



07 July 2022 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Cabinet

Supplementary Agenda (2)

	Pages	Contact
5. Changes to Advisory Committee Memberships and other Organisations - Appendix marked to follow	(Pages 1 - 2)	Charlotte Sinclair
6. Financial Results Report 2021/22 Draft Outturn - Appendix marked to follow	(Pages 3 - 10)	Alan Mitchell Tel: 01732227483
8. Annual Review of Parking Management 2022-23 Public Consultation	(Pages 11 - 14)	Trevor Kennett Tel: 01732 227407
		
9. Net Zero 2030 - Ebikes and Social Value	Replacement page 63	Helen French Tel: 01732 227357
10. Contaminated Land Strategy 2022 - 27	Replacement page 75	Nick Chapman Tel: 01732 227000
		
11. Community Infrastructure Levy (CIL) Spending Board - Review of Governance	replacement page 103	Claire Pamberi Tel: 01732227221
12. Local Plan timetable (LDS)	Replacement page 127	Hannah Gooden Tel: 01732 227178



If you wish to obtain further factual information on any of the agenda items listed above, please contact the named officer prior to the day of the meeting.

Should you need this agenda or any of the reports in a different format, or

have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227000 or democratic.services@sevenoaks.gov.uk.

Membership of Cabinet Advisory Committees and Boards

People & Places Advisory Committee

Membership (12 Members to include Portfolio Holder: 10 Conservative, 1 Sevenoaks Independents, 1 Liberal Democrats)

Cabinet Member: Cllr Dyball

Deputy Cabinet Member: Cllr Collins

Cllrs Bulford, Dr. Canet, Cheeseman, Perry Cole, P. Darrington, Edwards-Winsor, Esler, Hudson, Raikes and **Cllr Pett-a vacancy**

Housing & Health Advisory Committee

Membership (12 Members to include Portfolio Holder: 10 Conservative, 1 Labour, 1 Liberal Democrats)

Portfolio Holder: Cllr Maskell

Deputy Cabinet Member: Harrison

Cllrs Bonin, Bulford, Dr. Canet, Clack, Perry Cole, G. Darrington, Edwards-Winsor, Esler, Griffiths, and **Cllr Penny Cole a vacancy**

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2021-22 Provisional outturn including all sundry creditors

	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k	e between February forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn
People and Places							
Leisure Contract	113	86	96	-17	Sencio have not signed 2021 annual contract in order to release Management Fee, therefore this will be an underspend. However, the budget will be impacted by Everyone Active's contract payment for the first year of operation, which will be covered by Reserves.	10	Sencio did not sign their annual contract and monies were therefore not released. However, the budget was utilised, as ongoing external work has been undertaken regarding the current leisure operating model and this budget was allocated for external consultancy work, legal and compliance advice.
Admin Expenses - People & Places Communities	22	22	36	14	Additional staffing, including fixed term posts, increased the costs for IT equipment requirements. Increased Additional Voluntary Contributions (pension) contributed to an increase in NI costs.	14	Additional staffing, including fixed term posts, increased the costs for IT equipment requirements. Increased Additional Voluntary Contributions (pension) contributed to an increase in NI costs.
Tourism	30	30	19	-11	Minor underspends on salaries and services	-11	Minor underspends on salaries and services

2021-22 Provisional outturn including all sundry creditors

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Development and Conservation							
Building Control	-127	-160	-119	9		41	Partnership adjusted to a neutral cost for the 3 year period
Conservation	120	144	155	35	Additional Investment in the delivery of the service.	11	Additional Investment in the delivery of the service including use of agency staff.
Planning Policy	509	533	509	0		-23	allocation of costs to correct financial year which reduced 21/22 costs
Planning - Appeals	203	266	221	18	Legal fees in relation to the successful defence of the appeal at Broke Hill.	-45	Draw down of reserve to fund cost of legal action on appeals
Planning - CIL Administration	-66	-99	-99	-33	Unspent Administrative support monies which offset additional expenditure elsewhere	0	
Planning - Development Management	-65	-85	-65	0		20	allocation of costs to correct financial year reduced 21/22 costs
Planning - Enforcement	291	293	358	67	Additional Investment in the delivery of the service partly funded from reserve drawdown	65	Additional Investment in the delivery of the service partly funded from reserve drawdown
Administrative Expenses - Building Control	12	12	2	-11	Internal Recharge codes not fully utilised in year	-11	central recharges have now been applied, different to forecast
Administrative Expenses - Planning Services	49	49	116	67	Education, Training and ICT costs recharged at year end.	67	central recharges have now been applied, different to forecast

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Finance and Investments							
Asset Maintenance Direct Services	42	95	95	54	Overspend due to depot refurbishment works.	1	
Asset Maintenance Playgrounds	16	4	4	-11	Minor underspend offsetting overspends elsewhere.	0	
Asset Maintenance Public Toilets	16	1	0	-16	No spend required.	-1	
Local Tax	-78	31	-114	-36	Annual variances due to enforcement income not in line with budgeted expectation as highlighted in high level commentary at the beginning of the year. Current fee recovery levels are highly variable as a result of COVID impact affecting court availability.	-145	Year end position reflects reduced HUB Costs & 2021-22 Empty Homes Premium KCC, not reflected in previous forecast
Misc. Finance	1,580	718	555	-1,024	Covid-19 grants received. This offsets some overspends in other areas.	-163	Covid-19 grants received. This offsets some overspends in other areas.
Administrative Expenses - Chief Executive	20	20	9	-10	Underspends on printing, training and memberships.	-10	Underspends on printing, training and memberships.
Administrative Expenses - Finance	26	46	60	34	Additional licence requirement for the Agresso finance system following licence audit.	14	Additional licence requirement for the Agresso finance system following licence audit.
Administrative Expenses - Strategic Property	0	0	13	13	Minor overspends on training and IT costs due to staff changes.	13	Minor overspends on training and IT costs due to staff changes.
Support - Counter Fraud	53	53	41	-12	Lower costs from HUB/Partnership	-12	Lower costs from HUB/Partnership
Support - Audit Function	187	187	201	14	Overspend on salaries and recruitment costs partially offset by underspend on other lines.	14	Final allocation of partnership costs and vacancy pot contributions taken during the year.
Support - Exchequer and Procurement	159	182	188	29	Overspend on salaries due to staffing changes following restructure. Agency costs relating to interim cover.	6	
Support - Finance Function	257	247	247	-10	Underspend on salaries and additional income from recharges to Council companies.	-0	
Support - Legal Function	260	251	261	1		10	Maintenance to the Iken case management system carried out earlier than anticipated in March 2022

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Cleaner and Greener							
Asset Maintenance Argyle Road	79	54	24	-54	Reduced spend in year due to other corporate priorities.	-29	Asset Maintenance underspends offsetting overspends in other areas. Carry forward of net underspend for future works.
Asset Maintenance Other Corporate Properties	35	55	91	56	Urgent works to Fircroft residents association hall and Pembroke Road.	36	Additional spend required at Pembroke Road. Asset Maintenance overspends offset by underspends in other lines. Carry forward of net underspend for future works.
Asset Maintenance Leisure	190	235	255	65	New air handling units required at Sevenoaks Leisure Centre.	20	Asset Maintenance overspends offset by underspends in other lines. Carry forward of net underspend for future works.
Asset Maintenance Support & Salaries	138	108	114	-24	Asset Maintenance underspends offsetting overspends in other areas. Carry forward of net underspend for future works.	6	
Civil Protection	50	38	38	-11	Underspend on salaries following restructure.	-0	
Car Parking - On Street	-243	-243	-253	-11	Parking income slightly above budget but note that the budget was reduced by 25% due to the effects of the Covid-19 pandemic.	-11	Parking income slightly above budget but note that the budget was reduced by 25% due to the effects of the Covid-19 pandemic.
EH Commercial	305	279	284	-21	Salary underspends due to partial vacancies and adjustments to new structure. Recruitment is underway	4	
Emergency	81	69	67	-14	Underspend on salaries following restructure.	-2	
Parking Enforcement - Tandridge DC	-39	-39	-100	-61	Increased contract payment following change of service. Cost of running service lower than anticipated.	-61	Increased contract payment following change of service. Cost of running service lower than anticipated.
Estates Management - Buildings	-16	-30	-64	-48	Unbudgeted rates bills for meeting point refunded following demolition.	-34	Asset Maintenance underspends offsetting overspends in other areas. Carry forward of net underspend for future works.
Estates Management - Grounds	125	135	149	24	Additional hedge cutting and essential maintenance work.	14	Additional hedge cutting and essential maintenance work.
Housing Premises	16	0	-5	-22	Underspend due to reduced emptying of cesspools based on usage.	-6	
Licensing Partnership Hub (Trading)	2	14	2	0		-12	central recharges have now been applied, different to forecast
Licensing Regime	44	10	2	-42	Premises Licences Annual Fees Received earlier than budgeted, expected incomes exceeding current budget. Underspend on salary due to partial vacancy.	-8	
Markets	-217	-247	-235	-18	Additional income from Swanley market contract.	12	Additional work required for Swanley Sunday Market set up and monitoring.
Parks and Recreation Grounds	132	132	148	17	Salary overspend due to restructure.	17	Salary overspend due to restructure.
Parks - Rural	166	166	178	13	Reduced income from coppiced timber due to price changes. Increase in vehicle costs.	13	Increase in vehicle costs.
Refuse Collection	2,913	2,863	2,856	-57	Previously contracted service emptying paper/card banks is now covered by in house staff.	-7	
Administrative Expenses - Direct Services	0	0	15	15	Overspend on training and staff advertising following the restructure.	15	Overspend on training and staff advertising following the restructure.
Administrative Expenses - Health	5	5	17	12	Education, Training and ICT costs recharged at year end.	12	central recharges have now been applied, different to forecast
Street Cleansing	1,539	1,506	1,555	15	Underspend on salaries during the year. This has been offset by reduced income and additional depot costs leading to a net overspend.	48	Underspend on salaries during the year. This has been offset by reduced income and additional depot costs leading to a net overspend.
Support - Central Offices	483	483	493	10	Increased energy costs - forecasting impacted by delayed invoicing.	10	Increased energy costs - forecasting impacted by delayed invoicing.
Support - Central Offices - Facilities	279	239	235	-44	Underspend due to reduction in staffing and overtime costs.	-4	
Support - General Admin (Post/Scanning)	219	226	231	12	Increased costs on postage, under review across service areas.	6	
Support - Direct Services	50	79	84	34	Overspend on training and staff advertising following the restructure.	5	

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Cleaner and Greener							
Direct Services Trading account	-244	466	750	994	<p>There was an overspend on agency staff in this area, and although a project team brought forward a recruitment drive to reduce this, which came into effect from November 2021 the winter period of staff absences regrettably increased agency staff use. This situation was made considerably worse by the accumulation of outstanding leave during the pandemic. Agency staff has been required in order to maintain service levels to cover the general service, but also to deal with the huge increase in collected weights, which stands at around an extra 20% compared to last year, as well as leave and sickness. Due to the ageing fleet and increased collected weights, there have been multiple breakdowns resulting in substantial additional hire and repair costs to maintain the service and fleet.</p> <p>Commercial income has been impacted by Covid-19 due to the effect on businesses throughout the year. Despite the positive work carried out by the Business Development Team there was a significant shortfall in income.</p> <p>During the year tight budget management was instigated, putting off planned larger spends and reviewing projects that could be delayed, while only ordering basic service requirements.</p>	284	Unfortunately, the outturn was worse than expected due to the increasing pressure to maintain the weekly waste collection services. This resulted in the increased use of agency staff to cover staff vacancies, sickness and the high number of holiday requests. Also due to the high turnover of staff and recruitment means that the vacancy pot contributions has added to this overspend. The above coupled with the significant increases in fuel, parts and vehicle hire costs has also contributed to higher spending. Lastly the commercial market is much slower than projected in recovery resulting in less income than expected.

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Improvement and Innovation							
Corporate Management	1,134	1,058	1,024	-110	It is currently forecast that there will be an underspend within the Corporate Management budget for this year, which includes a revised salary budget and lower expenditure on bought-in services.	-34	The late receipt of £17k local audit fees grant from Redmond Review to meet increased audit fees and increased income from Q7 & QH for officer time.
Corporate Projects	72	47	45	-27	Salary underspend offset by overspend elsewhere.	-2	
Corporate - Other	71	51	0	-71	An underspend is forecast on spending on responding to legislation and savings generated from vacant posts is expected to exceed the budget level.	-51	Full expenditure of the appraisal pay awards was anticipated as in previous years, however this was not required in full this year and accounts for the variance
Democratic Services	168	144	143	-25	Underspend due to staffing turnover.	-1	
Economic Development Property	446	446	369	-76	Recharges of staff time to capital projects and partner organisations higher than anticipated.	-76	Recharges of staff time to capital projects and partner organisations higher than anticipated.
Elections	126	126	153	27	The current overspend is due to income outstanding relating to the PCC, KCC and District Elections and the additional costs of unscheduled District by-elections. PCC and KCC accounts have been submitted to the County Council and the government's Elections Claims Unit, but are unlikely to be settled during this financial year.	27	Costs of District Council by-election and amounts that were unable to be claimed from the PCC elections.
External Communications	224	214	192	-32	Year-end variance forecast as expenditure on website support lower than budgeted amount for this year.	-22	Invoices moved in to the new year and better than expected sales from advertising in In Shape
Land Charges	-117	-90	-87	30	Underachievement on income partially offset by New Burdens funding.	3	
Members	473	434	423	-50	Changes in roles affect the number of Special Responsibility Allowances payable. Some Members do not take their full allowance. Also reduced expenditure on travel and training.	-11	Reduced expenditure on travel and training.
Administrative Expenses - Human Resources	9	23	31	22	Forecast overspend due to external advice costs.	8	
Support - Contact Centre	863	818	816	-46	Current underspend due to staffing changes currently under review.	-1	
Support - General Admin (Print Shop)	-49	-19	-34	15	Highlighted as a financial risk throughout this year, income is below the budgeted level for this financial year as events and other activities continue to be impacted by the Covid-19 pandemic. The team have bought in additional jobs in that March will have a positive impact on the variance.	-15	Savings on salaries and improved income from work delivered in period 12.
Support - IT	1,076	1,076	1,056	-19	Reduced costs for MFDs ahead of contract renewal	-19	Reduced costs for MFDs ahead of contract renewal
Support - Human Resources	400	417	416	16	One off expenditure on South East Employer Annual Membership and upfront Payroll Consultancy Payment	-1	

Agenda Item 6

Page 8

2021-22 Provisional outturn including all sundry creditors

Housing and Health	Annual Budget £'000	Forecast Outturn £'000	Actual Outturn £'000	Difference between Budget and Final Outturn £'000	Explanation for year end variances greater than £10k (starred items)	Difference between February forecast and final outturn £'000	Explanation for large differences between forecast outturn and actual outturn (starred items)
Homeless	431	731	706	275	Lack of affordable move on and social/rented accommodation in the district is preventing move on from temporary and emergency accommodation. Housing Benefit reclaims for the period are pending. Block accommodation bookings are now secured at more competitive rates. Additional staffing costs incurred as a result of external funding not yet drawn down.	-25	Our final outturn was in a more favourable position by £25k as a result of additional funding received and improved homeless prevention work within the team.
Housing	188	188	176	-12	Staff underspend relating to vacant Housing Strategy Manager and Housing Team Leader posts (now recruited to). Citizens Advice SLA now signed and funding released. Housing Strategy phased consultancy costs remain outstanding.	-12	Our final outturn was in a more favourable position due to a number of staff vacancies in the Housing Strategy team as a result of internal secondments.
Private Sector Housing	287	287	270	-17	Underspend on salaries due to Private Sector Housing Officer vacancy, which is now filled.	-17	The underspend was as a result of an ongoing vacancy, which had been difficult to recruit to, but has now been filled.
Admin Expenses - People & Places Housing	0	0	16	16	Additional costs related to unplanned post vacancies and resulting recruitment costs.	16	Additional costs related to unplanned post vacancies and resulting recruitment costs. No budget allocated for vacancy costs and Finance will review.

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Off-Street Parking fees and charges

Bradbourne Car Park, Sevenoaks	
	New Tariff
Weekday	
Charging Days	Monday to Sunday (unchanged)
Charging Hours	8.30am to 6.30pm (unchanged)
Up to 1 hour	£1.50
Up to 2 hours	£2.50
Up to 3 hours	£3.50
Up to 4 hours	£4.50
Up to 5 hours (weekdays)	£5.50
All day (weekdays)	£8 (unchanged)
All day (weekends)	£5 (unchanged)
Season Tickets and Permits	
Charging Days	Monday to Sunday (unchanged)
Charging Hours	8.30am to 6.30pm (unchanged)
Annual Season Ticket (Premium Bay)	£2,500 (unchanged)
Annual Season Ticket	£1,300 (unchanged)
6-Month Season Ticket	£660 (unchanged)
3-Month Season Ticket	£335 (unchanged)
Monthly Season Ticket (cashless)	£120
1-Week Season Ticket (cashless)	£30

Agenda Item 8

Off-Street Parking fees and charges

Buckhurst 1, South Park (Stag Theatre) & Suffolk Way Car Parks, Sevenoaks	
Charging Days/Hours	Monday to Saturday 8.30am to 8.30pm (unchanged)
Up to 1 hour	£2
Up to 2 hours	£3
Up to 3 hours	£4
Up to 4 hours	£5
Season Tickets and Permits	
Annual Season Ticket	£900
3-Month Season Ticket	£240
Historic Annual Resident Permit (1 st vehicle)	£50

St Johns & St James Car Parks, Sevenoaks	
Charging Days/Hours	Monday to Saturday - 8.30am to 6.30pm (unchanged)
Up to 30 minutes	£0.50
Up to 1 hour	£1
Up to 2 hours	£2
Up to 4 hours	£3
All day	£5
Season Tickets and Permits	
Annual Season Ticket	£450
3-Month Season Ticket	£125
Resident Permit	£50

Off-Street Parking fees and charges

Darent Car Park, Westerham	
Charging Days/Hours	Monday to Saturday - 8.30am to 6.30pm (unchanged)
Up to 1 hour	£0.50
Up to 2 hours	£1
Up to 3 hours	£1.50
Up to 4 hours	£2
All day	£4
Annual Season Ticket	£60
3-Month Season Ticket	£17.50
Annual Resident Permit (1 st vehicle)	£50
Annual Resident Permit (additional vehicles)	£50 (unchanged)

Quebec Avenue Car Park, Westerham	
Charging Days/Hours	Monday to Saturday - 8.30am to 6.30pm (unchanged)
Up to 15 minutes	Not available
Up to 30 minutes	£0.50
Up to 1 hour	£1
Up to 2 hours	£2
Up to 4 hours	£3
All day	£5
Permits	
Annual Resident Permit (1 st vehicle)	£50
Annual Resident Permit (additional vehicles)	£100

Agenda Item 8

Off-Street Parking fees and charges

Vicarage Hill Car Park, Westerham	
Charging Days/Hours	Monday to Saturday - 8.30am to 6.30pm (unchanged)
Up to 15 minutes	Not available
Up to 30 minutes	£0.50
Up to 1 hour	£1
Up to 2 hours	£2
Permits	
Historic Annual Resident Permit (1 st vehicle)	£50
Historic Annual Resident Permit (additional vehicles)	£100

Bevan Place, Park Road & Station Road Car Parks, Swanley	
Charging Days/Hours	Monday to Friday - 8.30am to 6.30pm (unchanged)
Up to 30 minutes	£0.50
Up to 1 hour	£1
Up to 2 hours	£2
Up to 4 hours	£4
All day	£5
Season Tickets and Permits	
Annual Season Ticket Bevan Place	£400
3-Month Season Ticket Bevan Place	£110

Item 09 - Net Zero 2030 - Ebikes and Social Value

The attached report was considered by the Cleaner & Greener Advisory Committee on 28 June 2022. The relevant Minute extract is below.

Cleaner & Greener Advisory Committee (28 June 2022, Minute 11)

Officers presented the report which proposed that Cabinet authorise the engagement of a consultant to assess the viability of an e-bikes scheme. Member's attention was drawn to the supplementary agenda, which amended the recommendations

In response to questions Members were advised that the scheme would not be limited to the Share Bike proposal.

The Chief Officer Finance and Trading, confirmed that the financial risk of the Share Bike proposal would entail an initial outlay of £250,000 by the council with the intention that it was repaid by the operator. The Monitoring Officer, further confirmed that there were no governance or procurement issues.

Members discussed the proposals. Some concern was raised as to the feasibility of the proposed Share Bike scheme in urban areas. Members discussed the viability of a rental scheme for e-bikes where residents could keep the bikes at home.

Public Sector Equality Duty

Members noted that consideration had been given to impacts under the Public Sector Equality Duty.

Resolved: That it be recommended to Cabinet that

- a) the engagement of a consultant to assess the overall feasibility of introducing an e-bike scheme in the District taking into account scheme demand, geographical coverage, economic case, fleet assumptions, cost and tariff plans, delivery and operating options and scheme risks, be authorised;
- b) the engagement of the same consultant to develop a business case for a feasible scheme if such a scheme is deemed achievable by the consultant be authorised;
- c) the initial costs be funded from the Net Zero Reserve, be agreed;
- d) in principle the provision by spring 2023 of a partnership e-bike scheme within the District as a vehicle to address the issues of homelessness, under-employment and low skills in the workforce, be endorsed; and
- e) prior to the 2023/24 budget being set, a final report on this item including any consultancy advice be brought back to Cabinet for consideration.

Item 10 - Contaminated Land Strategy 2022-27

The attached report was considered by the Cleaner & Greener Advisory Committee on 28 June 2022. The relevant Minute extract is below.

Cleaner & Greener Advisory Committee (28 June 2022, Minute 9)

The Environmental Protection Team Leader presented the report which proposed that Cabinet adopt an updated Contaminated Land Strategy. The revised strategy identified that the Development Control Process had been instrumental in the remediation of many sites and would be encompassed within the Strategy. This strategy proposed this method of discharging the statutory duty primarily by the development control processes.

The strategy had been circulated throughout the Council departments and the Environment Agency and all were happy with its content.

Officers confirmed that the original strategy identified one site which required remediation. This work was completed some time ago and the site record removed. There were no sites at the time in the contaminated land register.

The register was usually considered within the planning process hence it had been included in the strategy.

Resolved: That it be recommended to Cabinet that it be recommended to Council that the Contaminated Land Strategy, be adopted.

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Item 11 -Community Infrastructure Levy (CIL) Spending Board - Review of Governance

The attached report was deferred at the meeting of CIL and will be considered at a future meeting.

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Item 12 - Local Plan Timetable (LDS)

The attached report was considered by the Development & Conservation Advisory Committee on 5 July 2022. The relevant Minute extract is below.

Development & Conservation Advisory Committee (5 July 2022, Minute 10)

The report was presented by the Planning Policy Team Leader, who outlined the proposed Local Development Scheme (LDS). She explained that the LDS set out the timetable for the development of the Local Plan, and that it required revisions to keep it up to date. The Committee were advised that the proposed timetable is a rolling project programme, which will allow it to incorporate updates when necessary, for example due to changes in national policy, relating to the recent Levelling Up and Regeneration Bill. .

She outlined the proposed new timetable and explained that the completion of the evidence base for the plan would be the first priority, to inform policy preparation. The first Regulation 18 consultation would take place in autumn 2022, and would focus on maximising sustainable urban development. This would be followed by further evidence base work, review, and policy preparation. This consultation would also inform discussions with neighbouring authorities regarding their assistance in addressing the District's housing shortfall, under the duty to co-operate. Green Belt sites would only be considered in the second Regulation 18 consultation in autumn 2023, and only where required and under exceptional circumstances.

Members were informed that Regulation 19 pre-submission publication would take place in spring 2024 to receive final representations, which are then reviewed. She explained that these representations would focus on legal compliance and fulfilment of the duty to co-operate. She advised Members that Regulation 22 Submission to the Secretary of State would then occur in summer 2024, and that an examination by the Planning Inspectorate would follow.

The Committee discussed the obligations of the Council under the National Planning Policy Framework to maximise urban development, and the circumstances in which Green Belt sites might be considered for development.

Resolved: It be recommended to Cabinet that the proposed Local Plan Timetable be approved.

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