Our Local Plan

Local Development Scheme 2016-2019

June 2016
The Local Development Scheme 2016 supersedes the March 2015 version of the document.

The Local Development Scheme 2016 is effective from 29th June 2016.

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1.0 Introduction

1.1 Section 15 of The Planning and Compulsory Purchase Act 2004 (as amended) requires the Council, as a Local Planning Authority (LPA), to prepare and maintain a ‘Local Development Scheme’ (LDS).

1.2 This LDS sets out the programme for producing the Local Plan which is the statutory development plan document for the area. The Local Development Plan (LDP) is responsible for setting out where and how new development will take place and specifies the planning policies which will be applied in the determination of planning applications.

1.3 The publication of the LDS also assists the community and others by setting out what development plan documents the Council is intending to produce and when, and at what stage they can get involved in the process.

1.4 Chapter 5 sets out the documents which are being prepared and the timetable for their preparation. These timetables reflect a point in time with the best understanding of what is required to reach the key milestones, the resources needed and available, and the evidence and information which will be necessary to ensure a sound Plan is prepared. Where necessary, this LDS may need to be revised to reflect circumstances as they change.

1.5 The Council currently have an adopted development plan and this is formed of the documents set out below. These documents remain relevant to the local planning position and decision-making process until such time as they are replaced by updated policies.

<table>
<thead>
<tr>
<th>Core Strategy</th>
<th>Sets out the strategic policies to steer and manage the approach for development.</th>
<th>Adopted October 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Plan Part 2 – Detailed Policies (LP2)</strong></td>
<td>Suite of Development Management polices to assist in the assessment of planning applications. LP2 forms local planning policy alongside the adopted Core Strategy.</td>
<td>Adopted July 2014</td>
</tr>
<tr>
<td><strong>Community Infrastructure Levy</strong></td>
<td>District wide Set out charging regime for contributions to infrastructure</td>
<td>Implemented 1st December 2014</td>
</tr>
<tr>
<td><strong>Woldingham Neighbourhood Plan</strong></td>
<td>Applies to the Woldingham area only, and sets out area specific policies in terms of design and the identification of local green spaces.</td>
<td>Adopted 21st April 2016</td>
</tr>
</tbody>
</table>

1.6 In accordance with The Localism Act 2011, adopted Neighbourhood Plans also form part of the LDP and are used in the assessment of planning applications for specific areas. A number of Neighbourhood Plans have been commenced in the District, but only Woldingham have progressed their Plan to the point of adoption so far.
1.7 Neighbourhood Plans are prepared and led by the community via parish councils or community forums, and provide the community with the opportunity to take a leading role in planning for their areas and must be prepared in accordance with The Neighbourhood Planning (General) Regulations 2012. The timetable for preparing a Neighbourhood Plan is not in the control of the Council and the LDS does not include schedules for their preparation or set milestones, but does recognise the areas which have commenced the Neighbourhood Planning process.

1.8 In addition to the documents that form the LDP, the Council is also required to produce a Statement of Community Involvement (SCI) which sets out how the Council will involve people in the production of the new Local Plan. The SCI is a Local Development Document, but it is not part of the development plan. The Council reviewed its SCI in 2015 and this is available on the Tandridge District Council website.

1.9 There is no requirement for the LDS to show what other documents, for example Supplementary Planning Documents the Council intends to produce.

1.10 This LDS supersedes the version of the document which was adopted by the Council in March 2015.
2.0 Regulatory Requirements and Consultation

Key Stages of Local Plan Preparation

2.1 The Local Plan must be prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 which requires Local Authorities to follow formal consultation and notification stages prior to adoption. Further information regarding the stages of preparation and consultation are set out in the Council’s Statement of Community Involvement (2015):

**Preparation of a Local Plan (Regulation 18):** the Council must consult and invite representations from:
- ‘specific’ consultation bodies (identified in the Regulations);
- ‘general’ consultation bodies (identified by the Local Authority), and
- interested parties including residents and/or businesses within the area.

Representation will be sought on what a Local Plan should contain.

The responses to the consultation will be used to inform the publication draft of the Plan and identify any further evidence that may be required. Whilst the 2012 regulations only require one stage of Regulation 18 consultation, the Council may feel that additional consultation is needed to ensure sufficient community involvement has been gained on determining options and to ensure that sufficient reasonable alternatives have been considered to ensure that a sound Plan is prepared.

**Publication (Regulation 19):**

The publication stage Plan is the Plan which sets out the preferred content, strategy and policies which the Council feel should be examined by the Planning Inspectorate. This document should be the version the Council are intending to submit. When consulting at this stage, the Council should be confident that the Plan prepared is sound, justified, effective and legally compliant. Following the Regulation 19 consultation, the Council are able to make minor changes to the document without the need to carry out further consultation.

Prior to the submission of the document to the Planning Inspectorate, the Council will publish the Plan together with associated documents for comments to be made on the soundness and legal compliance of the Plan. The Council will invite interested parties (in addition to the specific and general consultation bodies) to make formal representations at this stage.

**Submission & Independent Examination of a Local Plan (Regulations 22 & 24):**

When the Council feel that a sound and legally compliant Plan has been prepared, the Plan and associated documents (including the full evidence base, Sustainability Appraisal, Strategic Environmental Assessment and Habitat Regulations Assessment) are submitted to the Secretary of State for ‘examination’ and an Independent Inspector is appointed to examine the soundness of the Plan.
The Planning Inspectorate will notify the Council of the date for the Examination in Public (EIP) in order to carry out an examination into the Plan’s ‘Soundness’ in accordance with the requirements of the National Planning Policy Framework (NPPF, paragraph 182).

Prior to the formal examination meetings, the appointed Inspector will review the Plan and other information which has been submitted, including consultation responses and evidence based documents. On reflection of the submitted documents the Inspector may request an exploratory meeting to discuss any specific issues they may feel need to be addressed before progressing to the public examination sessions. This may be to request clarity on specific polices included in the document, to explore a piece of evidence in further detail, or relating to matters of soundness.

The outcome of exploratory meetings can result in additional work needing to be carried out by the Council before the examination can progress or a recommendation from the Inspector to withdraw the Plan pending further work.

**Adoption of a Local Plan (Regulation 26):**

Following the examination of the Local Plan, the Planning Inspector will issue a report setting out a decision as to whether they consider the Plan to be either: sound, sound subject to modification, or unsound. If the Plan is ‘sound subject to modification’, the Council will need to make necessary ‘modifications’ which may also need to be publically consulted upon dependent on the extent of those modifications.

Once the necessary steps have been taken to respond to the Planning Inspectors report and the Local Plan can be deemed sound, it is the Council’s decision, through Full Council, whether to adopt the Plan.

**Other Legislative Requirements**

**Sustainability Appraisal, Strategic Environmental Assessment and Habitat Regulations Assessment**

2.2 To comply with the planning legislation, the Local Plan must be accompanied by a Sustainability Appraisal (SA), Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA). These documents are required by the Environmental Assessment of Plans and Programmes Regulations 2004 and the Conservation of Habitats & Species Regulations 2010.

2.3 These documents are iterative documents designed to allow an Inspector to see how the Council has taken account of these pieces of European legislation at each step of the plan-making process.

2.4 The SA/SEA, in particular, appraises the emerging spatial strategy and policies at each stage of the plan-making process with regards to the environmental, social and economic impacts of the Plan. This may result in the adjustment of the strategy and policies to ensure that adverse impacts are reduced or mitigated, and to ensure that no one strand of sustainability (environmental, social or economic) has had more emphasis placed on it.

2.5 In terms of the HRA, the Council are required to consider if the policies of a Local Plan will have any impact upon European Sites for Nature Conservation. For Tandridge District, this
includes The Ashdown Forest, located south east of the District and the Mole Gap to Reigate Escarpment located west of the District. Any need to mitigate impact where it occurs will be factored in through policy making to ensure that there is limited or no negative effect on relevant European sites.

Equalities Impact Assessment

2.6 The Local Authority has a legal duty to eliminate discrimination and promote equality through service delivery. The policies of the Local Plan will have an impact upon service delivery in terms of how we can support and provide for all our communities from young to the elderly and those from varying cultural backgrounds.

2.7 Although there is no longer a requirement to produce an Equalities Impact Assessment (EqIA) for a Local Plan it may still be useful to produce an EqIA to have regard to the aims of the General Equality Duty, as set out in the Equality Act 2010, when drafting policies.

2.8 The purpose of the EqIA is to show the likely impact of the Plan and the policies on the groups with protected characteristics (e.g. age, disability, gender reassignment, race and pregnancy/maternity etc), and if necessary, modify and improve the Plan and Policies where possible.
3.0 Evidence Base

3.1 Evidence is a key feature of the plan-making process and the NPPF makes it clear that it expects Local Development Plans to be informed by robust and comprehensive information.

3.2 The Evidence Base takes the form of research and technical studies and, alongside consultation, is critical to informing the direction and content of policies and any guidance within Supplementary Planning Documents which may be prepared.

3.3 The Council have already collected and published an extensive suite of evidence based studies, including those set out below. The evidence which has been published to date can be found on the Council’s website, and will be added to as the Plan is progressed:

- Strategic Housing Market Assessment (SHMA) - to determine the Objectively Assessed Housing Need (OAN) for Tandridge in the context of the wider Housing Market Area (HMA). The OAN is the starting point for determining the level of housing that will be delivered across the District;
- Housing and Economic Land Availability Assessment (HELAA) - to understand the land that is available for future development and consider which sites may be suitable for providing jobs and homes;
- Employment Needs Assessment (ENA) - to identify the level of jobs and the amount of land which Tandridge may need to provide for employment to support the local economy;
- Settlement Hierarchy - looks at settlements across the District and considers how well they are served by facilities and services and their general sustainability;
- Green Belt Assessment: Stage 1 - which identifies how effectively the Green Belt in Tandridge serves the purposes set out in national policy;
- Duty to Cooperate Statement – which sets out how the Council have engaged with key parties and other Districts and Boroughs throughout the plan making process;
- Infrastructure Baseline Study – an audit of current infrastructure provision, from schools to sewage capacity and highlights where issues are identified that may need to be addressed in future. This information provides an early basis upon which to continue engagement with infrastructure providers; and
- A variety of environmental studies such as:
  - Strategic Flood Risk Assessment (SFRA): considers flooding issues in the District and on its borders, and those which the emerging Local Plan will need be aware of when planning for the future so as not to exacerbate flooding; and
  - Landscape Character Assessment: looks at the intrinsic character of the whole of Surrey County and, taking into consideration topography, geology and historical field patterns, identifies the features which make up the landscape, such as the Surrey Hills and High Weald Areas of Outstanding Natural Beauty, and that should be considered when plan making.

3.4 The Council must collect evidence throughout the plan-making process to ensure that it has suitably considered its reasonable alternatives in terms of how development needs could be met and what policies the Plan could contain. Due to the iterative nature of plan-making, it is only possible to prepare certain evidence after a previous stage has been completed, infrastructure based evidence gathering is an example of where this is necessary.

3.5 For the majority of infrastructure providers, they are only able to advise on what they can provide, or what financial contributions they would need to enable delivery, once they have a clear idea of where development will be located and the number of homes, jobs and people
that will need to be accounted for. Any evidence gathering prior to an understanding of these key elements is unlikely to be meaningful and is not usually progressed until such time that the Council have determined the preferred strategy that the Local Plan is seeking to pursue. That preferred strategy is then altered and further refined to reflect the infrastructure based studies.

3.6 The Council will need to prepare a number of evidence based documents that will enable the refinement of a delivery strategy for the Plan and the policies that it will include. It is not possible to provide an exhaustive list of the evidence to be required and sometimes the need for additional evidence arises through consultation exercises. Evidence gathering is resource intensive and is continually monitored to identify any risks to the plan-making timetable and/or where additional resources are required.

3.7 Technical studies which will be essential to this, include:

- Landscape Capacity and Sensitivity Study – assesses the impact of development on the landscape and identifies where it could be sensitively accommodated/mitigated and where it should be avoided,
- Site Based-Ecology Study – assesses sites for their ecological value and identifies opportunities to improve green infrastructure, such as wildlife corridors,
- Statements of Consultation – following each stage of consultation a Statement will be produced which sets out how consultation was undertaken, how it complied with legal requirements, a summary of the comments that were received, the Councils response and the actions which will be taken in response,
- Infrastructure Delivery Schedule – will set out what infrastructure improvements will be needed in response to development and how this will be delivered. For example, through the need for developer contributions, government funding or direct provision,
- Green Belt Assessment Stage 2: Further Areas of Investigation – Will build upon the initial Green Belt Assessment (Stage 1) and look in further detail at those area which were found to either serve purposes to a lesser or greater extent,
- Transport Assessment and Mitigation – This is an essential piece of work conducted by the Surrey County Council Highways Team\(^1\). The purpose of this work is to model the transport movements of existing traffic as well as new vehicles which may be generated by new development. This work will identify traffic ‘hotspots’ and pinch points. It will also consider suitable mitigation measures, where the financial implications of which need to be understood before sites are allocated.
- Jobs and homes balancing topic paper – To ensure that there are local job opportunities to match the level of new homes to be provided, and vice versa, this paper will assist in helping the Council to develop a balanced strategy through the Local Plan, and
- Overall Plan Viability - This will consider the Plan as a whole and assess the cumulative financial impact of the proposals set out within. Viability will take

\(^1\) Transport modelling historically requires six months to carry out, with further time needed to identify mitigation. Transport modelling is only meaningful and accurate when the correct information is provided to the Highways Team. Any alterations to this information can result in the work taking longer, the timing of which is not in the control of TDC.
account of a variety of financial elements from land prices, through to the
cost of transport mitigation measures. This information will also assist in
determining the levels of developer contributions the Council will require
and inform any revisions to the Community Infrastructure Levy which may
be necessary.
**4.0 Authority’s Monitoring Report**

4.1 The Council is required to prepare an Authority Monitoring Report (AMR) on an annual basis to monitor the performance and effectiveness of its adopted development plan and the planning policies and proposals within it. For Tandridge District, the AMR currently focuses on the adopted policies of the Core Strategy (2008) and Detailed Policies (2014) documents.

4.2 The monitoring of policies ensures that the Council can establish where plans are working successfully and delivering what they are supposed to (e.g. homes), and where an update may be required.

4.3 As part of the AMR, the Council are also required to assess how it is performing against the Local Development Scheme in terms of plan preparation. It sets out whether the Council is meeting, or is on target to meet, the milestones set out in the LDS and, if not, the reasons why. Where it becomes apparent that a change to the timetable is necessary the Local Development Scheme may need to be updated.

4.4 The AMR is published each year and is made available for public inspection on the Council’s website.
5.0 The Local Development Scheme

The Documents

5.1 The documents set out below are those which the Council have identified as being a priority. Once adopted, these documents, in accordance with Section 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012, will represent Local Development Documents and be considered part of the Local Development Plan:

<table>
<thead>
<tr>
<th>Title</th>
<th>Local Plan: Strategic Policies (This document will supersede the adopted Core Strategy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Role and Subject</td>
<td>The Local Plan will set out the spatial development strategy and policy framework to</td>
</tr>
<tr>
<td></td>
<td>guide the provision of jobs and homes up to 2033. The document will also set out policy</td>
</tr>
<tr>
<td></td>
<td>mechanisms for protecting, conserving and enhancing the natural, and built historic</td>
</tr>
<tr>
<td></td>
<td>environment, whilst identifying how and where infrastructure improvements will be</td>
</tr>
<tr>
<td></td>
<td>delivered. This document will also be accompanied by an Infrastructure Delivery Plan</td>
</tr>
<tr>
<td></td>
<td>which will also inform future revisions to the Community Infrastructure Levy.</td>
</tr>
<tr>
<td>Geographical Coverage</td>
<td>District wide</td>
</tr>
<tr>
<td>Priority</td>
<td>High</td>
</tr>
<tr>
<td>Chain of Conformity</td>
<td>With the National Planning Policy Framework</td>
</tr>
<tr>
<td>Additional Preparation Stage (Regulation 18) – Sites Consultation</td>
<td>Q3 2016/17 (Oct – Dec 16)</td>
</tr>
<tr>
<td>Proposed Submission Stage (Regulation 19)</td>
<td>Q3 2017/18 (Oct – Dec 17)</td>
</tr>
<tr>
<td>Submission (Regulation 22)</td>
<td>Q4 2017/18 (Jan – Mar 18)</td>
</tr>
<tr>
<td>Independent Examination (Regulation 24)</td>
<td>Q2 2018/19 (Jul – Sept 18)</td>
</tr>
<tr>
<td>Adoption of a Local Plan (Regulation 26)</td>
<td>Q4 2018/19 (Jan – Mar 19)</td>
</tr>
<tr>
<td>Stakeholder and community involvement</td>
<td>Statutory bodies, parish councils, general public, community groups, developers and</td>
</tr>
<tr>
<td></td>
<td>agents. Duty to Cooperate requirements apply and will be a key part of the plan</td>
</tr>
<tr>
<td></td>
<td>making process. No opportunity to prepare a joint Local Plan with another Local</td>
</tr>
<tr>
<td></td>
<td>Authority has been identified, however, meetings with other Districts are continuing</td>
</tr>
<tr>
<td></td>
<td>to take place to share information and feed into other plans and evidence where</td>
</tr>
<tr>
<td></td>
<td>possible.</td>
</tr>
</tbody>
</table>

Please note all timetables are set out in quarters to accord with the financial year, e.g. Q1 = April, May and June etc.
| **Title** | **Policies Map**  
| (Not subject to examination) |
| **Role and Subject** | To illustrate geographically the application of policies in the Local Plan and sites with specific allocations. |
| **Geographical Coverage** | District wide |
| **Priority** | High (contingent on other documents being produced) |
| **Chain of Conformity** | With all other Local Plan documents. |
| **Timetable** | The current policies map reflects the relevant policies set out in the Core Strategy and Local Plan Part 2 – Detailed Policies. The policies map is also updated, as required, to reflect any designations identified by adopted Neighbourhood Plans.  

The proposals map will be amended, when appropriate, to reflect the Local Plan: Strategic Policies once adopted and relevant allocations set out in Neighbourhood Plans as they are adopted. |
<p>| <strong>Stakeholder and community involvement</strong> | Maps associated with the stage of plan preparation will be publically consulted upon in accordance with the timetable. |</p>
<table>
<thead>
<tr>
<th>Title</th>
<th>Review of the Community Infrastructure Levy (CIL)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Role and Subject</strong></td>
<td>CIL is a non-negotiable charge on development and is calculated as pounds per square metre based on the net level of development proposed. In order to charge CIL the District Council must set CIL rates based on evidence of viability and produce a CIL charging schedule which is subject to an independent examination.</td>
</tr>
<tr>
<td><strong>Geographical Coverage</strong></td>
<td>District wide</td>
</tr>
<tr>
<td><strong>Priority</strong></td>
<td>Low (Currently)</td>
</tr>
<tr>
<td><strong>Chain of Conformity</strong></td>
<td>With the adopted development plan.</td>
</tr>
<tr>
<td><strong>Timetable</strong></td>
<td>The current adopted Community Infrastructure Levy (CIL) has been based upon the adopted Core Strategy (2008). As such, any review of the CIL is dependent on the new policies and spatial strategy of Local Plan: Strategic Policies which will supersede the Core Strategy. Until the Council have established a clear spatial strategy through the Local Plan, work on revising the Community Infrastructure Levy is not beneficial. The Council do not foresee any work on revising the CIL taking place until we have reached a state of proposed submission and therefore the timetable for commencement is Q3 2017/18, at the earliest.</td>
</tr>
<tr>
<td><strong>Stakeholder and community involvement</strong></td>
<td>The CIL is a Local Development Document, subject to its own specific consultation and procedural requirements as set out in the CIL Regulations. Furthermore, due to the specialist and technical nature of the CIL, consultation is targeted with statutory bodies, parish councils, developers, agents, community groups, service and infrastructure providers and utility companies.</td>
</tr>
</tbody>
</table>
Neighbourhood Plans

5.2 The following areas have been designated as a Neighbourhood Planning area and have engaged in the plan-making process but have not yet adopted their Plan. The Council will continue to work with parishes and neighbourhood planning forums where needed, to support this process.

5.3 Whilst these documents, once adopted, will form part of the Local Development Plan, the timetables for their preparation are a matter for the parish council or forum to determine.

<table>
<thead>
<tr>
<th>Burstow</th>
<th>CR3 (Including the parishes of Caterham-on-the-Hill, Caterham Valley, Chaldon and Whyteleafe)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crowhurst</td>
<td>Dormansland</td>
</tr>
<tr>
<td>Limpsfield</td>
<td>Lingfield</td>
</tr>
</tbody>
</table>
## Local Plan: Strategic Policies

- **Area and Brief Description**: District wide. To set strategic policies for the District to 2033.
- **Chain of Conformity**: With NPPF
- **Priority**: High
- **Preparation**:
  - Regulation 18 Stage 1: Q3 2015/16
  - Regulation 18 Stage 2: Q3 2016/17
- **Proposed Submission**: Q3 2017/18
- **Submission**: Q4 2017/18
- **Examination**: Q2 2018/19
- **Adoption**: Q4 2018/19

Review will not commence until Q3 2017/18 at the earliest to ensure compliance with the Local Plan: Strategic Policies and to avoid abortive work.

## Review of the Community Infrastructure Levy

- **Area and Brief Description**: District wide. Set out charging regime for contributions to infrastructure.
- **Chain of Conformity**: With CIL Regulations and the Local Plan
- **Priority**: Low (currently)
- **Preparation**: N/A

Review will not commence until Q3 2017/18 at the earliest to ensure compliance with the Local Plan: Strategic Policies and to avoid abortive work.