

GLOSSARY OF TERMS

NEIGHBOURHOOD PLAN GLOSSARY OF TERMS

5YLS – Five Year Land Supply. This is a supply of specific deliverable sites sufficient to provide 5 years' worth of housing (and appropriate buffer) against a housing requirement set out in adopted strategic policies, or against a local housing need figure, in accordance with paragraph 73 of the National Planning Policy Framework.

Access Land - You can access some land across England without having to use paths - this land is known as 'open access land' or 'access land'. It includes mountains, moors, heaths and downs that are privately owned. It also includes common land registered with the local council and some land around the King Charles III England Coast Path. The right to access this land is called the 'right to roam', or 'freedom to roam'.

Action Points - Some things cannot be covered in the policies of a Neighbourhood Plan, because they aren't concerned directly with the development of land but are important to the community. These can be described as aspirations the community has to make improvements locally and are therefore actions for the Town Council to commit to.

Active Travel Plan – A package of actions produced by a workplace or an organization setting out how employees, users or visitors will travel to the place in question using options that are healthy, safe and sustainable, and reduce the use of the private car.

Adoption – The final confirmation of a local plan by a local planning authority.

AGLV - Area of Great Landscape Value . An area of land in England which is considered to be of high landscape quality with strong distinctive characteristics which make them particularly sensitive to development. The designation was established under the Town and Country Planning Act 1947. Within ALGVs the primary objective is conservation and enhancement of their landscape quality and individual character.

Affordable housing – Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices.

Amenity Land- small parcels of land, usually grassed and unfenced, that adjoin residential properties. These areas of land are generally for the purpose of providing open spaces for the enjoyment of local residents.

Ancient Woodland - A area that has been wooded continuously since at least 1600 AD

Annual monitoring report – A report that allows the Local Authority to assess the extent to which policies and proposals set out in all the local development documents are being achieved.

AONB - Area of Outstanding Natural Beauty (AONB) is an area of countryside which has been designated for conservation due to its significant landscape value. Areas are designated in recognition of their national importance, by Natural England.

ATC – Alton Town Council. For the purposes of the Neighbourhood Plan, Alton Town Council is designated as the 'Qualifying Body' that has the powers to use the neighbourhood planning powers

Appeal – The process by which a planning applicant can challenge a planning decision that has been refused or had conditions imposed.

Backland development - Development of 'landlocked' sites behind existing buildings, such as rear gardens and private open space, usually within predominantly residential areas. Such sites often have no street frontages.

Basic Conditions Statement - sets out how a specific Neighbourhood Plan meets the requirements of each basic condition and other legal tests, stating out how the plan meets the tests and should therefore proceed to referendum.

BNG – Biodiversity Net Gain is a strategy to develop land and contribute to the recovery of nature. It is a way of making sure the habitat for wildlife is in a better state than it was before development.

Brownfield Site - Previously developed land, that was developed but is now vacant or derelict, and land currently in use with known potential for redevelopment.

CCG - Clinical commissioning groups were created following the Health and Social Care Act in 2012, and replaced primary care trusts on 1 April 2013. They were clinically-led statutory NHS bodies responsible for the planning and commissioning of health care services for their local area. They were dissolved in July 2022 and their duties taken on by the new integrated care systems (ICSs).

Certificate of lawfulness – A certificate that can be obtained from the local planning authority to confirm that existing development is lawful.

Change of use – A material change in the use of land or buildings that is of significance for planning purposes e.g. from retail to residential.

CIL - Community infrastructure levy – Allows local authorities to raise funds from developers undertaking new building projects in their areas. Money can be used to fund a wide range of infrastructure such as transport schemes, schools and leisure centres.

Community Right to Bid – Aims to give community groups the time to develop bids and raise money to buy public assets that come onto the open market.

Community Right to Build – Allows local people to drive forward new developments in their area where the benefits (e.g. profits from letting homes) could stay

Conditions – Planning conditions are provisions attached to the granting of planning permission.

Conformity – There is currently a requirement for Neighbourhood Plans to have appropriate regard to national policy and to be in conformity with local policy.

Conservation area – An area of special architectural or historic interest, the character and appearance of which are preserved and enhanced by local planning policies and guidance.

Design and access statement – A short report accompanying a planning permission application. Describes design principles of a development such as access from the public highway, layout, townscape characteristics, scale, landscape design and appearance.

Design Code - It provides detailed design guidance for a site or area. They prescribe design requirements (or 'rules') that new development within the specified site or area should follow.

Development – Legal definition is “the carrying out of building, mining, engineering or other operations in, on, under or over land, and the making of any material change in the use of buildings or other land.”

NEIGHBOURHOOD PLAN GLOSSARY OF TERMS

Development brief – Guidance on how a site or area should be developed in terms of uses, design, linkages, conservation, etc.

Development management (previously known as development control) – The process of administering and making decisions on different kinds of planning application.

Development plan – A document setting out the local planning authority's policies and proposals for the development and use of land in the area.

DLUHC - Department for Levelling Up, Housing and Communities. Government department that has responsibility for areas such as local government, housing, planning, community cohesion, empowerment and regeneration.

Duty to co-operate – A requirement introduced by the Localism Act 2011 for local authorities to work together in dealing with cross-boundary issues such as public transport, housing allocations or large retail parks.

Economic development – Improvement of an area's economy through investment, development, job creation, and other measures.

EIA - Environmental impact assessment. Evaluates the likely environmental impacts of the development, together with an assessment of how these impacts could be reduced

EHDC – East Hampshire District Council. The local planning authority covering Alton.

Enforcement – Enforcement of planning control ensures that terms and conditions of planning decisions are carried out.

Enforcement notice – A legal notice served by the local planning authority requiring specified breaches of planning control to be corrected.

Environmental Appraisal -

Equalities impact assessment – For a Neighbourhood Plan, this would be an assessment of impacts against different characteristics protected by law (such as gender, ethnicity and disability). This can be useful in demonstrating that a plan does not breach human rights law.

Evidence base – The evidence upon which a development plan is based, principally the background facts and statistics about an area, and the views of stakeholders.

Flood Risk Zones 1, 2 & 3 – These are flood zones determined by the Environment Agency and are based on the likelihood of an area flooding, with flood zone 1 areas least likely to flood and flood zone 3 areas more likely to flood.

Front loading – An approach to community engagement in which communities are consulted at the start of the planning process before any proposals have been produced.

GDPO - General (Permitted Development) Order - The Town and Country Planning General (Permitted Development) Order is a statutory document that allows specified minor kinds of development (such as small house extensions) to be undertaken without formal planning permission.

NEIGHBOURHOOD PLAN GLOSSARY OF TERMS

GPC - General power of competence – A power conveyed by the Localism Act 2011 to give local authorities the ability to undertake any action in the best interest of their communities unless it is against the law.

Green belt – A designated band of land around urban areas, designed to contain urban sprawl.

Greenfield site – Land where there has been no previous development.

Green and Blue infrastructure – Landscape, biodiversity, trees, allotments, parks, open spaces and other natural assets including rivers and ponds.

Green space – Those parts of an area which are occupied by natural, designed or agricultural landscape as opposed to built development; open space, parkland, woodland, sports fields, gardens, allotments, and the like.

HCC – Hampshire County Council. Principle Authority covering the Alton area.

Highway authority – The body with legal responsibility for the management and maintenance of public roads. In the UK the highway authority is usually the county council or the unitary authority for a particular area, which can delegate some functions to the district council.

HNA – (Housing Needs Assessment) is an unconstrained assessment of the number of homes needed in an area. Assessing housing need is the first step in the process of deciding how many homes need to be planned for

HEDNA – (Housing and Economic Development Needs Assessment considers population, household and economic growth projections, to assess the need for housing and employment land. It is used as part of the evidence base for Local Plans. The HEDNA looks at projections based on past population and demographic trends, with adjustments made (where necessary) for higher migration to support economic growth, and/or to address affordability issues, responding to an analysis of market signals and evidence of the need for affordable housing.

Housing associations – Not-for-profit organisations providing homes mainly to those in housing need.

Independent examination – An examination of a proposed Neighbourhood Plan, carried out by an independent Planning Inspector, to consider whether a Neighbourhood Plan meets the basic conditions required.

Infrastructure – Basic services necessary for development to take place e.g. roads, electricity, water, education and health facilities.

Judicial review – Legal challenge of a planning decision, to consider whether it has been made in a proper and lawful manner.

Lawful Development Certificate - issued by a local planning authority, on application, stating that an existing or proposed use ,or other forms of development, can be considered as lawful for planning purposes.

LCWIP- (Local Cycling and Walking Infrastructure Plan) is a technical guidance to help local authorities plan cycling and walking infrastructure.

NEIGHBOURHOOD PLAN GLOSSARY OF TERMS

Legislation – The Acts of Parliament, regulations, and statutory instruments which provide the legal framework within which public law is administered.

LEP Local enterprise partnerships. A partnership between local authorities and businesses formed in 2011 to help determine local economic priorities and lead economic growth and job creation within its local area.

Listed buildings – Any building or structure which is included in the statutory list of buildings of special architectural or historic interest compiled and managed by Historic England.

LBC Listed building consent. The formal approval which gives consent to carry out work affecting the special architectural or historic interest of a listed building.

Localism – Shifting power away from central government control to the local level. Making services more locally accountable, devolving more power to local communities, individuals and councils.

Local Development Order – Local Development Orders allow planning authorities to implement policies in their development plan by granting planning permission for a particular development or for a particular class of development.

Local green space – This is a formal designation that may be made by Neighbourhood Plans, to provide protection for green spaces valued by the local community.

Local list – A list produced by a local authority to identify buildings and structures of special local interest which are not included in the statutory list of listed buildings.

Local plan - The name for the collection of documents prepared by a local planning authority for the use and development of land and for changes to the transport system. Can contain documents such as development plans and statements of community involvement.

LPA - Local planning authority. The Local government body responsible for formulating planning policies and controlling development; a district council, metropolitan council, a county council, a unitary authority or national park authority.

Local referendum – A direct vote in which communities will be asked to either accept or reject a particular proposal such as a Neighbourhood Plan.

Material considerations – Factors which are relevant in the making of planning decisions, such as sustainability, impact on residential amenity, design and traffic impacts.

Mixed use – The development of a single building or site with two or more complementary uses.

National Park – An area of natural or semi-natural land designated in order to maintain the special ecological, geomorphological or aesthetic features of the area.

NDO (Neighbourhood development order) – An order introduced by a parish or town council, or a neighbourhood forum, as part of the Neighbourhood Planning process, which grants planning permission for a specific development or type of development. Neighbourhood development orders are made by a referendum of the eligible voters within a neighbourhood area.

Neighbourhood area – The local area in which a Neighbourhood Plan or neighbourhood development order can be introduced.

NEIGHBOURHOOD PLAN GLOSSARY OF TERMS

Neighbourhood Planning – A community-initiated process in which people get together through a local forum or parish or town council and produce a Neighbourhood Plan or neighbourhood development order.

Neighbourhood Plan – A planning document created by a parish or town council or a neighbourhood forum, which sets out the vision for the neighbourhood area, and contains policies for the development and use of land in the area. Neighbourhood Plans must be subjected to an independent examination to confirm that they meet legal requirements, and then to a local referendum. If approved by a majority vote of the local community, the Neighbourhood Plan will then form part of the statutory development plan.

Neighbourhood forum – Designated by the local authority in non-parished areas, an organisation established for the purpose of Neighbourhood Planning to further the social, economic and environmental well-being of the neighbourhood area. There can only be one forum in an area.

Nighttime economy – The network of economic activities which operate in cities and towns principally in the evenings and at night, such as theatres, restaurants, cinemas, nightclubs, and public houses.

NIMBY – 'Not in my back yard' – used when discussing planning issues. The term is used to define the opposition of residents who are against new developments that they believe will devalue their properties

Non-determination – When a planning application is submitted and the local authority fails to give a decision on it within the defined statutory period.

NPPF (National Planning Policy Framework) – The government policy document first adopted in 2012 was updated in 2018 and again in 2021. The NPPF introduces a presumption in favour of sustainable development. It gives five guiding principles of sustainable development: living within the planet's means; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

NSIP Nationally significant infrastructure projects. Developments such as power plants, airports, railways, major roads, etc.

Operational development – The carrying out of building, engineering, mining or other operations in, on over, or under land; part of the statutory definition of development (the other part being material changes of use of buildings or land).

Outline Application – where planning permission is sought to establish that the principle of planning is acceptable, with all other matters reserved for later consideration.

Parking standards – The requirements of a local authority in respect of the level of car parking provided for different kinds of development.

Passivhaus – a building constructed to rigorous energy efficient design standards, achieved through intelligent design and implementation of the 5 Passive House principles: thermal bridge free design, superior windows, ventilation with heat recovery, quality insulation and airtight construction.

Permitted development – Certain minor building works that don't need planning permission e.g. a boundary wall below a certain height as well as certain changes of use. Often applicants will apply for a certificate of proposed lawful use to demonstrate that planning permission was not required.

Plan-led – A system of planning which is organised around the implementation of an adopted plan, as opposed to an ad hoc approach to planning in which each case is judged on its own merits.

Prior Approval - a process whereby certain types of development, specified by legislation, require approval from the local planning authority before proceeding.

Planning inspectorate – The government body established to provide an independent judgement on planning decisions which are taken to appeal.

Planning obligations. (Under Sections 106 of the Town and Country Planning Act 1990.) These are secured by a local planning authority through negotiations with a developer to offset the public cost of permitting a development proposal.

Planning permission – Formal approval granted by a council allowing a proposed development to proceed.

Planning Practice Guidance (PPG) - The government's PPG can be read alongside the NPPF and is intended as a guidebook for planners. It is not a single document but an online resource which is kept current through regular updates.

Presumption in favour of sustainable development - The concept introduced in 2012 by the UK government with the National Planning Policy Framework to be the 'golden thread running through both plan making and decision taking'. The National Planning Policy Framework gives five guiding principles of sustainable development: living within the planet's means; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

Public open space – Open space to which the public has free access, usually owned by the Local Authority or an appointed charitable organisation.

Public Inquiry – A hearing by a planning inspector into a planning matter such as a local plan or appeal.

Public realm – Areas of space usually in town and city centres where the public can circulate freely, including streets, parks and public squares.

PCPA 2004 Planning and Compulsory Purchase Act 2004 was a major piece of planning legislation, which amended much of the Town and Country Planning Act 1990. In particular, the 2004 Act made significant changes to the system of development plans and introduced 'sustainable development' as an objective of the planning system

Qualifying body – Either a parish/town council or neighbourhood forum, which can initiate the process of Neighbourhood Planning. Referred to as a Neighbourhood Planning body throughout this guide.

Ramsar site A Ramsar site is an area of wetland designated under the international Ramsar Convention of 1975. The convention aims to conserve and protect the ecology of wetlands of international importance. Ramsar sites receive special protection in the planning system

NEIGHBOURHOOD PLAN GLOSSARY OF TERMS

Referendum – A vote by which the eligible population of an electoral area may decide on a matter of public policy. Neighbourhood Plans and neighbourhood permission for many minor developments and highway works they carry out.

Regeneration (also known as Placemaking) Upgrading an area through social, physical and economic improvements.

Reserved Matters application - a type of planning application that follows an approved outline application. The aim of reserved matters in planning permission is to secure the outstanding details that were not included within an outline application.

Rural – Areas of land which are generally not urbanised; usually with low population densities and a high proportion of land devoted to agriculture.

SANG –Suitable Alternative Natural Green Space. This is an area that is aimed at protecting Special Protection Areas.(SPAs) An SPA is part of a European-wide network of sites of international importance for nature conservation established under the European Community Wild Birds and Habitat directives. Surrounding these Areas there are buffer zones in which development is constrained to prevent damage to the SPA itself. These are the SANGs.

Scenario Planning - a way of thinking about the long-term future of a town/parish, looking at the different ways the town could evolve, to inform a choice about which path to take. Each Scenario is framed as a distinct and plausible story to help make better decisions. Scenario planning enables more complex issues to be mapped and compared, including settlement growth and the capacity and distribution of its current supporting infrastructure.

Scheduled ancient monument – A nationally important archaeological site, building or structure which is protected against unauthorised change by the Ancient Monuments and Archaeological Areas Act 1979.

Section 106 – see Planning obligation.

Section 278 -A section 278 agreement is a section of the Highways Act 1980 that allows developers to enter into a legal agreement with the council to make permanent alterations or improvements to a public highway, as part of a planning approval.

Sequential test – A principle for making a planning decision based on developing certain sites or types of land before others, for example, developing brownfield land before greenfield sites, or developing sites within town centres before sites outside town centres.

Setting – The immediate context in which a building is situated, for example, the setting of a listed building could include neighbouring land or development with which it is historically associated, or the surrounding townscape of which it forms a part.

SDNP – The South Downs National Park is England's newest national park, designated on 31 March 2010.The park, covering an area of 1,627 square kilometres from Winchester in the west to Eastbourne in the east through the counties of Hampshire, West Sussex and East Sussex. The park covers 57% of the East Hampshire District.

SHLAA – (or LAA) This is Strategic Housing Land Availability Assessment, which is undertaken by the local planning authority to identify potential development sites for housing in their area.

NEIGHBOURHOOD PLAN GLOSSARY OF TERMS

SHMA – This is Strategic Housing Market Assessment, which is an evidence-based assessment of the housing market to establish housing need in an area. It is undertaken by the local planning authority.

SHELAA – This is Strategic Housing and Employment Land Availability Assessment which is similar to a SHLAA, but also includes assessment of potential sites for employment development.

Skyline - The Green skyline, below which a settlement is situated, is either green woodland or green fields at the junction where they meet the sky. All buildings in a settlement are below this .

SEA (Strategic environmental assessment) - Environmental assessment as applied to policies, plans and programmes. Has been in place since the European SEA directive (2001/42/EC).

SPB – Settlement Policy Boundary defines the built limits of a settlement and differentiates between what is the built form of a settlement where the principle of development is usually acceptable and the countryside where development is strictly controlled.

SuDS -Sustainable drainage systems (SuDS) are drainage solutions that provide an alternative to the direct channelling of surface water through networks of pipes and sewers to nearby watercourses. By mimicking natural drainage regimes, SuDS aim to reduce surface water flooding, improve water quality and enhance the amenity and biodiversity value of the environment. This is achieved by lowering flow rates, increasing water storage capacity and reducing the transport of pollution to the water environment.

Sustainability appraisal – An assessment of the environmental, social and economic impacts of a local plan from the outset of the preparation process to check that the plan accords with the principles of sustainable development.

Strategic planning – The overall vision and policies for the planning system in an area. Lays out what an area wants development to accomplish.

Strategic policy – A policy that is essential for the delivery of a strategy, for example, the overall scale and distribution of housing and employment in an area.

Strategic Site Allocation – an allocation of housing development above a set number identified in a Local Plan meaning its inclusion is determined by the LPA rather than in a Neighbourhood Plan.

SPD (Supplementary planning document) – Provides detailed thematic or site-specific guidance explaining or supporting the policies in the local plan.

Site allocation plan – A plan accompanying a planning policy document or statement which identifies sites within the plan area on which certain kinds of development are proposed, e.g. residential or retail development.

SSSI - Site of special scientific interest. A protected area designated as being of special interest by virtue of its flora, fauna, geological or geomorphological features. SSSIs are designated under the Wildlife and Countryside Act 1981 by the official nature conservation body for the particular part of the UK in question.

Soundness – The soundness of a statutory local planning document is determined by the planning inspector against three criteria: whether the plan is justified, whether it is effective, and whether it is consistent with national and local planning policy. Plans found to be unsound cannot be adopted by

NEIGHBOURHOOD PLAN GLOSSARY OF TERMS

the local planning authority. It should be noted, Neighbourhood Plans are NOT required to meet these tests of soundness.

Spatial planning – A wider view of planning, which involves co-ordination and integration across different sectors such as transport and industry. Brings together all policies and programmes which have an impact on the environment in which you work, live or play.

Stakeholders – People who have an interest in an organisation or process including residents, business owners and government.

Statement of community involvement – A formal statement of the process of community consultation undertaken in the preparation of a statutory plan.

Statutory undertaker – An agency or company with legal rights to carry out certain developments and highway works. Such bodies include utility companies, telecom companies, and nationalised companies. Statutory undertakers are exempt from planning

Sustainable development – An approach to development that aims to allow economic growth without damaging the environment or natural resources. Development that “meets the needs of the present without compromising the ability of future generations to meet their own needs”.

TCPA 1990- Town and Country Planning Act 1990 Currently the main planning legislation for England and Wales is consolidated in the Town and Country Planning Act 1990; this is regarded as the ‘principal act’.

Tenure – The terms and conditions under which land or property is held or occupied, e.g. five year leasehold, freehold owner occupation, etc.

TPO - Tree preservation order. An order made by a local planning authority to protect a specific tree, a group of trees or woodland. Tree preservation orders (TPOs) prevent the felling, lopping, topping, uprooting or other deliberate damage of trees without the permission of the local planning authority.

Urban design – The design of towns and cities, including the physical characteristics of groups of buildings, streets and public spaces, whole neighbourhoods and districts, and even entire cities.

Use class – The legally defined category into which the use of a building or land falls (see Use classes order).

Use Classes Order – The Town and Country Planning (Use Classes) Order 1987 (as amended) is the statutory instrument that defines the categories of use of buildings or land for the purposes of planning legislation. Planning permission must be obtained to change the use of a building or land to another use class.

Village design statement – A document that identifies and defines the distinctive characteristics of a locality and provides design guidance to influence its future development and improve the physical qualities of the area. Village design statements have generally been produced for rural areas, often by parish councils.

Windfall site - sites which become available for development unexpectedly and are therefore not included as allocated land in a planning authority's development plan.