



Swale Borough Local Development  
Scheme

Second Revision  
(Approved November 2010)

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## INTRODUCTION

The preparation of a Local Development Scheme is a requirement of the Planning and Compulsory Purchase Act which came into effect on 28 September 2004.

The Local Development Scheme (LDS) was first prepared by Swale Borough Council in 2005 and updated in August 2007. This LDS is therefore the second review and presents the Borough Council's updated proposals for preparing strategies, planning policy and proposals for the Borough; and when key stages (including public consultation opportunities) are expected for each of the documents comprising the Local Development Framework for Swale.

The 2004 Act introduced a number of fundamental changes to the Development Plan system, including the abolition of district-wide local plans and their replacement with Local Development Frameworks. However, in recognition of the fact that the change could not be effected quickly, especially where local planning authorities such as Swale were at an advanced stage with Local Plan preparation, the Act allowed for such local plans to proceed to adoption under special transitional arrangements. Former versions of the LDS therefore focused on the completion of the Swale Borough Local Plan, which was adopted, on schedule, in February 2008.

The Local Plan is automatically saved for a period of three years (until February 2011) as part of the Local Development Framework. Subject to the Secretary of State's agreement, policies within it may be saved beyond that date until they are superseded by policies in newly adopted Local Development Documents. This agreement has already been secured (July 2010) and the schedule of policies to be saved beyond February 2011 will be advised at the time.

New Statutory Regulations were produced governing the preparation and production of Development Plan Documents (DPD's) in 2008: Statutory Instrument 1371: The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.; and a further set of changes in Statutory Instrument 2009 No. 401. These made substantial changes to the production of DPD's, particularly in the arrangements for public consultation. The main changes for SPDs are that the inclusion of these within the LDS and their programming no longer has to be approved by the Secretary of State. They are nevertheless included within the Swale Borough LDS as they facilitate delivery of key regeneration and development projects.

Consequently, this second revision to the Swale LDS

- Updates the situation on the status of the Swale Borough Local Plan;
- Updates progress achieved on Local Development Documents to date; and
- Sets out a revised timetable for the production and maintenance of the Local Development Framework over the next three years in the light of progress and regulatory changes.

The LDS is presented in 4 parts, as follows:

Part 1 Explanation of the Local Development Framework System

Part 2 The status of the Swale Borough Local Plan

Part 3 The Swale Borough Local Development Scheme, setting out proposals for preparing Local Development Documents and progress and status of those already started or adopted.

Part 4 Managing the Local Development Scheme

Part 5 Reviewing the Local Development Scheme

This draft LDS is subject to consultation and approval by the Secretary of State, in respect of Development Plan Documents, as required by the 2004 Act and statutory regulations pursuant to that. .

Further copies of the document can be obtained from the Borough Council at Swale House in Sittingbourne, or can be downloaded from the Council's web-site at [www.swale.gov.uk](http://www.swale.gov.uk).

## PART 1: THE LOCAL DEVELOPMENT FRAMEWORK SYSTEM

- 1.1 On 28<sup>th</sup> September 2004 the Planning and Compulsory Purchase Act 2004 (hereafter referred to as 'the Act') came into effect. The Act introduced significant changes to the Development Plan system, including the abolition of district-wide local plans and their replacement with a series of Local Development Documents (LDDs). Together, the LDDs will comprise the Local Development Framework (LDF) for the district authority area.
- 1.2 Certain of the LDDs will be Development Plan Documents (DPDs), which will be required to be submitted to the Secretary of State for independent examination. DPDs that can be produced are as follows:
  - a Core Strategy for the local authority area (mandatory);
  - those that present site specific allocations (mandatory);
  - a Proposals Map (mandatory);
  - Area Action Plans (optional); and
  - other DPDs considered appropriate by the local authority (optional).
- 1.3 The DPDs produced by the local authority will form part of the statutory Development Plan for the local authority area. The statutory Development Plan will also comprise:
  - Minerals and Waste DPDs.
- 1.4 The coalition government rescinded the Regional Spatial Strategies (South East Plan) in July 2010, which had formed part of the development plan. It is not known at this stage what if any further changes will be proposed to the development plan process as a result of the Localism Bill expected in November 2010.
- 1.5 The Minerals and Waste DPDs will be prepared by Kent County Council, replacing the former Minerals and Waste Local Plans, also prepared by them. The County Council has prepared its own LDS for preparing these documents.
- 1.6 Within a local authority's LDF there are also other LDDs termed Supplementary Planning Documents (SPDs), which replace the former Supplementary Planning Guidance.
- 1.7 Also part of the LDF is the Local Development Scheme (LDS). The purpose of this document is to set out the authority's programme for preparing LDDs. Amongst other things, this must identify:
  - the LDDs to be prepared and the timetable for their preparation and/or review;
  - those LDDs that will comprise DPDs; and
- 1.8 The SCI is a statement of the authority's policy as to the involvement of persons who appear to the authority to have an interest in matters relating to development in their area in regard to the preparation of LDDs and the consideration of planning applications. Swale Borough council adopted its Statement of Community Involvement in September 2008.
- 1.9 Also part of the LDF is the Annual Monitoring Report (AMR), which records progress in achieving the LDS and the performance of the LDDs in meeting national, regional and local targets and objectives. The AMR must be submitted to the Government by the end of December each year.

## Sustainability Appraisal

- 1.11 For all DPDs which were not adopted before 21st July 2006, but commenced after 21<sup>st</sup> July 2004, a Sustainability Appraisal, incorporating a Strategic Environmental Assessment, must be undertaken<sup>1</sup>. A sustainability appraisal is a systematic and iterative process, the purpose of which is to appraise the social, environmental and economic effects of the strategies and policies proposed from the outset of the preparation process. Following amendments to the statutory regulations in 2009, SPDs are no longer subject to Sustainability Appraisal preparation, although a Strategic Environmental Assessment may still be necessary.

## Appropriate Assessment

- 1.14 Under the *Conservation (Natural Habitats, &c.) (Amendment) (England and Wales) Regulations 2006*, local authorities must undertake an Appropriate Assessment to assess the impacts of a plan or project against the conservation objectives of a European Site (Special Area of Conservation (SAC) or Special Protection Area (SPA)) to determine whether there are likely to be adverse effects on the integrity of these designations. Whilst not forming part of the Act, such Appropriate Assessment is now a fundamental part of the plan making process.

## PART 2: THE SWALE BOROUGH LOCAL PLAN

- 2.1 The Swale Borough Local Plan was reviewed and adopted in February 2008 under the transitional provisions of the 2004 Act. The previous (2000) version of the Local Plan was automatically rescinded upon this adoption.
- 2.2 In view of the major changes to the development plan system, the Borough Council prepared the Local Plan in a format which reflects the Local Development Document requirements. It comprises:
- A Core Strategy containing strategic level policies;
  - Development control policies;
  - Site specific allocations and Action area proposals;
  - Monitoring arrangements.
- 2.3 The Swale Borough Local Plan (2008) was automatically saved for a period of 3 years until February 2011. Provision has already been made (and agreed by the Secretary of State July 2010) to save the policies and proposals within the Local Plan (which are still in accordance with national planning policy) until such time as they can be replaced in a suitable Development Plan Document. The Local Plan will therefore be gradually superseded by the Core Strategy and site allocation and development control policy DPDs.
- 2.4 The Swale Borough Local Plan (2008) also forms a body of adopted development plan policies, which form the basis for preparation of Supplementary Planning Documents (SPDs). SPDs do not write policy or allocate land – they expand on how complex Local Plan policy will be implemented. For example in the case of Sittingbourne Town Centre, design, layout, public realm and transport issues are among the issues that can be covered in more detail to provide guidance for developers to work up planning applications. SPDs can also be topic based such as the Developer Contributions SPD which sets out in more detail what the Borough Council will expect in respect of implementing the relevant policies for negotiating contributions to infrastructure and services to support new development.

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<sup>1</sup> As required by European Union Directive 2001/42/EC, incorporated into English Law by virtue of the Strategic Environmental Assessment Regulations 2004, and Section 29 of the Act.

- 2.5 The Local Plan also refers at para 1.10 to previously adopted Supplementary Planning Guidance which supported development control policies in the previously adopted (2000) Local Plan. Where these are still in accordance with national and regional planning policy they remain a material consideration for determining planning applications, although efforts will be made to replace them with SPD guidance as resources permit..
- 2.6 Several major development sites (namely Thistle Hill, Minster: East Hall Farm, Sittingbourne: and Iwade) which were the subject of allocations and development briefs pre-dating the Local Plan (2008) were in need of revision, so that the development could be satisfactorily built out in accordance with current planning policy and density guidelines. Counsel's recommendation (given the advice on supplementary planning documents in PPS12 2008) was that a pragmatic approach be taken to these outstanding development briefs by revising and treated as material considerations for determining planning applications; and that subjecting them to public consultation and sustainability appraisal would ensure robustness. This has now been done and the relevant briefs adopted for development control purposes. All other supplementary guidance for site allocations which are not yet under construction, will be expected to take the format of Supplementary Planning Documents and will be formally included in the Local Development Framework.

## PART 3: LOCAL DEVELOPMENT SCHEME

- 3.1 As explained in Part 2 of this document, the Council completed the review of the Swale Borough Local Plan in February 2008 and this will be saved beyond the first three years as part of the Local Development Framework until such times as suitable Development Plan Document policies can be adopted to replace them.
- 3.2 The Local Plan was prepared with the former Kent Structure Plan as its strategic context. However, with the demise of this and, in July 2010, the South East Plan, the Local Plan remains the development plan for the Borough. The Borough Council has already produced a Strategic Housing Land Availability Assessment (December 2009) which will support the Core Strategy and any allocation DPDs; and will be updated on an annual basis through the Annual Monitoring Report to demonstrate a 5 and 10 year housing land supply. The first SHLAA indicates that there is a housing land supply sufficient to meet 17 years annualized target at the former South East Plan guideline level. It will be for the Core Strategy to determine an appropriate level of provision for the future.
- 3.5 The revised LDS also sets out the Council's proposals for progressing the other documents comprising the Local Development Framework (LDF) over the next three years. The components of the LDS are considered in turn in the rest of this part of the LDS.

### 1. Review of the Swale Borough Local Plan

- 3.6 The first review of the Swale Borough Local Plan was adopted on schedule, in February 2008. It covers the period to 2016, and will be saved beyond February 2011. This revised Local Development Scheme (LDS) therefore illustrates the Local Plan as part of the Local Development Framework.
- 3.7 The Local Plan is in four main parts, as follows:
- Part One sets out the Core Strategy (Chapter 2 of the Plan);
  - Part Two sets out the Council's general Development Control Policies (Chapter 3 of the Plan); and
  - Part Three comprises Site Specific Proposals in the form of Site Allocations (Chapter 4) and Area Action Policies (Chapter 5).
  - Part 4 sets out Monitoring Arrangements (Chapter 6)
- 3.8 Policies and proposals in the Plan relate to the following matters:
- The Core Strategy (comprising strategic policies and a spatial strategy);
  - The Environment (covering the built and natural environment and the design of new development);
  - The Economy (covering employment, retail and tourism);
  - Housing;
  - The Rural Communities;
  - Transport and Utilities; and
  - Community Services and Facilities (including recreation).
- 3.9 The Plan also includes a Proposals Map. This is part of the Local Development Framework in its own right and will be updated whenever a Development Plan Document is adopted which necessitates it being amended.
- 3.10 For the purposes of this LDS, the whole Local Plan will comprise a Development Plan Document (DPD).

3.11 The Local Plan will provide a basis for the preparation of Supplementary Planning Documents in respect of specific sites, or topics. Those already adopted include:

- Sittingbourne Town Centre and Milton Creek SPD ( September 2010)
- Developer Contributions SPD ( November 2009)
- Kent Design SPD ( 2008)
- Thistle Hill Development Brief (2009)
- Iwade Development Brief (2009)
- East Hall farm development Brief (2009)

<b>Document Details</b>	<b>Title:</b>	Swale Borough Local Plan (Adopted February 2008)
	<b>Role &amp; content:</b>	The Local Plan provides policies and proposals relating to the development and other use of land in the Borough, with the exception of the extraction of minerals and the management of waste, for the period to 2016. In so doing it will: <ul style="list-style-type: none"> <li>• apply Government land use planning policy; and RSS policy at a local level, including its objective of securing sustainable development;</li> <li>• provide a detailed basis for planning decisions by identifying sites for particular purposes, and criteria based policies against which development proposals will be assessed;</li> <li>• present local and detailed planning issues to the public, and foster the community's engagement in the plan making process; and</li> <li>• provide a basis for decisions on the investment of private and public resources and the management of land.</li> </ul> <p style="text-align: center;">Development proposals and designations will be shown on a Proposals Map.</p>
	<b>Status:</b>	Statutory Local Plan/Development Plan Document
	<b>Conformity:</b>	Government Planning Policy Guidance/Statements
	<b>Coverage:</b>	Whole Borough
<b>Timetable</b>	Saving Local Plan Policies	Approved by Secretary of State July 2010: to be actioned February 2011
<b>Arrangements for Production</b>	<b>Lead organisation:</b>	Swale Borough Council (Development Services)
	<b>Management:</b>	Complete
	<b>Resources:</b>	Spatial Policy Team; in-put from other Council Service Units as necessary; graphic, technical (IT) and printing support.
	<b>Community involvement:</b>	Not required for saving policies which have already been through the Local Plan process.

3.12 A Sustainability Appraisal (SA), incorporating the requirement of European Community Directive 2001/42/EC to undertake a Strategic Environmental Assessment (SEA), has been undertaken and a final SA/SEA statement, indicating how consultations have been taken into account has been prepared.

3.13 As a result of the requirements of the *Conservation (Natural Habitats, &c.) (Amendment) (England and Wales) Regulations 2006*, the Council undertook an Appropriate Assessment of the Re-deposited Plan. This comprised an assessment of the impacts of the Plan against the conservation objectives of a European Site (Special Area of Conservation (SAC) or Special Protection Area (SPA)) to determine whether there are likely to be adverse effects on the integrity of these designations.

## 2. Statement of Community Involvement (Complete: Adopted 2008)

3.13 The Statement of Community Involvement (SCI) is a key Local Development Document and was adopted ahead of schedule in September 2008. It sets out the Council's policy towards involving local communities and interested persons in formulating and determining future development in the Borough, both in regard to the preparation of LDDs and the consideration of planning applications. The SCI was drawn up in consultation with the local community and sets out the Borough Council's commitment and approach to continuous community involvement at all stages of plan preparation to ensure that development proposals meet the needs of the local community. This will be particularly important in the early stages of plan preparation

when development options are being assessed. Compliance with the SCI will be an important consideration in the examination of DPDs.

### 3. Development Plan Documents

- 3.15 As explained in Part 1 of this document, the Council has an adopted Local Plan which is saved for three years from adoption, although it does provide an up-to-date set of planning policies and proposals for the period to 2016. Consequently, it will be necessary for the Council to replace the Local Plan with DPDs as soon as possible.
- 3.16 In this revised LDS the Council is setting out its proposals for preparing the DPDs that will progressively replace the Local Plan over the next three years. The documents proposed are:
- Core Strategy
  - Faversham Creekside Area Action Plan
  - Community Infrastructure Levy Schedule
- 3.17 It may be necessary to bring forward further DPDs dealing with development control policies and land allocations not covered by strategic allocations in the Core Strategy.

### **Proposals Map**

- 3.18 The Proposals Map is an integral part of the LDF. Any DPD which results in changes to the Proposals Map will be accompanied by a catalogue of proposed changes which will be added to the Proposals Map upon adoption of the DPD.
- 3.19 The **Core Strategy** will cover the period to 2031 to ensure that it will cover some twenty years from the anticipated date of adoption, which is as far ahead as can reasonably be planned for. This is five years beyond the current horizon date for the South East Plan; and for this period there will be a working assumption that the annualized housing requirements will continue at the same rate as set out to 2026. The Core Strategy will:
- set out the Council's overarching spatial vision and strategic objectives for the Borough;
  - present clear policies appropriate for the Borough to support the spatial vision;
  - identify strategic sites for future development;
  - identify other areas where it is considered that smaller scale development opportunities are available to contribute towards the overall spatial vision; and
  - provide a monitoring and implementation framework with clear objectives for achieving delivery.
- 3.20 It is possible that as a result of preparing the Core Strategy the need for other Development Plan Documents will be identified to support the spatial vision, and these will be confirmed and programmed in a future revision of this LDS.
- 3.19 The Area Action Plan DPD for **Faversham Creekside** will highlight issues around Faversham Creekside that need to be addressed. The potential and opportunities at Faversham Creekside make this location a key part of the economic strategy of the town as promoted in the Local Plan. In 2005 a Creekside Consortium was established, comprising landowning and community stakeholders with an interest in the creek and creekside, and in 2006 consultants were commissioned by the Council to look at navigation issues. Building on the economic strategy of the Local Plan

(2008), the work of the Creekside Consortium, and the findings of the navigation study, the Council considers that a strategy for the creekside, including the identification of development opportunities, was considered an issue that is most appropriately progressed as an Area Action Plan DPD. Work to date has established a vision and objectives for the Creek, but has also identified a number of technical and planning issues which are fundamental to the objectives of the DPD and the feasibility and viability of achieving them. These matters are currently the subject of further investigation and will be reported in November 2010. However, prioritisation of resources in the most effective way to deliver strategic development objectives Borough-wide, mean that the Core Strategy DPD will take first priority, if there is any technical problem or delay in the programme proposed for the Creek. Consequently, the programme for the Faversham Creek DPD may need to be subject to further review.

- 3.20 As required by Government's Planning Policy Statement (PPS) 12, a robust evidence base will be required to ensure that these DPDs are sound. With the evidence base for the new Local Plan now a little dated, and with new requirements for evidence being highlighted in more recently issued PPSs, it will be necessary to fundamentally review the evidence base to support the preparation of these DPDs. Experience from other authorities has clearly shown that this pre-production stage of the plan making process should not be underestimated – both in terms of time and cost. Consequently, having regard to the resources currently available, and likely to be available in the future, the Council considers that this pre-production stage for the Core Strategy will extend over a three-year period from 2007 - 2011.
- 3.21 A programme for the production of a **Community Infrastructure Levy** has been shown in accordance with the introduction of the new statutory regulations for this in April 2010 (as subsequently updated). This will set out the schedule of developer contributions for different types and sizes of development and what they will be expected to pay towards new community, green and transport infrastructure to support new development. The schedule will be produced in parallel with the Core Strategy and its delivery plan and the schedule will be tested as soon as the Core Strategy has been found sound. The programme for the production of this schedule beyond May 2013 will need to be confirmed in a further review of this LDS.
- 3.22 It is anticipated that DPDs for development control policies and land allocations not covered by the Core Strategy may be needed. Their preparation is shown on the LDS Gantt chart as commencing in 2013 after the Core Strategy EIP. The need for these DPDs and their programming will be confirmed in a further review of this LDS.
- 3.23 Profiles for these DPDs are presented on the following pages.

<b>Document Details</b>	<b>Title:</b>	<b>Core Strategy</b>
	<b>Role &amp; content:</b>	<p>The Core strategy will cover the period to 2031 and will:</p> <ul style="list-style-type: none"> <li>• set out the Council's overarching spatial vision and strategic objectives for the Borough;</li> <li>• present clear policies appropriate for the Borough to support the spatial vision;</li> <li>• identify strategic sites for future development;</li> <li>• identify other areas where it is considered that smaller scale development opportunities are available to contribute towards the overall spatial vision;</li> <li>• provide up to date policy on affordable housing;</li> <li>• provide policy on the provision to be made for gypsies and travellers; and</li> <li>• provide a monitoring and implementation framework with clear objectives for achieving delivery.</li> </ul> <p>A Key Diagram will present visually the proposed strategic vision, and the strategic sites and other potential locations for development will be shown on a Proposals Map.</p>
	<b>Status:</b>	Development Plan Document
	<b>Conformity:</b>	National planning policy and other relevant local strategies (including the Sustainable Community Strategy)
	<b>Coverage:</b>	Whole Borough
<b>Timetable</b>	Commencement of scoping of Sustainability Appraisal for DPD	July 2008
	Consultation on scoping report for Sustainability Appraisal (complete)	4 June – 16 July 2008
	Consultation on Issues ( Regulation 25)	August - September 2009
	Collection of Pre-production information	By January 2011
	Consult on Vision, Objectives and Strategic Options (Regulation 25)	January 2011
	Consult on Preferred Strategic Option and supporting Development options (Regulation 25)	August – September 2011
	Publication of Core Strategy DPD (Regs 27,28,29)	May 2012
	Submission of DPD to Secretary of State (Regulation 30)	August 2012
	Notice of Examination in Public (Reg 34)	October 2012
	Examination	December 2012
	Inspector's Report submitted	April 2013
	Adoption of DPD	May 2013
<b>Arrangements for Production</b>	<b>Lead organisation:</b>	Swale Borough Council (Planning Services)
	<b>Management:</b>	Planning Policy Team and LDF Panel, with final agreement by the Council's Executive and Full Council
	<b>Resources:</b>	Planning Policy Team with assistance from other Service Units; Swale Forward; and specialist consultants where appropriate.

	<b>Community involvement:</b>	Community involvement will be undertaken in accordance with the SCI. This will involve consultation on issues, strategic options; and at development options stage. Formal responses will be invited at the publication stage which will form the basis for an Examination in Public.
<b>Post Production</b>		<ul style="list-style-type: none"><li>• Implementation of Strategy through the development control system; and in accordance with the infrastructure delivery plan.</li><li>• Preparation of other appropriate LDDs; and</li><li>• Monitoring of strategy through the Annual Monitoring Report.</li></ul>

<b>Document Details</b>	<b>Title:</b>	<b>Faversham Creek Area Action Plan</b>
	<b>Role &amp; content:</b>	To provide a comprehensive development framework for the future of Faversham Creek and the Creekside for the period to 2026. Specific development proposals will be shown on a Proposals Map.
	<b>Status:</b>	Development Plan Document
	<b>Conformity:</b>	National planning policy; Swale Borough Local Plan (2008)
	<b>Coverage:</b>	Faversham Creek and Creekside
<b>Timetable</b>	Commencement of scoping of Sustainability Appraisal for DPD	July 2008
	Consultation on scoping report for Sustainability Appraisal (complete)	4 June – 16 July 2008
	Collection of Pre-production information	By August 2010
	Consult on Vision and Objectives (Reg 25)	Complete October 2009
	Report on key technical issues and options for way forward for the DPD.	November 2010
	<b>Remainder of programme to be confirmed:</b>	
	Consult on Development Options	March – April 2011
	Consult on Publication Draft DPD (Regs 27,28,29)	September 2011
	Submission of DPD to Secretary of State (Regulation 30)	November 2011
	Notice of Examination in Public (Regulation 34)	January 2012
	Examination	February 2012
	Inspector's Report submitted	May 2012
	Adoption of DPD	July 2012
<b>Arrangements for Production</b>	<b>Lead organisation:</b>	Swale Borough Council (Planning Services in liaison with other Service Units) working in partnership with the Faversham Creekside Consortium.
	<b>Management:</b>	Planning Policy Team and LDF Panel, with final agreement by the Council's Executive and Full Council
	<b>Resources:</b>	Planning Policy Team with assistance from a temporary Consultant; other Service Units of the Borough Council; and the Faversham Creekside Consortium. Progression of the DPD is subject to resolution of complex technical issues – report due November 2010. Subsequent programming will be also subject to the Core Strategy stream of work taking priority and this programme is therefore subject to further review.
	<b>Community involvement:</b>	On-going engagement with Creekside stakeholders through the establishment of a Creek team (including the Faversham Creekside Consortium) and formal consultation with the wider community on issues/options, preferred options and on the submitted DPD in accordance with the SCI.
<b>Post Production</b>	Monitoring of policy through the Annual Monitoring Report and necessary assistance to deliver proposals.	

## Community Infrastructure Levy Schedule

<b>Document Details</b>	<b>Title:</b>	<b>Community Infrastructure Levy Schedule</b>
	<b>Role &amp; content:</b>	To provide a schedule of developer contributions for infrastructure which will support the development identified in the Core Strategy Delivery plan
	<b>Status:</b>	Development Plan Document
	<b>Conformity:</b>	National planning policy, Statutory Instrument 2010; Swale Borough Core Strategy. May be subject to further adjustment following Localism Bill 2010.
	<b>Coverage:</b>	Borough wide
<b>Timetable</b>	<b>May be subject to change in the event of revised national policy post June 2010.</b>	
	Commencement of DPD:	September 2010
	Pre publication draft	Dec – Jan 2012 - 2013
	Publication Draft	May 2013
<b>Arrangements for Production</b>	<b>Lead organisation:</b>	Swale Borough Council Planning Services in liaison with other service, utility and infrastructure providers
	<b>Management:</b>	Planning Policy Team and LDF Panel, with final agreement by the Council's Executive and Full Council
	<b>Resources:</b>	Planning Policy Team with assistance from specialist Consultants, other Service Units
	<b>Community involvement:</b>	On-going engagement with Local Strategic Partnership stakeholders and service and utility providers. Formal consultation with the wider community on issues/options, preferred options and on the submitted DPD in accordance with the SCI.
<b>Post Production</b>	Monitoring of policy through the Annual Monitoring Report and necessary assistance to deliver proposals.	

#### 4. Supplementary Planning Documents

- 3.22 The Swale Borough Local Plan (2000), referred to a variety of Supplementary Planning Guidance (SPG) that supports a number of the policies in that Plan. The Swale Borough Local Plan (2008) notes at para 1.10 that the former SPGs will remain a material consideration in determining planning applications (where they are still in conformity with national and regional planning policy) until they can be reviewed and brought forward as SPDs. .
- 3.23 Under the Act, SPG is replaced by Supplementary Planning Documents (SPDs). As explained in Part 1 of this document, SPDs are Local Development Documents (LDDs) and form part of the Local Development Framework (LDF). The existing SPG, however, will remain extant until the new Local Plan is adopted. At that time, and pending their review, the Council will resolve that they continue to be considered as a material consideration in the consideration of planning applications, though they will not be of SPD status.
- 3.24 The Swale Borough Local Plan Review refers to a number of general and site-specific SPDs that will be prepared to support the policies in the Plan
- 3.25 Further major development sites will need SPDs preparing over the next 3 - 4 years. These are
5. Stones Farm (Local Plan allocation).
  6. The former Sittingbourne Mill site (pursuant to Local Plan strategic policies).
  7. Sheerness Port Regeneration (being progressed in parallel with the Core Strategy and in accordance with South East Plan policy).
  8. Kent Science Park (being progressed in parallel with the Core Strategy and in accordance with South East Plan policy).
- 3.26 SPDs are also proposed for
9. Landscape and biodiversity (pursuant to Local Plan Policy E9)
  10. Sustainable Building and Renewable energy SPD.
- 3.27 There are also a number of other site specific and topic based Supplementary Planning Documents some of which have been identified through the Local Plan (2008) as important pieces of work for the delivery and guidance of key pieces of development. These have not currently been scheduled, but may be added to the Local Development Scheme through further reviews, as and when resources are available to undertake the work, either in house or in partnership with other bodies.
- 3.27 **Master Plan for Queenborough and Rushenden:** The Local Plan Review includes a major mixed-use redevelopment proposal for Queenborough and Rushenden, including significant residential development and new employment. This is a strategic Thames Gateway development project, and is identified in the Kent and Medway Structure Plan. The South East England Development Agency (SEEDA), which has made significant land acquisitions in the area, is leading the redevelopment of the area. Work is already under way on the Rushenden Link Road, which is necessary to unlock this major redevelopment opportunity.
- 3.28 The Local Plan (2008) required a Master Plan to be prepared to guide the development and this has been identified as a priority area of work in subsequent LDS. The preparation work is being undertaken by SEEDA and this culminated in a draft Master Plan which was the subject of public consultation in late 2007. As a result of representations made on the draft masterplan, additional work, including an Appropriate Assessment has been undertaken which has extended the timetable for the work. Adoption of the SPD is now expected in October 2010.

- 3.29 **Stones Farm SPD:** The Local Plan (2008) identifies 18 hectares of residential allocation on the eastern side of Sittingbourne, plus a further 15 hectares of land for informal Public Open Space; and states that this should be the subject of a development brief SPD to guide the design and layout of the development and to define the boundary between the developed area and the open space. The SPD will therefore be used to guide and control the full range of planning issues raised by the construction of a substantial new neighbourhood. The Local Plan phases this site in the post 2011 period. This SPD has therefore already commenced preparation in 2010.
- 3.30 **Sheerness Port Regeneration SPD:** Policy T10 of the South East Plan provides for the expansion and support of key port in the region including Medway (Sheerness). Preliminary studies are already being undertaken into the historic fabric of the Port by the owners, prior to bringing forward major expansion and regeneration plans for the Port, landside infrastructure and supporting development, and possibly residential development. It is likely that this will be a major strategic site for the Core Strategy and it is therefore appropriate that an SPD masterplan be prepared in parallel, so that it can be adopted and be available to guide new development and planning applications from 2013 onward. This work is likely to be undertaken in partnership with the Port owners and Swale Forward.
- 3.31 **Kent Science Park SPD:** Policies KTG2 and KTG3 of the South East Plan provide for the expansion of the science and knowledge based sectors at Sittingbourne. Although a modest extension to the Science Park already has planning permission, any further major expansion will need to be progressed as a major strategic site through the Core Strategy. It is therefore appropriate that an SPD masterplan be prepared in parallel, so that it can be adopted and be available to guide new development and planning applications from 2013 onward.
- 3.32 **Sittingbourne Mill Site:** Policies TG1; SH1 and B1 of the Swale Borough Local Plan (2008) which promote the role of Sittingbourne as the Borough's major centre for employment and services through regeneration. The main part of the Mill site to the west of Mill Way unfortunately closed too late to be included within a specific allocation in the Local Plan ( the 'Wharf Site' does fall within the Town Centre masterplan SPD area), but the regeneration of this large and prominent site on the edge of the town centre will make a vital contribution to the regeneration of the town as a whole and development proposals need to be guided by a masterplan – which in turn needs to be in place as soon as possible to make best advantage of any improvement in the economic climate. At time of writing, a planning application is under preparation – this SPD is unlikely to progress further until the outcome of the application process is known.
- 3.33 **Landscape and Biodiversity SPD:** Policy E9 of the Swale Borough Local Plan (2008) provide the context for an SPD which will update the former supplementary guidance on this issue which was pursuant to the 2000 Local Plan. The Borough has a high proportion of its area within designated landscapes and areas of national and international biodiversity importance.
- 3.34 **Sustainable Building and Renewable Energy SPD:** The policy context for this SPD will be through setting locally derived targets through the Core Strategy.

**Sittingbourne Conservation Area Appraisal SPD:** The policy context for this SPD is Policies E14, E15 E16 of the Local Plan and ; and Planning (Listed Buildings and Conservation Areas) Act 1990. The SPD will provide an appraisal of the designated heritage assets which make up the Conservation Area; raise public awareness ; suggest measures for appropriate management and areas for improvement. This will also provide a useful context for the consideration of development proposals and a context for positive change and regeneration in the CA.

**Queenborough Conservation Area Appraisal SPD:** The policy context for this SPD is Policies E14, E15 E16 of the Local Plan and ; and Planning (Listed Buildings and Conservation Areas) Act 1990. The SPD will provide an appraisal of the designated heritage assets which make up the Conservation Area; raise public awareness ; suggest measures for appropriate management and areas for improvement. This will also provide a useful context for the consideration of development proposals and a context for positive change and regeneration in the CA.

3.35

3.37 **Sheerness (Dockyard and Bluetown) Conservation Area Appraisal SPD:** The policy context for this SPD is Policies E14, E15 E16 of the Local Plan and ; and Planning (Listed Buildings and Conservation Areas) Act 1990. The SPD will provide an appraisal of the designated heritage assets which make up the Conservation Area; raise public awareness; suggest measures for appropriate management and areas for improvement. This will also provide a useful context for the consideration of development proposals and a context for positive change and regeneration in the CA.

Profiles for these SPDs are presented on the following pages:

<b>Document Details</b>	<b>Title:</b>	<b>Master Plan for Queenborough and Rushenden</b>
	<b>Role &amp; content:</b>	To provide a Master Plan and detailed guidance on the mechanisms for bringing forward the proposals for the Queenborough & Rushenden Area Action Plan proposed in the Swale Borough Local Plan.
	<b>Status:</b>	Supplementary Planning Document
	<b>Conformity:</b>	Swale Borough Local Plan (2008) (policies AAP6, MU6 and MU7)
	<b>Coverage:</b>	Extent of the Queenborough & Rushenden Area Action Plan as defined in the Swale Borough Local Plan First Review.
<b>Timetable</b>	Pre-production community engagement including Planning for Real	November 2004 onwards
	Collection of background information	November 2004 – December 2006
	Preparation of draft Master Plan	September 2006 – September 2007
	Publication of draft Master Plan for consultation	November 2007
	Consideration of comments; further research and consultation and amending Master Plan	January 2008 – May 2009
	Adoption of Master Plan	October 2010
<b>Arrangements for Production</b>	<b>Lead organisations:</b>	Swale Borough Council (Planning Services in liaison with other Service Units); South East England Development Agency (SEEDA), Kent County Council and Swale Forward
	<b>Management:</b>	Steering Group set up to oversee preparation of Master Plan comprising Swale Borough Council, SEEDA, Kent County Council, Swale Forward, Amicus Horizon Housing Association (including Swale Housing Association) and representative of the local community. Within Swale Borough Council the Master Plan process will be managed by the Local Planning Team with final agreement being by the Council's Executive.
	<b>Resources:</b>	Planning Policy Team, other Council Service Units, Swale Forward and SEEDA.
	<b>Community involvement:</b>	A continuous process involving pre-production community engagement Planning for Real and consultation and engagement on draft Master Plan.
<b>Post Production</b>	Master Plan to provide basis for formulation of detailed, site-specific, development proposals, and on-going community engagement. Progress with development to be monitored in the Annual Monitoring Report.	

<b>Document Details</b>	<b>Title:</b>	<b>Stones Farm SPD</b>
	<b>Role &amp; content:</b>	To provide a detailed brief for the development of the residential area and public open space and their relationship to the Sittingbourne Northern Relief Road in Policies H10 and C5 of the Local Plan (2008) and deal with control of all appropriate planning issues for the site; and provide a basis for determining planning applications relating to it.
	<b>Status:</b>	Supplementary Planning Document
	<b>Conformity:</b>	Swale Borough Local Plan (2008) Policies H10 and C5
	<b>Coverage:</b>	Policies H10 and C5 as indicated on the Local Plan Proposals Map
<b>Timetable</b>	Pre production Information	By March 2010
	Preparation of SPD	March - June 2010
	Publication of draft SPD for consultation	August - October 2010
	Consideration of comments and amending draft SPD	October - November 2010
	Adoption of SPD	December 2010
<b>Arrangements for Production</b>	<b>Lead organisation:</b>	Swale Borough Council (Development Services) in conjunction with the main prospective developer.
	<b>Management:</b>	Swale Development Services; Swale Regeneration team; plus a cross Service Officer liaison group. Member input via the Council's LDF Panel. Final adoption will rest with the Council's Executive.
	<b>Resources:</b>	Planning Policy Team, other Council Service Units, Kent County Council; and Developers
	<b>Community involvement:</b>	Consultation and community engagement on visioning stages and draft SPD.
<b>Post Production</b>	SPD and Master Plan to provide basis for formulation of detailed, site-specific, development proposals, and on-going community engagement. Progress with development to be monitored in the Annual Monitoring Report.	

<b>Document Details</b>	<b>Title:</b>	<b>(Former) Sittingbourne Mill Site SPD</b>
	<b>Role &amp; content:</b>	To provide a detailed brief and masterplan for the redevelopment of the former Mill site to the west of Mill Way ( the area to the east of Mill Way is covered within the Sittingbourne Town Centre SPD and policies); deal with control of all appropriate planning issues for the site; and provide a basis for determining planning applications relating to it.
	<b>Status:</b>	Supplementary Planning Document
	<b>Conformity:</b>	Swale Borough Local Plan (2008) Policies TG1, SH1, B1
	<b>Coverage:</b>	Former Sittingbourne Mill site to the west of Mill Way, Sittingbourne
<b>Timetable</b>	Pre production Information	By May 2010
	Preparation of SPD	May - October 2010
	Publication of draft SPD for consultation	November – December 2010
	Consideration of comments and amending draft SPD	January – February 2011
	Adoption of SPD	March 2011*
<b>Arrangements for Production</b>	<b>Lead organisation:</b>	Swale Borough Council (Development Services) in conjunction with the main prospective developer
	<b>Management:</b>	Swale Development Services; Swale Regeneration team; Member input via the Council's LDF Panel. Final adoption will rest with the Council's Executive.
	<b>Resources:</b>	Planning Policy Team; other Council Service Units, Kent County Council; and Developers. *Progress and programming subject to outcome of anticipated planning application.
	<b>Community involvement:</b>	Consultation and community engagement on visioning stages and draft SPD.
<b>Post Production</b>	SPD and Master Plan to provide basis for formulation of detailed, site-specific, development proposals, and on-going community engagement.	

<b>Document Details</b>	<b>Title:</b>	<b>Sheerness Port Regeneration Masterplan SPD</b>
	<b>Role &amp; content:</b>	To provide a Master Plan and detailed guidance on the mechanisms for bringing forward the proposals for the expansion and regeneration of Sheerness Port.
	<b>Status:</b>	Supplementary Planning Document
	<b>Conformity:</b>	South East Plan Policies T10 : Swale Borough Core Strategy
	<b>Coverage:</b>	Extent to be determined through designation as a strategic site in the Swale Borough Core Strategy
<b>Timetable</b>	Pre-production community engagement.	)
	Collection of background information	) 2008 – December 2010
		)
	Preparation of draft Master Plan	September 2011 - Oct 2013
	Publication of draft Master Plan for consultation	November - December 2013
	Consideration of comments; further research and consultation and amending Master Plan	February 2014
	Adoption of Master Plan	April 2014
<b>Arrangements for Production</b>	<b>Lead organisations:</b>	Swale Borough Council (Planning Services in liaison with other Service Units); Kent County Council and Swale Forward and Peel Holdings
	<b>Management:</b>	Steering Group set up to oversee preparation of Master Plan comprising Swale Borough Council, Kent County Council, Swale Forward; and Peel Holdings. Within Swale Borough Council the Master Plan process will be managed by the Planning Policy Team with final agreement being by the Council's Executive. Adoption of this SPD will need to follow the adoption of the Core Strategy, since this is likely to be a strategic allocation in the Core Strategy.*
	<b>Resources:</b>	Planning Policy Team, other Council Service Units, Swale Forward, SEEDA and Peel Holdings
	<b>Community involvement:</b>	A continuous process involving pre-production community engagement consultation and engagement on draft Master Plan.
<b>Post Production</b>	Master Plan to provide basis for formulation of detailed, site-specific, development proposals, and on-going community engagement. Progress with development to be monitored in the Annual Monitoring Report.	

*\*Note: Progression of this SPD will be dependent on the outcome of the Strategic Options stage of the Core Strategy, but the implications of delivering this very significant project mean that it is considered prudent to allow for it in the work programme.*

<b>Document Details</b>	<b>Title:</b>	<b>Kent Science Park Masterplan SPD</b>
	<b>Role &amp; content:</b>	To provide a Master Plan and detailed guidance on the mechanisms for bringing forward the proposals for the expansion and access to Kent Science Park and supporting development .
	<b>Status:</b>	Supplementary Planning Document
	<b>Conformity:</b>	South East Plan Policies KTG3, 4 and 5; Swale Borough Core Strategy
	<b>Coverage:</b>	Extent to be determined through designation as a strategic site in the Swale Borough Core Strategy
<b>Timetable</b>	Pre-production community engagement.	)
	Collection of background information	) March – December 2010
		)
	Preparation of draft Master Plan	September 2011 - Oct 2013
	Publication of draft Master Plan for consultation	November - December 2013
	Consideration of comments; further research and consultation and amending Master Plan	February 2014
	Adoption of Master Plan	April 2014
<b>Arrangements for Production</b>	<b>Lead organisations:</b>	Swale Borough Council (Planning Services in liaison with other Service Units); Kent County Council and Swale Forward; Kent Science
	<b>Management:</b>	Steering Group set up to oversee preparation of Master Plan comprising Swale Borough Council, Kent County Council, Swale Forward; and Kent Science Park. Within Swale Borough Council the Master Plan process will be managed by the Planning Policy Team with final agreement being by the Council's Executive. Adoption of this SPD will need to follow the adoption of the Core Strategy, since this is likely to be a strategic allocation in the Core Strategy.*
	<b>Resources:</b>	Planning Policy Team, other Council Service Units, Swale Forward, and Kent Science Park representatives.
	<b>Community involvement:</b>	A continuous process involving pre-production community engagement consultation and engagement on draft Master Plan.
<b>Post Production</b>	Master Plan to provide basis for formulation of detailed, site-specific, development proposals, and on-going community engagement. Progress with development to be monitored in the Annual Monitoring Report.	

*\*Note: Progression of this SPD will be dependent on the outcome of the Strategic Options stage of the Core Strategy, but the implications of delivering this very significant project mean that it is considered prudent to allow for it in the work programme.*

<b>Document Details</b>	<b>Title:</b>	<b>Landscape and Biodiversity SPD</b>
	<b>Role &amp; content:</b>	To provide updated guidance for developers on understanding the form and quality of the landscape and biodiversity issues within the Borough and to promote positive changes through any proposals they make. .
	<b>Status:</b>	Supplementary Planning Document
	<b>Conformity:</b>	Swale Borough Local Plan Policies E9, E10, E11, E12
	<b>Coverage:</b>	Borough wide.
<b>Timetable</b>	Pre-production community engagement.	)
	Collection of background information	) Jan - August 2010
	Preparation of draft SPD	September 2010
	Publication of draft SPD for consultation	July – August 2010
	Consideration of comments; further research and consultation and amending SPD	October - November 2010
	Adoption of SPD	April 2011
<b>Arrangements for Production</b>	<b>Lead organisations:</b>	Swale Borough Council (Development Services.
	<b>Management:</b>	Swale Development Services; plus a cross Service Officer liaison group. Member input via the Council's LDF Panel. Final adoption will rest with the Council's Executive.
	<b>Resources:</b>	Planning Policy Team, other Council Service Units, Natural England Kent Wildlife Trust; Environment Agency; RSPB; North Downs AONB Unit.
	<b>Community involvement:</b>	A continuous process involving pre-production community engagement consultation and engagement on draft SPD.
<b>Post Production</b>	SPD to provide factual evidence on nature and character of the landscape and biodiversity issues; and advice for developers and landowners preparing planning applications.	

<b>Document Details</b>	<b>Title:</b>	<b>Sustainable Building and Renewable Energy SPD</b>
	<b>Role &amp; content:</b>	To provide updated guidance for developers on understanding the form and quality of the landscape and biodiversity issues within the Borough and to promote positive changes through any proposals they make.
	<b>Status:</b>	Supplementary Planning Document
	<b>Conformity:</b>	Swale Borough Core Strategy
	<b>Coverage:</b>	Borough wide.
<b>Timetable</b>	Collection of background information	By December 2010
	Pre-production community engagement.	Nov 2012 – Jan 2013
	Preparation of draft SPD	by May 2013
	Publication of draft SPD for consultation	May – June 2013
	Consideration of comments; further research and consultation and amending SPD	July 2013
	Adoption of SPD	August 2013
<b>Arrangements for Production</b>	<b>Lead organisations:</b>	Swale Borough Council (Development Services).
	<b>Management:</b>	Swale Development Services; plus a cross Service Officer liaison group. Member input via the Council's LDF Panel. Final adoption will rest with the Council's Executive.
	<b>Resources:</b>	Planning Policy Team, other Council Service Units.
	<b>Community involvement:</b>	Key stakeholder involvement at pre –production stage and public consultation at draft SPD stage.
<b>Post Production</b>	SPD will provide a context for more sustainable types of building and supporting infrastructure with advice on the implementation of the regional targets at the local level until more appropriate locally based targets can be defined through the Core Strategy.	

<b>Document Details</b>	<b>Title:</b>	<b>Sittingbourne Conservation Area Appraisal SPD</b>
	<b>Role &amp; content:</b>	To provide updated guidance for developers on understanding the form and quality of the Conservation area; to review the boundaries and to promote positive management through any proposals they make.
	<b>Status:</b>	Supplementary Planning Document
	<b>Conformity:</b>	Swale Borough Local Plan Policy E14, E15, E16; and Planning (Listed Buildings and Conservation Areas) Act 1990
	<b>Coverage:</b>	Borough wide.
<b>Timetable</b>	Collection of background information	)
	Pre-production community engagement.	) March – September 2010
		)
	Preparation of draft SPD	)
	Publication of draft SPD for consultation	Nov – Dec 2010
	Consideration of comments; further research and consultation and amending SPD	Jan – Feb 2011
	Adoption of SPD	March 2011
<b>Arrangements for Production</b>	<b>Lead organisations:</b>	Swale Borough Council (Development Services); Swale Forward and English Heritage.
	<b>Management:</b>	Swale Development Services; plus a cross Service Officer liaison group. Member input via the Council's LDF Panel. Final adoption will rest with the Council's Executive.
	<b>Resources:</b>	Planning Policy Team, English Heritage and specialist consultants.
	<b>Community involvement:</b>	Key stakeholder involvement at pre –production stage and public consultation at draft SPD stage.
<b>Post Production</b>	SPD will provide an appraisal of the designated heritage assets which make up the Conservation Area; raise public awareness ; suggest measures for appropriate management and areas for improvement. This will also provide a useful context for the consideration of development proposals and a context for positive change and regeneration in the CA.	

<b>Document Details</b>	<b>Title:</b>	<b>Queenborough Conservation Area Appraisal SPD</b>	
	<b>Role &amp; content:</b>	To provide updated guidance for developers on understanding the form and quality of the Conservation area; to review the boundaries and to promote positive management through any proposals they make.	
	<b>Status:</b>	Supplementary Planning Document	
	<b>Conformity:</b>	Swale Borough Local Plan Policy E14, E15 E16; and Planning (Listed Buildings and Conservation Areas) Act 1990	
	<b>Coverage:</b>	Borough wide.	
<b>Timetable</b>	Collection of background information	)	
	Pre-production community engagement.	)	March – September 2010
		)	
	Preparation of draft SPD	)	
	Publication of draft SPD for consultation		Nov – Dec 2010
	Consideration of comments; further research and consultation and amending SPD		Jan – Feb 2011
		March 2011	
Adoption of SPD			
<b>Arrangements for Production</b>	<b>Lead organisations:</b>	Swale Borough Council (Development Services); Swale Forward and English Heritage.	
	<b>Management:</b>	Swale Development Services; plus a cross Service Officer liaison group. Member input via the Council's LDF Panel. Final adoption will rest with the Council's Executive.	
	<b>Resources:</b>	Planning Policy Team, English Heritage and specialist consultants.	
	<b>Community involvement:</b>	Key stakeholder involvement at pre –production stage and public consultation at draft SPD stage.	
<b>Post Production</b>	SPD will provide an appraisal of the designated heritage assets which make up the Conservation Area; raise public awareness ; suggest measures for appropriate management and areas for improvement. This will also provide a useful context for the consideration of development proposals and a context for positive change and regeneration in the CA.		

<b>Document Details</b>	<b>Title:</b>	<b>Sheerness Docks and Bluetown Conservation Area Appraisal SPD</b>	
	<b>Role &amp; content:</b>	To provide updated guidance for developers on understanding the form and quality of the Conservation area; to review the boundaries and to promote positive management through any proposals they make.	
	<b>Status:</b>	Supplementary Planning Document	
	<b>Conformity:</b>	Swale Borough Local Plan Policy E14, E15 E16; and Planning (Listed Buildings and Conservation Areas) Act 1990	
	<b>Coverage:</b>	Borough wide.	
<b>Timetable</b>	Collection of background information	)	) March – September 2010
	Pre-production community engagement.	)	
	Preparation of draft SPD	)	
	Publication of draft SPD for consultation		Nov – Dec 2010
	Consideration of comments; further research and consultation and amending SPD		Jan – Feb 2011
	Adoption of SPD		March 2011
<b>Arrangements for Production</b>	<b>Lead organisations:</b>	Swale Borough Council (Development Services); Swale Forward and English Heritage.	
	<b>Management:</b>	Swale Development Services; plus a cross Service Officer liaison group. Member input via the Council's LDF Panel. Final adoption will rest with the Council's Executive.	
	<b>Resources:</b>	Planning Policy Team, English Heritage and specialist consultants.	
	<b>Community involvement:</b>	Key stakeholder involvement at pre –production stage and public consultation at draft SPD stage.	
<b>Post Production</b>	SPD will provide an appraisal of the designated heritage assets which make up the Conservation Area; raise public awareness ; suggest measures for appropriate management and areas for improvement. This will also provide a useful context for the consideration of development proposals and a context for positive change and regeneration in the CA.		

## PART 4: MANAGING THE LDS

### Resources

- 4.1 In preparing the LDS the Borough Council has had regard to the resources, both in terms of staff and financial resources, available to it. The Council's Planning Policy team is relatively small, comprising
- Spatial Policy Manager,
  - Principal Planner,
  - Senior Planners 2 full time equivalent;
  - Planning Assistant
  - Senior Technical Assistant,
  - Technical Assistants 2.2 full time equivalent, including GIS/Cartographic Technician.
- 4.2 Individual Officers' work priorities necessary to deliver the documents proposed in the LDS will be determined through the Council performance management system.
- 4.3 The main future work of the Spatial Policy team will be the preparation of the LDDs proposed in this LDS. The Spatial Policy Manager will seek to ensure that appropriate funding is available to progress the work in accordance with the LDS through the Council's budget setting processes. Additionally, the Council will seek to work with partners to spread the resource burden that the LDS represents.
- 4.4 With regard to the Core Strategy, the Council has taken the opportunity to share costs with other local authorities on common aspects of the evidence base. Key stakeholders have also contributed to the cost of compiling evidence; and also expertise ( for example the Strategic Housing Land Availability Assessment Partnership).
- 4.5 Site specific SPD's may be prepared wholly or partly by developers in partnership with the Borough Council. However, responsibility for the formal consultation and adoption stage of the SPD rests with the Borough Council; and will be subject to an acceptable draft being produced in a timescale which is compatible with this LDS and key DPD priorities.

### Management of the LDS

- 4.5 The day-to-day management of the LDS will be the responsibility of the Council's Spatial Policy Manager. She has set, and will keep under review, work priorities and objectives for members of the Spatial Policy team through the Council's performance management system. Corporate management responsibility for the delivery of the LDS rests with the Head of Development Services, who is responsible for setting the work priorities and objectives of the Spatial Policy Manager.
- 4.6 At the political level, the Council's LDF Panel of Members will oversee management of the LDS. The Council's Executive or Full Council, though, will take formal decisions on the documents prepared, as appropriate.

### Risk Assessment

- 4.7 In preparing the LDS a number of risks have been identified that may affect its delivery as proposed, together with a number of contingency plans. These are as follows:

Staff: It is possible that other staff in the team may leave the Council during the period covered by the LDS or there could be the need for unavoidable extended leave. The LDS has been prepared on the basis of a full complement of staff being available. Consequently, the permanent, or even temporary, loss of a member of staff could affect the delivery of the LDS. The filling of any vacancy that arises will need to be justified to the Council's Management Team, and a recruitment process put in train. Typically, any staff member leaving will result in a 4-6 month vacancy period.

*Contingency: Consider the appointment of temporary contract staff and/or appointment of consultant and/or secondment of staff; review the work priorities included in the LDS.*

Funding: The delivery of the LDS will require an on-going financial commitment to progressing the documents proposed, and the Spatial Policy Manager and Head of Development Services will seek to ensure the appropriate long-term financial planning for the likely costs involved is undertaken and kept under review. The Council's budget, however, is decided on an annual basis having regard to a range of political priorities. Although an additional resource has been made available for 2010–2011, the prevailing economic situation may also present unexpected problems for funding.

*Contingency: Review the LDS if funding is not available as required and/or seek to find alternative funding sources.*

Cost of Collecting the Evidence Base: The cost of collecting the evidence base for the various LDF documents will be considerable, and specific costs will only be known when tendering exercises are undertaken. Even with appropriate financial planning, unexpected costs might arise that are not budgeted for.

*Contingency: Seek to find alternative funding sources or means of undertaking the necessary work; review the need for, or scope of, the work; review other LDS work priorities.*

Cost of Examinations: Experience to date suggests that DPD examinations are costly. These need to be planned and budgeted for, but the length of an examination will only be determined once the respective DPD has reached that stage in the process. Consequently, assumptions made about likely costs at budget setting time might not be sufficient.

*Contingency: Seek to find alternative funding sources within the Council; seek additional funding; review other LDS work priorities.*

Availability/cost of Specialist Consultants: It will be inevitable that some of the essential evidence base will need to be commissioned from specialist consultants. This will be subject to competitive tendering, and there is the possibility that due to demand from other authorities also commissioning work, a consultant may not be available when required, or at a cost that has not been budgeted for. Additionally, there may be difficulty in appointing a consultant due to conflict of interest.

*Contingency: Seek joint commission with another authority; review need for consultant; review LDS as to the timing of the preparation of the particular document.*

Dependency on Inspector's Report: This LDS has been prepared taking very care to allow for thorough preparation to ensure that LDDs are soundly based on robust evidence, and are prepared in accordance with the SCI and current Statutory Regulations. However, in the event of an Inspector finding a DPD unsound, or

requiring adverse changes and associated remedial work, there may be serious knock on effects to the adoption of the DPD and to other LDDs in the programme.

*Contingency: Review LDS as a priority.*

Unexpected technical or Physical problems: The proposed LDDs deal with a range of types of site. The issue and options which arise during evidence gathering and preparation may exceptionally result in a serious or insurmountable problem in progressing the LDD itself, and or delivering the overall planning strategy for the Borough.

*Contingency: Review impact on overall planning strategy and review LDS as a priority.*

Unexpected Issues/Member Delay: The proposed LDDs will deal with a number of potentially controversial and/or difficult matters, which may result in Members requiring more time to consider issues before making decisions. The LDF management process will seek to keep Members fully engaged as issues arise, but this may not entirely avoid delayed decision-making.

*Contingency: Ensure potential difficult issues are identified in advance and resolution mechanism are in place; investigate ways of making up time in the process by re-deploying resources; review LDS as to the timing of the preparation of the particular document involved or other documents.*

## PART 5: REVIEWING THE LDS

- 5.1 The Council has endeavoured to present a challenging yet realistic LDS, which sets out the Council's plan preparation proposals for the next four years.
- 5.2 As with any project management plan, unexpected events may result in unavoidable delay with progressing some of the documents proposed, despite the contingencies outlined in the risk assessment. Conversely, it may be the case that some of the proposed documents proceed quicker than anticipated. The Annual Monitoring Report (AMR), which must be prepared and submitted to Government by the end of December each year (under current statute), will report the progress achieved with plan preparation against the milestones of the LDS. Any necessary adjustments to the LDS, and the reasons for them, will be identified in the AMR. However, the Council does not envisage presenting a new LDS every year, and will only do so if absolutely necessary.
- 5.3 This revised LDS has been prepared to reflect the 2004 Planning and Compulsory Purchase Act and supporting statutory instruments; and the current advice and guidance from Government, as presented in PPS12 and related documents. Any further changes to the planning legislation and process for producing local development planning will need to be dealt with if and when they arise, but could impinge on this programme.





