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## Glossary

<b>Adoption</b>	The formal approval or acceptance of local development framework (LDF) documents by the Council
<b>Annual monitoring report (AMR)</b>	Local development framework (LDF) process document reporting, by December annually, on the production and implementation of our main LDF policies and proposals. The report highlights any action we intend to take to reflect the findings of the report, including any need to review any part of the LDF.
<b>Area action plan (AAP)</b>	Local development framework (LDF) development plan documents (DPDs) for key areas of change or conservation, focussing on proposals and their implementation.
<b>Cabinet Member for Regeneration</b>	An elected Member appointed by the Leader of the Council to make day-to-day decisions on services. Primarily responsible for regeneration land use policy, North Solihull regeneration, housing functions, economic development, town centre management, the UDP and the LDF, transport, all town and country planning executive functions, building control and the NEC Local Act Powers. Held to account by the Regeneration and Community Safety Scrutiny Board.
<b>Cabinet Member for Regeneration Decision Sessions</b>	Forum in which the Cabinet Member for Regeneration makes decisions. Sessions are held approximately monthly and are usually open to the public and attended by opposition Members.
<b>Community</b>	Any person or groups of people with shared needs or interests living within the Borough.
<b>Community strategy</b>	Our long-term vision for improving the quality of people's lives, with the aim of improving the economic, social and environmental well being of the Borough.
<b>Conservation Advisory Committee</b>	A committee of 5 ward councillors (including representatives of the Planning Sub-committee), parish councillors, civic societies, residents associations, the Victorian Society, the 20 <sup>th</sup> Century Society and the Council for the Protection of Rural England.
<b>Conservation areas</b>	Areas of special architectural or historic interest designated by the Council because their character or appearance is judged worthy of preservation or enhancement against local and regional criteria.
<b>Core Strategy (CS)</b>	Local development framework (LDF) development plan document (DPD) setting the planning vision, objectives, monitoring and implementation framework. All LDF DPDs must comply with our Core Strategy.
<b>Development Control</b>	Our team primarily responsible for processing planning applications.
<b>Development Plan</b>	The essential local development framework (LDF) documents containing the essential planning policy and proposal documents to guide planning decisions, comprising the Regional Spatial Strategy (RSS), development plans prepared under the previous planning system, as long as they remain saved, and development plan documents (DPDs) prepared under the new planning system.

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<b>Development plan documents (DPDs)</b>	Local development framework (LDF) documents containing the core planning policies and proposals.
<b>Environmental statement</b>	Identifies, describes and evaluates the likely significant environmental effects of planning proposals.
<b>Examination</b>	Formal examination of local development framework (LDF) documents by an independent inspector appointed by the Secretary of State.
<b>Feedback</b>	Ensuring that any representations received are acknowledged, that communities and stakeholders are aware of the current and next stages and are informed of the decisions that have been taken.
<b>Forward Plan</b>	When major decisions are to be discussed, or made, these are published in the Cabinets' Forward Plan, in so far as they can be anticipated.
<b>Forward Planning</b>	Our team primarily responsible for producing planning policies and proposals for the Borough.
<b>Involvement</b>	Involving people in planning matters, ranging from informal comments to contributing to decisions.
<b>Listed building</b>	A building, object or structure that has been judged by English Heritage to be of national historical or architectural interest, including houses, buildings designed by prominent architects, churches, public as well as private buildings, cottages, and historic monuments, such as milestones and village pumps.
<b>Local Development Framework (LDF)</b>	A folder of documents, providing the framework for planning in the Borough and to guide planning decisions.
<b>LDF Database</b>	The list of consultees held by the Forward Planning Team detailing, which groups wish to be consulted on certain documents, and how they wish to be consulted.
<b>Local Development Scheme (LDS)</b>	Local development framework (LDF) process document setting the programme for the production of all other LDF documents.
<b>Local Strategic Partnership</b>	A forum of organisations from the public, private and voluntary sectors with the key role of implementing the Community Strategy.
<b>Monitoring and Review</b>	Monitoring the production or implementation of local development framework (LDF) documents to identify any need to review.
<b>New planning system</b>	A new system for the production of planning policy and proposal documents, based on the production of a local development framework (LDF) and introduced under the Planning and Compulsory Purchase Act 2004, which commenced in September 2004.
<b>DCLG</b>	The Department for Communities and Local Government is department of the Secretary of State responsible for all planning matters.
<b>Outline Planning Application</b>	A planning application to determine the principle of proposed development. Outline applications do not normally include details of the proposed siting, access, design and external appearance and

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	landscaping, although such details may be requested if required to determine the principle. Otherwise, such detail is dealt with through a “reserved matters” planning application.
<b>Planning and Regulatory Committee</b>	A committee of 11 Council Members meeting approximately five times per year and usually in public session to exercise our planning and regulatory functions
<b>Planning Application</b>	Formal application for permission to develop land or buildings.
<b>Planning Documents</b>	Local development framework (LDF) planning policy and proposal documents.
<b>The Planning Inspectorate (PINS)</b>	The Agency that acts on behalf of the Secretary of State in examining the soundness of planning documents and deciding planning applications appeals.
<b>Planning Policy Statements/ Guidance (PPSs/PPGs)</b>	National planning policy published by the Department of Community and Local Government, a material consideration in all regional and local planning matters.
<b>Planning Sub-committee</b>	The sub-committee of the Planning and Regulatory Committee, made up of 9 Council Members and meeting approximately 3 weekly to determine major and controversial planning applications.
<b>Pre-production</b>	Evidence gathering to define the main issues and options for local development framework (LDF) documents.
<b>Prior notification</b>	Some proposals for minor agricultural development, e.g. small agricultural buildings and some telecommunications installation development do not require the submission of a formal planning application. Instead, developers are required to give “prior notification” of the proposed development. We have 28 days to determine agricultural prior notifications and 56 days to determine telecommunications prior notifications, otherwise planning permission is deemed to have been granted. Prior notification applications can only be assessed on the merits of their siting and design.
<b>Process documents</b>	Documents to guide the production of the local development framework (LDF), comprising the Local Development Scheme (LDS), Statement of Community Involvement (SCI) and the Annual Monitoring Report (AMR).
<b>Production</b>	Preparing draft local development framework (LDF) documents.
<b>Proposals map (PM)</b>	Local development framework (LDF) development plan document (DPD) providing a mapped illustration of policies and proposals. The proposals map is to be updated each time a DPD is adopted.
<b>Regional Planning Body</b>	Body that works closely with the region’s local authorities to formulate and deliver a planning strategy that works effectively across the region.
<b>Regional Spatial Strategy (RSS)</b>	The strategy for regional development. Local development plan documents (DPDs) and accompanying supplementary planning documents (SPDs) must be in conformity with the RSS.
<b>Representations</b>	General comments or comments of support or objection.

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<b>Reserved matters</b>	Planning application to determine the detailed matters “reserved” by an “outline” planning permission, e.g. siting, access, design and external appearance and landscaping.
<b>Site Specific Allocations development plan documents (SSAs)</b>	Local development framework (LDF) development plan documents (DPDs) allocating land for specific uses.
<b>Stakeholder</b>	Anyone with an interest in the Borough, for example, employers and employees in the Borough, residents or anyone who visits.
<b>Statement of Community Involvement (SCI)</b>	Local development framework (LDF) process document stating how we will consult and involve communities and stakeholders in the production of LDF documents.
<b>Statutory</b>	A legal requirement.
<b>Submission</b>	Submission of the local development framework (LDF) documents, as proposed for adoption, to the Secretary of State.
<b>Supplementary Planning Documents (SPD)</b>	Detailed policy to supplement development plan document (DPD) policies and proposals. SPDs can be thematic or site specific.
<b>Sustainability Appraisal</b>	An appraisal of the potential social, environmental and economic impacts of policies and proposals.
<b>Third Party Right of Appeal</b>	Only the applicant has the right to appeal to the Secretary of State against the Council’s decision to refuse a planning application or to approve it with conditions. An objector (a third party) cannot appeal to the Secretary of State against the Council’s decision to approve a planning application.
<b>Tree Preservation Order</b>	Protection orders placed on trees of amenity value by the Council to prohibit the cutting down, uprooting, topping, lopping, wilful damage or wilful destruction of trees without our consent.
<b>Unitary Development Plan (UDP)</b>	Local planning policy and proposal document adopted under the previous planning system. UDP policies and proposals can generally be saved for three years from either September 2004 or their date of adoption, whichever is the later.
<b>West Midlands Regional Assembly (WMRA)</b>	Responsible for developing and co-ordinating a strategic vision for improving the quality of life in the region, responsible for setting priorities and delivering regional strategies, including the West Midlands Spatial Strategy. The West Midlands Regional Assembly is also the Regional Planning Body, working closely with the region’s local authorities to formulate and deliver a planning strategy that works effectively across the region.
<b>Without Prejudice</b>	This refers to pre-application advice which is offered without pre-judging any decision that may be taken by the Council once an application is submitted.

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