

Neighbourhood Planning
Guidance Note 18

Glossary of planning terms

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Whilst producing a Neighbourhood Development Plan or reading guidance material there may be unfamiliar planning terms which you will need to understand or use. This glossary has been produced to help provide a definition or explanation to many of the commonly used terms.

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Term	Definition
Adaptation (Climate Change)	The need to change the way we live or do things in order to prepare for the effects of climate change. Examples include improving flood defences, design of housing to use 'grey water', etc. See also Mitigation
Adoption	The procedure by which a plan becomes formal council policy. The Neighbourhood Planning Regulations also call this stage 'made' for the purposes of your Neighbourhood Development Plans.
Affordable housing	<p>Housing provided to eligible households whose needs are not met by the market. Eligibility is determined with regards to local incomes and local house prices. Affordable housing is retained at an affordable price for future households.</p> <p>Social rented - Owned by private registered providers whose rents are determined through a national rent regime. Affordable rented housing – Let by private registered providers to households who are eligible. Rents are subject to controls of no more than 80% of the local market rent. Intermediate housing – Homes for sale or rent provided at a cost above social rent but below market levels. These can be shared equity, low cost homes for sale but not affordable rented.</p> <p>Low cost market housing is not considered affordable housing for planning purposes. See also Market Housing, and Social (Housing) Landlord.</p>
Allocation Site	A piece of land that has had a particular use earmarked to it via the Neighbourhood Development Plan. This might be for housing, employment or another purpose such as amenity use.
Amenity land	Land which is valued locally for its visual importance and contribution to the character of the area but may also have other uses ie. formal or informal recreation, environmental, cultural and historical and for wildlife and nature conservation value.
Ancient Woodland	Woodland known to have existed continually in a location since before 1600. Trees may not have been continuously present over that time.
Annual (or) Authority Monitoring Report (AMR)	A report that assesses the extent to which policies and proposals set out in Development Plan Documents are being achieved.
Appeals	Made when an applicant is unhappy with a decision made by a Planning Authority (eg planning permission not granted). The Appellant can then 'appeal' to the Planning Inspectorate to review the decision.
Aquifer	A layer of rock that can hold a large amount of water, which can be extracted subject to licence.

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Areas of Archaeological interest (AAI)	An area which holds or potentially holds evidence of past human activity worthy of expert investigation.
Area of Outstanding Natural Beauty (AONB)	A formal designation of an area where planning control is based on the protection and enhancement of the natural beauty of the area.
Best and most versatile Agricultural Land	Land in grades 1, 2 and 3a of the Agricultural Land Classification.
Brownfield land	Land that has been previously developed on (excluding agricultural or forestry buildings and gardens). Also known as 'Previously Developed Land'.
Census	National survey of the UK population which takes place every 10 years.
Climate Change	Term used to describe the process that is underway whereby changes in regional and global climate patterns are becoming increasingly apparent. These changes are attributed largely to the increased levels of atmospheric carbon dioxide produced by mans use of fossil fuels.
Community facilities	Land and buildings used to help meet health, educational and social needs in terms of developing and maintaining the health and well being of everyone in the community
Community Infrastructure Levy (CIL)	A charge which accompanies planning applications for built development. The money is pooled to fund countywide infrastructure and local projects.
Community Right to Build Order	An Order which grants planning permission for a site specific development proposal or types of development , before any application is made.
Conservation Area	An area designated under Section 69 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 as being of 'special architectural or historical interest' the character and appearance of which it is desirable to preserve and enhance.
Consultation statement	A document which needs to be submitted to Herefordshire Council with a draft Neighbourhood Development Plan. It sets out details of who was consulted, how they were consulted and the main issues and concerns raised and how they were addressed within the plan.
Core Strategy	A strategic plan for the county of Herefordshire. It is the main component of the Local Development Framework and will dictate land use policy in the county until 2031.
Curtilage	The area, usually enclosed, encompassing the grounds and buildings immediately surrounding a home that is used in the daily activities of domestic life. A slightly different definition relates to listed buildings – please check with the planning department.

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Developer contributions	Contributions required/received from development under a Section 106 agreement to be set aside for future works, services and maintenance directly related to development.
Development Plan Document (DPD)	Includes adopted Herefordshire Local Plan - Core Strategy and Neighbourhood Development Plans which are used to determine planning applications.
District Enhancement Zone	Within the Green Infrastructure Plan, these are broad areas, focussed on population centres where the provision of green infrastructure will have the widest benefit to the greatest number of people.
Employment land	Land allocated in a plan principally for business, industrial and storage/distribution use.
Enforcement	When actions have taken place without permission, or when the terms of a planning permission have been contravened, the Planning Authority can use enforcement to rectify the contraventions. Eg if a structure is erected without permission, or outside the terms of the permission granted then enforcement can result in it being demolished or rebuilt.
Environmental Assets	Features within the physical environment that are valued for a variety of cultural and scientific reasons. For example a wood might provide amenity value for walkers, employment for forestry workers and a whole range of environmental 'services' such as creating oxygen, absorbing carbon, flood control etc.
Environmental Impact Assessment (EIA)	Evaluates the likely environmental impacts of the development, together with an assessment of how these impacts could be reduced.
Environmental receptor	Aspects or features of the environment that receive the impact, for good or bad, of policies and proposals such as air, water, landscape or wildlife.
Evidence base	The background information that any Development Plan Document is based on and is made up of studies on specific issues, such as play areas or housing mix, facts about an area or views from stakeholders. For example SHLAA. Neighbourhood Development Plans are required to be based on evidence.
Exception Sites	A location where development would not otherwise be granted
Floodplain	This is an area of land identified as liable to flood from a watercourse over spilling its banks, defined by Environment Agency

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Flood Zone	An area identified by the Environment Agency as being at risk of flooding.
Formal and Informal Open Space	Formal Open Space refers to sites which have a clearly defined boundary, and which are 'gardened' frequently. Usually these are high profile or important sites and often accommodating higher than average visitor usage (examples include sports pitches, church grounds, parks or gardens). Informal Open Space usually refers to areas for unsupervised outdoor children's play (examples include open space within housing estates, play streets, equipped play areas, BMX tracks and Skateboard Parks).
Geodiversity	The varied range of rocks, minerals and topographic characteristics/landform, together with the processes instrumental in forming these features over geological time. The various components of our geological heritage can give insights into past climates, earlier environments and the development of life on earth
Geographical Information System (GIS)	A type of computer software that can create and handle maps and manage information based on those maps. Widely used by land-use agencies and businesses.
Green infrastructure	A network of green spaces and other environmental features designed and managed as multi-functional resources providing a range of environmental and quality of life benefits for the local community. This can include parks, open spaces, woodlands, nature reserves, playing fields, allotments and private gardens.
Green Space	Widely used term to describe non-agricultural green areas, from designated sites such as nature reserves and woodlands through to play areas, allotments and parks and gardens.
Greenfield site	Land where there has been no previous development, often in agricultural use.
Groundwater protection zone	Areas of underground natural water to be protected to maintain water supplies from aquifer.
Gypsies and Travellers	Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own or their family's or dependants' educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling showpeople or circus people travelling together as such.

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Habitats Regulations Assessment (HRA)	Habitats Regulations Assessment assesses the impact of implementing a plan or policy on international protected sites for nature conservation. In Herefordshire, this would apply to Special Areas of Conservation (SAC). This is to ensure that plans will not result in significant damage to protected wildlife sites.
Historic park and garden	Gardens, parks and designated landscapes which are of national historical interest and are included in Historic England's Register of Parks and Gardens of special historical interest in England.
Housing Affordability	The price of a house divided by household incomes. When measuring affordability regard must be taken to local incomes and local house prices. A household can be considered able to afford to buy a home if it costs 3.5 times the annual gross household income, above this is deemed to be less affordable.
Housing Association	Not for profit organisation providing homes to those in housing need.
Housing Cooperative	Mutual organisations which own and manage homes and are registered under co-operative rules. Co-op members are usually tenants, or prospective tenants. Most are registered with the Housing Corporation and usually elect management committees to govern their organisation.
Housing Market Area	An area where similar dwellings command similar prices and where evidence of functional connections such as travel to work patterns exist. Six of the seven HMA's in Herefordshire (Hereford, Ross, Leominster, Ledbury, Kington, Bromyard) have an urban and a rural component. Golden Valley is considered rural only.
Independent examination	Assessment taken by an independent third party examiner (such as a Planning Inspector) to ensure a plan (such as the Core strategy or Neighbourhood Development Plan) meets the required conformity and legal requirements. (see Guidance Note 32)
Infrastructure	Basic services necessary for development to take place for example roads, water, education, health facilities.
Inspector	Experts employed by the Planning Inspectorate to provide an independent and objective scrutiny of plans (such as the County's Core Strategy, and Neighbourhood Plans) or decisions. They preside over Examinations of documents and plans, and Appeals or Inquiries into decisions made.

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Lifetime Homes	Are ordinary homes carefully designed to incorporate 16 Design Criteria that can be universally applied to new homes at minimal cost. Each criteria adds to the comfort and convenience of the home and supports changing needs of individuals and families at different stages of life, from raising children through to coping with reduced mobility or illness in later life.
Listed Building	Any building or structure which is included in the list of 'buildings of special architectural or historic interest.' Grade 2 are of special interest, Grade 2* are of more than special interest, and Grade 1 are of exceptional interest
Local Development Framework (LDF)	The suite of documents which guide the future development in the county. Includes the Core Strategy, Neighbourhood Development Plans, Hereford Area Plan, Travellers Development Plan and other Supplementary Planning Documents.
Local Development Scheme (LDS)	A timetable for the production of the different elements of the Local Development Framework. This is usually updated annually
Local Enhancement Zone	Within the Green Infrastructure Plan 2010 these are areas where the provision of green infrastructure is required to create the most sustainable living and working places around the key towns in the county. (see also District Enhancement Zones).
Local Plan - Core Strategy	A Development Plan Document which is produced by Herefordshire Council in consultation with the community which sets out the strategic policies for the county. This forms part of the Local Development Framework.
Local planning authority	The public authority whose duty it is to carry out specific planning functions for instance Herefordshire Council.
Local referendum	A direct vote in which communities will be asked to either accept or reject a particular proposal/plan. Neighbourhood Development Plans are subject to a local referendum (see Guidance Note 33).
Local Transport Plan (LTP)	Plan that sets out Herefordshire Council's policies on transport on a five yearly basis.
Low cost market housing	Private housing designed to be at a lower cost than open market housing to meet the needs of specific household groups.
Market Housing	Housing the price of which is determined by the Market. (see also Affordable Housing and Low Cost Market Housing)
Material consideration	Factors which are relevant to planning such as sustainability, design and traffic impacts.

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Term	Definition
Mineral safeguarded area	An area which has been safeguarded as it covers known mineral deposits which it is desirable to keep from unnecessary sterilisation from development.
Mitigation	Measures taken to reduce adverse impacts for example changing the way the development is carried out to minimise adverse effects through appropriate methods or timing. With respect to climate change it describes measures to reduce the cause of global warming.
Monitoring	Procedures by which the consequences of policies and proposals are checked on a continuous or periodic basis to assess their effectiveness and impact.
National Planning Policy Framework (NPPF)	Sets out national planning policy and how these are expected to be applied. Provides a planning policy framework for Local Plans and Neighbourhood Development Plans.
Neighbourhood Area	Area to which a proposed Neighbourhood Development Plan or Neighbourhood Development Order will relate.
Neighbourhood Development Order (NDO)	An Order through which parish councils can grant planning permission for a specific development proposal or classes of development. An NDO can remove the need for planning permission.
Neighbourhood Development Plan (NDP)	A local plan prepared by a parish council for a particular Neighbourhood Area, which includes land use topics.
Objective	Is an aim or a goal to assist achieving the overall vision for the area.
Open space	All open space of public value including land, rivers, canals, lakes which offer important opportunities for recreation and can act as a visual amenity.
Options	An important part of the Neighbourhood Planning process. Having drafted your vision and objectives you will begin to develop policies to deliver your objectives. For each policy there could be a number of different options available which the community as a whole could choose from. For example a policy on affordable housing could present a number of options for their location, size etc.

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Term	Definition
Parish Plan	Community led plans which contain a wide range of community issues and aspirations. There is no requirement for parish plans to include land use policies. Endorsed Parish Plans can be material consideration in determining planning applications.
Permitted development	Certain minor building works that do not require a planning application.
Planning Aid England	A part of the Royal Town Planning Institute, this organisation can provide free and independent professional planning advice to community groups and individuals who cannot afford to pay professional fees.
Planning condition	A condition that is imposed when planning permission is granted, or a condition included in a Neighbourhood Development Order.
Planning Consultant	A person or company who, for a fee, can advise on planning issues, including Neighbourhood Planning.
Planning Gain	Related to Planning Obligations, 'Gain' is considered the outcome of a planning obligation. Examples might be contributions from the developer towards affordable housing, education, transport and travel or green space, perhaps made under a Section 106 Agreement.
Planning Inspectorate	An executive agency of the government, it presides over planning appeals and national infrastructure projects. It also provides the Planning Portal.
Planning Obligation (section 106)	A legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.
Planning permission	Formal approval sought from Herefordshire Council allowing a proposed development to proceed.
Planning Policy Statement (PPS)	Issued by central government in order to provide greater clarity and to remove from national policy advice on practical implementation, which is better expressed as guidance rather than policy.

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Planning Portal	A website provided by the Planning Inspectorate that provides planning resources and information
Previously Developed Land	That which is or was occupied by a permanent structure (excluding agricultural or forestry buildings), and associated fixed surface infrastructure. See also 'Brownfield Land'
Primary and secondary shopping frontages	Primary frontages are likely to include a high proportion of retail uses which may include food, drink, clothing and household goods. Secondary frontages provide greater opportunities for a diversity of uses such as restaurants and businesses.
Qualifying bodies	Bodies who can initiate the process of neighbourhood planning - in Herefordshire's case - the parish council.
Regeneration	Term given to a process of renewal for areas considered to be in particular need, usually because of social or economic disadvantage. Regeneration usually involves dedicated resources aimed at improving the well-being of communities in that area through social, physical and economic improvements.
Registered Social Housing Provider	A registered provider of affordable housing under part 2 of the Housing and Regeneration Act 2008.
Renewable energy	A form of energy that comes from natural or environmental sources or processes, eg Solar, hydro, wind, biomass, tidal etc. (see Guidance Note 25)
Scheduled Ancient Monument (SAM)	A designation made by Historic England for buildings, structures or sites considered to be of such national significance that they require legal protection. Currently there are over 19,800 such designations in the UK.
Section 106 Agreements	A legal agreement under section 106 of the 1990 Town & Country Planning Act. Section 106 agreements are legal agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken.
Self-build Homes	Homes built by their owners. Often as part of a housing cooperative, but may just be an individual that buys a plot of land to build or commission the building of their own house.

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Term	Definition
Settlement boundary	Settlement or development boundaries (village envelopes) seek to set clear limits to towns and villages. They are designed to define the existing settlement and to identify those areas of land where development may be acceptable in principle, subject to other policies and material planning considerations.
Shared Ownership (Housing)	Enables people to buy a share in a property and pay rent on the remaining share which is owned by a housing provider. Usually the maximum share owned cannot exceed 80% of the property value.
Site of Special Scientific Interest (SSSI)	SSSIs are the county's very best wildlife and geological sites. They include some of the most spectacular and beautiful habitats.
Social (Housing) Landlord	These are either a Local Authority or a Housing Association
Social Housing and Social Rented Housing	Is owned by Local Authorities and registered providers for which guideline target rents are determined through the national rent regime.
Spatial planning	Brings together all policies and programmes which have an impact on the environment in which you work, live or play.
Special Areas of Conversation (SAC)	SACs are sites designated under the Habitats Directives on the conservation of natural habitats and of fauna and flora.
Stakeholder	People or bodies who have an interest in an organisation or process, including residents, users, businesses, voluntary groups, national organisations and government departments.
Strategic Environmental Assessment (SEA)	Environmental assessment as applied to policies, plans and programmes. This has been in place since the European SEA directive (2001/42/EC).
Statutory consultee	This is a body that must be consulted on plans and applications which could affect their interests. For example Highways England, Environment Agency.
Statutory Development Plan	The plan(s) which have been adopted by Herefordshire Council and used to determine planning applications and guide future development.

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Term	Definition
Supplementary Planning Guidance	Documents produced by Herefordshire Council which add further detail to the policies in the Unitary Development Plan. They can be used to provide further guidance for a development of specific sites or a particular issue.
Sustainability Appraisal	Assesses the environmental, social and economic impact of a plan from the outset.
Sustainable communities	Places where people want to live and work, now and in the future. Communities that meet the needs of existing and future residents, are sensitive to their environment and contribute to a high quality of life.
Sustainable development	An approach to development that seeks to consider environmental, social and economic interests together.
Sustainable urban Drainage System (SuDS)	The collection of surface water and its natural drainage back into the ground via soakaway or to existing watercourses using infiltration methods where necessary.
Tree Preservation Order (TPO)	A legal order which makes it an offence to cut down, top, lop, uproot or wilfully damage or destroy a protected tree without prior consent.
Unitary Development Plan (UDP)	Saved planning policies from this document formed statutory planning policies for the County. Now replaced by the Core Strategy.
Village Design Statement	A document which contains a description and analysis of the distinctive features of an area and outlines design guidance for further development. Endorsed Village Design Statements can form material consideration in determining planning applications and can be incorporated into a Neighbourhood Development Plan.
Vision	An overarching statement or series of statements describing the aspirations of an area in 15/20 years time.

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White land	Land without a specific allocation which any future applications will be adjudged using policy based criteria.
Windfall Sites	Any area of land that is suitable for development within the terms of planning policies, but has not specifically been identified and allocated within a Development Plan Document. The development of these can be unpredictable.
Zero Carbon Development	Development that is provided in such a way that, after taking account of; A. emissions from space heating, ventilation, hot water and fixed lighting; B. expected energy use from appliances, and C. exports and imports of energy from the development (and directly connected energy installations) to and from centralised energy networks, the building will have net zero carbon emissions over the course of a year.

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Neighbourhood Planning guidance notes available:

Deciding to produce a Neighbourhood Development Plan

1. Which is the right tool for your parish
2. What is a Neighbourhood Development Plan
3. Getting started
4. A guide to procedures
5. Funding

Plan Production

6. Developing a Vision and Objectives
7. Generating options
8. Writing planning policies
9. Environmental Assessment
10. Evidence base and information requirements
11. Implementation and Monitoring
12. Best practice community engagement techniques
13. Statutory consultees
14. Writing a consultation statement
15. Planning and other legislation
16. Web enabling your plan
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Topics

19. Sustainable Water Management in Herefordshire
20. Guide to settlement boundaries
21. Guide to site assessment and choosing allocation sites
22. Meeting your housing requirements
23. Conservation issues
24. Recreational areas
25. Renewable energy
26. Transport issues
27. Community Infrastructure Levy

Additional Guidance

28. Setting up a steering group
29. Creating a questionnaire
30. Community facilities
31. Conformity with the Local Plan (Core Strategy)
32. Examinations of Neighbourhood Development Plans
33. Guide to Neighbourhood Development Plan Referendums
34. Tourism
35. Basic Conditions
36. Your plan - Contributing to sustainable development