

LOCAL PLANNING AND ENVIRONMENT ADVISORY COMMITTEE

22 January 2014 at 7.00 pm
Conference Room, Argyle Road, Sevenoaks

AGENDA

Membership:

Chairman: Cllr. Mrs. Hunter Vice-Chairman: Cllr. Searles
Cllrs. Bosley, Clark, Mrs. Dawson, Gaywood, Mrs. Morris, Mrs. Purves, Mrs. Sargeant and
Williamson

	<u>Pages</u>	<u>Contact</u>
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 19 November 2013, as a correct record.	(Pages 1 - 6)	
2. Declarations of interest Any interests not already registered		
3. Actions from Previous Meeting (if any)		
4. Update from Portfolio Holder		Cllr Bosley
5. Referrals from Cabinet or the Audit Committee:	(Pages 7 - 8)	
a) Internal Audit Progress Report (<i>Minute 17, Audit Committee – 10 September 2013</i>)		
6. Community Infrastructure Levy (CIL) Charging Schedule	(Pages 9 - 28)	Richard Morris Tel: 01732 227430
7. Approval of High Weald and Kent Downs Areas of Outstanding Natural Beauty Management Plans Second Revision	(Pages 29 - 36)	Richard Morris Tel: 01732 227430
8. Statement of Community Involvement - Draft for Consultation	(Pages 37 - 68)	Richard Morris Tel: 01732 227430
9. Local Development Scheme Update	(Pages 69 - 92)	Richard Morris Tel: 01732 227430
10. Work Plan	(Pages 93 - 94)	

EXEMPT ITEMS

(At the time of preparing this agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public.)

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to enquire of the appropriate Contact Officer named on a report prior to the day of the meeting.

Should you require a copy of this agenda or any of the reports listed on it in another format please do not hesitate to contact the Democratic Services Team as set out below.

For any other queries concerning this agenda or the meeting please contact:

The Democratic Services Team (01732 227241)

LOCAL PLANNING AND ENVIRONMENT ADVISORY COMMITTEE

Minutes of the meeting held on 19 November 2013 commencing at 7.00 pm

Present: Cllr. Mrs. Hunter (Chairman) (Chairman)

Cllr. Searles (Vice-Chairman)

Cllrs. Bosley, Clark, Gaywood and Mrs. Morris

Apologies for absence were received from Cllrs. Mrs. Purves, Mrs. Sargeant and Williamson

Cllrs. Brookbank and Ramsay were also present.

19. Minutes

Resolved: That the Minutes of the meeting of the Committee held on 24 September 2013, be approved and signed by the Chairman as a correct record.

20. Declarations of interest

No additional declarations of interest were made.

21. Actions from Previous Meeting

It was noted that a report had been placed on the agenda at item 11 in response to the action from the previous meeting.

22. Update from Portfolio Holder

The Portfolio Holder for Local Planning and Environment advised that he was still holding regular meetings with the Chief Officers for Environmental & Operations Services; and Planning. Among many issues dealt with included that the CIL charging schedule had been found sound; the Allocations and Development Management Plan had had some minor modifications which had been signed off as a Portfolio Holder decision, such as updating the statistics to 2013 and document cross referencing with KCC. Water companies were now requesting a policy to do with adequate drainage and run off. He had also taken a decision on Christmas refuse collection timings; Dunbrik was operational now after the fire; a decision by the Secretary of State on the Sainsbury's application at Edenbridge was still awaited. He commented on the excellent planning tour arranged for Members and hoped there would be another one soon that more members of the Development Control Committee would attend.

The Chairman asked for the Committee's thanks to be conveyed to the team of officers who had worked on the CIL.

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In response to a question the Chief Planning Officer advised that the meeting in January would be asked to consider a report on the CIL Charging Schedule and separately in March the governance arrangements.

23. Referrals from Cabinet or the Audit Committee (if any)

There were none.

24. Climate Local Sevenoaks

The Housing Policy Manager advised Members on the background of Climate Local, which was a Local Government Association (LGA) initiative to drive, inspire and support local authority action on a changing climate. The initiative supported 'mitigation' measures (address the root causes by reducing greenhouse gas emissions) and 'adaptation' measures (lower the risks posed by the consequences of climatic changes). Climate Local superseded the Nottingham Declaration on Climate Change, which had been previously adopted by the District Council. In response to this, Kent County Council (KCC) and its public sector partners, which included all Kent district/borough councils, Kent Police, Kent Fire and Rescue, and Kent and Medway NHS Trust, had jointly developed Climate Local Kent which was subsequently supported by the Kent Forum.

The report presented Members with two options:

- (i) Option A: Adopt District targets in line with *Climate Local Kent* (local targets and comparisons included at Appendix A to the report).

County targets had been scaled-down to district/borough level by assuming an equal proportion for each respective authority. Consideration was then given to the local population, housing stock types/numbers and condition, major infrastructure and business, planning restrictions and deprivation.

A reduction was subsequently applied to some targets to reflect limited scope for savings in the Sevenoaks District. This provided a more realistic set of commitments and targets to work towards at District level, whilst still demonstrating a local commitment to wider Kent outcomes; or

- (ii) Option B: Members work with Officers to develop a bespoke action plan with associated targets.

With Climate Local covering the whole remit of operations and services, input would be required from departments across the District Council (and other advisory boards, if a move away from generally agreed strategy).

It was proposed within the report to report back on key progress two-years from plan approval; however the Housing Policy Manger advised that this had now been agreed to be an annual report. The latest Community Plan also included a target to achieve at least 80% of targets and commitments contained within the proposed *Climate Local Sevenoaks* document. Quarterly reports against the Community Plan would allow Members to monitor related strategy more frequently.

It was noted that as Council had now been moved, the report would be considered at the meeting on 17 December 2013 not 18 February 2014.

A Member was worried that the 'green deal' target may be unrealistic; the Housing Policy Manager replied that he was comfortable with that target and confident that it could be achieved.

Resolved: That it be recommended to Cabinet to recommend to Council, that *Climate Local Sevenoaks* Option A, be approved and adopted as District Council policy.

25. Pest Control Review Outcome

The Chief Officer Environmental & Operational Services, presented the report which advised that following the decision of the Social Affairs Select Committee on 26 March 2013 and confirmed by Cabinet to continue the pest control service, as existing, until 2014, maximising income by charges and additional commercial sector work, whilst remaining competitive, but accepting that the service would produce a net deficit on the trading accounts of an average of £12,000 per annum; and that a further review of the service be carried out in October 2013 to consider exposing the service to competitive tender. This report provided that further review as requested and reported that that the tender result would identify the most financially advantageous price of delivering the pest control service, and would compare the price submitted by the in-house service with prices offered by the private sector. This would inform Members of the cost of continuing to provide a pest control service.

A Member commented that it was a service the public expected from the Council though he understood that it was discretionary, if it could be provided at a cost that did not adversely impact on the Council's budget then he was keen to see it continue and agreed with the recommendations. Another Member was not happy that the Council was competing against the private sector and did not see what could be gained from going out to tender and that the services was making a loss, was discretionary and so should just be ceased a further Member supported this..

The Chief Officer Environmental & Operational Services replied that it was a public service and should not be judged on cost recovery basis, there was discretion to charge and maximise income. The services also currently offered a reduction in fees for those on means tested benefits. Going out to tender would help assess the situation and provide Members with all the relevant information they would need to make an informed decision. The results of the tender process, if agreed, would be brought back to Committee in July 2013. At the moment any loss was absorbed by the direct services trading account and did not affect the general fund. In response to a question concerning the officers' morale, he replied that they were aware of the threat of the service ceasing and highest praise to them they had continued to be flexible, and had reduced costs by working long hours without overtime and by taking the time off in lieu in the slower winter months along with their annual leave. He believed that if the service was compulsorily competitively tendered they would go for redundancy rather than a TUPE arrangement. However he believed that they would be confident of being the successful tender.

Public Sector Equality Duty

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Members noted that consideration had been given to impacts under the Public Sector Equality Duty and that a decision to cease delivery of the service or contracting out to a private company may have a detrimental affect on residents receiving means tested benefits as discounts currently offered may not be available. Steps that could be taken to mitigate this would be a requirement within the tender process to require the 'contractor' to provide a discount on pest control treatments to families on means tested benefits and provision for this subsidy within future council budgets as a growth item.

Resolved: That it be recommended to Cabinet that the pest control service be exposed to competitive tender, for a three year contract and that the results of the tender be reported back to the Planning and Environment Advisory Committee for consideration.

26. 2014/15 Budget and Review of Service Plans

The Head of Finance advised that the purpose of the report was for the Committee to advise Cabinet on growth and savings ideas for the services within its terms of reference. Appendix C to the report contained a list of growth and savings ideas proposed by the Portfolio Holder and these together with any additional suggestions made by the Committee would be considered by Cabinet on 5 December 2013.

The Portfolio Holder for Finance & Resources addressed the Committee and asked whether glass kerb side recycling had been considered. He was advised that it had been looked at but was too cost prohibitive.

Resolved: That the the views on the growth and savings proposals identified by the Portfolio Holder, attached as Appendix C to the report, be agreed.

27. Weald Conservation Area Management Plan

Members considered a report which sought Members' support for a new Conservation Area at Sevenoaks Weald and the adoption of the Conservation Area Appraisal and Management Plan as a Supplementary Planning Document. The Chairman thanked the report authors for a very readable document.

Resolved: That it be recommended to Cabinet that:

- a) a new Conservation Area be designated for Sevenoaks Weald; and
- b) the Conservation Area Appraisal and Management Plan be adopted as Supplementary Planning Guidance.

28. Approval of Neighbourhood Plan Areas for Otford and Sevenoaks

Members considered a report which advised that Otford Parish and Sevenoaks Town Council had submitted proposed Neighbourhood Areas for consideration. The Otford area reflected the future boundary of Otford Parish, following boundary changes recommended by the 2012 Community Governance Review, which would take place in 2015. The proposed areas were appropriate in planning terms for the long term planning of the area and it was recommended that the proposed Neighbourhood Plan

Areas should be designated and the Portfolio Holder's approval sought for the designation of Neighbourhood Plan Areas for Otford Parish and Sevenoaks Town, and that in accordance with the Neighbourhood Planning (General) Regulations 2012 (7) the following be published as soon as possible after designation:

- the name of the neighbourhood area,
- a map which identifies the area, and
- the name of the relevant body who applied for the designation

Resolved: That the the Portfolio Holder be advised to approve the designation of Neighbourhood Plan Areas for Otford Parish and Sevenoaks Town for the areas as set out in Appendices B and C to the report.

29. Potential New Conservation Areas

Members considered a report that arose from an action point from the last meeting. The report invited Members comments on the suggested approach to prioritisation of Conservation Area requests as set out in the report. The approach gave priority to those areas that were more likely to be under pressure for new development that could be harmful to their character. It set out the list of potential areas that had been put forward in recent years and suggested a possible approach to prioritisation. Members' discussed the report and were happy with the approach used.

Resolved: That the approach to prioritisation of Conservation Area requests set out in the report be noted.

30. Work Plan

The Committee considered a tabled [amended work plan](#), which was agreed subject to the last line being deleted as it referred to a report that was considered that night.

THE MEETING WAS CONCLUDED AT 8.44 PM

CHAIRMAN

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RECOMMENDATION FROM AUDIT COMMITTEE

Internal Audit Progress Report (Minute 17, Audit Committee – 10 September 2013)

The Committee considered a report providing details of the progress of the Internal Audit Team in delivering the Annual Internal Audit Plan 2013/14 and outcomes of final internal audit reports issued since the meeting of the Audit Committee in June 2013.

Three planned reviews had been finalised with a further five were shown as work in progress.

The Committee expressed concern surrounding the outcome of the audit of IT Implementation and Network. The Audit, Risk and Anti Fraud Manager reported that since the audit, five out of six recommendations had been implemented and based on the actions taken by management to date there was no longer a matter of concern, if the audit were undertaken now the audit opinion would be 'Good'.

Members reported that they would like to continue monitoring IT and the Chief Finance Officer suggested that a further report could be provided to the Committee following the IT Audit Review which would be undertaken in January 2013.

A Member suggested that the Committee should ask the Environment and Local Planning Advisory Committee to look at issues surrounding the future of the Dunbrik site.

The Committee expressed concern that the Environmental Health Partnership schedule between Dartford Borough Council and Sevenoaks District Council had not been formally agreed and signed. The Chief Officer Legal and Governance and the Audit, Risk and Anti Fraud Manager confirmed that agreements were in place and working arrangements and the delivery of the service had not been impeded. However, Members were still not satisfied that the agreement had not been formally signed and suggested that this was something else that the Environment and Local Planning Advisory Committee may wish to investigate.

Public Sector Equality Duty

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

Resolved: That

- (a) the report and progress made by the Audit Team in delivering the 2013/14 Annual Internal Audit Plan be noted; and
- (b) the Environment and Local Planning Advisory Committee be asked to look at issues surrounding the future of the Dunbrik site.

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Following the meeting the Chief Officer Legal and Governance followed up on the matter concerning the Environmental Health Partnership schedule between Dartford Borough Council and Sevenoaks District Council had not been formally agreed and signed.

COMMUNITY INFRASTRUCTURE LEVY (CIL) CHARGING SCHEDULE

Local Planning and Environment Advisory Committee – 22 January 2014

Report of Chief Planning Officer

Status: For Decision

Also considered by: Cabinet – 6 February 2014
Council – 18 February 2014

Key Decision: No

Executive Summary:

The adoption of the CIL Charging Schedule will ensure that the Council can continue to secure funding for infrastructure to support development once greater limitations are placed on the use of planning obligations. Sevenoaks District Council has prepared a CIL Charging Schedule that takes into account the viability of development in the District and the infrastructure needed to support development. The Charging Schedule has been found sound by an independent Examiner following two rounds of public consultation and an examination.

The report recommends that the CIL Charging Schedule is adopted and sets out a timetable for the Council to begin charging CIL. Amongst other things, it also recommends that Full Council tasks the Local Planning and Environment Advisory Committee with developing CIL governance arrangements, including decisions on the prioritisation of CIL spending.

This report supports the Key Aim of Safe Communities, Caring Communities, Green Environment, Healthy Environment, Dynamic Economy and Sustainable Economy.

Portfolio Holder Cllr. Ian Bosley

Contact Officer(s) Steve Craddock (Ext. 7315)

Recommendation to Local Planning and Environment Advisory Committee:

That the recommendation to Cabinet, below, is endorsed.

Recommendation to Cabinet:

That the recommendation to Council, below, is endorsed.

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Recommendation to Council:

- (a) That the Community Infrastructure Levy Charging Schedule is adopted.
- (b) That the Community Infrastructure Levy rates are charged from 4 August 2014.
- (c) That the scheme is monitored to understand its impact on development across the District and held under review.
- (d) That all town or parish councils receive £18.75 per m² (15% of £125 per m²) of a CIL payment relating to a residential development that occurs in their area if they do not have an adopted Neighbourhood Plan at the time of development being permitted to spend on infrastructure or £31.25 per m² (25% of £125 per m²) if they do have an adopted Neighbourhood Plan, subject to caps set out in the CIL Regulations.
- (e) That the Local Planning and Environment Advisory Committee recommend, and keep under review, governance arrangements for the prioritisation of CIL.
- (f) That the Portfolio Holder is authorised to agree minor presentational changes and detailed amendments to the Charging Schedule prior to publication to assist the clarity of the document.
- (g) That the consultation document is published on the Council's website and made available to purchase in hard copy at a price to be agreed by the Portfolio Holder.

Reason for recommendation:

The adoption of the CIL Charging Schedule will ensure that the Council can continue to secure funding for infrastructure to support development once greater limitations are placed on the use of planning obligations in April 2015. Sevenoaks District Council has prepared a CIL Charging Schedule that takes into account the viability of development in the District and the infrastructure needed to support development. The Charging Schedule has been found sound by an independent Examiner following two rounds of public consultation and an examination.

The date of implementation will allow the Council and developers time to develop and adjust to new processes and information requirements, required by the CIL Regulations.

The scheme is to be kept under review to ensure that it does not have adverse impacts on the quantum and distribution of development across the District.

The set rates to be paid to town and parish councils will ensure that a town or parish council is not disadvantaged in being able to provide local infrastructure when development occurs because a lower residential CIL charge applies in its area.

The tasking of the Local Planning and Environment Advisory Committee with developing governance arrangements, including mechanisms for the prioritisation of CIL expenditure, will ensure that this is a Member-led process.

Recommendations (f) and (g) allow for the details of the Council’s CIL charges to be clearly communicated to developers, partner organisations and the community.

Introduction and Background

- 1 The Community Infrastructure Levy (CIL) is a new mechanism for securing contributions from developers towards the provision of infrastructure that is required to support development. In order to begin charging CIL, SDC must adopt a Charging Schedule, which sets out what developers will need to pay in £ per sq m of new buildings. Charges can be varied by area or type of development.
- 2 The Council consulted on a Preliminary Draft Charging Schedule between June and August 2012 and a Draft Charging Schedule between March and May 2013. The Draft Charging Schedule was agreed for publication and submission by Council in February 2013. It proposed the following charges:

Development Type	Area A	Area B
Residential (C3 use class)	£125 per sq m	£75 per sq m
Supermarkets and superstores(1) primarily selling convenience goods(2)	£125 per sq m	
Retail warehousing(3)	£125 per sq m	
Other forms of development	£0 per sq m	

- (1) Superstores/supermarkets are shopping destinations in their own right (of 500 sq m of sales floorspace or more) where weekly food shopping needs are met and which can also include non-food floorspace as part of the overall mix of the unit.
- (2) Convenience goods: Food and non-alcoholic beverages, Tobacco, Alcoholic beverages (off-trade), Newspapers and periodicals, Non-durable household goods.
- (3) Retail warehouses are large stores (of 500 sq m of sales floorspace or more) specialising in the sale of household goods (such as carpets, furniture and electrical goods), DIY items and other ranges of goods, catering for mainly car-borne customers.

- 3 Areas A and B are set out on the map included within the Charging Schedule (appendix A). These areas are the same as those proposed during the Preliminary Draft and Draft Charging Schedule consultations.
- 4 The Charging Schedule is supported by viability evidence that considers the ability of different types of development to make CIL payments and infrastructure planning evidence that considers the types of infrastructure that may be necessary to support development in the District. This evidence was provided to Members when they considered the submission of the Draft Charging Schedule for examination in February 2013.

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CIL Examination and Examiner's Report

- 5 Following the consultation on the Draft Charging Schedule, the Charging Schedule, comments received during the consultation and all of the evidence base documents were submitted for independent examination by an Examiner appointed by the Planning Inspectorate. The examination was held on 8 October 2013.
- 6 A partnership of McCarthy and Stone and Churchill Retirement Living was the only objector to the Charging Schedule that attended the examination hearings. Their case, that the types of development that they undertake should be subject to a reduced or nil rate because they are less viable than 'standard' residential development, was not supported by the Inspector in his report following the examination.
- 7 Other parties, such as ASDA, the receivers of Tubs Hill House and Berkeley Homes relied on written representations to the examination. Their objections related to the viability of residential and retail development in the District.
- 8 One of the Examiner's statutory duties was to satisfy himself that the proposed rates were consistent with available viability evidence and would not threaten the delivery of planned development in the District. He found that:

In setting the CIL charging rate the Council has had regard to detailed evidence on infrastructure planning and the economic viability evidence of the development market in Sevenoaks District. The Council has sought to be realistic in terms of achieving a reasonable level of income to address an acknowledged gap in infrastructure funding, while ensuring that a range of development remains viable across the district.

Subject to a minor presentational modification relating to the key of the map in the Charging Schedule, the Inspector found that the Charging Schedule was sound and can be adopted by the Council.

- 9 The Council is able to decide whether or not to adopt the Charging Schedule, subject to the required modification (included in the Charging Schedule at appendix A). The Council is not able to make any further changes to the detail of the Charging Schedule unless it wishes to undertake further consultation and another examination.

Date of Implementation

- 10 CIL must be applied to developments permitted after the charge comes into effect, rather than, for example, applications submitted after this date. In order to allow the Council to charge CIL, additional information will be required from applicants to allow the charge to be calculated, which will require amendments to Development Control's Validation Checklist. Sufficient time between adoption and implementation is required to ensure that the developments being determined after the implementation of CIL have been assessed against the amended Validation Checklist.

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- 11 In charging CIL, the Council is required to follow a multi-stage process that links to different points in the development process, e.g. validation, decision, discharge of last pre-commencement condition and commencement. The CIL administration process is governed by approximately 100 regulations (contained in the CIL Regulations 2010, as amended in 2011, 2012 and 2013) that set out precisely what the Council must do at each stage. These regulations are due to be amended in April 2014 when the Government will extend the ability of developers to secure reductions in CIL payments if sites have existing in-use buildings and introduce exemptions for 'self-build' residential developments, amongst other things.
- 12 The development or procurement of effective and robust software is considered necessary to allow the Council to implement CIL with the required levels of transparency, to prevent delays in determining planning applications and to enable accountability in the spending of CIL receipts. The potential procurement of a software solution can only take place after the Council has resolved to adopt the Charging Schedule, as it will need to be funded from the proportion of CIL that SDC can spend on CIL administration. This proportion is 5% of the annual receipts (which can be pooled over the first 3 years), which could equate to approximately £30,000 - £40,000 per annum if 165 dwellings per annum (the Core Strategy average) were to be built, once estimates for social housing relief and reductions in 'in use' floorspace have been made. In order to be fully effective the software needs to be in place when the validation requirements change.
- 13 For the reasons set out above, it is recommended that the Council begins charging CIL on Monday 4 August 2014, with the following milestones achieved:

Charging Schedule Adopted	18 February 2014
Software developed or procured	21 April 2014
Validation Requirements Change	5 May 2014
Charging begins on planning permissions granted on or after (13 weeks after validation requirements change)	4 August 2014

- 14 This timetable will also allow the Council to arrange briefing sessions with local agents and developers to ensure that they are aware of the CIL charge and the processes that must be followed.

Monitoring

- 15 The Council will have a legal obligation to monitor the following, once CIL is implemented:
- the money collected in the financial year;
 - the total amount of money spent in the financial year;

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- a summary of
 - what CIL has been spent on;
 - how much money has been spent on each scheme;
 - how much money has been spent to repay funds previously secured to forward fund infrastructure, including on interest payments; and
 - how much money has been spent on administrative costs;
 - the money passed to town and parish councils; and
 - the money that remains unspent at the end of the financial year.
- 16 Town and parish councils will also have a legal obligation to monitor the CIL funds received and their expenditure, amongst other things.
- 17 In addition, it is proposed that the Council monitors the rates of development by ward across the District and compares this with historic rates of development by ward. This will allow the Council to identify what impact CIL is having on the distribution and levels of development across the District.

Payments to Town and Parish Councils

- 18 Under the CIL Regulations, town and parish councils will receive 15% of the CIL collected from development in their area (capped at £100 per existing Council Tax dwelling per annum) if they do not have a Neighbourhood Plan and 25% of the CIL collected from their area (uncapped) if they do have a Neighbourhood Plan. This money must be spent on supporting the development of an area. A higher proportion can be passed to town and parish council but any additional funding must be spent on infrastructure.
- 19 In approving the Draft CIL Charging Schedule for publication and submission to the Secretary of State, Council resolved that 'subject to the awaited Ministerial Guidance, the Council be recommended to provide top up funding to Parishes within the £75 per sq m boundaries'. This was intended to ensure that a town or parish council in a £75 per sq m residential charging area is not disadvantaged in comparison to those in a £125 per sq m residential charging area.
- 20 Should Members still consider it beneficial to ensure that town and parish councils receive an equal amount when a CIL-paying residential development occurs in their areas then it is recommended that they all receive £18.75 per sq m (15% of £125 per sq m) of the CIL payment if they do not have an adopted Neighbourhood Plan at the time the development is permitted to spend on infrastructure or £31.25 per sq m (25% of £125 per sq m) if they do have an adopted Neighbourhood Plan. As the charge for supermarkets, superstores and retail warehouses is a standard £125 per sq m across the District, town and parish councils will receive 15% or 25% of the same sum if a development of one of these types happens in their area. This does not preclude additional funds being passed to town or parish councils if the projects proposed are given sufficiently high priority under the governance arrangements that will be developed.
- 21 In order to ensure that the town or parish council and SDC is compliant with the legislation, town and parish councils in £75/m² charging areas will need to spend the 'top up funding' (equivalent to £7.50 per sq m or £12.50 per sq m of CIL-paying residential development, depending on whether the area has a

Neighbourhood Plan) on infrastructure. Officers will brief and liaise with town and parish councils on this, as part of the implementation process.

Governance Arrangements

- 22 Qualifying development is liable to pay CIL only if it is permitted after the Charging Schedule is in effect. In most circumstances, it becomes liable to pay CIL 60 days after commencement, unless the Council adopts an instalments policy (see para 24). As such, it is unlikely that significant CIL funds will be received until at least the end of 2014. Experience from CIL ‘front-runner’ authorities suggests that it may be even longer than this before the Council has sufficient funds to allocate to projects (to be undertaken by it or other organisations).
- 23 The period between proposed adoption and developments starting to pay CIL will allow Members and Officers time to develop governance arrangements to determine how the spending of CIL should be prioritised between competing projects. It is proposed that the Local Planning and Environment Committee is tasked with developing proposals for these governance arrangements to ensure that the process is Member-led. The work plan for the Local Planning and Environment Committee has this issue as an item on its agenda for its 25th March 2014 meeting.
- 24 As part of its consideration of governance arrangements, the Local Planning and Environment Advisory Committee should also consider the adoption of an instalments policy, which could help to improve the cash-flow, and therefore viability of larger developments.

Other Options Considered and/or Rejected

- 25 An option would be to not adopt the CIL Charging Schedule. However, from April 2015 this would severely limit the Council’s ability to secure contributions from developers to infrastructure once development is permitted in the future.
- 26 There is no option to amend the Charging Schedule (except for the correction of errors or procedural information) without undertaking further research, consultation and another examination.

Key Implications

Financial

- 27 The adoption of the Charging Schedule will allow the Council to collect funds to spend on the development of infrastructure or to pass to partner organisations to spend on the development of infrastructure.
- 28 The CIL Regulations allow the Council to spend up to 5% of receipts on the administration of CIL. This proportion is 5% of the annual receipts (which can be pooled over the first 3 years), which could equate to approximately £30,000 - £40,000 per annum if 165 dwellings per annum (the Core Strategy average) were to be built, once estimates for social housing relief and reductions in ‘in use’ floorspace have been made.

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Legal Implications and Risk Assessment Statement.

- 29 The Charging Schedule has been prepared in accordance with the relevant primary and secondary legislation, as is evident from the Examiner's decision to find the Charging Schedule sound.
- 30 The legal implications of the 'top up' payments to town and parish councils in £75 per sq m residential charging areas have been explored in the report.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The CIL Charging Schedule will help to fund infrastructure requirements for the local community surrounding any new development. This will have a positive impact on all aspects of the community, as the fund will help to address any deficiencies.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?		n/a

Resources

- 31 The administration of CIL is a complex and many staged process and will require resources to be dedicated to it to ensure that it is operated in an efficient and transparent manner. The CIL Regulations allow the Council to spend up to 5% of receipts on the administration of CIL. The proposed timetable for implementation takes account of the need to consider how the additional demands on resources will be managed.

Conclusions

- 32 It is recommended that the CIL Charging Schedule is adopted, subject to the recommendations set out above. The adoption of the CIL Charging Schedule will allow the Council to continue to secure contributions from development towards infrastructure required to support the development of the District, whilst ensuring that the planned level of development remains viable.

Appendices

Appendix A – CIL Charging Schedule (January 2014)

Background Papers:

Examiner's Report on the Draft Sevenoaks District
Council Community Infrastructure Levy Charging
Schedule

Mr Richard Morris
Chief Planning Officer

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Sevenoaks District Council:

Community Infrastructure Levy: Charging Schedule

Adopted (To be completed)



Community
Infrastructure Levy

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1 Background

This Charging Schedule sets out the Community Infrastructure Levy (CIL) charges applicable in Sevenoaks District. The Community Infrastructure Levy is a standard rate that developers will need to pay when undertaking different types of development in different parts of the District. Funds collected through CIL must be spent on infrastructure required to support development of the area.

The CIL Charging Schedule was examined by an independent Examiner in October 2013 and found sound in November 2013.

Charging Authority

The Charging Authority is Sevenoaks District Council.

Date of Approval

The Charging Schedule was adopted on *(to be completed following the Council's decision)*.

Date of Effect

The Charging Schedule comes into effect on *(to be completed following the Council's decision)*.

Statutory Compliance

The Charging Schedule has been prepared in accordance with the Community Infrastructure Levy Regulations 2010 (as amended), Part 11 of the Planning Act 2008 and statutory guidance in 'Community Infrastructure Levy: Guidance' (CLG, 2013).

In accordance with Regulation 14, in setting the CIL rate the Council has aimed to strike what it considers to be an appropriate balance between

- the desirability of funding from CIL (in whole or part) the actual and expected estimated total cost of infrastructure required to support the development of its area, taking into account other actual and expected sources of funding; and
- the potential effects (taken as a whole) of the imposition of CIL on the economic viability of development across its area.

2 The CIL Rate

Developers will be liable to pay the following CIL rates in Sevenoaks District, subject to any exemptions, relief or reductions that may be available under the CIL regulations or local discretionary exemptions:

Development Type	Area A	Area B
Residential (C3 use class)	£125 per m ²	£75 per m ²
Supermarkets and superstores(1) primarily selling convenience goods(2)	£125 per m ²	
Retail warehousing(3)	£125 per m ²	
Other forms of development	£0 per m ²	

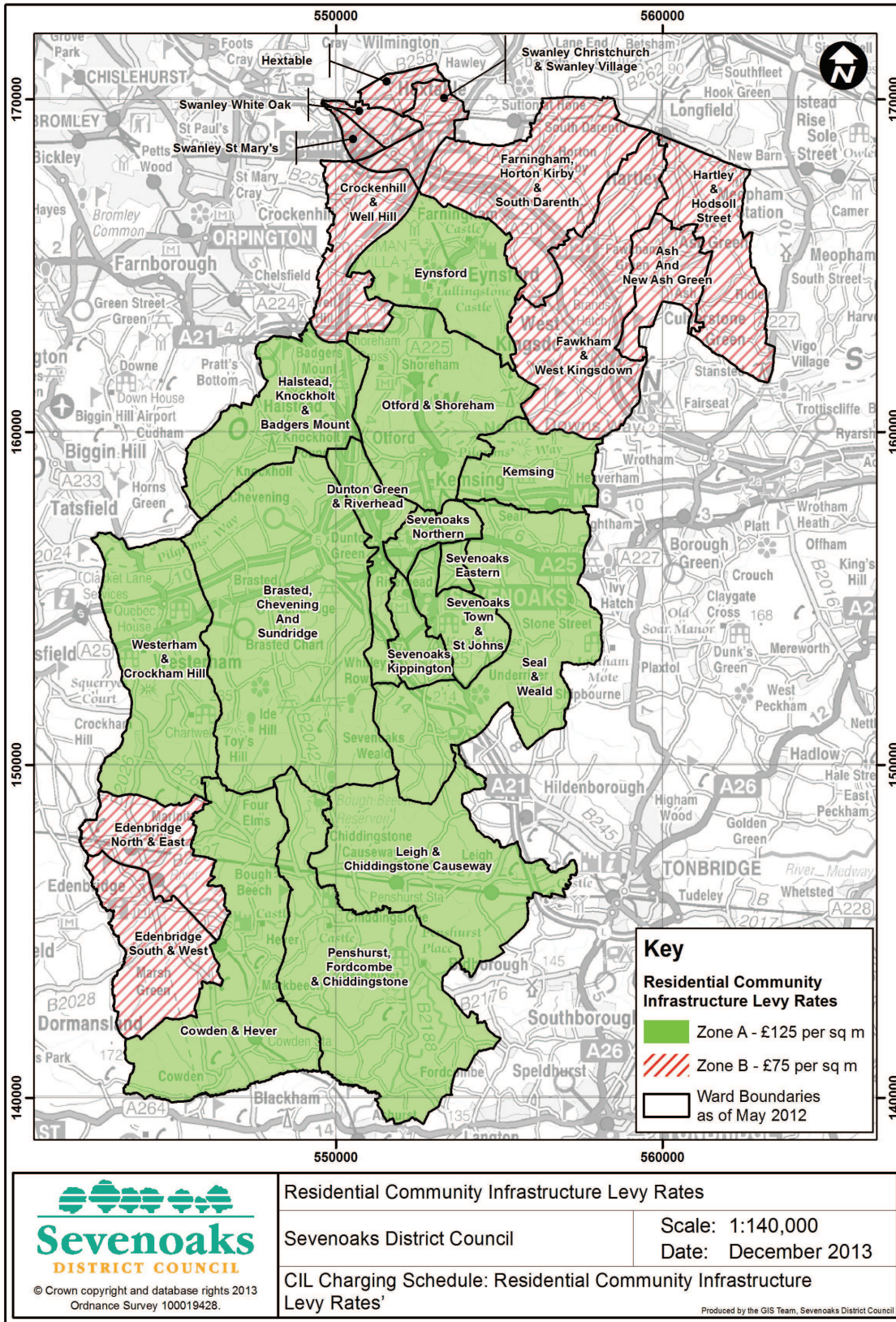
1. Superstores/supermarkets are shopping destinations in their own right (of 500 sq m of sales floorspace or more) where weekly food shopping needs are met and which can also include non-food floorspace as part of the overall mix of the unit.

2. Convenience goods: Food and non-alcoholic beverages, Tobacco, Alcoholic beverages (off-trade), Newspapers and periodicals, Non-durable household goods.

3. Retail warehouses are large stores (of 500 sq m of sales floorspace or more) specialising in the sale of household goods (such as carpets, furniture and electrical goods), DIY items and other ranges of goods, catering for mainly car-borne customers.

Areas A and B are set out on the map, below

Map 1: Residential Community Infrastructure Levy Rates



3 Calculating how much CIL developers will pay.

Calculating the Charge

Sevenoaks District Council will calculate the amount of CIL payable ("chargeable amount") in respect of a chargeable development in accordance with regulation 40 of the Community Infrastructure Levy Regulations 2010 (as amended), or subsequent relevant regulations.

Inflation

Under Regulation 40, the CIL rate will be index linked with the Royal Institute of Chartered Surveyors' "All In Tender Price Index".

The current All In Tender Price Index and the Index at the time that the Charging Schedule takes effect will be made available by the Council separately.

Existing Floorspace on a Development Site

Regulation 40 provides that the total floorspace of any existing buildings on a development site should be subtracted from the floorspace of the chargeable development, where certain conditions are met.

Exemptions and Relief

At the time of publication, the following forms of development are exempt from paying CIL:

- buildings into which people do not normally go, or go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery (Reg 6); and
- developments of under 100 sq m that do not result in the creation of 1 or more additional dwellings (Reg 42);
- development by a charity where the development will be used wholly or mainly for charitable purposes (Reg 43).

Developers of social housing are able to apply for relief from paying CIL (Reg. 48, 49, 50, 51, 52, 53, 54).

In addition, the Council has the option to offer discretionary relief for

- development by a charity where the profits of the development will be used for charitable purposes (Regs. 44, 45, 46, 47, 48); and
- exceptional circumstances (Regs. 55, 56, 57, 58)

The Council's policy on whether discretionary relief is offered will be set out in a separate policy document, in accordance with the relevant regulations.

Further mandatory or discretionary forms of exemption and relief may be made available in subsequent CIL regulations. Information will be made available on the Council's website.

**This publication is available in large print by calling
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please contact the Planning Policy Team**

**Planning Policy Team
Sevenoaks District Council
Argyle Road
Sevenoaks
Kent
TN13 1HG**

**www.sevenoaks.gov.uk/ldf
ldf@sevenoaks.gov.uk**

**Tel 01732 227000
Fax 01732 451332**

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APPROVAL OF HIGH WEALD AND KENT DOWNS AREAS OF OUTSTANDING NATURAL BEAUTY MANAGEMENT PLANS SECOND REVISION

Local Planning and Environment Advisory Committee – 22 January 2014

Report of Chief Planning Officer

Status: For consideration

Also considered by: Cabinet – 6 February 2014
Council – 18 February 2014

Key Decision: No

Executive Summary:

This report introduces a proposal to adopt the Second Revision of the Management Plans for both the High Weald and the Kent Downs Areas of Outstanding Natural Beauty (AONBs). Both AONB Units have revised their Management Plans to cover the period April 2014 to March 2019, fulfilling the statutory duties of the Countryside and Rights of Way Act (2000) on behalf of the constituent Local Authorities covering each AONB.

The report summarises the main amendments to the current Management Plans and seeks Council approval for formal adoption of the two Plans. Neither review represents a significant policy shift, but more generally light touch reviews of the existing respective Management Plans.

These are not consultation documents; detailed consultation has already taken place on the two proposed plans. SDC has been involved in the development of the plans through its membership of the two AONB Units and through Portfolio Holder comments on the draft plans. Any changes requested through the adoption process should be minor in nature and not materially affect the plan. The statutory adoption deadline of each plan is 1 April 2014.

This report supports the Key Aims of the Community Plan

Portfolio Holder Cllr. Ian Bosley

Contact Officer(s) Kirsti Johnson ext. 7134

Recommendation to Local Planning and Environment Advisory Committee:

That the Local Planning and Environment Advisory Committee recommend Cabinet endorse the recommendation to Full Council, below.

Agenda Item 7

Recommendation to Cabinet:

That Cabinet endorse the recommendation to Full Council, below.

Recommendation to Full Council:

That the Council adopts the Kent Downs and High Weald AONB Management Plans and makes copies available on its website.

Reason for recommendation:

To fulfil the Council's statutory duties under the Countryside and Rights of Way Act (2000) to prepare and publish Management Plans for Areas of Outstanding Natural Beauty.

1. Introduction

- 1.1 Two Areas of Outstanding Natural Beauty cover parts of Sevenoaks District. These are the Kent Downs and High Weald AONBs. A map showing the extent of the two areas is provided at appendix A.
- 1.2 Under the terms of the Countryside and Rights of Way (CROW) Act 2000 ('the Act' hereafter) (part IV Section 89), Sevenoaks District Council ('the Council') has a statutory duty to act jointly with other Local Authorities within the AONB to prepare, publish and subsequently review a Management Plan for the respective AONB.
- 1.3 The Act requires that an AONB Management Plan formulates the Local Authority policies for the management of the AONB and for carrying out their functions in relation to it.
- 1.4 The Act also requires Local Authorities to review the AONB Management Plan every 5 years. This means that a revised Plan will need to be in place and adopted by all partners of the Joint Advisory Committee (JAC) for both the High Weald and the Kent Downs AONB Units by 1 April 2014.
- 1.5 This report refers to the second review of the Management Plan, first adopted by this council in 2004.

2. Background – Purpose of the AONB designation

- 2.1 The National Planning Policy Framework (NPPF) places great weight on conserving landscape and scenic beauty in AONBs, giving them the highest status of protection in relation to landscape and scenic beauty.
- 2.2 AONBs are designated by Government under the National Parks and Access to the Countryside Act 1949, for the primary purpose of conserving and enhancing the natural beauty of the landscape. The legal status and importance of AONBs is on a par with National Parks, although they do not have the same administrative arrangements.

2.3 The Act also:

- places a duty on all public bodies and statutory undertakers to ‘have regard’ to the purposes of AONBs
- establishes a process for creating AONB Conservation Boards, where this is locally supported; and
- Reaffirms the original purposes of designation and confirms the powers of local authorities to take appropriate action to conserve or enhance the natural beauty of AONBs.

2.4 A secondary purpose of designation is to ‘take account of the needs of agriculture, forestry and other rural industries and of the economic and social needs of local communities. Particular regard should be paid to promoting sustainable forms of economic development that in themselves conserve and enhance the environment.’ Whilst recreation is not an objective of designation, ‘the demand for recreation should be met so far as this is consistent with the conservation of natural beauty.’

3. Links to other Council Policy and Strategy

3.1 The AONB Management Plan has the potential to improve the quality of life for residents of Sevenoaks District living and working in and around the AONBs through the conservation and enhancement of their landscape and supporting the social and economic wellbeing of communities.

3.2 The guidance provided in the Management Plans is supported by the Council’s Core Strategy (2011) under Policy SP1. More widely, the use of the Management Plans can assist the Council in delivering the greener aims contained within the SDC Community Plan, and wider green infrastructure policies of the Allocations and Development Management Plan (currently at examination stage).

4. Summary of review process and consultation

4.1 The review of each Management Plan has been undertaken with stakeholder and public consultation and engagement. SDC has been involved in the reviews from the beginnings of the processes through its membership of the AONB Units. The High Weald AONB Unit carried out consultation in June and July 2013, and Kent Downs AONB Unit in August and September 2013.

4.2 Both plans have undergone a ‘light touch’ review whereby there are no major changes to the content of each Plan, but the review process has enabled improvements to be made to their layout making them more user-friendly documents for Officers and Members and other stakeholders to use. This reflects the robustness of the long-term approach taken in the current Management Plan.

Agenda Item 7

- 4.3 Natural England conducted formal observations, and have confirmed that the revised plan conforms to relevant guidance, the statutory requirements and represents good practice.
- 4.4 The review of both Management Plans has previously been brought to the Portfolio Holder's attention through previous reports informing him of the public consultations and seeking support for the Portfolio Holder's approval of Officers comments in support of both reviews.
- 4.5 The High Weald AONB JAC approved the revised Management Plan at their meeting on 8 November 2013 and recommended its adoption by constituent local authorities. In a similar vein, the Kent Downs AONB JAC approved their respective revised plan on the 21 November 2013. SDC is represented on both of these JACs.

5. Summary of amendments of the High Weald AONB Management Plan

- 5.1 The revised Plan retains the same structure, being around AONB purpose, character and key components of natural beauty. The objectives remain essentially the same, although there is some elaboration of the nature conservation value of the AONB, linking to Natural England's National Character Area Statements.
- 5.2 The review has taken the opportunity to be clearer on policy wording and to strengthen the policies where required with some additions and alterations to the targets set for 2019. For example, Objectives R1 for Routeways and W2 for Woodlands place greater emphasis on partnership working with Parish Councils and Community Groups, which is in line with increased focus upon the principles of localism within the planning process.
- 5.3 The Plan takes account of the National Planning Policy Framework (NPPF) published in March 2012, updating the policy basis of the previous Management Plan.

6. Summary of amendments of the Kent Downs AONB Management Plan

- 6.1 The Plan has been updated to ensure consistency with the NPPF.
- 6.2 The length of the Management Plan has been reduced, its structure has been simplified and repetition removed. This has reduced the number of policies, whilst maintaining the emphasis placed on each previous policy area. For example a revised sustainable development section of the plan has been introduced to reflect the NPPF and consider cross cutting issues in one place, rather than repeatedly throughout the plan.
- 6.3 Care has been taken to ensure that there is a clear distinction between the wording of policies and actions. For example, Biodiversity Policy BD1 now has mention of the creation of new habitats and habitat corridors which will be pursued through collaboration to establish high quality Green Infrastructure. Green Infrastructure is a new planning term, which has become more widely used since the previous Management Plan Review, and is given emphasis within the Core

Strategy (2011) to enhance networks of green open spaces and natural habitats across the District and cross boundaries. This also involves identifying green infrastructure links through collaborative work with neighbouring authorities, reinforcing the Duty to Cooperate.

- 6.4 There are a few additions to the Plan since the previous review. It now recognises and implements principles of the Localism Act, for example through reference to Neighbourhood Plans within the Vibrant Communities Chapter of the revised draft.

7. Conclusion

- 7.1 Both the High Weald AONB and the Kent Downs AONB Management Plan reviews have been undertaken with public and other key stakeholder engagement and consultation. SDC has been involved in these reviews at every stage through its membership of the AONB Units.
- 7.2 These are 'light touch' reviews, based fundamentally upon the previous reviews covering the period April 2009 to March 2014.
- 7.3 The Plans are consistent with the changes made to national planning policy and legislation since the adoption of the previous reviews.
- 7.4 It is recommended that the Council adopt the revised Management Plans before the 1 April 2014 in order for the respective AONB Units to provide the Secretary of State with the Plans once endorsed by all constituent Local Authorities.
- 7.5 Adoption of the Management Plans is also recommended in order to fulfil the Council's statutory requirements.

Other Options Considered and/or Rejected

No other options have been considered. The Council have a statutory duty to prepare and publish a Management Plan for AONBs.

Key Implications

Financial

Funding for the management plan is being shared between the constituent local authorities of each AONB on an agreed basis. No additional costs to the Council arise from adoption of the Management Plan.

Legal Implications and Risk Assessment Statement.

The adoption of the Management Plan Review is a statutory requirement. Should the Council decide not to adopt the Management Plan in its proposed form there is a risk that the revision to the Management Plan will not be adopted by 1 April 2014 leaving no management guidance for the AONB resulting in this Council and others failing to meet their statutory responsibilities.

Agenda Item 7

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The plans have been subject to public consultation and Sustainability Appraisals, both of which take account of equality considerations.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?	N/A	

Appendices

Appendix A – Map of AONBs in Sevenoaks District

Background Papers:

Kent Downs AONB Management Plan 2014 - 2019

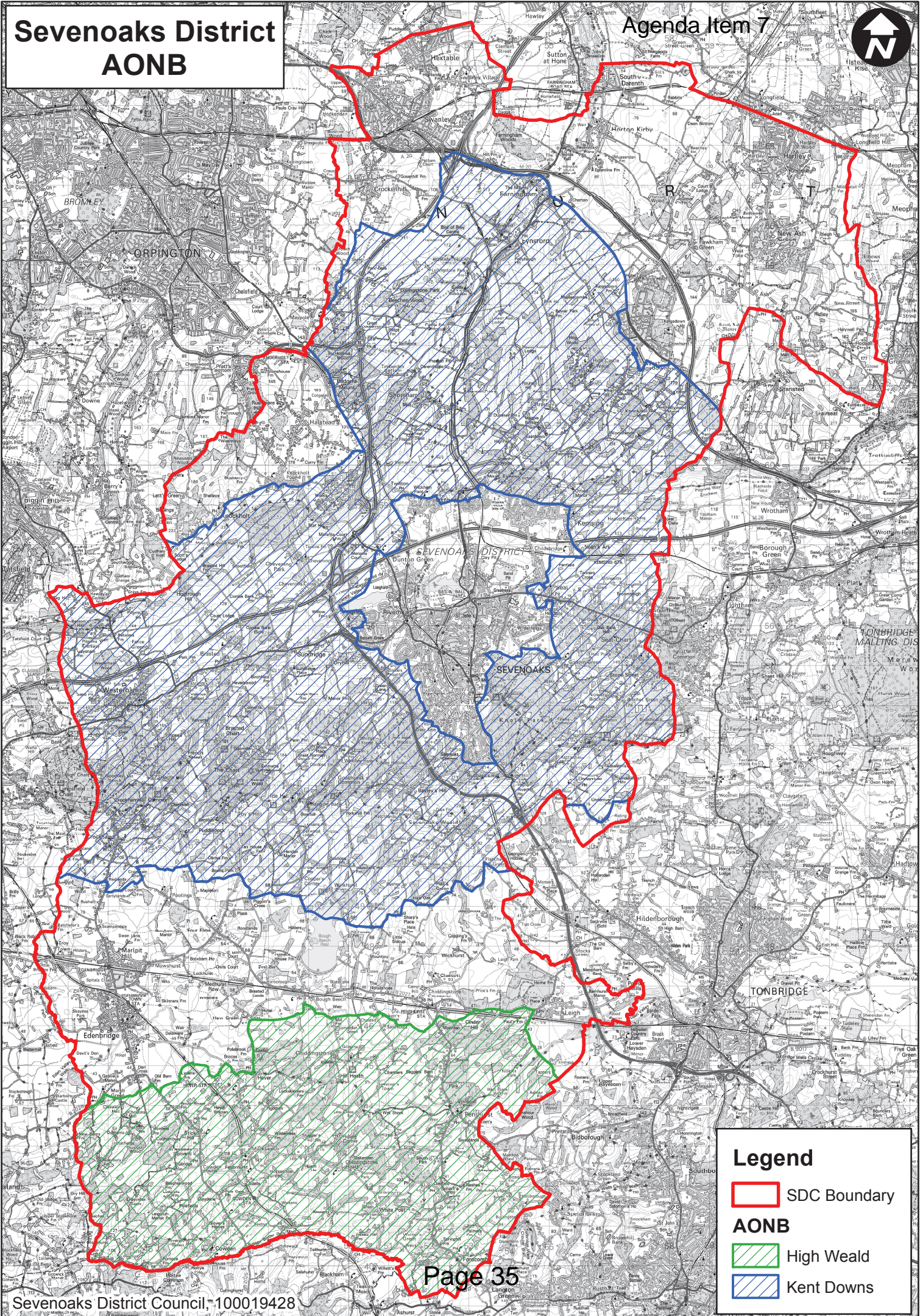
High Weald AONB Management Plan 2014 - 2019

Mr Richard Morris




Chief Planning Officer

Sevenoaks District AONB

Agenda Item 7



Legend

-  SDC Boundary
- AONB**
-  High Weald
-  Kent Downs

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STATEMENT OF COMMUNITY INVOLVEMENT – DRAFT FOR CONSULTATION

Local Planning and Environment Advisory Committee – 22 January 2014

Report of Chief Planning Officer

Status: For consideration

Also considered: Cabinet – 6 February 2014

Key Decision: No

Executive Summary:

This report outlines the contents of the Council’s draft Statement of Community Involvement (SCI) in Planning. The document details how we propose to engage local people and organisations in the development planning process, both in planning policy and development management.

An SCI was first adopted by the Council in 2006 and this version refreshes that document, to bring it up to date with current consultation methods, particularly in relation to electronic communication.

This is a consultation document and once the draft is agreed, it is proposed that public consultation will take place for six weeks in spring 2014.

This report supports the Key Aims of the Community Plan

Portfolio Holder Cllr. Ian Bosley

Contact Officer(s) Hannah Gooden ext. 7178

Recommendation to Local Planning and Environment Advisory Committee:

That the Local Planning and Environment Advisory Committee recommend to Cabinet that the draft Statement of Community Involvement is published for consultation

Reason for recommendation:

To update the previously adopted Statement of Community Involvement to provide a current code of practice for community involvement in planning.

Agenda Item 8

1. Introduction

- 1.1 This Statement of Community Involvement (SCI) has been produced to make sure we can involve our community effectively in the development of local planning policy and decisions on planning applications.
- 1.2 The Council's first SCI was adopted in 2006. Since then there have been significant changes to the planning system and this new version of the SCI has been revised to reflect the most up to date legislation and regulation changes.
- 1.3 We understand that in order to try to reach agreement within communities, people need to be involved from the early stages of the planning process. The SCI is therefore a public statement that lets communities and stakeholders know when and how they can be involved.

2. Background

- 2.1 It is a key objective of the town and country planning system to strengthen community and stakeholder involvement in the planning and development process. Planning affects all communities, so it is important that local people understand the process and are given the opportunity to get involved.
- 2.2 All local authorities are required to produce a SCI, which sets out their vision and strategy for effective community participation.
- 2.3 Greater community participation and empowerment is also on the national agenda, as outlined in the Localism Act 2011 and the National Planning Policy Framework 2012 which states that one of the core principles of planning is to 'empower local people to shape their surroundings' (paragraph 17).
- 2.4 Engaging communities early in the plan-making and planning application processes should ensure that plans and developments reflect the views of local people, and will allow for communities to fully understand the process from start to finish.

3. Links to other Council Policy and Strategy

- 3.1 The Council's Corporate Plan sets out that we are committed to cultivating:

'pride in the District of Sevenoaks by working with the Community as a whole, to sustain and develop a fair, safe and thriving local economy.'

- 3.2 The Corporate Plan makes a specific commitment to:

'review our Statement of Community Involvement and clarify how people can get involved in shaping local planning policy.'

- 3.3 The Council, as a whole, also has its own policies and aims relating to community engagement and places a great deal of emphasis on ensuring the community has the opportunity to get involved in all areas of council work.
- 3.4 The Sevenoaks District Community Plan 'Making it happen together' was adopted in 2013 and sets out residents' priorities for the next 15 years to 2028. The Plan has been informed by comprehensive engagement and consultation so that the final document reflects the issues local people care about. The Community Plan contains a number of themes and priorities for action that are required to successfully deliver the vision for the District. Our local development documents will build upon these objectives and will be the principal mechanism for delivering the land use and spatial elements of the Community Plan.
- 3.5 The SCI has been produced in accordance with these corporate policies, and our consultation activities will aim to meet their objectives. We will work with other departments to ensure that a consistent approach is taken to consultation.

4. Community Involvement

- 4.1 There are two main areas of town planning in which the community can participate:
- Planning Policy (Local Plans) – setting the policy framework against which planning applications will be judged.
 - Development Management (Planning Applications) – most types of development require a planning application to be submitted and approved, and anyone can comment on a planning applications.
- 4.2 The Statement of Community Involvement sets out the stages at which the community can be involved in these areas of planning. It notes the minimum standards of consultation required by Regulations and states that we are committed to going further than these minimum requirements to ensure community involvement can be more effective for Sevenoaks.
- 4.3 The SCI provides further detail on the various channels of communication and consultation that are used in planning, including our website, emails, letters, the local media, libraries, presentations, workshops and forums.
- 4.4 Since the publication of the last SCI in 2006 the ways in which the Council engages with the community have developed and improved. One of the main changes has developed through the use of increased information technology. Over the past year the Council has increased its use of social networking sites, such as Facebook and Twitter, to communicate with residents. Approximately 1,500 now receive regular updates from the Council through these sites, and our consultation events will be advertised on our Corporate Facebook and Twitter pages.

Agenda Item 8

5. Consultation

- 5.1 The draft SCI will be subject to six weeks public consultation in spring 2014. The Council will consider the responses to this consultation and make any necessary amendments to the document before adoption. The document will be sent to the Print Room for formatting before publication, but the content will remain the same.

6. Conclusion

- 6.1 This report outlines the proposed updates to the previously adopted Statement of Community Involvement to provide a current code of practice for community involvement in planning. It is recommended that this draft document is published for public consultation.

Other Options Considered and/or Rejected

The Council could continue to rely on the existing Statement of Community Involvement from 2006, but this is out of date, and therefore this option is not recommended.

Key Implications

Financial

Consultation on this document will be funded out of existing planning policy budgets. No additional costs to the Council arise from the adoption of the SCI.

Legal Implications and Risk Assessment Statement.

All local authorities are required to produce an SCI to set out their vision and strategy for effective community participation.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	The SCI is designed to ensure that Sevenoaks District Council effectively involves the community in the development of all documents, SPDs and DPDs that make up the Local Plan (also known as the LDF). The SCI also details how the Council consult on planning applications. The SCI aims to consider the needs and priorities of the whole community, and attempts to overcome any barriers which may prevent groups or individuals within the community from being involved in the planning process.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts	N/A	

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
identified above?		

Appendices

Appendix – Draft Statement of Community Involvement

Mr Richard Morris
Chief Planning Officer

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Statement of Community Involvement in Planning



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(the ‘Local Plan’) P.7

3 - Community Involvement in Development Management
(‘Planning Applications’) P.16

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Foreword

“Tell me and I'll forget; show me and I may remember; involve me and I'll understand.”
Chinese Proverb

This is particularly important in planning, as decisions impact directly on the future of our District and all of us as individuals. We want as much of the community as possible to be involved in planning and shaping our District.

This Statement of Community Involvement (SCI) sets out how Sevenoaks District Council will involve you in the development of local Planning Policy and in Planning Applications. It refreshes the version previously adopted in 2006, as the ways in which the Council engages with the community have developed and improved, particularly through the use of increased information technology.

The SCI will be shaped through public consultation and is an evolving document that will be updated as new consultation methods and channels emerge.

Councillor Ian Bosley, Portfolio Holder for Local Planning and Environment

What is a Statement of Community Involvement?

We want to help people get involved in planning the future of Sevenoaks and to improve opportunities for engagement.

Sevenoaks District Council has produced this Statement of Community Involvement (SCI) to make sure we can involve our community effectively in the development of local planning policy and decisions on planning applications.

Our first SCI was adopted in 2006. Since then there have been significant changes to the planning system and this new version of the SCI has been revised to reflect the most up to date legislation and regulation.

We understand that in order to try to reach agreement within communities, people need to be involved from the early stages of the planning process. The SCI is therefore a public statement that lets communities and stakeholders know when and how they can be involved.

This document is structured:

Section one – Introduction.

Section two – Community Involvement in Planning Policy (the Local Plan).

Section three – Community Involvement in Development Management (Planning Applications).

1. Introduction

Why prepare a Statement of Community Involvement?

It is a key objective of the planning system to strengthen community and stakeholder involvement in the planning and development process. Planning affects all communities, so it is important that local people understand the process and are given the opportunity to get involved.

All local authorities are required to produce a SCI, which sets out their vision and strategy for effective community participation.

Greater community participation and empowerment is also on the national agenda, as outlined in the Localism Act 2011 and the National Planning Policy Framework 2012 which states that one of the core principles of planning is to 'empower local people to shape their surroundings' (para 17).

Engaging communities early in the plan-making process should ensure that plans reflect the needs and aspirations of local people, and will allow for communities to fully understand the process from start to finish.

Some of the benefits of community involvement

- Outcomes that better reflect local needs and aspirations;
- Improved quality and efficiency of decisions by drawing on local knowledge and minimising conflict;
- Education and communication amongst the community of different sectors' needs and the planning process;
- Promotion of social cohesion - making real connections with and between communities; and
- Enhanced buy-in and a greater sense of ownership for decisions and outcomes.

Our Vision...

...is for our community to know more about, and be more positively involved in, shaping the development of our district so that we can make planning decisions that more effectively meet their needs and aspirations.

Corporate Linkages

Our Corporate Plan sets out that we are committed to cultivating:

'pride in the District of Sevenoaks by working with the Community as a whole, to sustain and develop a fair, safe and thriving local economy.'

It makes a specific commitment to:

'review our Statement of Community Involvement and clarify how people can get involved in shaping local planning policy.'

We also have our own policies and aims relating to community engagement and place a great deal of emphasis on ensuring the community has the opportunity to get involved in all areas of council work.

The Sevenoaks District Community Plan 'Making it happen together' was adopted in 2013 and sets out residents' priorities for the next 15 years to 2028. The Plan has been informed by comprehensive engagement and consultation so that the final document reflects the issues local people care about. A wide range of public, private, voluntary and community organisations have come together to form a Local Strategic Partnership which is responsible for producing our Community Plan and ensuring the communities needs are met.

The Community Plan contains a number of themes and priorities for action that are required to successfully deliver the vision for the District. Our local development documents will build upon these objectives and will be the principal mechanism for delivering the land use and spatial elements of the Community Plan.

The SCI has been produced in accordance with these corporate policies, and our consultation activities will aim to meet their objectives. We will work with other departments to ensure that a consistent approach is taken to consultation. Where, appropriate, we may also link our public consultation with events and activities organised by other council departments and vice versa.

How can I get involved?

There are two main areas of planning that you can get involved in:

Planning Policy (Local Plans) – setting the policy framework against which planning applications will be assessed. Please see section two of this document for more information.

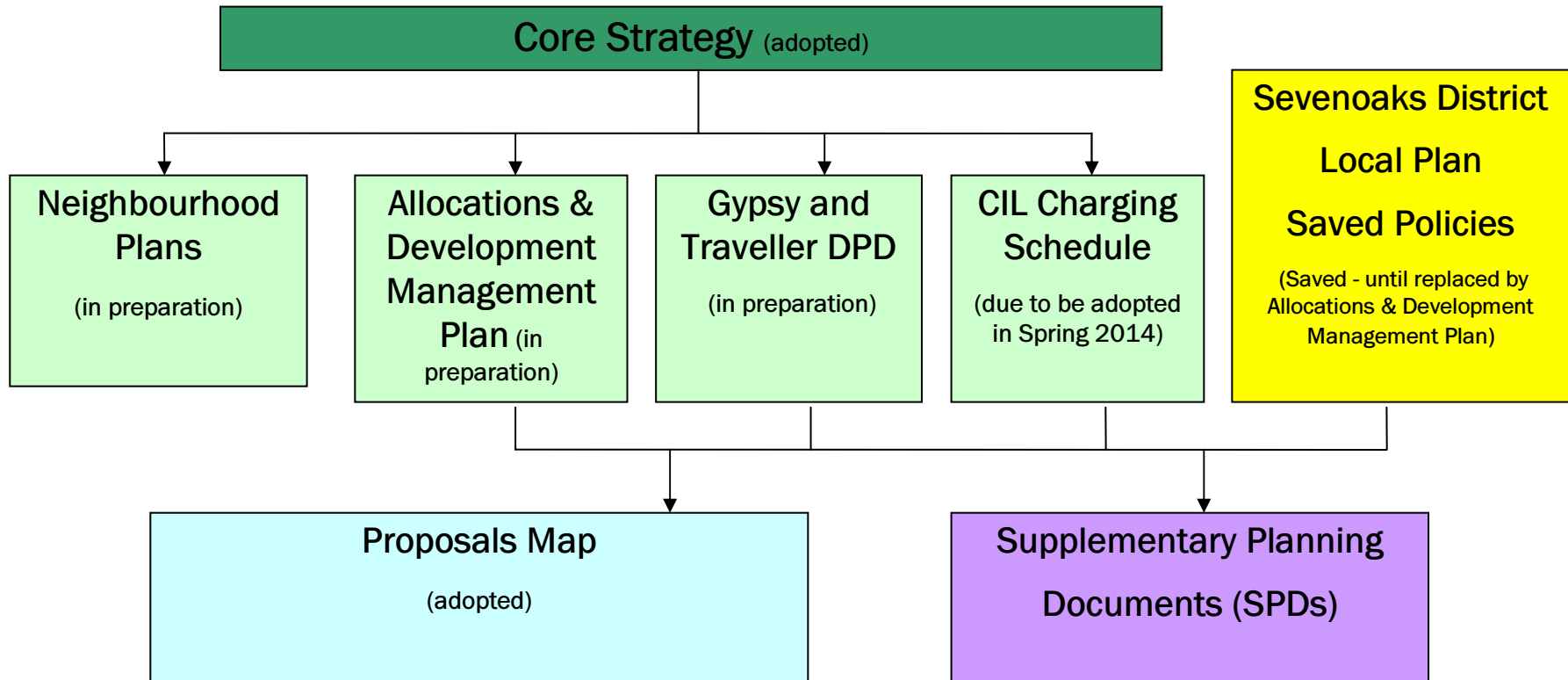
Development Management (Planning Applications) – most types of development require a planning application to be submitted and approved, and anyone can comment on a planning application. Please see section three of this document for more information.

Planning applications are determined in accordance with the Local Plan, so it is essential to get involved with strategic planning policy as well as specific planning applications.

2. Community Involvement in Planning Policy

(the 'Local Plan')

The figure below outlines the relationship between planning policy documents which will be or have already been produced.



The Planning System

The planning system requires local authorities to produce planning policy documents, which set out the spatial strategy for their local area, and provide the basis on which planning applications are determined.

Planning legislation¹ sets out which documents must be produced and which are optional. Regulations² also exist to set out which of the documents must be developed with community input, and which must then be examined by an independent Planning Inspector.

There are two types of planning policy document: Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). DPDs set out planning policies to manage land use within a local area, and SPDs provide further detail on the implementation of these policies.

Further information regarding the council's work programme for preparing planning policy documents is contained in the Local Development Scheme. Copies of the Local Development Scheme are available from the council's offices and website <http://www.sevenoaks.gov.uk/services/environment-and-planning/planning/planning-policy-and-the-local-development-framework/local-development-scheme>.

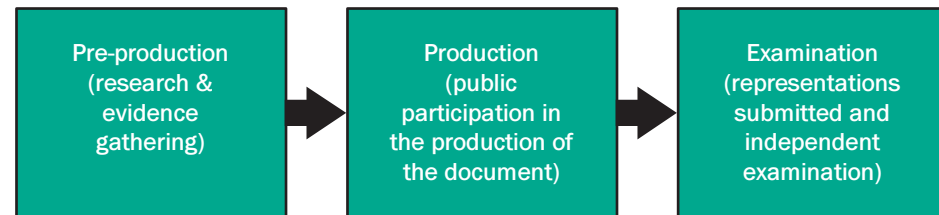
This Statement of Community Involvement will be used by us to guide the development of our local planning documents.

¹ The Planning and Compulsory Purchase Act 2004, The Planning Act 2008, and the Localism Act 2011.

² The Town and Country Planning (Local Planning) (England) Regulations 2012.

Planning Policy Documents

The community will be involved throughout the different stages of production for each document prior to adoption, which can be summarised as follows:



The Regulations require us to publicise consultations on the our website and provide documents for inspection at the Council's offices and libraries, as well as sending letters to statutory, general and other consultees. However, we recognise the value of including more of our community in the development process – not least that the documents will more closely reflect local needs and priorities. Therefore we are committed to going further than these minimum requirements to ensure community involvement can be more effective for Sevenoaks.

In further detail, the preparation of Development Plan Documents (DPDs) involves the following key stages:

Stage 1 Evidence base	This stage involves us collecting an up-to-date information base on a range of social, economic and environmental matters
Stage 2 Public participation in the preparation of a development plan document (Regulation 18)	<p>The results of Stage 1 are used to identify the main issues that the plan needs to deal with and the options that are available. An assessment of the plan's social, economic and environmental impacts is also produced at this point, in the form of a Sustainability Appraisal (SA). At this stage, we are required to notify each of the specific consultation bodies that we consider may have an interest in the proposed DPD, and any general consultation bodies that we consider appropriate, as to the subject of the proposed DPD, and invite them to make representations. Local residents and businesses may also be informed, and invited to comment, and the Council maintains an LDF consultation mailing list of interested parties.</p> <p>The local authority must take into account any representations received as a result of preparing the development plan document. This is a duty which may technically be fulfilled up to the time of its publication.</p>
Stage 3 Preparation of DPD	At this stage we continue to develop our plan. This includes considering any comments from Stage 2 and the findings of any new studies.
Stage 4 Publication of a development plan document (Regulation 19)	<p>We publish the plan in what we think should be the final version. A more detailed assessment of the plan's social, economic and environmental impact (SA), and a draft proposals map, showing any changes that would result from the adoption of the plan, is also published.</p> <p>A public consultation will be held for a period of at least six weeks.</p> <p>A statement of consultation will also be produced, to provide a summary of the main issues raised by the representations. This will allow officers to review the representations and to consider what, if any, changes should be made to the draft development plan document before submission (Stage 5).</p>
Stage 5 Consider objections	We will consider any points raised by the consultation. If minor changes are required, then we will make these. If there are significant issues, we may withdraw the plan and return to Stage 3. Once we have dealt with all of the issues raised, we move to Stage 6.
Stage 6 Submission (Regulation 22)	We will send the plan and any supporting documents to the Secretary of State to be examined.
Stage 7 Examination (Regulation 24)	An Inspector appointed by the Government will carry out an independent examination of the 'soundness' of the plan. Those who object to the plan may be allowed to appear in front of the inspector in person.

Stage 8 Receipt of Inspector’s report and adoption (Regulations 25 and 26)	The inspector writes a report of the examination, and decides what changes (if any) need to be made. Once we receive the inspector's report we have to change the plan in line with their recommendations. It is this version of the plan that will be adopted.
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In further detail, the preparation of Supplementary Planning Documents (SPDs) involves the following key stages:

Stage 1 Development of evidence base	This stage involves us collecting up-to-date information on a range of social, economic and environmental matters.
Stage 2 Preparation of draft SPD	A draft version of the SPD is produced, based on the evidence collected at stage 1.
Stage 3 Consultation on draft SPD (Regulation 12)	Once the draft has been produced, we will consult on this document for a period of between 4 to 6 weeks. Any representations made will be considered and amendments will be made to the document, where required.
Stage 4 Adoption (Regulation 14)	The SPD is adopted in line with Regulation 14 requirements.

Consultation Methods

Since the publication of the last Statement of Consultation in 2006 the ways in which we engage with the community have developed and improved. One of the main changes has developed through the use of increased information technology. Over the past year we have increased our use of social networking sites, such as Facebook and Twitter, to communicate with residents. Approximately 1,500 now receive regular updates from us through these sites. A variety of methods will be used at various stages of the planning process to enable community involvement in planning. These methods include, but are not limited to:

Website - our consultation activities will be publicised through the Council's website, on both the Planning Policy pages, and our News page. Our consultation portal will be available for people to read the documents and provide comments online.

Facebook and Twitter - our consultation events will be advertised on our Corporate Facebook and Twitter pages.

Local newspapers - often, we will advertise in the local press. Advertisements will include details on when and where planning documents can be inspected, how copies can be obtained, the closing date for representations and where to send them.

Leaflets - leaflets, flyers and brochures may be distributed separately, or with other Council Correspondence (such as the Council's 'In Shape' magazine, to summarise detailed information.

Emails / Letters - notifications will be sent to statutory bodies, stakeholders, relevant groups and other individuals and organisations on our consultation database.

Inspection points - documents will be made available for inspection at the Council's office and local libraries

Presentations - to groups, organisations and stakeholders as appropriate, to target particular people in the community who may be interested in a specific issue, for example the agents forum or the Parish Councils forum.

Questionnaires/Surveys - use of questionnaires, surveys and/or focus groups to determine attitudes towards particular issues and options. Such research can target groups and individuals with particular interests or citizen's panels with multiple interests.

Public exhibitions/displays/roadshows - for larger consultation events, we may promote our consultation event at a public exhibition, display or a roadshow. This has the ability to target members of the community who may not get involved through more formal methods.

Interactive workshops - use of interactive workshops to identify and focus discussion around difficult issues and key themes. These can reach people who might not get involved in more formal groups but who may respond to this kind of contact.

Community/resident meetings and groups - use of pre-existing community/resident meetings, and meetings of community groups to target people with particular characteristics/interests

Consultation Methods

We recognise that there are different levels of interaction between our planning team and the community including:

Notification providing information, for example through leaflets, advertising and ongoing awareness programmes

Consultation consulting you on your views, for example through surveys, exhibitions and formal consultation processes

Participation such as in workshops where you would be actively involved in identifying needs and priorities

We recognise that it is expected that everyone receives information and has an opportunity to participate and comment.

However, where documents relate to a specific area or issue - such as a Neighbourhood Plan for a defined Parish area, only organisations and individuals with specific relevance to this area or issue would be more actively involved.

The table shows how you could be involved, for which documents and when in the process.

Method of Involvement	This is useful for...	Which Doc	What Stage	For which sectors of the community?	Things we need to consider?	Resource Intensity?
Notification	Electronic resources (Internet, e-mail, online consultation, twitter, Facebook, diary).	All DPDs/SPDs	All stages	All sectors	Electronic resources must be user friendly and intuitive. Items should be placed online in time for people to respond effectively.	Low: initially specialist skills will be required, but posting information online is low/no cost once established.
	Local media (newspapers – adverts and articles, newsletters, flyers, TV, radio).	All DPDs/SPDs	All stages	Local communities, Developers & landowners, Business sector, Service providers.	Information must be interesting and relevant. We need to allow enough time for publication and set an appropriate timeframe for collecting responses.	Medium: whilst advertising in local press can be free, broader advertising can be expensive.
	Publicity in 'community centres' (e.g. libraries, shopping and sports centres).	All DPDs/SPDs	All stages	Local communities	Information should be accessible to all - in terms of mobility, understanding and times available.	Medium: production of material can involve significant costs. Staff time will also be needed.
	Letter based consultation to persons and organisations listed on the LDF mailing list.	All DPDs/SPDs	All stages	All those requesting to be added to the mailing list and statutory consultees	Must be clear and understandable, although most people on this list will have a good understanding of the planning system	Low: will be supplementary to other consultation methods, reusing that information, but postage may be costly.

Consultation	Documents available for inspection at local council offices.	Meeting minimum requirements in allowing everyone the opportunity to comment on draft documents.	All DPDs/SPDs	All stages	Local communities, Developers & landowners, Business sector, Service providers, Additional authorities	It must be clear how and when people should respond. Information should be accessible to all - in terms of mobility, understanding and times available.	Low: Staff time may be needed to answer questions and collate any responses
	Area/Town Forums and Parish/Town Council Meetings.	Reaching community groups through existing forums dealing with local issues. Gaining first hand views regarding a specific area.	DPDs	Pre-production, production, submission.	Local communities, Developers & landowners, Business sector, Service providers.	We must be aware of the audience and any restrictions. We should also consider the time available for consultation on LDF (alongside other agenda items).	Medium: Attending existing forums requires staff time to attend meeting and to prepare any material.
	Qualitative Research (e.g. Questionnaire Surveys).	Determining attitudes and identifying needs for improvement. Gaining views from people who would not otherwise express an opinion.	DPDs	Pre-production, production, submission.	All sectors	Surveys can reap a greater number of responses but require significant administration. Focus groups require specialist skills but can be used to target specific groups.	Medium/High: Specialist skills are required. Depending on scope, costs of venue hire or distributing surveys can be significant.
	Public Exhibitions.	Outlining specific plans and proposals to target audience. Accessible to broad audience.	DPDs	Production, submission.	Local communities, Developers & landowners, Business sector, Service providers, Additional authorities	Information should be accessible to all - in terms of mobility, understanding and times available.	Medium: Preparation costs and time needed can be significant. Additional staff time is needed if manned.
Participation	Preparation of locally based documents (e.g. Neighbourhood Plans, Parish Plans and Village Design Statements).	Locally prepared by the community as their aspirations. Gives us information on what community wants with minimal effort on our part.	Neighbourhood Plans etc	All stages	Local communities	These outline community priorities and may differ from place to place. The LDF need to be flexible enough to respond to this challenge.	Low/Medium: We offer support for communities developing these documents, which can be intensive, although using the documents for background is low.
	Participation Workshops	Bringing together representatives from different sectors of the community to be more actively involved in scoping documents and identifying priorities.	DPDs	Pre-production, production, submission.	All sectors	Events require significant preparation and organisation. However they can be very useful for discussing important and/or difficult issues.	Medium/High: Time is needed for preparation, specialist skills may be required. The costs of venue hire can be considerable.
	Working Groups / Focus groups / Panels	Bringing together representatives to provide ongoing support to LDF development and production.	DPDs	Pre-production, production, submission	All sectors	Success is dependent on commitment from those involved. Regular or ongoing meetings can also have resource implications.	Medium: Ongoing support from staff has time implications. There are also costs in organising meetings.

Who We Consult

The Planning Regulations require local authorities to meet a minimum level of community involvement and specify a number of organisations which must be consulted if we consider that they will be affected, known as statutory consultees and general consultation bodies.

In addition to meeting our statutory obligations, we are committed to ensuring that local groups, organisations and individuals are provided with the best possible opportunity to become involved in the preparation of local development documents.

We have a Local Plan Consultation Mailing List around 750 consultees, who have either commented upon, or expressed an interest in being involved with the production of our planning policy document. This database is used to keep registered individuals, organisations and groups informed on the production of any local planning documents and new consultees are added to the consultation database as requested.

A list of statutory consultees, general consultation bodies, and other organisations and groups we involve in the plan-making process is included in Appendix A.

Sustainability Appraisal

Local Planning Authorities must undertake a Sustainability Appraisal (SA) of each of the Development Plan Documents (DPDs) they produce.

SA aims to ensure that the policies and proposals reflect the principles of sustainable development. An SA scoping report will be produced at the start of DPD preparation, which will be consulted on to allow for interested parties to have their say in what our SA should contain. An SA will be undertaken whilst preparing each stage of a DPD, and a report will be consulted on throughout the plan-making process, at the same time as the DPD itself.

An SA is not required for Supplementary Planning Documents (SPDs).

Communicating Effectively



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Feeding information into decisions

The information we obtain through community involvement will be collated and used to inform our decisions and/or shape any documents we produce.

A summary report will be produced outlining all responses, how they were used to inform decisions or documents and providing an indication of the resulting outcomes. We aim to make the link between your responses and our decision or action clear.

These reports will be made available on our website.

Feeding back

Each planning policy document will require a 'statement of consultation'. This will outline how the SCI has been followed and how doing so has benefited document production. This will provide some indication of the benefits of involvement. We will make all general feedback and summary outcomes available on our website and from our offices on request.

In addition we aim to feed back directly to those involved in either specific involvement activities such as workshops, or consultation processes associated with planning policy documents.

Our feedback commitment

We aim to provide feedback on any involvement activities or consultation processes associated with local development.

At minimum, the feedback will include:

1. an acknowledgement of your comments;
2. a summary of how the process is going; and
3. how your information will be used.

When applicable and/or possible we will also:

4. summarise the key information received;
5. outline the decision made and why; and
6. outline the benefits provided by community involvement.

Agenda Item 8

3. Community Involvement in Development Management

(Planning Applications)

This SCI also outlines how our community will be involved in planning applications.

We are already required to consult with our community on all planning applications submitted. The chart overleaf sets out the legal minimum action we must take to provide you with an opportunity to put forward your views or concerns.

However, we recognise that, in some cases, it will be beneficial and appropriate to involve more people and/or involve them earlier in the process.

Greater Community Involvement

Involving people before an application is made allows them to influence developments as they are being designed, helping deal with issues that may become major issues later.

For each stage of the planning application process, and for the different types of application, we will consider whether greater involvement is appropriate and how we can support developers in involving people more effectively.

The National Planning Policy Framework (paragraph 188) states that 'early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community'.

General advice and assistance

The Development Management team provides a daily duty officer system, which enables people to speak to an experienced planning officer by telephone during normal office hours.

A wealth of information on our development management functions including validation requirements can be obtained on our webpage:

<http://www.sevenoaks.gov.uk/services/environment-and-planning/planning>

The Planning Portal is the UK Government's online planning and building regulations resource for England and Wales and also provides advice and services for the public and professionals:

www.planningportal.gov.uk

Additionally, Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. This service encourages people to become involved in the planning system.

The contact details for Planning Aid are:

Telephone: 0203 206 1880

Email: advice@planningaid.rtpi.org.uk

Pre Application Advice

We encourage prospective applicants to consult at an early stage on potential developments before details are finalised. Consistent with the NPPF, we believe that early engagement both with us and the local community offers potential benefit for all parties.

Pre-application advice is of benefit to prospective applicant as:

- It gives an opportunity to understand how our policies will be applied to a development and potential issues can be identified and resolved before an application is submitted.
- It may lead to a reduction in time spent working up the proposals in more detail
- It can identify at an early stage whether any specialist advice is necessary (e.g. listed buildings, trees, landscape, transport, ecology or archaeology)

When a pre-application enquiry is submitted, we will:

- Register the enquiry, allocate a planning officer and write to confirm the timescales within five working days
- Identify the main constraints
- Identify key planning policies
- Identify recent history
- Give a view on the principle of the development
- Inform the customer of the issues that will need to be addressed as part of a formal application

- Identify any further studies or information that will be required to provide a more detailed pre-application view or that will be required as part of a formal planning application.

We can give advice that can help in the preparation of a better planning application so we can process it more quickly and give a decision sooner. It is also valuable in assuring the best possible development outcomes for the community. Where relevant we can also give advice on effective ways of consulting with the local community, including neighbours who may be affected by development proposals.

For further information, please see our website below:

<http://www.sevenoaks.gov.uk/services/housing/planning/planning-advice-and-guidance>

How Planning Applications are decided

Applications received by us are registered and acknowledged by the Validation Team. We aim to complete this process within five working days of receipt.

Once an application is accepted as valid it is recorded on the planning register that we are required to maintain and make available for inspection, and is available on our website, via the 'Public Access' portal: <http://pa.sevenoaks.gov.uk/online-applications/>.

A weekly list of planning applications received is sent electronically to the local press, District Councillors, parishes, and amenity societies and anyone else who requests a copy and is published on our website

Some applications are advertised in the local press and on site if they are major developments, affect a listed building, a conservation area, depart from our Local Plan, have a substantial impact on an area or if they affect a public right of way.

Notification letters are also sent to immediate neighbours and may be sent to others who are invited to comment.

The statutory consultation period is 21 days. An application cannot be determined until this period has expired.

We aim to determine major³ planning applications within thirteen weeks and other planning applications within eight weeks.

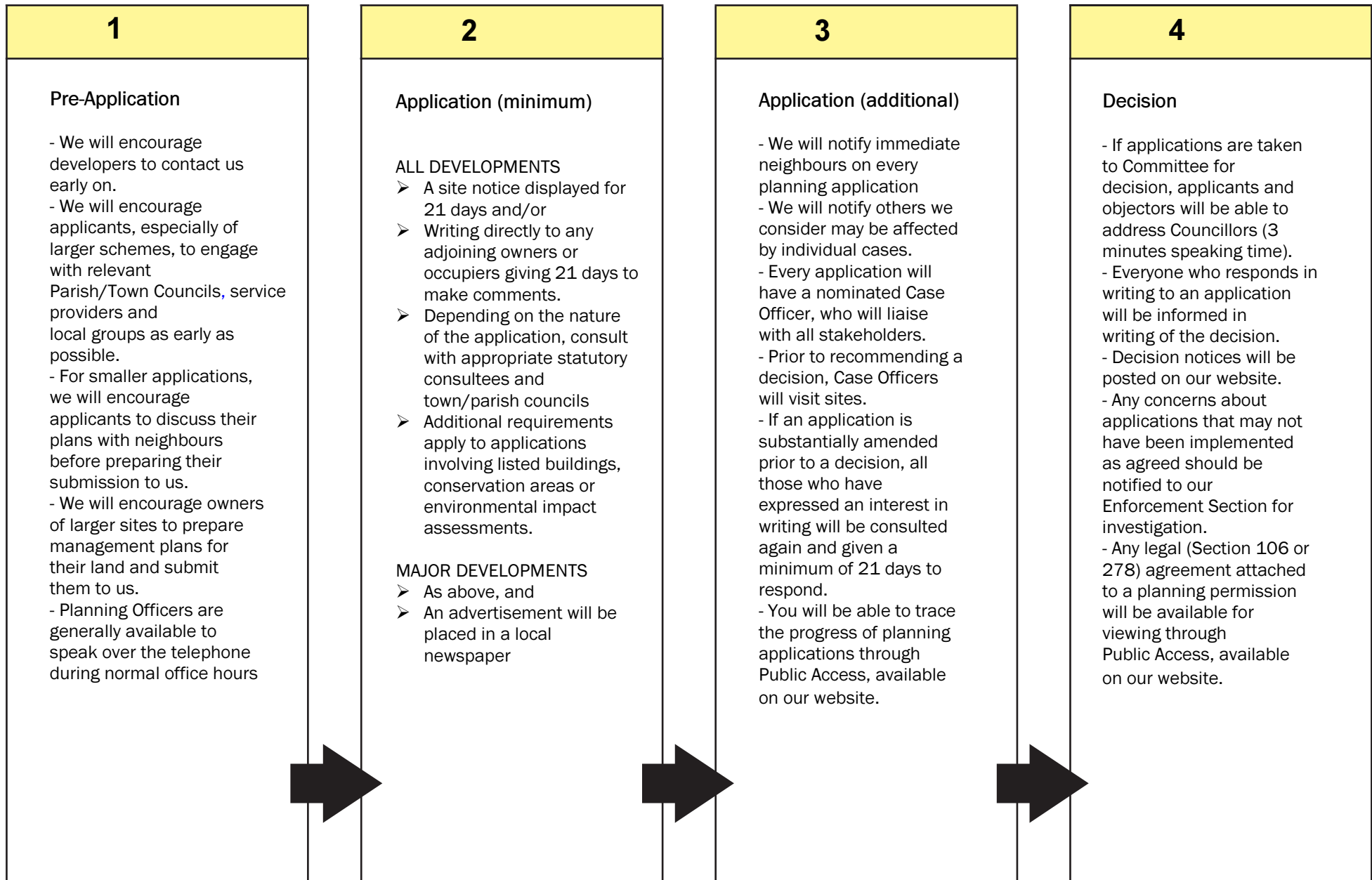
³ 10 or more dwellings or where the site area is more than 0.5 hectares or for all other uses, where the floorspace created is more than 1,000m² or the site is more than 1 hectare.

Most planning applications are determined by the Chief Planning Officer under delegated powers. However, any application may be called to the Development Control Committee by a local Member if the officer recommendation is contrary to the view of the Parish Council. Local Members also have a general power to call an application to Committee within 21 days of publication of the weekly list. Applications of a significant controversial or sensitive nature may also be referred to the Committee by the Chief Planning Officer.

In cases where applications are reported to the Development Control Committee, the Planning Officer prepares a report for the Committee that outlines the proposal, sets out consultation replies, assesses the relevant issues and makes a recommendation regarding whether approval should be given.

Any person who comments on the proposal will be notified when an application is to be reported to Committee for determination, and there is an opportunity for an objector and a supporter of the proposal to put their views directly to the Committee. Applicants and objectors will be able to address Councillors for a maximum of three minutes speaking time. The relevant parish council and the local Member may also speak. For further information please see our leaflet 'Speaking on Planning Applications' on our website on the following link:

<http://www.sevenoaks.gov.uk/services/environment-and-planning/planning/development-control-committee>



Enforcement

The enforcement team is responsible for investigating alleged breaches of planning control, including unauthorised works to listed buildings, unlawful advertisements, works to protected trees and developments carried out without the necessary planning permission.

If a development has been carried out without the necessary planning permissions, or not in accordance with a permission that has been granted, the enforcement team will normally seek the voluntary co-operation of those responsible to resolve the issue.

If negotiation fails, we may issue a notice requiring the breach of planning control to be remedied or to secure compliance with the terms of a planning permission. Failure to comply with such notices is an offence and the person responsible may be prosecuted.

Further information about enforcement priorities and principles are provided on our website and we are currently updating our enforcement charter:

<http://www.sevenoaks.gov.uk/services/housing/planning/planning-enforcement>

Tree Preservation Orders (TPOs)

Legislation is in place to afford protection to a percentage of those trees and woodlands that offer amenity value. The legislation is in the form of conservation areas throughout the District and tree preservation orders of which there are currently in excess of 900.

Sevenoaks District has many trees comprising of a range of diverse species. We do our best to manage this rich biological inheritance for the people of the District today and tomorrow.

To help us balance the management of trees, we welcome the help of local residents. This could include suggestions to protect certain important trees that you feel may be under threat or telling us about work to a protected tree that may be carried out without consent. For further details see:

<http://www.sevenoaks.gov.uk/services/environment-and-planning/planning/tree-management/works-to-trees>

Overcoming Barriers

We have identified several different, but connected, barriers to involvement. These included:

- ▣ apathy and disinterest
- ▣ time (of meetings/activities and to get involved)
- ▣ mistrust and cynicism that it's worthwhile
- ▣ lack of information and understanding

Our approach to involving people will seek to overcome these barriers by...

...connecting people to planning

One of our key priorities is to provide everyone with the opportunity to know what's going on and how they can get involved if they want to. To support this we aim to provide information that is local and relevant, and use methods of involvement that are accessible, interesting and fun.

Alongside the specific involvement activities, we are committed to raising awareness of the planning system throughout our community. With this in mind, we are committed to placing more emphasis on going out into local communities to discover your needs and aspirations.

...seeking more active involvement

Although this document sets out the different levels and methods of involvement, it is our aim to involve more people more actively if resources are available.

We will ask you about your aspirations for the area and expectations for the future. This will help to generate ideas and scope particular documents.

...meeting everyone's needs

In line with the Equality Act (2010) and our West Kent Equality Partnership Aims and Commitments, we want to ensure that all communities have the ability to respond to our consultations and have their voice heard. We aim to pay particular regard to the needs of different ethnicity and disability groups. We produce documents in different formats (e.g. large print, other languages) where a need is identified and consider access arrangements when organising involvement events.

Whilst we aim to increase participation from all sectors of our community, we recognise that some groups are harder to engage with than others. These hard to reach groups include rural communities, commuters, minority ethnic groups, gypsies and travellers, children and those with lower literacy.

To help improve representation and participation we will strengthen relationships with other council departments, the Sevenoaks District Strategic Board, education establishments and community development organisations to learn from their experience, gain a better understanding of the needs of particular groups and ensure that the needs of all sectors of the community are met.

Review

We give a commitment to review and amend our methods and level of engagement with the community in response to ongoing feedback on the effectiveness of our community engagement and the development of new channels of communication.

Appendix A: Stakeholders to be involved in Planning Policy

Statutory ('Specific') Consultation Bodies

The specific consultation bodies which the Regulations require the Council to consult are:

The Coal Authority*

The Environment Agency

English Heritage

Marine Management Organisation*

Natural England

Network Rail

Highways Agency

Kent County Council

Town & Parish Councils

Kent Police

Adjoining Councils

Telecommunication Providers

Kent and Medway NHS Trust

Utility Providers (water, sewage, gas, electricity)

The Homes and Communities Agency

Secretary of State for Transport

Civil Aviation Authority

* Unlikely to be relevant for Sevenoaks District Council

General Consultation Bodies

The Regulations also require the Council to consult these general consultation bodies where appropriate:

- voluntary bodies
- bodies which represent the interests of different racial, ethnic or national groups
- bodies which represent the interests of different religious groups
- bodies which represent the interests of disabled persons
- bodies which represent the interests of persons carrying on business

For Sevenoaks, these bodies include: (please note this list is not exhaustive)

Agencies

Kent Association of Local Councils

Kent Rural Community Council

Campaign to Protect Rural England (CPRE)

Sport England

Health & Safety Executive

Network Rail

Passenger Transport Authorities and Executives

Areas of Outstanding Natural Beauty (ANOB) Units

Environmental, Heritage and Wildlife Organisations

National Playing Fields Association

Age Concern/Help the Aged

Sure Start

Equal Opportunities Commission

Voluntary Organisations and Council for Voluntary Services

Other bodies which represent the interests of different groups within the community (e.g. racial, ethnic, religious, disability)

Service Providers

Health Trusts

Health Services

Kent Fire & Rescue Service

Kent Ambulance NHS Trust

Kent County Constabulary

Transport Providers (air, road, rail, water)

Education Establishments (state and private)

Sports Organisations

Business Sector

Chambers of Commerce

Town & Shopping Centre Management

Business, Trade and Industry Associations/Federations

Economic Development Organisations

Employment Organisations

Tourism Organisations

Local Communities

Individual residents

Residents Associations

Community groups (interest, activity and belief)

Community forums

Local Strategic Partnership

Community development organisations

NFU

Other organisations for specific community groups (youth, women etc)

Developers and Landowners

Registered Providers (RSLs)

Crown Estates

Defence Estates

The House Builders Federation

National Trust

Post Office Property Holdings

Individual Developers

Development & Building Companies

Regeneration Organisation

For more information...

Copies of the latest Local Development Scheme and other documents can be obtained from your local council office. For up to date information on progress and opportunities to get involved please see the local press and our website:

www.sevenoaks.gov.uk

Information can also be obtained from:

Sevenoaks LDF Team, Argyle Road, Sevenoaks, TN13 1HG

Telephone: 01732 227 000

Email: ldf@sevenoaks.gov.uk



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LOCAL DEVELOPMENT SCHEME UPDATE

Local Planning and Environment Advisory Committee – 22 January 2014

Report of Chief Planning Officer

Status: For consideration

Key Decision: No

Executive Summary:

The Local Development Scheme (LDS) is a rolling project plan that sets out the Council's proposals and timetable for the production of planning policy documents.

The current Local Development Scheme was agreed by Cabinet in March 2012 and is now somewhat out of date in its timetabling and content. This draft update has been prepared to bring the timetable up to date and will also enable the Allocations and Development Management Plan (ADMP) Inspector to see our latest proposals for producing planning policy documents.

The main changes from earlier versions are the new consultation dates for the Gypsy and Traveller DPD and the addition of the Statement of Community Involvement update and a Fort Halstead Development Brief.

This report supports the Key Aims of the Community Plan

Portfolio Holder Cllr. Ian Bosley

Contact Officer(s) Hannah Gooden ext. 7178

Recommendation to Local Planning and Environment Advisory Committee:

That the Local Planning and Environment Advisory Committee to note the Local Development Scheme draft update.

Reason for recommendation:

To update the work programme for the production of planning policy documents to reflect current timetabling and content.

Agenda Item 9

1. Introduction

- 1.1 The Local Development Scheme (LDS) is the document that sets out the Council's proposals and timetable for the production of Local Development Documents. The LDS no longer has to be submitted to the Secretary of State for approval, but has to be made available and published on the Council's website.
- 1.2 The Council's current LDS was approved in March 2012 and is now somewhat out of date in its timetabling and content. This draft update (please see below) has been prepared to bring the timetable up to date and to outline proposals for future documents. The full LDS document is attached at Appendix 1.

2. Changes to the Local Development Scheme

- 2.1 This edition of the LDS includes amendments to bring the LDS up to date in the following ways:

Development Plan Documents (DPDs):

- 2.2 The timetable reflects the actual hearing dates of the CIL Charging Schedule (October 2013) and the Allocations and Development Management Plan (ADMP) (March 2014) and the anticipated adoption dates for both documents (February 2014 for CIL / August 2014 for the ADMP).
- 2.3 The work programme for the Gypsy and Traveller DPD has been updated to reflect the new anticipated dates for consultation and examination. The timetabling has altered from the previous version due to resourcing issues within the planning policy team. Public consultation is now programmed for spring and winter 2014, with the hearing to take place in summer 2015 and adoption by the end of 2015.

Supplementary Planning Documents (SPDs):

- 2.4 LDS are not required to include SPDs. However, the main SPDs are included here for information to show how the timetable for their preparation relates to the proposals for DPDs. The list of SPDs is not intended to be complete and it should be noted that Conservation Area Management Plans and Neighbourhood Plans are not included.
- 2.5 The timetable for SPDs is dependent on the ADMP being found sound at the hearings in March, as some of these documents relate to the ADMP and others would be re-prioritised.
- 2.6 Residential Character Area Appraisals for Swanley and Edenbridge will be prepared in the latter half of 2014, once the ADMP has been examined.
- 2.7 The Green Belt SPD has been prepared and has been subject to public consultation. This document provides further explanation of the green belt policies contained in the ADMP and therefore will be adopted at the same time as the ADMP (programmed for August 2014).

- 2.8 A new SPD, the Fort Halstead Development Brief, has been programmed to reflect a commitment in the ADMP. Work on this document will commence once the once the ADMP has been examined.
- 2.9 An update of the Statement of Community Involvement has been programmed for spring 2014 and the draft document is to be considered by LPEAC on 22 January.
- 2.10 A Horsiculture SPD is programmed for 2015 although this can be reviewed if this is no longer considered a priority.
- 2.11 It is intended to keep the LDS update as a draft until the Inspector's Report is received on the Allocations and Development Management Plan given that the programme for future documents is dependent on the adoption of this Plan.

3. Conclusion





- 3.1 This report outlines the proposed updates to Local Development Scheme which sets out the work programme for the production of planning policy documents.

Local Development Scheme - Timetable




	2013			2014												2015													
	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 Plan																													
CIL Charging Schedule																													
Gypsy and Traveller DPD																													
Supplementary Planning Documents																													
Residential Character Areas SPD - Swanley																													
Residential Character Areas SPD - Edenbridge																													
Green Belt SPD																													
Fort Halstead Development Brief SPD																													
Statement of Community Involvement																													
Horsiculture SPD																													

Development Plan Documents

-  Preparation
-  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

Supplementary Planning Documents

-  Preparation
-  Consultation
-  Adoption

Other Options Considered and/or Rejected

As the LDS is out of date it cannot remain unchanged. The reasons for the changes in its content and programme are explained above.

Key Implications

Financial

No additional costs to the Council arise from the amendment of the LDS

Legal Implications and Risk Assessment Statement.

All local authorities are required to produce an LDS to set out their timetable for the production of planning policy documents.

Equality Impacts

Consideration of impacts under the Public Sector Equality Duty:		
Question	Answer	Explanation / Evidence
a. Does the decision being made or recommended through this paper have potential to disadvantage or discriminate against different groups in the community?	No	Sevenoaks District Council aims to effectively involve the community in the development of all documents, SPDs and DPDs that make up the Local Plan, in line with the Statement of Community Involvement.
b. Does the decision being made or recommended through this paper have the potential to promote equality of opportunity?	Yes	
c. What steps can be taken to mitigate, reduce, avoid or minimise the impacts identified above?	N/A	

Appendices

Appendix – SDC Local Development Scheme

Mr Richard Morris

Chief Planning Officer

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Sevenoaks District Council
Local Development Scheme



December 2013



Local Development Scheme December 2013

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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 The Council is completing the Local Plan 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 2015. 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 2116 Listed Buildings and 42 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*

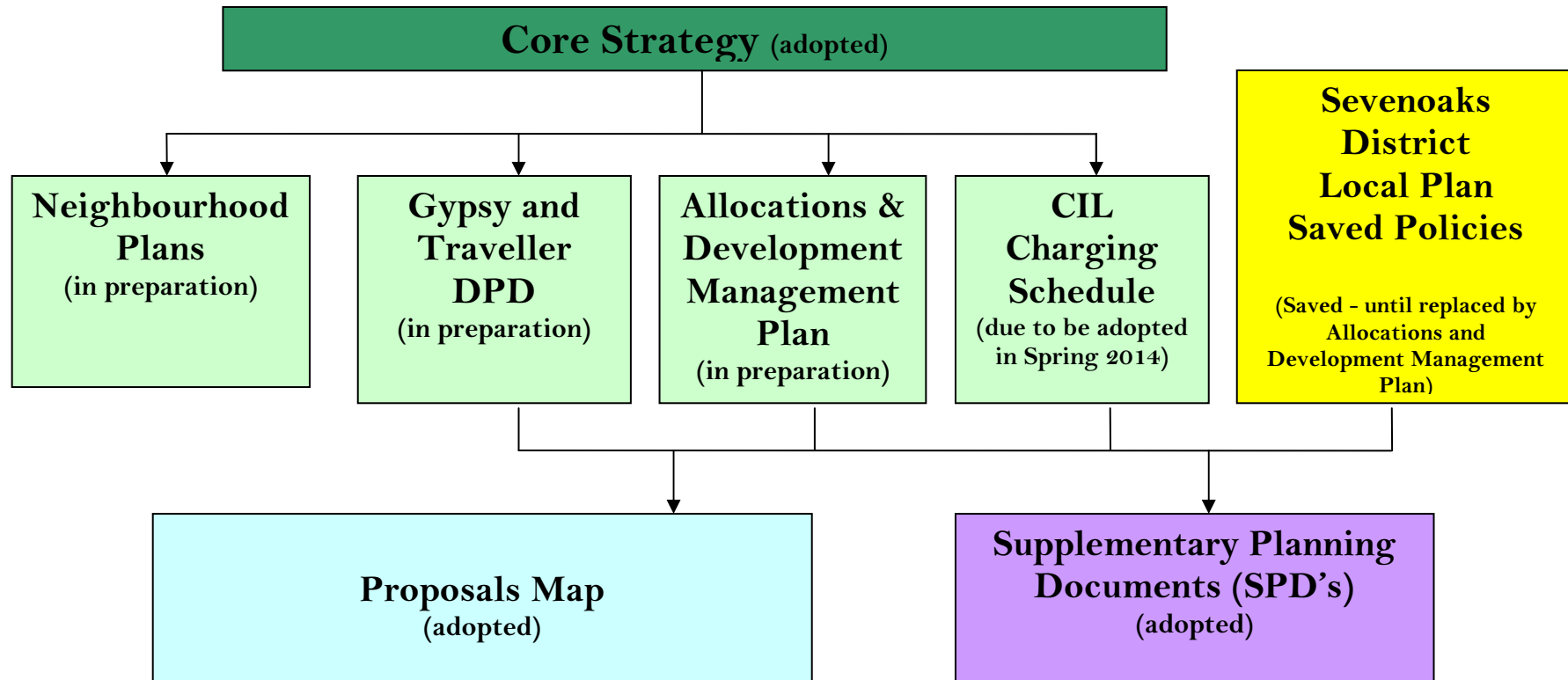
Local Plan

- 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 DPD 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 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, which is currently being updated.

THE SEVENOAKS LOCAL PLAN KEY DIAGRAM



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Agenda Item 9

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.

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.

	2013			2014												2015													
	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 Plan																													
CIL Charging Schedule																													
Gypsy and Traveller DPD																													
Supplementary Planning Documents																													
Residential Character Areas SPD - Swanley																													
Residential Character Areas SPD - Edenbridge																													
Green Belt SPD																													
Fort Halstead Development Brief SPD																													
Statement of Community Involvement																													
Horsiculture SPD																													

Development Plan Documents

	Preparation		Pre-Hearing Meeting
	Informal Consultation (Regulation 18)		Hearing
	Pre-Submission Publication (Regulation 19)		Inspector's Report
	Cabinet/Committee Approval		Adoption - Key Milestone
	Submission (Regulation 22) - 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 2015.
- 4.2 This edition of the LDS includes amendments to bring the LDS up to date. The timetabling of the Allocations and Development Management Plan (ADMP) and Gypsy and Traveller DPD has been updated to reflect the anticipated dates for consultation and examination. A new SPD, the Fort Halstead Development Brief, has been programmed to reflect a commitment in the ADMP and an update of the Statement of Community Involvement has also been programmed.

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 LDDs.

<p>The Allocations and Development Management Plan</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>	<p>Whole District</p>	<p>National Policy ▼ Core Strategy ▼ Allocations and Development Management</p>	<p>SDC Policy Team</p>	<p>Chief Planning Officer Chief Officer Communities & Business Chief Officer Housing Chief Finance Officer Parish/Town Councils</p>	<p>Officer and Member time Local Planning & Environment Advisory Committee (LPEAC) time Sevenoaks District Strategic Board time 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>
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<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>	<p>Whole District</p>	<p>National Policy ▼ Core Strategy ▼ CIL Charging Schedule</p>	<p>SDC Policy Team</p>	<p>Chief Planning Officer Chief Officer Communities & Business Chief Officer Housing Parish/Town Councils</p>	<p>Officer and Member time LPEAC time Sevenoaks District Strategic Board time 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 2015 the charging schedule needs to be in place by that date.</p>
<p>The Gypsies and Travellers DPD</p>	<p>Whole District</p>	<p>National Policy ▼ Core Strategy ▼ Gypsies and Travellers DPD</p>	<p>SDC Policy Team</p>	<p>Chief Planning Officer Chief Officer Communities & Business Chief Officer Housing Parish/Town Councils</p>	<p>Officer and Member time LPEAC time Sevenoaks District Strategic Board time 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 is supported by a local needs assessment completed in 2012.</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 Local Plan. 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	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. 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%*

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- 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 2013
 Service: Local Plan
 Assessed By: Hannah Gooden
 Location: Planning Policy
 Review Date: December 2014

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.
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.

Local Planning & Environment Advisory Committee Work Plan 2013/14

22 January 2014	25 March 2014	July 2014	September 2014	November 2014
CIL Charging Schedule	Gypsies and Traveller Plan Consultation Document	Allocations and Development Management Plan		
Kent Downs and High Weald AONB Management Plans	CIL Governance Arrangements	Green Belt SPD		
Statement of Community Involvement	Westerham Conservation Area Management Plan	Pest Control Review of tender results		
Draft Local Development Scheme	Shoreham Neighbourhood Plan Area Designation			
	Planning Enforcement Charter			

Possible future reports:

- a future report (if felt necessary) after the seminar on affordable housing contributions to take place on 10 December 2013

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