

Local Development Framework

Local Development Scheme 2010-2013

June 2010



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1 Introduction

The form and content of the Local Development Scheme

- 1.1 A Local Development Scheme (LDS) is a rolling three-year project plan for the production of the Local Development Documents (LDDs) that will form part of the Local Development Framework (LDF) for the Borough. 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 The Council's progress against the milestones in the LDS is monitored each year in the Annual Monitoring Report.
- 1.3 This revised LDS replaces the July 2008 Scheme. It revises the original timetable in response to changes to the DPD preparation and production set out in the Town & Country Planning Regulations 2008. This latest version of the LDS focuses upon the following DPDs:
- Plan E: Epsom Town Centre Area Action Plan
 - The Delivery DPD: Site Allocations and Development Management Policies
 - Proposals Map
- 1.4 The Council will also prepare a number of new Supplementary Planning Documents (SPD), which will form part of the LDF. The timetables for the production, preparation and review of these SPDs will be available on the Council's website (www.epsom-ewell.gov.uk). The Council intends to produce the following SPDs:
- Upper High Street and Depot Road Development Brief
 - Review of Developer Contributions SPD
 - Design Guidance
- 1.5 As previously, the Council will review this LDS annually and update it if required.

The current statutory Development Plan for the Borough

- 1.6 The current Development Plan for the Borough comprises the following:
- Epsom and Ewell District-wide Local Plan May 2000
 - Epsom and Ewell Core Strategy 2007
 - Epsom & Ewell Developer Contributions Supplementary Planning Document 2008
 - The South East Plan May 2009
 - Surrey Minerals Local Plan 1993
 - Surrey Waste Plan May 2008
- 1.7 A further paper, *Saving Local Plan Policies* - January 2007, sets out which Local Plan policies the Council seeks to save for a further period from 28 September 2007. This paper and the list of Local Plan policies no longer saved as part of the development plan is available on the Council's website (www.epsom-ewell.gov.uk).
- 1.8 Supplementary Planning Guidance (SPG) currently provides guidance that amplifies the policies and proposals of the Local Plan. Such guidance is consistent with national planning policy and cross-referenced to the relevant Local Plan policies and proposals. The main role of SPGs is to clarify and support policy and it may be taken into account as a material consideration in relation to the determination of planning applications.

1.9 The SPG documents listed below has been adopted by the Council following public consultation. These will continue to be taken into account in considering planning applications as long as they remain linked to “saved” policies or until such time as they are formally withdrawn or replaced:

- Householder Applications – January 2004
- Single Plot and other types of Residential Infill Development – September 2003
- Horton ‘A’ Hospital Site Approved Development Brief
- Horton ‘B’ Hospital Site Approved Development Brief
- St Ebba’s Hospital Site Approved Development Brief
- West Park Hospital Site Approved Development Brief

1.10 The Surrey Minerals Local Plan 1993 will be saved until replaced by an adopted Surrey Mineral Plan.

Availability of related information

1.11 The availability of this revised LDS has been advertised in the local newspapers and local libraries have been provided with hard copies. Hard copies of the Local Development Scheme and of other relevant documents are available for inspection at the Town Hall. It is also available electronically on Epsom and Ewell Borough Council’s website (www.epsom-ewell.gov.uk).

1.12 For further details or advice, please contact us on 01372 732000 or write to the Planning Policy Team at the following address:

Epsom and Ewell Borough Council
Town Hall
The Parade
Epsom
Surrey KT18 5BY

1.13 Website addresses where further relevant information can be obtained include the following:

Epsom and Ewell Borough Council	www.epsom-ewell.gov.uk
Department for Communities and Local Government	www.communities.gov.uk
Government Office for the South East	www.gose.gov.uk
Surrey County Council	www.surreycc.gov.uk
South East of England Regional Assembly	www.southeast-ra.gov.uk

2 3+ Year Programme (June 2010 onwards)

Proposed Local Development Documents

- 2.1 Table 1 lists the DPDs that are still to be produced by the Borough Council. It also includes a description of the document, its status, what legislation or planning document(s) it needs to conform with, and its timetable for consultation and adoption.
- 2.3 Other LDDs, which are not Development Plan Documents will be the subject of public consultation and where appropriate a sustainability appraisal¹, but will not be the subject of a public examination by an Inspector.

Programme Management

- 2.4 Appendix 1 sets out the programme for the delivery of the various elements of the Local Development Framework, incorporating the various milestones for each of the proposed LDDs.

¹ Many topic based LDDs may not need a SA. This may be the case where they will not have a significant environmental impact and/ or if they are linked to a policy that has already been the subject of a SA.

Table 1 – List of Proposed Borough Council Local Development Documents – June 2010 onwards

Document Title	Status	Brief Description	Chain of Conformity	Participation in Issues & Options (Regulation 25)	Publication (Regulation 27)	Submission to Secretary of State	Pre-Examination Meeting	Public Hearing	De
Plan E: Epsom Town Centre Area Action Plan	Development Plan Document	Detailed policies and site proposals aimed at strengthening the vitality and viability of Epsom Town Centre	With Core Strategy	February to May 2009	February 2010	April 2010	June 2010	September 2010	De
The Delivery DPD: Development Control Policies & Site Allocations	Development Plan Document	Development Control policies to protect and enhance the visual, natural and environmental character of the Borough. Identification of sites for development and areas for conservation for the period to March 2022	With Core Strategy	Within the period July 2006 to May 2008 Further consultation on Options during the period July 2010 to September 2011	November/ December 2011	February 2012	April 2012	June/ July 2012	De
Proposals Map		To map development plan policies and proposals	With all DPDs	N/A		February 2012	N/A		De

3 Local Development Document Profiles

(1) Plan E Epsom Town Centre Area Action Plan (Profile)

Role & Subject	Detailed policies and site proposals aimed at strengthening the vitality and viability of Epsom Town Centre
Coverage	Epsom Town Centre
Status	Development Plan Document
Conformity	With the Core Strategy. Plan E specifically relates to Core Strategy Policy CS14. This document also has direct links with the Council's Community Strategy, which incorporates a Vision for Epsom Town Centre

Timetable

Key Stages	Dates
Consultation Date: Issue and Options (Regulation 25)	June 2008 to September 2009
Publication (Regulation 27)	February 2010
Date of Submission to Secretary of State	April 2010
Pre-Examination Meeting	June 2010
Public Hearing	July – September 2010
Date of Adoption	December 2010

Arrangements for Production

Organisational Lead	Head of Planning
Political Management	<p>The Council's Planning Policy Sub-Committee will consider the Issues & Options document prior to consultation, and guide policy development.</p> <p>The Preferred Options and submission stages will also be reported to the Strategy and Resources Committee.</p> <p>Full Council Resolution required for adoption stage.</p>
Internal Resources	<p>Planning Policy Manager</p> <p>Senior Planning Policy Officer</p> <p>Policy Planner</p> <p>Other Service Officers as required</p>
External Resources	<p>Specialist retail consultant to advise on retail capacity</p> <p>Other specialist consultancy advice as required</p>
Stakeholder Resources	<p>Local Strategic Partnership (town centre sub group) to provide key link to community planning, and review of Sustainable Community Strategy</p> <p>Epsom Business Partnership/Chamber of Commerce to be involved at all stages of the document</p> <p>Representatives of stakeholder groups to attend meetings</p> <p>Technical advice needed from specific consultation bodies</p>
Community and Stakeholder Involvement	<p>The local community, specific consultation bodies and key stakeholders, will be consulted to identify issues, and work up and refine suitable options that accord with the Core Strategy</p>

(2) The Delivery DPD (Profile)

Role & Subject	To identify and allocate sufficient land for residential and commercial development to meet requirements up to March 2026, together with areas for conservation or special protection both in the built and natural environment, in accordance with the Core Strategy Provision of a set of Development Control Policies to protect and enhance the natural, visual and environmental character of the Borough, and to ensure a consistent approach to decision making on all matters affecting development, design and highway safety, in accordance with the Core Strategy objectives
Coverage	The whole of the Borough
Status	Development Plan Document
Conformity	With national policy documents, the South East Plan, and the Core Strategy. The Delivery DPD will seek to deliver the objectives of the Core Strategy. In particular, it will identify how the delivery of future housing, green infrastructure and employment opportunities will be managed

Timetable

Key Stages

Consultation Date: Issues & Options (Regulation 25)

Publication (Regulation 27)

Date of Submission to Secretary of State

Pre-Examination Meeting

Public Hearing

Estimated Date for Adoption

Dates

During the period July 2006 to May 2008

Further consultation on Options during the period July 2010 to September 2011

November/ December 2011

February 2012

April 2012

May to September 2012

December 2012

Arrangements for Production

Organisational Lead Head of Planning

Political Management The Council's Planning Policy Sub-Committee considered the Issues & Options document on Site Allocations prior to consultation, and will guide policy development

The Preferred Options and Submission stages will also be reported to the Strategy and Resources Committee

Full Council Resolution required for adoption stage

Internal Resources Planning Policy Manager

Senior Planning Policy Officer

Policy Planner

Other Service Officers as required

External Resources Consultants have already been engaged in the production of the evidence base. Further studies will be produced, either in-house or by external consultants, as necessary

Sustainability Appraisal work will be validated by an external consultant.

Stakeholder Resources	Local Strategic Partnership (LSP) to provide key link to community planning process and review of Sustainable Community Strategy Representatives of stakeholder groups to attend meetings Technical advice needed from specific consultation bodies
Community and Stakeholder Involvement	The local community, specific consultation bodies and key stakeholders, including house developers, will be consulted to identify issues and work up suitable options that accord with the Core Strategy

(3) Proposal Map (Profile)

Role & Subject	To map development plan policies and proposals
Coverage	The whole of the Borough
Status	Local Development Document ²
Conformity	With evolving Development Plan Documents

Timetable

FOR Development Control Policies & Site Allocations Development Plan Document

Date of Submission to Secretary of State	February 2012
Date of Adoption	December 2012

Arrangements for Production

Organisational Lead	Head of Planning
Political Management	The Council's Planning Policy Sub-Committee will oversee the production of the document The Preferred Options and Submission stages will be reported to the Strategy and Resources Committee Full Council Resolution required for adoption stage
Internal Resources	Planning Policy Manager Senior Planning Policy Officer Policy Planner GIS Officer
External Resources	Outsource hard copy printing
Stakeholder Resources	N/A
Community and Stakeholder Involvement	A range of colour schemes, map scales and sizes will be tested with interested parties before hard copies are printed Feedback received following publication on the web will be used to adjust the web presentation

² The proposals map is a local development document rather than a development plan document. This is because the proposals map is a graphic representation of policies and proposals contained within other DPDs.

4.0 Supporting Statement

4.1 This statement explains the background and structure of the LDF, the evidence base, and monitoring and review processes.

Local Development Framework Structure

4.2 The Local Development Framework will consist of the South East Plan and LDDs.

Evidence Base

4.3 The LDDs will establish the Council's planning policies. However, in preparing these documents, a range of background work will need to be undertaken. This work will form a major part of the evidence base for the LDF and may be published in the form of background papers.

4.4 The main background technical studies which will provide the evidence base for the policies and proposals in the LDF include:

- Housing Needs Survey
- Strategic Housing Land Availability Assessment
- Strategic Housing Market Assessment
- Open Space Audit
- Employment Land Survey
- Epsom Town Centre Retail Study and Health Check
- Local Centre Study
- Residential and commercial floorspace monitoring data
- Sustainability Appraisal Scoping Report baseline
- Townscape/urban landscape character appraisal
- Conservation Area character assessments/management plans
- Strategic Flood Risk Assessment
- Surface Water Management Plan

4.5 These technical studies will be reviewed on a regular basis to ensure that the evidence base is kept up to date and reflects local circumstances. Other studies will be produced in-house or commissioned where necessary.

4.6 Other background documents will be used and relied upon in supporting new planning policies. These include:

- Epsom & Ewell's Sustainable Community Strategy
- Planning Policy Guidance notes / Planning Policy Statements / Planning Circulars, and
- The South East Plan

Monitoring

4.7 Monitoring is an important part of the LDF process and will help gauge the effectiveness of policies and proposals. The Borough Council 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.

Review Programme

- 4.8 This LDS will be reviewed annually to monitor the progress made on producing LDDs. Progress will be monitored against the Schedule set out in Table 1 and the milestones shown in the detailed Gantt chart in Appendix 1. Where milestones have not been reached and there has been a delay in the process, this will be identified and the reasons considered in consultation with GOSE. In certain limited circumstances the LDS may be amended.

Strategic Environmental Assessments & Sustainability Appraisals

- 4.9 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 significant effects on the environment.
- 4.10 Sustainability Appraisals differ in that they are a social, economic and environmental assessment. The Council wishes to have 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 Local Development 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 DPDs
- 4.11 The original Sustainability Appraisal Scoping Report was adopted in May 2005. A further Scoping Report is being prepared for the Delivery DPD.

Resources

- 4.12 Monies from the Housing Planning Delivery Grant have been allocated to assist funding the work on the LDF in recent years. For example this has helped fund consultants to undertake specialist work on the technical papers, as well as funding temporary staff. It is proposed that whilst it remains available the Housing Planning Delivery Grant will continue to assist in financing future work.
- 4.13 Staffing resources for the production of the LDF remain a key issue for the Council (see Risk Management section below). At present, the Council has the following resources available in-house:
- Planning Policy Manager
 - Senior Planning Policy Officer
 - Policy Planner
 - Other occasional staff resources include the Head of Planning, GIS officer, and the Housing & Personal Services Strategy Manager and other Service officers
- 4.14 Consultants are being used to assist in the development of the evidence base and will continue to be used where appropriate, such as on specialist topics or where there is no existing capacity. Surrey County Council has provided assistance with transport and infrastructure capacity matters. Additionally the Planning Policy Team continues to promote joint working initiatives with the other Local Authorities in East Surrey to help bridge the potential staff resource gap.
- 4.15 A significant amount of work has been undertaken by Planning Policy Officers on the IT aspects of the LDF with help from the IT department. These include:
- Producing a consolidated up-to-date mailing lists of stakeholders and interested parties
 - Making the Proposals Map available online (by way of GIS)
 - Facilitating on-line submission of representations
 - Improving access to information (by updating the Council's website)

- 4.16 Members are kept informed of progress on the LDF primarily through Committee meetings. Occasional Members' training evenings are also run, as and when required. A number of Members attend the Planning Summer School to help them keep abreast of planning issues.

Joint Working

- 4.17 The Council has no proposals to set up a joint planning board with neighbouring authorities. However, the Council is working with other Surrey Districts and with Surrey County Council on sharing best practice, undertaking Sustainability Appraisals and where appropriate undertaking other initiatives. The Council is also involved in joint projects with neighbouring authorities (e.g. a Gypsy and Traveller Accommodation Assessment, Strategic Housing Market Assessment, and flood management planning in relation to the Hogsmill River with London Borough of Kingston etc).

- 4.18 The Local Strategic Partnership and the Service Improvement Unit (a department within the Council) were actively engaged in the preparation of the adopted Statement of Community Involvement to ensure that stakeholder and community engagement was consistent with the Council's Consultation Strategy, and where possible synchronised with the Community Strategy consultation. They will continue to be closely involved in future documents in this work programme.

Project Management

- 4.19 The timetable for the production of the Local Development Documents is outlined in Section 2 and Appendix 1. Risks to this programme are set out in the Risk Management section below. Any changes or adjustments needed to the LDS would normally be made at the time of its annual review.

- 4.20 The LDS is an important programme management document. Progress on the Local Development Framework will be reported regularly to the Chief Executive and Directors of the Council, and to the Local Strategic Partnership.

Council Procedures

- 4.21 For LDF matters, the following reporting protocols will apply:
- Planning Policy Sub-Committee will consider DPDs during the early preparation stages;
 - Strategy and Resources Committee will consider the documents during their later stages (preferred options and submission)

Summary of Priorities for 2010 to 2013

- 4.22 Plan E: Epsom Town Centre Area Action Plan DPD

The document was subject to Issues & Options consultation during the period June 2008 until September 2009. The Council published Plan E for pre-submission consultation in January 2010. Following the close of consultation the Council submitted the document to the Secretary of State for examination in public during April 2010. At this point it is envisaged that a public hearing will take place during late summer 2010. The Council anticipate formally adopting Plan E In December 2010.

- 4.23 The Delivery DPD

This document will provide a set of Development Management Policies to protect and enhance the natural, visual and environmental character of the Borough, to create a consistent approach to decision making on all matters relating to development, design, sustainable and carbon-neutral development principles and highway safety, in accordance with the Core Strategy objectives. The document will also promote the delivery of the housing targets (taken from the South East Plan) in a way which maximises opportunities on brownfield sites and meets housing need. There is particular need to ensure development is co-ordinated with infrastructure provision and the Council's Housing Strategy. Land will also be identified for commercial development to meet needs identified in the Retail and Employment Land Reviews. Areas of conservation, both of the built and

natural environment, or where particular policies will apply, will also be identified within this document along with other Green Infrastructure and shown on the Proposals Map. The Council has already undertaken an initial Issues consultation exercise (during 2008) and two call for sites exercises; the first during 2006 and the other as part of the Council's Strategic Housing Land Availability Study in 2008. These will help inform a series of consultation papers setting out housing land supply, site allocations and development management policy options. These options will be tested during the period between July 2010 and September 2011.

Risk Management

4.24 The main areas of risk are considered to be:

- Availability of Planning Inspectors
Early notification of our timetable will forewarn the Planning Inspectorate of anticipated dates. Like the previous Local Development Scheme, this revised Scheme will be passed to the Planning Inspectorate for programming-in the examinations. The Inspectorate will then enter into Service Level Agreements with the Council to ensure adequate resources are made available for the various examinations. This will help to minimise the risk of delays to adoption dates.
- Legal Challenge
DPDs will be sound and based upon a robust evidence base, thorough community and stakeholder engagement, and compliance with the planning regulations.
- Soundness of Development Plan Documents
The DPDs will be examined against the three Tests of Soundness. To ensure their soundness, the DPDs will be based upon an up to date Evidence Base and close working with the Government Office, as well as internal audits to ensure all three tests are met. The Council will utilise the Planning Advisory Service's LDF soundness self-assessment toolkit during the production and preparation of DPDs to ensure their soundness. An early review of the Core Strategy may be required following the publication of the Panels' Report on the South East Plan, should any proposed changes to the Regional Spatial Strategy have significant implications for the Borough.
- Programming
DPDs will not be prepared unless they are listed in the most recent version of the adopted LDS.
- Wider Corporate Demands
Work on the LDF will be monitored to ensure that sufficient time and resources are being allocated to the LDS programme. The LDF 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; publications of new planning documents and advice (including Planning Policy Statements, Planning Circulars, Minerals and Waste Development Frameworks, Local Transport Plan etc) and reporting their implications; involvement in shaping the emerging Surrey/ London Fringe Spatial Strategy; involvement with the Local Strategic Partnership; providing policy advice to the public and stakeholders (especially pre-application discussions); implementing new practices to meet e-Government targets; and providing support to other Services within the Council.
- Programme Slippage
Progress against the milestones set out in the LDS is reported in the Council's Annual Monitoring Report, which is submitted to GOSE each December (covering the previous year -1 April to 31 March). If significant problems arise, or if the Council wishes to seek

a revision to the timetable, it will in the first instance seek advice from GOSE.

- Staff Retention and Turnover

The staffing of the Planning Policy Team has been stable for the last two years. However, staff turnover may still become an issue during the LDS period and could cause slippage because of the time needed to recruit replacement staff. From past experience, recruiting and retaining experienced staff can be difficult. This is a situation being encountered throughout the South East and so not necessarily unique to this Council. By providing incentives, notably sponsoring university courses for junior Officers, the Council has successfully managed this issue.

Recent experiences have shown that there are potential difficulties in appointing an experienced Programme Officer to manage the DPD examination process. These stem from the changes in the scale and nature of the role, which have made it a less attractive position. The most significant risk is that the Council is unable to appoint and that the submission of the DPD to the Secretary of State is delayed. The Council will seek to resolve this potential area of risk by appointing the Programme Officer in a timely fashion. The Council will continue to explore other options to secure the services of a Programme Officer.

Glossary:

Core Strategy:	Local Planning Authority's long-term spatial vision for area and the primary strategic policies and proposals to deliver that vision.
Development Plan Document (DPD):	Spatial planning documents prepared by the relevant plan-making authority. Subject to independent examination.
Geographic Information System (GIS):	A geographic information system, or geographical information system, is any system that captures, stores, analyzes, manages, and presents data that are linked to location. In the simplest terms, GIS is the merging of cartography and database technology. GIS systems are used in cartography, remote sensing, land surveying, geography, urban planning, emergency management, and navigation.
Local Development Documents (LDD):	Comprises Development Plan Documents, Supplementary Planning Documents and Statement of Community Involvement i.e. both statutory & non-statutory documents.
Local Development Framework (LDF):	A portfolio of Local Development Documents that provides the framework for delivering the spatial strategy of the area.
Local Development Scheme (LDS):	Rolling three-year project plan for the production of Local Development Documents.
Planning Policy Statements (PPS):	Planning policy documents issued by Central Government.
Proposals Map:	Illustrates policies and proposals in the Development Plan Documents.
Regional Spatial Strategy (RSS):	A statutory document that will replace Regional Planning Guidance. It is one of the supporting documents and the new Local Development Documents must be in accordance with it. It is referred to as the <i>South East Plan</i> .
Statement of Community Involvement (SCI):	Sets out standards for involving the community in the preparation, alteration and review of Local Development Documents, and consulting the public on planning applications.
Strategic Environmental Assessment (SEA):	Environmental assessment as applied to policies, plans and programmes. Required under the SEA Directive 2001/42/EC.
Sub-Regional Strategy:	A document that forms part of the South East Plan (Regional Spatial Strategy). It is one of the supporting documents and Local Development Documents must be in accordance with it.
Supplementary Planning Documents (SPD):	To replace Supplementary Planning Guidance. Documents that expand upon policies and proposals in the Development Plan Documents.
Sustainability Appraisal (SA):	A social, economic and environmental assessment,

	incorporating the requirements of the Strategic Environmental Assessment, primarily used on Regional Spatial Strategies (South East Plan), and Development Frameworks, including Local, Waste and Minerals.
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