

Annex 2



Local Development Scheme

2016-2019

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Foreword

This document rolls forward the Council's Local Development Scheme (LDS) to identify the Local Development Documents to be produced 2016- 2019.

It explains:

- The new Development Plan Documents the Council intends to produce;
- The subject matter and geographical area for each of the documents;
- The timetable for the preparation and the revisions of each document; and
- How the Council will resource the preparation of the documents.

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1. Introduction

- 1.1 This Local Development Scheme (LDS) sets out Surrey Heath Borough Council's programme for preparing future planning documents. The DPD's will together form the Surrey Heath Local Plan. It outlines what documents the Council will be working on and a timetable for the production of these documents.
- 1.2 This Local Development Schemes updates the LDS adopted by Surrey Heath Borough Council in December 2012. It takes into account the changes published in the Planning Practice Guidance (PPG) 2014. The PPG indicates a preference for the production of a 'single Local Plan'. This LDS has regard to that guidance.
- 1.3 The Local Plan is accompanied by other planning documents. Although they are not DPD's they are part of the Local Development Framework (LDF). These other planning documents include:
- Supplementary Planning Documents (SPD's)
 - Statement of Community Involvement (SCI)
 - Annual Monitoring Report (AMR)
- 1.4 Throughout this document a number of abbreviations are used in place of the full terminology. These are set out in a Glossary of Terms which can be found at the back of this document.

2. The Purpose and Content of the Local Development Scheme

- 2.1 The Planning and Compulsory Purchase Act 2004 (as amended) states that Local Planning Authorities must prepare and maintain a scheme to be known as the Local Development Scheme.¹ The scheme is expected to specify which documents are to be development plan documents (DPD's), the geographic areas the DPD's will cover and a timetable for their preparation and review of these documents.²
- 2.2 The LDS has 3 main purposes. These are:
- To inform the public and stakeholders of the policy documents that will make up the Local Plan and the timescales in which they can expect these documents to be prepared;
 - To establish and reflect Council priorities and to enable work-programmes to be set for preparation of the documents; and
 - To set a timetable for the review of the documents once they have been prepared.

3. The Development Plan for Surrey Heath

- 3.1 The current spatial strategy for the borough is set out in the Core Strategy and Development Management Policies Development Plan Document 2011-2028 which was adopted in 2012 , the Camberley Town Centre Area Action Plan (2014) and Saved Polices from the 2000 Surrey Heath Local Plan.
- 3.2 The Council proposes to produce a new Local Plan to cover the period to 2032. This Local Plan will set out strategic policies on issues such as housing and employment, allocation of sites for development and Development Management policies. This plan will on adoption replace the Council's adopted Core Strategy and Development Management Policies Development Plan Document (2012) and those policies saved from the Surrey Heath Local Plan 2000.

The adopted Camberley Town Centre Area Action Plan (2014) will sit alongside the future Local Plan for Surrey Heath and form part of the Local Plan for Surrey Heath.

Surrey Heath currently has three areas designated as Neighbourhood Plan Areas in line with the Localism Act 2011. Any adopted Neighbourhood Plans which are in conformity with the Surrey Heath Local Plan will sit alongside and form part of the Development Plan for Surrey Heath

Saved Policy NMR6 of the South East Plan which relates to the Thames Basin Heaths will be carried forward in the future Development Plan for Surrey Heath.

¹ S15 (1) of the Planning & Planning and Compulsory Purchase Act 2004 (as amended)

² S15 (2) of the Planning & Planning and Compulsory Purchase Act 2004 (as amended)

4. Other relevant planning documents

- 4.1 The existing Core Strategy and Development Management Policies DPD, The Camberley Town Centre AAP and the saved policies from the Surrey Heath Local Plan 2000 are supported by a number of Supplementary Planning Documents (SPD). The Borough Council will continue to rely on the following SPD's as a significant material consideration in determining planning applications:
- Deepcut SPD
 - Infrastructure Delivery SPD
 - Lightwater village Design statement
 - Local Heritage Assets SPD
 - Thames Basin Heaths SPA Avoidance Strategy SPD
 - Camberley Town Centre Masterplan and Public Realm SPD
 - Western Urban Area Character SPD
 - Yorktown Landscape Strategy SPD
 - West End Village Design Statement SPD
- 4.2 The Council will consider preparing further SPD's to support the Local Plan.
- 4.3 There will also be the requirement to undertake a Sustainability Appraisal incorporating a Strategic Environmental Assessment and a Habitats Regulation Assessment.
- 4.4 An annual Authorities Monitoring Report will also be produced.

5. Statement of Community Involvement

- 5.1 The Statement of Community Involvement (SCI) sets out how the Council will consult the local community and other interested parties on developing planning policy for Surrey Heath, and on significant planning applications.

6. The Timetable for the Preparation of the Local Plan

- 6.1 **Table 1** sets out the programme for the preparation of the Local Plan the Council intends to prepare to 2019. Detail accompanying document profile sets out in more detail how this will be achieved.
- 6.2 Whilst the Adopted Policies Map is a Local Development Document it is not proposed to put in a detailed timetable for its preparation. The Adopted Policies Map will be revised as necessary upon the adoption of the Local Plan.

Table 1 Summary of programme for the Local Plan 2016 - 2019

Document Title	Status	Brief Description	Pre – production phase	Issues and Options	Preferred Options	Pre-submission consultation	Submission to Secretary of State	Hearing	Adoption
Surrey Heath Local Plan	DPD		2016-2017 ongoing	Oct 2017	July 2018 if required	December 2018	March 2019	Sept 2019	December 2019
Policies Map	LDD	This document will be prepared and updated with each of the above Development Plan Documents	2016-2017	–			March 2019		March 2019
Sustainability Appraisal/ Strategic Environmental Appraisal/ Habitat Regulations Assessment	Non LDD (for information only)	These documents underpin the Local Plan but are not part of it. They set out sustainability appraisals of the land use proposals & strategies & will be prepared in tandem with each of the DPD's.	2016-2017 ongoing	–	July 2018 if required		March 2019		–

Document Profile

Surrey Heath Local Plan

Subject

The document will set out the Council’s approach to strategic policies, land allocations and detailed policies to help deliver the vision and objectives for the Borough; including;

- Outlining the requirement for new housing/economic land across the borough
- Permission in principle
- Reviewing boundaries including strategic employment sites
- Strategic housing allocations
- Place based policies
- Policies relating to provision of specialist housing
- Site specific policies for employment sites
- Boundaries of retail centres, with the exception of Camberley Town Centre which is allocated in the Camberley Town Centre AAP
- Infrastructure provision
- Green infrastructure including open areas, green corridors and nature conservation

Coverage Status

Borough Wide Development Plan Document (DPD)

Timetable

Pre-production (including Duty to Co-operate)	April 2016 March 2017 (ongoing)
Issues and Options	Oct 2017
Preferred Options (if required)	July 2018
Pre-Submission Consultation (Reg 20)	Dec 2018
Submission to First Secretary of State	March 2019
Hearing	Sept 2019
Adoption	Dec 2019

Arrangements for Production

Lead Department	Planning Policy and Conservation Team
Management arrangements	Executive (subject to call in by Select Committee) and Full Council (Submission and Adoption Stage only) decision
Internal Resources	Lead Officer: Planning Policy and Support Manager with assistance from the Planning Policy and Conservation and Media and Marketing Teams as required
External Resources	SCC to provide officer support. Consultants to be appointed to assist with viability appraisal and retail updates.
Community and Stakeholder Involvement	Engagement with groups and individuals as appropriate at each stage, relevant specific advice will be sought on realistic and reasonable options. Duty to Co-operate to be ongoing throughout the process to help develop outcomes.

7 Statement of Support

- 7.1 This statement explains how the resources and evidence base will be managed across the preparation of the Local Plan Development Document

Background Evidence Base, Strategic Environmental Assessment, Sustainability Appraisal and Habitat Regulations Assessment

- 7.2 The Local Plan will establish the Council's planning policies. However, in preparing these documents, a range of background work needs to be undertaken or taken account of. This work will form a major part of the evidence base for the Local Plan and will be published in the form of background papers. Most of these will be produced either by, or for, the Council, however it is likely that a number of them will be prepared by or for other organisations.
- 7.3 Each background paper will be produced and made publicly available at the same time as any relevant LDD, which relies on its contents for a justification. Where documents are more than 3 years old the Council will consider whether it should rely on these documents, update them or undertake the work again. It is not the Council's intention to repeat any work on background evidence or issues unless it will be of benefit.

- 7.4 In addition to the background evidence base the Local Plan will be accompanied by a Sustainability Appraisal Report. This will also include a Strategic Environmental Assessment and a Habitats Regulation Assessment.

Resources

- 7.5 In-house the resources available within the Planning Policy and Conservation Division for preparing local development documents as set out in **Table 2**.
- 7.6 Work is ongoing with neighbouring authorities and other prescribed bodies under Duty to Co-operate. This work will continue through the production of the Local Plan to help ensure robust outcomes.
- 7.7 Anticipated budgetary requirements will be reviewed to meet the needs of the proposed work timetable.
- 7.8 The software needs of the project are continually reviewed and improved provision made to encourage on-line submission of comments.

Table 2 Staffing Resources

Planning Policy & Support Manager	50%
Planning Policy & Conservation Team Leader	60%
Senior Planning Officer	50%
Planning Officer	50% (25% background studies)
Assistant Planning Officer (post currently vacant)	20% (60% on development monitoring)

- 7.9 Information sharing is undertaken through a Planning Working Group for Surrey districts and the County Council. Small best practice groups have been set up with West Surrey authorities and Blackwater Valley authorities to share information on the preparation of LDDs and oversee joint working projects.
- 7.10 Consultants will be engaged to undertake specific research projects.

Programme Management and Responsibilities

- 7.11 The timetable for production of the Local Plan DPD is set out in Table 1. Exact arrangements will be finalised through the year and in consultation with the Planning Inspectorate. Any essential adjustments to the programme will be made as part of the next review of the LDS.
- 7.12 The Local Plan is a key corporate project and along with other key corporate projects is monitored quarterly through the Councils internal performance monitoring systems.

Council Procedures and Reporting Protocols

- 7.13 Reporting procedures are as set out in **Table 3** below. All decisions of the Executive are subject to call in by Scrutiny Committee. In practice, however, this rarely happens. The Local Plan DPD will be reported to Full Council for approval as Policy Documents of the Council at the Pre-Submission and Adoption stages.

Table 3 Council Procedures and Reporting Protocols

Document	Executive	Council
LDS	✓	X
SCI	✓	X
DPD	✓	✓
Background Documents	X	X

Risk Assessment

- 7.14 Main areas of risk to the proposed programme are considered to be from the following:
- Staff –Whilst there is a high level of expertise within the Policy Team there are some studies that will require the use of consultants. To meet the LDS timetable there will be a need to ensure that issues such as procurement are considered at an early stage in the plan making process. There will be the requirement to project manage work procured to ensure limited slippage in the process.
 - Thames Basin Heaths Special Protection Area (SPA) – the Council must ensure that any long term strategy does not have a significant effect on the integrity of the SPA. The need for agreement with third parties and uncertainty over how work on this matter should proceed means that there continues to be a risk of further slippage in the process.
 - In many instances the delivery of the long term planning strategy is by other responsible organisations. Delivery may be affected by a range of different factors. The Council will work closely with delivery agencies through the preparation of the Local Plan documents.

Monitoring and Review

- 7.16 The LDS will be reviewed through the Annual Monitoring Report. The Surrey Heath Annual Monitoring Report (AMR) will be produced to the year ending 31st March. The AMR will include:
- Information on the extent to which policies within the Local Plan DPDs are being achieved;
 - A recommendation as to whether any DPD needs reviewing.

Glossary of Terms

Throughout this document a number of abbreviations have been used as follows:

AAP	Area Action Plan
AMR	Annual Monitoring Report
DPD	Development Plan Document
CS&DMP DPD	Core Strategy & Development Management Policies DPD
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
SA/SEA	Sustainability Appraisal incorporating a Strategic Environmental Assessment
SCI	Statement of Community Involvement
SEA	Strategic Environmental Assessment
SHBC	Surrey Heath Borough Council
SPD	Supplementary Planning Document

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