

05 July 2022 at 7.00 pm

Council Chamber, Argyle Road, Sevenoaks

Published: 27.06.22



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Development & Conservation Advisory Committee

Membership:

Chairman and Vice-Chairman: TBC

Cllrs. Barnett, Cheeseman, Clayton, Penny Cole, P. Darrington, Fothergill, McGregor, Pett, Reay, Roy, Thornton, and Williams

Agenda

There are no fire drills planned. If the fire alarm is activated, which is a continuous siren with a flashing red light, please leave the building immediately, following the fire exit signs.

	Pages	Contact
Apologies for Absence		
1. Appointment of Chairman		
2. Appointment of Vice Chairman		
3. Minutes To agree the minutes of the meeting of the Advisory Committee held on 3 March 2022, as a correct record.	(Pages 1 - 4)	
4. Declarations of interest Any interests not already registered.		
5. Actions from previous meeting	(Pages 5 - 6)	
6. Update from Portfolio Holder		
7. Referral from Cabinet or the Audit Committee (if any)		
8. Development Management Software Pathfinder Project update	(Pages 7 - 10)	Evelyn Gilder Tel: 01732 227306
9. Community Infrastructure Levy (CIL) Spending Board	(Pages 11 - 32)	Claire Pamberi Tel: 01732 227221

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|-----|-----------------------------------|-----------------|------------------------------------|
| 10. | Local Plan Timetable (LDS) | (Pages 33 - 36) | Hannah Gooden
Tel: 01732 227178 |
| 11. | Local Plan Update | (Pages 37 - 58) | James Gleave
Tel: 01732 227326 |
| 12. | Work plan | (Pages 59 - 60) | |

EXEMPT INFORMATION

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 227000 or democratic.services@sevenoaks.gov.uk.

DEVELOPMENT & CONSERVATION ADVISORY COMMITTEE

Minutes of the meeting held on 3 March 2022 commencing at 7.00 pm

Present: Cllr. Reay (Chairman)

Cllr. Thornton (Vice Chairman)

Cllrs. Barnett, Cheeseman, Clayton, P. Darrington, McGregor, and Pett

Apologies for absence were received from Cllrs. Penny Cole, Fothergill, Hunter and Roy

Cllr. Perry Cole was also present.

30. Minutes

Resolved: That the minutes of the meeting held on 3 December 2021, be approved and signed by the Chairman as a correct record.

31. Declarations of interest

There were no additional declarations of interest.

32. Actions from previous meeting

There were none.

33. Update from Portfolio Holder

The Portfolio Holder updated the Committee on the services within her portfolio. She advised that the Development Management Team's new starters had settled in well. Determinations were 16 up on last year, which in real terms was an additional 270 new applications and performance remained good. The Enforcement Team continued to do a great job, and she expressed her thanks to the Team.

She was pleased to announce that the Planning Inspectorate had upheld the decision taken by the Council in regards to Broke Hill. A huge number of Officers had been involved with the process and she was grateful for their support.

The Portfolio Holder advised that the Building Control Service had been brought back in house since June, and customers had not been adversely affected by this process. 70% of all inspections in the District were carried out by the Team and had been involved with the new White Oak Leisure Centre. The Senior Building Control Surveyor was in attendance at the meeting and answered questions from the Committee which focused on building safety, fire brigade access and sprinkler systems.

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Development & Conservation Advisory Committee - 3 March 2022

The Committee were also advised that following the Grenfell disaster there was a Building Safety Bill going through, which would mean all Building Control Surveyors would need to be registered with the Health and Safety Executive (HSE). An exam would need to be taken which would then determine who could assess the different properties. He advised that any planning permissions for buildings over 18 meters the HSE and Fire and Rescue Service would need to be consulted on for means of escape and fire safety.

Members discussed that a training session on Building Control would be useful and for a fact sheet to be produced.

Action: For a factsheet on building control to be circulated to the Committee.

The Committee thanked the Senior Building Control Surveyor and sent their best wishes to the Team.

34. Referral from Cabinet or the Audit Committee

There were none.

35. Local Plan Update

The Strategic Planning Manager presented the report which provided an update on the Local Plan since the last meeting in December 2021. The report set out the latest position and focussed specifically on the up-coming stages of evidence base preparation, the outcome of the recent Call for Sites exercise and the next steps in the plan making process.

It was highlighted to Members that as part of the duty to co-operate a Portfolio Holder meeting was held with Tonbridge and Malling Borough Council on 8 February 2022 and a Statement of Common Ground had been signed with Tunbridge Wells Borough Council.

The Senior Planning Officer (Policy) gave a short presentation updating Members on the Call for Sites exercise. A total of 371 sites were received and officers were currently assessing all submissions to determine suitability, availability and achievability. Consideration would be given to factors such as the constraints affecting the site, views of the landowner and development potential. 35% of the total number of sites received were 'new' sites and 65% were sites which were already known to the team. The assessment process consists of two stages. Stage 1 (an initial sieve of the sites to discount any that don't meet the minimum size thresholds and/or any that are not in sustainable/appropriate locations for development) which has already been completed, and stage 2 ((a full site appraisal for the remaining 158 sites) which was ongoing.

The next steps were to continue with the preparation of emerging evidence base studies including the Town Centre Strategy, District-wide Character Study and

Green Belt Study. These important evidence base studies will further inform the site assessments and help to focus on what the plan should contain.

Members discussed the report and asked questions of clarification.

In response to questions Members were advised that the plan would be created based on the evidence provided by the studies from robust analysis. Looking at the sites within the Green Belt would be the last in the list of sites, focusing on sites within the existing urban areas and the duty to cooperate first.

Members were also advised that there were a number of strategies being developed including the Movement Strategy which would be considered by Cleaner & Greener Advisory Committee but all the Town Centre Strategies were valuable to the development of the Local Plan. It was a unique time, with collecting the evidence post pandemic, and the changes since the local plan was last looked at. Members acknowledged that the timetable for the Local Plan would be guided by the emerging evidence base and Call for Sites process.

Resolved: That the report be noted.

36. Work plan

Members discussed the work plan, noting that as the Local Plan developed further there would be separate reports on more specific elements coming out of the process.

July 2022

Local Plan Update

Digital Transformation Grant

Infrastructure update

THE MEETING WAS CONCLUDED AT 8.23 PM

CHAIRMAN

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Action(s) from the meeting held on 3 March 2022 (as at 22/06/2022)			
Action	Description	Status	Contact Officer
Action 1	For a factsheet on building control to be circulated to the Committee.	To be updated at the meeting.	Andy Byard/Duncan White Ext 7354 / 7114

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DEVELOPMENT MANAGEMENT SOFTWARE PATHFINDER PROJECT UPDATE

Development & Conservation Advisory Committee - 5 July 2022

Report of: Deputy Chief Executive and Chief Officer Planning & Regulatory

Status: For Consideration

Key Decision: No

Portfolio Holder: Cllr. Julia Thornton

Contact Officer: Evelyn Gilder, Ext. 7306

Recommendation to Development & Conservation Advisory Committee

That the contents of this report be noted.

Reason for recommendation: This report is to provide an update regarding the Development Management Software Pathfinder Project.

Introduction and Background

- 1 This report has come to the Advisory Committee to provide an update on progress and achievements of the Development Management Software Pathfinder Project.
- 2 During November 2021 the Department for Levelling Up, Housing and Communities (DLUHC) launched an Expression of Interest (EOI) to find councils who wanted to improve their existing development management software.
- 3 Through the DM Software Pathfinder EOI, councils who wished to work with their current development management software provider could apply for up to £150,000 of funding each. The funding available was for a single project or proposal specifically relating to their development management software or process.
- 4 Successful councils would then work with their existing development management software providers over a 12 week period from January 2022 to deliver their project.
- 5 The funding is intended to support short Pathfinder projects only, through which Local Planning Authorities, existing software providers and DLUHC will learn about and take forward opportunities to enhance discrete aspects of

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existing development management software products. It is not meant for end-to-end service transformation.

- 6 Successful councils receiving funding should support the improvement of development management software while demonstrating the principles of the Local Digital Declaration.
- 7 An EOI was submitted on 26 November 2021 under the theme of 'Making better use of planning application data'. Namely to introduce improvements to the way applications for works to both protected trees and those in a conservation area can be submitted.
- 8 Our application was successful and we received the full funding requested. We are 1 of the 8 successful councils awarded funding.
- 9 Our intention was to create a 'one-stop shop' where applicants wishing to carry out work to privately owned trees can confirm if the relevant trees are covered by a preservation order (TPO) or within a conservation area. They can then view or download a copy of the TPO and if appropriate proceed to an online application form without leaving the council's website.
- 10 The existing process involved customers having to obtain copies of TPOs on request from officers before being able to submit an application. The proposed process removes this step and allows the customer to access information and submit an application at a time that suits them. The process we have designed would also be compatible with mobile devices to enable more agility and flexibility.

Project Delivery

- 11 Over a 12 week period we have worked with our software provider and consultants appointed by DLUHC. A requirement throughout the project was that all successful councils participated in public online 'show and tell' events hosted by DLUHC mapping our concepts, sharing experiences and learning whilst importantly demonstrating results and successes.
- 12 Our in house IT team have enabled the publication of TPO documents online via our interactive policies map. Customers can now view and download this information. We developed and tested an online application form ensuring it was accessible on various devices.
- 13 On 13 June 2022 we launched our bespoke and intuitive online application form allowing customers to submit an application for works to trees. Customers, such as home and business owners as well as landscaping companies will experience a more efficient and user friendly process available on demand.
- 14 Customers will also have a wider choice of how to submit applications but we are hopeful they will find this process more suitable for their needs.

- 15 Officer time will be saved in dealing with enquiries from customers who either should be able to or would prefer to self-serve on demand. We receive over 700 applications per year and around 1000 enquiries for information.
- 16 Our website has been updated and all relevant staff notified so they can share with customers. We have so far shared our project with Kent Development Managers as well as the London Tree Officer association. Councils we worked alongside on the project have also expressed an interest in adopting our approach.
- 17 DLUHC will shortly publicise the outcomes of the Pathfinder project in a final report and blog written by each council.

Key Implications

Financial

None. This report is for information only

Legal Implications and Risk Assessment Statement.

None. This report is for information only.

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.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

Conclusions

We are pleased to have been successful in our application for funding and support from DLUHC. Working with our software provider, in house experts and other councils has enabled the successful delivery of our project. We intend to use the experience and knowledge gained to enhance other online forms such as the pre-application enquiry form and the Planning Enforcement breach reporting process.

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Appendices

None

Background Papers

[DLUHC Digital](#)

[Local Digital Declaration](#)

Richard Morris

Deputy Chief Executive and Chief Officer - Planning and Regulatory

COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD - REVIEW OF GOVERNANCE

Committee - Development & Conservation Advisory Committee - 5 July 2022

Report of: Chief Planning Officer

Status: For recommendation to Cabinet

Also considered by:

- Cabinet - 7th July 2022

Key Decision: No

Executive Summary: This report follows on from the Community Infrastructure Levy (CIL) Governance Report that was discussed at the Development and Conservation Advisory Committee in September 2021. When the initial Governance arrangements were set up for CIL, it was expected that the Governance of CIL would be reviewed at least once a year. This report provides this yearly review.

The report looks at what has been implemented since the last CIL Governance Review, it also lays out the proposed changes introduced through the new Levelling up and Regeneration Bill and how this will affect Sevenoaks District Council. This report also considers changing our approach to CIL Spending, in order to work better with our key infrastructure providers. The Chairman and Vice Chairman of the Spending Board have been a part of this review.

This report supports the Key Aim of: ensuring that Sevenoaks District remains a great place to live, work and visit and that development is supported by the relevant infrastructure.

Portfolio Holder: Cllr. Julia Thornton

Contact Officers: Claire Pamberi, Ext. 7221 and Carlyn Kan, Ext. 7264

Recommendation to Development and Conservation Advisory Committee:

That the recommendations to Cabinet are supported.

Recommendation to Cabinet: That

- a) Paragraphs 5 - 10 are noted.
- b) Changes recommended in paragraphs 19 are agreed.

Reason for recommendation:

To ensure that the Council is able to make decisions on how the CIL process is governed in an open, transparent, appropriate, fair manner and to ensure consistency.

Introduction and Background

- 1 As you are aware, Sevenoaks District Council has been charging the Community Infrastructure Levy (CIL) since August 2014. From this date, until May 30th 2022, the Council has collected just over £12.5 million of CIL contributions, with just under £4 million passed to relevant town and parish councils to help fund local infrastructure improvements and assist them in their role. This has meant that there has been just over £6.5 allocated to local and strategic infrastructure projects, through the CIL Spending Board, with 4.5 million of this amount is already spent. We now have just over £1.4 million available for the next CIL Spending Board.
- 2 As part of the current CIL Governance arrangements, it has been agreed the governance of the CIL Spending Board and also the process of allocating CIL money would be reviewed on an annual basis. This is to ensure that the Council's processes and procedures remain relevant, transparent and fit for purpose. This report is therefore part of this process.
- 3 This report will consider the following:
 - Changes in Legislation
 - Changes put in place since the last review
 - Amendments to the Spending of CIL
- 4 It will therefore address each topic in turn, below:

Changes in Legislation

- 5 As you may be aware the Government (Govt) have introduced a major change to CIL through their Levelling up and Regeneration Bill introduced in May 2022. The Government's main objective of the Bill is to reverse geographical disparities between different parts of the United Kingdom by spreading opportunities more equally. The main priorities for doing this are:
 - I. Providing a legal basis for setting and reporting against levelling up missions.
 - II. Devolving powers to all areas in England that want them.

III. Empowering local leaders to regenerate towns and cities and restore local pride.

IV. Improving the planning process. This will include:

- delivering high quality design and beautiful places and protecting our heritage
- enabling the right infrastructure to come forward where it is needed
- enhancing local democracy and engagement
- fostering better environmental outcomes
- allowing neighbourhoods to shape their surroundings.

6 In regards to the Community Infrastructure Levy specifically, I thought that it would be helpful to summarise some of the specific proposals introduced in the Bill:

- The Bill seeks to replace the current system of securing developer contributions (section 106 Agreements and CIL) with a new Infrastructure Levy. This will be a non negotiable and locally set.
- The government wants to make sure that more of the money accrued by landowners and developers goes towards funding the local infrastructure e.g. affordable housing, schools, GP surgeries, and roads - that new development creates the need for.
- The Levy will be charged on the value of property when it is sold and applied above a minimum threshold.
- To strengthen infrastructure delivery further, the Bill will require local authorities to prepare infrastructure delivery strategies.
- The Bill will also enable local authorities to require the assistance of infrastructure providers and other bodies in devising these strategies, and their development plans.
- The Govt intend to bring forward legislation to enable the piloting of Community Land Auctions.

7 Alongside the Bill, the Govt have indicated that much of the detail of different elements of the new Infrastructure Levy will need to be set in regulations, following a consultation.

8 Specifically, the Govt intend to:

- Introduce a new 'right to require' to remove the role of negotiation in determining levels of onsite affordable housing. This rebalances the inequality between developers and local authorities by allowing local

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authorities to determine the portion of the levy they receive as onsite affordable homes.

- Require developers to deliver infrastructure integral to the operation and physical design of a site - such as an internal play area or flood risk mitigation. Planning conditions and narrowly targeted section 106 agreements will be used to make sure this type of infrastructure is delivered.
 - There is a retained role for section 106 agreements to support delivery of the largest sites. In these instances, infrastructure will be able to be provided in-kind and negotiated, but with the guarantee that the value of what is agreed will be no less than will be paid through the Levy.
 - They aim to retain the neighbourhood share and administrative portion as currently occurs under the Community Infrastructure Levy.
 - Introduce the Levy through a ‘test and learn’ approach. This means it will be rolled out nationally over several years, allowing for careful monitoring and evaluation, in order to design the most effective system possible.
 - Sites permitted before the introduction of the new Levy will continue to be subject to their CIL and section 106 requirements.
- 9 The Government have also indicated that technical consultations will take place on the detail of the new infrastructure levy.

Changes put in place since the last review

- 10 Since the last Government review, we have implemented the following:
- Since November 2021, money has been set aside for officers to spend outside of the CIL Spending Board process. However, we have not currently allocated any of these funds as no projects have been submitted or have met the criteria.
 - CIL Governance has been changed to clarify the format of the CIL Spending Board and how the Board’s decisions are ratified.
 - The assessment criteria for assessing bids to ensure that the Council’s priorities in regard to Net Zero have now been included.

Amendments to the Spending of CIL

- 11 It is clear that we have a robust Governance system in place, that is well managed and is understood through all levels of the Council. It is however necessary to consider how we can continue improve our CIL Governance and our spending to ensure that CIL is spent where it is needed the most and supports our infrastructure providers and most importantly our communities.
- 12 As you are aware, we already lay our priorities for the spending of CIL and for Section 106 monies through the Infrastructure Funding Statement. Whilst this is a good way to highlight the priorities for our spending, some of our key infrastructure providers have informed us that this is not sufficient to provide enough security for them to ensure that some of their specific and necessary infrastructure projects will be funded through CIL.
- 13 It has become clear that the need and requirements for CIL monies has changed. The need to fund specific infrastructure projects to support specific developments has increased as infrastructure providers are now realising the impact of CIL and funding on their schemes. This is also due to viability issues as developers have to provide for a number of requirements through the Local Plan and also pay the full amount of CIL for their developments. There is no discretion in this. Currently, as it is laid out in legislation and also the CIL charging schedule, it is expected that the CIL monies should be used to pay towards the infrastructure projects required by the growth proposed. If we ask developers to pay for infrastructure through a Section 106 agreement and also require them to pay the full CIL amount, we are expecting developers to pay twice, which is not reasonable. So we need to re-consider our approach to this issue.
- 14 An example of this would be if an infrastructure provider requires a major piece of infrastructure on site. The need for this is generated by the development itself and they have provided sufficient evidence to show this. If we cannot provide more assurance that CIL money will fund this piece of infrastructure, the infrastructure provider will request that it is covered by a Section 106 agreement to secure the funding. If this occurs, the developers will then look at the viability of the scheme and this may mean that the quality of the design, landscaping or materials used in the scheme are reduced or most likely that the amount of affordable housing is reduced or not provided at all. In other cases this has also meant that the much needed infrastructure has not been provided on the site and we have had difficulty in securing the infrastructure appropriately elsewhere to support the development. This does not seem an acceptable solution and means that our communities are missing out on much needed infrastructure.
- 15 Currently, as described above, there is currently £1.4 million available for the CIL Spending Board to spend. Whilst we aware this will not currently cover all of the infrastructure which is likely to be required, for all our sites, it must be noted that some of our larger developments have not yet come forward and therefore the CIL has not yet been paid for these. If some

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of our larger sites where to commence, this would lead to a large amount of CIL being paid that would be able to fund the infrastructure required on these sites. There is therefore clearly a need to look at how we approach this.

- 16 Looking at what we have done already, through the Infrastructure Funding Statement last year, we did amend the priorities for CIL Spending and removed community projects as over 69% of all our CIL allocated to and through the CIL Board was spent on these. Whilst a number of these projects enabled replacement village halls and an improved environment with better recreational facilities, they failed to provide essential infrastructure to support specific growth in our District. So this approach needs to follow through to our spending.
- 17 Whilst it is understood that there is also a concern that Parish Council's may miss out due to funding being prioritised elsewhere, it is important to note that they have already receive at least 25% of the total CIL income for their area. In line with legislation, if there is no neighbourhood plan in place they should only be receiving 15%. In addition, we have already awarded £1.6 million pounds through the CIL Spending Board towards their projects, which means that they have also received an additional 25% of the total of CIL monies awarded. So even if we change the priorities for CIL spending it is unlikely that they would be negatively impacted. We are keen however to ensure that we still support their projects and the infrastructure required to support their work, so it is recommended that some money is still set aside for them to be able to continue to do this.
- 18 It is clear, at the current time, that we need to provide some security to developers and our key infrastructure providers, that some of our CIL income will be set aside to support specific projects that are required to support specific development and growth in our District. It would also give more security to key infrastructure providers that their necessary projects will be funded and ensures that as a District we direct our spending to ensure our growth is appropriately supported and that the right infrastructure is provided in the right place, at the right time. It also ensures that other benefits to a scheme such as landscaping affordable housing and materials could still be provided as well as infrastructure through CIL.
- 19 The following changes are therefore proposed to the Governance of CIL:
 - We will be providing guidance to developers to indicate that some infrastructure can be provided through Sec 106 but this will be subject to need, evidence and viability and will be determined on a case by case basis. This will be better defined through the Section 106 Supplementary Planning Document and the Infrastructure Delivery Plan, which will accompany the new Local Plan. This will be more of a long term aim.
 - We will continue to ensure that Parish and Town Councils are able to improve/replace their infrastructure to support them in serving their

communities. It is therefore recommended that 40% of the full CIL income will go to Parish and Town Councils. This includes 25% already granted and an additional 15% through the CIL Spending Board.

- 15% of the money available to the CIL Spending Board will still be set aside for officers to spend as laid out in the last CIL governance report.
- It is proposed that the remainder of the money available to the CIL Spending Board will be prioritised (ring fenced) to be spent on infrastructure projects that are proposed by our key infrastructure providers. I consider this could include:
 - Clinical commissioning groups (NHS)
 - Kent County Council
 - Highways England
 - Emergency Services
 - Environment Agency
 - Utility Companies
 - Sevenoaks District Council
- The need for these projects will have to be evidenced to show that the infrastructure is essential to support and enable a specific development/s in the District. They would need to provide clear costs. Every organisation will be required to sign up to a legal agreement to ensure that the money is spent on the project they have bid for and where they say.
- We will also streamline the application process for key infrastructure providers. Making the forms more simple and changing the criteria as these organisations cannot always seek to work in partnership or are able to maximise funding. We would still ask them to provide evidence as to how their project supports specific developments and how much the project would cost. The aim is to make it easier for them to have access to CIL for much needed infrastructure projects. Please see Appendix A and B as an example of how we would do this.
- We will also be looking to hold training sessions for Members in July for Members of the Board to update them.

Other options Considered and/or rejected

- 20 Members could decide not to agree the proposed changes to the current governance arrangements. However, the proposed changes seek to build on the existing arrangements to make the process more robust to ensure that future funding allocated by the CIL Spending Board is appropriately spent and monitored, whilst working with our key providers.
- 21 In addition, any further identified weaknesses in the system can be addressed through the annual review process.

Key Implications

Financial

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There are no financial implications regarding this report.

Legal Implications and Risk Assessment Statement

There are no legal implications regarding this report.

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.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment

Conclusions

The CIL Spending Board provides the Council's oversight of allocating CIL funding to local and strategic infrastructure projects across Sevenoaks District. The current CIL governance arrangements were agreed by Members of the Development and Conservation Advisory Committee in Sept 2021 and are reviewed annually to ensure that they are still fit for purpose. This report sets out some suggested changes to the CIL Governance following feedback received from infrastructure providers, officers and the Chairman and Vice Chairman of the CIL Spending Board. It is therefore asked that Members grant the Chief Planning Officer and Legal Team delegated authority to implement these changes.

Appendices

Appendix A - Shows suggested amended criteria to assess the bids by

Appendix B - Shows suggested amendments to the pro forma

Background Papers

[Governance of the Community Infrastructure Levy \(CIL\) \(Planning Advisory Committee - Sept 21\)](#)

[Governance of the Community Infrastructure Levy \(CIL\) \(Cabinet - Oct 2021\)](#)

[Council's Constitution - Appendix X1.](#)

Richard Morris

Deputy Chief Executive and Chief Officer - Planning and Regulatory Services

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Criteria Number	Criteria Description	Detail
1	The need for the scheme	<p>Here we would expect the applicant to explain the need for and the benefits of the scheme. We have asked for the applicant to respond specifically in regard to the Economic, Social and Environmental needs of the District and its residents. We will therefore award points under each section:—Here we would expect the infrastructure provider evidence for the need for the scheme, what development or growth area would the infrastructure project support. Why the amount requested.</p> <p>Economic— are there benefits to the economy?</p> <p>Social— what is the benefit to the local community or wider community.</p> <p>Environmental— Are there clear benefits to the environment by implementing this scheme. Whilst we are aware that new projects would improve the immediate environment, bids would be looked upon more favorably if they included a wider environment benefit. For example landscaping improvements to a wider area, enhancements to wildlife, enhancements to the appearance of the site etc.</p>
2	Net Zero Ambitions	<p>How does the scheme contribute towards the Council's net zero ambitions? A scheme that does not contribute at all will receive a lower score. Those which clearly help and provide evidence to show that the project put forward will help produce less or no green house emissions will receive a higher score</p>
3	Does the scheme proposed support local or strategic infrastructure	<p>Schemes that will provide for key infrastructure projects are likely to have a greater impact i.e. medical, schools, highways, flooding will receive higher scores. Those identified in the Council's Infrastructure Delivery Plan or Infrastructure Funding Statement (or any document superseding these) will receive a higher score. Evidence should also be provided to demonstrate a strong link between new development and the bid project. Projects which also can be shown to support the local community with a clear community benefit will also looked upon favourably.</p>
4	Working in partnership	<p>Has the applicant provided evidence that they are working in partnership with one or more organisation. We will look at the type of partners involved, how formal the Partnership is and the amount of involvement from all partners. Please note; we will take into account those infrastructure/statutory providers that do not need to work in partnership.</p>
5	Is the Bid scheme part of an existing Strategy/Plan	<p>We would expect the scheme to be put forward as part of an existing Strategy or Plan. This could include Neighbourhood or Parish plans. It could also include regional strategies, economic strategies, Work Programmes by statutory bodies or if it has been identified as a key or much needed project.</p>
6	Public Benefit	<p>It is likely that bids are looking to provide the greatest public benefit will be looked upon more favourably than those that do not bring a greater benefit to the wider community. Definition: We are therefore looking for schemes that will provide something that is advantageous or good; that will relate to, or affecting a population or a community as a whole. In particular, we would support schemes that improve health inequality in our District</p>
7	Does the scheme show that funding has been maximised from other sources	<p>The majority of the money to fund a project should not come from CIL. It should not be used to fund entire projects. Please note; schemes that will be relying totally on CIL will not be considered favorably. Schemes that already have a large amount/majority funding in place will receive a higher score. The security of the funding should also be considered. The majority of funding should be sought from other sources. Here whilst we will ask Infrastructure providers to look for other sources of funding, this will not be expected to carry as much weight if they have not got much funding. We would however like to evidence that they have tried.</p>
8	Deliverability	<p>Through their bid we would expect the applicant to show evidence that the project is well managed. Have they provided for example:</p> <ul style="list-style-type: none"> - clear dates for start and finish of the project. -details of the management of the project and timescales -details of when they will provide updates to SDC <p>whether planning permission or other consents is required or sought? Bids that have planning permission in place will be looked upon favourably. This assessment should also include considering whether the works require PP or whether the proposal is permitted development. This assessment should also ensure that the applicant has checked this issue. It is considered that large scale projects which are supported by a number of neighbourhood, local and business plans are unlikely to have all their paperwork and funding in place. Therefore this part of the assessment should also consider the benefits of a larger scheme against the fact that they do not have all their permissions in place.</p>

9	Does the Bid have local support?	In particular, does the Bid have the support of a local member, a local organisation or business and/or the Parish and Town Council? Bids that have local support are more likely to be looked upon favourably.
10	Has the project already had CIL funding?	A lower score will be given for those projects which have already received CIL funding via the CIL Spending Board or have benefited from CIL exemption. Unless a strong justification can be provided as to why further funding is required.
11	Evaluation of the overall benefits of the scheme and the benefit it provides to the community	Higher scores will be given to those projects which show that they have sought the majority of funding from other sources and overall provide clear evidence of a community benefit or need. Projects where the CIL money would complete the scheme will also be scored highly. Higher scores will be given to projects that relate to a specific development/s and evidence has been provided to show that this project supports growth. Clear project management should also be provided to show costs of the project and how CIL would contribute to this project.

SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD
BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)

Scheme Name

Description of Scheme

Page 23	Working in Partnership	
	Is this scheme promoted by your organisation in partnership with another organisation(s)?	Yes / No (please delete as appropriate)
	Organisation Name(s):	
	Responsible individuals(s):	
	Signature(s) on behalf of other supporting organisations(s):	
	Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	

2	Planning Permission Details	
	Is planning permission required for the scheme?	Yes / No (please delete as appropriate)
	If yes, has it been applied for?	
	If no, please explain why?	
	If planning permission has been granted – please provide details and a reference number.	
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies)	
	Date applied for / granted	

Need for the Scheme

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	List of projects or development that result in the need for this scheme: Can you please provide details of how your project supports a specific development scheme/s. Please provide evidence of how your project address this growth in our District and needs to be of the size proposed.

4	How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):

Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:

8	Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?

9	How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?

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Funding

11	Total Project Cost
	£

12	Funding from CIL Details
	Funding required from CIL £
	Please identify other funding sources for this project, what contribution they are making and why these cannot be used to fund the scheme in its entirety. Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.
	1) 2) 3)

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12	Funding from CIL Details
	4)
	5)
	6)

13	Staged Payment Details	
	Is this bid for staged payments?	Yes / No (please delete as appropriate)
	Will staged payments be accepted?	Yes / No (please delete as appropriate)
	Please provide details of anticipated funding requirements and timetable	

14 Page 26	Town & Parish Councils CIL Funding	
	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Yes / No (please delete as appropriate)
	Details of bid	
	Decision made	
	Details of decision	

15	Would the scheme be fully funded if the CIL contribution is agreed?
	Yes / No (please delete as appropriate)

16	Has this scheme already benefited from CIL funding through the CIL Spending Board?
	Yes / No (please delete as appropriate)
	If yes, please provide further justification as to why further CIL funding is required for this project.

17	Has this scheme/land/building already benefited from funding from Sevenoaks District Council?
	Note- this can include grants, section 106s, a Community Fund etc.
	Yes / No (please delete as appropriate)
	If Yes, please provide further details of amount and the project involved.

18	Has the project, at any stage benefited from any CIL Exemptions as laid out in the Community Infrastructure Levy Regulations 2010 (as amended)?
	Yes / No (please delete as appropriate)
	If yes, please explain why CIL is still required following an exemption.

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Deliverability

19	Does your organisation have the legal right to carry out the proposed scheme?
	If not, you must attach documentation showing that the statutory provider of this service supports this scheme.
	Yes / No (please delete as appropriate)

20	Anticipated start date for delivery of the scheme

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21	Anticipated finish date for the delivery of the scheme

22	Anticipated date when CIL funding will need to be made available

23	Does land need to be purchased to facilitate the scheme?
Yes / No (please delete as appropriate)	
If no, please provide details:	

24	Please provide a consultation plan to let SDC know when they can expect progress reports on the project.

25	Please provide details of the management and timescales of the project.

26	Has consultation been carried out on the scheme or is any planned?
Carried out / Planned / No consultation planned (please delete as appropriate)	
Please provide details (Note: Results can be attached separately if necessary.)	

27	

28	

29	

Maintenance

30	Which organisation will be responsible for ongoing maintenance?

31	Are funding arrangements in place for maintenance?
	Yes / No (please delete as appropriate)
	Please provide details

32	Please provide any further comments here. This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.

Declaration

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

Signature

.....

Name

.....

Position

.....

Further Information

CIL Bid Contact Details	
Name, role and contact details of the person that will be the contact for this bid:	
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	

CIL Bid Contact Details	
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund:	
Full company/charity name:	
Registered No:	

Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at [Council's Privacy Policy](#).

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LOCAL PLAN TIMETABLE

Report of: Deputy Chief Executive and Chief Officer - Planning & Regulatory Services

Status: For Consideration, Development & Conservation Advisory Committee / For Decision, Cabinet

Also considered by:

- Development & Conservation Advisory Committee, 5 July 2022
- Cabinet, 7 July 2022

Key Decision: Yes

Portfolio Holder: Cllr. Julia Thornton

Contact Officer: Hannah Gooden, Ext. 7178

Recommendation to DCAC:

To consider the proposed Local Plan timetable and recommend its approval to Cabinet.

Recommendation to Cabinet:

To approve the Local Plan timetable.

Reason for recommendation: To update the Local Plan work programme to reflect the current timetable for the production of the Local Plan.

Introduction and Background

- 1 This report outlines the proposed timetable for the Local Plan. This is known as the Local Development Scheme (LDS).
- 2 The Local Development Scheme (LDS) is the document that sets out the Council's proposals and timetable for the production of the Local Plan. 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. This is so that local communities and interested parties can keep track of progress.
- 3 The Council's current LDS was approved by Cabinet last year. However, it is an iterative, rolling project programme which needs to be regularly reviewed and updated to reflect the current proposed timetable for evidence base production and consultation. This revision (please see the chart below) has been prepared to bring the timetable up to date.

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- 4 The revised timetable strengthens our plan-making position, to ensure we have a robust, well-informed and consulted plan, which reinforces our previous strategy. It will ensure that we maximise the potential benefits to communities, including promoting resilient town centres and ensuring development is supported by suitable infrastructure and transport. The revised timetable also further strengthens protection for the Green Belt by ensuring that all non-Green Belt options, including the potential contribution from neighbouring land under the Duty to Co-operate, are optimised. These discussions with our neighbours need to take place before determining whether exceptional circumstances exist to justify Green Belt release.
- 5 Officers are acutely aware of the changes to the planning system proposed in the emerging Levelling Up and Regeneration Bill and the resulting uncertainty that this creates for plan making. Notwithstanding any changes to national legislation and guidance, an up to date plan is and will continue to be the most effective mechanism for managing development in our District. A pause in the plan making process to wait for national guidelines to catch up is not recommended. Current circumstances do, however, reinforce the need for a degree of agility in the programme to incorporate change, whether this emerges at a national level or as a result of evidence base updates.

Proposed Timetable

- 6 The LDS proposes the following timetable:

2022				2023				2024			
Spring	Sum	Autumn	Winter	Spring	Sum	Autumn	Winter	Spring	Sum	Autumn	Winter
Evidence Base / Call for Sites / Policy Prep	Informal Consultn (Reg. 18)	Reviewing Reps / Evidence Base / Policy Prep		Draft Local Plan Consultn (Reg. 18)		Review Reps/ Policy Prep	Pre- submissi on Publicati on (Reg. 19)	Submissi on (Reg. 22)	Examination		

- 7 Evidence base preparation and policy preparation (spring-summer 2022). This will include ongoing work on a number of evidence base studies, including:
 - Strategic Flood Risk Assessment (due to complete June)
 - Gypsy and Traveller Accommodation Assessment (due to complete July)
 - Economic Needs Study (due to complete July)
 - Green Belt Stage 2 Assessment (due to complete August)
 - Infrastructure Delivery Plan and District-wide Transport Study (due to complete September)

These evidence base documents, together with those which are already complete, will be used to inform policy preparation.

Discussions with neighbouring authorities and statutory providers are ongoing, in relation to the Duty to Co-operate, and will continue throughout the plan-making process. The Council also undertakes regular check-in meetings with the government department (DLUHC) to ensure our plan-making remains on track.

- 8 Informal consultation (Regulation 18) will take place in autumn 2022. This will consist of an initial 6-week consultation on the draft plan. This draft plan will focus on maximising opportunities within urban areas. This will be followed by a period of further policy preparation, reviewing the representations, undertaking Duty to Co-operate discussions, concluding evidence base work and refining the policies within the Local Plan.
- 9 A further (Regulation 18) consultation will take place in autumn 2023. This will build on the previous draft plan, and will, where necessary and where exceptional circumstances can be demonstrated, consider Green Belt sites.
- 10 Pre-submission publication (Regulation 19) will take place in spring 2024, for final representations, which are then provided to the examining Inspector. This stage of the plan making process asks for specific comments on legal compliance, soundness and whether the duty to co-operate has been met.
- 11 Representations received under Regulation 19 will be reviewed and the Plan documents prepared for submission. Given the focus on legal compliance and the duty to co-operate, it is important that officers have sufficient time to consider representations on these matters and if necessary, discuss the issues with relevant parties, including those who raised concerns.
- 12 The timetable assumes that no significant concerns are raised at this stage and the Council can proceed to submitting the plan for adoption. Officers will seek to meet this timescale by addressing as many issues as possible during the previous Regulation 18 stages. However, we cannot assume a predetermined outcome. In the event that significant issues are raised, it may be necessary to consider further rounds of consultation.
- 13 Submission (Regulation 22) is shown in summer 2024. The plan will be considered by Full Council for submission to the Secretary of State, for an examination which will be carried out by the Planning Inspectorate (PINS). Examination will take place in 2024. The timetable for the examination and hearings is at the discretion of PINS.

Conclusion

- 14 This report outlines the proposed update to the Local Development Scheme (LDS) which sets out the work programme for the production of the Local Plan.

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Other options Considered and/or rejected

The current LDS is out of date and 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. Evidence base work is funded from the Council's Local Plan reserve.

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.

Local authorities are required to have an up-to-date Local Plan in place by December 2023. The government may intervene where local authorities fail to meet this deadline in accordance with the existing statutory powers, considering appropriate action on a case-by-case basis. It is suggested that provided the Local Plan preparation has progressed as scheduled and Plan publication and submission is programmed for early 2024, the risk of intervention is minimal.

National changes in the plan-making system proposed through the Levelling Up and Regeneration Bill will be kept under review.

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.

Sevenoaks District Council aims to effectively involve the community in the development of all Local Plan documents, in line with the Statement of Community Involvement.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Appendices - None

Background papers - [Previous Report to Advisory Committee](#)

Richard Morris

Deputy Chief Executive and Chief Officer - Planning & Regulatory Services

Local Plan Update

Development and Conservation Advisory Committee - 5 July 2022

Report of: Deputy Chief Executive, Chief Officer - Planning & Regulatory Services

Status: For Information

Executive Summary: This report provides an update on the Local Plan and outlines the next steps in the plan making process.

This report supports the Key Aims of:

Protecting the Green Belt

Supporting and developing the local economy

Supporting the wellbeing of residents, businesses and visitors

Ensuring that Sevenoaks remains a great place to live, work and visit

Portfolio Holder: Cllr. Julia Thornton

Contact Officer: James Gleave ext. 7326

Recommendation to Development and Conservation Advisory Committee:

That the Committee notes the content of the report.

Background and Introduction

- 1) Members were updated on the Local Plan in March 2022, when Officers provided details of the emerging evidence base and the next steps to move the plan forwards, including discussions with the Department for Levelling Up, Housing and Communities (DLUHC). Information on the approach to the Call for Sites exercise was also provided to members. This report provides an update on all of these areas and should be read alongside the updated Local Development Scheme (LDS), which is presented under a separate report.

Discussions with DLUHC

- 2) Following the commitment to on-going dialogue, officers held a further meeting with representatives from DLUHC on Tuesday 31st May. The productive discussion covered a number of points.

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- 3) SDC provided an update on the timetable for the emerging Local Plan, as set out in the LDS. DLUHC understood the approach and suggested an advisory visit from the Planning Inspectorate would be appropriate during the early stages of the plan making process, to assess baseline work.
- 4) A discussion took place on the implications of the Levelling up and Regeneration Bill (LURB) and whether the emerging Local Plan would fall within the current or emerging regulations. An update on the timings for the Bill will be provided at the next meeting with DLUHC. Transitional arrangements will be put in place between current and future regulations to minimise disruption to Local Plans that are already in progress.
- 5) SDC explained the approach of focusing on non-Green Belt locations in the first Regulation 18 consultation and seeking to make best and most efficient use of land. A key aspect of the strategy will be to encourage appropriate development on sites of 1 hectare or less in existing settlements, in accordance with the National Planning Policy Framework (NPPF). It was noted that emerging evidence will assist in ensuring that appropriate development comes forward on these sites.
- 6) DLUHC noted that more than one Regulation 18 consultation can be helpful in engaging with the public and addressing areas of concern. Brownfield Registers can assist in identifying smaller sites.
- 7) SDC explained the evidence being prepared to support the emerging plan and the joint approach to evidence production with Tonbridge and Malling Borough Council (TMBC). It was noted that TMBC is following a similar plan-making timetable.
- 8) Notwithstanding the potential changes in plan making processes, DLUHC advised SDC to continue with the production of its emerging plan, rather than waiting for legislation to catch up. Secondary legislation is expected in the autumn and a draft update to the NPPF is due to come forward in July.
- 9) The duty to co-operate is moving from a statutory legal requirement with a pass or fail outcome to a policy based test. This means it will continue to be assessed at examination, but in a different form. Mandatory pre-submission 'Gateway Checks' will also be undertaken on Local Plans by DLUHC, to ensure a greater degree of success at examination. The proposed 30 month (2.5 yr) timetable for plan-making is carried forward from the Planning White Paper.
- 10) There will be a greater focus on co-operation between London authorities, including the GLA and the wider south east region. Discussions are likely to focus on housing delivery, but could include other matters, such as data sharing.
- 11) There was some discussion around the replacement for the Community Infrastructure Levy (CIL) and DLUHC offered to invite an expert from its CIL team to the next meeting.
- 12) It was suggested that the next meeting should take place at the end of the summer.

The Emerging Local Plan

- 13) The report to this committee on the updated LDS proposes an amended timetable for the emerging Local Plan and suggests two Regulation 18 consultations. The first of these consultations is scheduled to take place in the autumn and will focus on the potential for new development in non Green Belt locations. The approach will reinforce the Council's development strategy of seeking to make best use of land in existing settlements and then examining all reasonable alternatives, before reaching a conclusion on whether exceptional circumstances exist to justify the release of Green Belt land.

Key Themes

- 14) The first Regulation 18 consultation will include:
- Larger sites in non Green Belt locations submitted through the Call for Sites process.
 - A specific focus on the potential of smaller sites in existing settlements, to reflect the NPPF requirement for local authorities to identify, through the development plan and brownfield registers, land to accommodate at least 10% of their housing requirement on sites no larger than one hectare.
 - The outcomes of the Council's Settlement Capacity Study, which has identified a number of potential suitable sites up to 1 hectare in size.
 - Inclusion of a small sites policy to encourage the delivery of sites of up to 1 hectare in suitable locations, subject to a number of criteria. Proposals for these sites will be subject to the provisions of other policies in the plan, including any development constraints.
 - An expression of development potential in non Green Belt locations as a baseline.
 - The objective to make best and most efficient use of land in these locations. This means optimising development and bringing forward proposals that complement local character.
 - A consideration of appropriate development density.
 - An acknowledgement that proposals for specific sites will ultimately be determined through a design led approach, taking account of local circumstances.
 - Potential inclusion of Green Belt sites that have planning consent or are subject to a resolution to grant planning consent.

Skeleton Structure

- 15) Officers have prepared a skeleton structure for the first Regulation 18 Local Plan (attached at Appendix 1), which will be subject to public consultation in the autumn. The structure includes a Spatial Vision of how the District will look at the end of the Plan period, a growth strategy and chapters covering housing, the economy, town centres, transport and infrastructure, natural environment and wildlife, design and conservation, climate change,

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flooding, health and leisure. As the evidence base is completed, these chapters will be refined to form the basis of the Local Plan document.

- 16) The purpose of the Regulation 18 stage is to ask for views on what the Local Plan ought to contain. In addition to the content outlined in the skeleton structure, the draft will also contain a series of questions to guide responses. The draft will be presented to members for approval in the autumn, prior to being issued for consultation.

Call for Sites / Strategic Housing and Economic Land Availability Assessment

- 17) The assessment of the 371 sites submitted through the 'Call for Sites' process is progressing well. The bulk of the work relates to the 158 sites that are subject to a Stage 2 assessment; these are sites that are considered to be in sustainable locations for development and are capable of delivering a minimum of five units (net).
- 18) The Stage 2 site assessment involves a full appraisal, including consideration of development constraints. An important part of this process is expert advice from stakeholders, such as Natural England's AONB Unit (Area of Outstanding Natural Beauty), other teams from within the Council and colleagues from Kent County Council (KCC). These inputs will encourage an inclusive approach to completing the site assessments, ensure that any site-specific issues are picked up at the earliest stage and assist in planning for any on-site mitigation.
- 19) Priority has been given to assessing sites in non Green Belt locations, to reflect the NPPF requirement to examine all reasonable options for meeting housing need, before releasing Green Belt land. Early outputs suggest there is potential to accommodate additional residential units in existing settlements, over and above the windfall allowance.
- 20) It is anticipated that the assessment of sites in built up areas will be included in a new Strategic Housing and Economic Land Availability Assessment (SHELAA), to be made available alongside the Regulation 18 version of the emerging Local Plan.

Emerging evidence base

- 21) The following paragraphs provide an update on the Local Plan evidence base.

Town Centre Strategy (TCS)

- 22) The completed TCS has now been published on the Local Plan evidence base page of the Council's website. This important piece of work will be used to inform all aspects of the emerging Local Plan policy on town centres, related to growth, uses and resilience. It covers the four towns in the District and New Ash Green (NAG) and is a jointly commissioned piece of work with the Economic Development Team. In addition to the Local Plan, the strategy will inform the Council's forthcoming Economic Development Strategy and ongoing town centre feasibility work.
- 23) For each centre, the TCS sets out the findings of the stakeholder engagement exercise, a place based vision to be achieved by 2040, potential projects/developments, a place co-ordination strategy and delivery and

funding mechanisms for the proposed measures. The strategy provides policy recommendations and has also reviewed the town centre boundaries and primary shopping areas. In relation to Article 4 directions, which remove permitted development rights to change town centre uses to residential, the TCS states that there is a good case for their introduction in focused parts of the five centres. Officers will include this as an option for consideration in the forthcoming Local Plan consultation.

District-wide Character Study (DWCS)

- 24) The DWCS has been completed and the initial draft reviewed. Comments and suggestions from the local community have been important in creating an accurate reflection on the character of the District. Once the final document has been submitted, it will be used to inform a character driven approach to growth and key policies in the emerging Local Plan, particularly those relating to development density.

Settlement Capacity Study (SCS)

- 25) The SCS assesses the potential to accommodate new housing development in the top seven settlements, as set out in the Settlement Hierarchy, specifically Sevenoaks, Swanley, Edenbridge, Westerham, New Ash Green, Otford and Hartley. The study has identified initial potential for the delivery of approximately 1,000 new units in these settlements over the next 15 years. The identified potential is in addition to the Council's windfall allowance and sites identified by other means.
- 26) The majority of sites identified in the SCS are less than one hectare in size, supporting the Council's approach to focus first on the development of smaller sites. Further work is needed to assess this potential, including consideration of appropriate development densities and engagement with landowners to determine availability. The Council is mindful that information on suitability, availability, achievability and constraints can be used to assess the timescale in which each site is capable of development.
- 27) The potential identified in the SCS will be reflected in the first Regulation 18 version of the emerging Local Plan.

Green Belt Study

- 28) Officers commissioned Arup in the spring to undertake a Stage 2 Green Belt Assessment to build on the District-wide work undertaken in 2017. The Stage 2 report provides a finer grain assessment of whether land parcels in close proximity to existing higher tier settlements (towns and service settlements) meet the Green Belt purposes, as set out in the NPPF. The methodology has been shared with neighbouring authorities under the Duty to Co-operate and Officers understand that TMBC, who are at a similar stage of plan-making, are also adopting a consistent approach to Green Belt Assessment. Site visits are in progress and will feed into the site assessment work. The Study is expected to be completed by late summer.

Employment Needs Study (ENS)

- 29) Officers have appointed Ramidus Consulting to complete the ENS. This piece of work will forecast the amount of office and industrial floorspace required

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over the period of the Local Plan and consider emerging trends that are likely to influence employment provision in the coming years. The study is progressing well and is expected to be completed in late summer. The conclusions will inform policies in the Economy section of the emerging Local Plan.

Strategic Transport Study

- 30) This piece of work will examine the impact of development on the Strategic Road Network, managed by National Highways (formally Highways England). The assessment will use the recently completed Kent-wide transport model, which has been completed by environmental and engineering consultancy, Jacobs. Officers will be working jointly with TMBC, alongside Kent County Council (KCC), to ensure the conclusions of the transport modelling are fully incorporated. Members will be updated as this important study progresses.

The Infrastructure Delivery Plan (IDP)

- 31) The IDP identifies infrastructure required to support planned growth over the period of the Local Plan. The document performs a dual function, in that it will also inform any changes to the CIL Charging Schedule and the associated infrastructure funding statement.
- 32) As a live document, the IDP will develop alongside the emerging Local Plan, gathering detail as site specific information becomes available. The first iteration is expected to provide a high level assessment of infrastructure needs, based on discussions with infrastructure providers. The final draft, to be submitted for examination with the Regulation 19 version of the Local Plan, will contain a schedule of infrastructure provision, with costs, time horizons, standards of provision and capital programme information. The level of detail will largely be dependent on responses from infrastructure providers.
- 33) A robust assessment of infrastructure requirements is an essential piece of evidence for the emerging Local Plan to ensure sustainable growth. Members will be updated as the document progresses.

Sustainability Appraisal

- 34) Officers have appointed AECOM to undertake the on-going sustainability appraisal work to support the emerging Local Plan.

Procurement of Legal Advice

- 35) Officers have appointed Hugh Flanagan as Counsel, to advise on all aspects of the emerging Local Plan.

Net Zero 2030 and the Local Plan

- 36) The Council has made a commitment to work towards achieving net zero carbon emissions for the Council and its assets by 2030. We also have an ambition to assist the District to become net zero by working closely with local communities, to increase resilience to a changing climate. These activities are collectively known as our Net Zero 2030 commitment.
- 37) The Net Zero 2030 commitment includes actions related to the Local Plan including:

- Promoting low carbon travel and sustainable movement;
 - Improving areas for biodiversity and creating new habitats; and
 - Supporting and promoting sustainable building practices and sustainable development.
- 38) The Local Plan will include policies to ensure new development is delivered in a sustainable way, by encouraging local services and facilities and reducing the need to travel. Policies will also seek to reduce carbon emissions from new and existing development by supporting sustainable building practices, design and renewable energy generation.
- 39) Climate resilience will be a central theme in the emerging Local Plan. Officers are keen to ensure that policies play a positive role in preparing both the built and natural environment to a changing climate by protecting and supporting biodiversity, considering flood risk, future proofing design and promoting health and wellbeing.

Design and Visual Appearance

- 40) Officers have commissioned Urban Graphics to re-evaluate the presentation of the emerging Local Plan. The style and format of the document will be considerably different to the 2018 Proposed Submission Version and Urban Graphics are working closely with the Council's GIS and Communications teams, to ensure consistency with corporate brand guidelines.

Duty to Co-operate (DtC)

- 41) DtC engagement has continued over recent months. Further discussions have been held with neighbouring authorities in West Kent and nearby London Boroughs. A significant amount of engagement will be undertaken ahead of the publication of the first Regulation 18 consultation. Member briefings on DtC engagement activities will continue, as the Local Plan moves through the process.

Next Steps

- 42) Officers will move ahead with the preparation of the first Regulation 18 consultation document, for the approval of members in October.

Conservation Area Appraisal Reviews

- 43) The Council has a statutory duty to review and update its Conservation Areas. Focusing on those areas with the greatest pressure for development and the oldest appraisals, this means the next areas to be reviewed will be Farningham, Eynsford and Kemsing.
- 44) Additionally, following identification by the Twentieth Century Society and our own assessment, New Ash Green shall have a formal assessment made and it is anticipated that this will result in the designation of a new Conservation Area. Local residents and local members will be invited to participate in the production of these documents, once the project is underway.
- 45) The tender document for the Conservation Area Appraisals has been drafted and will be issued shortly.

Settlement Hierarchy

- 46) The Settlement Hierarchy is a technical document, which audits the sustainability of each settlement. Relevant factors in determining the position in the hierarchy include population size, services and facilities available within a settlement and transport connections. Officers worked with Town and Parish Councils and members to undertake an up to date audit of each of the District's 56 settlements.
- 47) This updated Settlement Hierarchy has a greater focus on the key elements of sustainability for the settlements. The scoring and methodology was revaluated to afford more weight to the most important services. The Settlement Hierarchy also takes into consideration a greater range of services, including cycling infrastructure and electric vehicle charging points, in order to reflect the national and District-wide priority of reducing carbon emissions.
- 48) The Settlement Hierarchy has introduced a new category, Service Villages. This includes the settlements of Hartley and West Kingsdown, which were previously categorised as a Local Service Centre and a Village respectively, to reflect the level of services and facilities and therefore the sustainability of the settlements.
- 49) Other small changes include Horton Kirby being classified as a Village instead of a Hamlet, to bring it in line with other Villages. Four Elms has been regraded as a Hamlet, mainly due to the settlement being fully washed over by the Green Belt and Knockholt (including Knockholt Pound) has also been regraded as a Hamlet, due to its distance from sustainable transport options.
- 50) An extract from the Settlement Hierarchy document is attached to this report at Appendix 2.

Emerging Trends

- 51) A member presentation on the Levelling Up and Regeneration Bill took place at the end of May. Officers understand an updated version of the NPPF will be published in July. A further training session will be organised on this important document, after its publication.

Key Implications

Financial

The production of the Local Plan will be funded from the Local Plan 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 the Local Plan 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.

Net Zero Implications

The decisions recommended through this paper have a remote or low relevance to the council's ambition to be Net Zero by 2030. There is no perceived impact regarding either an increase or decrease in carbon emissions in the district, or supporting the resilience of the natural environment.

Conclusion

Officers will be happy to take any questions on the content of this report at the meeting.

Appendices

Appendix 1: Skeleton Structure for the emerging Local Plan

Appendix 2: Settlement Hierarchy

Richard Morris

Deputy Chief Executive, Chief Officer - Planning & Regulatory Services

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Skeleton Draft of Local Plan (May 2022)

The following document outlines the proposed chapters and content of the emerging Local Plan.

1. Vision

The Spatial Vision is a statement of how the District will look at the end of the Local Plan period, if the strategic policy objectives are delivered. The Vision is the starting point for all aspects of the Plan and should reflect the Council's wider objectives on matters such as Net Zero and health and wellbeing.

Key aspects of the Spatial Vision will be as follows:

- **Achievement of the Council's Net Zero aspirations** - Significantly reducing carbon emissions and adapting to a changing climate.
- **Delivery of sustainable and equitable infrastructure** - To meet the needs of all residents, regardless of ethnicity, gender, age, disability or social group. In transport terms, we want to encourage sustainable transport choices, as long as the approach does not alienate particular groups - for example, an active travel strategy that provides genuine choices for an aging population.
Community infrastructure should be provided to meet the needs arising from planned growth, particularly in relation to health and education.
- **Healthy places and spaces, promotion of mental and physical health** - Incorporating green space and healthy design principles, to encourage good physical and mental health. Recognition of health as a principle that cuts across all policies in the plan.
- **Greater economic competitiveness** - Through vital and viable, unique and flexible town centres, capitalising on the strategic location of the District and its functional economic links. Ensuring the delivery of the right type of employment space and supporting the rural economy are equally important in encouraging economic competitiveness.
- **Continued protection of natural resources** - Including the natural environment and biodiversity.
- **Embracing emerging trends, such as smart technology** - Future proofing and allowing flexibility, promoting innovation.
- **Responding to demographic change** - Addressing migration trends and demographic pressures.
- **Continued engagement with neighbouring authorities** - Including London Boroughs.
- **Meeting development needs in a way that respects local character and promotes design excellence** - Encouraging high quality design for new development, delivering enjoyable and attractive places to live, work and relax, that respect local character and provide innovative ways to support mental and physical well-being.

2. Growth Strategy

This initial chapter in the Local Plan provides the over-arching strategy for sustainable growth across the District. It considers the existing pattern of development and the settlement hierarchy, strategic constraints such as Green Belt and AONB and development needs for housing, employment, town centre uses and supporting infrastructure. Additional components will include options for meeting these needs and a focus for growth in sustainable locations, close to facilities and services, such as within existing town and service centres.

The Growth Strategy will promote building at optimum densities to make best and most efficient use of land and the reuse of brownfield land. It acknowledges that the District is unlikely to be able to fully meet its needs within existing developed areas and ongoing discussions will continue with neighbouring authorities regarding the accommodation of strategic needs elsewhere. Notwithstanding these measures, it is likely that some Green Belt release will be required in due course, subject to exceptional circumstances being demonstrated. The chapter will highlight the continued support for town and parish councils who are preparing neighbourhood plans.

3. Housing

Ensuring the right type of homes are delivered to meet the needs of current and future residents, including the Gypsy & Traveller community, is a key area of focus. Boosting the amount of affordable housing to rent and buy is also a top priority, given the high house prices in the District relative to incomes, as is providing more choice in the market for older residents to 'rightsize', in turn freeing up family sized housing for others. Building homes for life is also an important theme, ensuring new homes are built to enable residents to continue to live independently for longer.

Whilst new development will primarily be focused on existing settlements, we are keen to ensure that rural communities are supported by identifying and delivering local needs housing, so that residents who cannot afford to buy or rent locally are not forced to move away.

The delivery of housing in a constrained District is a challenge and a key priority is to make best and most efficient use of land. This means building homes and mixed use developments at densities that are informed by appropriate evidence, taking a design-led approach to ensure new homes are of the highest quality and enhance the character of neighbourhoods. It also means encouraging the development of small and medium sized sites up to 1 hectare in size and considering innovative solutions to boost housing delivery, for example through build to rent schemes.

Gypsy and Travellers are an important part of the community in Sevenoaks District and national policy states that we must plan for their housing needs in the same way as the settled community. We will focus on ensuring that the needs of the Gypsy and Traveller community are met in a sustainable way, by focusing on existing sites and sites close to services and facilities.

4. Economy

Identifying how much land for office and industrial uses will need to come forward over the period of the Local Plan, to meet employment needs is a key aspect of the Growth Strategy. Specific sites will be identified for this purpose, alongside criteria based policies to determine planning applications for employment uses. This chapter will also provide a spatial response to longer-term economic challenges, to ensure the District remains economically competitive. Matters such as the type of office space needed and maintaining a vibrant rural economy and tourist sector will be covered. Officers are working closely with Economic Development colleagues to ensure consistency with the Council's Economic Development Strategy.

5. Town Centres

Informed by the Council's recently published Town Centre Strategy (TCS), this chapter will provide over-arching principles to support the District's town centres. These will be presented as both strategic priorities and development management policies related to a 'town-centre first' approach. Key matters for consideration include appropriate town centre boundaries and primary retail areas, the use of Article 4 directions (to restrict permitted development rights) to support town centre uses in core retail areas and the introduction of a lower (than national) threshold for retail impact assessment.

For each of the main town centres and New Ash Green village centre, the TCS identifies a town centre vision for each place, potential development projects, a place co-ordination strategy and delivery and funding mechanisms. The Town Centres chapter of the Local Plan will contain policies to support these recommendations.

6. Transport

The transport policies will aim to facilitate a connected, sustainable movement network, to encourage active and low carbon travel. A mechanism will be provided to deliver the findings of the strategic transport study and other relevant evidence base documents.

The policies will strive to embed sustainable movement priorities and the aims of the Council's Movement Strategy. They will encourage a reduction in air emissions, progress towards the Council's Net Zero ambitions and support residents and visitors to make healthy transport choices. It is noted that urban and rural areas of the District face different movement challenges and there is no singular method which will achieve policy aims.

The Movement Strategy is a corporate document that considers all aspects of movement across the District. Officers have spoken with a number of stakeholders and evaluated consultation responses from numerous documents, including the Local Transport Plan and Cycling Strategy, to gain a greater understanding of the issues faced by residents, businesses and visitors. The Movement Strategy identifies a number of priorities for the District, which include active travel, working with partners, improving public transport and the environment and working towards our Net Zero aims. Whilst it is not a planning document, the identified priorities will inform the development of our transport policies.

7. Infrastructure

Infrastructure policies will ensure that new development contributes appropriately to local and strategic infrastructure requirements. The inclusion of a strategic policy to coordinate infrastructure provision across the District is central to this aim, as is working with providers to ensure the provision of the right infrastructure in the right place, at the right time.

Policies will be based on a clear understanding of infrastructure needs at a District-wide and local level, to assist in the allocation of developer contributions, through mechanisms such as the Council's Community Infrastructure Levy (CIL) Spending Board. It is important that stakeholders are made aware of infrastructure needs, how these have been identified and the associated costs of provision.

The Infrastructure chapter will promote mechanisms to ensure the needs arising from major development schemes are identified at the pre-application stage and can be met. Policies are likely to require the submission of infrastructure strategies with proposals for major development schemes, to address requirements and ensure that infrastructure solutions are 'designed in' at an early stage.

An Infrastructure Delivery Plan (IDP) will be drafted to inform the policies in this chapter and officers are considering the potential to consult on changes to the CIL Charging Schedule alongside the emerging Local Plan. The aim of these changes would be to bring forward appropriate infrastructure to support local communities and future growth.

8. Landscape and the Natural Environment

The District has a high quality landscape with more than 60% of land within the Kent Downs or High Weald Areas of Outstanding Natural Beauty (AONB). It is important to ensure that development will conserve and enhance the natural environment and the landscape character of the District. New development will be expected to respect and enhance the distinctive landscape character of the AONB and development proposals should take account of the relevant management plan and associated guidance, to produce sensitive and carefully designed schemes.

The Local Plan will also support appropriate proposals and projects which provide improvements to the natural environment, increase public enjoyment and provide health benefits, both at the landscape and the local scale.

9. Wildlife and Nature

The District has many nationally designated biodiversity sites, such as Sites of Special Scientific Interest (SSSIs) and many irreplaceable habitats. These designated areas play an important role in the ecosystem of the District and are supplemented by a number of locally designated areas. The District's Local Wildlife Sites and Nature Reserves will be protected for their biodiversity and ecological value.

Biodiversity is not confined to designated and protected areas and therefore areas of biodiversity value and habitats will be protected and created and must be incorporated into new development. The Local Plan will support the principle of Biodiversity Net Gain for new developments.

Access to the natural environment and areas of high biodiversity value can also have a positive impact on health and wellbeing and assist in reducing social and health inequalities. We are supportive of projects such as community led habitat management, health walks and wildlife/nature experiences, especially those which encourage children and young people to engage with the natural environment.

10. Design

Design is now at the forefront of national planning policy and our local policies are being updated to demonstrate the values of our residents and how new development will reflect the character of the District. We will be ambitious in ensuring that all elements of the Local Plan are successfully achieved through design, be clear about what development should deliver and how good design will be measured. As more information is released in the coming months regarding the changes to national planning policy on this subject, we will continue to evolve the policies.

11. Heritage

This chapter will consider the historic environment and build on the evidence base from Historic England and our own Historic Environment Review. The government, as part of forthcoming reforms, has indicated that local policy should not repeat national guidance where it is unnecessary. As the designated historic environment is well covered in the NPPF, these policies will focus on the identification and management of non-designated heritage assets in the District.

12. Climate Change

This chapter will explain how the Local Plan will help to tackle climate change. The Council has committed to working with communities to reduce carbon emissions to net zero across the District and the Local Plan has been identified as a key driver in achieving this aim. Policies will seek to reduce the carbon impact of developments by ensuring sustainable building practices, champion the implementation of renewable energy resources and ensure new development supports climate resilience. Carbon sequestration schemes will also be supported in appropriate locations.

Climate change mitigation and adaptation is not limited to built development and features throughout the Local Plan, influencing policies related to design, flood risk and water management, open space and biodiversity.

13. Flooding

Policies in this section will cover the following aspects:

Water Management

Promotion of water efficiency and ensuring new development does not lead to a deterioration of existing watercourses. A series of options will be provided to enhance the natural function and habitats of watercourses.

Flooding

Taking account of the Strategic Flood Risk Assessment, policies will discourage development in areas of flood risk, including those areas affected by surface water flooding. Proposals incorporating areas of flood risk will be encouraged to maximise wildlife and habitat opportunities. We will also consider the information to be provided in support of major schemes and appropriate flood risk mitigation.

Sustainable Drainage

Ensuring that new development incorporates natural flood alleviation, sustainable drainage provision and appropriate measures to manage surface water run off. It will also inform the requirements for sustainable drainage systems (SuDs) and ensure the appropriate long term management of any SuDs system.

14. Healthy Communities

The emerging Local Plan will promote the health and wellbeing of residents, workers and visitors to the District, through its role in shaping the built and natural environment. The quality of the built and natural environment can directly influence healthy behaviours and have positive impacts on reducing health inequalities. For example, good quality housing in a sustainable location with access to open space can positively benefit social networks and opportunities for active travel.

Some of the District's most pressing health challenges such as obesity, poor mental health issues, physical inactivity and the needs of an ageing population can be alleviated or even prevented through the planning, design, construction and management of spaces and places. The Local Plan will contain a specific policy on healthy communities, requiring all new development to contribute towards a healthy built environment and to improve health inequalities. Qualifying planning applications will also be required to submit a Health Impact Assessment. Health and wellbeing will also feed into other policies in the Local Plan to ensure a comprehensive approach.

15. Leisure and Open Space

This chapter will seek to retain and enhance the District's existing open spaces and sports and leisure facilities. It will seek to maximise opportunities to provide new facilities and open spaces, where there are identified deficits. The importance of open spaces for the District's character will be acknowledged. Further to this, it will be noted that sports and leisure facilities and open spaces make a significant contribution to residents' physical and mental wellbeing.

Settlement Hierarchy for Sevenoaks District 2022

6.1. The final scoring and classifications for each settlement within Sevenoaks District are set out in Table 10 below.

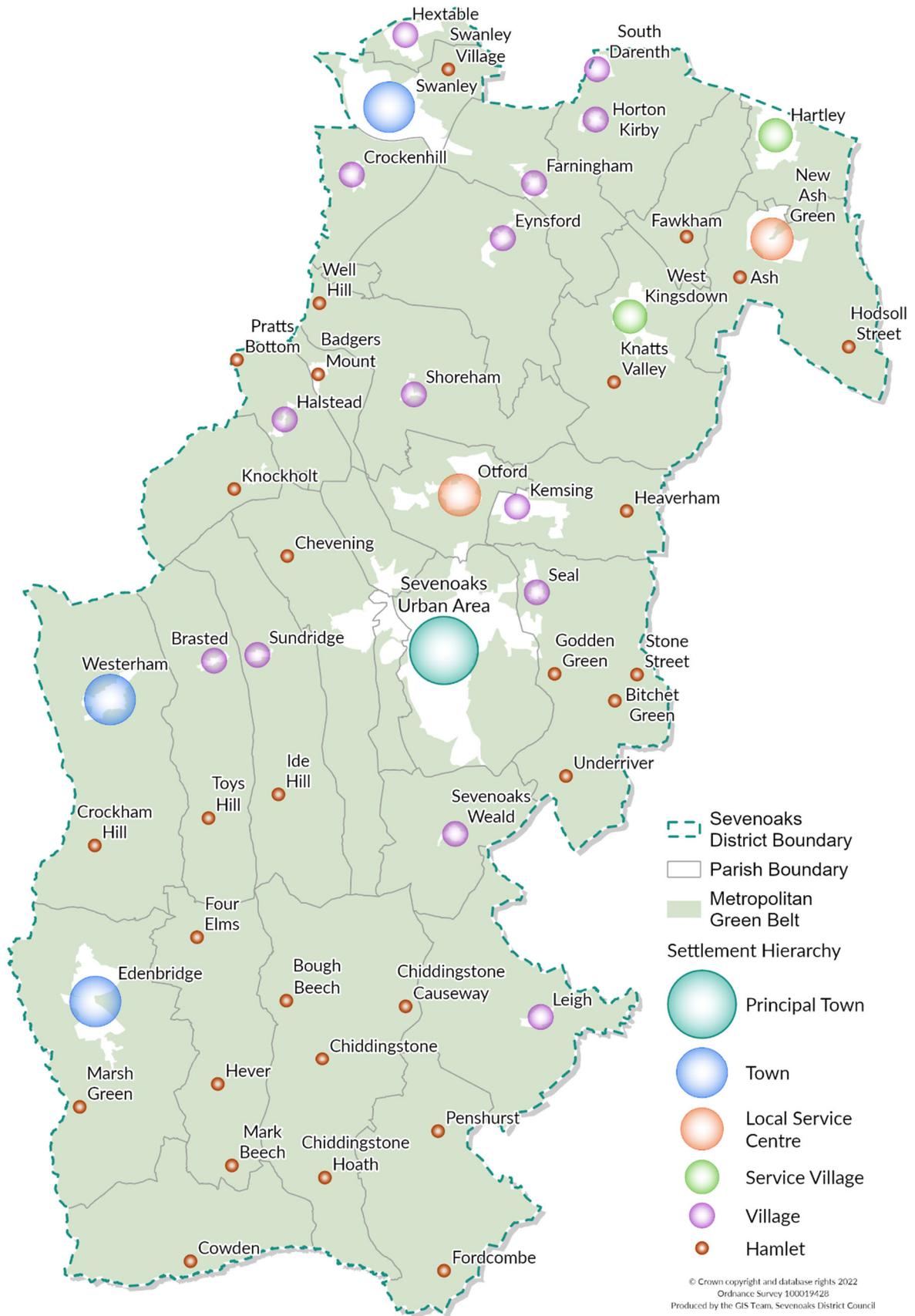
Table 10 – The Settlement Hierarchy for Sevenoaks District

Settlement Classification	Settlement	Population Score	Facility Score	Final Score
Principal Town	Sevenoaks Urban Area: Sevenoaks Town including Bessels Green, Chipstead, Dunton Green and Riverhead	30	722	752
Towns	Swanley	16	176	192
	Edenbridge (including Marlpit Hill)	8	160	168
	Westerham	3	98	101
Local Service Centres	New Ash Green	5	76	81
	Otford	3	75	78
Service Villages	Hartley	4	69	73
	West Kingsdown	4	61	65
Villages	South Darenth	2	48	50
	Hextable	4	44	48
	Kemsing	3	43	46
	Eynsford	1	42	43
	Brasted	0	40	40
	Seal	1	38	39
	Halstead	0	38	38
	Crockenhill	1	35	36
	Shoreham	0	33	33
	Farningham	0	32	32
	Sevenoaks Weald	0	31	31
	Leigh	0	29	29
	Sundridge	0	25	25
	Horton Kirby	0	25	25
	Hamlets	<u>Four Elms</u>	0	24
<u>Hever</u>		0	23	23
Knockholt (including Knockholt Pound)		0	22	22
<u>Penshurst</u>		0	21	21
<u>Ide Hill</u>		0	20	20

Settlement Classification	Settlement	Population Score	Facility Score	Final Score
	Badgers Mount	0	19	19
	<u>Chiddingstone Causeway</u>	0	19	19
	<u>Chiddingstone</u>	0	17	17
	<u>Fordcombe</u>	0	13	13
	<u>Cowden</u>	0	12	12
	<u>Crockham Hill</u>	0	11	11
	<u>Fawkham</u>	0	10	10
	<u>Underriver</u>	0	9	9
	<u>Ash</u>	0	9	9
	<u>Pratts Bottom</u>	0	9	9
	<u>Stone Street</u>	0	6	6
	<u>Mark Beech</u>	0	6	6
	<u>Bitchet Green</u>	0	6	6
	<u>Bough Beech</u>	0	6	6
	<u>Hodsoll Street</u>	0	5	5
	<u>Swanley Village</u>	0	5	5
	<u>Heaverham</u>	0	5	5
	<u>Chiddingstone Hoath</u>	0	5	5
	<u>Marsh Green</u>	0	5	5
	<u>Toys Hill</u>	0	4	4
	<u>Chevening</u>	0	3	3
	<u>Godden Green</u>	0	3	3
	<u>Knatts Valley</u>	0	2	2
	<u>Well Hill</u>	0	2	2

Please note: Settlements which are underlined do not have a defined Green Belt boundary.

Figure 3: Sevenoaks District Settlement Hierarchy Map



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Development and Conservation Advisory Committee Work Plan (as at 23/06/22)

05 July 2022

- Local Plan Update
- Digital Transformation Grant
- Infrastructure update

18 October 2022

- Strategic Planning Update
- Budget 2023/24: Review of Service Dashboards and Service Change Impact Assessments (SCIAs)

1 December 2022

2 March 2023

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