

02 February 2016 at 7.00 pm

Conference Room, Argyle Road, Sevenoaks
Despatched: 25.01.16



Planning Advisory Committee

Membership:

Chairman, Cllr. Mrs. Hunter; Vice-Chairman, Cllr. Thornton
Cllrs. Dr. Canet, Clark, Gaywood, Halford, Horwood, McGregor, Mrs. Morris,
Parson, Piper and Scholey

Agenda

	Pages	Contact
Apologies for Absence		
1. Minutes To agree the Minutes of the meeting of the Committee held on 13 October, as a correct record.	(Pages 1 - 8)	
2. Declarations of Interest Any interest not already registered.		
3. Actions from Previous Meetings (if any)	(Pages 9 - 10)	
4. Update from Portfolio Holder		
5. Referrals from Cabinet or the Audit Committee (if any)		
6. Strategic Housing Land Availability Assessment (SHLAA)	(Pages 11 - 14)	Richard Morris Tel: 01732 227430
7. Local Plan Update	(Pages 15 - 20)	Antony Lancaster Tel: 01732 227326
8. Work Plan	(Pages 21 - 22)	

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.

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

Should you need this agenda or any of the reports in a different format, or have any other queries concerning this agenda or the meeting please contact Democratic Services on 01732 227247 or democratic.services@sevenoaks.gov.uk.

PLANNING ADVISORY COMMITTEE

Minutes of the meeting held on 13 October 2015 commencing at 7.00 pm

Present: Cllr. Mrs. Hunter (Chairman)

Cllr. Thornton (Vice-Chairman)

Cllrs. Dr. Canet, Clark, Halford, Horwood, McGregor, Mrs. Morris, Parson, Piper, Scholey and Thornton

An apology for absence was received from Cllr. Gaywood

Cllr. Searles was also present.

11. Minutes

Resolved: That the Minutes of the meeting of the Committee held on 7 July 2015 be approved and signed by the Chairman as a correct record.

12. Declarations of Interest

No additional declarations of interest were made.

13. Actions from Previous Meetings

The actions were noted. Members were reminded of the review of existing housing strategy/policy workshop taking place on on 1 December 2015 and encouraged to attend.

14. Update from Portfolio Holder

The Portfolio Holder for Planning advised Members that:

- With reference to the Local Plan, also being considered later on the agenda, the call for sites had gone out but with only 7% as none greenbelt finding suitable sites would be difficult. Members needed to understand how generous a target the district had, with the current target at 165 houses a year. The next lowest was Tunbridge Wells with 300, Maidstone 980 Dartford Borough Council 865 so have lowest requirement for housing in Kent. There needed to be more proactiveness in finding brownfield sites and persuading parishes to find more exception sites;
- He had met with West Kent Housing the previous week, with regards to their role within local plan. There were 720 families on the register up from 550 last year. He was trying to persuade them to be more aggressive in releasing some land;

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- there had been some recent success with s. 215 notices, and requested that Members keep a look out in their areas for potential places that could benefit;
- the new government definition of 'Gypsy and Travellers' requiring a 'nomadic lifestyle' in order to retain a place in the greenbelt, would mean it would be interesting when temporary consents came up for renewal as the meaning of this had yet to be tested. The Chief Planning Officer was to take a robust view and be tested by appeal.
- he was attending a meeting concerning Gatwick at Kent County Council the following week;
- he had been invited to attend a meeting on A21 duelling pushing on to Matfield;
- planning applications were being turned around promptly. Majors were at 89% against the target of 90%, and minors were at 85% against the target of 80%. The Council had the busiest planning department in Kent with over 2000 applications per annum. Canterbury were the next highest with 1700. The Council also had the lowest granting rate at only 81%, against Ashford with 93% , yet 81% of appeals were being won.
- Recruitment was still being undertaken for a second conservation officer.

ACTION 1: Statistics on appeals to be circulated showing the sizes of the applications on the appeals lost.

15. Referrals from Cabinet or the Audit Committee

The response from the Economic & Community Development Advisory Committee was noted. The Chairman advised that she would contact members and set a date.

16. Budget 2016/17: Review of Service Dashboards and service Change Impact assessments (SCIAs)

The Chief Finance Officer advised that the report before the Committee was the second stage of the budget process and would be presented to all Advisory Committees. The first stage had been the 'Financial Prospects and Budget Strategy' report which had been reported to Cabinet on 17 September 2015. The purpose of this report was to ensure that all Members of the Advisory Committees had a role to play in the governance of the Council and the budget decision making process and to make suggestions to Cabinet on growth and savings ideas for the services within their terms of reference.

The main message was that this should be a significant step towards the Council becoming financially self-sufficient. The 10-year budget at Appendix F to the report, included no Revenue Support Grant (RSG) from 2016/17 and no New Homes Bonus (NHB) from 2019/20. In practice it was likely that some funding would still be received from these sources in the near future but the amounts were unknown. The Financial Prospects report had recommended that any amounts that were received were placed into the Financial Plan Reserve which could be used to support the 10-year budget by funding invest to save initiatives and support for the Property Investment Strategy (PIS).

Using the funding for these purposes would result in additional year on year income that was not impacted by Government decisions.

Members had agreed the last 10-year budget in February and the changes that had been made since then included:

- Rolling the 10-year budget on for one year and updating base figures.
- Removing reliance on RSG
- Reducing the Council Tax increase assumption to 2% for all years
- Reducing fees and charges inflation to 2.5% for all years
- Reducing pay award inflation to 1% for 4 years
- Including income from PIS for the first time of £500k from 16/17, £700k from 18/19, £800k from 23/24
- Savings of £500k in 16/17 and then £100k pa for all future years

The current list of growth and savings proposals was £52,000 short of the £500,000 target (if all of the proposals were accepted), and Members were therefore being asked for further suggestions for growth and savings ideas. He further reminded Members that £5.3m had been saved from 2011/12 to 2016/17 (113 items) and there had been over £10m of savings since 2005/06.

Members reviewed Appendix D which contained the growth and savings proposals put forward by the Portfolio Holders and Chief Officers, and the Service Change Impact Assessments (SCIAs) in Appendix E. Members also considered and gave individual answers to the following five questions:

- a) What services should the Council invest more in?
- b) What services should the Council disinvest from?
- c) What services work well?
- d) What services don't work well?
- e) What issues would you like Cabinet to take into account?

The Chief Finance Officer summarised the views put forward and Members considered whether there was anything they wanted taken forward as potential growth or savings suggestions. From the summaries Members discussed the possibility of charging for householder pre-application advice but there was no definitive decision taken on whether this should be suggested but general consensus was that the ability to charge should at least be investigated. It was also noted that at some point in the future it may also be worth investigating the possibility of setting up a land registry company.

Public Sector Equality Duty

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

Resolved: That

- a) the savings proposal identified in Appendix D to the report applicable to the Advisory Committee (SCIA 19 – Planning Efficiency Review) be recommended to Cabinet;

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- b) no further immediate suggestions for growth and savings be recommended to Cabinet;
- c) it be recommended to Cabinet to
 - i) investigate the possibility of charging for householder pre application advice; and
 - ii) bear in mind, consideration of the future possibility of setting up a rival land registry company.

17. Street Naming & Property Numbering Policy

The Chief Officer Environmental and Operational Services presented a report which advised that under the Towns Improvement Clauses Act 1847 and the Public Health Amendment Act 1925, the Council controlled the naming of streets and numbering of buildings in the Sevenoaks District. This was to ensure that any new street names and building names and numbers were allocated logically with a view to ensuring that emergency service vehicles were able to speedily locate addresses; aid the effective delivery of mail and enable property identification for the general public. The service had operated for a number of years within the requirements of the legislation and an internal policy. The report recommended that the Council formally adopt a policy.

In his presentation the Chief Officer Environmental and Operational Services, suggested some amendments which Members discussed. He suggested that paragraph 6.3 of the draft policy be amended by the deletion of any street name examples and the word 'aesthetically'. Paragraphs 5.4, 6.0, 6.3, 6.6 and 8.3 were debated. Members were keen to have the local parishes and district councillors involved as much as possible and other minor amendments discussed reflected this, along with more flexibility with the replacement of some words.

Public Sector Equality Duty

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

The Chairman moved the recommendations along with the amendments discussed and it was

Resolved: That it be recommended to Cabinet to adopt the Street Naming and Property Numbering Policy subject to the following:

- a) para. 5.4 being amended to read ' Within 7 working days following receipt of the developer's proposal the appropriate Parish/Town Council and local ward member(s) will be consulted. The period allowed for consultation shall be 28 working days from the date of the covering letter to the Parish/Town Councils and local ward member(s). The consultation period may be extended, if requested, to enable local council meetings to take place.';

- b) para. 6.0 having the word 'must' replaced by 'should';
- c) para. 6.3 being amended to read 'Street names should not be difficult to pronounce or awkward to spell. Names that may be considered unsuitable and names capable of misinterpretation should be avoided.';
- d) para. 6.6 being amended to read 'Street names may include the following words, but to comply with national standards *should* not end with them:...'; and
- e) para. 8.3, the last line being amended to read 'In addition the Council will consult the Royal Mail and local Parish/Town Councils and ward member(s).'

18. Local Plan Work Programme

The Strategic Planning Manager presented a report which asked Members to consider the work programme for the preparation of the Local Plan. Further to the report he updated Members that the PAS facilitated presentation which was to be open to all members of the Council had a provisional date of Wednesday 2 December 2015. It was requested that once the details were finalised Members were given as much advance warning as possible.

Resolved: That the progress made on the work programme for preparation of the Local Plan, be noted.

19. Strategic Housing Market Assessment (SHMA)

The Senior Planning Officer (Policy) presented a report which outlined the findings of the Strategic Housing Market Assessment (SHMA). A first stage in the process of preparing a new Local Plan was to establish the up to date housing needs of the District. The consultant GL Hearn was procured jointly by Sevenoaks District and Tunbridge Wells Borough Councils to undertake the Strategic Housing Market Assessment (SHMA), which was a key piece of evidence from which the Local Plan strategy will be developed. Based on the Government's latest population and household projections the SHMA identified the objectively assessed housing need across the District. This was an unconstrained figure and not the District's housing target. It also identified the need for different sizes and types of homes.

Members were reminded that there was to be a Member workshop to review the existing housing strategy/policy on Tuesday 1 December 2015 at 7.45pm.

Public Sector Equality Duty

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

Resolved: That, subject to further clarity on when references to Swanley included a wider area, it be recommended to Cabinet that the Strategic Housing Market

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Assessment (SHMA) be endorsed as a robust evidence base from which the Local Plan strategy would be developed.

20. Sevenoaks District Infrastructure Plan

Members considered a report which sought their support for the Sevenoaks District Infrastructure Plan as a “live” document. Following the adoption of the Community Infrastructure Levy (CIL) Charging Schedule in February 2014, the Council was currently updating the Infrastructure Plan which would be used as evidence for the new Local Plan and provide up to date information for elaborating the Council’s Regulation 123 List (adopted November 2014) which set out the infrastructure that could be funded through CIL receipts. A number of amendments were noted.

It was suggested that there should be a Member training session on completing the CIL forms, and the Chief Planning Officer suggested that a refresher course for CIL Board Members may also be required.

Resolved: That it be noted that the the Sevenoaks District Infrastructure Plan had Members’ support as a “live” document.

21. Sevenoaks Settlement Hierarchy 2015 - Update

The Sevenoaks Settlement Hierarchy was first prepared in 2007/2008 and was last updated in 2009, it illustrated the level of services and facilities available to support development in the District. As the Core Strategy and ADMP have now both been adopted the Settlement Hierarchy will be updated to act as a monitoring tool to measure the change in the level of services and facilities in the District’s settlements. The results are reported in the Authority Monitoring Report (AMR).

The Council was currently preparing a new Local Plan supported by a revised evidence base, which by necessity included a review of the District housing need figures. A new settlement Hierarchy, independent of the one included in the Authority Monitoring Report would be produced to support the new Local Plan.

Resolved: That

- a) the Settlement Hierarchy 2015 update for the Authority Monitoring Report (AMR) in Appendix A to the report, be noted; and
- b) the following be agreed for the preparation of a new Settlement Hierarchy to support the emerging Local Plan
 - the inclusion of Westerham in the “Rural Town Centre” category with Edenbridge (including Marlpytt Hill);
 - keeping Otford and New Ash Green designated as “Local Service Centres”;
 - the consolidation of “Service Villages (A) and Service Villages (B)” into one group;

- the consolidation of “Small Villages” and “Hamlets” into one category.

22. Otford Village Design Statement

Members considered the report which proposed that the Village Design Statement (VDS) for Otford which had been prepared by local groups, be adopted as a Supplementary Planning Document (SPD). It was noted that as required by the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended) Consultation Statements had been prepared for each document.

The Planning Policy Team Leader also tabled an alternative wording for a paragraph 3.5 of the Village Design Statement (VDS) which had been received from Otford Parish Council which Members considered.

Public Sector Equality Duty

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

Resolved: That it be recommended to Cabinet that approval be given for the adoption of the Otford Village Design Statement as a Supplementary Planning Document, subject to paragraph 3.5 being amended to read

‘3.5 The future of the Archbishop’s Palace Tower and Palace Field
The remains of the Archbishops Palace’ (c. 1518) are an iconic Otford landmark and amongst the oldest in the Sevenoaks region. They form an important part of Otford’s identity. There has been a recent proposal that ownership and responsibility for the whole site be transferred from Sevenoaks District Council, to the Otford community. This proposal has been received with a great deal of local support.’

23. Work Plan

The workplan was noted subject to an overview on Building Control and an update on landcharges being added to the meeting in April.

THE MEETING WAS CONCLUDED AT 9.58 PM

CHAIRMAN

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ACTIONS FROM THE MEETING HELD ON 13 OCTOBER 2015

Action	Description	Status and last updated 18.10.15	Contact Officer
ACTION 1	Statistics on appeals to be circulated showing the sizes of the applications on the appeals lost.		

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STRATEGIC HOUSING LAND AVAILABILITY ASSESSMENT (SHLAA) AND ECONOMIC LAND AVAILABILITY ASSESSMENT (ELAA) - PROGRESS REPORT

Planning Advisory Committee - 2 February 2016

Report of Chief Planning Officer

Status: For Consideration

Also considered by: N/A

Key Decision: No

Portfolio Holder Cllr Piper

Contact Officer Emma Boshell, Senior Planning Officer Ext.7358

Recommendation to Planning Advisory Committee:

To consider progress on the Strategic Housing Land Availability Assessment (SHLAA) and the Economic Land Availability Assessment (ELAA).

Reason for recommendation: In order to enable discussion and advice on progress with the Strategic Housing Land Availability Assessment (SHLAA) and the Economic Land Availability Assessment (ELAA).

Introduction and Background

- 1 Following consideration of the Strategic Housing Market Assessment (SHMA) by this committee on 13 October 2015, and by Cabinet on 5 November 2015, the evidence base study was approved. The SHMA is based on the Government's latest population and household projections and identifies the objectively assessed housing need across the District. However, the objectively assessed need is an **unconstrained figure** and is **not the District's housing target**. The SHMA will be used as a starting point for developing the new Local Plan and without prejudice to the Local Plan assessment process, the high number of significant local constraints would clearly suggest that the final housing target for new homes to be built in Sevenoaks District will be lower.
- 2 Subsequently, there are a number of steps we must take to arrive at a robust and deliverable housing target for the District - these steps were discussed and agreed by this committee on 7 July 2015.
- 3 The first of these steps is to assess the supply of land in the District to establish how much of the identified need can be realistically delivered over the plan period. This study is known as a Strategic Housing Land Availability

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Assessment (SHLAA). A similar process for employment land is also being undertaken, known as an Economic Land Availability Assessment (ELAA). These studies are a requirement of the National Planning Policy Framework (paragraph 159).

SHLAA and ELAA Progress

- 4 A call for sites was advertised in order to establish initial land availability for all types of development including housing, employment and retail. Local landowners, developers, businesses, Town and Parish Councils and other interested parties were invited to submit sites to the District Council. Two sessions were also held with the Developers Forum and the Rural Landowners Forum to promote and explain the process. The call for sites ran from September to November 2015 and approximately 250 sites were submitted across the District. The call for sites will remain open throughout 2016 so as not to limit opportunities, however there is no guarantee that sites submitted after the November 2015 deadline will appear in the forthcoming iteration of the SHLAA and/or ELAA.
- 5 In addition to the call for sites, the District Council is required to explore other elements of supply in order to boost the supply of housing, in accordance with the Government's Planning Practice Guidance (PPG). This list is not exhaustive, but should include the below. Officers are currently undertaking this exercise:
 - Existing housing and economic development allocations without planning permission / with unimplemented planning permission;
 - Planning applications that have been refused or withdrawn;
 - Land owned by the District Council including surplus / likely to become surplus council land;
 - Vacant and derelict land and buildings;
 - Additional opportunities e.g. making productive use of under-utilised facilities;
 - Business aspirations within the District;
 - Large scale redevelopment.
- 6 All sites submitted and identified for assessment have been logged and acknowledgement letters have been sent to each applicant. Officers have begun visiting the sites which will inform their assessments. The three key considerations in assessing the sites are suitability, availability and achievability. Where issues such as noise, contamination, air quality or heritage impact arise on sites, comments will be sought from the relevant expert officers. The site visits, along with a desktop analysis and stakeholder comments where appropriate, will ensure that the development potential of the sites is robustly considered.

Timescales

- 7 It is anticipated that the site visits will be completed by the end of March 2016. Officers will then engage with local members to discuss the sites in their areas. Following this, the full assessments will be written up incorporating stakeholder comments where appropriate.
- 8 A further progress report will be reported to this committee at its April meeting. It is anticipated that the SHLAA and ELAA will be completed in the summer of 2016, at which point it will be made public and reported to this committee for consideration.

Other Options Considered and/or Rejected

The preparation of a Strategic Housing Land Availability Assessment (SHLAA) and Economic Land Availability Assessment (ELAA) is required by Government and provide key evidence to support the new Local Plan. Not preparing these studies would risk the Local Plan being found unsound at examination and is not recommended.

Key Implications

Financial

The production of the SHLAA and ELAA will be funded from the LDF budget.

Legal Implications and Risk Assessment Statement.

Preparation of a Local Plan is a statutory requirement. There are defined legal requirements that must be met in plan making which are considered when the plan is examined by a Government Planning Inspector. Risks associated with local plan making are set out in the Local Development Scheme.

Equality Assessment

The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Appendices None

Background Papers: Report to Planning Advisory Committee - 7 July 2015 - Local Plan work programme

Richard Morris

Chief Planning Officer

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LOCAL PLAN WORK PROGRAMME

February 2015 - Planning Advisory Committee

Report of Chief Planning Officer

Status: For Consideration

Also considered by:

Key Decision:

This report supports the Key Aim of Protecting the Green Belt

Portfolio Holder Cllr Piper

Contact Officer Antony Lancaster, Strategic Planning Manager Ext.7326

Recommendation to: Planning Advisory Committee

To consider progress with the work programme for preparing a Local Plan

Reason for recommendation: In order to enable discussion and advice on progress with the work programme for the preparation of a Local Plan.

Introduction and Background

- 1 This report is concerned with providing an update on the Local Plan work programme agreed by the Planning Advisory Committee on 7 July 2015. The work plan was concerned with the initial stages of plan making until late 2016 focussing on preparation of a proportionate and robust evidence base and effective co-operation with other authorities.
- 2 On 2 December 2015 Andrew Wright of Planning Officers Society Enterprises gave a presentation on the Local Plan and processes to be followed in order to be successful in a Local Plan examination. The presentation was made available to all Members of the Council and entirely funded by the Planning Advisory Service (PAS).
- 3 The updated Local Plan work programme is set out in appendix A. Key areas of progress are as follows:
- 4 **Strategic Housing Market Assessment (SHMA).** Following consideration at 13 October PAC the SHMA was approved by Cabinet on 5 November 2015. This identifies the unconstrained housing needs for the District as evidence for the new Local Plan, but not the housing target. Further work on local

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housing needs is being led by the Housing Policy team and this will be inclusive of all needs groups (including older people, groups with mental health and physical needs, other vulnerable groups etc).

- 5 **Strategic Housing Land Availability Assessment and Employment Land Availability Assessment (SHLAA and ELAA).** Update provided via item 8 to this committee meeting.
- 6 **Economic Needs Study.** Turley Economics have been appointed to undertake a study as a joint commission with Tunbridge Wells Borough Council. The consultants will provide separate reports to each Council. The Council's Economic Development team are working closely on the project. An inception meeting was held on 13 January 2016.
- 7 **Swanley and Hextable Masterplan.** Tibbalds consultants have been appointed to lead the preparation of a Masterplan for Swanley and Hextable. The project will commence with a 'studio week' (week commencing 8 February) when the consultants team will move their studio into Swanley Town Centre and will be making visits to both Swanley and Hextable. The Communities and Business team, in conjunction with the Planning Policy team, will be leading an enhanced public consultation programme during this week. Consultation sessions for invited community and business groups will also be held.
- 8 **Duty to Cooperate.** Regular/quarterly officer meetings continue with neighbouring local planning authorities and with other key stakeholders. Going forward, where Duty to Cooperate issues become significant, cross boundary Member meetings will be needed. It is not anticipated that these will be required until the Local Plan evidence base is due to be substantially completed in late 2016.
- 9 **Retail Study.** A new retail study will be commissioned in early 2016. Discussions have commenced with the Communities and Business team and recruitment of consultants is timetabled to commence in late February. This work will be concerned with assessing the health of the District's town centres and is therefore likely to consider the role of town centre uses other than retail, in particular leisure and employment uses.
- 10 **Open Space, Sport and Leisure Study.** The Communities and Business team are about to recruit consultants to undertake an Open Space, Sport and Leisure Study to be produced with input from the Planning Policy team. It will be made up of an open space study based around the PPG17 guidance as used for the Core Strategy but will also include a leisure and playing pitch strategy. The study will be undertaken working with Towns and Parishes.
- 11 **Strategic Flood Risk Assessment (SFRA).** At the Duty to Cooperate meeting with the Environment Agency officers were advised that the updated Catchment Management Plan for the Medway would be completed by the end of 2015. It was also suggested that an update/appendix to the existing SFRA is likely to be appropriate, rather than a completely new study. As the Catchment Management Plan includes the Eden (and therefore Edenbridge)

it was considered appropriate to undertake the SFRA work in early 2016. The Darent is the other important river catchment in the District to be included in the SFRA.

- 12 **Conservation.** A second conservation officer has now been recruited and is starting work on 1 February 2016.
- 13 **Gypsies and Travellers.** Following the agreement of Planning Advisory Committee Members at the 13 October meeting the identification of sites for Gypsies and Travellers will now be absorbed into the work plan for the Local Plan rather than having a separate document. Further Government guidance is awaited before undertaking a new assessment of the accommodation needs of Gypsies and Travellers.
- 14 **Climate Change/Renewables.** Work continues on the Climate Change Evidence base. This includes sourcing energy and carbon use data for the District and researching up to date guidance. The evidence paper will consider all aspects of climate change including mitigation and adaptation. The need to adapt to the effects of climate change is likely to have an impact on a number of policy areas within the new Local Plan including sustainable drainage and flooding, green and blue (water-based) infrastructure as well as the design of developments. The evidence base will also include investigation of low carbon and renewable technologies as part of climate change mitigation.

Other Options Considered and/or Rejected

Preparation of a Local Plan is required by Government. Not preparing a local plan will leave the Council vulnerable to unwanted planning applications and appeal decisions. Recent Government announcements also indicate that the Government will intervene to prepare plans where they are not being prepared in a timely manner locally.

Key Implications

Financial

Production of the Local Plan will be funded from the LDF reserve.

Legal Implications and Risk Assessment Statement.

Preparation of a Local Plan is a statutory requirement. There are defined legal requirements that must be met in plan making which are considered when the plan is examined by a Government Planning Inspector. Risks associated with Local Plan making are set out in the Local Development Scheme.

Equality Assessment.

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the

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Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The preparation and adoption of a Local Plan will directly impact on end users. The impacts will be analysed via an Equalities Impact Assessment (EqIA) to be prepared alongside each key stage of plan making.

Conclusions

Preparation of a Local Plan is required by Government. The current Core Strategy and Allocations and Development Management Plan are to be updated and combined in a new Local Plan for Sevenoaks District ensuring compliance of policy with any changes in national planning policy since their adoption. This report provides an update on the project plan for the work needed to achieve an adopted Local Plan.

Appendices

Appendix A - Local Plan Work Programme - Evidence Base studies

Appendix B - Agreed process for addressing housing need in the Local Plan

Background Papers:

Report to Planning Advisory Committee - 7 July 2015 - Local Plan work programme

Richard Morris
Chief Planning Officer

Appendix A

Local Plan Work Programme - Evidence Base updated October 2015

Task	Month>	5/15	6/15	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	7/16	8/16	9/16
Strategic Housing Market Assessment (SHMA) (consultants)		Red	Red	Red	Red	Red	Red	Red										
Strategic Housing Land Availability Assessment (SHLAA) (in house)					Green	Blue	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red		
Appraisal of non Green Belt land options								Red	Red	Red	Red	Red	Red	Red	Red	Red		
Economic Needs Study including offices (consultants)						Green	Green	Red	Red	Red	Red	Red	Red	Red	Red	Red		
Employment Land Availability Assessment (ELAA) (in house)											Red	Red	Red	Red	Red	Red		
Affordable Housing Viability update (consultants)															Green	Red	Red	Red
Commercial Development Viability update (consultants)															Green	Red	Red	Red
Green Belt Review (consultants)															Green	Green	Red	Red
Housing needs and market assessment- including housing for older people (consultants)								Green	Green	Green	Red	Red	Red	Red	Red	Red	Red	Red
Landscape Character Assessment (consultants)												Green	Red	Red	Red	Red	Red	Red
Retail Study (consultants)									Green	Green	Red	Red	Red	Red	Red	Red		
Hotel Study (consultants)		Red	Red	Red	Red	Red	Red	Red	Red									
Settlement Hierarchy (in house)		Red	Red	Red	Red	Red	Red	Red	Red									
Sports Facilities/Open Space/Green Infrastructure (consultants)						Green	Green	Green	Green	Green	Red	Red	Red	Red	Red	Red		
Strategic Flood Risk Assessment and consideration of Water Cycle Study/Surface Water Management Plan (consultants)										Green	Green	Red	Red	Red	Red	Red		
Climate Change/Renewables (in house)						Red	Red	Red	Red	Red	Red	Red						
Conservation evidence (in house)										Red	Red	Red	Red	Red	Red	Red	Red	Red
Justification for planning standards (in house)																		
Infrastructure Plan		Green	Green	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Duty to Cooperate Statement		Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Swanley and Hextable Masterplan (consultants)						Green	Green	Green	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Gypsies and Travellers accommodation needs (consultants)											Green	Green	Red	Red	Red	Red	Red	Red

Green Preparation of brief/appointment of consultant where relevant Red Carrying out of study/evidence base work Blue Call for sites

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Appendix B

Agreed process for addressing housing need in the Local Plan

<p>Step 1 Understanding Need</p> <p>Undertake Strategic Housing Market Assessment with Tunbridge Wells BC (SHMA)</p> <p>Understand other adjacent authorities need via Duty to Cooperate discussions</p>	
<p>Step 2 Maximising supply</p> <p>Undertake Strategic Housing Land Availability Assessment (SHLAA) including a call for Sites*</p> <p>Explore potential for increased site densities</p> <p>Explore potential for focussed increased site densities such as near railway stations</p> <p>Assess quantum of under-utilised employment land</p> <p>Assess potential contribution of windfalls</p> <p>Assess potential contribution of empty properties</p> <p>Assess potential contribution of office conversions</p> <p>Discuss supply options in other authority areas under the Duty to Cooperate</p>	
<p>Step 3 Understanding shortfall</p> <p>Match steps 1 and 2 findings for need and supply to understand level of any shortfall</p>	
<p>Step 4 Assessment of Green Belt Options</p> <p>Undertake full Green Belt Review of the District- assess parcels of land against the five purposes of Green Belt designation. Undertake detailed assessment at settlement boundaries and broad level assessment elsewhere</p>	
<p>Step 5 Other considerations</p> <p>Assess potential land options against other criteria, including:</p> <p>Category 1 constraints (national/international)</p> <p>Category 2 constraints (county/district)</p> <p>Landscape Character</p> <p>Assessments undertaken in neighbouring authorities</p>	
<p>Step 6 Identification of land options for further consideration</p>	
<p>Step 7 Housing target identified</p>	

*note at 1 April 2014 total housing supply for the current Core Strategy plan period 2006-26 was 4,732 (including 450 at Fort Halstead)

Planning Advisory Committee Work Plan 2015/16 (as at 11/01/16)

2 February 2016	19 April 2016	Summer 2016	Autumn 2016
Strategic Housing Land Availability Assessment (SHLAA) Local Plan Update	Service Performance Housing Needs joint working group report Local Plan Update Overview of Building Control Landcharges update Viability Enforcement update (to include S215 notices)	Local Plan Update	Budget: Review of Service Dashboards and Service Change Impact Assessments (SCIAs) Local Plan Update

- Gypsy and Traveller Plan
- Development Plan Document
- Squaring the Housing Circle working group from the previous municipal year show the presentation given to the previous Housing & Community Safety Advisory Committee

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