

LICENSING AND PLANNING POLICY COMMITTEE

Wednesday 13 July 2016 at 7.30 pm

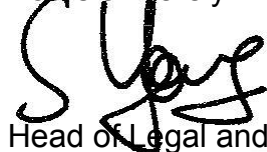
Council Chamber - Epsom Town Hall

The members listed below are summoned to attend the Licensing and Planning Policy Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Graham Dudley (Chairman)
Councillor David Wood (Vice-Chairman)
Councillor Michael Arthur
Councillor Chris Frost
Councillor Rob Geleit

Councillor Tina Mountain
Councillor Martin Olney
Councillor David Reeve
Councillor Clive Smitheram
Councillor Jean Steer

Yours sincerely



Head of Legal and Democratic Services

For further information, please contact Sandra Dessent, tel: 01372 732121 or email: sdessent@epsom-ewell.gov.uk

AGENDA

1. QUESTION TIME

To take any questions from members of the the Public

Please note: Members of the Public are requested to inform the Democratic Services Officer before the meeting begins if they wish to ask a verbal question to the Committee.

2. DECLARATIONS OF INTEREST

Members are asked to declare the existence and nature of any Disclosable Pecuniary Interests in respect of any item of business to be considered at the meeting.

3. MINUTES OF PREVIOUS MEETING (Pages 3 - 6)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 19 May 2016 (attached) and to authorise the Chairman to sign them.

4. EPSOM AND EWELL LOCAL PLAN PROGRAMME 2016 (Pages 7 - 24)

A new Local Plan has been prepared to set out the process and timetable for a partial review of the Epsom and Ewell Core Strategy. The Committee are asked to consider the draft Local Plan Programme and subject to any amendments agree to its publication and implementation.

**Minutes of the Meeting of the LICENSING AND PLANNING POLICY COMMITTEE
held on 19 May 2016**

PRESENT -

Councillor Graham Dudley (Chairman); Councillor David Wood (Vice-Chairman);
Councillors Michael Arthur, Chris Frost, Rob Geleit, Tina Mountain, Martin Olney,
David Reeve, Clive Smitheram and Jean Steer

Officers present: Sandra Dessent (Democratic Services Officer) and Rachel Jackson
(Licensing, Grants and HIA Manager)

52 QUESTION TIME

No questions were asked or had been submitted by members of the public.

53 DECLARATIONS OF INTEREST

No declarations of interest were made by Councillors regarding items on the Agenda.

54 MINUTES OF PREVIOUS MEETING

The Minutes of the Meeting held on the 21 April 2016 were agreed as a true record and signed by the Chairman, subject to the amendment of a grammatical error in item 49, first paragraph which should read: '...Hackney Carriages to be fitted with a credit/debit card **or** other cashless payment facility in line with TfL requirements'.

55 APPOINTMENT OF LICENSING PANEL CHAIRMEN

The Committee received a report asking for the selection of four Members from the pool of Licensing Panel Members to be available to Chair as required any Panels held during the 2016/17 Municipal Year.

The Committee was informed that it was advisable to apply the following criteria when considering the suitability of candidates:

- Daytime availability, as the majority of the Panels were held during weekday working hours.
- The licensing process could be subject to appeal and it was beneficial to appoint members who had previously served on the Licensing Panel, and had knowledge of the Council's policies.

- The majority of Licensing Hearings consisted of contested applications in Town Ward, and as Chairman could not preside over an application from their own ward, it was advisable to elect no more than one Town Ward Councillor.

There being more nominations than the number of positions to be filled, a ballot took place, and the appointments made by an absolute majority of those present.

Accordingly, the following members were appointed to act as Chairmen for any Licensing Hearings Panels held during the 2016/17 Municipal Year: Councillors Neil Dallen, Rob Geleit, Clive Smitheram and Jean Steer.

56 AMENDMENT TO THE HACKNEY CARRIAGE AND PRIVATE HIRE PENALTY POINTS SCHEME

The Committee were asked to approve an amendment to the Hackney Carriage and Private Hire Penalty Points scheme.

The scheme had been in operation since 2008 and had been subject to minor amendments as part of the Policy review process. All driver, operators and vehicle proprietors were required to agree to be bound by the scheme upon grant and renewal of their licence. In April 2016 a request was received from Councillors following concerns from local residents about irresponsible parking by a minority of individuals who were contravening yellow line markings. It was therefore proposed that the following three additions were made to the Penalty Points scheme:

- Cause or permit the vehicle to be stationary on double lines, other than to allow passengers to board or alight from the vehicle.
- Cause or permit the vehicle to be stationary on a single yellow line, in contravention of the notices displayed, other than to allow passengers to board or alight from the vehicle.
- Contravention of any traffic laws, regulations, orders or guidance outlined in the current Highway Code.

The Committee discussed the implications of enforcing the scheme, and Officers reiterated the intention in implementing the additions was to support routine enforcement campaigns, and function as a deterrent, as opposed to a punishment. The Penalty Points schedule detailed the maximum points given for an offence, and Officers would operate discretion when deciding on the number of points. Individual circumstances would be taken into consideration and factors such as risk to the public and previous incidents would be taken into account.

Members were advised that if they witnessed a breach of the law, Policy or Licence condition, they should contact a Licensing Officer as soon as possible with details of the incident, and it was the responsibility of the Officer to contact/interview the driver and initiate any appropriate action in line with the parameters of the scheme.

The Committee was informed that all licence holders were required to sign their licence on grant or renewal to confirm their understanding and acceptance of the penalty points scheme. All licence holders would be notified in writing of amendments to the Penalty Points scheme.

Accordingly the Committee agreed to the amendment to the Hackney Carriage and Private Hire Penalty Points scheme, to include the three additional conditions, the breach of which could incur a maximum of six penalty points each.

Postscript: Following legal advice after the meeting, it was agreed that the scheme would take effect immediately however there would be a period of 21 days from the date of the licence holders being notified before the new scheme would be enforced.

The meeting began at 7.30 pm and ended at 8.23 pm

COUNCILLOR GRAHAM DUDLEY (CHAIRMAN)

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EPSOM & EWELL LOCAL PLAN PROGRAMME 2016

<u>Report of the:</u>	Head of Place Development
<u>Contact:</u>	Karol Jakubczyk
<u>Urgent Decision?(yes/no)</u>	No
<u>If yes, reason urgent decision required:</u>	
<u>Annexes/Appendices (attached):</u>	Epsom & Ewell Local Plan Programme 2016
<u>Other available papers (not attached):</u>	National Planning Policy Framework Town & Country Planning (Local Planning) (England) Regulations 2012

REPORT SUMMARY

A new Local Plan Programme has been prepared to set out the process and timetable for a partial review of the Epsom & Ewell Core Strategy

RECOMMENDATION

That the Committee considers the draft Local Plan Programme and subject to any changes agrees to its publication and implementation.

Notes

1 Implications for the Council's Key Priorities, Service Plans and Community Strategy

- 1.1 The delivery and implementation of the Epsom & Ewell Local Plan contributes towards all of the Council's Key Priorities. The partial review of the Core Strategy is a critical part of the Local Plan review process as it will set out how sustainable growth will be delivered during the plan period.

2 Background

- 2.1 The primary purpose of the Local Plan Programme, or Local Development Scheme as it was previously known, is to set out the processes and timetable for the preparation and production of the Borough Council's Local Plan. It is an important project management tool that seeks to inform both the process and all of the interested parties and partners about how and when the Local Plan will be brought forward.

- 2.2 The progress of Local Plan production is monitored and reported through the Annual Monitoring Report. In the past we have amended and revised the Local Plan programme to take account of delays in the process and where other circumstances, such as amendments to national planning policy, have necessitated a change in direction.
- 2.3 Our last Local Plan Programme was published during the final quarter of 2014. That document included the timetables for the adoption of the Development Management Policies Document, the submission of the Site Allocations Policies Document for examination and the commencement of a partial review of the Core Strategy. Since publication we have successfully adopted the Development Management Policies Document, Parking Standards for new Residential Developments and a revised Sustainable Design Guide.
- 2.4 Whilst we have been successful in delivering some of the targets set out in the Local Plan Programme 2014, we have fallen behind in progressing the Site Allocations Document and the partial review of the Core Strategy. This was in part due to the unanticipated loss of staff within the Planning Policy Team.
- 2.5 In addition to these delays, recent reports¹ prepared to support the agendas of market housing and land brokerage interests have identified the Borough as being among a wider list of local planning authorities at risk of not having an up-to-date Local Plan. According to these reports this places the Borough at risk of either Government intervention in our plan-making process, or open to challenge from developers promoting housing developments on sites contrary to Local Plan policy.
- 2.6 Although the recent reports are flawed in some of their assumptions and conclusions, they are technically correct in stating that the Borough Council's strategic housing policies are no longer in accordance with national planning policy. Specifically, our housing target is not currently based on objectively assessed housing demand calculation. This serves as a useful trigger for a comprehensive review of our Local Plan Programme. A draft version of a new Programme is included under Annex 1.

3 Local Plan Programme

- 3.1 The draft Local Plan Programme is a comprehensive review of the 2014 document. The content of the new Programme content focuses almost exclusively on the partial review of the Core

¹ These are reports prepared by Nathaniel Lichfield and Partners, and Savills.

Strategy. It sets out a timetable outlining the processes involved in the preparation, production and consultation of the revised policies and their supporting evidence. The timetable identifies key milestones during document production. We will use these milestones to monitor the progress of the Programme.

- 3.2 The timetable itself is extremely ambitious, seeking rapid progress throughout 2017 with an anticipated adoption date during 2018. Such a timetable is reliant upon an proportionate deployment of resource; in terms of internal staff, external expertise where necessary and financial support. If successful, it will reduce the level of risk of government intervention and unsustainable speculative approaches for higher levels of housing growth from the development industry. Critically it will ensure that Borough Council remains in control of the Local Plan's growth strategy.
- 3.3 A draft process map is included for Members' information under Annex 2. This sets out a more detailed timetable for delivering the partial review of the Core Strategy. A version of this process map helped to inform the preparation of the timetable contained within the draft Programme. The process map includes potential resource implications and areas of risk.
- 3.4 In order to achieve rapid progress, it will be necessary to have a single "Issues & Options" consultation stage, which considers in parallel the scale of growth and the specific site allocations needed to deliver that growth. There are risks associated with this approach both in terms of the responses to the consultation and how quickly and decisively the Borough Council responds to those representations. These areas of risk can be managed through the deployment of resources and leadership.
- 3.5 Once the partial review process passes into the Pre-Submission, our ability to manage risk (particularly delay) is reduced as control of the process is taken by the Planning Inspectorate. The key objective for the Borough Council must be to ensure that the draft document submitted for examination meets the four tests of soundness set out under National Planning Policy Framework Paragraph 182. As long as these tests are comfortably met the risk of the submission document failing will be reduced.

4 Financial and Manpower Implications

- 4.1 The preparation and implementation of the Council's local plan imposes significant demands on staff in the Planning Policy Team. The need to accelerate work on the Local Plan will have a knock-on impact on other work streams. In order to address this area of risk, it will be necessary to secure additional temporary staff resources. These may take the form of a new Senior Planning

Policy Officer post, deployed on a temporary eighteen-twenty four month contract; and/or other temporary expertise deployed on specific parts of the process (such as evidence base production). The Head of Place Development is currently working to secure these resources.

5 Equalities and Other Legal Implications

- 5.1 All statutory Local Plan documents are subject to public examination. The Council's Statement of Community Involvement addresses those equality issues related to consultation and engagement.

6 Sustainability Policy and Community Safety Implications

- 6.1 The partial review of the Core Strategy will contribute towards delivering the Council's objectives for maintaining and enhancing the Borough as a sustainable place to live, work and visit by providing guidance to new development proposals.
- 6.2 A Sustainability Appraisal of the policy options forms an integral part of the development management policy preparation process and has been subject to public consultation.

7 Partnerships

- 7.1 The Localism Act and national planning policy state that public bodies have a duty to cooperate on planning issues that cross administrative boundaries. We will meet this duty by working collaboratively with our partners in neighbouring boroughs and districts on issues of common interest. This will be a continuous process that will help guide future policy development.

8 Risk Assessment

- 8.1 In the absence of up-to-date planning policies in conformity with national planning policy, from 26 March 2013 the policies will be judged by their degree of conformity. Non-compliant policies will be "trumped" by the national planning policy, and the presumption in favour of sustainable development will apply.

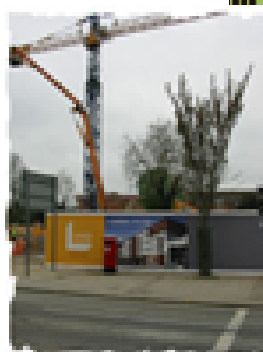
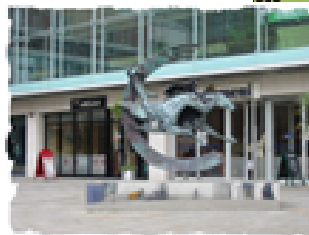
9 Conclusion and Recommendations

- 9.1 The Members of the Committee are asked to consider the draft Local Plan Programme document and subject to any additions or amendments agree to its publication and implementation.

WARD(S) AFFECTED: All



Epsom & Ewell Local Plan Programme



Contents

1. Introduction.....3

2. The Partial Review of the Core Strategy5

3. The Evidence Base8

4. Supporting Statement9

1. Introduction

The form and content of the Local Plan Programme

- 1.1 The Local Plan Programme sets out a rolling project plan for the production of the documents that together comprise the Epsom & Ewell Local Plan (these formerly being known as Development Plan Documents or DPDs). It provides a timetable for their production so as to monitor progress, as well as identifying the resources required and any potential constraints.
- 1.2 Our progress against the milestones in the Programme is monitored each year in the [Annual Monitoring Report \(AMR\)](#).
- 1.3 The latest version of the Local Plan Programme replaces a previous edition (September 2014).
- 1.4 In accordance with good project management practise we will monitor and review the Local Plan Programme annually and update it accordingly.

The current statutory Development Plan for the Borough

- 1.5 The Development Plan for the Borough is comprised of the following documents:

The Local Plan

- Epsom & Ewell Core Strategy 2007
- Plan E Epsom Town Centre Area Action Plan 2011
- Epsom & Ewell Development Management Policies Document 2015
- Revised Developer Contributions Supplementary Planning Document 2014
- Revised Sustainable Design Supplementary Planning Document 2016
- Parking Standards for Residential Development 2015

Surrey-wide Documents

- Surrey Minerals Plan Core Strategy 2011
- Surrey Waste Plan 2008

- 1.6 In addition to the above documents we have also prepared and produced a number of useful and highly valued supplementary planning guidance documents. These amplify the policies and proposals of the Local Plan. Such additional local guidance is considered necessary and for that reason is believed to be consistent with national planning policy. The main role of these documents is to clarify and support local policy and it may be taken into account as a material consideration in relation to the determination of planning applications. These include the following documents:
- Biodiversity and Planning in Epsom & Ewell 2012
 - Solar Panel Guidance for Domestic Installation 2011
 - Shopfront Design Guide 2012
 - Householder Applications 2004
 - Single plot and other types of residential infill development 2003
- 1.7 During the period covered by this Programme we anticipate that most of the guidance contained within the above documents will be reviewed as part of the preparation and production of the Design Quality Guide (a new supplementary planning document). This new publication will provide detailed supplementary guidance to the design policies contained within the Development Management Policies Document 2015. It is anticipated that a draft version of the Design Quality Guide will be subject to public consultation during the second half of 2016. Subject to the outcome of that consultation and the agreement of the Licensing and Planning Policy Committee, the Guide could become part of the wider Local Plan during the first quarter of 2017.
- 1.8 Following the adoption of the Design Quality Guide we do not anticipate the need to produce any additional supplementary planning documents during the period covered by this Programme.

2. The Partial Review of the Core Strategy

Role & Subject

2.1 We anticipate that the partial review of the Core Strategy will encompass the following policy components:

- Revision of the Borough wide housing target to take into account of an objectively assessed demand¹
- A Strategic review of our Green Belt²
- The identification of a deliverable housing supply strategy³
- A review of our affordable housing delivery policy⁴
- A new policy approach setting out how we will meet the accommodation needs of the Traveller Community⁵
- New policies setting our approach towards heritage assets – specifically in relation to the identification and designation of locally listed buildings and structures

2.2 We also anticipate that the revised Core Strategy will include new site allocation policies relating to:

- Green Infrastructure
- Major developed sites in the Green Belt
- Housing delivery
- Employment sites
- Retail centres
- Epsom General Hospital
- The University for the Creative Arts
- The Kiln Lane Link major transport scheme

2.3 Some of these policies and site allocations were originally contained within the Site Allocations Document.

Coverage

2.4 The document covers the whole of the Borough.

¹ As currently set out in Core Strategy Policy CS7.

² As currently set out in Core Strategy Policy CS2.

³ As set out in Core Strategy Policy CS8, which currently states that new housing will be located within the defined built up area and within the then remaining Hospital Cluster development sites, which have subsequently been largely built-out.

⁴ As currently contained within Core Strategy Policy CS9

⁵ The new policy will replace the approach set out under Core Strategy Policy CS10.

Conformity

- 2.5 The document will be in conformity with the NPPF. The document will set out the scale of local housing need and the broad areas of the Borough that will be brought forward to deliver future housing. The document will also set out the Council's approach to meeting local affordable housing need through the development process.

Timetable

<i>Key Stages</i>	<i>Dates</i>
Issues & Options Consultation	February – April 2017
Publication	September 2017
Pre-Submission Consultation	September – October 2017
Date of Submission to Secretary of State	October – November 2017
Pre-Examination Meeting	December 2017
Public Hearing	January/ February 2018
Estimated Date for Adoption	July 2018

Arrangement for Production

Organisational Lead

Head of Place Development

Political Management

- 2.6 The review process will be considered by the Council's Licensing & Planning Policy Committee, who are responsible for approving draft policy options for public consultation and the subsequent Pre-submission stages.
- 2.7 Full Council approval will be required for the final adoption stage.

Internal Resources

Planning Policy Manager
Senior Planning Policy Officer
Planning Policy Officers
Graduate Planning Officer (Policy)

Other Officers as required – likely to be deployed from within the Place Development Team

External Resources

- 2.8 Consultants will be engaged to aid the production of the necessary evidence base documents. External expertise will be required in relation to the identification of an 'objectively assessed housing need' and in preparing an assessment of the Borough's Green Belt; both as required under national planning policy. Internal knowledge and other resources will be deployed in order to optimise the value of external resources. Further studies will be produced, either in-house or by external consultants, as necessary. For example, an updated Strategic Housing and Employment Land Availability Assessment and a strategic Green Belt review.
- 2.9 The associated sustainability appraisal report supporting the policy review will be carried out in-house.

Stakeholder Resources

- 2.10 We will work closely with neighbouring planning authorities and other strategic partners to discharge our duty to co-operate. Where it is clearly demonstrated that we do not have sufficient land supply or infrastructure capacity to accommodate all of our identified growth needs we will work with our neighbours and other strategic partners on how those needs could be met across a wider area. It is anticipated that this will form a critical part of this particular review process and will require the deployment of resources from across the Borough Council, specifically requiring input from Committee Chairmen and Senior Officers.
- 2.11 We will work closely with local partners to ensure that the emerging policies contribute positively to meeting our strategic objectives. Specifically we will seek to ensure that future community infrastructure needs are taken into account during the preparation of new policies.
- 2.12 We will engage directly with key local community groups including local residents' associations, local political party groupings and other local interest groups, such as the Epsom Civic Society and the Campaign to Protect Rural England. Representatives of stakeholder groups will be invited to attend meetings or surgery sessions, where they can informally discuss issues and options raised in the consultation.

Community and Stakeholder Involvement

- 2.13 The local community, specific consultation bodies and key stakeholders, including the developers, will be invited to take part in the consultation process, with a view to identifying issues and working up suitable deliverable and developable options that accord with the NPPF.

3. The Evidence Base

- 3.1 The partial review of the Core Strategy will be supported and informed by new evidence and a refresh of existing technical studies. This work will be in conformity with national planning policy and guidance. It will also take account of relevant existing technical evidence that is available across north east Surrey and south west London.

Timetable

Documents	Publication Dates
Strategic Housing Market Assessment ⁶	July 2016
Green Belt Study	January 2017
Strategic Housing and Employment Land Availability Assessment	February 2017
Traveller Accommodation Assessment	February 2017
Constraints Study	February 2017

- 3.2 The preparation and production of the above technical studies may include proportionate and necessary stakeholder engagement. This is most likely to relate to the methodology used by the technical study in question, rather than the outputs or conclusions. Any party who wishes to challenge the outputs from these technical studies may do so through the Local Plan process, where they have an opportunity to present alternative evidence.

⁶ Prepared in partnership with Royal Borough of Kingston, Elmbridge and Mole Valley Borough Councils.

4. Supporting Statement

Monitoring

- 4.1 Monitoring continues to be an important part of the planning-making process and will help gauge the effectiveness of policies and proposals. We will monitor a range of indicators to assess whether the policies and proposals are meeting the objectives set out in the Core Strategy. The key findings will be published in the Annual Monitoring Report (AMR). The most recent, and previous AMRs are available to view on the Borough Council's website. The Local Plan AMR is normally of a report to the Council's Licensing & Planning Policy Committee at the close of the financial year, following which it is published on the Council's website.

Reviewing the Programme

- 4.2 We will continuously monitor progress on the implementation of the Local Plan Programme. Progress will be monitored against the proposed timetable for the partial review of the Core Strategy. Where milestones have not been reached and there has been a delay in the process, we will consider appropriate actions to ensure that positive momentum is maintained. When appropriate we will amend the Programme. Any changes to the Programme will require approval by the Council's Licensing & Planning Policy Committee.

Strategic Environmental Assessments & Sustainability Appraisals

- 4.3 Strategic Environmental Assessments of policies, proposals and plans are required under the European Strategic Environmental Assessment Directive 2001/42/EC. These are required for plans and proposals that are likely to have a significant affect on the environment.
- 4.4 Sustainability Appraisals differ in that they are a social, economic and environmental assessment. We believe it is important to take an integrated approach towards both the Strategic Environmental Assessment and Sustainability Appraisal and to consider the implications and alternatives at an early stage. This will ensure that our Local Plan documents reflect sustainable development objectives. The requirements of a Strategic Environmental Assessment will be incorporated into the Sustainability Appraisal, which will be undertaken on the emerging policies when bringing forward new Local Plan documents.

Resources

- 4.5 In the past funding from the Housing Planning Delivery Grant was allocated to assist in the plan making process. This has helped fund external expertise to undertake specialist work on technical papers. It is proposed that remaining Housing Planning Delivery Grant monies and other sources of funding, including the New Homes Bonus, will be used to finance future work.
- 4.6 Staffing resources for the timely production of the Local Plan remain a critical issue (see Risk Management section below). At present, the following in-house resources can be drawn upon during the period covered by the Programme:
- Planning Policy Manager
 - Senior Planning Policy Officer
 - Planning Policy Officers
 - Graduate Planning Officer (Policy)
 - Other occasional staff resources including the Head of Planning and Building Control, GIS officer, and the Strategic Housing Manager and other Service officers
- 4.7 We will continue to use external sources of expertise where appropriate, such as on specialist topics or where there is no existing capacity. It is anticipated that Surrey County Council will continue to provide assistance with transport and infrastructure capacity matters. Additionally the Planning Policy Team continues to promote joint working initiatives, whenever these are practicable and relevant, with the other Local Authorities in East Surrey to help bridge the potential staff resource gap. This has worked most effectively in the preparation of technical evidence.
- 4.8 Members are kept informed of progress on the Local Plan primarily through Licensing & Planning Policy Committee meetings. Occasionally we run special evening sessions for all Members to provide them with additional training or an opportunity to feed their comments into the plan making process.

Joint Working – The Duty to Co-operate

- 4.9 There are no proposals to set up a joint planning board with neighbouring authorities. Nevertheless, we continue to work with other Surrey Districts and with Surrey County Council on sharing best practice, undertaking Sustainability Appraisals and where appropriate undertaking other initiatives. We have also been actively involved in joint projects with neighbouring authorities on subjects such as establishing a methodology for preparing Traveller Accommodation Assessments, preparing Strategic Housing Market Assessments, and

managing flood risk (specifically in relation to the Hogsmill River). We continue to work effectively with colleagues across Surrey on strategic infrastructure planning.

- 4.10 We continue to explore meaningful mechanisms by which we can discharge our Duty to Co-operate with neighbouring local planning authorities and other key partners. We are already working closely with our immediate neighbours in the East Surrey local authorities, and have a positive relationship with Surrey County Council and the wider Surrey local authorities. We believe that we can build upon these existing relationships to achieve a broad consensus on future plan making. We will explore the opportunities that may be available to meet the objectives of the Duty to Co-operate through our membership of the Coast to Capital Local Enterprise Partnership and Gatwick Diamond groups.
- 4.11 Most of the Surrey local planning authorities have now agreed to the County-wide Local Strategic Statement. This document provides a framework for discussing, considering and potentially reaching and agreed position on strategic planning matters. It is anticipated that this will soon be expanded to include planning for infrastructure, housing growth and consideration of Green Belt related issues.
- 4.12 Our relationship with the Greater London Authority and the London boroughs that neighbour us to the north and northwest, have historically been less developed. We are in the process of reinvigorating this relationship through active involvement in the London Plan process. We are in the process of expanding our strategic planning relationship with our immediate neighbours in Greater London – this has been positively demonstrated by the successful joint working on the Strategic Housing Market Assessment.

Project Management

- 4.13 The review of the Local Plan is a corporate priority for the Borough Council. Consequently the Local Plan Programme is an important project management document. Progress on the Local Plan will be reported regularly to the Chief Executive, Committee Chairmen and the Borough Council's Leadership Team.

Council Procedures

- 4.14 For matters relating to the Local Plan, the following reporting protocols will apply:
- Licensing and Planning Policy Committee will be responsible for the preparation and production of all local plan documents; and

- Full Council will be responsible for the formal adoption of all local plan documents following consultation and examination.

Risk Management

4.15 The main areas of risk are considered to be:

- **Staff Retention and Turnover:** The staffing of the Planning Policy Team has been relatively stable for the last few years. However, staff turnover has become an issue with the recruitment of replacement staff causing delay to the process. Recruiting and retaining experienced staff is an area of risk. There is currently a shortage of experienced planning policy officers, which has compounded the situation. The resolution of this problem is a high priority for the Borough Council and we are pursuing a number of different solutions in order to reduce risk and provide resilience.
- **Availability of Planning Inspectors:** Early notification of our timetable will forewarn the Planning Inspectorate of our anticipated timetable. The Programme will be passed to the Planning Inspectorate to aid their project management of future examinations. The Inspectorate will then enter into Service Level Agreements with us to ensure adequate resources are made available for the various examinations. This will help minimise the risk of delays to adoption dates.
- **Legal Challenge:** We will ensure that Local Plan documents are sound, positively prepared, justified, effective and consistent with national planning policy.
- **Wider Corporate Demands:** Work on the Local Plan will be monitored to ensure that sufficient time and resources are being allocated. The Local Plan has many challenges of its own – adapting the process to emerging guidance and advice, undertaking extensive monitoring, managing consultants to produce parts of the evidence base, embarking on significant amounts of consultation both internally and externally, writing numerous policy documents – but there are also a number of other pressures on the staff resources available. These include involvement in other corporate projects; delivering planning policy objectives on the ground; publications of new planning documents and advice and reporting their implications; providing policy advice to the public and stakeholders (especially pre-application discussions); implementing the Duty to Co-operate; and providing support to other Services within the Council.

Annexe 2: Draft Process Map

The Issues & Options - comprising both strategic and site specific questions

- Commence draft of Issues & Options Paper – August 2016
- Final draft of Issues & Options Paper Stage – January 2017
- **L&PPC** to consider Issues & Options Paper – 23 February 2017
- Public Consultation on Issues & Options Paper 27 February 2017 – 10 April 2017 (six weeks).
- **L&PPC** to consider responses to the consultation exercise – 18 May 2017.
- The Borough Council publishes its decision on the consultation exercise and the direction that it will now take in respect of the housing supply strategy – 22 May 2017.

Resource implication –

- The consultation process is likely to attract significant interest from partners, residents and developers. As a consequence the whole Planning Policy Team will need to be deployed in full to manage the consultation and the responses being received. Even if fully staffed, the Team will have limited capacity for other work streams.
- Additional resources – from the Development Management Team could be deployed on a purely temporary basis to address any shortfall in capacity. For example, Development Management may be asked to respond to representations relating to site-specific interests.

Risk assessment –

- By combining both the strategic and site specific questions the risk of delay (to the wider process) is reduced.
- The time between close of consultation and L&PPC is short. There is scope for delay should the consultation process yield an unexpectedly large number of responses.
- Following the close of consultation the Borough Council will need to ensure that the decision on the housing strategy and site allocations is made in a timely manner. Failure to do so will increase risk of delay and the possibility of challenge from external sources.

Pre-Submission Consultation Stage

- Commence initial draft of Pre-Submission Draft – April 2017
- Final draft of Pre-Submission Document – 4 August 2017
- **L&PPC** to consider and approve Pre-Submission draft for final stage of public consultation – 7 September 2017
- Public consultation (six weeks) on Pre-Submission Draft – starts 11 September 2017, ends 23 October 2017

Resource Implications –

- The drafting of the Pre-Submission Document and all of the supporting information will require the deployment of the entire Planning Policy Team. The four month drafting period is short and provides limited capacity for delay.

Risk assessment –

- There will be little time and limited capacity for delay. Milestones must be strictly adhered to and stakeholders must be ready and able to participate upon request.
- The scale of risk to the Council begins to reduce as the document enters Pre-Submission public consultation.

Submission and Examination Stage

- Start work on supporting material – April 2017
- Recruit Programme Officer – May/ June 2017
- Submit to Secretary of State for examination – 30 October 2017
- Hearing session – late December 2017/ early January 2018
- Inspector's Report – June 2018

Resource Implications –

- The preparation for examination and the hearing itself will need to be properly resourced. Should staff be unavailable then their expertise must be transferred well in advance of any departure.
- Given the importance of the document the Hearing session may attract significant public interest – suitable venues must be available (IE Council Chamber, Bourne Hall).

Risk assessment –

- There are risks at this stage; many of them generated by passing the management of the process to the Planning Inspectorate. There is scope for delay, which is largely beyond our control.
- Some aspects can be managed by ensuring that this stage of the process is properly resourced and given the corporate priority that it merits.

Adoption

- **L&PPC** consider report on Inspector's decision – 12 July 2018
- **Council** considers report recommending adoption – 17 July 2018
- Target publication date – 23 July 2018