



**Draft**  
Local Development Scheme  
2021-2024

## Foreword

This document rolls forward the Council's current Local Development Scheme (LDS) to identify the scope and timetable for the preparation of a new Surrey Heath Local Plan.

It covers the time period 2021 – 2024 although it also identifies work done before that time where appropriate.

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## **1. Introduction**

- 1.1 This Local Development Scheme (LDS) sets out Surrey Heath Borough Council's programme for preparing a new Local Plan. It outlines the Local Plan content and a timetable for each stage of the Local Plan preparation. The LDS also identifies other documents that are prepared by the Council to support the Local Plan.
- 1.2 This Local Development Scheme updates the previous LDS which covered the period 2018 to 2021.
- 1.3 The Local Plan is accompanied by other planning documents including:
- Supplementary Planning Documents (SPD's)
  - Statement of Community Involvement (SCI)
  - Authority 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.
- 1.5 The timetable for preparing the Surrey Heath Local Plan is based on current legislation and national planning policy and guidance. However, in August 2020 the Government published a Planning White Paper seeking views on radical reforms to the planning system. At the current time there is no clarity as to whether all of the proposed reforms will be taken forward, or of the timetable for such reforms. In line with Government advice, the Council is therefore progressing with the Local Plan under current legislation until such time as it can no longer do so or it is not prudent to do so having regard to any transitional arrangements.
- 1.6 Further information on the Local Plan, supporting evidence and other related documents can be viewed on the Council's website at <https://www.surreyheath.gov.uk/residents/planning/planning-policy>

## **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.<sup>1</sup> 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.<sup>2</sup>
- 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 Development Plan for the borough, i.e. documents containing adopted planning policies is made up of the following:
- Core Strategy and Development Management Policies Development Plan Document 2011-2028, 2012;
  - Camberley Town Centre Area Action Plan (2014);
  - Saved Policies from the 2000 Surrey Heath Local Plan;
  - Saved Policy NRM6 of the South East Plan which relates to development affecting the Thames Basin Heaths Special Protection Area; and,
  - Windlesham Neighbourhood Plan, 'made' on 12 June 2019.
- 3.2 The Council is preparing a single new Local Plan to cover the period to 2038. 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 all of the current Development Plan policies, except any contained in Neighbourhood Plans.
- 3.3 Surrey Heath currently has one 'made' Neighbourhood Plan covering the Parish of Windlesham. As set out above, this Plan also forms part of the Development Plan for the borough. Two further areas are designated as Neighbourhood Plan Areas. Further information on neighbourhood planning in the borough can be found at <https://www.surreyheath.gov.uk/residents/planning/planning-policy/neighbourhood-planning> .

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<sup>1</sup> S15 (1) of the Planning & Planning and Compulsory Purchase Act 2004 (as amended)

<sup>2</sup> S15 (2) of the Planning & Planning and Compulsory Purchase Act 2004 (as amended)

## 4. Other relevant planning documents

4.1 The existing Development Plan is supported by a number of Supplementary Planning Documents (SPD). These set out further information as to how policies will be implemented and the expectations from applicants in meeting policy requirements. The following SPD's have been adopted by the Council and will continue to be a significant material consideration in determining planning applications unless they are withdrawn or replaced:

- Deepcut SPD
- Developer Contributions 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
- Residential Design Guide SPD
- Western Urban Area Character SPD
- Yorktown Landscape Strategy SPD
- West End Village Design Statement SPD

These documents will be carried forward to support the future Local Plan. They can be viewed at <https://www.surreyheath.gov.uk/residents/planning/planning-policy/supplementary-planning-documents>

- 4.2 The Council will consider preparing further SPD's to support the new Local Plan. Information on any new SPDs will be made available on the above webpage.
- 4.3 In preparing the Local Plan the Council must prepare a Sustainability Appraisal incorporating a Strategic Environmental Assessment (SA/SEA) and a Habitats Regulation Assessment (HRA)<sup>3</sup> as well as appropriate evidence to support the content of the Local Plan.
- 4.4 The Council must also produce an annual Authority Monitoring Report which includes information on how the policies in the Local Plan are being delivered.

## 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. The current SCI can be viewed at <https://www.surreyheath.gov.uk/SCI>.

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<sup>3</sup> See Glossary for further detail on these assessments

## **6. The Timetable for the Preparation of the Local Plan**

- 6.1 **Table 1** sets out more detail on the scope of the Local Plan and the timetable for key stages of production up to adoption in 2023.
- 6.2 The Adopted Policies Map showing the policy and site allocation boundaries will be revised as necessary upon the adoption of the Local Plan.

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## **Table 1 Local Plan Summary Programme and Timetable 2021 – 2024**

<b>Document Profile</b>	<b>Surrey Heath Local Plan 2020 - 2038</b>
<b>Coverage Status</b>	<b>Borough Wide Development Plan Document (DPD)</b>
<b>Subject</b>	<p>The Local Plan 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;</p> <ul style="list-style-type: none"><li>• Outlining the requirement for new housing/economic land across the borough and how these requirements will be met;</li><li>• Allocating sites for housing;</li><li>• Specific place based policies;</li><li>• Policies relating to provision of affordable housing, specialist housing and Gypsy and Traveller and Travelling Showpeople accommodation;</li><li>• Green Belt policies;</li><li>• Site specific policies for employment sites;</li><li>• Boundaries of retail centres, and a strategy for Camberley Town Centre;</li><li>• Infrastructure provision;</li><li>• Policies on green infrastructure and nature conservation;</li><li>• Policies on the historic environment.</li></ul>

**Timetable:**

<b>Local Plan Stage</b>	<b>Details</b>	<b>Date</b>
Consultation on Issues and Options and Preferred Approach; and  Revised Scoping Report and Interim Sustainability Appraisal/Strategic Environmental Assessment	This is an early consultation stage seeking views on broad policy approaches and accompanied by an Interim Sustainability Appraisal.	June – July 2018
Consultation on a Draft Plan and Draft Sustainability Appraisal/Strategic Environmental Assessment  (Regulation 18)	This is an early consultation stage seeking views on draft policies and site allocations and accompanied by an updated Interim Sustainability Appraisal and supporting evidence.	October - November 2021
Consultation on a Pre-Submission Plan (statutory 6 weeks) and Final Sustainability Appraisal/Strategic Environmental Assessment  (Regulation 19)	The Council publishes its 'final' version of the Plan that it intends to submit for Examination. Updated/additional supporting evidence including a Sustainability Appraisal Report and Habitat Regulation Assessment is also published.	May - June 2022
Submission of the Plan and supporting evidence to the Secretary of State for Examination  (Regulation 22)	The Council sends the Plan, the evidence base and any representations received from the consultation above to the Secretary of State for independent examination.  The Plan will be assessed to see if it is legally compliant and meets tests of 'soundness' set out in national policy <sup>4</sup> .	October 2022
Examination Hearing sessions (subject to Inspectors availability)	The Examination will usually include public hearing sessions run by the Local Plan Inspector and based around matters and questions set by the Inspector.	January/February 2023
Inspectors Report (estimate)	The Inspector will issue a written report recommending modifications to the Local Plan.	May 2023
Local Plan Adoption	The Council adopts the Plan as part of the Surrey Heath Development Plan for the purposes of determining planning applications <sup>5</sup> .	July 2023

<sup>4</sup> See para 35 of the National Planning Policy Framework  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/810197/NPPF\\_Feb\\_2019\\_revised.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/810197/NPPF_Feb_2019_revised.pdf)

<sup>5</sup> This date is dependent upon the need to do any further consultation on Modifications to the Local Plan (prior to the Inspectors Report), and on receipt of the Inspectors Report.

## 7. Programme Management and Responsibilities

- 7.1 The scope and timetable for production of the Local Plan is set out in Table 1. Any essential adjustments to the programme will be made as part of the next review of the LDS.
- 7.2 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

- 7.3 Reporting procedures are as set out in **Table 2** 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 2: Council Procedures and Reporting Protocols**

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

### Risk Assessment

- 7.4 The main areas of risk to the proposed programme are considered to be from the following:
- Staff Changes – the loss of any member of the Policy team is a risk to the overall timetable in that local and technical knowledge is lost with that staff member, including in terms of work undertaken so far on the Local Plan as well as potential gaps in resources in the time it takes to recruit replacement staff.
  - Project Management – 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 and there is an appropriate budget available. 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 the need for sufficient mitigation through the provision of Suitable Alternative Natural Greenspace (SANG) to ensure that housing can be delivered will continue to be a risk.
- Delivery of Gypsy and Traveller and Travelling Showpeople Accommodation – finding acceptable and deliverable sites to meet future needs for pitches for Gypsies and Travellers and plots for Travelling Showpeople is potentially a risk to meeting the Local Plan timetable.
- Changes to planning legislation and guidance – the Government has set out its intention to radically reform the planning process including changes to the way in which local plans are prepared. The timetable for introducing these reforms, and their exact nature is not yet known so it is possible that future changes will impact on the timetable set out in this LDS.
- 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.

7.5 In addition to the above, the long term impact of Covid-19 on the way in which consultations can be carried out and on other elements of the Local Plan preparation process remain uncertain at the time of preparing this LDS.

### **Monitoring and Review**

- 7.6 The LDS will be reviewed through the annual Authority Monitoring Report (AMR) which will be produced to the year ending 31<sup>st</sup> March. The AMR includes:
- Progress on plan preparation milestones;
  - Information on the extent to which policies within the Development Plan are being achieved against key indicators and targets;
  - A recommendation as to whether any policies need reviewing.

## Glossary of Terms

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

AAP	<b>Area Action Plan.</b> A Development Plan Document Plan for a specific area, such as the Camberley Town Centre AAP.
AMR	<b>Authority Monitoring Report.</b> An annual report which includes an update of how Local Plan policies are being delivered.
DPD	<b>Development Plan Document.</b> The Town and Country Planning (Local Planning) (England) Regulations 2012 refers to these as the Local Plan. It is the main planning policy document produced by the Council and forms the statutory development plan for the area.
CS&DMP DPD	<b>Core Strategy &amp; Development Management Policies DPD.</b> The Council's current Local Plan and is a Development Plan Document.
LDS	<b>Local Development Scheme.</b> The Local Development Scheme (LDS) sets out Surrey Heath Borough Council's programme for preparing future planning documents. It outlines what documents the Council will be working on and a timetable for the production of these documents.
SA/SEA	<b>Sustainability Appraisal incorporating a Strategic Environmental Assessment.</b> A Sustainability Appraisal (SA) is a tool used to appraise planning policy documents in order to promote sustainable development. Social, environmental and economic aspects are all taken into consideration.  Sustainability Appraisal (SA) is a compulsory requirement under the 2004 Planning and Compulsory Purchase Act and the 2001/42/EEC European Directive.
SCI	<b>Statement of Community Involvement.</b> The Statement of Community Involvement (SCI) sets out the Council's approach for involving the community in the preparation and revision of local development documents and planning applications.
SEA	<b>Strategic Environmental Assessment.</b> Strategic Environmental Assessment (SEA) is the process by which environmental considerations are required to be fully integrated into the preparation of plans and programmes. In plan making it is usually incorporated into the Sustainability Appraisal document.
SHBC	<b>Surrey Heath Borough Council.</b> Surrey Heath Borough Council is the Local Planning Authority.

SPD

**Supplementary Planning Document**

These are documents that provide further information and detail to the policies within the Local Plan and how they can be met.

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