

Tunbridge Wells Borough Council

Local Development Scheme

June 2024



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1.0 Introduction and Overview

- 1.1 This document is Tunbridge Wells Borough Council's Local Development Scheme (LDS). It sets out details of the planning policy documents that the Council has adopted, is presently preparing and those that it intends to prepare, including those which form the Development Plan.
- 1.2 The LDS is intended to provide information to local residents and other interested parties to help them participate in the plan-making process. It gives details about:
 - the documents the Council will be preparing;
 - the subject matter and geographical area to which these documents relate; and
 - the timetable for their preparation and adoption.
- 1.3 This LDS, which comes into effect in June 2024 provides updated timetables for the production of planning policy documents, including the new Local Plan and the Royal Tunbridge Wells Town Centre Plan. The timetables included in this updated LDS supersede those timetables included in the December 2023 LDS. Due to the progression of the Local Plan, which is currently at examination, including the Stage 3 Hearing Sessions, which are scheduled for June and July 2024, updated timetables are necessary. Following the Stage 3 Hearing Sessions, a further comprehensive review and update of the LDS will be undertaken, if needed.
- 1.4 Importantly, consideration has also been given to the Government's proposed changes to the planning system, under the Levelling-Up and Regeneration Act (LURA). Future Government announcements about the changes to the planning system, and the timetables for these, will be kept under review and the LDS updated as necessary. This includes changes to plan-making and the replacement of Supplementary Planning Documents (SPDs) with Supplementary Plans (SPs).
- 1.5 Overall, the Borough Council's focus is to continue the new Local Plan through the examination process, and then duly adopt the new Local Plan to replace the now dated Local Plans currently in place. There is also focus on work associated with the Royal Tunbridge Wells Town Centre (RTW TC) Plan and SPDs. The new Local Plan is at an advanced stage, with there having been four public consultations undertaken to date. There was firstly an 'Issues and Options' consultation, followed by a Regulation 18 'Draft Local Plan' consultation and then a consultation on the Regulation 19 'Pre-Submission version Local Plan' which took place for ten weeks between 26th March and 4th June 2021. The new Local Plan was submitted to the Secretary of State for Examination on the 1st November 2021. Examination hearings were undertaken in two stages and took place in the spring and summer of 2022. Stage 1 addressed matters of legal compliance including the Duty to Cooperate, the Sustainability Appraisal and Habitats Regulations, and Stage 2 considered issues relating to soundness.
- 1.6 Following the hearing sessions, the examination Inspector issued his [initial findings](#) in November 2022. The initial findings found there are some principal issues that bear

upon the Local Plan's overall development strategy, relating to whether the assessment of sites in the Green Belt had been undertaken on a consistent basis, the need for further consideration to be given to a range of issues in relation to the proposal for a new settlement at Tudeley Village and also the need to give further consideration to an option for strategic growth at Paddock Wood and land in east Capel that does not involve building on land within higher flood zones.

- 1.7 The Council consulted on its response to the Inspector's initial findings between 15 January and 12 April 2024 and further examination hearing sessions are now scheduled to take place in June and July 2024. Further details can be found on the [Councils website](#).
- 1.8 This updated LDS therefore sets out the updated timescales for the remaining stages for the production and adoption of the new Local Plan, as well as of other Development Plan documents that the Council expects to prepare over the next three years. For completeness this LDS also includes the timescales for the production of SPDs, which are set out in **Appendix 1**.

2.0 The Development Plan and related documents

Context

- 2.1 National planning guidance set out in the National Planning Policy Framework 2023 (NPPF) explains at paragraph 15 that: "the planning system should be genuinely planned".
- 2.2 The glossary to the NPPF defines a Local Plan as:
"a plan for the future development of a 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. A local plan can consist of either strategic or non-strategic policies, or a combination of the two".
- 2.3 Paragraph 15 of the NPPF also sets out that *"succinct and up-to-date plans should provide a positive vision for the future of each area; a framework for addressing housing needs and other economic, social and environmental priorities; and a platform for local people to shape their surroundings".*
- 2.4 Paragraph 33 of the NPPF details that "policies in local plans and spatial development strategies should be reviewed to assess whether they need updating at least once every five years and should then be updated as necessary. Reviews should be completed no later than five years from the adoption date of a plan and should take into account changing circumstances affecting the area, or any relevant changes in national policy".
- 2.5 Local Planning Authorities can also prepare SPDs which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. The glossary to the NPPF is clear that SPDs "are capable of being a material consideration in planning decisions but are not part of the development plan". As set out in paragraph 1.4 above, the government is seeking replacement of SPDs with new Supplementary Plans. These plans are intended to react and respond to unforeseen changes in areas separate from the local plan preparation process, with the aim of providing more clarity and simplifying the development plan framework. They will also carry greater weight and be subject to examination.
- 2.6 The Council will be preparing SPDs (or SPs) over the period covered by this LDS. However, as these do not form part of the Development Plan, they are not included within the main body of this LDS. Instead, they are included within **Appendix 1**. The main purpose of the LDS is to provide a project plan that sets out the timescales for the production of new or revised development plan documents.

- 2.7 A number of parish and town councils in the borough are preparing, or have prepared, neighbourhood plans (described in law as a neighbourhood development plan). Further information on neighbourhood plans is provided in paragraphs 2.25 - 2.32 below.
- 2.8 In addition, the Council also prepares the following documents:
- Local Development Scheme (LDS), which sets out the programme for preparing development plan documents (this document) and in addition for completeness, SPDs;
 - Statement of Community Involvement (SCI), which sets out how the Council will involve the local community in planning decisions;
 - Authority Monitoring Report (AMR), which is updated regularly and provides details of recent developments within the borough, covering housing, employment, retail and other uses.

Development Plan Documents

- 2.9 The development plan for Tunbridge Wells borough currently comprises the following documents:
- the [Core Strategy Development Plan Document](#), adopted June 2010;
 - the [Site Allocations Local Plan](#), adopted July 2016;
 - 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. Remaining 2006 Local Plan saved policies are listed in Appendix 1 of the Site Allocations Local Plan document ([view the Site Allocations Local Plan](#));
 - [Kent Minerals and Waste Local Plan 2013-30](#) as amended by Early Partial Review (2020), produced by Kent County Council as the minerals and waste Local Planning Authority;
 - the [Hawkhurst Neighbourhood Plan](#) (2018, updated in 2020);
 - the [Lamberhurst Neighbourhood Plan](#) (2021);
 - the [Benenden Neighbourhood Plan](#) (2022);
 - the [Goudhurst Neighbourhood Plan](#) (2022);
 - the [Brenchley & Matfield Neighbourhood Plan](#) (2022);
 - the [Horsmonden Neighbourhood Plan](#) (2023);
 - the [Paddock Wood Neighbourhood Plan](#) (2023);
 - the [Cranbrook and Sissinghurst Neighbourhood Plan](#) (2023);

- the [Pembury Neighbourhood Plan](#) (2023)

2.10 In addition, and as set out above, the Council is currently preparing a new Borough Local Plan which, when adopted, will replace the 2006 Local Plan, Core Strategy and Site Allocations Local Plan.

2.11 More information on these documents is set out below.

Core Strategy

2.12 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 Local Plan

2.13 The Council adopted the Site Allocations Local Plan in July 2016. The Plan identifies sites to provide for the level of development set out in the Core Strategy. The Site Allocations Local Plan sets out detailed site-specific policies and looks to 2026, the same period as the Core Strategy.

Saved Local Plan policies

2.14 The Council adopted the borough-wide Local Plan in 2006. It originally provided a comprehensive suite of policies which allocate sites and provides the planning policy against which planning applications are assessed. However, since its adoption, some changes have been made to the Local Plan as a result of the 'saving' of policies in March 2009, the adoption of the Core Strategy in June 2010 and the adoption of the Site Allocations Local Plan in July 2016.

2.15 As a result, some policies have been removed from the Local Plan as they are no longer valid. These changes are reflected in the Local Plan chapters which are published online. Policies which are no longer valid have been struck through. Double strike through indicates the 2009 and 2010 changes and single strike through indicates the more recent 2016 changes. As set out at paragraph 2.9 above, remaining 2006 Local Plan saved policies are listed in Appendix 1 of the Site Allocations Local Plan document.

New Local Plan

2.16 The Council has been preparing a new Borough Local Plan which will replace the 'saved' policies in the 2006 Local Plan, the Core Strategy and the Site Allocations Local Plan. The new Local Plan covers the period 2020 – 2038, setting out a new

growth strategy for the borough by allocating sites for development, and provides general 'development management' policies to guide development.

- 2.17 As set out at Paragraph 1.5 above, the new Local Plan has been subject to four public consultations. The first was on an 'Issues and Options' document in 2017, the second on a full Draft Regulation 18 Local Plan (from 20th September 2019 to 15th November 2019), and the third was on a Pre-Submission Local Plan (from 26th March to 4th June 2021). The fourth, most recent related to the Council's response to the Inspector's initial findings.
- 2.18 These documents and supporting evidence base material for all stages of the Local Plan are published on the Council's website ([see New Borough Local Plan](#)).
- 2.19 The new Local Plan remains at examination and it is envisaged that there will be one further round of public consultation as part of the on-going examination process, with this taking place after the next set of hearing sessions.

Royal Tunbridge Wells Town Centre Plan

- 2.20 Royal Tunbridge Wells Town Centre is the primary retail, leisure, cultural and employment destination in the borough, and is a vibrant and viable town centre providing a range of services, facilities and events to serve the surrounding areas. However, the retail economy has changed significantly over recent years (including since the adoption of the Site Allocations Local Plan in 2016) and the trends which were emerging have accelerated exponentially as a result of the Covid 19 pandemic. It is also expected that the increased movement towards home/hybrid working and different times of working, hastened as a result of the Covid 19 'lockdown' periods, will structurally change the need and use of office space (including shared and flexible accommodation) and parking demand, and through this the operation of those town centre uses which previously were linked to footfall associated with office employment.
- 2.21 The Site Allocations Local Plan (2016) has requirements for the provision of an Urban Design Framework (UDF) SPD, (Policy AL/RTW1), and masterplans for the: Civic Complex/Crescent Road Area of Change (Policy AL/RTW2A) and the Former Cinema Site Area of Change (AL/RTW2B). The UDF seeks to promote local distinctiveness and incorporates guidance on matters such as accessibility, connections and linkages and improved quality of the public realm and townscape. It was prepared but never fully adopted as an SPD. Masterplans have not been produced for the two areas of change, and planning permission has since been granted for a number of key sites within these areas.
- 2.22 It is therefore intended that a Town Centre Plan for the defined Royal Tunbridge Wells Town Centre will be prepared. This will incorporate inclusive public and stakeholder engagement and evidence gathering on changes to the economic and societal context to determine a vision, strategy, and masterplan for the town to ensure its long-term prosperity and success. Evidence started to be gathered through work undertaken to inform the preparation of the new Local Plan, and there has been the commissioning of masterplanner consultants, and a series of early engagement events held between

October and November 2022. These included a walking tour, themed workshops, a pop-up consultation event within the town centre and an online consultation. Since then, a number of evidence base documents have been produced, including a Town Centre Study, Transport and Carbon Baseline Report, Retail Study and Health Check, Stakeholder and Community Engagement Report and a Baseline Evidence Report. A 'Call for Sites' took place between 6th June and 18th August 2023, which was an open request for information about land, sites and buildings in the town centre study area, which may have development potential or potential to be changed to another use which could assist in revitalising the town centre.

- 2.23 The Town Centre Plan will set out a 'Vision and Objectives' and a strategy to build on the current successes of the town centre as well as setting out a flexible and adaptable approach to future uses and sites and ensuring the comprehensive and sustained development of the centre. It will include allocations and a strategy to provide a mix of town centre uses to provide commercial, employment, cultural and leisure as well as residential development. This will help to sustain the town's future vitality and viability, together with the creation and enhancement of new public realm and improved connectivity and legibility between the core areas of the town centre and the wider town alongside parking and active travel infrastructure. As part of this, it will set out detailed allocations for key sites.
- 2.24 The Town Centre Plan will be a land use planning document – a Local Plan specific for that area – and will be related to other strategies of the Council, including those related to economic development, transport, parking, and culture and leisure. The Council will bring forward the Town Centre Plan as part of a wider framework for the town centre, and the timetable for its production will need to align with the production of the new Local Plan and the other corporate strategies as referred to above.

Neighbourhood Plans

- 2.25 Neighbourhood plans can be prepared by town and parish councils and, where parish councils do not exist, organisations designated as neighbourhood forums.
- 2.26 Following the successful conclusion of a statutory preparation process (including public consultation, examination, and local referendum), the Borough Council must adopt a neighbourhood plan alongside its own Local Plans as part of the statutory development plan for the borough.
- 2.27 As explained at paragraphs 29 and 30 of the NPPF, neighbourhood planning gives communities the power to develop a shared vision for their area, but neighbourhood plans must not promote less development than set out in strategic policies for the area or undermine those strategic policies.
- 2.28 The NPPF also clarifies that once a neighbourhood plan has been brought into force, the policies it contains take precedence over existing non-strategic policies in a local plan covering the neighbourhood area, where they are in conflict; unless they are superseded by strategic or non-strategic policies that are adopted subsequently.

- 2.29 At present, there are nine 'made' (approved following referendum) neighbourhood plans; these are the Hawkhurst Neighbourhood Plan, adopted March 2018, which was subject to a minor, non-material modification, approved in April 2020, the Lamberhurst Neighbourhood Plan, adopted October 2021, the Benenden Neighbourhood Plan, adopted February 2022, the Goudhurst Neighbourhood Plan, adopted in February 2022, the Brenchley & Matfield Neighbourhood Plan, adopted December 2022, the Horsmonden Neighbourhood Plan, adopted June 2023, and most recently the Paddock Wood, Cranbrook and Sissinghurst, and Pembury Neighbourhood Plans, which were all adopted in October 2023.
- 2.30 At the time of writing, three other parishes (Capel, Sandhurst and Southborough) have approval for Neighbourhood Areas, which is the initial stage in the preparation of a neighbourhood plan. Plan preparation in each case is at a different stage, with the most advanced being the Capel Neighbourhood Plan, which is about to begin its examination stage.
- 2.31 For an up-to-date picture of the progress of neighbourhood plans see the [neighbourhood plans page](#) on the Council's website.
- 2.32 The Council has been liaising closely with and providing appropriate assistance where possible to the groups preparing neighbourhood plans and will continue to do so throughout their preparation.

Supplementary Planning Documents and Conservation Area Appraisals

- 2.33 Supplementary Planning Documents (SPDs) do not form part of the development plan, and as such they do not need to be included in the LDS. However, for completeness, these are included at **Appendix 1** of this LDS.
- 2.34 As work has progressed on the new Local Plan, it has been identified that a number of SPDs are required to supplement emerging policies in the new Local Plan. These include an overarching SPD related to the expansion of Paddock Wood, including land in east Capel. Paddock Wood is a proposed strategic allocation in the new Local Plan, which seeks to provide significant housing growth to help meet the growth needs of the borough, in a sustainable location and with associated infrastructure, including education, employment and sports and recreation provision. The timetable for the production of the Paddock Wood SPD takes account of both the significant amount of work undertaken by David Lock Associates and its sub-consultant team (including Stantec and JBA) to inform the strategic policy in the Local Plan, and the timetable for the examination and adoption of the Local Plan itself.
- 2.35 The Council commissioned Phil Jones Associates (PJA) to undertake a Local Cycling and Walking Infrastructure and Low Traffic Neighbourhoods Plan as part of the evidence base for the new Local Plan. It identifies cycling and walking improvements required at the local level, including inter-settlement routes, together with Low Traffic Neighbourhoods which are schemes where motor vehicle traffic in residential streets is

greatly reduced by minimising the amount of traffic that comes from vehicles using the streets to get to another destination. A Local Cycling and Walking Infrastructure and Low Traffic Neighbourhood SPD may be necessary following the adoption of the local plan and appropriate provision will be made.

- 2.36 A Biodiversity Net Gain (BNG) SPD will also be produced. Policy EN9 Biodiversity Net Gain in the new Local Plan relates to the objective for all development to contribute towards delivering net gains for nature so that biodiversity across the borough as a whole is improved by the end of the plan period, and the existing network of sites and habitats is protected and strengthened with the retention and creation of robust, well managed green infrastructure. The SPD will provide further guidance on this policy, including in terms of conservation objectives, long term management and monitoring and funding arrangements and costs for any local or strategic offsetting schemes, including guidance to help the Council deliver BNG for its own sites.
- 2.37 A Historic Environment Review has been produced as part of the evidence base for the new Local Plan. This examines the historic environment of the borough to form the basis for heritage local planning, providing an accessible summary of the historic landscape character and heritage assets in the borough. As set out in the supporting text to Policy EN4: Historic Environment in the new Local Plan, an Historic Environment SPD based on the Review will be produced.
- 2.38 An Open Space SPD will also be produced, providing a review of the already adopted Recreation Open Space SPD and providing further detail to support the implementation of policy, including the technical detail on how quantity and accessibility standards will be applied. It will also include the methodology for calculating the amount of open space required on each development, where on-site open space should be provided on larger sites, and the amount of developer contributions that will be required in lieu of on-site provision. It will also outline the priorities for provision, or improvement to existing provision, taking in to account the qualitative assessment.
- 2.39 It should be noted that the majority of SPDs listed above will build on work already undertaken as part of the evidence base for the emerging Local Plan, or work prepared by external consultants. The timing of the consultation on these SPDs takes account of both the expected timetable for the Inspector's Final report on the Local Plan examination and its adoption. The earlier LDS (October 2021) envisaged that consultation would take place on all the SPDs at the same time, which was considered beneficial in terms of allowing those who are interested to comment on any interrelationships between the SPDs and is efficient in terms of the logistics of this. However, the last LDS (December 2023) recognised that this approach was a challenge in terms of resources, and no longer envisaged the SPDs being consulted upon at the same time. This latest LDS update follows the same approach as the December 2023 LDS.
- 2.40 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 ([view Conservation Area Appraisals on the Council's website](#)).

- 2.41 The most recently adopted SPD is a Madeira Park and Warwick Park Conservation Area Appraisal and Management Plan.
- 2.42 The Council will also review a number of CAAs. Work on Conservation Area Management Plans and Local Heritage Assets will also be progressed, working with town and parish councils and other voluntary groups, and interested parties.

Community Infrastructure Levy Charging Schedule

- 2.43 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.
- 2.44 While a CIL Charging Schedule does not have the status of the development plan, it does need to be examined by an independent Inspector. Previous LDS's have included reference to the potential for a future CIL to be considered and this remains. The Levelling-Up and Regeneration Act (LURA) has received Royal Assent. Secondary legislation is now awaited. The LURA introduces a national Infrastructure Levy (IL). Until such time as the future Government direction is known on the speed of implementation of the Infrastructure Levy the adoption of a borough wide, locally set Community Infrastructure Levy will be held in abeyance. In the meantime, infrastructure will continue to be funded through Section 106 Agreements.
- 2.45 Infrastructure requirements in the Infrastructure Delivery Plan (IDP), which forms part of the evidence base for the new Local Plan, are also regularly updated so that the infrastructure needs, and current funding can be established to inform any CIL charge or level of development contributions required.

Statement of Community Involvement

- 2.46 The Council also maintains a SCI which, although not a local development document, is important in that it sets out how community engagement will be carried out in both plan-making and in the exercise of the Development Management function for the determination of planning applications.
- 2.47 To view the current Statement of Community Involvement (SCI), [see the 2020 Statement of Community Involvement on the Council's website](#). It is the duty of the Local Planning Authority to review and update its SCI every five years, and as such a review is required before October 2025. The Council will also update the SCI as necessary should proposed changes to the planning system indicate an update to the SCI is needed.

Evidence Base

- 2.48 National policy requires that the preparation and review of all policies should be underpinned by relevant and up to date evidence. This should be adequate and proportionate, focused tightly on supporting and justifying the policies concerned, and taking into account relevant market signals (NPPF, paragraph 31).
- 2.49 The Council's planning policy work is underpinned by a significant amount of evidence. A list of key evidence documents for the new Local Plan can be viewed on the Supporting Documents page of the Local Plan website (see [Core Document List](#)). Further studies will be carried out to maintain adequate, up to date and relevant evidence.
- 2.50 Two key evidence documents, which are subject to certain consultations in their own right are the Sustainability Appraisal and the Habitats Regulations Assessments, as outlined below.

Sustainability Appraisal

- 2.51 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.
- 2.52 A Sustainability Appraisal (SA) scoping report was prepared to inform preparation of the new Local Plan. An Initial Sustainability Appraisal was prepared and consulted upon alongside the Issues and Options consultation, while a further Sustainability Appraisal of the Regulation 18 Draft Local Plan was also prepared and consulted upon alongside the Draft Local Plan. Comments made on the latter Sustainability Appraisal were used to inform a further SA for the Pre-Submission version of the Local Plan. A final Submission SA was prepared for submission alongside the Submission Local Plan to assist the Inspector in their consideration of the local plan (note: the Sustainability Appraisal of the Submission Local Plan was reissued in March 2022 to correct two minor errors in Table 12). There has more recently been a Sustainability Appraisal- prepared to inform the Council's response to the Inspectors initial findings, which formed part of the most recent public consultation. Further Sustainability Appraisals will be prepared to accompany future public consultations relating to the remaining stages of production of the new Local Plan.

Appropriate Assessment and Habitats Regulations

- 2.53 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.

- 2.54 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 be ongoing as part of the new Local Plan.
- 2.55 This Assessment was updated for the new Local Plan and will continue to be updated as necessary for future stages of the plan production.

3.0 Document Profiles

- 3.1 This section provides details about the preparation and content of the Council's new Local Plan and other Development Plan documents. Supplementary Planning Documents, and potential Community Infrastructure Levy.
- 3.2 As set out in the previous section, the Council has a number of adopted Development Plan documents and work is underway on preparing the Local Plan. A number of SPDs have also been adopted in the past, and additional ones will be produced, as set out in this LDS.
- 3.3 The tables below set out details of these planning documents, their purpose, coverage, and an indicative timetable for their preparation.
- 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**.

Development Plan Documents

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

Site Allocations Local Plan	
Adoption status	Adopted July 2016
Purpose	<p>Purposes of the Site Allocations Local Plan include to:</p> <ul style="list-style-type: none"> • 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; • define a boundary for the town centres of Royal Tunbridge Wells, Southborough, Paddock Wood and Cranbrook; and for the centre in the settlement of Hawkhurst identify regeneration opportunities for Royal Tunbridge Wells town centre (identified in the document as Areas of Change); 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; • provide site-specific policies against which planning applications can be assessed for sites where appropriate.
Geographical coverage	Whole borough

Local Plan 2006	
Adoption status	Adopted March 2006
Purpose	A comprehensive suite of policies: many have been replaced by policies in the Core Strategy or Site Allocations Local Plan: those which are saved as set out in the Local Plan.
Geographical coverage	Whole borough

New Local Plan	
Adoption status	<p>An Issues and Options consultation (Regulation 18) was completed in summer 2017, while a Draft Local Plan document was published and consulted upon, under Regulation 18, in Autumn 2019. The Pre-Submission Local Plan was then subject to a consultation, under Regulation 19, which took place between 26th March and 4th June 2021. After consultation and review, the Local Plan was submitted for Examination in November 2021 and examination hearings were undertaken in spring and summer 2022. Following the hearings, the Inspector issued initial findings in November 2022. The initial findings are summarised at paragraph 1.6 of this LDS. The Council consulted on its response to the initial findings between 15th January and 12th April 2024 and it is envisaged that there will be one further round of public consultation as part of the on-going examination process.</p>
Purpose	<p>Purposes of the new Local Plan include to:</p> <ul style="list-style-type: none"> • identify appropriate levels of growth across the borough and sustainable locations for development; • work in cooperation with neighbouring authorities regarding strategic planning issues; • allocate specific sites for a range of uses to accommodate the amount of development set out in the evidence base/national policy for growth. Existing site allocations that have not commenced or received planning permission will be reviewed as part of this process; • consider the needs for, and provision of, sites to accommodate the gypsy and traveller community; • 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; • reconsider existing definitions and update the Limits to Built Development for settlements as necessary; • define boundaries for town centres, primary shopping areas and frontages, areas protected from development, and other areas within which specific policies will prevail;

New Local Plan	
	<ul style="list-style-type: none"> provide detailed policies for development management purposes against which planning applications can be assessed.
Geographical coverage	Whole borough
Evidence requirements	The evidence required is set out in the Submission Local Plan and Core Documents page of the Local Plan website (see Core Document List).
Production	<u>Lead officer</u> Planning Policy Manager
Internal resource	Planning Policy Team
External resource	Consultancy used to provide key support in the production of the Local Plan and for parts of evidence base with consultation and input from other services and Kent County Council and other stakeholders as necessary.
Indicative timetable	<u>Evidence gathering</u> 2016-2023 <u>Issues and Options consultation</u> May-June 2017 <u>Draft Local Plan consultation</u> September-November 2019 <u>Pre-Submission Local Plan consultation</u> 26 March-4 June 2021 <u>Submission to Secretary of State</u> November 2021 <u>Examination</u> Commenced November 2021 and is

New Local Plan	
	<p>ongoing (Inspector's initial findings received November 2022)</p> <p><u>Inspector's Report</u></p> <p>November 2024 – January 2025</p> <p><u>Adoption</u></p> <p>January – March 2025</p>

New Royal Tunbridge Wells Town Centre Plan	
Adoption status	The timetable for the production of the RTW Town Centre Plan is set out below. This takes account of both the timetable for the new Local Plan, and the anticipated timescales for greater certainty regarding changes to the economic, retail, leisure, office, cultural and commuting environment and context.
Purpose	<p>Purposes of the new RTW Town Centre Plan include to:</p> <ul style="list-style-type: none"> • set a vision and strategy for the TC for the period 2022 – 2038; • provide a masterplan for the TC to include a mix of town centre uses to provide commercial, employment, cultural and residential development, together with the creation and enhancement of new public realm and improved connectivity and legibility between the core areas of the Town Centre and the wider town alongside parking and active travel infrastructure; • detailed allocations for key sites, including the Royal Victoria Place shopping centre, Mount Pleasant Avenue Car Park and the Great Hall Car park and surrounds and Torrington and Vale Avenue; • Focused development management policies to guide development within the town centre area, which will also incorporate (including relevant updates) elements of the Urban Design Framework.
Geographical coverage	Royal Tunbridge Wells Town Centre boundary, which is defined within Policy STR/RTW2 of the new Local Plan.

New Royal Tunbridge Wells Town Centre Plan	
Evidence requirements	<p>The following evidence is likely to be required:</p> <ul style="list-style-type: none"> • Retail, Commercial Leisure and Town Centre Uses Study (2021) (RLTCU 2021), and possible future update; • Evidence to facilitate masterplanning, to include engagement strategy and results, detailed design and options and scenario appraisals, viability and deliverability testing and transport modelling; • Sustainability Appraisal • Potentially Habitats Regulation Assessment <p>It is noted that as work progresses on the Town Centre Plan other evidence may be required.</p>
Production	<p><u>Lead officer</u></p> <p>Planning Policy Team Leader</p>
Internal resource	<p>Planning Policy department, with strong input from the Economic Development team, together with other services.</p>
External resource	<p>Consultancy used to undertake evidence gathering and masterplanning, with input from external stakeholders, other Council services and Kent County Council as necessary. Additional consultancy input may be required as the Town Centre Plan progresses, e.g., relating to detailed design, viability considerations or transport matters.</p>
Indicative timetable	<p><u>First meetings of the Town Centre Working Group</u></p> <p>November 2021</p> <p><u>Commissioning of masterplanning consultants</u></p> <p>June 2022</p> <p><u>Evidence gathering</u></p> <p>October 2022 – December 2024</p> <p><u>Issues and Detailed Options consultation</u></p> <p>March – April 2024</p> <p><u>Draft Local Plan consultation</u></p> <p>February – April 2025</p>

**New Royal Tunbridge Wells
Town Centre Plan**

Pre-Submission consultation

July – September 2025

Submission to Secretary of State

October 2025

Examination

Commence April 2026

Inspector's Report

August – September 2026

Adoption

November – December 2026

4.0 Supporting Statement: Resources and Risks

4.1 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

4.2 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 resourced as follows:

- Planning Policy Manager: 1.0;
- Planning Policy Team Leader: 0.8 full time equivalent (fte);
- Principal Planning Officers: 1.6 fte; (including one currently vacant post)
- Senior Planning Officers: 0.6 fte; currently vacant
- Planning Officers: 1.0;
- Planning Graduate (2 years fixed term): 1.0
- Planning Project Information Officer: 1.0;
- Planning Policy GIS and Data Officer: 1.0. currently vacant

4.3 Furthermore, work on policy documents is also undertaken by the Strategic Sites and Delivery (SS&D) Team. The SS&D Team is composed of the Team Leader (1.0 – this post has responsibilities which cut across both the Development Management and Planning Policy teams and functions, as well as work undertaken specifically by the Strategic Sites and Delivery team), 2.0 Principal Planning Officers and 1.0 Senior Planning Officers. It is noted that the make-up of the SS&D Team is dependent upon progression of the new Local Plan and its Development Strategy and more generally, the requirements of the wider Planning Service.

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

4.5 In addition, the Head of Planning Services, Landscape and Biodiversity Officer, Planning Environmental Officer, Tree Officer, and Conservation Officers provide a substantial input to planning policy documents. Other Council services are also expected to provide support where necessary – including those in the Economic Development team – and, in some cases, external consultants are commissioned to provide specialist evidence and advice.

4.6 In terms of financial resources, a long-term budget and reserve has been agreed. The budget will need to be regularly reviewed.

Review

4.7 Progress will be monitored against timescales and, where necessary, the LDS will be updated to reflect any changes. This 2024 LDS is based on the current level of resources and existing priorities and any changes to these will require review of the timescales.

Risks

4.8 **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.

5.0 Further Information

- 5.1 This LDS can be downloaded from the Council's website ([view the Local Development Scheme](#)).

Register on our consultation database

- 5.2 The Council is committed to promoting the 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.
- 5.3 You may already be registered (for example, as a result of an individual response to a previous planning policy 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.
- 5.4 If you are not already registered, you can do this by going to the Council's consultation portal at <https://consult.tunbridgewells.gov.uk/kse/> and clicking on the 'Login/Register' button at the top right 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.

Appendices

Appendix 1: Supplementary Planning Documents, Conservation Area Appraisals and CIL

Supplementary Planning Documents

Kent Design Guide	
Adoption status	Adopted as SPD, April 2006
Purpose	The Kent Design provides approaches to the design of places that reinforce Kent's distinctive character.
Alterations and Extensions	
Adoption status	Adopted as SPD, July 2006
Purpose	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.
Recreation Open Space	
Adoption status	Adopted as SPD, July 2006
Purpose	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 2006 Local Plan saved Policies R2 to R4.
Renewable Energy	
Adoption status	Adopted as SPD, April 2007
Purpose	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.
Affordable Housing	

Adoption status	Adopted as SPD, September 2007
Purpose	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 2006 Local Plan saved Policies H3 and H8; and is relevant to Core Policy 6 of the adopted Core Strategy.
Borough Landscape Character Area Assessment	
Adoption status	Adopted as SPD, December 2017
Purpose	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 valued landscape of the borough will be retained and enhanced. Supplements Core Policy 4 of the adopted Core Strategy.
Local Heritage Assets	
Adoption status	Adopted as SPD, June 2012
Purpose	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.
Green Infrastructure Plan	
Adoption status	Adopted as SPD, May 2014
Purpose	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.
Noise and Vibration	
Adoption status	Adopted as SPD, October 2014
Purpose	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.

Farmsteads Assessment Guidance for Tunbridge Wells Borough	
Adoption status	Adopted as SPD, February 2016
Purpose	Provides guidance to help conserve farmstead character through assessing the character of the farmstead, its significance, and its sensitivity to change.
Contaminated Land	
Adoption status	Adopted as SPD, September 2016
Purpose	Provides guidance to developers on assessing and mitigating the potential effects of contamination where this may exist and sets out the way the Borough Council considers contaminated land issues as part of development management proposals.
Civic Development Planning Framework	
Adoption status	Adopted as SPD, February 2018
Purpose	Supplements the policy and guidance provided by current development plan documents with regard to specific areas and sites within the Tunbridge Wells Town Centre, namely Crescent Road/Church Road, Mount Pleasant Car Park and Great Hall Car Park.

Conservation Area Appraisals with Supplementary Planning Document status

Wilsley Green	
Adoption status	Adopted with SPD status, October 2012
Purpose	Sets out the key characteristics of the Wilsley Green Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Sissinghurst	
Adoption status	Adopted with SPD status, October 2012
Purpose	Sets out the key characteristics of the Sissinghurst Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Cranbrook	

Adoption status	Adopted with SPD status, June 2010
Purpose	Sets out the key characteristics of the Cranbrook Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Goudhurst and Kildown	
Adoption status	Adopted with SPD status, June 2006
Purpose	Sets out the key characteristics of the Goudhurst and Kildown Conservation Areas. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Groombridge	
Adoption status	Adopted with SPD status, June 2006
Purpose	Sets out the key characteristics of the Groombridge Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Langton Green	
Adoption status	Adopted with SPD status, June 2006
Purpose	Sets out the key characteristics of the Langton Green Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Speldhurst	
Adoption status	Adopted with SPD status, June 2006
Purpose	Sets out the key characteristics of the Speldhurst Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Madeira Park and Warwick Park Conservation Area Appraisal and Management Plan	
Adoption status	Adopted with SPD status, June 2019
Purpose	Set out the key historic and architectural characteristics of, and the distinct boundary of the Madeira Park and Warwick Park area. This has also amended part of the boundary of the Royal Tunbridge Wells and Rusthall Conservation Area.

Conservation Area Appraisals with Supplementary Planning Guidance status

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.

Benenden and Iden Green	
Adoption status	Adopted with SPG status, April 2005
Purpose	Sets out the key characteristics of the Benenden and Iden Green Conservation Areas.
Southborough	
Adoption status	Adopted with SPG status, August 2003
Purpose	Sets out the key characteristics of the Southborough Conservation Area.
Lamberhurst and The Down	
Adoption status	Adopted with SPG status, July 2002
Purpose	Sets out the key characteristics of the Lamberhurst and The Down Conservation Areas.
Royal Tunbridge Wells and Rusthall	
Adoption status	Adopted with SPG status, November 2000
Purpose	Sets out the key characteristics of the Royal Tunbridge Wells and Rusthall Conservation Areas.
Hawkhurst: The Moor, Highgate & All Saints Church, Iddenden Green (Sawyers Green)	
Adoption status	Adopted with SPG status, September 1999
Purpose	Sets out the key characteristics of the Hawkhurst Conservation Areas.
Pembury	
Adoption status	Adopted with SPG status, April 1998
Purpose	Sets out the key characteristics of the Pembury Conservation Area.

Supplementary Planning Documents in preparation

Paddock Wood, including land in east Capel, Structure Plan SPD	
Adoption status	The timetable for the production of the Structure Plan is set out below. This takes account of the timetable for the new Local Plan.
Purpose	<p>To provide guidance on the strategic development of Paddock Wood, including land in east Capel. This will include:</p> <ul style="list-style-type: none"> • guidance on how the overall structure of the settlement will meet the principles of garden communities; • indicating the main areas for residential, employment, leisure and other uses, and areas of open space and green and blue infrastructure. This will include details of the amount of each use in each location; • identifying the main transport and active travel routes within areas of new development, and how these will relate and tie in with the existing routes; • the location of neighbourhood centres and the infrastructure required at the strategic site, and a framework for how and when this would be delivered.
Geographical coverage	Land indicated as part of the strategic site Paddock Wood, including land in east Capel, in the Submission version of the Local Plan
Production	<p><u>Lead officer</u></p> <p>Strategic Sites and Delivery Team Leader</p> <p><u>External resource</u></p> <p>David Lock Associates and sub-consultant team.</p>

Paddock Wood, including land in east Capel, Structure Plan SPD	
Indicative timetable	<u>Draft prepared</u> August – October 2024 <u>Consultation</u> November – December 2024 <u>Adoption</u> January – March 2025

Local Cycling and Walking Infrastructure, and Low Traffic Neighbourhoods SPD	
Adoption status	The timetable for the production of the Local Cycling and Walking, and Low Traffic Neighbourhoods SPD is set out below. This takes account of the timetable for the new Local Plan.
Purpose	To provide guidance on infrastructure for cycling and walking and Low Traffic Neighbourhoods within the Main Urban Area and adjacent settlements and Paddock Wood, and the provision of inter-settlement cycle routes between Tonbridge, Southborough/Royal Tunbridge Wells, Paddock Wood.
Geographical coverage	Royal Tunbridge Wells, Southborough, Rusthall, Langton Green, Bidborough and Paddock Wood
Production	<u>Lead Officer</u> Economic Development Manager <u>External resource</u> PJA (Phil Jones Associates)

Local Cycling and Walking Infrastructure, and Low Traffic Neighbourhoods SPD	
Indicative timetable dependent on whether there is a clear and obvious need for an additional supplementary planning document to support policy implementation.	<u>Early engagement with Key Stakeholders</u> January 2025 <u>Draft Prepared</u> Spring 2025 <u>Consultation</u> September 2025 <u>Adoption</u> November – December 2025

Biodiversity Net Gain SPD / Guidance	
Adoption status	The timetable for the production of the Biodiversity Net Gain SPD is set out below. This takes account of the timetable for the new Local Plan.
Purpose	To provide guidance on the on-site and off-site requirements for Biodiversity Net Gain in the Borough. This will include: <ul style="list-style-type: none"> • conservation objectives • application of the Biodiversity Metric • details required in Biodiversity Net gain Plans to support planning applications • the assessment of Biodiversity Net Gain Plans • the provision for long term management and monitoring • details of any assessment or monitoring fees • funding arrangements and costs for any local or strategic offsetting schemes.
Geographical coverage	Whole Borough

Biodiversity Net Gain SPD / Guidance	
Production	<p><u>Lead Officer</u></p> <p>Landscape and Biodiversity Officer</p> <p><u>External resource</u></p> <p>The SPD/Guidance will require input and collaboration with Kent County Council Ecology.</p>
Indicative timetable	<p>The Timetable will depend upon the availability of resources following adoption of the Local Plan and the publication of further guidance expected from DEFRA and Natural England on BNG. A more detailed timetable will be published following the adoption of the Local Plan.</p>

Historic Environment SPD	
Adoption status	<p>The timetable for the production of the Historic Environment SPD is set out below. This takes account of the timetable for the new Local Plan.</p>
Purpose	<ul style="list-style-type: none"> To provide guidance based on the Historic Environment Review 2018 on the prevalent themes of the historic environment of the Borough and identify vulnerabilities of and opportunities with heritage assets of various typologies within the Borough. This will assist with development management and forward planning.
Geographical coverage	<p>Whole Borough</p>

Historic Environment SPD	
Production	<p><u>Lead Officer</u></p> <p>Conservation and Urban Design Officer</p> <p><u>External resource</u></p> <p>The SPD may require input and collaboration with Kent County Council Heritage Team.</p>
Indicative timetable	<p><u>Draft prepared</u></p> <p>Autumn 2024</p> <p><u>Early engagement with Key Stakeholders incl. KCC, Historic England and departmental</u></p> <p>March – April 2025</p> <p><u>Final draft prepared</u></p> <p>July – August 2025</p> <p><u>Consultation</u></p> <p>Autumn 2025</p> <p><u>Adoption</u></p> <p>Winter 2025</p>

Open Space SPD	
Adoption status	The timetable for the production of the Open Space SPD is set out below. This takes account of the timetable for the new Local Plan.
Purpose	To review the existing, adopted Recreation Open Space SPD and to include the technical detail on how the standards will be applied, taking account of existing provision within the relevant area. The SPD will include the methodology for calculating the amount of open space required on each development, when on-site open space should be provided on larger sites, and the amount of developer contributions that will be required in lieu of on-site provision; and will outline the priorities for provision, or

Open Space SPD	
	improvements to existing provision, in qualitative terms, taking into account the qualitative assessment.
Geographical coverage	Whole Borough
Production	<u>Lead Officer</u> Planning Policy Officer <u>External resource</u> The SPD may require input and collaboration with Kent County Council and possibly Sport England.
Indicative timetable	<u>Early engagement with Key Stakeholders</u> Spring 2025 <u>Draft prepared</u> October – December 2025 <u>Consultation</u> January - March 2026 <u>Adoption</u> Autumn 2026

Community Infrastructure Levy

Community Infrastructure Levy Charging Schedule	
Adoption status	<p>Not adopted - The Council is awaiting secondary legislation now that the Levelling-Up and Regeneration Bill (LURB) has received Royal Assent. The LURB introduces a national Infrastructure Levy (IL). Until such time as the future Government direction is known on the speed of implementation of the CIL the adoption of a borough wide Community Infrastructure Levy will be held in abeyance. In the meantime, infrastructure will continue to be funded through Section 106 Agreements.</p> <p>Once secondary legislation is received this LDS will be updated, including a timetable for the production/adoption of the borough wide CIL.</p>
Purpose	<p>If a decision is made to adopt, it would be 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.</p> <p>CIL would not replace S106 contributions entirely, but these would need to be related to the specific circumstances of the development site. The Council would 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.</p> <p>If a decision is made not to adopt, and in the intervening period, funding for infrastructure will continue to be secured through the use of Section 106 Agreements.</p>
Geographical coverage	Whole borough. Consideration would 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	Infrastructure Delivery Plan to demonstrate that new development can be supported by necessary infrastructure; and to identify priority projects to benefit from CIL funding.

Community Infrastructure Levy Charging Schedule	
	CIL viability assessment to estimate what would be a robust CIL charge in this area.
Production	<p><u>Lead officer</u></p> <p>Planning Policy Manager</p> <p><u>Internal resource</u></p> <p>Planning Policy Team</p> <p><u>External resource</u></p> <p>Specialist consultants, Kent County Council and other external infrastructure and service providers.</p>

Appendix 2: Development Plan documents and Paddock Wood SPD Programme

	2020		2021					2022					2023					2024					2025					2026																																
	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D										
Development Plan Document																																																												
New Local Plan 2020-2038																																																												
Review of comments on the Draft Local Plan and further evidence work	■	■																																																										
Council decision to undertake consultation on Pre-Submission Local Plan, and to submit Local Plan			■																																																									
Pre-Submission Local Plan Consultation				■	■	■	■																																																					
Local Plan Submission													■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■							
Local Plan Examination (ongoing)																																																												
Inspectors Initial Findings																																																												
Council's response to Initial Findings																																																												
Inspectors Report																																																												
Local Plan Adoption																																																												
RTW Town Centre Plan																																																												
Establishment of Town Centre Working Group																																																												
Commissioning of masterplanning consultants																																																												
Evidence gathering including engagement																																																												
Issues and Detailed Options consultation																																																												
Draft Town Centre Plan Consultation																																																												
Pre-Submission consultation																																																												
Submission to Secretary of State																																																												
Examination																																																												
Inspector's Report																																																												
Adoption																																																												
Supplementary Planning Documents																																																												
Paddock Wood, including land in east Capel, Structure Plan SPD																																																												
Informal engagement with public and stakeholders, including with developers																																																												
Draft prepared																																																												
Consultation																																																												
Adoption																																																												
Local Development Scheme																																																												
Review																																																												

Appendix 3: Risk Assessment

Risk: type and description	To what?	Likelihood of occurrence	Impact of occurrence	Management
Resource risk: Reduction in staff resources; for example, if staff leave and are not replaced for budgetary reasons or due to lack of skilled applicants	Local Plan, Town Centre Plan and SPDs	High	Critical	Ensure that Councillors and Senior Officers are aware of the resource requirements to achieve the policy preparation programme set out in this LDS. Ensure any changes in staffing or workload are monitored and promptly addressed.
Resource risk: Agreed budget is insufficient to complete work identified	Local Plan, Town Centre Plan and SPDs	Low/Medium	Significant	Regular budget profiling and review. Raise any potential issues as early as possible.
Political risk: 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.	Local Plan, Town Centre Plan, SPDs and potential CIL Charging Schedule (if decision is made to progress with CIL)	High	Significant	The Council can predict the likely level of interest in these documents reasonably clearly on the basis of past 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. On-going public engagement for the new plan-making documents, building on the success of previous engagement exercises.
Political risk: Political concerns and/or matters raised in representations about particular issues are disproportionately	Local Plan and Town Centre Plan and SPDs	Significant	Critical	Ensure that Councillors understand what the difficult decisions associated with preparing these documents are likely to be and maintain regular dialogue throughout the

Risk: type and description	To what?	Likelihood of occurrence	Impact of occurrence	Management
difficult to address, delaying progress with other aspects of the Plan				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.
Political risk: Council procedures and corporate commitment	Local Plan, Town Centre Plan, SPDs	Low	Significant	Need to ensure Planning Policy Working Group maintains a clear steer over the process of Local Plan and SPD production process. Continuing dialogue over any slippage due to unforeseen circumstances such as further legislative changes or legal challenges.
Technical/resource risk: Important evidence required to support policies and proposals is incomplete	Local Plan, Town Centre Plan, SPDs	Low	Significant	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. However, there could also be some staff capacity problems in preparing evidence to support the documents 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).
Political risk: Changes to evidence base requirements as a	Local Plan, Town Centre	Significant	Critical	Ensure that Councillors are fully briefed of any (anticipated) changes in legislation, the

Risk: type and description	To what?	Likelihood of occurrence	Impact of occurrence	Management
result of legislative changes	Plan			implications of this and the potential impact on timescales.
Political risk: Duty to cooperate with other authorities	Local Plan, Town Centre Plan	High	Critical	Early identification of the need to work in conjunction with other authorities and stakeholders. Ensure that Councillors understand that joint working will result in difficult decisions needing to be made and maintain regular dialogue throughout the process.
Resource risk: Other work, such as that associated with neighbourhood planning or planning appeals, requires a significant resource commitment in the short term	Local Plan, Town Centre Plan and SPDs	Medium	Significant	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.
Political risk: Legislation, regulations or guidance related to policy making change, requiring a new or refined approach	Local Plan, Town Centre Plan, SPDs	High	Significant	Legislative changes are continuing. Proposed changes to national planning system (including the NPPF) and related statutory processes mean that it is important to keep abreast of proposed changes and implications. Regular briefings to Members.

Risk: type and description	To what?	Likelihood of occurrence	Impact of occurrence	Management
<p>Operational risk: Enduring impact of Covid-19 outbreak</p>	<p>Local Plan, Town Centre Plan, SPDs</p>	<p>Medium</p>	<p>Significant</p>	<p>Reintroduction of restrictions associated with the pandemic could impact on the Town Centre Plan programmes in terms of the ability to visit sites and meet stakeholders. This will be continually monitored and, where necessary and appropriate, alternative arrangements developed in line with national Guidance.</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 Regulations 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.
Biodiversity Net Gain (BNG)	An approach to development, and/or land management, that aims to leave the natural environment in a measurably better state than it was beforehand.
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

Glossary and Abbreviations	
	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.
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.
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

Glossary and Abbreviations	
	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.
National Planning Policy Framework (NPPF)	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. 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.
Neighbourhood Plans and Neighbourhood Planning Areas	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. The Neighbourhood Planning Area is the geographic area for undertaking a Neighbourhood Plan which has been approved by the local planning authority.
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.

Glossary and Abbreviations	
'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.
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 issues, such as design. Supplementary planning documents can be a material consideration in planning decisions but are not part of the development plan.
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"> • Living within the planet's environmental limits • Ensuring a strong, healthy and just society • Achieving a sustainable economy

Glossary and Abbreviations	
	<ul style="list-style-type: none"> • Living within the planet’s environmental limits • Ensuring a strong, healthy and just society • Achieving a sustainable economy • Promoting good governance • Using sound science responsibly • The NPPF describes the purpose of the planning system as to contribute to sustainable development
Town centre	<p>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.</p> <p>References to town centres exclude small parades of neighbourhood shops.</p>
Viability assessment (high level)	<p>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.</p>

**If you require this document in another format,
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