



# **Tunbridge Wells Borough Local Plan**

## **Local Development Scheme**

**Approved 15 April 2016**



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## Chapter 1: Introduction

**1.1** This document is Tunbridge Wells Borough Council's Local Development Scheme (LDS). The purpose of the LDS is to set out details of the planning policy documents that the Borough Council has recently completed, is currently drafting and those it intends to prepare. The LDS is intended to provide information to interested parties to help them participate in the plan-making process.

**1.2** This LDS, which comes into effect on 15 April 2016, updates and replaces the LDS approved on 01 March 2015.

**1.3** The LDS gives local residents and other interested parties information about:

- the documents the Council will be preparing
- the subject matter and geographical area to which these documents relate
- the timetable for their preparation and adoption

## Chapter 2: The Development Plan Process

**2.1** National planning guidance, set out in the National Planning Policy Framework 2012 (NPPF), states that: "*Each local planning authority should produce a Local Plan for its area. This can be reviewed in whole or in part to respond flexibly to changing circumstances*" (paragraph 153). The NPPF defines a Local Plan as the plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. The term 'Local Plan' also covers current Core Strategies and other Development Plan Documents (DPDs) (see NPPF, Annex 2).

**2.2** Local planning authorities can also prepare Supplementary Planning Documents (SPDs) where they can help applicants make successful planning applications or aid the delivery of infrastructure (NPPF, paragraph 153). SPDs are documents that add further detail to the policies in the Local Plan. They provide further guidance on specific sites, or on particular issues, such as design.

**2.3** In addition, the Council also prepares the following:

- Local Development Scheme (LDS), which sets out the programme for preparing planning documents (this document)
- Statement of Community Involvement (SCI), which sets out how the Council will involve the local community in planning decisions
- Authority Monitoring Report (AMR): this is updated regularly and provides details of recent developments within the borough, covering housing, employment, retail and other uses

**2.4** The development plan for Tunbridge Wells borough currently comprises the following documents:

- the Core Strategy DPD, adopted June 2010
- saved policies in the Tunbridge Wells Borough Local Plan, adopted March 2006. These 'saved' policies have had their life extended and will continue to be used for deciding planning applications until replaced by policies in the new Local Plan<sup>(1)</sup>

**2.5** In addition, the Council is currently finalising a Site Allocations DPD. Work has also begun on a new Local Plan for the borough which, when adopted, will replace the 2006 Local Plan, Core Strategy and Site Allocations DPD. The section below provides more information on these documents.

### Development Plan Documents

#### Core Strategy

**2.6** The Council adopted the Core Strategy in June 2010. This sets out the broad strategy for future planning and decision making and defines the general locations and levels of development in the borough to 2026, but does not identify individual sites.

#### Site Allocations Development Plan Document

**2.7** The Council has prepared a Site Allocations DPD to identify sites to provide for the level of development set out in the Core Strategy. The Site Allocations DPD sets out detailed site-specific policies and looks to 2026, the same period as the Core Strategy.

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1 Remaining 2006 Local Plan saved policies are listed in Appendix 1 of the Site Allocations Development Plan Document. This can be viewed at the following link  
<http://www.tunbridgewells.gov.uk/residents/planning/planning-policy/development-plan-documents/site-allocations>

**2.8** Public hearings were held into the Site Allocations DPD in November and December 2015 and the Council consulted on main modifications to the document between February and March 2016. The Site Allocations DPD will be finalised and adopted by the Council as soon as possible after the consultation, following publication of the report of the independent Planning Inspector who is overseeing the examination. <sup>(2)</sup>

## **New Local Plan**

**2.9** Given changes to national planning policy and guidance, the Council has made a commitment to prepare a new borough-wide Local Plan which will, when finalised, replace the 'saved' policies in the 2006 Local Plan, the Core Strategy and the Site Allocations DPD. The new Local Plan will set out a new growth strategy for the borough to 2033. Work on the evidence to inform the Local Plan has already begun and will continue throughout 2016. As well as identifying sites for future development, the Local Plan will also provide general development management policies to guide development.

## **Community Infrastructure Levy Charging Schedule**

**2.10** The Community Infrastructure Levy (CIL) allows local authorities to raise funds from developers undertaking new building projects according to the gross internal floor area of the development. Detail of the Levy is set out in a document called the CIL Charging Schedule. The money raised from CIL can be used to fund a wide range of infrastructure, including road schemes, flood defences, schools, health, social care and leisure facilities and park and green space improvements.

**2.11** While a CIL Charging Schedule does not have the status of a DPD, it does need to be examined by an independent Inspector. The Council will consider developing a CIL Charging Schedule alongside the new Local Plan as the new growth strategy for the borough is established.

**2.12** Infrastructure requirements in the Infrastructure Delivery Plan (IDP), which forms part of the evidence base, are also regularly updated so that the infrastructure needs and current funding can be established to inform any CIL charge.

## **Neighbourhood Plans**

**2.13** The Localism Act introduced legislation to give new planning powers to organisations other than local planning authorities. Town and parish councils and, where parish councils do not exist, organisations designated as Neighbourhood Forums, will be able to prepare Neighbourhood Plans. Following the successful conclusion of a statutory preparation process (including public consultation, examination and local referendum), the Council must adopt a Neighbourhood Plan alongside its own plans as part of the development plan for the borough. Once adopted, Neighbourhood Plans will carry full weight for making decisions on planning applications.

**2.14** At the time of writing, three parishes (Paddock Wood, Hawkhurst and Sandhurst) have approval for Neighbourhood Areas, which is the initial stage in the preparation of a Neighbourhood Plan.

**2.15** There is no requirement to prepare a Neighbourhood Plan, or any other form of community led plan, nor is there any specific format these should take. The only requirement is that, if a parish wishes the Council to adopt the Neighbourhood Plan, the formal process of public consultation, examination by an independent Inspector and a local referendum is essential. <sup>(3)</sup>

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2 The latest information on the preparation of the Site Allocations DPD can be viewed on the Council's website: <http://www.tunbridgewells.gov.uk/residents/planning/planning-policy/development-plan-documents/site-allocations>.

3 Information on Neighbourhood Plans can be viewed on the Council's website at: <http://www.tunbridgewells.gov.uk/residents/planning/planning-policy/neighbourhood-planning>

## Supplementary Planning Documents and Conservation Area Appraisals

**2.16** Supplementary Planning Documents (SPDs) do not set policy but provide further guidance about how to implement the requirements of the NPPF and the policies in the Local Plan.

**2.17** Conservation Area Appraisals (CAAs) are a special type of SPD. They set out the key characteristics of defined Conservation Areas and provide design guidance for development proposals within them. <sup>(4)</sup>

**2.18** The Council is currently progressing work on the following SPDs:

- Contaminated Land
- Air Quality
- Urban Design Framework

**2.19** The Council is additionally reviewing a number of CAAs and more detail is given in Chapter 3. Work on Conservation Area Management Plans and Heritage Assets will also be progressed, working with town and parish councils and other voluntary groups and interested parties.

## Evidence Documents

**2.20** National policy requires that local planning policies are based on "*adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area*" (NPPF, paragraph 158). To this end, a significant amount of evidence has already been collected. Some of this information has been used to inform the Core Strategy and Site Allocations DPD. Further studies will be carried out to maintain adequate, up to date and relevant evidence to support the new Local Plan. <sup>(5)</sup>

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4 Conservation Area Appraisals are available to view on the Council's website at <http://www.tunbridgewells.gov.uk/residents/planning/planning-policy/supplementary-planning-documents>

5 See Chapter 4 and Appendix 1 of this LDS for more information.



## Chapter 3: Existing and Proposed Documents 2013-2019

**3.1** This chapter provides details about the preparation and content of the Council's new Local Plan, Development Plan Documents, Supplementary Planning Documents and Community Infrastructure Levy.

**3.2** As set out in the previous chapter, the Council is currently in the final stages of preparing the Site Allocations DPD. Alongside this, work is underway on gathering evidence for the new Local Plan and a number of SPDs are also being prepared.

**3.3** The tables below set out details of these planning documents, their purpose, coverage and an indicative timetable for their preparation. Community engagement will be carried out according to the Council's adopted Statement of Community Involvement.<sup>(6)</sup>

**3.4** The indicative timetables reflect the current programme and priorities, which will be kept under review. These are shown in the programme in Appendix 2.

### Document Profiles: Development Plan Documents (DPDs)

**Table 1 : Core Strategy**

Core Strategy	
Adoption status	Adopted June 2010
Purpose	Provides the vision, strategic objectives and overarching planning strategy to deliver development in the borough to 2026, including broadly how much development will happen and where it will take place
Geographical coverage	Whole borough

6 See <http://www.tunbridgewells.gov.uk/residents/planning/planning-policy/statement-of-community-involvement>

Table 2 : Site Allocations Development Plan Document

Site Allocations Development Plan Document		
Adoption status	Consultation on main modifications, prior to adoption	
Purpose	<p>Purposes of the Site Allocations DPD include to:</p> <ul style="list-style-type: none"> <li>• allocate specific sites for a range of uses across the borough to accommodate the amount of development set out in the Core Strategy. Existing site allocations have been reviewed as part of this process</li> <li>• conduct a review of the reserve of safeguarded land (Rural Fringe) at Royal Tunbridge Wells and Southborough to assess whether additional safeguarded land will be required in the future</li> <li>• define a boundary for the town centres of Royal Tunbridge Wells, Southborough, Paddock Wood and Cranbrook; and for the centre in the village of Hawkhurst</li> <li>• identify regeneration opportunities for Royal Tunbridge Wells town centre (identified in the document as Areas of Change)</li> <li>• allocate sites and provide other appropriate town centre policies in the smaller town centres of Southborough, Paddock Wood and Cranbrook and the centre of Hawkhurst village</li> <li>• provide site-specific policies against which planning applications can be assessed for sites where appropriate</li> </ul>	
Geographical coverage	Whole borough	
Evidence requirements	<p>In addition to the evidence already prepared as listed at Appendix 1, the following evidence has also been prepared for the Site Allocations DPD:</p> <ul style="list-style-type: none"> <li>• updated Infrastructure Delivery Plan to demonstrate that new development can be supported by necessary infrastructure; and to identify priority projects to benefit from CIL funding</li> <li>• high level viability assessment to ensure allocated sites are likely to come forward within the plan period</li> <li>• consultation statement showing the previous consultations and how they have informed the DPD preparation</li> </ul>	
Production	Lead officer	Planning Policy Manager
	Internal resource	Planning Policy Team
	External resource	Consultants used for parts of evidence base with consultation and input from other Council services, Kent County Council and other stakeholders as necessary
Indicative timetable	Main modifications consultation	February-March 2016
	Inspector's report received	Expected March/April 2016
	Adoption	Expected March/April 2016

Table 3 : New Local Plan

New Local Plan			
Adoption status	Work is underway on preparing evidence for the new Local Plan		
Purpose	<p>Purposes of the new Local Plan include to:</p> <ul style="list-style-type: none"> <li>• identify appropriate levels of growth across the borough and sustainable locations for future development</li> <li>• work in cooperation with neighbouring authorities regarding strategic planning issues</li> <li>• allocate specific sites for a range of uses to accommodate the amount of development set out in the locally derived evidence base for growth. Existing site allocations that have not commenced or received planning permission will be reviewed as part of this process</li> <li>• consider the needs for, and provision of, sites to accommodate the Gypsy and Traveller community</li> <li>• conduct a Green Belt study to test the purpose and function of designated land against the criteria of NPPF policy, and the remaining reserve of safeguarded land (Rural Fringe) at Royal Tunbridge Wells and Southborough, to assess whether additional safeguarded land will be required in the future</li> <li>• reconsider existing definitions and update the Limits to Built Development for settlements as necessary</li> <li>• define boundaries for town centres, primary shopping areas, primary and secondary frontages, areas protected from development and other areas within which specific policies will prevail</li> <li>• provide detailed criteria-based policies for development management purposes against which planning applications can be assessed</li> </ul>		
Geographical coverage	Whole borough		
Evidence requirements	<p>In addition to the evidence already prepared as listed at Appendix 1, the following evidence is also likely to be required:</p> <ul style="list-style-type: none"> <li>• locally derived targets for growth</li> <li>• study looking at the role and function of main settlements to consider their appropriateness for taking future growth</li> <li>• revised Infrastructure Delivery Plan</li> <li>• high level viability assessment to ensure allocated sites are likely to come forward within the plan period</li> <li>• revised Strategic Housing Market Assessment (SHMA) and Strategic Housing and Economic Land Availability Assessment (SHELAA)</li> <li>• Gypsy and Traveller Needs Assessment</li> <li>• transport modelling</li> <li>• Economic Needs Study</li> <li>• review of Landscape Character and Capacity Studies</li> <li>• review of Parking Standards</li> <li>• Open Space and Recreation Study</li> <li>• update of Strategic Flood Risk Assessment/Surface Water Management Plan</li> <li>• Habitats Regulations Assessment</li> <li>• Sustainability Appraisal</li> </ul>		
Production	<table border="1"> <tr> <td>Lead officer</td> <td>Planning Policy Manager</td> </tr> </table>	Lead officer	Planning Policy Manager
Lead officer	Planning Policy Manager		

New Local Plan		
	Internal resource	Planning Policy Team
	External resource	Consultants used for parts of evidence base with consultation and input from other services and Kent County Council and other stakeholders as necessary
Indicative timetable	Evidence gathering	2016-2017
	Draft Issues and Options consultation	April-June 2017
	Preferred Options consultation	January-March 2018
	Submission Local Plan consultation	October-December 2018
	Submission to Secretary of State	March-April 2019
	Examination	July-August 2019
	Inspector's Report	October 2019
	Adoption	January 2020

## Document Profiles: Supplementary Planning Documents

Table 4 : Adopted Supplementary Planning Documents (SPDs) and Conservation Area Appraisals (CAAs)

Document Name	Purpose	Adoption Status
<b>Supplementary Planning Documents</b>		
<b>Alterations and Extensions</b>	Provides advice about how to address issues of amenity, design and sustainability when making alterations to residential properties and promotes good standards of development. Supplements Local Plan saved Policy EN1	Adopted as SPD, July 2006
<b>Recreation Open Space</b>	Provides guidance on the expected amount and cost of providing children's play space and youth/adult recreation open space in new housing developments. Supplements Local Plan saved Policies R2-R4	Adopted as SPD, July 2006
<b>Renewable Energy</b>	Provides guidance on the renewable energy technologies available and how developers and householders can integrate them into new developments and conversions. Supplements Core Policy 5 of the adopted Core Strategy	Adopted as SPD, April 2007
<b>Affordable Housing</b>	Provides guidance on the requirements for affordable housing provision on general market housing sites across the borough and on proposals for rural exceptions schemes in the rural areas. Supplements	Adopted as SPD, September 2007

Document Name	Purpose	Adoption Status
	Local Plan saved Policies H3 and H8; and is relevant to Core Policy 6 of the adopted Core Strategy	
<b>Borough Landscape Character Area Assessment</b>	Describes the character of the landscape types to be found across the borough. The aim is that, by reference to this document, the character of the borough's valued landscape will be retained and enhanced. Supplements Core Policy 4 of the adopted Core Strategy	Adopted as SPD, October 2011
<b>Local Heritage Assets</b>	Sets out a process for identifying heritage assets that are not statutorily listed but are of great value to a local area, for possible inclusion on a 'local list'. Supplements Core Policy 4 of the adopted Core Strategy	Adopted as SPD, June 2012
<b>Green Infrastructure Plan</b>	Sets out a clear vision and framework for existing and future green infrastructure: setting out the current provision of green infrastructure assets; identifying areas where there are gaps in provision or linkages; and identifying potential opportunities for enhancing and filling these gaps	Adopted as SPD, May 2014
<b>Noise and Vibration</b>	Provides detailed guidance on the implementation of national and local policy relating to the potential impact of noise and vibration arising from, or affecting, new development	Adopted as SPD, October 2014
<b>Farmsteads Assessment Guidance for Tunbridge Wells Borough</b>	Provides guidance to help conserve farmstead character through assessing the character of the farmstead, its significance and its sensitivity to change	Adopted as SPD, February 2016
<b>Conservation Area Appraisals with Supplementary Planning Document Status</b>		
<b>Wilsley Green</b>	Sets out the key characteristics of the Wilsley Green Conservation Area. Supplements Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy	Adopted with SPD status, October 2012
<b>Sissinghurst</b>	Sets out the key characteristics of the Sissinghurst Conservation Area. Supplements Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy	Adopted with SPD status, October 2012
<b>Cranbrook</b>	Sets out the key characteristics of the Cranbrook Conservation Area. Supplements Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy	Adopted with SPD status, June 2010
<b>Goudhurst and Kildown</b>	Sets out the key characteristics of the Goudhurst and Kildown Conservation Areas. Supplements	Adopted with SPD status, June 2006

Document Name	Purpose	Adoption Status
	Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy	
<b>Groombridge</b>	Sets out the key characteristics of the Groombridge Conservation Area. Supplements Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy	Adopted with SPD status, June 2006
<b>Langton Green</b>	Sets out the key characteristics of the Langton Green Conservation Area. Supplements Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy	Adopted with SPD status, June 2006
<b>Speldhurst</b>	Sets out the key characteristics of the Speldhurst Conservation Area. Supplements Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy	Adopted with SPD status, June 2006
<b>Conservation Area Appraisals with Supplementary Planning Guidance Status <sup>(1)</sup></b>		
<b>Benenden and Iden Green</b>	Sets out the key characteristics of the Benenden and Iden Green Conservation Areas	Adopted with SPG status, April 2005
<b>Southborough</b>	Sets out the key characteristics of the Southborough Conservation Area	Adopted with SPG status, August 2003
<b>Lamberhurst and The Down</b>	Sets out the key characteristics of the Lamberhurst and The Down Conservation Areas	Adopted with SPG status, July 2002
<b>Royal Tunbridge Wells and Rusthall</b>	Sets out the key characteristics of the Royal Tunbridge Wells and Rusthall Conservation Areas	Adopted with SPG status, November 2000
<b>Hawkhurst: The Moor, Highgate &amp; All Saints Church, Iddenden Green (Sawyers Green)</b>	Sets out the key characteristics of the Hawkhurst Conservation Areas	Adopted with SPG status, September 1999
<b>Pembury</b>	Sets out the key characteristics of the Pembury Conservation Area	Adopted with SPG status, April 1998

1. These CAAs were not prepared according to the statutory process now required for adoption as SPD. As such, their status remains as saved Supplementary Planning Guidance

Table 5 : Supplementary Planning Documents in Preparation

Supplementary Planning Documents in Preparation		
<b>Contaminated Land Supplementary Planning Document</b>		
Adoption status	In preparation	
Purpose	To ensure that any land that is proposed for development, and that has a history of potentially contaminated use or has a potentially contaminated end use, meets the requirement of being suitable for its new use	
Geographical coverage	Whole borough	
Production	Lead officer	Planning Policy Manager
	Internal resource	Planning Policy Team/Mid-Kent Environmental Protection Team
	External resource	None
Indicative timetable	Draft prepared	Completed
	Consultation	May-June 2016
	Adoption	August-September 2016
<b>Air Quality Supplementary Planning Document</b>		
Adoption status	In preparation	
Purpose	To improve air quality and encourage emissions reductions to improve the environment and health of the population	
Geographical coverage	Whole borough	
Production	Lead officer	Planning Policy Manager
	Internal resource	Planning Policy Team/Mid-Kent Environmental Protection Team
	External resources	Kent and Medway Air Quality Partnership
Indicative timetable	Draft prepared	In preparation
	Consultation	July-August 2016
	Adoption	October-November 2016
<b>Urban Design Framework Supplementary Planning Document</b>		
Adoption status	In preparation	

Supplementary Planning Documents in Preparation		
Purpose	To provide guidance on improving the public realm and spaces, enhancing movement and accessibility and improving the quality of development	
Geographical coverage	Royal Tunbridge Wells town centre	
Production	Lead officer	Planning Policy Manager
	Internal resource	Planning Policy Team/Urban Design Officer
	External resources	None
Indicative timetable	Draft prepared	Completed
	Consultation	Completed
	Adoption	May 2016

Table 6 : Community Infrastructure Levy (CIL) Charging Schedule

Community Infrastructure Levy Charging Schedule		
Adoption status	Not adopted. To be prepared alongside the new Local Plan; the CIL Charging Schedule will not form part of the development plan, but will be subject to consultation and independent examination as if it were a DPD	
Purpose	To set a standard, up-front and non-negotiable charge to be paid by developers, levied on the basis of the additional area of development proposed. CIL will not replace S106 contributions entirely, but these will need to be related to the specific circumstances of the development site. The Borough Council will be responsible for setting the charge, collecting the levy and distributing a proportion to other organisations that provide community infrastructure, such as Kent County Council and town and parish councils or other appropriate bodies	
Geographical coverage	Whole borough. Consideration will be given to whether it is appropriate to apply a standard charge across the whole borough or set different rates for different areas	
Evidence requirements	<ul style="list-style-type: none"> <li>revised Infrastructure Delivery Plan to demonstrate that new development can be supported by necessary infrastructure; and to identify priority projects to benefit from CIL funding</li> <li>CIL viability assessment to estimate what would be a robust CIL charge in this area</li> </ul>	
Production	Lead officer	Planning Policy Manager
	Internal resource	Planning Policy Team
	External resource	Specialist consultants, Kent County Council and other external infrastructure and service providers
Indicative timetable	Evidence base	2016-2018



Community Infrastructure Levy Charging Schedule		
	Draft	January-March 2018
	Consultation	May-June 2019
	Examination	July-August 2019
	Adoption	January 2020

## Chapter 4: Evidence Base

**4.1** The Council's planning policy work is underpinned by a significant amount of evidence. Much of this needs to be updated regularly, such as specialist reports on retailing or transport modelling.

**4.2** Work is underway to update evidence for the new Local Plan. Where known, the evidence has been included under the document profiles in Chapter 3. However, it is likely that, as work progresses, additional evidence will be required. A list of existing evidence that has informed the Site Allocations DPD can be viewed at Appendix 1. This also identifies future areas of work needed for the new Local Plan.

**4.3** It is likely that some evidence will be procured jointly with other authorities; for example, the Council has recently completed a Strategic Housing Market Assessment in partnership with Sevenoaks District Council and is currently also working with the authority on an Economic Needs Study. Other opportunities for joint working are also likely to arise as work on the Local Plan progresses.

**4.4** As well as this evidence, some additional work is needed for the new Local Plan to meet statutory requirements and details of these are set out below.

### Sustainability Appraisal

**4.5** Sustainability is at the heart of the planning process. Under the Planning and Compulsory Purchase Act (2004) it is a requirement that Local Plans are subject to a process of sustainability appraisal that also meets the requirements of the Strategic Environmental Assessment (SEA) Directive. Sustainability appraisals look at how development affects social, economic and environmental considerations. Sustainability appraisal needs to identify how mitigation measures may be used to remove or reduce any adverse impacts that may result from new development.

### Appropriate Assessment and Habitats Regulations

**4.6** Under European legislation there is a requirement to consider whether development proposals would be likely to have an adverse impact on any internationally designated sites (either individually or in combination with any other plans or projects) and, where necessary, to devise appropriate mitigation.

**4.7** The Council has previously appointed consultants to undertake Appropriate Assessment, working in cooperation with other bodies and neighbouring authorities, to consider the potential impact of proposals on the Ashdown Forest Special Area of Conservation (SAC) and Special Protection Area (SPA). This work will need to be reviewed for the new Local Plan.

## Chapter 5: Supporting Statement: Resources and Risks

**5.1** It is important that current work is completed in accordance with the programme set out in this LDS to deliver the development needed in the borough in a managed way and to facilitate public engagement in the process. In preparing this LDS, the Council has taken account of the resources available and has assessed the main risks. A summary is provided at Appendix 3.

### Resources

**5.2** The preparation of the documents set out in the LDS is the primary, full-time responsibility of the Planning Policy Team in Planning Services, which is presently staffed as follows:

- Principal Planning Officer – 1.3 full-time equivalent (fte)
- Senior Planning Officer – 1.0 fte
- Planning Officer – 1.0 fte
- Planning Assistant - 1.0 fte (one year contract)
- Project Information Officer - 2.0 fte

This is the minimum staffing needed to deliver the timescales set.

**5.3** In addition, the Planning Policy Manager, Urban Design Officer, Landscape and Biodiversity Officer, Planning Environmental Officer and Conservation Officers provide a substantial input to planning policy documents. Other Council services are expected to provide support where necessary and, in some cases, external consultants are commissioned to provide specialist evidence and advice.

**5.4** In terms of financial resources, a long-term budget has been agreed. The budget will need to be regularly reviewed, particularly in light of any additional evidence needed for the new Local Plan. The need for some additional evidence has been identified relating to appropriate growth provision, infrastructure provision and the ability of settlements to accommodate growth. There are also some specific areas relating to Habitats Assessment and the environment that will result in the need for further work.

### Review

**5.5** Progress will be monitored against timescales and, where necessary, the LDS will be updated to reflect any changes. This 2016 LDS is based on the current level of resources and existing priorities and any changes to these will require review of the timescales.

### Risks

**5.6** Appendix 3 uses the principles set out in the Council's Risk Management Guidance to identify the main risks to achieving the programme set out in the LDS. It takes account of risks associated with staffing, finance and other matters.

## Chapter 6: Further Information

**6.1** This LDS can be downloaded from the Council's website at <http://www.tunbridgewells.gov.uk/residents/planning/planning-policy/local-development-scheme>.

### Register on our Consultation Database

**6.2** The Council is committed to promoting use of digital technology for consultation purposes. The best way to stay informed about progress with preparing planning policy documents is to be registered on the consultation database. This way, you will receive direct email notification of all upcoming consultation events. You will also be able to use the Council's consultation portal to read and comment on all consultations, not just those related to planning policy.

**6.3** You may already be registered (for example, as a result of an individual response to a previous planning consultation). If you are not sure whether you are already registered, you can check by telephoning 01892 554056 or by emailing [planning.policy@tunbridgewells.gov.uk](mailto:planning.policy@tunbridgewells.gov.uk).

**6.4** If you are not already registered, you can do this by going to the Council's consultation portal at <http://consult.tunbridgewells.gov.uk> and clicking on the 'Login/Register' button at the top right hand of the screen. Alternatively, if you do not have access to the internet, or you have any difficulty in registering, you can contact us using the details above.

## Appendix 1: Evidence Base

Document	Published by	Date
Conservation Area Appraisals	TWBC	Various
Strategic Flood Risk Assessment: Level 1	Scott Wilson	2007
Strategic Flood Risk Assessment: Level 2	Scott Wilson	2009
Strategic Housing Land Availability Assessment (SHLAA)	TWBC	2009
Tunbridge Wells Borough Typical Urban Character Area Appraisal (TUCAA)	TWBC	2009
Air Quality Action Plan	TWBC	2009
Landscape Character Assessment and Capacity Study	ESCC	2009
Employment Land Review Update	GVA Grimley	2010
Borough Landscape Character Area Assessment: Second Edition	TWBC	2011
Paddock Wood Surface Water Management Plan	JBA	2011
Royal Tunbridge Wells Urban Area Parking Strategy	Peter Brett Associates	2011
Landscape and Ecological Assessments for Individual Settlements	TWBC	2012
Housing Land Supply: Making a Windfall Allowance	TWBC	2012
Capacity Analysis of Potential Allocation Sites	TWBC	2013
Habitat Regulations Assessment - Appropriate Assessment	URS	2013
Constraints Mapping Analysis - Locations of Development Outside the Limits to Built Development	TWBC	2013
Conservation Statement: Tunbridge Wells Civic Complex	Architectural History Practice	2013
Retail and Leisure Study Update	Peter Brett Associates	2014
Green Infrastructure Plan Supplementary Planning Document	TWBC	2014
Agricultural Land Classification Study	Vaughan Redfern Agricultural and Rural Development Consultant	2014
Climate Local Tunbridge Wells: Our commitment to taking action in a changing climate	TWBC	2014
Our Five Year Plan 2014-2019	TWBC	2014

Document	Published by	Date
Tunbridge Wells Borough Development Plan Transport Strategy 2026	TWBC	2015
Paddock Wood Flood Alleviation Study	KCC	2015
Draft Parking Strategy	TWBC	2015
High Level Viability Assessment	Dixon Searle Partnership	2015
Infrastructure Delivery Plan (Working Draft)	TWBC	2015

#### Evidence Base Documents for New Local Plan (as identified at March 2016)

Document	Prepared by	Date
Strategic Housing Market Assessment (SHMA)	GL Hearn (joint study with Sevenoaks District Council)	2015
Economic Needs Study	Turley Economics (joint study with Sevenoaks District Council)	In preparation
Strategic Housing and Economic Land Availability Assessment (SHELAA)	TWBC	In preparation
Sustainability Appraisal	TWBC	In preparation
Habitat Regulations Assessment	To be confirmed	Not started
Open Space and Recreation Study	To be confirmed	Not started
Settlement Role and Function Study	To be confirmed	Not started
Green Belt Study	To be confirmed	Not started
Gypsy and Traveller Needs Assessment	To be confirmed	Not started
Landscape Assessment Update	To be confirmed	Not started
Transport Modelling	To be confirmed	Not started



## Appendix 3: Risk Assessment

Risk - Type and Description	To what?	Likelihood of Occurrence	Impact of Occurrence	Management
<p><b>Resource risk:</b></p> <p>Reduction in staff resources; for example, if staff leave and are not replaced for budgetary reasons or due to lack of skilled applicants</p>	Local Plan, DPDs and SPDs	High	Critical	<p>Ensure that Councillors and Senior Managers are aware of the resource requirements to achieve the policy preparation programme set out in this LDS.</p> <p>Ensure any changes in staffing or workload are monitored and promptly addressed.</p>
<p><b>Resource risk:</b></p> <p>Agreed budget is insufficient to complete work identified</p>	Local Plan, DPDs and SPDs	Low	Significant	Regular budget profiling and review. Raise any potential issues as early as possible.
<p><b>Political risk:</b> Public and political interest in the documents is very high, leading to a significantly greater number of representations than expected. A good response rate to consultation is undeniably positive but it takes time to assess representations.</p>	Local Plan, DPDs, SPDs and CIL Charging Schedule	High	Significant	The Council can predict the likely level of interest in these documents reasonably clearly on the basis of recent experience. Explaining the issues affecting people living in different areas of the borough early in the consultation process has been helpful in focusing their responses. Consideration should be given to early public engagement for the new Local Plan, building on the success of previous engagement exercises.
<p><b>Political risk:</b></p> <p>Political concerns and/or matters raised in representations about particular issues are disproportionately difficult to address, delaying progress with other aspects of the plan</p>	Site Allocations DPD and Local Plan	Significant	Critical	<p>Ensure that Councillors understand what the difficult decisions associated with preparing these documents are likely to be and maintain regular dialogue throughout the process, including by reporting to the Cabinet Advisory Boards.</p> <p>Ensure that Councillors are committed, in principle, to making these decisions within the timescales set out in this LDS.</p>
<p><b>Political risk:</b> Council procedures and corporate commitment</p>	Site Allocations DPD, Local Plan and CIL	Low	Significant	Need to ensure Planning Policy Working Group maintains a clear steer over the process of DPDs and SPDs and the Local Plan production process. Continuing dialogue over any slippage due to unforeseen



Risk - Type and Description	To what?	Likelihood of Occurrence	Impact of Occurrence	Management
	Charging Schedule			circumstances such as further legislative changes or legal challenges.
<p><b>Technical/resource risk:</b> Important evidence required to support policies and proposals is incomplete</p>	Local Plan, DPDs, SPDs and CIL Charging Schedule	Low	Significant	<p>The Council has a reasonable degree of control over the preparation and commissioning of the evidence required and has been active in undertaking joint work with other authorities. It should be recognised that the lead-in times for some studies, including the transport modelling required to support town centre proposals, will require early decisions to be made about what initial proposals to test.</p> <p>However, the need to work in cooperation with neighbouring authorities on jointly produced evidence for the Local Plan could cause greater difficulties in achieving timely data.</p> <p>There could also be some staff capacity problems in preparing evidence to support the Local Plan where some significant pieces of work will need to be redone and updated, affected by other demands on staff (e.g. Landscape and Biodiversity Officer and Planning Policy officers)</p>
<p><b>Political risk:</b> Duty to Cooperate, changes to evidence base requirements as a result of legislative changes</p>	Local Plan, DPDs and CIL Charging Schedule	Significant	Critical	<p>Early identification of the need to work in conjunction with other authorities and stakeholders.</p> <p>Ensure that Councillors understand that joint working will result in difficult decisions needing to be made and maintain regular dialogue throughout the process, including by reporting to the Cabinet Advisory Boards. Ensure that Councillors are committed, in principle, to making these decisions within the timescales set out in this LDS.</p>

Risk - Type and Description	To what?	Likelihood of Occurrence	Impact of Occurrence	Management
<p><b>Resource risk:</b> Other work, such as that associated with Neighbourhood Planning or planning appeals, requires a significant resource commitment in the short term</p>	<p>Local Plan, DPDs and CIL Charging Schedule</p>	<p>Low</p>	<p>Significant</p>	<p>Consideration at the corporate level should be given to how to manage all the aspects of neighbourhood planning if there is significant interest from communities. Some aspects, such as the organisation of referendums, are not directly planning related. Preparing the Local Plan to the programme will reduce the risk of 'planning by appeal' and the resource commitment associated with it.</p>
<p><b>Political risk:</b> Legislation, regulations or guidance related to policy making change, requiring a new or refined approach</p>	<p>Local Plan and CIL Charging Schedule</p>	<p>High</p>	<p>Significant</p>	<p>Legislative changes are continuing (e.g. Housing and Planning Bill). Recent changes to Permitted Development rights also have potential to affect likely future levels of housing growth, making robust evidence more difficult to establish.</p>

## Appendix 4: Glossary

For the purpose of this document, the following terms and definitions apply.

Glossary and Abbreviations	
Adopted	There are a number of stages in the preparation of planning policy documents such as the Local Plan and Site Allocations Development Plan Document. 'Adoption' represents the final confirmation of the document's status by the local planning authority.
Appropriate Assessment	An assessment of the potential effect of development plans and proposals on sites within the Natura 2000 network of sites that are protected under the European Birds and Habitats Directives. Also known as 'Habitats Regulation Assessment'.
Authority Monitoring Report (AMR)	Local planning authorities are required to produce regular reports, assessing the effectiveness of planning policy documents such as the Local Plan. The AMR sets out where development has been granted planning permission, is under construction or has been completed over the monitoring period.
Community Infrastructure Levy (CIL) / CIL Charging Schedule	CIL is a levy on new development that can be set by local planning authorities to pay for new infrastructure such as schools and roads. CIL money will be collected to pay for infrastructure in a local authority area if there is an adopted CIL Charging Schedule setting out the level of required payments. CIL is currently optional and has not yet been introduced within the borough.
Conservation Area	An area designated by the local planning authority under the Planning (Listed Buildings and Conservation Areas) Act 1990 as being of special architectural or historic interest, the character and interest of which it is desirable to preserve and enhance. Conservation Areas are a type of heritage asset.
Core Strategy	The Core Strategy is a long-term document, which sets the overarching strategy for planning and decision making in the borough by defining how much development of each main type will take place and broadly where it will go. The Council's Core Strategy was adopted in 2010, covering the period between 2006 and 2026.
Development Management	This is the process by which the planning authority manages the development and use of land by determining whether individual planning applications should be granted or refused.
Development Plan Document (DPD)	A policy-setting document that forms part of the statutory development plan. Development Plan Documents for the borough include the Core Strategy and Site Allocations Development Plan Document (DPD).
Examination	A process of formal consideration of draft Local Plans and Development Plan Documents, chaired by an independent inspector appointed by the Secretary of State.
Green Belt	Green Belt is open, largely undeveloped land that has been specifically designated for long-term protection. The fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and permanence. National planning policy for the Green Belt is set out in the National Planning Policy Framework.

Glossary and Abbreviations	
Green infrastructure	A network of multi-functional green spaces, in urban and rural areas, which is capable of delivering a wide range of benefits for the environment and quality of life for local communities. The Borough Council adopted a Green Infrastructure Plan Supplementary Planning Document in 2014.
Habitats Regulation Assessment	See 'Appropriate Assessment'.
Heritage asset	A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. Includes nationally designated assets, as well as local assets identified by the local community and confirmed by the local planning authority. See also 'Conservation Area'.
Infrastructure Delivery Plan (IDP)	Outlines the need for, delivery and implementation of, infrastructure necessary to support the growth strategy in the Local Plan or Core Strategy and of specific locations within the plan period. This document is constantly reviewed as needs over time change.
Limits to Built Development (LBD)	A line around settlements defining the area which is considered to be within the limits of the built area and that which is outside to restrict the encroachment of built form into the surrounding countryside.
Local Plan	The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current Core Strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act.
Main Modifications	An Inspector can recommend 'main modifications' (changes that materially affect the policies) to make a submitted Local Plan sound and legally compliant if asked to do so by the local planning authority. The Council can also put forward 'additional modifications' of its own to deal with more minor matters.
National Planning Policy Framework (NPPF)	<p>The document that sets out the Government's planning policies for England and how these are expected to be applied. The NPPF must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in decisions on planning applications.</p> <p>Further guidance on particular topics, entitled Planning Practice Guidance, is provided on the Department of Communities and Local Government website. This is intended to supplement the NPPF and be updated as necessary.</p>
Neighbourhood Plans and Neighbourhood Planning Areas	<p>Neighbourhood Plans were introduced by the Localism Act 2011. Communities will be able to prepare neighbourhood planning documents, outlining how they envisage their area developing in the future.</p> <p>The Neighbourhood Planning Area is the geographic area for undertaking a Neighbourhood Plan which has been approved by the local planning authority.</p>

Glossary and Abbreviations	
Primary Shopping Area	Defined area where retail development is concentrated (generally comprising the primary and secondary frontages which are adjoining and closely related to the primary shopping frontage).
Primary and secondary frontages	Primary frontages are likely to include a high proportion of retail uses which may include food, drinks, clothing and household goods. Secondary frontages provide greater opportunities for a diversity of uses such as restaurants, cinemas and businesses.
Safeguarded land / Rural Fringe	Land between built up areas of Royal Tunbridge Wells and Southborough and the Green Belt that has been reserved to meet longer-term development needs.  Areas of land designated as Rural Fringe by the Local Plan 2006 have been removed from the Green Belt to provide a long term land reserve, safeguarded to meet future development needs.
'Saved' policies	Certain planning policy documents or individual policies may be 'saved' pending their replacement by future documents or policies. A saved policy or document can still be used in making decisions on planning applications.
Special Area of Conservation (SAC)	These are strictly protected sites under the European Commission Habitats Directive and forms part of the European network of important high-quality conservation sites.
Special Protection Area (SPA)	These are strictly protected sites in accordance with Article 4 of the European Commission Birds Directive which came into force in 1979. They are classified for rare and vulnerable birds and for regularly occurring migratory species
Statement of Community Involvement (SCI)	The Statement of Community Involvement sets out how the local planning authority will engage local communities in decision making on planning proposals, including who they will engage and how.
Strategic Environmental Assessment	A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.
Strategic Flood Risk Assessment (SFRA)	A document showing land at risk from flooding across the borough, prepared as part of the evidence base for the Local Plan.
Strategic Housing and Economic Land Availability Assessment (SHELAA)	The SHELAA identifies sites with potential for housing, employment and other land uses, assesses their potential and when they are likely to be developed. This is used as evidence to inform the Local Plan, but does not allocate sites for development itself.
Strategic Housing Market Assessment (SHMA)	The Strategic Housing Market Assessment studies the way in which the housing market works in an area. It looks into the type of households living in the area, where they work and what sort of housing they live in. It attempts to estimate future housing needs across the area, broken down by tenure and size of housing. The housing markets and therefore the SHMA does not necessarily follow an administrative boundary.
Supplementary Planning Document (SPD)	Documents which add further detail to planning policies. They can be used to provide further guidance for development on specific sites, or on particular

Glossary and Abbreviations	
	issues, such as design. Supplementary planning documents can be a material consideration in planning decisions but are not part of the development plan.
Surface Water Management Plan	A Surface Water Management Plan (SWMP) is a plan that enables local communities and different organisations to gain a better understanding of flood risk and outlines the preferred surface water management strategy at a given location. The Borough Council has produced a SWMP for Paddock Wood prepared by consultants JBA in 2011.
Sustainability Appraisal	An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process, to allow decisions to be made that accord with sustainable development.
Sustainable development	<p>International and national bodies have set out broad principles of sustainable development. Resolution 24/187 of the United Nations General Assembly defined sustainable development as meeting the needs of the present without compromising the ability of future generations to meet their own needs.</p> <p>The UK Sustainable Development Strategy 'Securing the Future' sets out five 'guiding principles' of sustainable development:</p> <ul style="list-style-type: none"> <li>• living within the planet's environmental limits</li> <li>• ensuring a strong, healthy and just society</li> <li>• achieving a sustainable economy</li> <li>• promoting good governance</li> <li>• using sound science responsibly</li> </ul> <p>The NPPF describes the purpose of the planning system as to contribute to sustainable development.</p>
Town centre	An area defined on the Proposals Map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area. References to town centres exclude small parades of neighbourhood shops.
Viability assessment (high level)	A test of site viability at a level based on generic assumptions rather than site specific matters. Assumptions are based on a mixture of market norms, local knowledge and previous research. Where site-specific issues such as individual infrastructure requirements are known, assumptions are adjusted. The high level viability testing is intended to draw out any clearly unviable scenarios and is not intended for valuation or for comparison purposes.