

# Thanet Local Development Scheme

Third Revision Effective 2<sup>nd</sup> February 2009



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## Annex 1 List and full description of acronyms

This Local Development Scheme uses acronyms. Whilst these will be explained at the point of their introduction, this Annex provides further explanation.

# 1 Introduction

**1.1** In 2004 the development plan (planning policy making) process changed. A new planning system incorporating a Regional Spatial Strategy (RSS) and Local Development Frameworks (LDF) is replacing county Structure Plans and district Local Plans. The new system will have a strategic focus and will avoid a compendium of use-related development control policies that was in the old local plan system. Under the new system a LDF is being prepared for Thanet District.

**1.2** A Local Development Framework is essentially a folder, which will contain a number of Local Development Documents (LDD's). These will include a Core Strategy, together with Development Plan Documents (DPD's), Area Action Plans (AAP's) and Supplementary Planning Documents (SPD's). Taken together these documents will make up the planning policies and guidance for Thanet. The LDF also contains a "Statement of Community Involvement" (SCI) setting out how we intend to consult the Community on the preparation of the Local Development Framework.

**1.3** This Local Development Scheme (LDS) sets out how Thanet District Council will develop the LDF over the next three years from the date of this document. The LDS serves two purposes:

- i) it provides the starting point for the local community to find out what the Council's, as the Local Planning Authority, planning policies are for the area, by setting out all documents that would form the development plan for the planning area; and
- ii) sets out the programme for the preparation of LDD's over a three-year period including timetables to inform people when the various stages in the preparation of any particular LDD will be carried out.

**1.4** The LDS will be kept under review and amended when appropriate. Adopted documents already forming part of the Local Development Framework are: -

**Thanet Local Plan** (adopted June 2006). This district wide local plan was prepared under the Government's previous planning system (The new process allows for plans that were in preparation to be 'saved' as part of the LDF).

**Statement of Community Involvement.** This sets out the standards and approach in involving stakeholders and the community in the production of all local development documents. The SCI was adopted in February 2007.

**Kent Design Guide SPD.** This guidance is produced by Kent County Council in partnership with all other District Councils in Kent, and Thanet District Council has endorsed it by specifically adopting it.

**1.5** The proposed LDD's included in this LDS are set out below.

- **Core Strategy DPD.** This will comprise of a district wide vision, measurable targets (linked to ongoing monitoring arrangements) and district wide strategic policies. This will provide a coherent spatial strategy for a 15-year period from the date of its adoption. It will identify areas (rather than specific sites) where major change should take place to address development, transport and infrastructure needs. These areas will be set out in a key diagram. Its preparation will be in conformity with the RSS and will have regard to the Community Strategy and Corporate Plan.
- **Site Allocations DPD.** This DPD will identify, in accordance with the Core Strategy, allocations and policies for enabling continuous delivery of housing for a period of 15 years beyond the date of adoption of the core strategy. Such provision will include an identified supply of housing sites for at least the first ten years of that period. The document will have regard to evidence on housing land availability and housing market assessment.

The DPD will also review existing policy and land provisions for different types of industrial and commercial development, and small firms. Where necessary provisions and policy will be introduced/amended to accommodate choice, flexibility and competition in light of current and prospective need. The DPD will be informed by an Employment Land Review

The Proposals Map will be amended to illustrate geographically the new policies.

- **Cliftonville DPD.** A DPD is in preparation for the designated Cliftonville West Renewal Area. The DPD will provide specific policies supporting the regeneration of this area of Margate. In addition to the Neighbourhood Renewal Area, the DPD will be in accordance with the 'saved' Local Plan (policy H10). The Proposals Map will be amended to illustrate geographically the new policies as necessary.
- **Developer Contributions SPD** This SPD will provide guidance on the types of facilities, services and infrastructure (including affordable housing) that may be required as a result of new development, and the mechanisms to be applied to ensure that developers make appropriate provision or contribution to secure such provision.
- **Review of Flat Conversion Guidelines SPD.** This will review and update the existing Flat Conversion Guidelines, which were last revised in 1998, and are still used to guide consideration of planning applications.

**1.6** Each of these proposed LDD's is considered in more detail in Chapter 3 of this LDS.

## 2. Local Development Framework

- 2.1 As indicated above, the Local Development Documents (LDD's) making up the Local Development Framework (LDF) will comprise the Statement of Community Involvement (SCI), a Core Strategy, various Development Plan Documents (DPD's) and Supplementary Planning Documents (SPD's).
- 2.2 The SCI sets out the standards the Council intends to achieve in relation to engaging the community in the preparation, alteration and continuing review of all LDD's.
- 2.3 The DPD's will be subject to Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA).
- 2.4 SPD's will cover a wide range of issues, on which the Council wishes to provide policy guidance to supplement the policies and proposals in DPD's.
- 2.5 The new arrangements also allow Local Plans that have already reached public consultation stage in their production to be 'saved', as a whole or in part, for at least three years after their adoption. As the Thanet Local Plan was adopted in June 2006 the Council is preparing a list of policies it proposes should be saved for the period beyond June 2009. Those policies will later be replaced when relevant new DPD's are adopted.
- 2.6 The current Development Plan (at the time of writing this LDS) consists of the adopted Thanet Local Plan 2006, the Kent and Medway Structure Plan 2006, the Minerals Local Plan, the Kent Waste Local Plan and the Regional Spatial Strategy (Regional Planning Guidance for the South East, 2001). The Regional Planning Guidance for the South East is due to be replaced in 2009 by the 'South East Plan'.

### 'Saved' Plans

- 2.7 The Kent and Medway Structure Plan will be saved and will be part of the Development Plan until the Regional Spatial Strategy (in the form of the South East Plan) is adopted.
- 2.8 Kent County Council is responsible for the Minerals and Waste Local Development Framework. Subject specific Local Development Frameworks will replace both the adopted Minerals and Waste Local Plans.
- 2.9 The Thanet Local Plan will be saved for at least 3 years after its adoption in June 2006. It is likely that some existing policies will continue to be saved after that time. This saved plan will form part of the Local Development Framework. The Proposals Map in that Local Plan will also be saved.

**2.10** Supplementary Planning Guidance produced by the Council, which is linked to 'saved' policies in the Local Plan, will also be saved. The SPG's that are to be saved with the Plan are;

(Policy D1) Leaflet 1, Shopfront Design

Leaflet 2, Shopfront Security Shutters

Leaflet 3, Conservation Areas

Leaflet 4, Conversion of Shops to Residential Accommodation

A Guide to Converting Your Home

Kent Design Guide, which has been adopted as a SPD by Kent County Council. The District Council also resolved in January 2007 to adopt the Kent Design Guide as a SPD.

Conversion to Flats Guidelines

(Policy TR7) A Planning Strategy for Roadside Services on Primary Routes – Eastern Kent.

**2.11** With the exception of the Conversion to Flats Guidelines, the saved SPG's will be reviewed at a later date outside the time scale of this LDS. Review of the Conversion to Flats Guidelines is proposed within the timescale of this LDS.

**2.12** The Central Island Initiative (CII) SPG will not be saved, as replacement policies in the 'saved' Plan will be adopted.

## Statement of Community Involvement (SCI).

**2.13** The SCI was adopted in February 2007. It sets out the Council's arrangements for how people can get involved in the preparation of LDD's and major planning applications. Local Authorities are required to meet a minimum level of public involvement.

## Development Plan Documents & Supplementary Planning Documents.

**2.14** Within the period covered in this LDS the Council is proposing to produce three DPD's and two SPD's which, together with the SCI and saved Local Plan, will form the LDF. These are:

- the Core Strategy DPD;
- a Site Allocations DPD; and
- Cliftonville DPD
- Developer Contributions SPD
- Flat Conversion Guidelines SPD (a review of existing supplementary planning guidance)

**2.15** All the LDD's with the exception of the SPDs, will be subject to independent examination.

- 2.16** *Chart 1* sets out the timetable and project management for preparing the LDD's. Profiles of each LDD are listed in Section 3 of this LDS.
- 2.17** For the longer term the Council will be assessing adopted Local Plan policies in the light of government guidance and local circumstances. It is expected that by 2009 the various policies in the Local Plan will have been either saved for a further period of time, or will have been not saved because they are no longer appropriate or necessary.
- 2.18** The 'saved' Local Plan will be reviewed and monitored. If it is considered that policies in this Plan need replacing, then new LDD's will be brought forward. New LDD's may also be brought forward in light of consultation and preparation of the Core Strategy.

## Sustainability Appraisal, Strategic Environmental Assessment and "Appropriate Assessment"

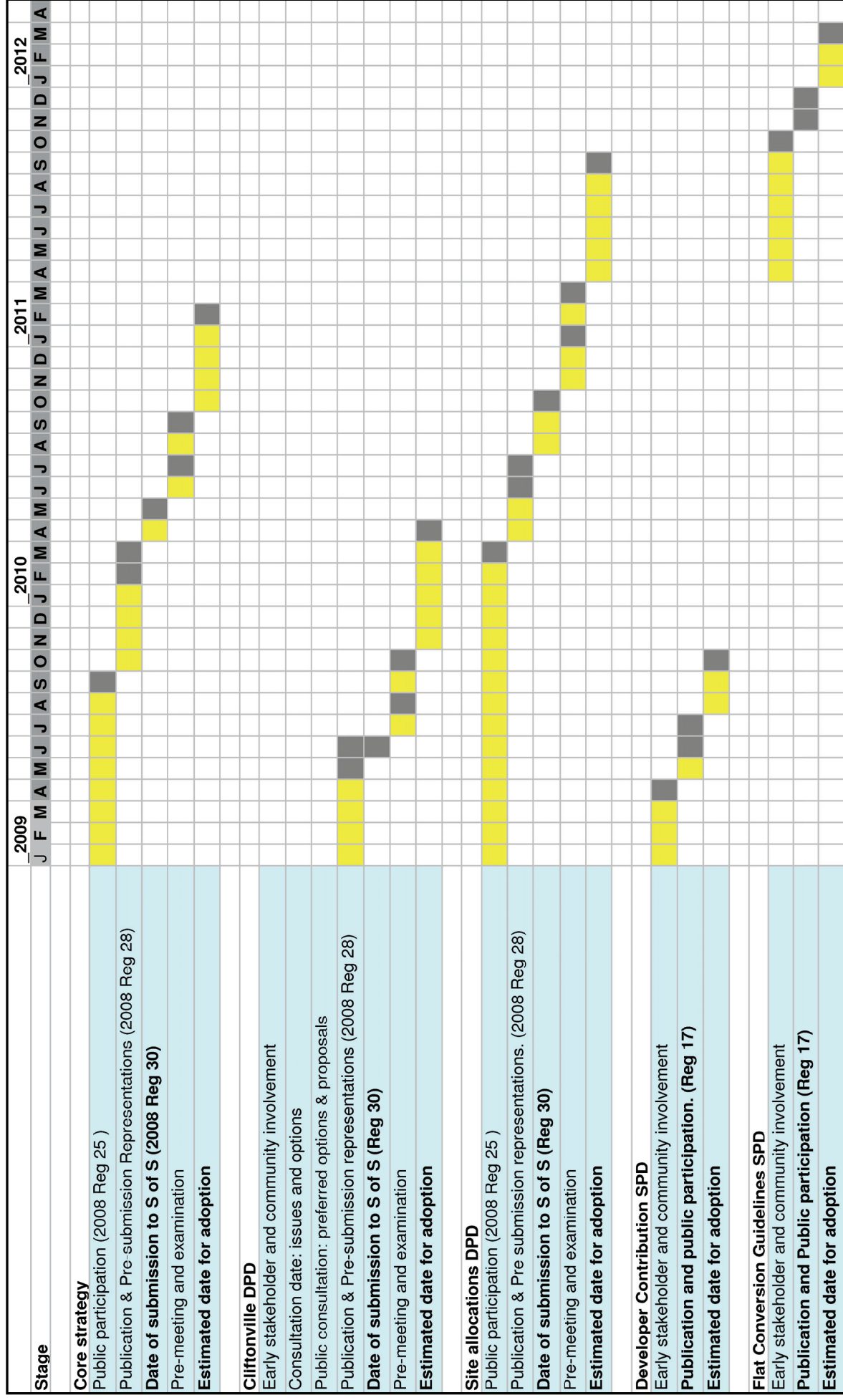
- 2.19** All DPD's will be subject to a Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) together with "appropriate assessment" under the Habitat Regulations. The SA has a wider focus than the SEA process as it includes social and economic criteria as well as environmental factors but the Governments approach is that all the SEA requirements will be fully met by the SA.
- 2.20** Both are integral and iterative aspects of the LDF production and should be started as soon as a new DPD is considered. It is proposed that appraisals will be steered by groups with a broad membership extending beyond the local authority. The results will then be made available with the submission of each DPD. Section 4 provides more information about SA, SEA and Appropriate Assessment.

## Annual Monitoring Report

- 2.21** The Council is required to monitor annually how effective its policies and proposals are in meeting the vision in the Core Strategy DPD (when prepared). Such monitoring reports are prepared annually, submitted to the Secretary of State, and published. The reports monitor whether the Council is meeting, or is on track to meet, its targets; the impact policies are having against other, i.e. national, targets; and whether any policies need to be replaced and what action needs to be taken if they do.



**Chart 1. Timetable & Project Management For Preparing The LDD's**



## 3. Profiles

3.1 The Profiles of each LDD are contained in this section. They are as follows:

### LDD's Programmed for Preparation

- The Core Strategy DPD.
- Site Allocations DPD
- Cliftonville DPD
- Developer Contributions SPD
- Flat Conversion Guidelines SPD

### Adopted LDD's

- The Statement of Community Involvement.
- The Kent Design Guide SPD

## Core Strategy

### Overview.

<b>Role &amp; Subject</b>	Document setting out the vision, objectives and spatial strategy for the District as well as the primary policies (Economic Development, Housing, Town Centres, Transport, Quality Environment, Community,) for achieving that vision.
<b>Coverage</b>	District-wide.
<b>Status</b>	Development Plan Document
<b>Conformity</b>	With the Regional Spatial Strategy (including the South East Plan which will supersede the existing Regional Planning Guidance on adoption expected 2009). With national planning policy statements. Locally the Core Strategy will be in conformity with the Corporate Plan and the Thanet Community Strategy.

### Timetable.

<b>Stage</b>	<b>Dates</b>
Public participation (2008 Regulation 25)	September 2009
Publication & pre-submission Representations (2008 Regulation 28)	Feb - March 2010
Date of Submission to Secretary of State	May 2010
Pre examination meeting	July 2010
Examination	September 2010
Estimate date for adoption	February 2011

## **Arrangements for Production**

<b>Organisational Lead</b>	Head of Development Services
<b>Political Management</b>	Cabinet / Council decision  Scrutiny Panel will be involved in process from beginning.
<b>Internal Resources</b>	Council's Strategic Planning section, Development Control section, Corporate Projects and Improvement, Economic Development, & Environmental Services.
<b>External Resources</b>	External consultants likely to undertake strategic housing market assessment (and inform strategic housing land availability assessment), retail/town centre study, public open space/sports provision study and employment land review. Highways advice from Kent County Council.
<b>External Stakeholder Resources</b>	Local Strategic Partnership (LSP) to provide key link to community planning consultation process. SEA/SA work.
<b>External Community &amp; Stakeholder Involvement</b>	the views of specific agencies, service providers, voluntary and private sector and general stakeholder consultees are being sought on issues and options prior to preparing the submission document.

## **Site Allocations DPD**

### **Overview.**

<b>Role &amp; Subject</b>	To allocate specific sites to deliver the objectives of the Core Strategy. Specifically this will provide for the appropriate number and type of new dwellings reflecting the Core Strategy vision, housing needs assessment, land availability assessment and Government guidance. It will also review employment land provisions to ensure that the supply of allocated and safeguarded employment land is fit for the purposes of delivering the objectives of the Core Strategy.
<b>Coverage</b>	District Wide.
<b>Status</b>	Development Plan Document
<b>Conformity</b>	With the Regional Spatial Strategy (including the South East Plan which will supersede the existing Regional Planning Guidance on adoption expected 2009). With national planning policy statements. With the LDF Core Strategy.

### **Timetable.**

<b>Stage</b>	<b>Dates</b>
Public participation (2008 Regulation 25)	March 2010
Publication & pre-submission Representations (2008 Regulation 28)	June-July 2010
Date of Submission to Secretary of State	October 2010
Pre-examination meeting	January 2011
Examination	March 2011

**Arrangements for Production**

<b>Organisational Lead</b>	Head of Development Services
<b>Political Management</b>	Cabinet / Council decision. Scrutiny Panel will be involved in process from beginning.
<b>Internal Resources</b>	Council's Strategic Planning section, Development Control section, Corporate projects and Improvement, Economic Development, Housing, & Property Services.
<b>External Resources</b>	Consultants to produce employment land review, produce strategic housing market assessment and to inform strategic housing land availability assessment. Joint housing land study with Kent County Council. External stakeholder input to these studies
<b>External Stakeholder Resources</b>	Time – consultation with local business, community and house building representatives. SA/SEA Work.
<b>External Community &amp; Stakeholder Involvement</b>	Prior to consultation on options, the views on issues from specific and general consultation bodies will be sought.

**Cliftonville DPD****Overview.**

<b>Role &amp; Subject.</b>	To support the regeneration of the Cliftonville area of Margate to reinstate a balanced and confident community and stimulate property investment.
<b>Coverage</b>	Western Cliftonville Area of Margate.
<b>Status</b>	Development Plan Document
<b>Conformity</b>	Policy H10 of the Thanet Local Plan adopted June 2006. With the Neighbourhood Renewal Area, Corporate Plan and the Thanet Community Strategy. Also with the existing Regional Planning Guidance and the adopted Kent & Medway Structure Plan, as well as the forthcoming Regional Spatial Strategy.

**Timetable.**

<b>Stage</b>	<b>Dates</b>
Early Stakeholder & Community engagement (pre 2008 regulations)	Feb 07
Consultation Date: Issue & Options (pre 2008 Regulations)	August/September 07
Public Consultation: Preferred Options & Proposals (pre 2008 regulations)	March 08 May-June 2009
Publication & pre-Submission Representations (2008 Regulations 28)	June 2009
Date for Submission to SoS	August 09
Pre Examination Meeting	October 09

### **Arrangements for Production**

<b>Organisational Lead</b>	Head of Development Services
<b>Political Management</b>	Cabinet / Council decision. Scrutiny Panel will be involved in process from beginning.
<b>Internal Resources</b>	Councils Strategic Planning section, Policy & Community Planning, Housing & Property Services.
<b>External Resources</b>	Commissioning of consultants to produce Neighbourhood Renewal Assessment, and Strategic Housing Market Assessment
<b>External Stakeholder Resources</b>	Time – consultation with local business, & community. SA/SEA work.
<b>External Community &amp; Stakeholder Involvement</b>	Prior to consultation on options, the views on issues from specific and general consultation bodies will be sought.

## Developer Contributions SPD

### **Overview.**

<b>Role &amp; Subject</b>	To set out guidance on the types of facilities, services and infrastructure (including affordable housing) that may be required as a result of new development, and the mechanisms to be applied to achieve this.
<b>Coverage</b>	District Wide.
<b>Status</b>	Supplementary Planning Document
<b>Conformity</b>	With saved Thanet Local Plan policy.

### **Timetable.**

<b>Stage</b>	<b>Dates</b>
Early Stakeholder & Community engagement	April 2009
Publication & Public Participation (2008 regulation 17)	June-July 2009
Estimated Date for Adoption	October 2009

### **Arrangements for Production**

<b>Organisational Lead</b>	Head of Development Services
<b>Political Management</b>	Council Decision.

	Scrutiny Panel will be involved in process from beginning.
<b>Internal Resources</b>	Councils Strategic Planning section, Development Control
<b>External Resources</b>	Consultants, County Council and other service providers
<b>External Stakeholder Resources</b>	Significant workload for external consultant Time – consultation with local business, & community. SA/SEA work.
<b>External Community &amp; Stakeholder Involvement</b>	The views on issues from specific and general consultation bodies will be sought.

## Flat Conversion Guidelines SPD

### Overview.

<b>Role &amp; Subject.</b>	To provide updated guidance on design and standards appropriate for converting premises to flats.
<b>Coverage</b>	District Wide.
<b>Status</b>	Supplementary Planning Document
<b>Conformity</b>	With Core Strategy and any relevant saved Local Plan policies.

### Timetable.

<b>Stage</b>	<b>Dates</b>
Early Stakeholder & Community involvement (2008 Regulation 25)	October 2011
Publication & Public Participation (2008 Regulation 17)	November – December 2011
Date of Adoption	March 2012

### Arrangements for Production

<b>Organisational Lead</b>	Head of Development Services
<b>Political Management</b>	Council Decision.
<b>Internal Resources</b>	Scrutiny Panel involved in process from beginning.
<b>External Resources</b>	The Councils Strategic Planning Section, Development Control Team, Strategic Housing Team.
<b>External Stakeholder Resources</b>	Time – consultation with local developers and agents. SA/SEA work.
<b>External Community &amp; Stakeholder Involvement</b>	The views on issues from specific and general consultation bodies will be sought.

## Statement of Community Involvement (Adopted February 2007)

### Overview.

<b>Role &amp; Subject</b>	Document setting out standards and approach to involving stakeholders and the community in the production of the LDF.
<b>Coverage</b>	District-wide and involving organisations external to the district.
<b>Status</b>	Non Development Plan Local Development Document
<b>Conformity</b>	Must at least meet the requirements in the regulations and will have regard to the Council's corporate communications strategy.

## Kent Design SPD (Adopted January 2007)

### Overview.

<b>Role &amp; Subject.</b>	To set out guidance on design issues for new development.
<b>Coverage</b>	District Wide.
<b>Status</b>	Supplementary Planning Document
<b>Conformity</b>	With Kent and Medway Structure Plan and relevant saved Local Plan policy

## 4 Supporting Statement.

- 4.1. This statement introduces the District and explains and justifies the approach set out in the Local Development Scheme. It also explains how resources and the evidence base will be managed across the programme.

### The Area.

- 4.2. Thanet is a coastal district situated at the eastern end of Kent in close proximity to the continent. The district consists of a rural area to the west and south-west with a large urban area, including the historic seaside towns of Margate, Broadstairs and Ramsgate, around the northern, eastern and southern coastline. The recently established town centre of Westwood is situated in a central position in the district. Thanet has a population of 129,200 people (Mid 2007 estimate. Source : ONS population estimates unit).
- 4.3. The district benefits from a marina in Ramsgate's Royal Harbour and a port, Ramsgate New Port, which provides both car passenger and freight services to Europe. The district also has a developing airport, Kent International Airport, Manston, which is now providing passenger flights to and from Europe as well as freight services.
- 4.4. Despite its location in the South East of England and its attractive environment, the district has suffered from long-term economic and social problems. Unemployment has for many years been well above the Kent average and significant social deprivation exists in many parts of the district.

### Regional and Strategic Planning Context.

- 4.5. Regional Planning Guidance for the South East was adopted in 2001. A review of this Guidance, 'South East Plan', is well advanced in preparation. The South East Plan will replace the Regional Planning Guidance once it has been adopted.
- 4.6. The Kent & Medway Structure Plan (KMSP) was adopted in June 2006. With the exception of any of its policies that may be specifically saved, KMSP will be superseded once the emerging South East Plan is adopted (adoption expected in 2009).

### The Council's Corporate Plan and Community Strategy.

- 4.7 The Corporate Plan 2007-11 sets out aims and objectives over that period across 6 key themes. Thanet's Economy, Safe Neighbourhoods, Beautiful Thanet, Quality Housing, Healthy Communities and Modern Council. Key priorities within this include



- Develop key industrial and employment sites and support development of the airport.
- Support a creative, cultural and tourism economy.
- Diversify the Port of Ramsgate.
- Regenerate Margate (including developing key sites and improving the Old Town).
- Promote Thanet as a Destination.
- Reducing crime and fear of it and develop diversionary activities.
- Consult on new “green policies”.
- Extend and improve walking and cycle routes.
- Promote best environmental practice in building construction.
- Promote quality standards for town centres and parks/open spaces.
- Delivering quality new homes (including affordable homes).
- Deliver a housing renewal programme in Cliftonville West Renewal Area
- Address fuel poverty
- Discourage further in-migration of vulnerable people.
- Discourage loss of domestic gardens/larger homes to smaller units.
- Increase opportunities for exercise and play and promote healthier lifestyles.

**4.8.** The first Community Strategy for Thanet was published in June 2004. The Strategy’s vision is to see a prosperous, secure and welcoming community that is a safe and attractive place to live and work. The key themes are

- The Economy
- Lifelong Learning
- A Safer Community
- The Environment & Housing
- An Inclusive Community; and
- Health and Life Style.

**4.9** A new Community Strategy is now to be prepared in conjunction with the Local Strategic Partnerships of neighbouring authorities and will refresh or amend the existing vision and key themes above.

**4.10** The LDF will be prepared to ensure consistency and close integration with both the Corporate Plan and evolving Community Strategy. There is scope to synchronise community and stakeholder engagement with the Community Strategy.

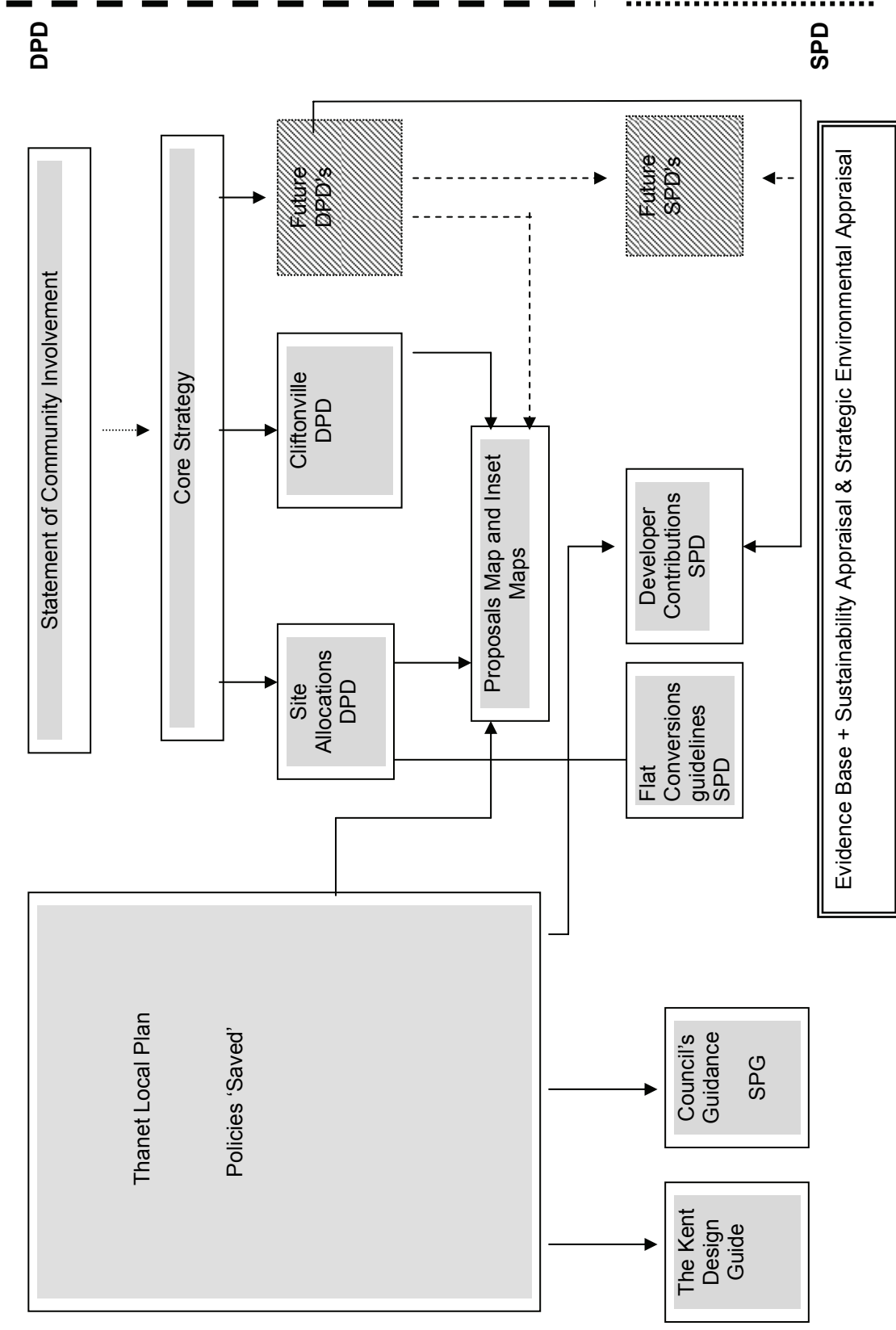
## Process Management

- 4.11** In order to maximise commitment at the earliest possible stage, a steering group has been established to advise on the LDF process and includes Senior Council Members and representatives from the Local Strategic Partnership.

## Local Development Framework Structure.

- 4.12** The LDF will comprise of the LDD's identified in the Profiles and the adopted Thanet Local Plan. Diagram 1 below, shows the relationship between the different Local Development Documents.
- 4.13** It is anticipated that the LDF will be presented in a loose-leaf folder. This will enable policies to be amended and updated without the need to reprint the whole document. The LDF will be available on the Council's web site [www.thanet.gov.uk](http://www.thanet.gov.uk).
- 4.14** In addition to the RSS regard will also need to be had to the Minerals and Waste LDF's produced by Kent County Council, as all these documents, together with the saved Local Plan, will make up the Development Plan for the area.

Diagram 1. Relationships between LDD Documents.



## Evidence Base.

**4.15** The Council's LDD's will be founded on a thorough understanding of the needs, opportunities and constraints of the area. The evidence base will be maintained and kept under review so that emerging policies are achievable. Table 2 below lists the main areas of information collection.

**Table 2.**

Study	Description
Employment Land Survey and Employment Land Review	The ELS is reviewed yearly in conjunction with Kent County Council. The ELS will inform the necessary Employment Land Review
Housing Land Study	Reviewed yearly in conjunction with Kent County Council.
Urban Capacity Study and Strategic Housing Land Availability Study	An updated Urban Capacity Study was published in 2006. This will provide part of the information needed to carry out the necessary Strategic Housing Land Availability Assessment
Housing Needs Survey and Strategic Housing Market Assessment	A Housing Needs Survey was published in 2002. A new Strategic Housing Market Assessment will include updated information on Housing Need.
National Land Use Data Base (NLUD)	Reviewed each year, resources permitting.
Thanet Retail Study	This was originally published in 1997 and updated in 2000 by another study by Kent County Council. A new study was commissioned in 2007 to consider the town centres and to study the effects of Westwood Cross.
Core Town Centre Area Study	This is carried out periodically and monitors changes in the retail centres.
Environmental Audit	The Council may need to commission an audit of the built and natural environment to provide base data for the SEA.
Kent Habitat Survey	This was published in 2003 and will be used as baseline data.
Pollution Data	Environmental Health monitoring reports.
Open Space Audit	This was carried out in 2005/6 to consider the recreational needs of the community in Thanet.

# Strategic Environmental Assessment, Sustainability Appraisal and Appropriate Assessment

- 4.16** The Requirements of the Strategic Environmental Assessment (SEA) Directive have been linked with the Regulations covering Sustainability Appraisals. As part of the process the Council must;
- Prepare an environmental report on the significant effects of options;
  - Carry out consultation on the draft plan and accompanying environmental report;
  - Take into account the environmental report and the results of consultation in decision making; and
  - Provide information when the plan is adopted and show how the results of the SEA and SA have been taken into account.
- 4.17** Studies that are to be used in the preparation of the LDF and SEA/SA are listed in Table 2 above.
- 4.18** Under the European Habitats Directive, all LDD's will need to be screened to assess whether there is a risk that they might adversely affect the integrity of sites designated as being of European importance for nature conservation. Where such risk exists, the LDD's will need to be subject to "Appropriate Assessment", and alternative options examined to avoid any potential damaging effects identified.

## Monitoring.

- 4.19** Monitoring systems will be introduced to ensure not only that the implementation of the LDF is achieved but also to ensure that the evidence upon which the LDF is based is still relevant and up to date.
- 4.20** The Council produces an Annual Monitoring Report (AMR), which is published at the end of each calendar year. It will use the AMR to assess:
- Whether the Council is on track to meet the targets it has set itself in its LDD's and if not the reasons why;
  - What impact the Council's policies are having against other targets set at national, regional or local level;
  - Whether the Council needs to replace any policies in order to meet their sustainable development objectives;
  - What action needs to be taken if policies need to be replaced; and
  - Whether the SCI is being successfully implemented, or if a review is necessary
- 4.21** The report will also update residential sites that have been developed during that year.

## Resources.

**4.22** Resources relating to each LDD are indicated in each Profile. The Council recognises the importance of ensuring that resources for evidence gathering, consultation, examination and ongoing SA/SEA are available.

## Risk Assessment.

**4.23** In preparing this Local Development Scheme, it was found that the main areas of risk relate to:

- **Resources.** Insufficient resources may result in the process not being 'sound' and may cause slippage in the timetable so targets are not met. The Council will need to assess on an annual basis the budget resource and ensure that there is a full complement of staff.
- **New Issues.** Whilst consulting with stakeholders and specific consultation bodies on proposed options and issues, new issues may be raised, which could result in the need to prepare a new DPD or SPD. This may slow procedures down and take additional officer time. It is therefore proposed that early stakeholder consultation should take place so that any new issues can be programmed in without producing delays at a later stage. Continuing dialog with Government Office for the South East (GOSE) and the Planning Inspectorate (PINS) would also assist.
- **Political Change.** With local elections there may be a possibility of a change in direction in Council policy, causing delays in the process. To help reduce the risk of this, the process for the DPD's (excluding the SCI) should be timed so that the elections fall after Consultation on Issues and Options stages. Consideration of the comments received could then continue after the local elections and the final decision would be made then. The Local Development Steering group includes representatives from all political parties (please see above) so that all parties are engaged.
- **Capacity of the Planning Inspectorate (PINS) and other agencies to cope with demand for public examinations nation-wide.** This is not within the Council's control but the Council will give early warning of the LDF programme. There is some concern that PINS will not be able to respond to the local authority's timetable.
- **'Soundness' of Plans.** The risk will be minimised by following appropriate government guidance and working closely with the Government Office for the South East (GOSE) and PINS at all milestone stages in the run up to submission of DPD's.
- **Legal Challenge.** This risk will be minimised by ensuring that each DPD is 'sound' and founded on a robust evidence base and through well-audited stakeholder and community engagement systems.
- **Programme Slippage.** There is a risk that there has been insufficient time given to the process as unfamiliar procedures are involved, and further legislative changes are to be made affecting the plan making process. This risk should be reduced by carefully following all given advice on time tabling of procedures. There is also the risk that other priorities may take precedence such as the need to divert staff resources to responding to consultation such as that related to the emerging RSS.

**4.24** It is anticipated that if for any reason the timetable for the LDF's should slip the policies in the 'saved' adopted local plan will continue to be used.

## Annex 1

### List and full description of acronyms.

AAP	Area Action Plan	These Plans focus upon implementation, providing an important mechanism for ensuring development of an appropriate scale, mix and quality for key areas of opportunity, change and conservation.
AMR	Annual Monitoring Report	Authorities are required to produce AMR's to assess the implementation of the LDS and the extent to which policies in the LDD's are being achieved.
DPD	Development Plan Document	The documents that the local planning authority must prepare and which have to be subject to community involvement, consultation and independent examination. Elements include the Core Strategy, site-specific allocations of land, Area Action Plans and Proposals Map.
LDF	Local Development Framework	The LDF will contain a portfolio of LDD's, which will provide the local planning authority's policies for meeting the communities economic, environmental and social aims for the future of their area where this affects the development of land.
LDD	Local Development Document	LDD's comprise of DPD's, SPD's SCI and the SEA/SA
LDS	Local Development Scheme	The LDS sets out the programme for preparing the LDD's
RSS	Regional Spatial Strategy	The RSS, incorporating a regional transport strategy, provides a spatial framework to inform the preparation of local development documents, local transport plans and regional and sub-regional strategies and programmes that have a bearing on the land use activities.
SA	Sustainability Appraisal	Assessment of the social, economic and environmental impacts of the policies and proposals contained within the LDF
SCI	Statement of Community Involvement	Document explaining to stakeholders and the community how and when they will be involved in the preparation of the LDF and the steps that will be taken to facilitate this involvement.
SEA	Strategic Environmental Appraisal	Assessment of the environmental impacts of the policies and proposals contained within the LDF
SPD	Supplementary Planning Document	SPD's elaborate upon a policy or proposal in the DPD's but do not have their full status.

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