consideration of representations and drafting of SPD	May 2009
Adoption	June 2009
<b>Arrangement for Production</b>	
Lead Organisation	Work undertaken by Luton Borough Council, led by the Joint Committee
Management Arrangements	Decisions will be taken by the Joint Committee with full executive powers. Day-to-day management of consultants will be undertaken by the Joint Technical Unit Manager
Resources Required	Staffing from Luton Borough Council Regeneration Division, with input as necessary from consultants. Sustainability Appraisal aspect of work to be undertaken by consultants
Stakeholder and Community Involvement	Consultation and community involvement to be carried out in line with standards set out in the Joint Statement of Community.
Monitoring and review mechanisms	Monitored on an annual basis as part of the Annual Monitoring Report and policies will then be the subject of a review if the monitoring mechanisms highlights such a need.

<b>Dunstable Town Centre Master Plan SPD</b>	
Role and content	The Master Plan/SPD will set out a framework for the regeneration of Dunstable Town Centre, including a vision to ensure its success as an economic focus and heart of the community, supported by a high quality environment.
Status	Supplementary Planning Document
Chain of conformity	Must conform with the Core Strategy and Site Allocations DPD. Sites must be shown on Proposals Map.
Geographic coverage	Dunstable Town Centre and the adjoining area, although discussion of implications for a wider geographical area will be necessary
<b>Timetable and milestones (<i>projected milestones in italics</i>)</b>	
Pre Production	January 2009 – August 2009
Formal Participation (Reg 19)	September/October 2009
Consideration of representations and drafting of SPD	November - December 2009
Adoption	September 2011

<b>Arrangement for Production</b>	
Lead Organisation	Work undertaken by Central Bedfordshire, led by the Joint Committee
Management Arrangements	Decisions will be taken by the Joint Committee with full executive powers. Day-to-day management of consultants will be undertaken by the Joint Technical Unit Manager
Resources Required	Staffing from Central Bedfordshire Council Economic Development Division, with input as necessary from consultants. Any Sustainability Appraisal aspect of work to be undertaken by consultants
Stakeholder and Community Involvement	Consultation and community involvement to be carried out in line with standards set out in the Joint Statement of Community.
Monitoring and review mechanisms	Monitored on an annual basis as part of the Annual Monitoring Report and policies will then be the subject of a review if the monitoring mechanisms highlights such a need.

<b>South Bedfordshire Planning Obligations SPD</b>	
Role and content	The SPD gives a clear indication of the facilities and/or monies that the Council will seek to be provided by landowners/developers through legal agreements (under Section 106 of the Town and Country Planning Act 1990) in association with the grant of planning permission for various development proposals.
Status	Supplementary Planning Document
Chain of conformity	Must conform with the South Bedfordshire Local Plan Review (2004).
Geographic coverage	The former administrative area of South Bedfordshire District Council in Central Bedfordshire
<b>Timetable and milestones (<i>projected milestones in italics</i>)</b>	
Pre Production	Complete
Formal Participation (Reg 19)	March/April 2009
Consideration of representations and drafting of SPD	April 2009
Adoption	April/May 2009
<b>Arrangement for Production</b>	
Lead Organisation	Work undertaken by Central Bedfordshire, led by the Joint Committee
Management Arrangements	Decisions will be taken by the Joint Committee with full executive powers. Day-to-day management of consultants will be undertaken by the Joint Technical Unit Manager
Resources Required	Staffing from Central Bedfordshire Council Development Plans Team, with input as necessary from consultants. Any Sustainability Appraisal aspect of work to be undertaken by consultants
Stakeholder and Community Involvement	Consultation and community involvement to be carried out in line with standards set out in the Joint Statement of Community.
Monitoring and review mechanisms	Monitored on an annual basis as part of the Annual Monitoring Report and policies will then be the subject of a review if the monitoring mechanisms highlights such a need.