



**HOUSING, ENABLING and PLANNING POLICY
GLOSSARY of TECHNICAL TERMS.**

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Introduction - The planning policy, housing and housing enabling services all make use of a range of technical terms arising from their respective areas of legislation, some of which are most frequently referred to by their initials.

This glossary sets out definitions of a range of these technical terms which should prove helpful particularly to those participating in the preparation of policy and the delivery of these services, for stakeholder partners and also for service users.

AA - Appropriate Assessment - Directive 92/43/EEC on the Conservation of Natural Habitats and Wild Fauna and Flora – the ‘Habitats Directive’ - provides legal protection for habitats and species of European importance (ie: Special Areas of Conservation and Special Protection Areas). Any plan or project which is likely to have a significant effect on a European designated wildlife site, either individually or in combination with other plans or projects, must be subject to an Appropriate Assessment of its implications for the site in view of the site’s conservation objectives.

Adoption - The final process of making the DPD a statutory document following Examination, receipt of the Inspector’s report and implementation of its recommendations through a resolution of the Council.

Adopted Proposals Map - The map showing areas designated for protection because of their landscape, nature conservation or heritage value, and areas at risk from flooding. Also sites allocated for particular land uses and development proposals included in any adopted DPD, and identifying areas to which specific policies apply. Minerals and waste allocations or safeguarding areas included in an adopted DPD prepared by Somerset County Council will also be shown. Inset maps may be provided for areas where the amount of detailed information requires a larger scale base map in the interests of clarity. The initial Adopted Proposals Map is the adopted West Somerset District Local Plan proposals map with any amendments arising from the final Core Strategy.

AH – Affordable Housing – term used for any form of housing, rented or ownership, which is delivered for those people who are unable to access housing within the market, usually but not exclusively for financial reasons.

AHG – Affordable Housing Group – This is the group of internal and external members set up to monitor and push forward delivery of Affordable Housing.

AMR - Annual Monitoring Report – The preparation of a Local Development Framework AMR is a statutory requirement, its purpose is to monitor and review the implementation of statutory Development Plan policies within the Local Planning Authority area. The reporting period is 1st April to 31st March, the AMR must be published by 31st December each year.

Brownfield site – Previously developed land. This can include both land and premises and refers to a site that has previously been developed and is not currently fully in use, although it may be partially occupied or utilised. It may also be vacant, derelict or contaminated. Brownfield land excludes agricultural buildings, domestic gardens, open spaces and, land where the remains of previous use have blended into the landscape, or

have been overtaken by nature conservation value or amenity use and cannot be regarded as requiring development.

CBL – Choice Based Lettings – Allocation mechanism of the Homefinder System.

Code – Code for Sustainable Homes – Introduced in April 2007 these are the sustainability standards imposed on affordable housing. They are graded Code 1 to Code 6 (zero carbon). Currently any affordable housing scheme which requires Government Subsidy via the HCA must meet Code 3. These standards are in excess of those required by Building Regulations and are not mandatory on private sector housing. The intention to increase the minimum standard to Code 4 for affordable housing from 1st April 2010 was postponed due to the poor housing market conditions. There are plans to integrate the two in the drive to make all new housing zero carbon by 2016.

Concealed Households - A concealed household is someone living within another person's household wanting to move to their own accommodation and form a separate household, for example adult children living with their parents.

Core Strategy - The most important part of the Local Development Framework. It is a statutory Development Plan Document setting out the spatial vision and strategic objectives for the planning of the area. It must be adopted before any other DPD can be submitted for examination.

Development Plan – Number of planning policy documents produced by Strategic, Unitary and/or Local Planning Authorities. In two-tier local authority areas this originally comprised the Structure Plan and the (area-wide) Local Plan. Since 2004, these are expected to be replaced by a series of documents that will form the Local Development Framework (LDF).

Development Register – this is the document which contains details of all the affordable housing schemes within West Somerset from very early stages through to completion. It is updated constantly by the Housing Enabler and is monitored bi-monthly by the Affordable Housing Group.

Discounted Purchase – this refers to affordable homes which are sold at a discount. This is usually done either by private developers or the Council under its Affordable Housing Policy. There is no rental element to this form of purchase.

DPD - Development Plan Document – Planning policy documents containing statutory planning policies and proposals for the District as a whole or specific locations within the District. Their policies are subject to Sustainability Appraisal and to independent examination prior to adoption. DPDs have statutory status once adopted, their policies are used in the determination of planning applications.

Employment Land Review - An important objective of the Local Development Framework planning system is to deliver an appropriate local balance between competing uses for land, particularly housing and employment. The Employment Land Review plays an important role in achieving this balance and forms part of the LDF 'evidence-base'. Local Authorities are required to review their portfolios of employment sites and apply up to date and sensible criteria in terms of sustainable development and market realism.

ENPA – Exmoor National Park Authority.

Evidence Base – The body of documents, research and information that assists in the identification of issues and options, supports and informs the drafting and justification of LDD policies and helps to facilitate the monitoring of policy implementation. Evidence base studies have to be updated periodically in order to remain effective.

Examination – In order to become an adopted part of the development plan, DPDs must be found sound having been examined by an appointed planning Inspector. The Examination is concerned with legal compliance and the soundness of the document as a whole. The Examination is not concerned with hearing objections to the DPDs proposals, rather submissions as to whether the DPD's proposals are sound or not.

Flood Risk Assessment - A study to assess the risk to an area or site from flooding, now and in the future, and to assess the impact that any changes or development on the site or area will have on flood risk to the site and elsewhere. It may also identify, particularly at more local levels, how to manage those changes to ensure that flood risk is not increased. PPS25 differentiates between regional, strategic and site-specific flood risk assessments (RFRA, SFRA and FRA respectively).

Flood Zone Maps - The Environment Agency prepare Flood Zone maps which show the annual probability of a flooding event in a given area. There are three categories of flood zone: -

- Flood Zone 1 (low probability) - land assessed as having a less than 1 in 1000 annual probability of river or sea flooding in any year;
- Flood Zone 2 (medium probability) – land assessed as having between a 1 in 100 and 1 in 1000 annual probability of river flooding, or between a 1 in 200 and 1 in 1000 annual probability of sea flooding in any year, and
- Flood Zone 3 (high probability) – is divided into two sub categories:
 - Flood Zone 3a: land assessed as having a 1 in 100 or greater annual probability of river flooding or a 1 in 200 or greater annual probability of flooding from the sea in any year, and;
 - Flood Zone 3b (The functional floodplain) - land where water has to flow or be stored in times of flood.

The SFRA should identify the distinction between Flood Zones 3a and 3b.

<http://www.environment-agency.gov.uk/homeandleisure/37837.aspx>

Green Infrastructure - The sub-regional network of protected sites, nature reserves, natural and semi-natural greenspaces and greenway linkages. The linkages include river corridors and flood plans, migration routes and features of the landscape, which are of importance as wildlife corridors. It may also include parks and gardens, outdoor sports facilities, amenity greenspace (informal open areas in housing estates and domestic gardens), provision for children and teenagers, allotments and community gardens, cemeteries and churchyards, as well as gardens. Green infrastructure should provide for multifunctional uses, i.e. wildlife, recreational and cultural experience, as well as delivering ecological services, such as flood prevention and microclimate control. It should also operate at all spatial scales from urban centres through to open countryside.

<http://www.naturalengland.org.uk/ourwork/planningtransportlocalgov/greeninfrastructure/default.aspx>

Greenfield site - Land upon which no previous development has taken place. Includes agricultural land.

HA - Housing Association – Also known as Registered Social Landlords (RSLs) and Registered Providers (RP's).

HCA – Homes and Communities Agency – The National housing and regeneration delivery agency for England. They currently administer the National Affordable Housing Programme and the funding allocated for affordable housing.

HMA – Housing Market Area – Geographical expression referring to an area where common housing market conditions exist. They can be quite dynamic in terms of their extent and do not necessarily conform to administrative boundaries and can be very localised or, strategic (SHMA). West Somerset local authority area has been identified in the Northern Peninsula SHMA as having three different types of housing market; Exmoor and Downland Fringe, Coastal – Lower Value and, Dispersed Rural.

Homebuy – This describes the suite of options available through Government funded low cost home ownership schemes. The Government schemes have a much higher income threshold than the West Somerset Council Affordable Housing Policy (£60,000 compared with £35,000) and are mainly aimed at Key Workers. The most likely to be available in West Somerset is Newbuild Homebuy – formerly referred to as shared ownership or shared equity.

Housing Needs Survey - This provides data on housing need at a District-wide level. Serves to demonstrate the need for affordable housing within various parts of the area. A survey was included as part of the Taunton and South Somerset SHMA.

Housing Trajectory - The housing trajectory is a diagram providing a graphic representation of the rate of implementation of residential development against strategic housing requirements for the area and the estimated future rate.

Intermediate Housing – This describes options available for people who fall between needing affordable housing and being able to access market housing. It can refer to rented or home ownership and is usually pitched at the level of 80% of market housing.

LCHO – Low Cost Home Ownership – This is the umbrella under which all of the different ways of producing affordable homes for sale sit.

LDDs - Local Development Documents – A generic term for the statutory and non statutory policy documents which make up the LDF (ie: DPDs and SPDs).

LDF - Local Development Framework – The collective title given to a range of documents which include: the Core Strategy, other Development Plan Documents, the Statement of Community Involvement, Supplementary Planning Documents, the Local Development Scheme, the Annual Monitoring Report and the adopted Proposals Map.

LDS - Local Development Scheme – The programme management document that sets out the roles and purposes of the LDF documents to be prepared and which identifies time periods for their preparation, adoption and review.

LHA – Local Housing Allowance – Monthly assessed payment for rental charges formerly known as Housing Benefit.

LIP – Local Investment Plan – Plan put together by the five Authorities in Somerset as a strategy delivery document for the next four years. It includes programmes for Urban, Market Town and Rural schemes and includes housing (including affordable), regenerations projects, strategic site development and infrastructure projects.

Local Plan - The old style statutory development plan prepared by local planning authorities (in our case the West Somerset District Local Plan). The saved policies in local plans will remain current until replaced by the adoption of new statutory LDF document policies.

MAP – Multi Agency Panel – Internal and external agency intervention for individual challenging cases.

MARAC – Multi Agency Risk Assessment Committee – for discussion of vulnerable cases across Taunton Deane and West Somerset.

MIP – Mortgagee in Possession – A clause which enables a Lender to sell a property without regard to local connection and or income restrictions should they need to re-possess it.

NAHP – National Affordable Housing Programme – Programme of homes to be delivered with Government Grant bid for by developers.

PD List – Priority Delivery List – adopted by the AHG annually and updated using housing needs information this forms the basis of the areas where enabling work will be focused.

Plan Making Manual – The Planning Advisory Service's web-based guide to managing the Local Development Framework including the preparation of LDDs. It can be found at www.pas.gov.uk This resource is cited by the Secretary of State in PPS12.

Planning Obligations – An agreement (legal and/or voluntarily entered into by a developer) covering non-planning matters that could not be dealt with through conditions on a planning permission. They are entered into with the developers and set out any affordable housing provision (on or off site), recreation contributions, and any other agreed matters. Also referred to as Planning Obligations agreement.

POG – Planning Obligations Group – An officer group including Member Portfolio Holder representation which monitors Section 106 Agreements, monies available and ensures spend within Council priorities.

PPS - Planning Policy Statements / PPG - Planning Policy Guidance - National policy statements issued by the Department for Communities and Local Government (DCLG) which give the Secretary of State's guidance on various themed areas of planning policy. These are currently under review by the new government but remain in force until withdrawn or superseded.

Previously Developed Land (PDL) – This can include both land and premises and refers to a site that has previously been developed and is not currently fully in use,

although it may be partially occupied or utilised. It may also be vacant, derelict or contaminated. Brownfield land excludes agricultural buildings, domestic gardens, open spaces and, land where the remains of previous use have blended into the landscape, or have been overtaken by nature conservation value or amenity use and cannot be regarded as requiring development. Also referred to as 'Brownfield Land/Sites'.

Programme Officer – The administrator for the DPD Examination process. Arranges the Examination sessions so that the appropriate people are present at the right times to discuss the matters identified by the Inspector. Assists the Inspector generally and although funded by the Council is independent of it.

Publication – The formal publication of a DPD allows for representations from those parties casting doubt on any aspects of its soundness prior to formal submission to the Secretary of State. It is designed as an opportunity to fine tune the document prior to submission if there are serious flaws in it which would prevent it from being found sound on examination. The Council should only publish a DPD which it believes to be sound and properly justified by evidence.

RHP – Rural Housing Project – Project works across North Devon, West Somerset and Exmoor National Park and employs Colin Savage and Diane Blackman.

RHPSG – Rural Housing Project Steering Group – Officers and Members from across the three Authorities concerned which meet to monitor the work of the project and the work programme of the Rural Housing Enabler.

RP – Registered Provider – formerly referred to as Registered Social Landlords (RSLs) or Housing Associations (HAs)

RSL – Registered Social Landlord – formerly known as Registered Providers and Housing Associations (HAs).

RSS - Regional Spatial Strategy – Until their recent revocation the RSS provided the strategic element of the statutory Development Plan (previously provided by the County Structure Plans). Although the RSS have been abandoned, the evidence base which informed their preparation remains an important source of evidence for the LDF process.

Rural Exception Sites – Small sites, usually adjacent to rural settlements, on which open market housing development would not be permitted, that are developed solely for affordable housing. Development is subject to the support of the local parish or town council and with the active involvement of a Registered Social Landlord (RSL).

S106 – Section 106 Agreement – A legal agreement covering non-planning matters that could not be dealt with through conditions on a planning permission. They are entered into with the developers and set out any affordable housing provision (on or off site), recreation contributions, and any other agreed matters. Also referred to as Planning Obligations.

SA - Sustainability Appraisal - The purpose of sustainability appraisal is to help to create sustainable development through the integration of social, economic and environmental considerations into the preparation of new or revised Development Plan Documents (DPD) . A baseline SA study is carried out at the beginning of the DPD

preparation process, and its objectives are used to test the policies / strategy as the DPD progresses.

<http://www.gosport.gov.uk/sustainability-appraisal/>

SCI - Statement of Community Involvement – This document sets out the way in which partners, stakeholders and the community will be involved in the preparation of the LDF, and also in the development control process within the Local Planning Authority area. Compliance with the procedures set out in the SCI is one of the tests of soundness applied to the DPDs by the Independent Examiner.

SFRA – Strategic Flood Risk Assessment – Studies in varying detail showing the extent and vulnerability of land to flood by rivers (fluvial) and/or the sea (tidal) with areas identified by flood-zone (1 – 3) according to the level of risk. Level 1 Assessments show the general extent of flooding whilst Level 2 Assessments look at potential development land already identified as subject to flooding in more detail.

Shared Equity – this refers to traditional shared ownership housing and is part rent/part buy. Also referred to as Newbuild Homebuy.

SHLAA - Strategic Housing Land Availability Assessment - The Strategic Housing Land Availability Assessment is a piece of evidence identifying land which may be available to meet the 5, 10 and 15 year housing land requirements for the District. The SHLAA includes an assessment of sites put forward by landowners and developers in terms of their suitability, availability and deliverability (as defined in PPS3 – Housing). The assessment also includes likely yield of dwelling numbers and timescale over which they might be delivered. It does not allocate housing sites for development.

SHMA - Strategic Housing Market Assessment - A Strategic Housing Market Assessment (HMA) describes the operation of the housing market in an identified sub-regional area particularly in terms of supply and demand. The scale of SHMAs is not prescribed however they usually cover more than one local authority area. West Somerset is included in two overlapping SHMAs, that for the Northern Peninsula area (Exmoor National Park, [former] North Cornwall, North Devon, Torrington and West Somerset), and also that covering the Bridgwater, Taunton and, Yeovil area (Taunton Deane, Sedgemoor, South Somerset and, West Somerset).

Shoreline Management Plan – Document showing the coastal areas and their existing levels of flood defence. Identifies the future long-term solutions/proposals for flood defence measures for the next 100 years.

Single Conversation – This is the term used by the HCA to describe how they engage with stakeholders. The engagement is part of the LIP process and takes a more programmed and strategic approach to the subject of bidding for grant and funding of schemes.

Somerset Homefinder – System used for applicants to apply for housing and bid for suitable vacancies.

Soundness – To be ‘sound’ a DPD should be “justified, effective and consistent with national policy”. ‘Justified’ and ‘effective’ mean that it must be founded on a robust and credible evidence base, be the most appropriate strategy when considered against the

reasonable alternatives and also be deliverable, flexible and be able to be monitored. The job of the examining Inspector is to determine whether a DPD is sound or not.

Spatial planning – spatial planning is a process of place shaping and delivery, it aims to:

- Produce a vision for the future of places that responds to the local challenges and opportunities, and is based on evidence, a sense of local distinctiveness and community derived objectives, within the overall framework of national policy.
- Translate this vision into a set of priorities, programmes, policies and local allocations together with the public sector resources to deliver them
- Create a framework for private investment and regeneration that promotes economic, environmental and social well being for the area;
- Coordinate and deliver the public sector components of this vision with other agencies and processes (eg the LAA)
- Create a positive framework for action on climate change and
- Contribute to the achievement of Sustainable Development.

SPD - Supplementary Planning Documents – Provide additional detail on the implementation of adopted statutory planning policies in the Development Plan. SPD cannot be used to make new policies, only to help in applying or interpreting policies which already exist. They are not subject to independent examination prior to adoption or to sustainability appraisal. They do form part of the LDF although they are not part of the statutory Development Plan. They are however a material consideration in the determination of planning applications.

SSHOG – Somerset Strategic Housing Officers Group – County-wide group

Submission – The stage following Publication, at which the DPD is sent to the Secretary of State for formal examination by an Inspector.

Surface Water Management Plan (SWMP) – Identifies the location and possible extent of land liable to flood due to surface water run-off and ponding, following extreme localised rainfall events (exclusive of delayed/consequential impact of fluvial [river] flooding).

SWH – South West Homes – the Government appointed ‘Zone Agent’ for providing a one-stop administration process for all low cost home ownership options within the South West Peninsula.

TA – Temporary Accommodation – usually self contained private sector housing leased by the Council.

Windfall Site – A site not previously allocated for development or identified as part of the housing land supply for the area for which residential planning permission is granted

WSHF – West Somerset Housing Forum – Forum of those organizations which provide or have an interest in the provision of affordable housing within West Somerset.

WSSHf – West Somerset Supported Housing Forum – Forum of those organizations which provide or have an interest in the provision of supported housing within West Somerset.

NB - This glossary does not seek to provide an exhaustive list of technical terms used in the planning policy, housing and housing enabling services. Please let us know if there are any other terms you come across which you would like us to explain, and add to the glossary.

For planning policy please contact -
For housing enabling contact -
For housing options contact -

ldf@westsomerset.gov.uk
hcrockford@westsomerset.gov.uk
pcmaddocks@westsomerset.gov.uk