

11. MONITORING AND IMPLEMENTATION

11.1 The Local Plan's policies will be implemented in two ways. Firstly, its strategic policies set the overall context and parameters for appropriate land use and will guide the type, location and nature of future development proposals across the National Park. Secondly, its development management policies set detailed and specific criteria for types of development or specific planning issues, against which (alongside other statutory development plan policies, national policies and material considerations) planning applications for development will be assessed.

11.2 The National Park's statutory purposes and responsibilities set the overall parameters for the National Park Authority in terms of monitoring. The Authority has a duty to prepare a National Park Management Plan which sets the long-term vision, aims and objectives for Exmoor National Park. The Management Plan for 2012-2017 (Exmoor National Park Partnership Plan) is underpinned by a "State of the Park" report, produced once every 5 years, which provides a wide range of evidence to illustrate the condition of the National Park. Monitoring of the Local Plan takes place on an annual basis.

11.3 Within this wider context, in order to understand the Plan's impact on the National Park, the impact and effectiveness of its policies will be regularly monitored. Monitoring is an important part of the Local Plan process, helping to ensure that the Plan remains relevant, effective and up to date. The way in which we will monitor the Local Plan's policies is set out in the Monitoring Framework below.

11.4 Particular attention will be paid to monitoring both the indicative level of need for affordable housing and the number of affordable dwellings permitted each year. This reflects the priority which the Plan gives to providing affordable housing to meet local needs. Policy MI-S1 sets out the indicators that will be used to determine whether affordable housing need is being met and the process for determining whether a review of the Plan may be required

11.5 Reflecting experience of rural affordable housing delivery, in applying policy M1-S1 the National Park Authority will have regard to:

- a) the cumulative number of affordable dwellings that have been permitted since the start of the plan period;
- b) affordable dwellings under construction and completions since the start of the plan period; and
- c) evidence from parish household surveys on the level of affordable housing need in the National Park.

11.6 Experience of providing for affordable housing on Exmoor shows that up to date parish household need surveys are the most accurate way of assessing affordable housing need for parishes within the National Park, to enable housing to be delivered where it is needed. Following a needs led approach, such surveys will in practice be the basis for assessing planning applications for affordable local need housing (see para 6.37). If monitoring shows that affordable housing delivery is below the threshold set out in the policy, evidence from up to date parish housing need surveys will be assessed. If this also indicates that there is a shortfall in the delivery against proven need then it will help to decide to trigger a review.

MI-S1 Monitoring and Review of Affordable Housing Need and Provision

1. The National Park Authority will complete a review of the indicative affordable housing need figure for the Plan period set out in paragraph 6.32 of the Plan, on the basis of the latest available evidence, by no later than 31 December 2020 and at intervals of no more than five years thereafter. If any review shows that there has been an increase of more than 20% in the indicative affordable housing need figure compared with the figure in paragraph 6.32 of the Plan, a full or partial review of the Plan will be undertaken to take account of this change.
2. If in any continuous three-year monitoring period the total number of affordable dwellings permitted in those three years is less than 10% of the indicative affordable housing need figure for the Plan period as a whole, set out in paragraph 6.32 of the Plan, the Authority will carry out a review of the reasons for this in consultation with local stakeholders unless:
 - a) cumulative delivery since 2011 meets or exceeds the total of the average annualised figure of affordable housing need to date; or
 - b) evidence from up to date parish housing need surveys shows that existing levels of provision are sufficient to meet local needs for affordable housing. In this context “existing levels of provision” means the existing affordable housing stock together with any affordable dwellings which are under construction or which have extant planning permission.
3. If a review is triggered in accordance with clause 2 of this policy and it indicates that changes to the Plan are needed to increase delivery of affordable housing to meet local needs, a full or partial review of the Plan will be undertaken to take forward the necessary changes.

11.7 In order to report the results of monitoring, the National Park Authority will produce an Authority Monitoring Report (AMR) which will specifically detail the progress that has been made in achieving the objectives of this Local Plan. The AMR will be a guide as to whether there is any need to make adjustments to the Plan or particular policies and what changes should be proposed at the next review. Contextual information about the National Park is also provided in the Park Profile, which forms part of the AMR.

11.8 The National Park Authority will also monitor the impact of planning application (development management) decisions and appeal decisions on a continuous basis against the objectives underpinning the policies contained in this Local Plan. The Authority will do this by using its Planning Application Computer System (PACS) which is used to record all planning applications. PACS is linked to the Authority's Geographical Information System (GIS) which maps all relevant natural and built environment resource constraints and designations which, along with relevant planning policies, inform decisions made in response to planning applications. In addition to monitoring local changes, the Authority will need to respond to any relevant changes in Government policy and review policies accordingly.

The Monitoring Framework

11.9 The indicators set out in the Monitoring Framework supplement the evidence in the State of the Park report and will be used to monitor the impact of the policies within each section of the Local Plan. The majority of indicators are relevant to numerous policies and these links are shown in the first column of the Framework.

11.10 The indicators in the Framework are either 'core' or 'contextual'. The former specifically monitor the policies within the Local Plan and the latter are included to provide context. The contextual indicators are labelled as such and often link specifically to the State of the Park report, where the broader context for the National Park is set out. The Framework also shows where indicators link to the objectives outlined in the Sustainability Appraisal Scoping Report.

Exmoor Local Plan 2011-2031 Monitoring Framework

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives
Section 3: General Policies					
GP1	Covered by multiple indicators under CE-S1, CE-S2, CE-S3, CE-S4, RT-S1				
GP2	Number and area of major developments approved within the National Park	Housing Land Availability	National Park; Annual	1, 12	
GP3	Proportion of dwellings completed at Local Service Centres, Villages and Porlock Weir	Housing Land Availability	National Park; Annual		
GP3	Proportion of employment completed at Local Service Centres, Villages and Porlock Weir	Employment Land Database	National Park; Annual		
GP4	Dwelling density of completed sites	Housing Land Availability	National Park; Annual		10
GP4, HC-D2, HC-D5, HC-D14	Number and proportion of dwellings delivered through conversion/change of use/subdivision in settlements and open countryside	Housing Land Availability	National Park; Annual	8	
GP5	Number of planning obligations secured	PACS	National Park; Annual		
Section 4: Conserving and Enhancing Exmoor					
CE-S1	Area of orchard created or lost as a result of development	PACS/GIS	National Park; Annual	5	12
CE-S1	Number of tree preservation orders made following Section 211 Notices within conservation areas in the National Park.	ENPA	National Park; Annual		12

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives
CE-S1	Change in area of Section 3 moor and heath as a result of development	PACS/GIS	National Park; Annual		
CE-S1 CE-D1	Number of planning applications refused on landscape grounds	PACS	National Park; Annual	2	
CE-S1	Contextual indicator Length of traditional hedgerow lost	PACS	National Park; Annual	2	
CE-S2	Number of lighting conditions attached to permissions within the National Park	PACS	National Park; Annual	1	
CE-S3	Contextual Indicator % of broad habitats in SSSIs in: (i) favourable, (ii) unfavourable recovering (iii) unfavourable declining condition % Local Wildlife Sites in good condition	Natural England (SSSIs), Somerset Environmental Records Centre/Devon Biodiversity Records Centre (LWS)	National Park; Annual	3, 4	
CE-S3	Change in area of priority habitats as a result of development.	PACS/GIS	National Park; Annual		2
CE-S3	Number and proportion of applications refused for reasons of harm to protected/important species.	PACS	National Park; Annual		
CE-S3	Number of developments with provision for protected/important species.	PACS	National Park; Annual	3, 4	
CE-S3	Number of applications for a DEFRA licence.	PACS	National Park; Annual		
CE-D2	Number of developments incorporating green infrastructure provision (including enhancements for wildlife)	PACS	National Park; Annual		
CE-S4	Number of conservation area enhancement schemes undertaken	ENPA	National Park; Annual	5, 8	

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives
CE-S4	Number of scheduled monuments affected by development and number of applications refused	PACS	National Park; Annual		
CE-S4 RT-D13	Number of sites on the Historic Environment Record affected by development and number of applications refused	PACS/GIS	National Park; Annual		8
CE-D3	Contextual Indicator Number (and %) of listed buildings on the 'at risk' register	Historic England/Local survey	National Park; Annual	5	
CE-D3	Number of heritage assets removed from 'at risk' registers as a result of development	Historic England/Local survey	National Park; Annual		
CE-S4 CE-D3	Number of applications refused due to adverse impact on: <ul style="list-style-type: none"> • historic parks or gardens • listed buildings 	PACS	National Park; Annual	5, 8	
CE-S5 HC-D2 HC-D5 HC-D7 HC-S7 SE-S2 SE-S3	Number of applications permitted and refused for conversions of traditional buildings to different use classes in Local Service Centres, Villages, Porlock Weir and in the Open Countryside	PACS	National Park; Annual		8
CE-S5, HC-D2, HC-D5, HC-D7, HC-D8, HC-S7, SE-S2, SE-S3	Number of applications permitted and refused for conversions of non-traditional buildings to different use classes in Local Service Centres, Villages, Porlock Weir and in the Open Countryside	PACS	National Park; Annual	5	

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives
CE-S6	Percentage of new residential buildings roofed in traditional materials	PACS	National Park; Annual		
CE-S6	Number of planning applications refused on design grounds	PACS	National Park; Annual		
CE-S6 CC-S1	Number of developments incorporating Sustainable Drainage Measures	PACS	National Park; Annual		
CE-D5 CE-D6	Number of applications for changes/additions to shop frontage/signage refused	PACS	National Park; Annual		
CE-S7	Number of quarries for local building materials permitted	PACS	National Park; Annual	6	10
CE-S8 CE-D7	Number of other mineral applications permitted	PACS	National Park; Annual		
Section 5: Responding to Climate Change					
CC-S1	<ul style="list-style-type: none"> Number of applications refused on the grounds of flood risk or coastal change Number of developments located in Flood Risk Zones 2 and 3a 	PACS/GIS	National Park; Annual	19, 20	3
CC-D1					
CC-S2					
CC-S3	Number of renewable energy/energy conservation projects permitted by type, size and location	PACS	National Park; Annual	19, 20, 21	4
CC-S1					
CC-S5					
CC-D3					
CC-D4	Number of buildings lost and/or replaced due to coastal change	PACS	National Park; Annual	19, 20, 21	4, 13
CC-S3					
CC-S4	Number of water storage facilities permitted	PACS	National Park; Annual	19, 20, 21	4, 13
CC-D2					
CC-S6	Contextual Indicator Number of recycling facilities	District/County Councils	National Park; Annual		11

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives
CC-S7 CC-D2 CC-D5	Contextual Indicator Percentage of monitored rivers achieving 'good' or 'high' ecological status (under the Water Framework Directive)	Environment Agency	National Park; Frequency unknown	7	1
CC-S7 CC-D2 CC-D5	Number of recorded water pollution incidents on Exmoor	Environment Agency	National Park; Annual		
Section 6: Achieving a Thriving Community					
HC-S1	Gross dwelling completions	Housing Land Availability	National Park; Annual		
HC-S1	Net dwelling completions	Housing Land Availability	National Park; Annual		
HC-S1 GP4	Percentage of completed dwellings on previously developed land	Housing Land Availability	National Park; Annual	1, 12	10
HC-S1	Number of dwellings under construction	Housing Land Availability	National Park; Annual		
HC-S1	Number of dwellings with extant planning permission not yet started	Housing Land Availability	National Park; Annual		
HC-S1 HC-S3 HC-D2 HC-D3 HC-D4 HC-D6	Proportion of new housing meeting community's need for affordable housing by location, development type and occupancy.	Housing Land Availability / Affordable Housing Live Update	National Park; Annual	12	6, 9
HC-S1	Affordable housing provision by type and size of dwelling.	Housing Land Availability / Affordable Housing Live Update	National Park; Annual		

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives
HC-S1	Contextual Indicator Average private rent levels	Valuation Office Agency	District; 6 monthly		
HC-S1	Contextual Indicator Ratio of average house prices to average household income	Exmoor National Park House Price Survey (CACI data)	National Park; Annual		
HC-S1	Contextual Indicator Changes in house price relative to national, regional and county averages	Exmoor National Park House Price Survey	National Park; Annual		
HC-S3	Contextual Indicator Number of up-to-date parish housing need surveys	Rural Community Councils' data and Local Housing Authorities	National Park; Annual		9
HC-S3	Contextual Indicator Number of households on District Councils' housing registers	Local Housing Authorities	National Park; Annual		
HC-S4	Contextual Indicator Number of second/holiday homes and empty homes at parish level	North Devon and West Somerset Councils – Council Tax records	National Park (aggregated from Parish); Annual	12	
HC-S4	Number of Principal Residence dwellings completed as: <ul style="list-style-type: none"> • Change of use of hotels/guest houses • Subdivision of dwellings • Conversion/change of use of other buildings in settlements • Enabling development to deliver affordable housing 	Housing Land Availability/PACS	National Park; Annual		

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives
GP4, HC-D2 HC-D3 HC-D5	Percentage of housing completions located on previously developed land (settlements)	Housing Land Availability	National Park; Annual		10
HC-D5 HC-D7 GP4	Percentage of housing completions located on previously developed land (open countryside)	Housing Land Availability	National Park; Annual		
HC-D4 HC-S2 HC-S1	Number of adaptable and accessible dwellings completed	PACS	National Park, Annual		6, 9
HC-D4	Percentage of those in housing need due to unsuitable accommodation.	Rural Community Councils' parish housing survey data and Local Housing Authority data	National Park; Annual		9
HC-D5	Number of Extended Family dwellings completed	PACS	National Park, Annual	12	6, 9
HC-D6	Number of custom/self build dwellings completed in rural communities	PACS	National Park, Annual	12	6, 9
HC-D2 RT-D3	Number of applications approved/refused for the change of use of serviced accommodation to housing	PACS	National Park, Annual	12	6, 9
HC-D8 HC-D9	Number of rural land based worker dwellings completed	PACS	National Park, Annual	12, 15	6, 9
HC-D10	Number of succession farm dwellings completed	PACS	National Park, Annual	12, 15	6, 9
HC-D11	Applications for temporary residential caravans approved/refused	PACS	National Park; Annual	5,12	

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives
HC-D15	Applications for residential extensions approved/refused	PACS	National Park; Annual		
HC-D16	Applications for outbuildings approved/refused	PACS	National Park; Annual		
HC-D17	Number and proportion of planning applications for replacement dwellings refused	PACS	National Park; Annual		
HC-S6 HC-D18	Distance of households from key services	Index of Multiple Deprivation (IMD) 2015	LSOA; IMD Updates	13	14
HC-S6 HC-D18	Creation and loss of community services and facilities by use class (A & D)	PACS	National Park; Annual	13	6
HC-D20	Contextual Indicator Area of Important Open Space (Visual Amenity) within settlements	PACS/GIS	National Park; Annual	3, 4	12
HC-S7	Number of residential institutions permitted	PACS	National Park; Annual		
Section 7: Achieving a Sustainable Economy					
SE-S1	Proportion of new employment premises by location (parish) and use class	PACS/Employment Land Database	National Park; Annual		
SE-S1	Contextual Indicator Claimant count: Number of residents claiming Jobseekers Allowance	NOMIS – national labour market statistics	LSOA; Monthly	14	7
SE-S1	Contextual Indicator Employment by industry sector	Business Register and Employment Survey	Ward; Annual		
SE-S2 SE-S3 SE-D2	Area of floorspace created and lost by B1, B2, B8 and sui generis of the Use Classes Order in:	PACS	National Park; Annual		7

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives
	<ul style="list-style-type: none"> Local Service Centres and Villages, Porlock Weir Open countryside 				
SE-D1	Number and area of live-work units/homeworking spaces permitted	PACS	National Park; Annual	10, 13, 14	
SE-D1	Contextual Indicator Percentage of people aged 16+ in employment who are self-employed	2011 Census, ONS	Every 10 years	14	
SE-S2 SE-S3 CE-S5	Number and area of employment permissions re-using existing: <ul style="list-style-type: none"> Traditional buildings Non-traditional buildings 	PACS	National Park; Annual	12	
SE-S4	Number and area of agricultural and forestry buildings permitted.	PACS	National Park; Annual	10, 15	7
SE-S4	Length of agricultural and forestry tracks permitted.	PACS	National Park; Annual	14, 15	
SE-S4	Number and proportion of applications for agricultural buildings refused.	PACS	National Park; Annual	14	
SE-S4	Contextual Indicator Number of farming businesses in agri-environment schemes.	Natural England	National Park; Annual		7
SE-S3 CE-S5	Number of farm diversification proposals and floor area requiring the conversion of: <ul style="list-style-type: none"> Traditional buildings Non-traditional buildings 	PACS	National Park; Annual	14, 15	8
Section 8: Achieving Enjoyment For All					
RT-S1	Number and proportion of applications for tourism related development permitted and refused.	PACS	National Park; Annual	9, 16	

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives	
RT-D1 RT-D3	Number and floor area of serviced accommodation permitted and lost	PACS	National Park; Annual	7	7	
RT-D2	Number and floor area of staff accommodation permitted and lost	PACS	National Park; Annual			
RT-D4	Number and floor area of non-serviced accommodation permitted and lost	PACS	National Park; Annual			
RT-D5 RT-D9	Number of tented campsites permitted and refused	PACS	National Park; Annual			
RT-D6 RT-D9	Number of camping barns permitted and refused	PACS	National Park; Annual			
RT-D7	Number of certificated caravan sites approved	ENPA	National Park; Annual			
RT-D8	Number and proportion of applications for conversion of static caravan sites to chalet developments or alternative camping sites permitted	PACS	National Park; Annual			
RT-D9	Number of alternative camping accommodation proposals permitted and refused	PACS	National Park; Annual			
RT-D10	Number and area of developments for shooting purposes permitted and refused	PACS	National Park; Annual			9, 10, 16
RT-D11	Number of equestrian developments permitted and refused	PACS	National Park; Annual			9, 10, 16

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives
RT-D12 AC-D1	Length of public right of way (km) affected by development <ul style="list-style-type: none"> • Lost • Diverted • Replaced • New provision 	PACS/Rights of Way Officer (ENPA)	National Park; Annual	9	14
Section 9: Achieving Accessibility For All					
AC-S1 AC-S3 AC-D2	Contextual Indicator Volume of traffic (all traffic/HGV traffic) <ul style="list-style-type: none"> • Average annual daily volume • Average August daily volume 	Devon County Council, Somerset County Council	Main routes in National Park; Annual	18	14
AC-S1	Contextual Indicator Number of settlements with a daily bus service (excluding Sundays and Bank Holidays)	Traveline	National Park; Annual		
AC-S2 AC-D2	Contextual Indicator Road safety: <ul style="list-style-type: none"> • Number of accidents on roads in the National Park • Number of people killed or seriously injured 	Somerset Road Safety Casualty Review; Devon Collision Map	Point data; Annual		
AC-D1	Contextual Indicator Number of planning applications permitted with: <ul style="list-style-type: none"> • Transport Assessment • Transport Statement • Travel Plan • Air Quality Assessment 	PACS	National Park; Annual	7,18	1

Relevant Local Plan Policies	Local Plan Monitoring Indicator	Data source	Geographical coverage and frequency	Links to Local Plan Objectives	Links to Sustainability Appraisal Objectives
AC-S3 AC-D3	Number of planning permissions with car, motorcycle, cycle and disabled parking provision in new development	ENP AMR	National Park; Annual		
AC-S3 AC-D3 AC-D4	Area of permanent and temporary car parking gained/lost	ENP AMR	National Park; Annual	18, 19	14
AC-S1 AC-D1	Proportion of new dwellings accessible by public transport or community transport services	ENP AMR	National Park; Annual		
AC-S4 AC-D5 AC-D7	Number of telecommunications masts and other antennae permitted as: <ul style="list-style-type: none"> New structures Extensions to existing structures 	ENP AMR	National Park; Annual	17	
AC-S4 AC-D6	Number of new power lines/utility services undergrounded	ENP AMR	National Park; Annual		
Section 10. Exmoor's Settlements					
ES-S1 ES-D1 ES-D2	Advice provided to communities: Number of Parish/Town councils or local groups seeking advice from the National Park Authority about local community plans, Neighbourhood Plans or community projects.	ENP AMR	National Park; Annual	11	6

12. ANNEX 1: THE CONDUCT OF ARCHAEOLOGICAL WORK AND HISTORIC BUILDING RECORDING WITHIN EXMOOR NATIONAL PARK

12.1 This annex is a guide for developers and their archaeological contractors, historic buildings advisors, architects and consultants and all involved in the planning process. It sets out standards and guidance for archaeological work and historic building recording in Exmoor National Park undertaken as part of the planning process. It will ensure that all work of this kind within Exmoor National Park is carried out in a professional manner and to a high standard.

Introduction

12.2 The National Planning Policy Framework 2012 considers that the Historic Environment is a material consideration in the determination of planning applications (paragraphs 4.89 – 4.115 of the Exmoor National Park Local Plan, set out the importance of Exmoor’s Heritage Assets, and policies CE-S4 Cultural Heritage and Historic Environment and CE-D3 Conserving Heritage Assets, are designed to protect them).

12.3 This document sets out the practical process of achieving the full potential of recording and preserving the National Park’s archaeological and built heritage. Also within the scope of this section is the archaeological recording of historic buildings.

Underlying Principles

12.4 The professional body for field archaeologists is the Institute for Archaeologists (IfA) whose members are bound to adhere to a Code of Conduct.⁴⁶⁶ It is preferable that projects are managed by a Member of the IfA (MIFA). However, the suitability of the manager will be judged by the National Park Authority on their past record. The project manager will be expected to ensure that all project staff and sub-contractors are suitably qualified and experienced. The IfA’s Code of Conduct contains four underlying principles and all those involved should remember these four statements (or subsequent revisions to):

- a) a member shall adhere to the highest standards of ethical and responsible behaviour in the conduct of archaeological affairs;
- b) the member has responsibility for the conservation of the historic environment;
- c) the member shall conduct his/her work in such a way that reliable information about the past may be acquired, and shall ensure that the results be properly recorded;
- d) the member has responsibility for making available the results of archaeological work with reasonable dispatch.

⁴⁶⁶ By-Laws: Code of Conduct – Institute for Archaeologists (last updated December 2014)

The Planning Process -

Before a Planning Application is Submitted

12.5 The National Park Authority welcomes informal discussion at pre-application stage. Applicants are advised to discuss the potential impact of their application on heritage assets in advance of submitting a planning application or General Permitted Development Order (GPDO) consultation. Mitigation strategies and assessment and evaluation techniques are best addressed early in the consultation process.

Assessment and Evaluation

12.6 When a planning application is assessed by the National Park Authority (pre or post validation of the application) there may be insufficient information available to make a reasoned decision concerning the likely effect of the proposal on any heritage assets affected, including their setting. Under policies CE-S4 Cultural Heritage and Historic Environment, or CE-D3 Conserving Heritage Assets, an archaeological impact assessment and evaluation may be required before the application is determined. The archaeological assessment and evaluation process should be agreed in writing with the National Park Authority. It may involve either or both of the following processes:

12.7 *Desk-Based Assessment* - an assessment of the known/potential historic environment resource or heritage asset within a specified area/site, located on land or under water. It consists of a collation of existing written and graphic information in order to identify the likely character, extent, quality and worth of the known or potential archaeological resource in a local, regional, national or international context as appropriate.

12.8 *Evaluation* - a limited programme of non-intrusive and/or intrusive fieldwork which determines the presence or absence of archaeological features, structures, deposits, artefacts or ecofacts within a specified area/site, on land or under water. It may include trial-trenching, geophysical survey, environmental sampling and building recording.

Assessment and Evaluation Report

12.9 The results of the assessment and evaluation stage should be presented as a written report to the National Park Authority. The report should define the location, extent and significance of archaeological

remains and other historic assets, and illustrate how these may be affected by the proposals including their setting. It is advisable to discuss the contents of the report with the National Park Authority at draft stage.

The Planning Process – After Planning Permission Is Granted

Planning Conditions

12.10 A planning application may be approved with archaeological conditions. These conditions may overcome considerations that would otherwise have led to the application being refused. Generally archaeological work or building recording carried out through the planning process is the result of a condition. This will require the applicant to gain agreement in writing from the National Park Authority before development begins. The condition is not fulfilled until the applicant has completed the required work and has deposited a completed archaeological report with the National Park Authority and the completed archive with the appropriate museum or other agency.

The Specification

12.11 In the majority of cases the National Park Authority will require that the contractor produces a specification or *Written Scheme of Investigation* (WSI) to be agreed in writing by the Authority in advance. The WSI should set out the basic requirements of the project and the standards which are to be adhered to. A brief for this can be requested from the Authority.

12.12 The specification will be expected to:

- a) contain a reasoned discussion of the field and analytical techniques selected (see 12.8, 12.15, 12.17 and 12.18);
- b) give details of techniques, artefact collection policies, discard policies; environmental sampling strategy and recording techniques (see 12.23-4);
- c) explain the reasons for the rejection of a particular technique;
- d) outline the proposed reporting procedure and the likely timetable, as well as the anticipated content of the final and any other reports (see 12.21-2);
- e) include an indication of the level and format of the archive to be produced (see 12.25);

- f) give a timetable for obtaining the necessary consents, its preparation and deposition; and
- g) show how the results of the project should be reported and published (see 12.21-2).

12.13 In addition to normal contingency provisions, the National Park Authority requires a compulsory archaeological science contingency to be included in most projects. This will normally be 15% of the total tender, but the Authority may vary this rate in response to the specific potential of the project.

12.14 In addition to any provided brief, the points of reference for the production of the specification or WSI should be based on the National Planning Policy Framework⁴⁶⁷, and guidance available from the Institute for Archaeologists (IfA), Historic England, Arts Council England, Archaeological Archives Forum and Society of Museum Archaeologists.

Historic Building Recording

12.15 Archaeological building investigation and recording is a formal programme of work intended to establish the character, history, date, form and archaeological development of a structure. It may be required as part of an archaeological evaluation (prior to a planning application) to help in the determination of that application, or as part of an archaeological planning condition in order to record aspects of a building before and/or as development takes place. Such recording should result in the production of an ordered archive and report. The level and extent of recording will be covered within the agreed specification or WSI.

Groundworks

12.16 A planning condition may require a watching brief or a programme of excavations (where the archaeological information is preserved by record) agreed in advance.

12.17 A *watching brief* is a formal programme of observation and investigation conducted during any operation carried out for non-archaeological reasons within a specified area or site on land or under water, where there is a possibility that archaeological deposits may be disturbed or destroyed. The programme will result in the preparation of a report and ordered archive. One of four levels of watching brief will be stipulated:

- a) A comprehensive watching brief - where archaeologists are present at all times during the groundwork operations.
- b) An intensive watching brief – where archaeologists are on site during the undertaking of sensitive groundwork operations.
- c) An intermittent watching brief – where archaeologists are on site to observe the groundworks after digging operations have been completed, but before construction work commences.
- d) A partial watching brief – where observation takes place only when considered appropriate.

12.18 *Archaeological excavation (preservation by record)* – a programme of controlled, intrusive fieldwork with defined objectives which examines and records archaeological deposits, features and structures and, as appropriate, retrieves artefacts, ecofacts and other remains within a specified area or site (on land or under water). The records made and objects gathered during fieldwork are studied and the results of that study published in detail appropriate to the project and in the light of findings.

Report Submission

12.19 The specification or WSI should define the form and content of the report. The report must be submitted to and approved by the National Park Authority before the planning condition is fulfilled. There are four broad levels of publication:

- a) *evaluation and assessment report* on the findings of a programme of work for submission in support of a planning application or as part of an archaeological condition attached to a planning permission, it should be written to address the requirements of the client and the planning authorities;
- b) *brief academic report* - notification of the work to the archaeological community;
- c) *full academic publication* to analyse and synthesise the full implications of the fieldwork. It should be addressed to the specialist archaeological community;
- d) *popular publication* to share the results of the fieldwork with the public.

⁴⁶⁷ DCLG (2012) National Planning Policy Framework (paragraphs 126-141), DCLG

12.20 The appropriate level of publication should be set out in the specification. However, archaeological discoveries may warrant a different level of publication from that initially chosen and the final form of publication should be agreed with the National Park Authority. Three copies of the report/s should be submitted within six months of the completion of fieldwork (unless otherwise agreed in writing) or, in the case of an evaluation or assessment, with the planning application.

Treatment Of Environmental Evidence, Archaeological Materials And Archiving

Environmental Evidence

12.21 Environmental evidence is an important element of the archaeological record. During a field evaluation an accurate assessment of the preservation of environmental evidence including animal bone, shell, waterlogged and charred organic remains, and the condition of any buried soils and sediments should be made. This assessment should be sufficiently comprehensive to allow an evaluation of its potential archaeological relevance and to enable the construction of a structured sampling strategy and post-excavation programme, should further archaeological work be required. When undertaking this work advice must be sought from an appropriate environmental consultant or from the Historic England Regional Science Advisor. The appropriate specialists should be available or on-site to advise on environmental issues. If a mitigation strategy is to be developed the feasibility of long-term preservation upon the environmental content of the site must be considered.

Treatment Of Archaeological Materials

12.22 Exmoor National Park Authority requires a minimum standard for the handling of artefactual material retrieved from archaeological interventions. All staff, including all sub-contracted specialists involved with a project, must be made aware of the latest guidance from the Archaeological Archives Forum, Historic England, Institute for Archaeologists, and Society of Museum Archaeologists, and should follow current best practice. It is imperative that the implications of these documents are noted at the tendering stage, because they may have both practical and financial implications. In particular, the advice of museum conservation staff will be of value

when handling sensitive materials.

Archiving System

12.23 Archaeological material is normally deposited in the receiving museum for the area which has expertise and resources to provide adequately for the long-term conservation and reference of the material. The contractor should contact the museum before the commencement of fieldwork to meet the requirements for the long term storage of the subsequent archive. In exceptional circumstances, and if agreed that this is not to be the case, the National Park Authority and the receiving Museum will require that these standards of care and access will be met with an alternative arrangement.

Additional Considerations

Publicity

12.24 Exmoor National Park Authority encourages a positive approach to involving the local community and other interested parties in archaeological projects. Where possible active participation in the form of open days or school visits should be considered. In cases where projects produce locally interesting information a press release may be appropriate. Contracting or consultant units should obtain permission from the site owners prior to involving the public or media. Where appropriate, further publication of 'summary' reports should be considered for a wider public audience in the form of leaflets or booklets.

Legal And Ethical Considerations

12.25 Legal and ethical factors must be considered when undertaking archaeological fieldwork. These relate particularly (but not exclusively) to human remains and treasure (Treasure Act 1996 and associated Code of Practice).

- a) All unexpected human remains encountered must be left *in situ* and suitably protected from deterioration. All finds of human remains should be reported to the Police and the Coroner's Office. If removal is necessary and unavoidable it must be carried out in compliance with the statutory provisions of the Burial Act 1857 and subsequent legislation and after obtaining a licence for exhumation from the Home Office. The excavator must comply

with the conditions of the licence as well as other Home Office and environmental health regulations. All reasonable requests as to the method of removal, re-interment or disposal of the remains and/or associated items should be complied with. The simplest way to safeguard remains that are not to be excavated is by sensitive back-filling as soon as possible.

- b) Finds of treasure (as defined) must be archaeologically recorded and removed to a safe place and reported to the local Coroner within 28 days in accordance with the procedures of the Treasure Act 1996 and Code of Practice. If removal of such finds is not possible on the same day, then adequate security arrangements must be made.
- c) Archaeological contractors will be expected to act in accordance with the wishes of the site owner/agent and local residents. They should follow access and office procedures on development sites as well as behaving appropriately as far as noise and other factors are concerned.
- d) Adherence to the Museum Association's Code of Ethics is expected in relation to the management of the archive and associated information.
- e) Finds from the foreshore (regardless of age and importance) are subject to the requirements of the Merchant Shipping Act 1995.

Notification

12.26 In order for effective monitoring of archaeological projects, Exmoor National Park Authority and the intended recipient of the archive should be notified prior to the commencement of work to a timescale agreed within the WSI. The letter should contain basic information including:

- a) site name and address;
- b) planning application number (if relevant);
- c) start date of work;

- d) name of project officer;
- e) specialists being used.

The Authority should be notified in writing, and agreement sought prior to any changes.

Health and Safety

12.27 The health and safety of all those involved in every archaeological project is paramount. Archaeologists are expected to operate in accordance with current health and safety legislation and industry regulations. At all times health and safety must take priority over archaeological matters.

Insurance

12.28 The IfA Code of Conduct stipulates that a member shall ensure that adequate insurance cover is maintained for persons or property which may be affected by his or her archaeological activities. It is also possible for developers to insure against the consequences of an unexpected discovery, for example a find requiring expensive conservation, provided sufficient evaluation has been previously undertaken.

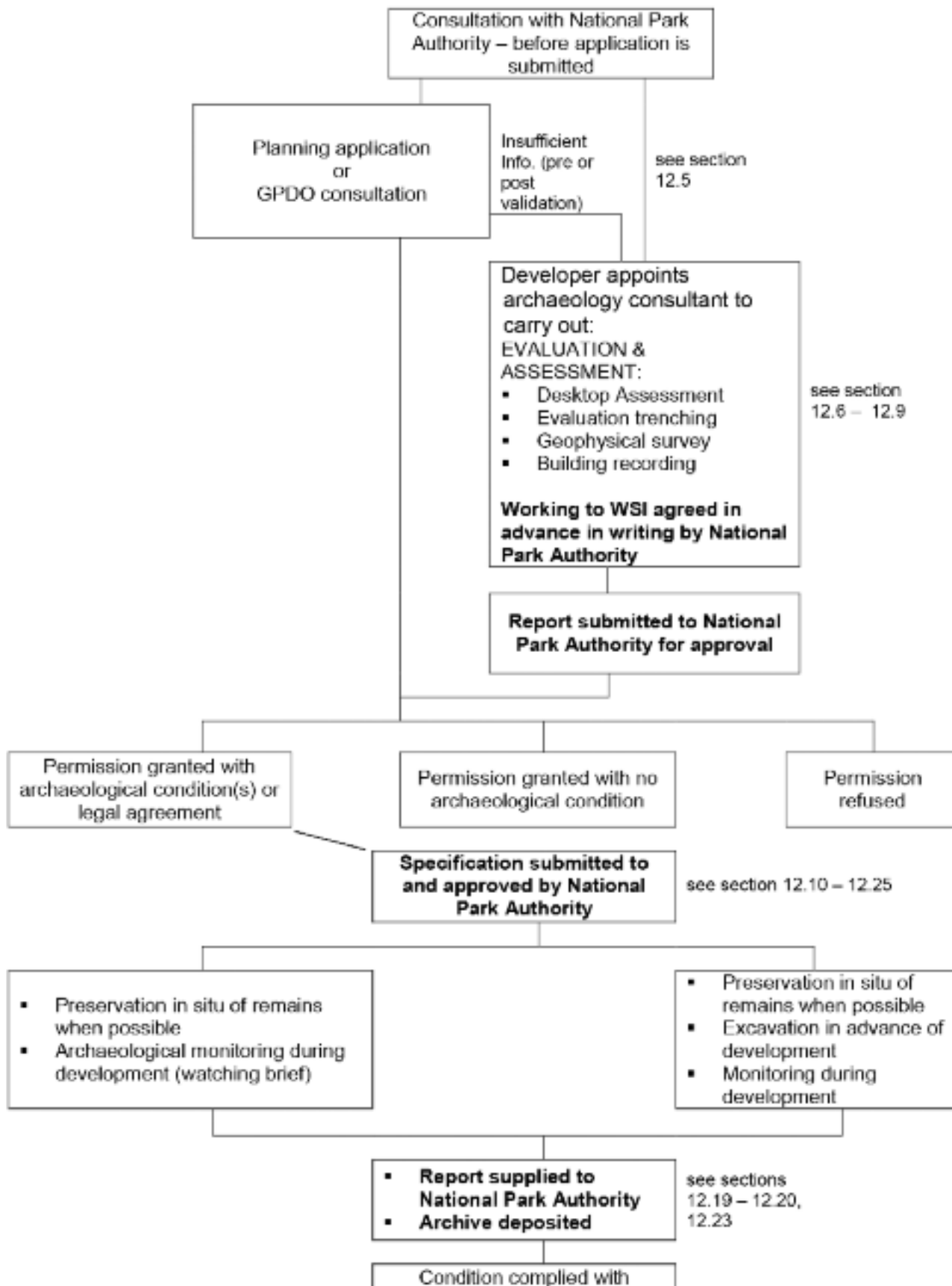
Sources Of Information

DCLG (March 2012), National Planning Policy Framework, The Stationery Office, London
 Brown, D.H. (2007) Archaeological Archives - a guide to best practice in creation, compilation, transfer and curation, Institute for Archaeologists on behalf of the Archaeological Archives Forum
 Watkinson D and Neal V (2001) First Aid for Finds, RESCUE/United Kingdom Institute of Conservators
 Current guidance documents available from:
 Historic England
 Institute for Archaeologists
 Archaeological Archives Forum
 Society of Museum Archaeologists

Acknowledgement

The original version of this document was derived from Somerset County Council's *Archaeological Manual*.

Table 12.1 The Historic Environment and the Planning Process



13. ANNEX 2: RURAL LAND BASED WORKER DWELLINGS

13.1 Traditional farming and woodland management have helped to create Exmoor’s distinctive landscape. Sustainable agriculture and forestry are essential for maintaining the characteristic landscapes of the National Park, and have an important role in helping to manage and enhance Exmoor’s wildlife and the environment, and are major contributors to the local economy.

13.2 This Annex provides additional information and guidance in relation to the following policies:

- a) HC-D7 Conversions to Dwellings in the Open Countryside
- b) HC-D8 New Build Dwellings in the Open Countryside
- c) HC-D9 Rural Workers
- d) HC-D11 Residential Caravans

13.3 Policy HC-D10 Succession Farming – Second Dwellings on Established Farms provides for a second dwelling on established farms that are financially sustainable where the criteria for a full time worker cannot be fully satisfied. This Annex will be applied in the case of applications under Policy HC-D10 save for paragraph 13.8(b) of this Annex which requires that the need relates to a full-time worker, primarily employed in a rural land-based activity and does not relate to a part-time requirement and paragraphs 13.19 and 13.20 which

relate to ‘temporary rural land-based worker dwellings’ since succession dwellings will only be considered on established farms.

13.4 These policies and Annex 2, are based on long tested methodology which is considered to be an appropriate way to approach “the essential need for a rural worker to live permanently at or near their place of work in the countryside” in terms of proposals for new dwellings in the open countryside.⁴⁶⁸ Additionally, the National Planning Policy Framework (NPPF) recognises that National Parks are areas where development should be restricted.⁴⁶⁹ It states that great weight should be given to conserving landscape and scenic beauty in National Parks while the conservation of wildlife and cultural heritage are important considerations and should also be given great weight.

13.5 The NPPF states that isolated new houses in the countryside should be avoided unless there are special circumstances. One of the few circumstances in which isolated residential development may be justified is when accommodation is required to enable the essential need for a rural worker to live permanently at or near their place of work in the countryside.⁴⁷⁰ Nevertheless, it will often be possible, convenient and more sustainable for such workers to live in settlements, suitable existing dwellings, or by reusing/converting a suitable existing building on

⁴⁶⁸ DCLG (2012) National Planning Policy Framework (Paragraph 55). DCLG

⁴⁶⁹ Ibid (Paragraph 14 footnote 9)

the holding or nearby within an established building group, so avoiding new and potentially intrusive development in the open countryside. However, there will be some cases where the nature and demands of the work concerned make it essential for one or more people engaged in a rural land-based enterprise to live at, or very close to, the site of their work. Whether this is essential in any particular case will depend on the needs of the enterprise concerned and not on the personal preferences or circumstances of individuals.

13.6 Given the concession that the planning system makes for new occupational dwellings in the countryside, it is essential that all applications for planning permission for dwellings in the open countryside are scrutinised thoroughly so that only genuine proposals are approved. In particular, it will be important to establish whether the stated intentions to engage in agriculture, forestry or any other rural land-based enterprise, are genuine, are reasonably likely to materialise and are capable of being sustained for a reasonable period of time. It will also be important to establish that the needs of the intended enterprise require one or more of the people engaged in it to live nearby.

13.7 A 'rural land-based enterprise/activity' is considered to include agriculture, forestry, and other land-based enterprise/activity which requires a location in the open countryside and obtains their primary inputs from the land holding they intend to be based at to sustain the business. Policy HC-D9 reflects National Park designation and states that the enterprise shall be extensive in nature, to ensure that the natural beauty and wildlife of the National Park is conserved and unacceptable adverse environmental impacts that can arise from more intensive forms of agriculture are avoided. Intensive activities, especially those that could be located in any location, will not be considered favourably under these policies.

Permanent Rural Land-Based Worker Dwellings

Functional and Financial Tests

13.8 New permanent dwellings will only be allowed where they are required to support existing

agricultural, forestry or other rural land-based activities on well-established land holdings. Applicants should provide a detailed independently prepared appraisal to accompany any application for a new rural worker's dwelling. The appraisal should provide information relating to the following points:

- a) there is a clearly established *existing* functional need (see paragraph 13.9 below);
- b) the need relates to a *full-time* worker, primarily employed in a rural land-based activity and does not relate to a part-time requirement;
- c) the holding and the activity concerned have been established for at least three years, have been profitable for at least one of them, are currently financially sound, and have a clear prospect of remaining so (see paragraph 13.13 below);
- d) the functional need cannot be fulfilled by another existing dwelling on the unit (or the subdivision of an existing dwelling (see policy HC-D14 Subdivision of Existing Dwellings) any other existing accommodation in the area which is suitable and available for occupation by the workers concerned, or through the conversion/change of use of an existing building on the holding; and
- e) other planning requirements, including in relation to access, or impact on the countryside, are satisfied.

13.9 A *functional test* is necessary to establish whether it is essential for the proper functioning of the enterprise for one or more workers to be readily available at most times. Such a requirement might arise, for example, if workers are needed to be on hand day and night:

- a) in case animals or agricultural processes require essential care at short notice;
- b) to deal quickly with emergencies that could otherwise cause serious loss of crops or products, for example, by frost damage or the failure of automatic systems.

13.10 In cases where the National Park Authority is particularly concerned about possible abuse, the history of the holding will be investigated to

⁴⁷⁰ Ibid (Paragraph 55)

establish the recent pattern of use of land and buildings and whether, for example, any dwellings, or buildings suitable for conversion to dwellings, have recently been sold separately from the holding concerned either by the present applicant or previous owners. Such a sale could constitute evidence of lack of need for a new permanent dwelling for a rural worker.

13.11 The protection of livestock or other animals associated with the rural land-based enterprise from theft or injury by intruders may contribute on animal welfare grounds to the need for a new rural worker dwelling, although it will not by itself be sufficient to justify one. Requirements arising from food processing, as opposed to agriculture for example, cannot be used to justify a rural worker dwelling. Nor can agricultural needs justify the provision of isolated new dwellings as retirement homes for farmers; such a need may be met under policy HC-D10 Succession Farming – Second Dwellings on Established Farms where a farmer wishes to reduce their labour input to enable the younger generation to assume the full-time role. Under conventional methods of forestry management, which can involve the use of a peripatetic workforce, new forestry dwellings may not always be justified.

13.12 If a functional requirement is established, it will then be necessary to consider the number of workers needed to meet it, for which the scale and nature of the enterprise will be relevant.

13.13 New permanent accommodation cannot be justified on the grounds of a rural land-based enterprise unless the enterprise is economically viable. A *financial test* is necessary for this purpose, and in applying this test (see paragraph 13.8(c) above), the National Park Authority will take a realistic approach to the level of profitability, taking account of the nature of the enterprise concerned. Some enterprises which aim to operate broadly on a subsistence basis, but which nonetheless provide wider benefits (e.g. providing ecosystem services and contributing to the conservation or enhancement of the natural beauty and wildlife of the National Park), can be sustained on relatively low financial returns.

13.14 The appraisal of functional requirement and financial viability should be confined to a factual statement of the agricultural, or other rural land-based business considerations involved and an

evaluation of the specific points on which advice is sought; no recommendation for or against the application should be made. The evidence presented to prove the viability of a rural land-based enterprise will vary according to the type of enterprise and will depend upon the structure of the holding, tenure, the nature of the enterprise and how it is financed. It is considered that in terms of an agricultural enterprise, information on costs of stock, feed, vet care, transport, marketing, electricity, insurance, accountants, water charges, repairs, land rent and financing charges will be taken into account.

13.15 The appraisal should detail land in the applicant's ownership and land within a permanent agricultural tenancy separately from any other land that may be rented on a short term basis. The National Park Authority will base its assessment of the proposal only on land under the applicant's ownership or land held in a longer term tenancy and therefore a dwelling is unlikely to be permitted where the financial viability of a rural land-based enterprise depends upon an insecure or short term tenancy or where a significant proportion of land/buildings identified as part of the functional holding is rented.

13.16 The National Park Authority will duly consider the appraisal, all other evidence available, and may also procure additional advice from a qualified consultant prior to determining the application.

13.17 Rural worker dwellings should be of a size commensurate with the established functional requirement. Policy HC-D9 Rural Workers requires that the gross internal area will be 93sqm or less unless the needs of the holding require a larger dwelling. Larger dwellings should be of a size commensurate with the needs of the holding, and should not be expensive to construct in relation to the income it can sustain in the long-term. It is the requirements of the enterprise, rather than those of the owner or occupier, that are relevant in determining the size of a dwelling larger than 93sqm gross internal area.

13.18 Rural worker dwellings should be sited so as to function and operate as part of the holding in conjunction with and well-related to existing farm buildings on the holding (or other dwellings) so that it cannot be easily separated from the holding.

Temporary Rural Land-Based Worker Dwellings

13.19 If a new dwelling is essential to support a new rural land-based activity, whether on a newly-created holding or an established one, it should normally, for the first three years, be provided by a caravan, a wooden structure which can be easily dismantled, or other temporary accommodation as set out under policy HC-D11 Residential Caravans. The proposal should satisfy the following criteria:

- a) clear evidence of a firm intention and ability to develop the enterprise concerned (significant investment in new farm buildings is often a good indication of intentions);
- b) functional need (see paragraph 13.9 of this Annex);
- c) clear evidence that the proposed enterprise has been planned on a sound financial basis;
- d) the functional need cannot be fulfilled by subdivision of an existing dwelling, another existing dwelling on the unit, or any other existing accommodation in the area which is suitable and available for occupation by the workers concerned; and
- e) other normal planning requirements, e.g. on siting and access, are satisfied.

13.20 If permission for temporary accommodation is granted, permission for a permanent dwelling will not subsequently be given unless the criteria in paragraph 13.8 above are met. The National Park Authority will ensure that conditions are attached to any planning permission to state the period for which the temporary permission is granted, the fact that the temporary dwelling will have to be removed, and the requirements that will have to be met if a permanent permission is to be granted. Successive extensions to a temporary permission over a period of more than three years will not normally be granted, nor will temporary permissions be granted in locations where a permanent dwelling would not be permitted.

Occupancy Conditions

13.21 Planning permissions for a rural land-based dwelling will be subject to conditions and planning obligations.

13.22 Where the need to provide accommodation to enable farm, forestry or other rural land-based

workers to live at or near their place of work has been accepted as providing the special justification required for new, isolated residential development in the countryside, it will be necessary to ensure that the dwellings are kept available for meeting this need. For this purpose, planning permission will be made subject to an occupancy restriction. Similar occupancy restrictions will also be attached to any existing dwelling on the holding, under the control of the applicant, where a new rural worker's dwelling is granted planning permission. A planning obligation may be used in exceptional circumstances to tie the dwelling to the holding to prevent them being sold off separately in the future without further application to the National Park Authority to vary the terms of the obligation. If these circumstances arise, the applicant should demonstrate that there are reasonable and valid grounds for doing so.

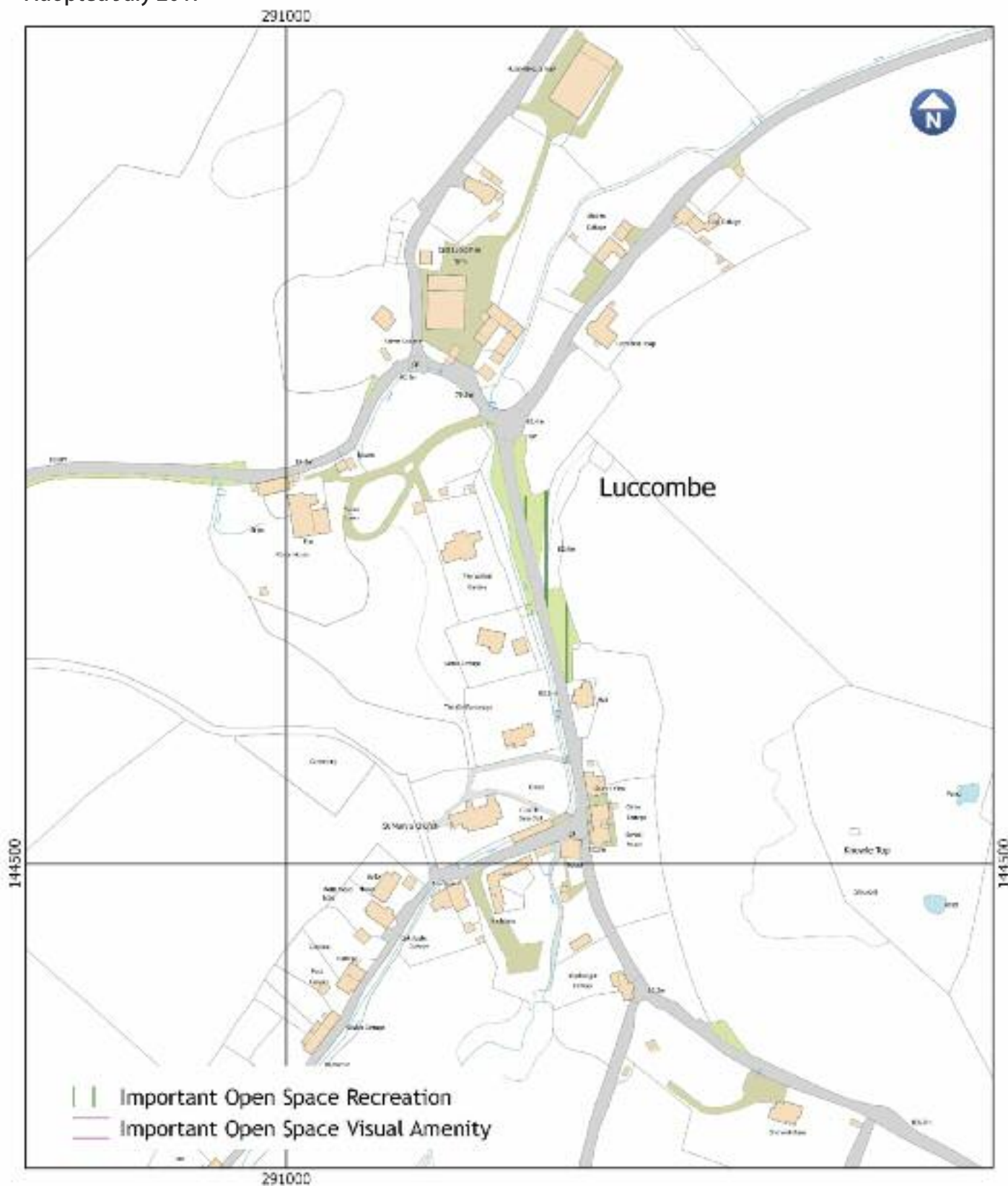
13.23 Changes in the scale and character of rural land-based enterprises may affect the longer-term requirement for dwellings for which permission has been granted subject to an agricultural/forestry or a rural worker occupancy condition. Should such dwellings, and others in the open countryside, become vacant or no longer required, policy HC-D12 Replacement of Rural Workers Occupancy Conditions sets out the requirements for the removal of a condition or variation of a planning obligation that limits the occupancy of a dwelling to a rural worker.

13.24 Where conditions are attached or a planning obligation is used to control the occupancy of the rural worker dwelling these mechanisms will enable a rural worker working or last working in a rural land-based enterprise in the locality or a widow/widower of such a person and any resident dependants to live in the dwelling. Whilst the functional and financial tests for a new dwelling related to a rural land based enterprise are required to establish the need for a new dwelling in the open countryside, subsequent occupiers will also need to meet the requirements of the occupancy condition. The definition of a rural worker is set out in policy HC-D9 Rural Workers and paragraph 6.136 and in terms of subsequent occupiers of existing rural worker dwellings, this can include workers that actively contribute to the management of Exmoor's landscape such as agricultural contractors that may provide services for a number of farm businesses on Exmoor.

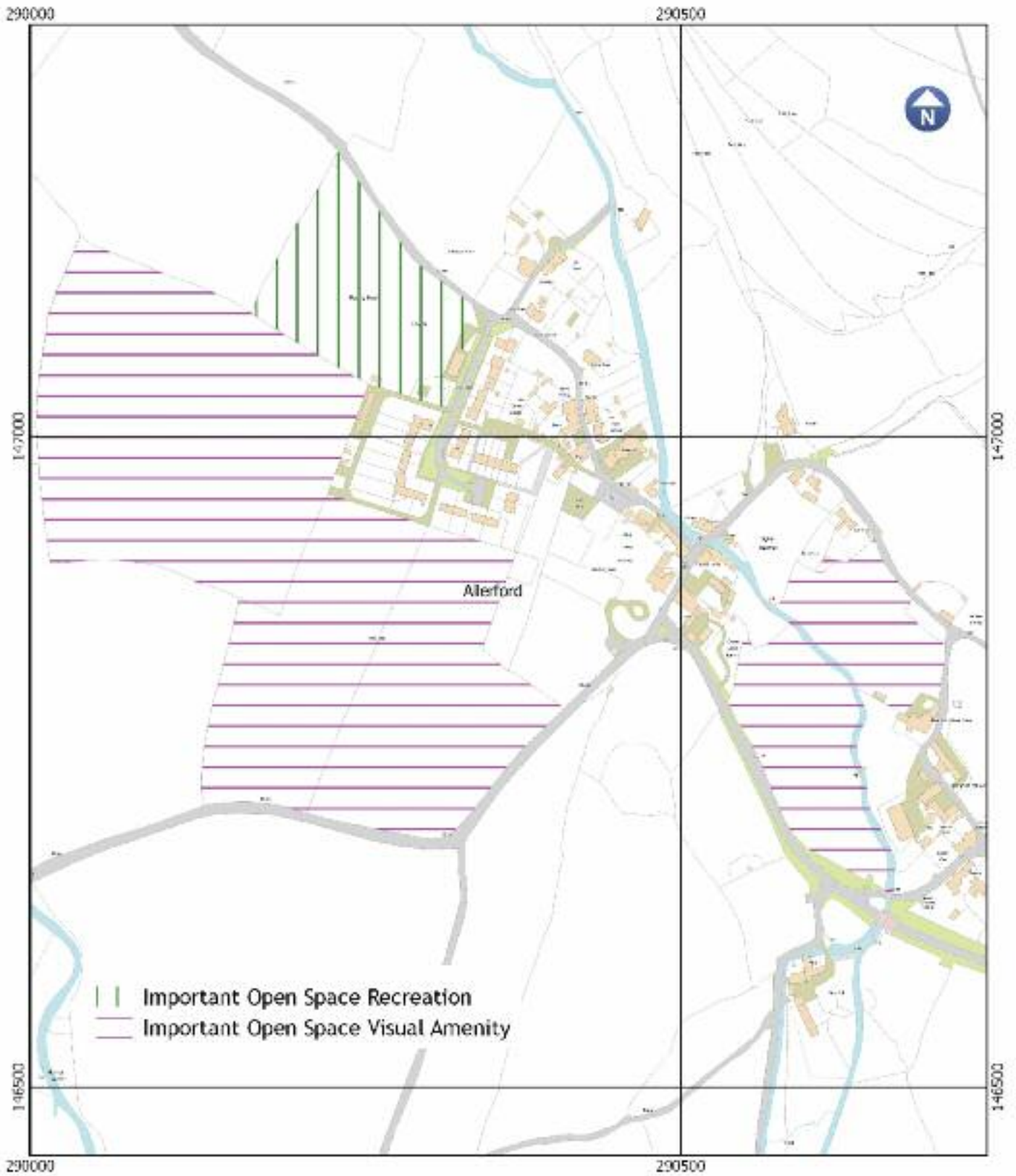
14. ANNEX 3: IMPORTANT OPEN SPACE IN ALLERFORD AND LUCCOMBE

14.1. The following maps illustrate areas of important open space for recreation and visual amenity within the settlements of Allerford and Luccombe. These settlements are not identified as named settlements within the spatial strategy, listed in policy GP3 Spatial Strategy and Table 3.1, and therefore are not represented on the Policies Map and associated Inset Maps.

Luccombe
Policies map
Adopted July 2017



Allerford
Policies map
Adopted July 2017



15. GLOSSARY

Glossary To Acronyms In The Local Plan

ADSL	Asymmetric Digital Subscriber Line	ONS	Office for National Statistics
AMR	Authority Monitoring Report	PACS	Planning Application Control System
ANSW	Ancient Semi-Natural Woodland	PAL	Principal Archaeological Landscape
AONB	Area of Outstanding Natural Beauty	PAWS	Plantations on Ancient Woodland Sites
CCMA	Coastal Change Management Area	PPG	Planning Practice Guidance
CFMP	Catchment Flood Management Plan	PRoW	Public Right of Way
CIL	Community Infrastructure Levy	PV	Photo-voltaic
DCLG	Department for Communities and Local Government	RBMP	River Basin Management Plan
DEFRA	Department for Environment, Food and Rural Affairs	RCEP	Royal Commission on Environmental Pollution
ELC	European Landscapes Convention	RHP	(Exmoor, North Devon and West Somerset) Rural Housing Partnership
ENPA	Exmoor National Park Authority	RIGS	Regionally Important Geological Sites
EU	European Union	RoWIP	Rights of Way Improvement Plan
EZI	Ecological Zone of Influence	RP	Registered Provider
FRA	Flood Risk Assessment	RSPB	Royal Society for the Protection of Birds
FWA	Fixed Wireless Access	SA	Sustainability Appraisal
GIS	Geographical Information System	SAC	Special Conservation Area
GPDO	Town and Country Planning General Permitted Development Order 2015	SCA	Seascape Character Assessment
HER	Historic Environment Record	SEA	Strategic Environmental Assessment
HGV	Heavy Goods Vehicle	SFRA	Strategic Flood Risk Assessment
HMA	Housing Market Area	SHLAA	Strategic Housing Land Availability Assessment
HRA	Habitats Regulations Assessment	SHMA	Strategic Housing Market Assessment
IfA	Institute for Archaeologists	SMP	Shoreline Management Plan
LAA	Local Aggregate Assessment	SPZ	Source Protection Zone
LCA	Landscape Character Assessment	SSSI	Site of Special Scientific Interest
LMP	Lighting Management Plan	SuDS	Sustainable Drainage Systems
MOA	Mobile Operators Association	SWW	South West Water
MPS	Marine Planning Statement	TPO	Tree Preservation Order
NNR	National Nature Reserve	WFD	Water Framework Directive
NPPF	National Planning Policy Framework	WSI	Written Scheme of Investigation
NVZ	Nitrate Vulnerable Zone	WW	Wessex Water
OAN	Objectively Assessed Need	YFE	Your Future Exmoor (Local Plan consultation events)

Term	Definition
Advertisement	Any word, letter, model, sign placard, board, notice, awning, blind, device or representation, where illuminated or not used wholly or partly for advertisement, announcement or direction, any hoarding or similar structure and anything else used, designed or adapted for use for the display of advertisements.
Affordable housing	<p>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. Affordable housing should include provisions to remain at an affordable price for future eligible households.</p> <p>Social rented housing is owned by local authorities and private registered providers (as defined in section 80 of the Housing and Regeneration Act 2008), for which guideline target rents are determined through the national rent regime. It may also be owned by other persons and provided under equivalent rental arrangements to the above, as agreed with the local authority.</p> <p>Affordable rented housing is let by local authorities or private registered providers of social housing to households who are eligible for social rented housing. Affordable Rent is subject to rent controls that require a rent of no more than 80% of the local market rent (including service charges, where applicable).</p> <p>Intermediate housing is homes for sale and rent provided at a cost above social rent, but below market levels subject to the criteria in the Affordable Housing definition above. These can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rented housing.</p> <p>Homes that do not meet the above definition of affordable housing, such as "low cost market" housing, may not be considered as affordable housing for planning purposes.</p>
All Abilities	An inclusive approach referring to opportunities for people of all abilities, including those with disabilities.
Biodiversity	The variety of life on earth, and is used here to refer to the diversity of wildlife and habitats found on Exmoor.
Biosphere Reserve	A designation by the United Nations Educational, Scientific and Cultural Organisation (UNESCO) which identifies an area of world class natural value that demonstrates the best example of people working in harmony with nature for the benefit of all.
Brownfield land	Also known as 'previously developed land'. Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or forestry buildings; land that has been

Term	Definition
	developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures; land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.
Climate change adaptation	Adjustments to natural or human systems in response to actual or expected climatic factors or their effects, including from changes in rainfall and rising temperatures, which moderate harm or exploit beneficial opportunities.
Climate change mitigation	Action to reduce the impact of human activity on the climate system, primarily through reducing the sources or enhancing the sinks of greenhouse gases.
Coastal Change Management Area (CCMA)	An area identified in Local Plans as likely to be affected by coastal change (physical change to the shoreline through erosion, coastal landslip, permanent inundation or coastal accretion).
Community facilities	A wide range of local facilities and services accessible to members of the public including schools, libraries, local shops, healthcare facilities, places of worship, meeting halls, public houses, sports facilities and public open spaces.
Community Infrastructure Levy (CIL)	A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area to fund the infrastructure needed to support development such as sporting and recreational facilities, open spaces, schools and other educational facilities, medical centres, transport infrastructure and flood defences.
Community Land Trust (CLT)	Community Land Trusts are local organisations set up and run by ordinary people to develop and manage homes as well as other assets important to that community, such as community enterprises, food growing or workspaces. The CLT's main task is to make sure these homes are genuinely affordable, based on what people actually earn in their area, not just for now, but for every future occupier. ⁴⁷¹
Cultural Heritage	Inherited assets, which people identify and value as a reflection and expression of their evolving knowledge, beliefs and traditions, and of their understanding of the beliefs and traditions of others. This includes all physical assets of the historic environment, which are the surviving remains of past human activity.
Cumulative landscape effects	The effects of a proposal on the landscape fabric, character and quality and so concerns the degree to which the development becomes a significant or defining characteristic of the landscape, a feature in particular views, and the effect this has upon the people experiencing them.

⁴⁷¹ As defined by the National Community Land Trust Network <http://www.communitylandtrusts.org.uk/what-is-a-clt>

Term	Definition
Curtilage	The extent of the land around a property (particularly a dwelling) that often, but not always, delineates the amount of land associated with the property. For larger, particularly country properties, the curtilage will only refer to an immediate cultivated garden and associated forecourt, rather than any other land included within the overall 'planning use'.
Development Plan	This includes adopted Local Plans and neighbourhood plans and is defined in section 38 of the Planning and Compulsory Purchase Act 2004.
Designated heritage assets	Heritage assets formally designated under relevant legislation including: conservation areas, listed buildings, scheduled monuments, and historic parks and gardens.
Duty to co-operate	A requirement of the Localism Act for public bodies (such as neighbouring local planning authorities) to co-operate in the preparation of their plans and strategies.
Ecological Zone of Influence (EZI)	These zones are areas outside the designated Special Area of Conservation, which nonetheless if affected can adversely impact on the integrity of the site's conservation objectives, as species are not necessarily limited by the designated site boundary (e.g. Barbastelle bats and otters).
Ecosystems	Environments consisting of all living things in a particular area and the non-living things with which they interact such as soil, air, water and sunlight.
Ecosystem services	The benefits people obtain from nature often referred to as ecosystems. These include provision of natural resources such as food, water, and fuel; regulation by natural systems including clean water and air, fertile soils, flood control and climate regulation; cultural services such as recreation, and cultural heritage, and the basic infrastructure of life including soil formation, the water cycle and nutrients, fixation of carbon by plants and the ecosystems themselves.
Employment Land Review	Analysis of the future demand for employment land and premises over the Plan period, including a review of the quality and suitability of existing employment sites, and assessment of the need for additional employment land over this period.
Exmoor Route Network	A hierarchy of routes identified in the Local Plan for different types and modes of travel.
Extended Family dwelling	The provision of homes for close family members through the conversion of existing buildings either on farmsteads or within the curtilage of existing dwellings in the named settlements. Either the occupants of the existing dwelling or those of the new Extended Family dwelling should have a 10 year local connection.

Term	Definition
Farmstead	A clear grouping of farm buildings with an existing dwelling.
Flood Risk	Identified probability of flooding from any water sources including fluvial, tidal, surface and ground water flooding.
Green infrastructure	A network of protected sites, nature reserves, green spaces and greenway linkages. The linkages include river corridors and flood plains, migration routes and features of the landscape, which are of importance as wildlife corridors. Green infrastructure should provide for multi-functional uses i.e. wildlife, recreational and cultural experience, as well as delivering ecological services, such as flood protection and micro-climate control.
Gross Internal Area	<p>The Gross Internal Area of a dwelling is defined as the total floor space measured between the internal faces of perimeter walls that enclose the dwelling. This includes partitions, structural elements, cupboards, ducts, flights of stairs and voids above stairs. The Gross Internal Area should be measured and denoted in square metres (m²)⁴⁷².</p> <p>It excludes the floor area of any general store, dustbin store, fuel store, garage or balcony; any area in rooms with sloping ceilings to the extent that the height of the ceiling does not exceed 1.5m; and any lobby/porch open to the air.</p>
Habitats Regulations Assessment (HRA)	A legal requirement to assess the impact of plans and proposals on the nature conservation importance of designated European habitats.
Hamlet	An established, closely grouped number of dwellings within a contiguous built form, and separate from other named settlements.
Heritage assets	A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. The term heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).
Heritage Coast	Defined in the National Planning Policy Framework as areas of undeveloped coastline, which are managed to conserve their natural beauty and, where appropriate, to improve accessibility for visitors.
Historic environment	All aspects of the environment resulting from the interaction between people and places through time, including all surviving remains of past human activity, whether visible, buried or submerged, including landscape and planted flora and fauna.
Historic Settlement Core	The historic settlement core includes the historic settlement area, based on Tithe Maps and the Ordnance Survey 1st Edition maps – the defined area may not necessarily survive above ground but there may be remains below ground.

⁴⁷² DCLG (March 2015) Technical Housing Standards – nationally described space standards

Term	Definition
Housing Market Area (HMA)	Geographic areas defined by household demand and preferences for housing. They reflect the key functional linkages between places where people live and work.
Infrastructure	A collective term for services such as roads, electricity, sewerage, water, schools, health facilities and types of green infrastructure.
Infrastructure Delivery Plan (IDP)	Sets out the critical infrastructure that is required to support the objectives, policies and spatial strategy set out in the Local Plan.
Landscape character type	A defined geographical zone with distinct types of landscape that are relatively homogeneous in character.
Landscape character area	Single unique areas within landscape character types, which have their own individual character and identity.
Landscape sensitivity	The degree to which a particular landscape character type or area can accommodate change without unacceptable detrimental effects on character.
Local Aggregate Assessment	A Local Aggregate Assessment is an annual assessment of the demand for and supply of aggregates in a mineral planning authority's area.
Local Service Centres (LSCs)	Exmoor's largest settlements which, although they are rural with small populations relative to areas outside the National Park, function as locally important rural service centres and are the most suitable locations in principle for new development of a scale that does not harm their form, setting and character.
Local Green Space	The designation of locally important green space for special protection, ruling out development other than in exceptional circumstances. Local Green Space is designated when a local or neighbourhood plan is prepared and reviewed. It must be reasonably close to the community it serves; have demonstrable local significance and interest; be local in character and not cover an extensive tract of land.
Local needs affordable housing	Affordable housing (see definition above) which is intended to meet the needs of the local community. On Exmoor this includes a local connection to the National Park through residency and includes people who need to live close to their place of work.
Local Wildlife Sites (LWS)	Sites (also known as County Wildlife Sites) identified for their wildlife interest, which complement the network of nationally and internationally designated sites. These include important species-rich grassland, ancient woodland, heath and freshwater habitats of high quality or recognised because they support species of conservation importance.
Major development	The Local Plan contains a policy (GP2 Major Development) which together with paragraphs 3.22-3.24 provides an interpretation of major development in the context of paragraph 116 of the NPPF.

Term	Definition
	However, the Development Procedure Order also provides a definition of major development in terms of the classification of planning applications. Development which falls into this category of planning application will not always meet the definition set out in policy GP2 and the supporting text. ⁴⁷³
Material planning considerations	Any consideration relevant to the use and development of land and which is taken into account in determining a planning application. The weight attached to material considerations in reaching a decision is a matter of judgement for the decision-taker; however, the decision-taker is required to demonstrate that in reaching that decision that they have considered all relevant matters.
Named settlement(s)	This term represents the settlements identified in policy GP3 Spatial Strategy, and Table 3.1. These settlements have been identified as locations that are most suitable for new development.
National Nature Reserve (NNR)	Designated for their nature conservation or geological interest, with the aim of providing opportunities for the public to enjoy and experience these interests.
National Planning Policy Framework (NPPF)	The Government's planning policies for England and how they should be applied.
Neighbourhood Plans	Community-led development plans prepared by parish and town councils for particular neighbourhoods, in general conformity with the strategic policies of this local plan, to shape future development in a local community, being supported by the majority of the neighbourhood in a local referendum.
Open Space	All space of public value, including public landscaped areas, parks, allotments and playing fields, and including, not just land, but also areas of water, such as rivers, lakes and reservoirs, which offer opportunities for sport and recreation or can act as visual amenity. Safeguarded open space is defined on the Policies Map as Important Open Space for Recreation, and Important Visual Amenity Space
Planning Obligation	A legal agreement or undertaking under Section 106 of the Town and Country Planning Act 1990 that assists in mitigating the impact of unacceptable development to make it acceptable in planning terms. Planning obligations may only constitute a reason for granting planning permission if they meet the tests that they are necessary to make the development acceptable in planning terms, directly related to the development, and fairly and reasonably related in scale and kind. They can also be used to tie the occupancy of affordable housing. The use of Section 106 Agreements is affected by the Community Infrastructure Levy Regulations. ⁴⁷⁴

⁴⁷³ The formal definition of 'major development' (for the purposes of consultation on planning applications) is set out in The Town and Country Planning (Development Procedure) (England) Order 2010, and includes – minerals development (i.e. mining, etc.); waste development; housing development of more than 10 units or 0.5 hectares; new building(s) with floorspace 1,000 sqm or more; development of land 1 hectare or more.

⁴⁷⁴ HM Government (2010) The Community Infrastructure Levy Regulations 2010 – regulations 122 and 123

Term	Definition
Planning Practice Guidance (PPG)	The Government's planning practice guidance that supports and informs the National Planning Policy Framework (NPPF) and how these policies are expected to be applied.
Policies Map (formerly proposals map)	A map showing the areas or sites to which local plan policies and proposals apply. The Policies Map for the Exmoor National Park Local Plan will also contain Inset Maps, showing particular areas in more details.
Principal Residence housing	A form of market housing controlled by a mechanism, which ensures it can be lived in by anyone but only as their sole or principal residence. The aim of this mechanism is to prevent any new market housing being occupied as a second or holiday home.
Regionally Important Geological Site (RIGS)	Local, non-statutory sites identified for their geological and geomorphological interest – also referred to as Local Geological Sites.
Registered Provider	The term (private) Registered Provider of social housing is the generic name for the providers of social housing (social landlords) not covered by local authorities. This term is commonly used to describe 'housing associations' which were also referred to as Registered Social Landlords in previous editions. The term Registered Providers is defined in section 80 of the Housing and Regeneration Act 2008.
Rural communities	Small rural communities which are not identified in the spatial strategy, but have an established, closely grouped number of dwellings within a contiguous built form, and are separate from other named settlements, and include service provision in the form of a shop, pub or community meeting place/hall.
Rural exception sites	Defined in the National Planning Policy Framework as small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding. In the National Park, these market houses will be Principal Residence homes.
Rural land based enterprises	Rural land-based businesses are businesses that manage the land in a way that conserves the National Park's special qualities. These can be defined as: farming enterprises based on primary food production, rural estates, forestry, mixed enterprises (e.g. with equestrian activities and/or game shooting) and other businesses that manage the land for conservation and/or recreation, which have benefits for health and well-being. Rural land-based businesses must also have a need to be located in the open countryside due to the nature of their operations.

Term	Definition
Rural workers	A rural worker in agriculture, forestry or other land-based rural enterprise operating in the locality who is engaged in actual physical work, actively contributing to the management of the land.
Section 3 Land	On Exmoor these are areas of moor and heath, woodland, and cliff and foreshore identified by the National Park Authority whose natural beauty is particularly important to conserve as set out under section 43 of the Wildlife and Countryside Act 1981. ⁴⁷⁵
Sequential visual effects	The recurrence of developments when moving through a landscape, and how these are experienced along transport routes, public rights of way and access land.
Shoreline Management Plan (SMP)	A plan providing a large-scale assessment of the risk to people and to the developed, historic and natural environment associated with coastal processes.
Sites of Special Scientific Interest (SSSI)	Sites designated by Natural England under the Wildlife and Countryside Act 1981. SSSIs are the country's very best wildlife and geological sites. They are important as they support plants and animals that find it more difficult to survive in the wider countryside. The protection of SSSIs is a shared responsibility between landowners, local authorities and Natural England.
Special Areas of Conservation (SAC)	Areas given special protection under the European Union's Habitats Directive, which is transposed into UK law by the Habitats and Conservation of Species Regulations 2010.
Special qualities of the National Park	Identified by the National Park Authority in the National Park Management Plan (the Exmoor National Park Partnership Plan) setting out the distinctive quality of the National Park's landscape, wildlife, cultural heritage, wildness, tranquillity, and dark night skies and people's understanding and enjoyment of these.
Statement of Community Involvement (SCI)	A statement setting out how Exmoor National Park Authority intends to consult and engage the public and other stakeholders on future planning policy documents, and planning applications.
Strategic Flood Risk Assessment (SFRA)	An assessment of risks from all sources of flooding (taking into account the impacts of climate change) and to assess the impact that land use changes and development in the area will have on flood risk.
Strategic Housing Land Availability Assessment (SHLAA)	A technical document agreed by a Stakeholder Panel that identifies a future supply of land which is suitable, available and achievable for housing development uses over the plan period.
Strategic Housing Market Assessment (SHMA)	A study to identify the future quantity of housing needed in a Housing Market Area, including a breakdown by type, tenure and size over the plan period.

⁴⁷⁵ As amended by the Wildlife and Countryside (Amendment) Act 1985

Term	Definition
Sustainability Appraisal (SA)	The process used to ensure that environmental and sustainability considerations have been integrated in the preparation of planning policy documents. The SA includes the requirements of the European Directive on Strategic Environmental Assessment to avoid unnecessary duplication. Together they play an important part in testing the soundness of the Local Plan.
Supplementary Planning Document (SPD)	A document that sets out more detailed policies in support of those contained in a local plan. It does not form part of the Development Plan, but is a material consideration on planning applications.
Sustainable development	Development which meets the needs of the present without compromising the ability of future generations to meet their own needs.
Sustainable Drainage Systems (SUDs)	SUDs are designed to control the quantity of runoff from a development to reduce flood risk, to improve the quality of the run off, and to enhance the nature conservation, landscape and amenity value of the site's surroundings.
Sustainable tourism	Any form of development, management, or tourist activity which ensures the long term protection and preservation of natural, cultural and social resources and contributes in a positive and equitable manner to the economic development and well-being of individuals living, working or staying in protected areas.
Traditional building	Mostly older buildings of solid wall construction built of natural and often local materials (e.g. stone, cob, brick, lime mortar and render). On Exmoor, these usually predate World War II.
Travellers	Defined in the National Planning Policy for Traveller Sites; the collective name for 'gypsies and travellers' and 'travelling show people'.
Villages	Smaller than Local Service Centres with a number of services and facilities which act as focal points for people living across Exmoor.
Water Framework Directive (WFD)	European Union legislation that requires all countries throughout the EU to manage the water environment to consistent standards.

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Preparation of this document began with a series of community events called Your Future Exmoor to hear how local communities wanted to see Exmoor evolve in the future. We are very grateful to everyone who attended these events and gave us their views.

Your Future Exmoor



Allerford and Luccombe event



Porlock



Roadwater



Parracombe



Challacombe