

Sevenoaks District Council
Local Development Scheme



Local Development Scheme December 2014

1	INTRODUCTION	3
2	TRANSITIONAL ARRANGEMENTS	7
3	TIMETABLE FOR PRODUCTION OF SPDs	8
4	DOCUMENT PROFILES	9
5	SUPPORTING STATEMENT	12
6	GENERAL RISK ASSESSMENT FORMS	15
7	GLOSSARY OF TERMS	18

1 INTRODUCTION

Background

- 1.1 This Local Development Scheme (LDS) is the **project plan** for the production of the Local Plan for Sevenoaks District Council and has been prepared in accordance with Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).
- 1.2 This Local Development Scheme sets out the Council's programme for the preparation of Development Plan Documents (DPDs) for the period up to 2017. The LDS no longer needs to include the programme for preparing Supplementary Planning Documents (SPD). However, information on the Council's current proposals for preparing SPDs is included for information. Readers should check with the Council's website for any updates to the SPD programme.
- 1.3 Progress in producing Local Plan documents will be assessed on an annual basis and reported in the Council's 'Authority Monitoring Report' (AMR) published in December. The AMR will consider whether any changes are needed to the LDS in the light of changing circumstances or whether additional actions are needed to maintain the current timetable.
- 1.4 Following approval copies of the document will be made available for inspection at the Council Offices. Alternatively it may be viewed online on the Council's website at www.sevenoaks.gov.uk

About The District

- 1.5 Sevenoaks District Council has an area of 142 square miles and is located in West Kent bordering Greater London, Surrey and Sussex. The District covers three main towns, namely Sevenoaks, Swanley and Edenbridge, together with many other small towns and villages and extensive areas of countryside.

Strategic Planning Context

- 1.6 The District is subject to a number of statutory national planning designations. 93% of the District lies within the Metropolitan Green Belt and over 60% is within either the High Weald or Kent Downs Areas of Outstanding Natural Beauty. There are 24 Scheduled Ancient Monuments, approximately 2000 Listed Buildings and over 40 Conservation Areas within the District. In addition Sevenoaks has 17 designated Historic Parks and Gardens, the highest number in Kent.

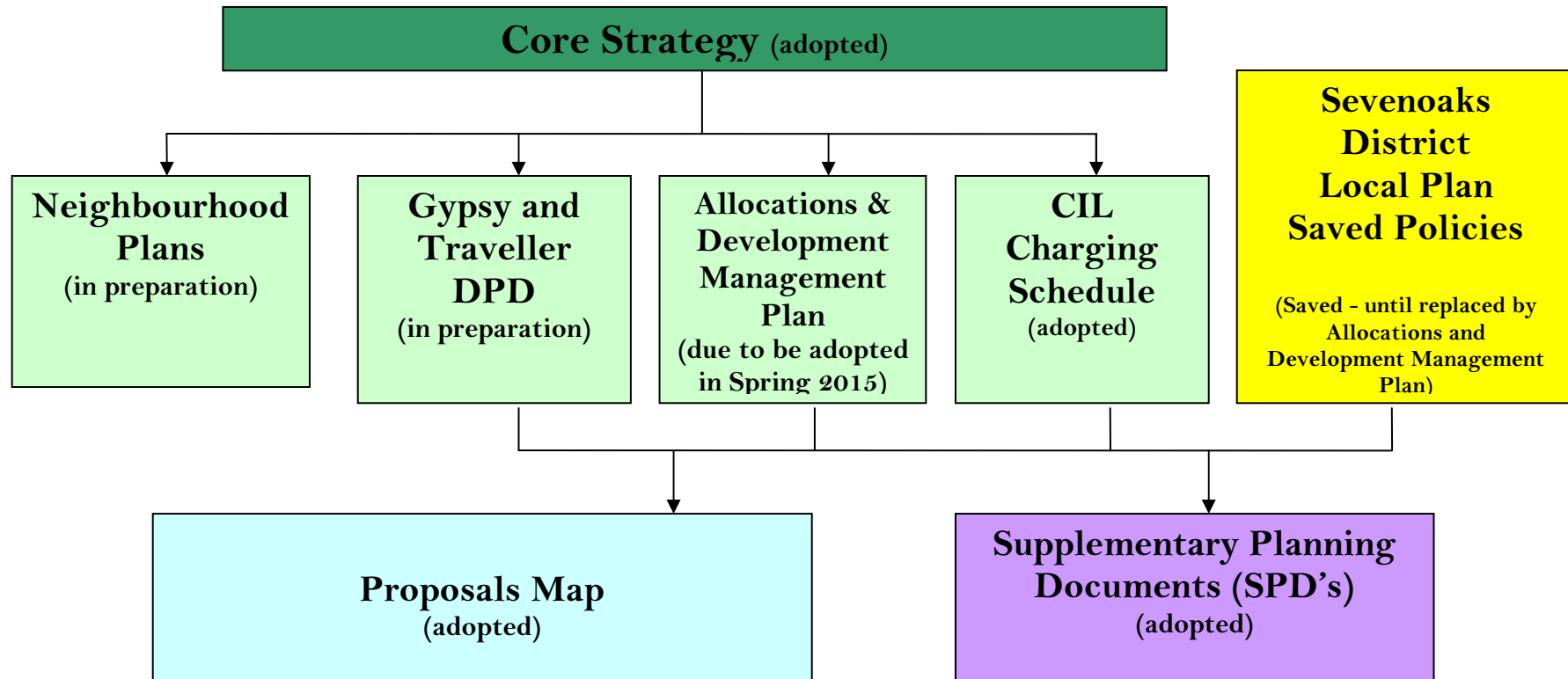
Current Statutory Development Plan

- 1.7 Following the adoption of the Core Strategy for the District in February 2011 the current Development Plan for the District comprises:
- *The Sevenoaks District Core Strategy 2011*
 - *the remaining saved policies from the adopted Sevenoaks District Local Plan 2000*
 - *the saved policies from the Kent Minerals Subject Plan: Brickheath Written Statement adopted 1986*
 - *the saved policies from the Kent Minerals Local Plan: Construction Aggregates adopted 1993*
 - *the saved policies from the Kent Minerals Local Plan: Chalk and Clay adopted 1997*
 - *the saved policies from the Kent Minerals Local Plan: Oil and Gas adopted 1997*
 - *the saved policies from the Kent Waste Local Plan adopted 1998*

Local Plan

- 1.8 The figure over the page outlines the relationship between planning policy documents which will be or have already been produced.
- 1.9 The Council adopted the Core Strategy in April 2011. The Council has several adopted SPDs. Kent Design was adopted as SPD in 2007, whilst the Residential Extensions SPD was adopted in May 2009. The Affordable Housing SPD and Countryside Assessment SPD were adopted in October 2011 and the Sevenoaks Residential Character Area Assessment was adopted in April 2012. These documents, together with the SCI and LDS and a number of adopted Village Design Statements and Parish Plans, form the Local Plan for the District. The timetable for the production of additional Local Plan documents can be found in Chapter 3 Overall Programme and detailed descriptions of the documents can be found in Chapter 4 LDD Profiles.
- 1.10 The Council has recently adopted a revised Statement of Community Involvement (SCI). Future consultations to be carried out on all Development Plan Documents will be subject to the requirements set out in the SCI.

THE SEVENOAKS LOCAL PLAN KEY DIAGRAM



2 TRANSITIONAL ARRANGEMENTS

Saved Plans











- 2.1 A series of policies from the adopted Sevenoaks District Local Plan 2000 have been saved from 27 September 2007. The Core Strategy replaced some of these policies and those still remaining in force will be replaced by the Allocations and Development Management Plan, in spring 2015.

3 TIMETABLE FOR PRODUCTION OF DPDS




3.1 The following is an indicative timetable for the production of the Local Plan. Whilst the Council is no longer required to include SPDs within the timetable, they are included for information purposes. Priority will be given to the preparation of DPDs. The District will support the preparation of Neighbourhood Plans but they are not included as their preparation is led by local parish and town councils. Planning Briefs for other key development sites identified in the Core Strategy may also be required.

	2014												2015												2016												2017													
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Development Plan Documents																																																		
ADMP																																																		
CIL Charging Schedule																																																		
Gypsy and Traveller Plan																																																		
Core Strategy / Local Plan Review																																																		
Supplementary Planning Documents																																																		
Residential Character Area - Swanley																																																		
Residential Character Area - Edenbridge																																																		
Green Belt SPD																																																		
Statement of Community Involvement																																																		

Development Plan Documents

-  Preparation / Evidence Base
-  Pre-Hearing Meeting
-  Informal Consultation (Regulation 18)
-  Hearing
-  Pre-Submission Publication (Regulation 19)
-  Main Modifications Consultation
-  Cabinet/Committee Approval
-  Inspector's Report
-  Submission (Regulation 22) - Key Milestone
-  Adoption - Key Milestone

Supplementary Planning Documents

-  Preparation
-  Consultation
-  Adoption

4 DOCUMENT PROFILES

- 4.1 The following table profiles the Development Plan Documents to be prepared by the Council up to the end of 2017.
- 4.2 This edition of the LDS includes amendments to bring the LDS up to date. The timetabling of Gypsy and Traveller Plan and Local Plan Review has been updated to reflect the anticipated dates for consultation and examination.

Local Development Document	Area	Chain of Conformity	Led By	Other Contributors	Resources Required	Reasoned Justification
<p>Core Strategy DPD (adopted Feb 2011)</p> <p>The Core Strategy sets out the vision for the District. It contains spatial policies that deal with the distribution of development in the District and general policies that help to deliver the vision.</p>	Whole District	National Policy ▼ Core Strategy	SDC Policy Team	Adopted	Adopted	The Core Strategy is the first stage in preparing the spatial expression of the Community, and other strategies. It is a statutory requirement. It provides a strategic framework for the preparation of other local planning documents.
<p>The Allocations and Development Management Plan</p>	Whole District	National Policy ▼ Core	SDC Policy Team	Chief Planning Officer Chief Officer	Officer and Member time Local Planning &	This deals with the allocation and designation of areas of land. In terms of new allocations it will identify housing sites to meet the Core Strategy

<p>The DPD identifies new land use site allocations including housing and other land use designations such as the Green Belt and AONB boundaries. It also includes detailed policies for the management of development that will be used in the determination of planning applications and to ensure that development will achieve the vision of the Core Strategy.</p>		<p>Strategy ▼ Allocations and Development Management</p>		<p>Communities & Business Chief Officer Housing Chief Finance Officer Parish/Town Councils</p>	<p>Environment Advisory Committee (LPEAC) time Sevenoaks District Strategic Board time Financial resources for consultation, publication, postage and publicity</p>	<p>provision. It will also show national designations such as Green Belt AONBs and local designations which aim to protect existing uses under development pressure such as green spaces, shopping frontages and business areas. It will also include detailed development management policies where needed that will replace the remaining Saved Local Plan policies and provide an up to date local policy framework for the detailed consideration of development proposals.</p>
---	--	--	--	---	---	---

<p>The Community Infrastructure Levy (CIL) Charging Schedule</p> <p>The charging schedule sets out the charges applicable to new developments to fund necessary infrastructure improvements for the District</p>	Whole District	<p>National Policy ▼ Core Strategy ▼ CIL Charging Schedule</p>	SDC Policy Team	Adopted	Adopted	<p>The preparation of a charging schedule is a requirement for authorities introducing CIL. Funding from CIL is necessary to support necessary infrastructure improvements required to support new development in the District. The charging schedule is supported by evidence of infrastructure needs and costs drawing on the Core Strategy Infrastructure Delivery Plan.</p>
<p>The Gypsy and Traveller Plan</p>	Whole District	<p>National Policy ▼ Core Strategy ▼ Gypsies and Travellers DPD</p>	SDC Policy Team	<p>Chief Planning Officer</p> <p>Chief Officer Communities & Business</p> <p>Chief Officer Housing</p> <p>Parish/Town Councils</p>	<p>Officer and Member time</p> <p>LPEAC time</p> <p>Sevenoaks District Strategic Board time</p> <p>Financial resources for consultation, publication, postage and publicity</p>	<p>The Gypsy and Traveller Plan will make provision for sites for gypsies and travellers in response to local needs and historic demand taking account of national policy and relevant Core Strategy Policy, including Policy SP6. The DPD is supported by a local needs assessment completed in 2012.</p>
<p>Local Plan Review</p>	Whole District	<p>National Policy ▼ Local Plan</p>	SDC Policy Team	<p>Chief Planning Officer</p> <p>Chief Officer Communities & Business</p>	<p>Officer and Member time</p> <p>LPEAC time</p> <p>Sevenoaks District Strategic Board</p>	<p>An additional work-stream has been added to the LDS, namely the Local Plan Review. This is a commitment from the ADMP examination, that the Council will undertake an early review of the Core Strategy, in part or in whole, within the next five years. The Council's evidence</p>

				Chief Officer Housing Parish/Town Councils Neighbouring Authorities Statutory Consultees	time Financial resources for consultation, publication, postage and publicity	base will be updated, starting with a Strategic Housing Market Assessment (SHMA). Options will then be developed and a revised Local Plan will be prepared, culminating in initial public consultation at the end of 2016. The draft revised Local Plan will be published and submitted to the Planning Inspectorate in 2017, for examination and adoption in 2018.
--	--	--	--	---	---	---

5 SUPPORTING STATEMENT

Background Studies

- 5.1 The Council has commissioned a number of background studies that will be used as an evidence base for the preparation of the Local Plan. These are set out in the table below:

Study	Comments
Affordable Housing Viability Study	Completed November 2009 Being Updated in 2015/16
West Kent Strategic Housing Market Assessment	Completed December 2008 Being Updated 2014/15
Strategic Housing Land Availability Assessment (SHLAA)	Completed July 2008 Updated September 2009 Being Updated in 2015
Hotel Study	Completed August 2007 Being Updated in 2015/16
Employment Land Review	Completed January 2008 Being Updated in 2015
Retail Study	Completed May 2005 Updated October 2007 Updated June 2009 Being Updated in 2015/16
Open Space Study	Completed January 2009 Partial Update in 2015/16
Settlement Hierarchy	Completed October 2009 Being Updated in 2014/15
Strategic Flood Risk Assessment	Completed May 2008 Being Updated in 2015/16
Transport Study	Completed January 2007
Sevenoaks District Strategy for Transport	Completed July 2010 Being Updated in 2015/16
Gypsies and Travellers Local Needs Assessment	Completed February 2012
CIL Viability Assessment	Completed July 2012
Employment Land Review – Site Specific Update	Completed December 2012
Business Survey	Completed October 2013

Sustainability Appraisal

5.2 Sustainability Appraisal (SA) of all DPDs will be required to assess how they will impact on the social, economic and environmental fabric of the District. SA involves five stages and the preparation of three key reports as follows:

- *Stage A: Setting the context and objectives, establishing the baseline and deciding on the Scope (Scoping Report)*
- *Stage B: Developing and refining options (Initial SA Report)*
- *Stage C: Appraising the effects of the plan (Final SA Report)*
- *Stage D: Consulting on the plan and SA Report*
- *Stage E: Monitoring implementation of the plan*

5.3 Sustainability Appraisal was carried out at all stages in the preparation of the Core Strategy and Allocations and Development Management Plan.

Reporting Structures

5.4 Cabinet is responsible for making executive decisions affecting preparation of Local Plan documents, scrutinised by the Local Planning and Environment Advisory Committee (LPEAC). Draft LDDs will go to Full Council for approval prior to Formal Submission.

Resources

5.5 The Planning Policy Team is located within the Planning Services section of the Council. Members of the team have other duties in addition to the preparation of the Local Plan.

5.6 Following is a list of the Officers within the team when it is fully staffed, along with an estimate of the amount of time that each officer will give to the preparation of the Local Plan:

- *Team Manager 75%*

-
- *Principal Planning Officer 75%*
 - *Senior Planning Officer 60%*
 - *Senior Planning Officer 60%*
 - *Planning Policy Officer 60%*
 - *Local Plan Monitoring Officer 80%*
 - *Planning Policy Technical Clerk 10%*

- 5.8 For the preparation of specific Local Development Documents, the Council will call on the expertise of other appropriate members of staff. These include members of the Development Management Team, Housing Policy team, and Community Development Team.
- 5.9 The Council will draw on expertise from Kent County Council and also has access to a range of expertise and skills within the Kent Downs and High Weald AONB Units.
- 5.10 A Service Plan with Performance Management targets based on LDS milestones and internal reporting is prepared annually and will be reviewed in line with the Authority Monitoring Report and any revisions to this LDS. This will be used to inform individual work plans for team members.

Financial Resources

- 5.11 A 5 year budget plan has been prepared in consultation with the Chief Officer, Finance which will form part of the Council's overall budget setting.

6 GENERAL RISK ASSESSMENT FORMS

Date: December 2014
 Service: Local Plan
 Assessed By: Hannah Gooden
 Location: Planning Policy
 Review Date: December 2015

No	Hazard	Severity 1-5 1=low 5=high	Likelihood 1-5 1=low 5=high	Level of Risk	Control Action / Contingency Action	Result	Triggers for Action
1	External factors such as implications of the National Planning Policy Framework leading to uncertainty in the strategic planning background and potential delay	4	3	12	This is beyond the Council's direct control Maintain close liaison with PINS, and the Department of Communities and Local Government (DCLG). Monitor outcome of comparable DPDs and identify relevant lessons	N	Inspector's advice
2	Government planning reforms may lead to changes in future requirements for Local Plans	2	4	8	The Core Strategy already identifies a significant role for Parish Plans and Village Design Statements and for other initiatives developed at a local level, including Neighbourhood Plans. It is therefore well-placed to take on board the Localism agenda which reduces the severity score. Monitor proposals and be prepared to carry out a further review of the LDS if necessary. Give priority to DPDs if there are additional demands on available resources	A	Progress in implementing the Localism Act and related guidance
3	Staff turnover, sickness or	4	3	12	Incentives maintained to retain staff	N	Appraisal

	retirement				including market payments and career grade structures. Give priority to DPDs over SPDs should there be an extended loss of staff resources.		System and 1-1 sessions.
4	Production and Council approval of the various components of the Local Plan are late (for whatever reason) with subsequent knock-on effect on the overall timetable	3	2	6	Reporting procedures in place to review progress against timetables and intervene at an early stage to keep Local Plan work on track.	A	Failure to meet targets and milestones in the LDS
5	Extended Citrix failure. Failure of main computer server - inability to access software programs	5	1	5	Return to conventional network system Set up limited paper files for essential records	T	Known problem – if it fails, everything stops
6	The budget for Local Plan work is inadequate financial resources to complete the Local Plan according to timetable.	4	2	8	A long term rolling budget programme has been set and agreed by Members. The LDS has been reviewed to re-programme activity and achieve a substantial saving by reducing the number of separate DPDs Undertake joint working with partners to cut costs Maximise use of the website to reduce printing costs	A	Budget over spend
7	The Inspector for the Examination considers the DPD as unsound resulting in considerable extra work for planning officers and failure to meet planned timescales	5	2	10	The Council will seek to minimise this risk by ensuring that the DPDs are sound founded on a robust evidence base and high standard to stakeholder and community engagement Use of Counsel to advise on procedural and soundness issues Establish and maintain close liaison with key	A	Inspector's Report

					<p>stakeholders and maintain close liaison with PINS, and the CLG</p> <p>Monitor outcome of comparable DPDs and identify relevant lessons</p> <p>Maintain staff training.</p>		
8	There is a legal challenge to the adoption of the DPD	4	1	4	The Council will seek to minimise this risk by ensuring that the DPDs are sound founded on a robust evidence base and high standard of stakeholder and community engagement	T	Notice of challenge

Key;**N = Not adequately controlled (11-25)****A = Adequately controlled (6-10)****T = Trivial risk (1-5)**

7 GLOSSARY OF TERMS

Abbreviation	Document Name	Document Description
AMR	Authority Monitoring Report	Authorities are required to produce AMRs to assess the implementation of the LDS and the extent to which policies in the Local Plan are delivering the Council's spatial vision.
CIL	Community Infrastructure Levy	A levy on new development to fund infrastructure improvements. The levy is supported by a charging schedule which sets out the levy for different types of development supported by evidence of future needs and costs of provision.
DCLG	Department for Communities and Local Government	DCLG sets policy on local government, housing, urban regeneration, planning and fire and rescue. In England, it has responsibility for all race equality and community cohesion related issues, building regulations, fire safety and some housing issues.
DPD	Development Plan Document	The Documents that a local planning authority must prepare, and which have to be subject to rigorous procedures of community involvement, consultation and independent examination. The Core Strategy is the key plan within the Local Plan and should be prepared by every local planning authority. Other DPDs may be prepared where necessary to provide additional detail which would not be suitable for a Core Strategy and which needs to have development plan status.
LDD	Local Development Document	LDDs comprise DPDs, and SPDs.
LDS	Local Development Scheme	The LDS sets out the programme for preparing Development Plan Documents.
NPPF	National Planning Policy Framework	Government statement of national planning policy.
NPPG	National Planning Practice Guidance	Government Planning Practice Guidance providing further explanation of the NPPF
PINS	Planning Inspectorate	Independent body which undertakes examination of the Local Plan.
SA	Sustainability Appraisal	Assessment of the social, economic, and environmental impacts of the policies and proposals contained within the Local Plan.
SCI	Statement of Community Involvement	Document explaining to stakeholders and the community, how and when they will be involved in the preparation of the Local Plan, and the steps that will be taken to facilitate this involvement.
SPD	Supplementary Planning Document	Documents which will provide further guidance regarding how development plan policies should be implemented.