

Sevenoaks District Council

Appendix 1

Local Development Scheme

July 2018



Local Development Scheme July 2018

1	INTRODUCTION	3
2	TIMETABLE FOR PRODUCTION OF THE LOCAL PLAN	7
3	DOCUMENT PROFILES	8
4	SUPPORTING STATEMENT	12
5	GENERAL RISK ASSESSMENT FORMS	15
6	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 2019. The LDS no longer needs to include the programme for preparing Supplementary Planning Documents (SPD). However, information on the Council's adopted SPDs is included for information.
- 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 considers whether Local Plan objectives are being met and 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 four towns, namely Sevenoaks, Swanley, Edenbridge and Westerham 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.

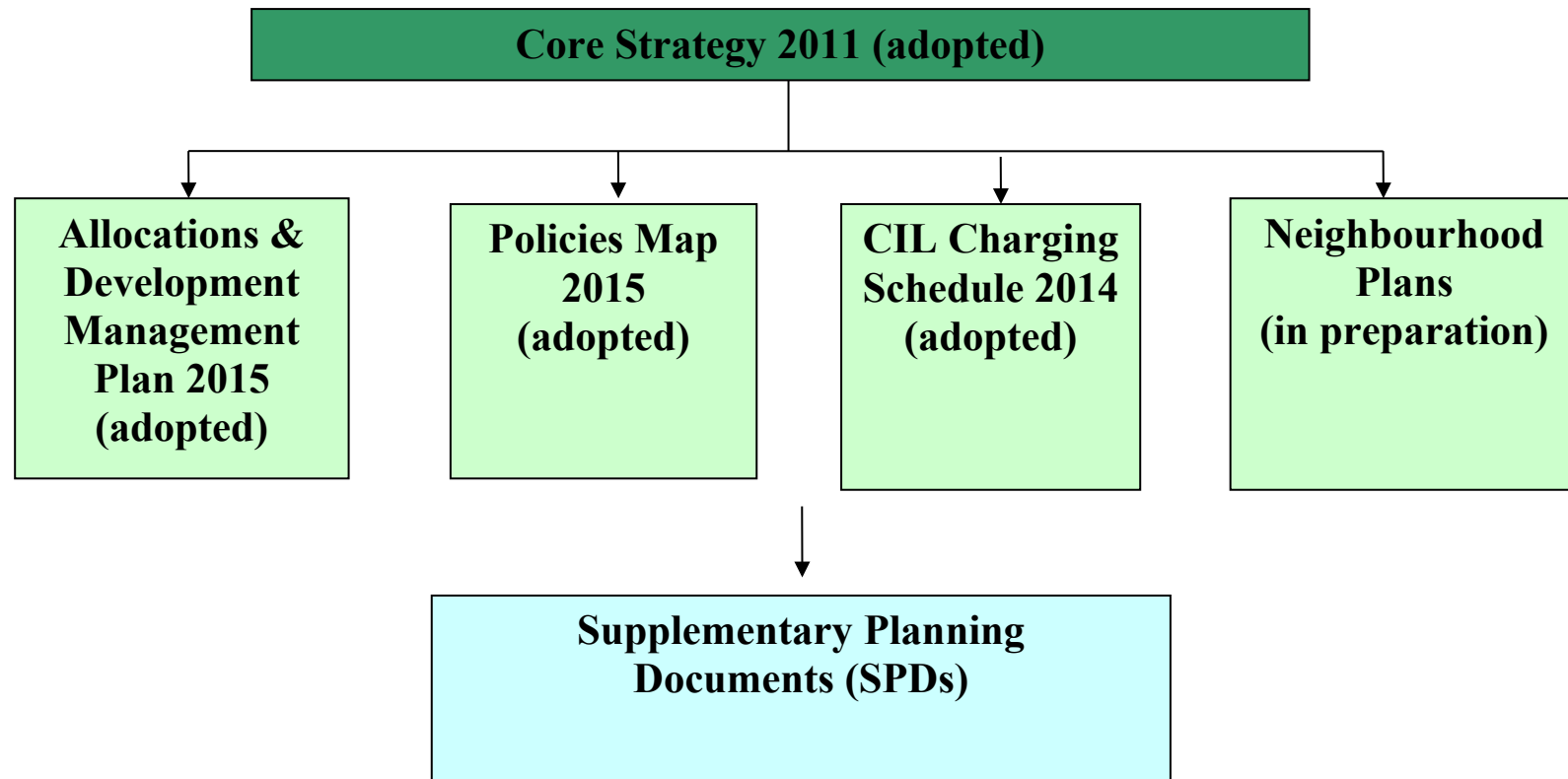
Current Statutory Development Plan

- 1.7 Following the adoption of the Core Strategy for the District in February 2011 and the Allocations and Development Management Plan in February 2015 the current Development Plan for the District comprises:
- *The Sevenoaks District Core Strategy 2011*
 - *The Allocations and Development Management Plan (ADMP) 2015*
 - *the Kent Minerals and Waste Local Plan 2013-30*

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 and the Allocations and Development Management Plan in February 2015. 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. The Development in the Green Belt SPD was adopted in February 2015 to accompany the Allocations and Development Management Plan. 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.
- 1.10 The Council has adopted a Statement of Community Involvement (SCI). Consultations will be carried out in accordance with the requirements set out in the SCI.

THE SEVENOAKS LOCAL PLAN KEY DIAGRAM



2 TIMETABLE FOR PRODUCTION OF THE LOCAL PLAN

2.1 The following is an indicative timetable for the production of the Local Plan. The District supports the preparation of Neighbourhood Plans but they are not included as their preparation is led by local parish and town councils.

- Draft Local Plan consultation – Summer 2018
- Pre-submission Publication – Winter 2018
- Submission – Early 2019
- Adoption – Autumn 2019

Local Development Scheme
(Planning Policy Timetable)
Updated Jan 2018

	2018												2019											
	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 Document																								
Local Plan																								

Development Plan Documents



- Preparation / Evidence Base
- Informal Consultation (Regulation 18)
- Pre-Submission Publication (Regulation 19)
- Cabinet/ Committee Approval
- Submission (Regulation 22) - Key Milestone



- Pre-Hearing Meeting
- Hearing
- Inspector's Report
- Adoption - Key Milestone
- * Timetable at the discretion of PINS

3 DOCUMENT PROFILES

- 3.1 The following table profiles our Local Plan documents.
- 3.2 This edition of the LDS includes amendments to bring the LDS up to date. The timetabling of the 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 Contributor	Resources Required	Reasoned Justification
Core Strategy DPD (adopted Feb 2011) 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.	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 (adopted Feb 2015)</p> <p>The plan 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>	Whole District	<p>National Policy ▼ Core Strategy ▼ Allocations and Development Management</p>	SDC Policy Team	<p>Chief Planning Officer</p> <p>Chief Officer Communities & Business</p> <p>Chief Officer Housing</p> <p>Chief Finance Officer</p> <p>Parish/Town Councils</p>	Adopted	<p>This deals with the allocation and designation of areas of land. In terms of new allocations it identifies housing sites to meet the Core Strategy provision. It shows 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 also includes detailed development management policies where needed that 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 (adopted Feb 2014)</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>
---	----------------	--	-----------------	---------	---------	---

Local Plan 2015-35	Whole District	National Policy ▼ Local Plan	SDC Policy Team	Chief Planning Officer Chief Officer Communities & Business Parish/Town Councils Neighbouring Authorities Statutory Consultees	Officer and Member time PAC / Cabinet time Financial resources for consultation, publication, postage and publicity	The Council committed, as part of the ADMP examination, to undertake an early review of the Core Strategy, within five years. The Council's evidence base has been updated and Issues and options consultation was undertaken in 2017. The draft Local Plan is in preparation for public consultation in summer 2018. The draft Local Plan will be submitted to the Planning Inspectorate, for examination and adoption in 2019.
---------------------------	----------------	------------------------------------	-----------------	--	---	--

4 SUPPORTING STATEMENT

Background Studies

4.1 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	Date
Biodiversity Analysis	Completed February 2018
Economic Needs Study	Completed August 2016
Green Belt Assessment	Completed January 2017
Gypsies and Travellers Accommodation Assessment	Completed March 2017
Housing Strategy	Completed 2017
Landscape Character Assessment	Completed January 2017
Landscape Sensitivity Study	Completed May 2017
Local Housing Needs Study	Completed May 2017
Open Space Study, Sport and Leisure	Initial Findings completed March 2017, Sports Facility Strategy completed July 2017 Playing Pitch Strategy and Open Space Study to be completed 2018
Retail Study	Completed November 2016
Settlement Hierarchy	Completed April 2018
Sevenoaks District Tourist Accommodation Study	Completed September 2015
Strategic Flood Risk Assessment	Completed February 2017
Strategic Housing and Economic Land Availability Assessment (SHELAA)	Completed July 2017 to be updated July 2018
Strategic Housing Market Assessment (SHMA)*	Completed September 2015
Survey of Employers' Housing Needs	Completed October 2017
Swanley & Hextable Master-vision	Completed August 2016
Swanley Transport Study	Completed May 2018

Strategic Transport Assessment	To be completed in 2018
Whole Plan and CIL Viability Assessment	To be completed 2018

*In respect of the identified housing need, the government has recently introduced a standardised methodology for assessing this, which will, when confirmed, replace the previous requirement for the District Council to assess its own needs, through the SHMA.

Sustainability Appraisal

4.2 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*

4.3 Sustainability Appraisal was carried out at all stages in the preparation of the Core Strategy and Allocations and Development Management Plan and is being carried out for the preparation of the Local Plan 2015-35.

Reporting Structures

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

Resources

4.5 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.

-
- 4.6 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 Communities and Business Team.
- 4.7 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.
- 4.8 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

- 4.9 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.

5 GENERAL RISK ASSESSMENT FORMS

Date: May 2018
 Service: Local Plan
 Assessed By: Hannah Gooden
 Location: Planning Policy
 Review Date: May 2019

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, including implications of government introducing standardised methodology for assessing Local Housing Need	4	4	16	<p>This is beyond the Council's direct control</p> <p>Maintain close liaison with PINS, and the Department of Communities and Local Government (DCLG).</p> <p>Monitor outcome of comparable DPDs and identify relevant lessons</p>	N	Inspector's advice
2	Government planning reforms may lead to changes in future requirements for Local Plans, including in respect of development in the Green Belt	3	3	9	<p>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.</p> <p>Monitor proposals and be prepared to carry out</p>	A	Progress in implementing the Localism Act and related guidance

					a further review of the LDS if necessary. Give priority to DPDs if there are additional demands on available resources		
3	Staff turnover, sickness or retirement	4	3	12	Incentives maintained to retain staff including market payments and career grade structures. Give priority to DPDs over SPDs should there be an extended loss of staff resources.	N	Appraisal 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 Local	5	2	10	The Council will seek to minimise this risk by	A	Inspector's

	Plan Examination considers the Plan as unsound resulting in considerable extra work for planning officers and failure to meet planned timescales				<p>ensuring that the DPDs are sound founded on a robust evidence base and high standard to stakeholder and community engagement</p> <p>Use of Counsel to advise on procedural and soundness issues</p> <p>Establish and maintain close liaison with key 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>		Report
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)

6 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.
MHCLG	Ministry for Housing, Communities and Local Government	MHCLG 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 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.