

Sevenoaks District Council
Local Development Scheme



January 2012



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1 INTRODUCTION

Background

- 1.1 This Local Development Scheme (LDS) has been prepared in accordance with Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended) and is the project plan for the production of the Local Development Framework for Sevenoaks District Council.
- 1.2 The Local Development Framework (LDF) replaces the current Development Plan including the Sevenoaks District Local Plan 2000.
- 1.3 The Council is completing the Local Development Framework in phases. This Local Development Scheme sets out the Council's programme for the preparation of Development Plan Documents (DPDs) for the period up to 2014. Following amendments to the legislation introduced in 2008 to increase flexibility, 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.
- 1.4 Progress in producing LDF documents will be assessed on an annual basis and reported in the Council's Annual 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.
- 1.5 Following Government 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

- 1.6 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

- 1.7 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 2116 Listed Buildings and 40 Conservation Areas within the District. In addition Sevenoaks has 17 designated Historic Parks and Gardens, the highest number in Kent. The District is currently covered by the South East Plan, though the Localism Bill proposes the abolition of regional plans.

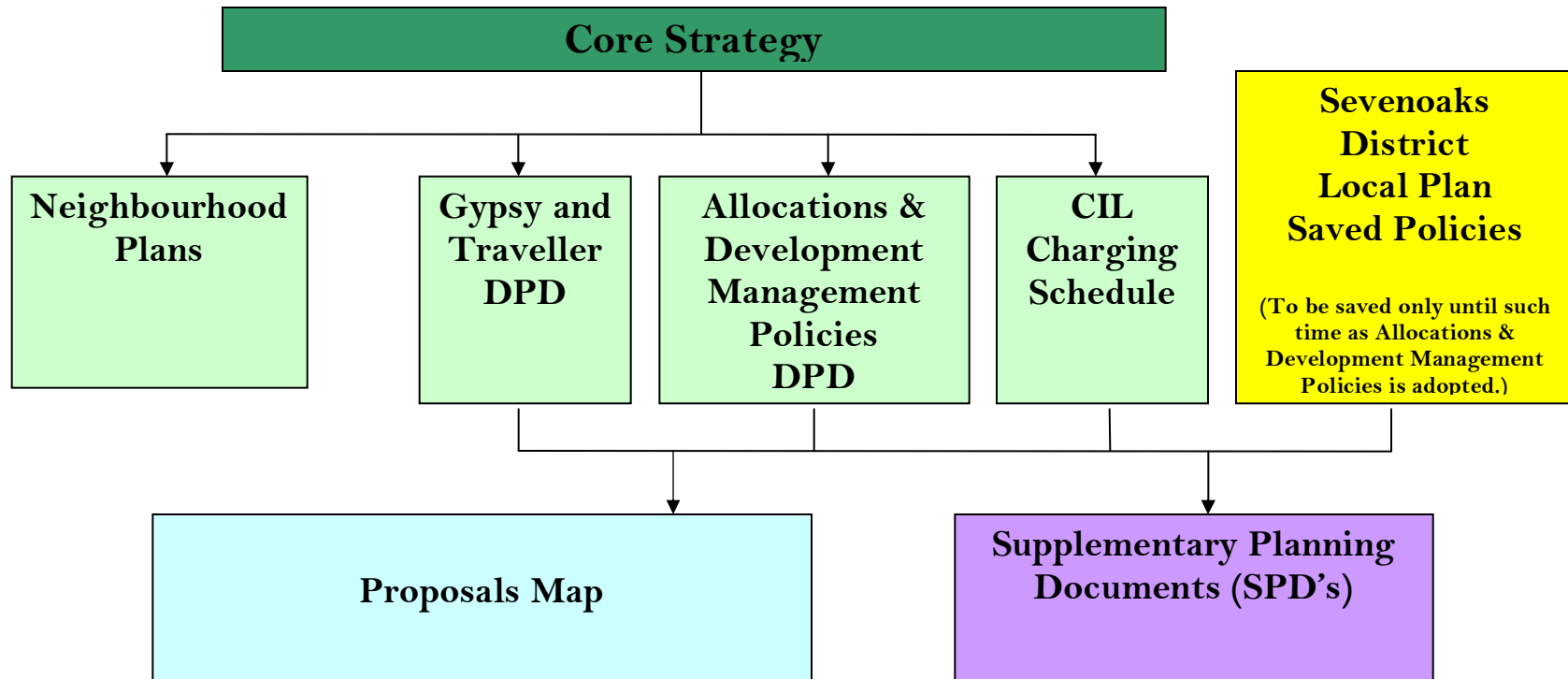
Current Statutory Development Plan

- 1.8 Following the adoption of the Core Strategy for the District in February 2011 the current Development Plan for the District comprises:
- *The South East Plan 2009*
 - *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 Development Framework

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- 1.9 The Council formally adopted a Statement of Community Involvement (SCI) in 2006. Future consultations to be carried out on all Development Plan Documents will be subject to the requirements set out in the SCI.
- 1.10 The figure over the page outlines the relationship between planning policy documents which will be or have already been produced.
- 1.11 The Council adopted the Core Strategy DPD in April 2011. The Council has four 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. These documents, together with the SCI and LDS, form the LDF for the District. The timetable for the production of additional LDF documents can be found in Chapter 3 Overall Programme and detailed descriptions of the documents can be found in Chapter 4 LDD Profiles.

THE SEVENOAKS LOCAL DEVELOPMENT FRAMEWORK KEY DIAGRAM



2 TRANSITIONAL ARRANGEMENTS

Saved Plans

- 2.1 The Kent and Medway Structure Plan 2006 expired on 6 July 2009. However 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 are listed in Appendix 1. They will be replaced by the Allocations and Development Management DPD.

3 TIMETABLE FOR PRODUCTION OF DPDS

3.1 The following is an indicative timetable for the production of the Local Development Framework. Whilst the Council is no longer required to include SPD's 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. If needed these will be added to the schedule for completion during the LDS period.

	2012												2013												2014											
	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																																				
Allocations & Development Management Policies DPD																																				
CIL Charging Schedule																																				
Gypsy and Traveller DPD																																				
Supplementary Planning Documents																																				
Residential Character Areas SPD - Sevenoaks																																				
Residential Character Areas SPD - Swanley																																				
Residential Character Areas SPD - Edenbridge																																				
Green Belt SPD																																				
Horsiculture SPD																																				

Development Plan Documents

- Preparation (Regulation 25)
- Informal Consultation (Regulation 25)
- Pre-Submission Publication (Regulation 27)
- Cabinet/Committee Approval
- Submission (Regulation 30) - Key Milestone

- Pre-Hearing Meeting
- Hearing
- Inspector's Report
- Adoption - Key Milestone

Supplementary Planning Documents

- Preparation
- Consultation
- Adoption

4 LDD PROFILES

- 4.1 The following table profiles the Development Plan Documents to be prepared by the Council up to the end of 2014.
- 4.2 This edition of the LDS includes an amendment to bring the LDS up to date. The Core Strategy DPD, Countryside Assessment SPD and Affordable Housing SPD were all adopted in 2012 and have therefore been removed from the LDS. The Developer Contributions SPD will now be incorporated in the CIL Charging Schedule and has therefore also been removed. A Gypsy and Traveller DPD has been added to the scheme. Evidence gathering for this DPD commenced in 2012 and the timetable for its production mirrors that for the CIL Charging Schedule.

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	<p>Head of Community Development</p> <p>Head of Housing</p> <p>Head of Development Services</p> <p>Parish/Town Councils</p>	<p>Officer and Member time</p> <p>LDF Advisory Group time</p> <p>Sevenoaks Community Partnership time</p> <p>Financial resources for evidence base, consultation, publication,</p>	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 LDDs.

					postage and publicity	
<p>The Allocations and Development Management DPD</p> <p>The DPD will identify new land use site allocations including housing and other land use designations such as the Green Belt and AONB boundaries. It will also include 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</p> <p>▼</p> <p>Core Strategy</p> <p>▼</p> <p>Allocations and Development Management</p>	SDC Policy Team	<p>Head of Community Development</p> <p>Head of Housing</p> <p>Head of Development Services</p> <p>Head of Financial Services</p> <p>Parish/Town Councils</p>	<p>Officer and Member time</p> <p>LDF Advisory Group time</p> <p>Sevenoaks Community Partnership time</p> <p>Financial resources for consultation, publication, postage and publicity</p>	<p>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 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 will set 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	<p>Head of Community Development</p> <p>Head of Housing</p> <p>Head of Development Services</p> <p>Parish/Town Councils</p>	<p>Officer and Member time</p> <p>LDF Advisory Group time</p> <p>Sevenoaks Community Partnership time</p> <p>Financial resources for consultation, publication, postage and publicity</p>	<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 will be supported by evidence of infrastructure needs and costs drawing on the Core Strategy Infrastructure Delivery Plan. As it is proposed to restrict the use of S106 agreements from 2014 the charging schedule needs to be in place by that date.</p>
<p>The Gypsies and Travellers DPD</p>	Whole District	<p>National Policy ▼ Core Strategy ▼ Gypsies and Travellers DPD</p>	SDC Policy Team	<p>Head of Community Development</p> <p>Head of Housing</p> <p>Head of Development Services</p> <p>Parish/Town Councils</p>	<p>Officer and Member time</p> <p>LDF Advisory Group time</p> <p>Sevenoaks Community Partnership time</p> <p>Financial resources for consultation, publication, postage and publicity</p>	<p>The Gypsies and Travellers DPD 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 will be supported by a local needs assessment to be completed in 2012.I</p>

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 LDF. These are set out in the table below:

Study	Comments
Appropriate Assessment report	Completed June 2009
Affordable Housing Viability Study	Completed November 2009
Strategic Housing Land Availability Assessment (SHLAA)	Completed July 2008 Updated September 2009
Hotel Study	Completed August 2007
Employment Land Review	Completed January 2008
Retail Study	Completed May 2005. Updated October 2007 Updated June 2009
Open Space Study	Completed January 2009
Settlement Hierarchy	Completed October 2009
Strategic Flood Risk Assessment	Completed May 2008
Transport Study	Completed January 2007
Sevenoaks District Strategy for Transport	Completed July 2010
West Kent Strategic Housing Market Assessment	Completed December 2008
Gypsies and Travellers Local Needs Assessment	Due for completion in February 2012

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)*

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- *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 of stages completed so far in the Allocations and Development Management DPD.

Reporting Structures

5.4 The Council has set up an LDF Advisory Group that comprises elected Members reflecting the political balance of the Council, representatives from both Town and Parish Councils and representatives from the Sevenoaks District Community Partnership. The Portfolio Holder chairs the Group and Officers attend meetings as required. The group's role is to advise and act as a sounding board during the preparation of the LDF. The group will also consider Officer reports before they are presented to the Cabinet.

5.5 Cabinet is responsible for making executive decisions affecting preparation of the LDF, scrutinised by the Environment Select Committee. Draft LDDs will go to Full Council for approval prior to Formal Submission.

Resources

5.6 The Planning Policy Team is located within the Development Services Directorate at the Council. Members of the team have other duties in addition to the preparation of the Local Development Framework.

5.7 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 Development Framework:

- *Team Manager 75%*
- *Principal Planning Officer 75%*
- *Senior Planning Officer 60%*
- *Senior Planning Officer (part time 4 days per week) 60%*

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- *Senior Planning Officer 60%*
 - *Planning Policy Officer 60%*
 - *LDF Monitoring Officer (part time 3 days per week) 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 Control 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 Annual 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 Head of Financial Services which will form part of the Council's overall budget setting.

Protocol for Amending the LDS and LDF

- 5.12 The Annual Monitoring Report may highlight the need to review the Local Development Scheme and the Local Development Framework.
- 5.13 The Council has prepared a protocol which sets out the Council's procedures for amending the LDS and the LDF to cover:
- *the introduction/withdrawal of LDD;*

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- *the introduction/withdrawal of an Area Action Plan; and*
 - *amendment to any of the documents within the LDF including the proposals map.*

6 GENERAL RISK ASSESSMENT FORMS

Date: January 2012
 Service: Local Development Framework
 Assessed By: Alan Dyer
 Location: Planning Policy
 Review Date: January 2013

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 publication of the National Planning Policy Framework being delayed and guidance not being issued in a timely manner leading to uncertainty in the strategic planning background and potential delay if guidance is unclear	3	3	9	This is beyond the Council's direct control Maintain close liaison with PINS, and the Department of Communities and Local Government (DCLG). Agree revised LDS timetable with GOSE and PINS if necessary.	N	Lack of response
2	Government planning reforms may lead to changes in future requirements for LDFs	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 emerging proposals and be prepared to carry out a further early review of the LDS if necessary. Give priority to DPDs if there are additional	A	Progress in implementing the Localism Act and related guidance

					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.	A	Appraisal System and 1-1 sessions.
4	Production and Council approval of the various components of the LDF 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 LDF 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 LDF work is inadequate financial resources to complete the LDF according to timetable.	4	3	12	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	T	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	1	5	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	T	Inspector's Report

					<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>		
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	Annual Monitoring Report	Authorities are required to produce AMRs to assess the implementation of the LDS and the extent to which policies in the LDF 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 LDF 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.
LDF	Local Development Framework	The LDF is the collection of local development documents produced by the local planning authority which collectively deliver the spatial planning strategy for the District.
LDD	Local Development Document	LDDs comprise DPDs, and SPDs,.
LDS	Local Development Scheme	The LDS sets out the programme for preparing Development Plan Documents.
PINS	Planning Inspectorate	Independent body which undertakes examination of the LDF.
PPS	Planning Policy Statement	Government statements of national planning policy.
SA	Sustainability Appraisal	Assessment of the social, economic, and environmental impacts of the policies and proposals contained within the LDF.
SCI	Statement of Community Involvement	Document explaining to stakeholders and the community, how and when they will be involved in the preparation of the LDF, 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.

APPENDIX 1: REMAINING SAVED LOCAL PLAN POLICIES FOLLOWING ADOPTION OF THE CORE STRATEGY

Policy	Title
Chapter 4 Environment	
EN1	Development Control – General Principles
EN4A-C	Access for Persons with Disabilities
EN6	Area of Outstanding Natural Beauty
EN9	Green Spaces
EN17B	Sites of Nature Conservation Importance and Local Nature Reserves
EN23	Conservation Areas – Development
EN25A-B	Archaeological Remains and Assessments
EN26	Historic Parks and Gardens
EN27	Shopfronts
EN31	Outdoor Lighting
EN34	Rural Lanes
Chapter 5 Natural Resources	
NR10	Pollution from Development
Chapter 6 Green Belt	
GB1	Green Belt Boundaries
GB3A-B	Re-use of Buildings in the Green Belt
GB5	Major Developed Sites
Chapter 7 Transport	
T2	A25 Seal Road/Bat and Ball Junction
T8	Development Control Volume of Traffic Access
T9	Development Control Volume of Traffic Access
T10	Development Control Volume of Traffic Access
Chapter 8 Vehicle Parking	
VP1	Car Parking Standards
VP10	Car Park Edenbridge
VP11	Car Parks – Rural Areas
Chapter 9 Housing	
H1(B)	Allocation Hitchen Hatch Lane Sevenoaks
H1(D)	Allocation Bus Garage Swanley

H1(K)	Allocation Cray Road Crockenhill
H1(M)	Allocation North of Goldsel Road Swanley
H3	Phasing of Allocated Sites
H6A-B	Conversions and Extensions
H7A-B	Loss of Accommodation
H8	Care Homes
H13	Replacement Dwellings
H14A-B	Extension of Dwellings
H16	Mobile Homes and Residential Caravan Sites
H17	Mobile Homes and Residential Caravan Sites
H18	Mobile Homes and Residential Caravan Sites
H19	Mobile Homes and Residential Caravan Sites
H20	Gypsy Sites
H21	Sites for Travelling Showpeople
Chapter 10 Employment	
EP1(C)	Allocation Goldsel Road Swanley
EP1(D)	Allocation Button Street Swanley
EP1(E)	Allocation Broom Hill Swanley
EP1(F)	Allocation Edenbridge Town Station
EP1(G)	Allocation Edenbridge Station
EP1(H)	Allocation Tannery Site Edenbridge
EP1(I)	Allocation Warren Court Farm Halstead
EP1(J)	Allocation Cramptons Road Sevenoaks
EP1(K)	Allocation North Downs Business Park Dunton Green
EP1(L)	Allocation Chaucer Business Park Kemsing
EP8	Development in Business Areas
EP11A	Development in Rural Settlements
EP13	Replacement of Commercial Buildings
Chapter 11 Shopping	
S3A-B	Local Shops and Village Centres
S4	Farm Shops and Retail Units in the Countryside
S6	Hot Food and Takeaways
Chapter 12 Urban Areas and Rural Towns Sevenoaks	
ST1A	Town Centre Sevenoaks
ST2	Primary Frontages Sevenoaks
ST6	Blighs Meadow Sevenoaks
ST9	Farmers Public House Hitchen Hatch Lane Sevenoaks
ST10	Land at Morewoods Close Sevenoaks
ST11	Waterworks Site Cramptons Road Sevenoaks

Chapter 12 Urban Areas and Rural Towns Swanley	
SW1	Town Centre Swanley
SW6	Bevan Place Swanley
SW7	Goldsel Road Swanley
SW8	Broom Hill Swanley
Chapter 12 Urban Areas and Rural Towns Edenbridge	
EB1	Town Centre Edenbridge
EB2	Primary Frontages Edenbridge
EB3	Land adjoining the Town Centre Edenbridge
EB4	Tannery Site Edenbridge
Chapter 12 Urban Areas and Rural Towns Westerham	
WS1	Town Centre Westerham
WS2	Primary Frontages Westerham
Chapter 13 Villages and Rural Settlements	
HL1	Warren Court Farm Halstead
WK2	Brands Hatch
WK6	Noise Nuisance
Chapter 14 Tourism, Sport and Recreation	
TR5	Camping and Caravanning
SR9	Horses and Stabling
Chapter 15 Public Services	
PS6	Former Churchill School Westerham