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Executive Summary

- The Council is in the process of replacing its existing Local Plan with a new style local development plan called a Local Development Framework (LDF).
- This document is called the Local Development Scheme (LDS). Essentially, it is a work programme setting out when and what the Council will produce to form the LDF. It is a three-year project plan setting out the production of Local Development Documents.
- The LDF is intended to better engage the community and reflect a broader range of strategies. This new approach is known as 'Spatial Planning'.
- The LDF is a folder of documents called Local Development Documents (LDDs). Documents with development plan status will be known as Development Plan Documents (DPDs). Other guidance will be known as Supplementary Planning Documents (SPDs).
- All LDDs are required to be subject to Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) to ensure that they contribute to achieving sustainable development.
- The Council's Policy and Regeneration Service is taking the lead role in the preparation of the Local Development Framework.
- A number of documents have already been adopted by the council under the new LDF system. These are the Statement of Community Involvement and 3 Supplementary Planning Documents supporting the ongoing regeneration work in Horley.
- This LDS sets out the priorities of the Council. These are: To produce a sound Core Strategy for the borough; and the production of an Area Action Plan for Redhill Town Centre.

THIS DOCUMENT CAN BE MADE AVAILABLE IN LARGE PRINT, IN BRAILLE AND IN OTHER LANGUAGES ON REQUEST

**This LDS was approved by GOSE on 13 June 2007
and brought into effect by the Council on 6 July 2007.**

1 Introduction

The New Planning System

- 1.1 The Government's agenda for reform aims to improve and speed up the planning system, in particular to speed up the preparation of development plans, ensure plans are monitored, reviewed and kept up to date, and achieve more effective involvement with the community. It marks a change in the emphasis of development plans from a purely land use focus to a broader 'spatial planning approach' reflecting other local and regional strategies and incorporating assessments of all policies against sustainable development. The LDF will be required to reflect the aspirations identified in the Reigate & Banstead Community Strategy.
- 1.2 The Government is replacing Planning Policy Guidance (PPG) notes, which set out national planning policies on issues, such as housing, with Planning Policy Statements (PPSs).
- 1.3 The new development plan will consist of:
 - The South East Plan, replacing Regional Planning Guidance (RPG9)
 - Until the South East Plan comes into force, the Surrey Structure Plan (2004) will be 'saved' for a period of three years. After three years, some policies will be saved until the South East Plan is adopted.
 - Local Development Framework - Development Plan Documents (DPDs) replacing Local Plans.
- 1.4 Local Development Documents (LDDs) must be in general conformity with the South East Plan.

What Does a Local Development Framework Contain?

- 1.5 Development plan documents:
 - **Core Strategy** – a key document that sets out the strategic vision for our area and the primary policies and proposals for meeting that vision. There may be a 'key diagram', which will illustrate the broad location of strategic development, key transportation elements, main patterns of movement, and relationships with other strategies and with areas outside the Borough.
 - **Site Allocations** – sites proposed for development will be identified in DPDs, which will also set out any policies that refer to the development of those sites, such as the mix of uses proposed or the form of access arrangements. Site allocations may be given in a Site Allocations DPD or an Area Action Plan (AAP) DPD. At present there is no proposal for a Site Allocations DPD for the Borough, however, allocations may be made in the Redhill AAP.

- **Area Action Plans (AAPs)** – may be used to provide a planning framework for areas of particular change and for areas of conservation. They can deal with specific parts of an area and with specific requirements such as the redevelopment of an area of land and buildings, or the enhancement of an area of historic or architectural interest.
 - **Proposals Map** – geographically illustrates, on an ordnance survey map, the policies and proposals in the current development plan (i.e. all the development plan documents in the LDF). It will identify the designation of land such as Green Belt, and show sites for particular future land uses and the areas to which specific policies apply. Inset maps can be used as part of the Proposals Map to show all the proposals for part of the authority's area, such as the policies and proposals for AAPs.
- 1.6 Supplementary Planning Documents (SPD)** these can be used to provide additional guidance to elaborate a development plan policy e.g. affordable housing policies, detailed design guidance or specific open space standards. They are non-statutory documents that are not subject to independent examination, but the matters covered must be directly related to an existing policy. However, they will be subject to consultation and a Sustainability Appraisal. SPDs are a material consideration in making planning decisions.
- 1.7 The Statement of Community Involvement (SCI)** indicates how the Council will consult on both planning policy and development control matters. Public involvement is an important part of the new LDF. The SCI will outline the Council's approach to involving the community in the preparation of LDDs and in handling planning applications. The SCI was subject to independent examination to allow the public to influence its scope and content.

What is a Local Development Scheme (LDS)?

- 1.8** It is a three-year project plan for the production of LDDs. This LDS includes:
- A brief description of all the LDDs to be prepared, and the content and geographic area to which they will relate;
 - Which LDDs will be DPDs;
 - Which policies and proposals of the existing Local Plan will be replaced by LDDs and which will be saved;
 - Explanation of the relationship between LDDs, especially the core strategy;
 - Any joint LDDs to be prepared with one or more local planning authorities;
 - The planned timetable for each LDD and the key milestones to be achieved;

- Explanation of progress against the LDS e.g. pre-submission and adoption dates, together with the local planning authority's approach to reviewing the LDS.
- Identification of the resources required, constraints and milestones.

(Based on PPS12, September 2004)

- 1.9** This LDS has been submitted to the Government Office for the South East (GOSE), the South East England Regional Assembly (SEERA), and the Planning Inspectorate (PINS). It is required to be monitored and a report made annually to the Government Office on the implementation of the LDS and policies in the LDDs.

2 Reigate & Banstead's Local Development Scheme (LDS)

The Local Context

- 2.1** The Borough is a vibrant place to live and work, with a population of 126,523 (2001 census). The main towns are Banstead, Redhill, Reigate and Horley, with many parks, heathland and open spaces. The Metropolitan Green Belt around London, covering 68.8% of the Borough, is at its narrowest point. Gatwick Airport is adjacent to the south of the Borough. This context brings pressures for growth. The Borough has and continues to make a significant contribution in new housing, and there is concern about town cramming. Horley has been identified for housing expansion, and Redhill has been identified as a centre of strategic importance in the South East. Locally, we have to address the regional and national priorities.

Content of the LDS

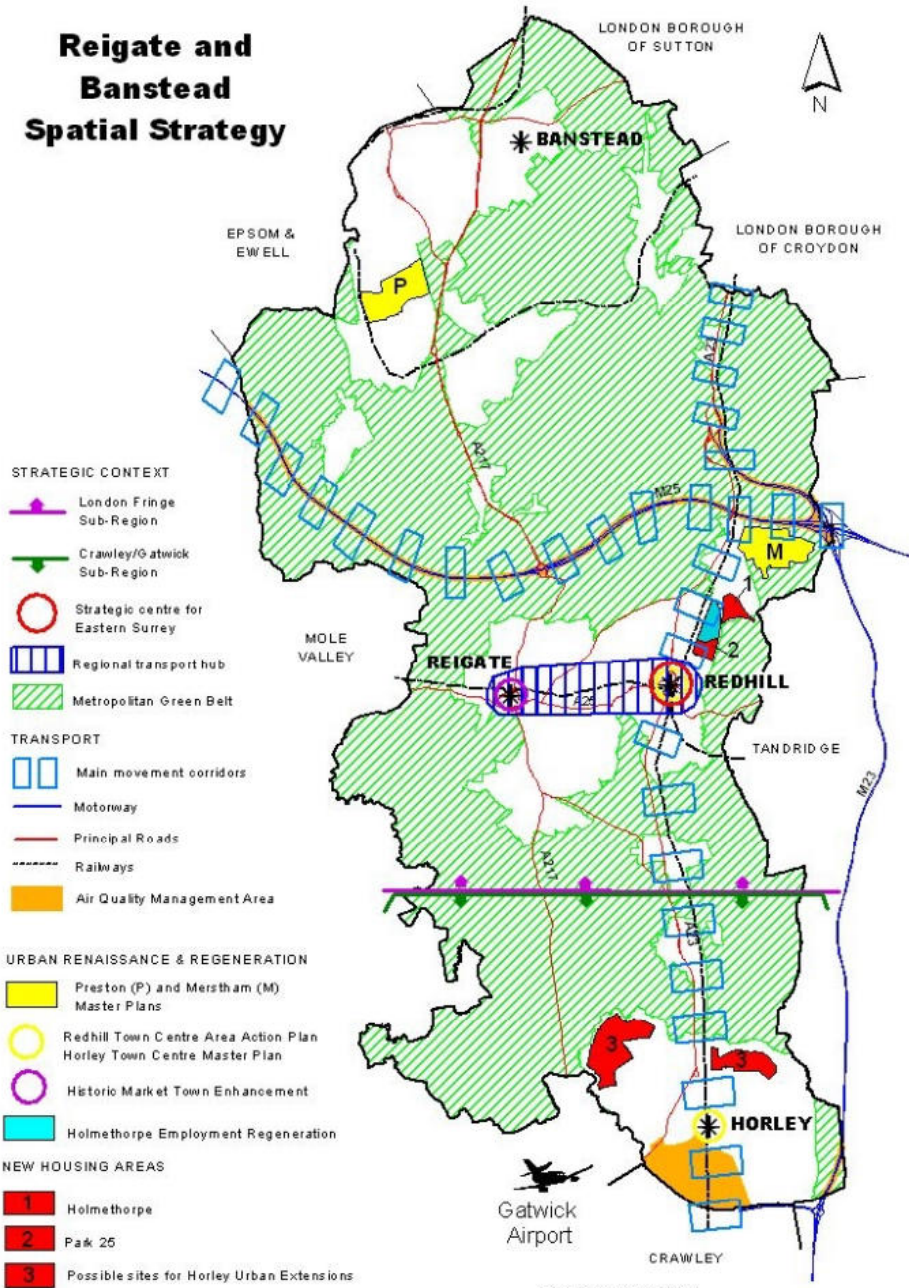
- 2.2** Table 2.2 'Content of Local Development Framework' sets out the content of the Local Development Framework, identifying the documents to be produced with a brief description and setting out key milestones of their production. **Annex 1** sets out the key stages in the process and the timetable for producing the LDF. A more detailed profile of each DPD is set out in **Annex 2**.
- 2.3** This LDS gives priority to the production of the Core Strategy DPD, to set out the strategic vision for the Borough, and an Area Action Plan for the regeneration of Redhill Town centre. The Council's Spatial Strategy, adopted as part of the Reigate & Banstead Community Plan, is opposite.
- 2.4** The Borough Council has also identified three other areas in need of regeneration namely; Horley Town Centre, Merstham and Preston Estates. SPDs covering development in Horley have already been adopted. SPDs will provide additional guidance to aid the regeneration of Preston and Merstham. These will follow the adoption of the Core Strategy. Additionally, advice on inclusive access and infrastructure contributions will be prepared as SPDs.

Transition Arrangements - 'Saved' Plans

- 2.5** The 2005 First Alteration was formally adopted and came into operation on 7 April 2005, this will now be automatically saved until April 2008. The combined 1994 Plan and 2005 First Alteration are known as the Borough Local Plan 2005, and form part of the LDF and the development plan. It will be incrementally replaced by new LDDs.
- 2.6** Local Plan policies from the old system were automatically saved for a period of three years. A list of policies and whether they are to be saved for longer than this or not will be set out in a separate annex to this document that will be published in Autumn 2007, subject to the Secretary of State's agreement. The annex will demonstrate that the policies to be saved reflect the principles of Local Development Frameworks; are consistent with current national policy; and that it is not feasible or desirable to replace them by September 2007. All our existing supplementary planning guidance will be retained as set out in **Annex 4**.

- 2.7** The Structure Plan 2004 will be saved for three years or until the Regional Spatial Strategy is published and will be part of the development plan.
- 2.8** The Surrey Minerals Local Plan 1993 and the Waste Local Plan 1997 (adopted 1999) will be saved for 3-years or until replaced by Mineral & Waste Development Frameworks. The detailed programme for production of the LDDs on minerals and waste will be set out in Surrey County Council's LDS. Further information can be found at www.surreycc.gov.uk.

Reigate and Banstead Spatial Strategy



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Links with Other Documents

Council Documents

2.9 The Community Plan 2003-2018, adopted October 2003, was prepared through the Reigate and Banstead Local Strategic Partnership (LSP). It sets out the community's vision and aims for the next 15 years. Its aims to promote the economic, social and environmental well-being of residents as well as those who work and visit the Borough. The plan covers nine priorities:

- Caring for our local environment
- Creating safe places to live, work and visit
- Providing low cost housing
- Raising levels of learning and skills for work
- Tackling travel problems
- Providing facilities and opportunities for young people
- Helping older people stay independent
- Helping families with young children

2.10 The LSP are currently in the process of reviewing the Community Plan with a view to adopting a more strategic version in Summer 2007.

2.11 The Community Plan priorities will influence the LDF and it will be developed through an integrated approach towards the future delivery of policies and new development. The Local Strategic Partnership can also be used to engage with a wide range of stakeholders. We consider that the LDF is a tool to deliver the spatial elements of the Community Plan. Figure 2.1 'Relationships between LDF and other documents' illustrates the relationships between the LDF and other documents.

2.12 The Council's Corporate Plan was adopted in 2006 and will run until 2009. It contains four priority themes:

- Caring for our local Environment
- Regeneration and New Neighbourhoods
- Self Reliant and Thriving Communities
- Value for Money.

2.13 The Corporate Plan also identifies the resources for those priorities. The detailed programme for delivering the priorities in the Corporate Plan is set out in Strategic Action Plans for each priority theme. The LDF is influenced by, and influences, priorities identified in the Corporate Plan. In particular the regeneration of Horley Town Centre, Redhill Town Centre, Merstham and Preston estates are identified as priorities.

2.14 The Council's Policy framework has been reviewed to improve and streamline policy development. It aims to ensure that there are links between the Community Plan, Corporate Plan, LDF, key Council Strategies and operational policies. The proposed framework, or 'Strategic Library' is shown in Table 2.3 'Reigate & Banstead Strategic Library'.

- 2.15** The Borough Council's Community Liaison Team has introduced a number of Local Community Action Plans (LCAPs) across the borough, working with local communities to set out their priorities and aspirations, which will be used to influence Council policy in the future. The issues and problems identified will also inform the LDF, and in particular link with any relevant master plan SPDs.

Partner Documents

- 2.16** Other organisations' documents will influence and be influenced by the LDF. These can be part of the development plan, such as the Regional Spatial Strategy (RPG9) or material planning considerations in making planning decisions, such as the County Council's supplementary planning guidance, see **Annex 4**. Other examples are below:

| | |
|--------------------|---|
| Environment | - County Council - Local Transport Plan (LTP) |
| Social | - Surrey & Sussex Strategic Health Authority - Strategic (Franchise) Plan |
| | - East Surrey Primary Care Trust - Local Delivery Plan |
| | - Surrey Police & Surrey Police Authority – Policing for Surrey: Staying Ahead |
| Economic | - South East England Development Agency – Regional Economic Strategy for South East England 2002-12 |

Table 2.1 Examples of Partner Documents

Production Process

Managing the Evidence Base

- 2.17** The Government emphasises the need for Local Development Documents to be developed from a robust evidence base. A list of the studies, research initiatives, strategies and monitoring documents that will form the evidence base for the LDF is at **Annex 4**.

Resources

- 2.18** The Council's Policy and Regeneration Service is taking the lead in the preparation of the Local Development Framework. However, the Team has other responsibilities in addition to the preparation of the Local Development Framework.
- 2.19** In addition an existing Project Team is established and resourced to deal with the implementation of the new neighbourhoods in Horley including representatives from Parks and Countryside, Housing, Finance, Legal Services and Surrey County Council. There is funding from the Council's Capital Programme for 1 FTE equivalent for a period of three years to add capacity to implementing the new neighbourhoods and associated infrastructure in Horley. This post has been filled as a joint appointment (half funded) by SCC.

- 2.20** The Policy and Regeneration Service has access to resources in the Corporate Development Unit for consultation and community planning. Planning Delivery Grant has been reserved to fund the development of the evidence base.
- 2.21** In identifying priorities as part of the Corporate Plan process outlined earlier, resources will be secured to implement the regeneration initiatives identified in this LDS. A substantial amount of work has been completed to feed into the Area Action Plan for Redhill Town Centre and SPDs for Horley Town Centre, Merstham and Preston Estates. Project Managers have been appointed to assist with the drafting and implementation of the master plan proposals.
- 2.22** An informal joint working group, the East Surrey LDF Group has been established. The group has set up a formal mechanism to peer review Sustainability Appraisals to complement any specialist consultant advice required. The group meets regularly to compare progress and share good practice.

The Sustainability Agenda - Sustainability Appraisal & Strategic Environmental Assessment

- 2.23** Sustainability issues are a common thread through the LDF process, from the strategic direction set out in the Core Strategy, to more detailed levels in SPDs. LDDs are required to be subject to Sustainability Appraisal (SA), which incorporates the requirements of the EU Directive 2001/42/EC known as Strategic Environmental Assessment (SEA). SA examines the broader environmental, social and economic issues. SEA requires a report on the likely significant environmental impacts and consultation with environmental bodies and the public, and to take the results into account. These will be considerations throughout the policy development stages, to integrate sustainable development into all the plans and policies.

Risk Analysis and Contingency

- 2.24** There are potential risks, which could delay the production of documents outlined in this LDS. The key risks and our contingencies for them are set out in Page 25.

Annual Monitoring Report (AMR) - Reviewing the LDS

- 2.25** The LDF is continually reviewed and revised. Overall aims in revising the documents include ensuring consistency with national policy, and general conformity with regional planning policy, following up monitoring of progress with implementation, and responding to unforeseen changes in circumstances or opportunities. The AMR is prepared by us to see if the LDS needs to be revised, updated or that new documents or policies are required. It monitors progress in producing the documents in the LDS and the effectiveness of policies and proposals. It looks at whether targets and milestones have been met, or progress towards meeting them is being made, or, if they are not being met possible reasons why. The AMR is submitted to the Government Office, which has the power to direct us to revise or change the LDS.

Future Priorities

2.26 We anticipate that subsequent revisions to the LDS might include:

- Generic Development Control Policies DPD, to replace saved local plan policies;
- Reigate Master Plan, as an area of conservation; and
- Employment land issues to be addressed, either through a DPD or SPD.

2.27 Future SPDs, if resources permit, to amplify saved or new policies could include:

- Affordable Housing;
- Sustainable Drainage; and
- Energy Efficiency and Renewable Energy.

2.28 If these, or other, future priorities can be accommodated they will require the revision of the LDS as set out in paragraph 2.25.

Table 2.2 Content of the Local Development Framework

| DOCUMENT TITLE | DESCRIPTION | AREA COVERED | CHAIN OF CONFORMITY | STATUS | TIMESCALE |
|--|--|--------------|----------------------------|------------|--|
| Borough Local Plan | | | | | |
| First Alteration of the Borough Local Plan | Introduces new policies in relation to nature conservation and updates other Borough wide policies. Sets out the Council's policies for the provision of the Horley housing allocation (2600 homes). | Borough wide | Surrey Structure Plan 1994 | Local Plan | Adopted April 2005 |
| Statement of Community Involvement | | | | | |
| Statement of Community Involvement | Sets out standards, and how they are intended to be achieved, for involving the community in the preparation, alteration and continuing review of all LDDs and DC decisions. | Borough wide | N/a | LDD | Adopted: September 2009 Review: By September 2009 |
| Development Plan Documents | | | | | |

| DOCUMENT TITLE | DESCRIPTION | AREA COVERED | CHAIN OF CONFORMITY | STATUS | TIMESCALE |
|-------------------------|--|---------------------------------|--|--------|---|
| Core Strategy | Statement of core policies, setting out the long-term spatial vision. Includes the Spatial Strategy (adopted in Community Plan) and Key Diagram. | Borough wide | Existing RPG, emerging RSS and Surrey Structure Plan 2004. Linked to Corporate Plan / Community Plan themes. | DPD | Preparation Started: April 2005 Issues & Options Consultation undertaken: Nov/Dec 2005 Preferred Options Consultation undertaken: May to July 2006 Additional targeted consultation: Apr-Aug 2007 Submission to SoS: Nov 2007 Pre-Examination Meeting: March/ April 2008 Examination: June/July 2008 Adoption: January 2009 Review: 3 Years |
| Redhill Town Centre AAP | For regeneration of Redhill town centre & surrounding area. | Redhill TC and surrounding area | Surrey Structure Plan 2004, emerging Core Strategy. Based on Corporate Plan / Community Plan themes. | DPD | Preparation Started: September 2004 Issues & Options Consultation undertaken: Nov/Dec 2005 |

| DOCUMENT TITLE | DESCRIPTION | AREA COVERED | CHAIN OF CONFORMITY | STATUS | TIMESCALE |
|---|---|--------------|--------------------------|--------|--|
| | | | | | Preferred Options Consultation undertaken: May to July 2006 Informal targeted consultation: Nov 2007 - Jan 2008 Submission to SoS: February 2008 Pre-Examination Meeting: July/Aug 2008 Examination: Sept/ October 2008 Adoption: May 2009 Review: 3 Years |
| Proposals Map | To show designations in any DPD, including the County Council's Minerals & Waste LDF. Including Inset Maps for AAPs, and any area of protection covered by other legislation. | Borough wide | N/a | N/a | Update as each DPD is adopted and with factual updates from Surrey County Council or Government Agencies as appropriate. |
| Supplementary Planning Documents | | | | | |
| Horley Design Guide | To facilitate new development that | Horley | Borough Local Plan 2005. | SPD | Adopted: January 2006 |

| DOCUMENT TITLE | DESCRIPTION | AREA COVERED | CHAIN OF CONFORMITY | STATUS | TIMESCALE |
|---------------------------------|--|--------------------|--|--------|--|
| | reflects the visual qualities & characteristics of the area and which is subservient to the car. | | | | |
| Horley Infrastructure Provision | To enable developers to consider the infrastructure requirements early. | Horley | Borough Local Plan 2005. | SPD | Adopted: January 2006 |
| Horley Town Centre | For Horley Town Centre regeneration | Horley Town Centre | Borough Local Plan / emerging Core Strategy. Based on Corporate Plan / Community themes. | SPD | Adopted: Nov 2006. |
| Inclusive Access | To provide advice on inclusive access. | Borough wide | Borough Local Plan / emerging Core Strategy, Redhill Town Centre AAP and Horley Town Centre SPD. | SPD | Preparation Started: 2004 Consultation: June 2004 Adoption: Not before February 2009* |
| Preston Regeneration | For Preston, Tadworth. (Implementation of Preston Action Plan) | Preston | Borough Local Plan / emerging Core Strategy. Based on Corporate Plan / Community themes. | SPD | Preparation Started: March 2004. Consultation: March 2006. Adoption: Not before February 2009* |

| DOCUMENT TITLE | DESCRIPTION | AREA COVERED | CHAIN OF CONFORMITY | STATUS | TIMESCALE |
|---------------------------------|--|------------------------------------|--|--------|---|
| Merstham Regeneration | Regeneration of Merstham Estate in partnership with RB Housing Trust & SCC. | Portland Drive and Merstham Estate | Borough Local Plan / emerging Core Strategy. Based on Corporate Plan / Community themes. | SPD | Preparation Started: Feb 2004. Consultation: July 2004 & June 2006. Adoption: Not before February 2009* |
| Infrastructure Provision | To enable the collection of funding for infrastructure requirements. | Borough wide | Surrey Structure Plan | SPD | Preparation started: July 2006 Consultation: Aug/Sept 2007 Adoption: December 2007 |
| Monitoring | | | | | |
| Annual Monitoring Report (AMR) | Assess implementation of LDDs and the extent to which policies in LDDs are being achieved. | Borough wide | N/a | N/a | Preparation starts: each March Submitted by 31 December since 2005 |
| Sustainability Appraisal | | | | | |

| DOCUMENT TITLE | DESCRIPTION | AREA COVERED | CHAIN OF CONFORMITY | STATUS | TIMESCALE |
|---|---|--------------|---------------------|--------|---|
| Sustainability Appraisal and Strategic Environmental Assessment of the LDF - Scoping Report | Assessment to ensure that sustainable development is undertaken in an integrated way, taking consideration of social, economic and environmental factors. | Borough wide | N/a | N/a | Revised version: Adopted October 2005. Review: 3 Years, scheduled for October 2008 |

Table 2.2 Content of Local Development Framework

Table 2.3 Reigate & Banstead Strategic Library

| Strategic Library | | | |
|--|--|--|--|
| Level One | | | |
| Local Plan / Local Development Framework | | | |
| Community Plan | | | |
| Corporate Plan | | | |
| Level Two - Strategic Action Plans | | | |
| CARING FOR OUR LOCAL ENVIRONMENT | REGENERATION & NEW NEIGHBOURHOODS | CREATING THRIVING COMMUNITIES | ORGANISATIONAL EFFECTIVENESS |
| Inc. Integrated Waste Management Strategy | Inc. Housing Strategy | Inc. Community Safety Strategy | Inc. Human Resources Strategy. Financial Strategy. |
| Level 3 | Level 3 | Level 3 | Level 3 |
| Community Transport Policy | Homelessness Review & Strategy | Licensing Policy | Consultation Strategy |
| Noise Strategy | Housing Register & Allocations Policy | Various Licensing Policy | Race Equality Scheme |
| Local Air Quality Strategy | Local Lettings Policy | Planning Enforcement Policy | HR Statement of Purpose |
| Local Drainage Policy Statement | Supported Housing Sub Strategy | Youth Policy | ICT Strategy |
| Heritage Strategy | Key Worker Action Plan | Older Persons Policy | Equal Opportunities Policies |
| Countryside Strategy | Private Sector Housing Action Plan | Benefit Strategy | Covert Surveillance Policy |
| Contaminated Land Inspection Strategy | Financial Assistance for Private Sector Housing Policy | Customer Services Policy (Benefits) | Recruitment & Selection Guidance |
| Parks & Open Spaces Policy | Enforcement Policy | Sampling Policy | Training & Development Strategy |

| Strategic Library | | | |
|---------------------------------|-----------------|---|--|
| Home Energy Conservation Report | Drainage Policy | Counter Fraud & Prosecution Policy | Employee Health & Safety Management Policy |
| | | Policy for the Administration of Discretionary Housing Payments | Accommodation Strategy |
| | | Operational & Internal Security Policy | Treasury Management Policy & Strategy |
| | | Policy for the Administration & Recovery of Overpayments | Procurement Strategy |
| | | | Capital Investment Strategy |
| | | | Anti-Fraud and Corruption Statement |
| | | | Insurance Strategy |
| | | | Civil Emergency Plan |
| | | | Business Continuity Plan |
| | | | Regulation of Investigatory Powers Policy |
| | | | Policy on Voluntary Sector Support |
| | | | Consultation Framework |
| | | | Communication Strategy |
| | | | Risk Management Strategy |
| | | | Asset Management Plan |

Table 2.3 Reigate & Banstead Strategic Library

Diagram 2.1 Relationships Between LDF and Other Documents

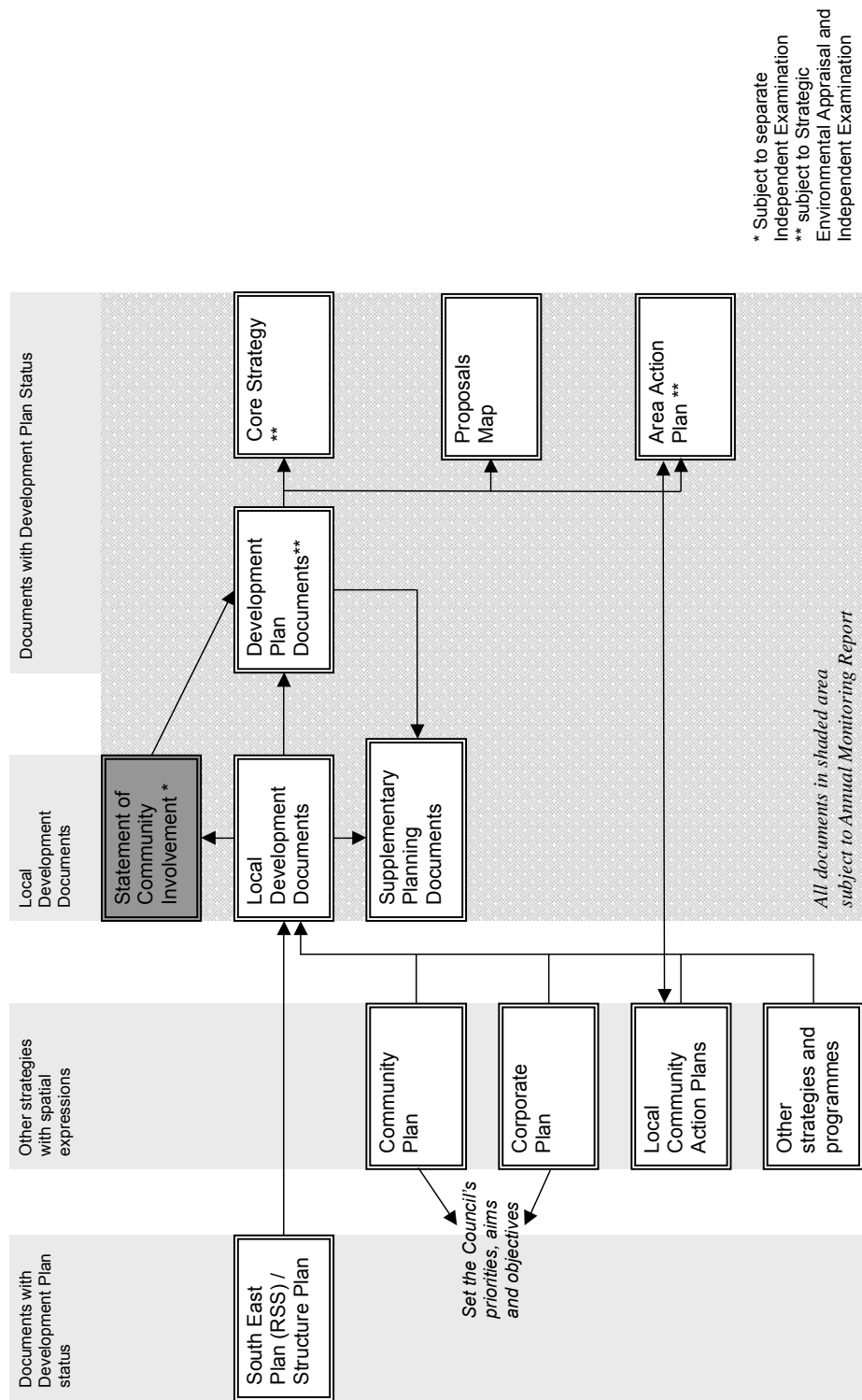


Figure 2.1 Relationships between LDF and other documents

Appendix 1 Guide to Abbreviations & Glossary of terms

| Abbreviation | Title | Explanation |
|--------------|--------------------------------------|--|
| AAP | Area Action Plan | Planning framework which focuses on a specific area, often dealing with change or conservation. |
| AMR | Annual Monitoring Report | The Council's annual monitor of the effectiveness of policies and proposals in each LDD. |
| - | Corporate Plan | Sets out the Borough Council's priorities and how they are going to be achieved. Available to view at www.reigate-banstead.gov.uk |
| - | Community Plan | Produced by the LSP, sets out the community's aims and an action plan. Available to view at www.reigate-banstead.gov.uk |
| DPD | Development Plan Document | LDDs which have development plan status in the determination of planning applications. They are subject to independent examination. |
| GOSE | Government Office for the South East | Represents central government in the South East. Further information at www.go-se.gov.uk/index.html |
| LCAP | Local Community Action Plan | Part of the Council's Community Liaison work, set out local communities aspirations to guide future policy. |
| LDD | Local Development Document | Comprise DPDs, SPDs, the SCI and LDS. |
| LDF | Local Development Framework | Does not exist as a single document, but an over arching term, referring to the folder of LDDs. |
| LDS | Local Development Scheme | A three year project plan setting out the programme for production of LDDs. |
| LSP | Local Strategic Partnership | A body that links the public, business, community and voluntary sectors at the local level. Reigate & Banstead's LSP includes the Borough and County Councils, RB Housing Trust, Surrey Police, Primary Care |

Appendix 1 Guide to Abbreviations & Glossary of terms

| Abbreviation | Title | Explanation |
|--------------|--------------------------------------|---|
| | | Trust, Parish and Town Councils, and Federation of Small Businesses. |
| PINS | - | The Planning Inspectorate, part of the Office of the Deputy Prime Minister, who deal with planning appeals and examinations into local development plans. Further information at www.planning-inspectorate.gov.uk/pins |
| PPS | Planning Policy Statement | Produced by Central Government, subject specific guidance and policies on planning in England. Available to view at www.communities.gov.uk |
| RSS | Regional Spatial Strategy | The new strategic planning document, setting a 20-year vision for the region, which will be produced by SEERA. Further information at www.southeast-ra.gov.uk |
| SA | Sustainability Appraisal | Appraisal considering impacts of policies and proposals on economic, social and environmental issues. |
| SCC | Surrey County Council | Provides a wide range of services, including responsibilities for minerals and waste planning. Further information at www.surreycc.gov.uk |
| SCI | Statement of Community Involvement | Sets out who, how and when the Council involve people in the preparation of the LDF and consideration of planning applications. |
| SEA | Strategic Environmental Appraisal | Appraisal considering impacts of policies and proposals on the environment. |
| SEERA | South East England Regional Assembly | Responsible for proposing strategic planning and related policies to Government. Further information at www.southeast-ra.gov.uk |
| SoS | Secretary of State | - |
| SPD | Supplementary Planning Document | Used to elaborate policy e.g. affordable housing. |

Appendix 2 Risk Analysis and Contingency

| Item | Potential Risk | Contingency |
|---|--|---|
| All elements of the LDF: 1. Changes of Strategic policy & legislation 2. Staff resources 3. Financial resources | High - The South East Plan is adopted earlier than expected and / or has significant implications for the Borough. | A review of the LDS would be required to see if the implications of the SE Plan require immediate changes to LDF documents, e.g. the requirement for a Housing DPD. |
| | Medium - The Government amends Planning Policy Statements or the Use Classes Order or Permitted Development rights. | A review of the LDS would be required to see if the implications of such changes require immediate changes to LDF documents that have or are being prepared. |
| | High - Staff turnover. Recruitment problems. Strong dependencies on Consultants. | Flexible use of staff from other teams. Agreed level of involvement from other departments. Project management to ensure timeliness & quality of output from consultants. |
| | Medium - PDG & three years of Capital Programme funding secured to add capacity. | Monitor spending. |
| Redhill Town Centre AAP | Low - The external consultants deliver a late or inadequate master plan. | Careful Project Management with a review at each milestone (Gate Review). |
| | Medium - The economics of the Town Centre is affected by proposals elsewhere, such as the expansion of Crawley Town Centre. | The Council will monitor options that could impact on the Town Centre. As no contingency is available the Plan may have to be reassessed. |
| Horley Design Guide SPD | Low - Further design work is required to produce a revised SPD than anticipated. | The SPD will be reassessed. If additional urban design resources are required then they will be funded from PDG. |

Appendix 2 Risk Analysis and Contingency

| Item | Potential Risk | Contingency |
|--|--|---|
| | Low - Delay caused by undertaking a Sustainability Appraisal. | Undertake a review to consider whether it should be produced as SPG instead of SPD. |
| Horley Infrastructure Provision SPD | Medium - Further valuation work than anticipated is required to produce a revised SPD. | The Council has retained consultants to ensure that the impact of the infrastructure package does not prevent development coming forward. |
| | Low - Delay caused by undertaking a Sustainability Appraisal of the SPD. | Undertake a review to consider whether it should be produced as SPG instead of SPD. |
| Merstham SPD | Medium - R B Housing Trust as the lead agency changes its priorities and decides not to continue. | Joint Project Board and Team established. The SPD will be reassessed to see if it should be deleted from the LDS. |
| Horley Town Centre SPD | Low - The proposals that stem from the master planning exercise require an Area Action Plan. | The SPD will be reassessed to see if it should be an Area Action Plan. |
| Preston SPD | Low - The proposals that stem from the master planning exercise require an Area Action Plan. | The SPD will be reassessed to see if it should be an Area Action Plan. |
| Inclusive Access SPD | Low - Resources are not available to deliver the SPD. | The SPD will be reassessed at annual review of LDS. |
| Infrastructure SPD | Medium - Reforms made to the planning obligations could accompany the introduction of Planning Gain Supplement. This could reduce the scope of the planning obligations regime to matters directly affecting the environment of the development site and the provision of affordable housing. | The SPD will be reassessed in light of any changes to national approach. |

ANNEXES

Annex 1 – Detailed Timetable

Annex 2 – Development Plan Document Profiles and Supplementary Planning Document Profiles

Annex 3 – Saved Plans and Policies

Annex 4 – Existing Supplementary Planning Guidance and the Evidence Base

DEVELOPMENT PLAN DOCUMENT PROFILE***First Alteration to the Borough Local Plan 1994*****Overview**

| | |
|--|--|
| What does the Council want to achieve? | Introduces new policies in relation to nature conservation and updates other Borough wide policies. Sets out the Council's policies for the provision of the Horley housing allocation (2600 homes). |
| Where does it cover? | Borough wide |

Timescale

| Stage | Date |
|----------------------------|-------------------------|
| Public Consultation | 1998, 1999, 2000 & 2004 |
| Independently tested | Jan-March 2001 |
| Estimated Date of Adoption | April 2005 |

Arrangements for Production

| | |
|-------------------------------------|--|
| Organisational Lead | Head of Policy & Community Initiatives. |
| Political Management | Formal Member Groups throughout process. Executive Decision to approve Modifications for consultation. Consultation with Overview & Scrutiny Committee and Planning Committee on Modifications. Full Council to adopt. |
| Internal Resources | Policy Development Team. |
| External Resources | Consultants to verify work on flooding and transport. Environment Agency Surrey County Council (Highway Authority & Service provider). |
| Community & Stakeholder Involvement | Stakeholder workshops, MORI polls and public meetings. |

Details

| | |
|---------------------|---|
| Chain of conformity | Surrey Structure Plan 1994 and 2004. |
| Status | Local Plan – will form part of a saved plan |

DEVELOPMENT PLAN DOCUMENT PROFILE**STATEMENT OF COMMUNITY INVOLVEMENT****Overview**

| | |
|--|--|
| What does the Council want to achieve? | Sets out the Council's policy for involving the community in the preparation, alteration and continuing review of all LDDs and in Development Control decisions. It will set out standards in a clear public statement, enabling the community to know when and how it will be involved, including the groups, organisations etc. involved and the techniques to involve them. |
| Where does it cover? | Borough wide |

Timescale

| Stage | Date |
|----------------------------|---------------|
| Public Consultation | Sept/Oct 2005 |
| Submission to SoS | Feb 2006 |
| Independently tested | June 2006 |
| Estimated Date of Adoption | Sept 2006 |

Arrangements for Production

| | |
|-------------------------------------|---|
| Organisational Lead | Head of Policy & Community Initiatives / Head of Building & Development Services. |
| Political Management* | Formal Member Steering Group throughout process. Executive Decision to approve for consultation. Consultation with Overview & Scrutiny Committee and Planning Committee at options and public consultation stage. Full Council to adopt. |
| Internal Resources | Policy Development Team and representatives from Building & Development Services, Corporate Development and Community Liaison. |
| External Resources | None. |
| Stakeholder Resources | Local Strategic Partnership to provide key link to community planning consultation processes. |
| Community & Stakeholder Involvement | Prior to consultation, specific and general consultation bodies will be canvassed for their views on how they would like to be engaged in the process and advice will be sought from the Local Strategic Partnership on realistic and reasonable options. |

* Delegation scheme to be amended July 2005.

Details

| | |
|---------------------|--|
| Chain of conformity | Town & Country Planning (Local Development) (England) Regulations 2004. It will link to the Council's Consultation Strategy and Community Liaison work including Local Community Action Plans (LCAPs). |
| Status | Special (Non Development Plan) Local Development Document |

DEVELOPMENT PLAN DOCUMENT PROFILE

CORE STRATEGY

Overview

What does the Council want to achieve?

Strategic document setting out a statement of core policies, setting out the long-term spatial vision, for a period of at least 10 years from the date of adoption. It will include:

- Spatial Strategy (building upon the Community Plan) including drawing in the Green Belt around Horley,
- Key Diagram to show broad locations to meet specific requirements, key transportation elements, and main patterns of movement and relationships to other strategies and with other local authority areas,
- Delivery mechanisms – planning contributions, including the provision of affordable housing.

Where does it cover? Borough wide

Timescale

Stage

Issues and Options Consultation
Public Consultation
Submission to SoS
Pre-Examination Meeting
Examination
Estimated Date of Adoption

Date

Nov/Dec 2005
May/July 2006
Nov 2007
March/April 2008
June/July 2008
January 2009

Arrangements for Production

Organisational Lead

Head of Policy & Community Initiatives.

Political Management*

Formal Member Steering Group throughout process. Executive Decision to approve for consultation. Consultation with Overview & Scrutiny Committee and Planning Committee at options and public consultation stage. Full Council to adopt.

Internal Resources

Policy Development Team. All service units in providing information to support the evidence base and inform policy. GIS Unit to assist with Key Diagram. Community Liaison to assist with consultation.

External Resources

Consultants to validate ongoing SA/SEA work and to assist with Public Examination work. Development Industry expertise.

Stakeholder Resources

Specialist advice from Surrey County Council. Local Strategic Partnership to provide key link to community planning consultation processes. Representatives of stakeholder groups to attend meetings and focus groups.

Community & Stakeholder Involvement

Prior to consultation on options, consultation bodies will be canvassed for their views on issues and advice will be sought from the Local Strategic Partnership on realistic and reasonable options.

* Delegation scheme to be amended July 2005.

Details

Chain of conformity

Existing RPG and emerging RSS, Structure Plan. Link to Corporate Plan / Community Plan themes.

Status

Development Plan Document

DEVELOPMENT PLAN DOCUMENT PROFILE**REDHILL TOWN CENTRE AREA ACTION PLAN****Overview**

What does the Council want to achieve? Action Plan to improve vitality and viability and the town centre environment in Redhill, and support its position as a centre of strategic importance. This will build on recent revitalisation work to improve the street scene. A key tool to direct housing growth to the appropriate locations and secure appropriate infrastructure.

Where does it cover? Redhill Town Centre and surrounding area

Timescale

| Stage | Date |
|---------------------------------|---------------|
| Issues and Options Consultation | Nov/Dec 2005 |
| Public Consultation | May/July 2006 |
| Submission to SoS | Feb 2008 |
| Pre-Examination Meeting | July/Aug 2008 |
| Examination | Sept/Oct 2008 |
| Estimated Date of Adoption | May 2009 |

Arrangements for Production

| | |
|-------------------------------------|--|
| Organisational Lead | Head of Policy & Community Initiatives. |
| Political Management* | Formal Member Steering Group throughout process. Executive Decision to approve for consultation. Consultation with Town Centre Management Steering Group, Overview & Scrutiny Committee and Planning Committee at options and public consultation stage. Full Council to adopt. |
| Internal Resources | Policy Development and Community Initiatives Teams. GIS Unit to assist with maps. Property Services to advise on viability. |
| External Resources | Colin Buchanan and Partners have been appointed to advise on key 'opportunity' sites and assist with the development of an urban design framework. Surrey County Council are contributing 50% consultancy costs and providing property input. |
| Stakeholder Resources | Local Strategic Partnership to provide key link to community planning consultation processes. Representatives of stakeholder groups to attend meetings and focus groups. |
| Community & Stakeholder Involvement | Prior to consultation on options, specific and general consultation bodies will be canvassed for their views on issues and advice will be sought from the Local Strategic Partnership on realistic and reasonable options. Local interest groups, Residents' Associations and local representatives will be engaged to ensure local issues are taken into account in the planning of specific sites. |

* Delegation scheme to be amended July 2005.

Details

| | |
|---------------------|--|
| Chain of conformity | Structure Plan, emerging Core Strategy. Linked to Corporate Plan / Community Plan. |
| Status | Development Plan Document |

SUPPLEMENTARY PLANNING DOCUMENT PROFILE**HORLEY DESIGN GUIDE****Overview**

What does the Council want to achieve? To facilitate new development that reflects visual qualities & characteristics of the area and which subservient to the car.

Where does it cover? Horley

Timescale**Stage**

Public Consultation
(Examination)

Estimated Date of Adoption

Date

Sept 2005
(Jan 2001)

Jan 2006

Arrangements for Production

| | |
|-------------------------------------|---|
| Organisational Lead | Head of Policy & Community Initiatives |
| Political Management* | Environment Committee approved consultation on the guide to support the First Alteration to the Local Plan in 1998. A revised draft was published in 1999. Executive Decision to approve for re-consultation. Consultation with Overview & Scrutiny Committee and Planning Committee at public consultation stage. Full Council to adopt. |
| Internal Resources | Policy Development and Community Initiatives Teams. |
| External Resources | Consultants were used in the guide's production |
| Stakeholder Resources | Sector Developers (including their own Design Guidance). |
| Community & Stakeholder Involvement | Statutory consultees, local groups and developer interests. |

* *Delegation scheme to be amended July 2005.*

Details

| | |
|---------------------|---------------------------------|
| Chain of conformity | Borough Local Plan 2005. |
| Status | Supplementary Planning Document |

SUPPLEMENTARY PLANNING DOCUMENT PROFILE***HORLEY INFRASTRUCTURE PROVISION*****Overview**

What does the Council want to achieve? To enable developers to consider the infrastructure requirements at an early stage.

Where does it cover? Horley.

Timescale**Stage**

Public Consultation
(Examination)
Estimated Date of Adoption

Date

Sept 2005
(Jan 2001)
Jan 2006

Arrangements for Production

Organisational Lead Head of Policy & Community Initiatives

Political Management Environment Committee approved consultation on the draft to support the First Alteration to the Local Plan. The draft was published in 1999. Executive Decision to approve for re-consultation. Consultation with Overview & Scrutiny Committee and Planning Committee at public consultation stage. Full Council to adopt.

Internal Resources Policy Development Team.

External Resources Denton Wilde Sapte are retained for Legal Advice. Turner Morum are providing advice on viability.

Stakeholder Resources Surrey County Council and other service providers.

Community & Stakeholder Involvement Statutory consultees, local groups and developer interests.

** Delegation scheme to be amended July 2005.*

Details

Chain of conformity Borough Local Plan 2005.

Status Supplementary Planning Document

SUPPLEMENTARY PLANNING DOCUMENT PROFILE**INCLUSIVE ACCESS****Overview**

| | |
|--|---|
| What does the Council want to achieve? | To provide advice on inclusive access, building on the work of the Council's Town Centre Disabled Access Scrutiny Review Panel. |
| Where does it cover? | Borough wide |

Timescale**Stage**

Public Consultation
Estimated Date of Adoption

Date

June 2004
Not before
February 2009

Arrangements for Production

| | |
|-------------------------------------|---|
| Organisational Lead | Head of Policy & Community Initiatives |
| Political Management* | Executive Decision to approve for consultation. Consultation with Overview & Scrutiny Committee and Planning Committee at public consultation stage. Full Council to adopt. |
| Internal Resources | Policy Development and Community Initiatives Teams. |
| External Resources | Surrey County Council |
| Stakeholder Resources | Local Strategic Partnership to provide key link to community planning consultation processes. Representatives of stakeholder groups to attend meetings and focus groups. |
| Community & Stakeholder Involvement | Prior to consultation, specific and general consultation bodies will be canvassed for their views on issues and advice will be sought from the Local Strategic Partnership on realistic and reasonable options. |

* Delegation scheme to be amended July 2005.

Details

| | |
|---------------------|---------------------------------|
| Chain of conformity | Core Strategy. |
| Status | Supplementary Planning Document |

SUPPLEMENTARY PLANNING DOCUMENT PROFILE

PRESTON REGENERATION

Overview

What does the Council want to achieve? Comprehensive Action Plan to facilitate regeneration in Preston and implement the Preston Area Regeneration Plan. A key tool to direct housing growth to the appropriate locations.

Where does it cover? Preston Ward and surrounding area

Timescale

Stage

Public Consultation

Date

April 2005 & March 2006

Estimated Date of Adoption

Not before Feb 2009

Arrangements for Production

Organisational Lead Head of Policy & Community Initiatives.

Political Management* Joint Member / Community Project Board throughout process. Executive Decision to approve for consultation. Consultation with Overview & Scrutiny Committee and Planning Committee at public consultation stage.
Full Council to adopt.

Internal Resources Policy Development and Housing Teams. GIS Unit to assist with maps.

External Resources Consultants, Urban Practitioners have been appointed to use the opinions of local people to inform a regeneration master plan. CBRE are providing advice on viability. Working in partnership with Surrey County Council.

Stakeholder Resources Local Strategic Partnership to provide key link to community planning consultation processes.
Representatives of stakeholder groups to attend meetings and focus groups.

Community & Stakeholder Involvement Prior to consultation, specific and general consultation bodies will be canvassed for their views on issues and advice will be sought from the Local Strategic Partnership on realistic and reasonable options.
Local interest groups, Residents' Associations and local representatives will be engaged to ensure local issues are taken into account in the planning of specific sites.

* Delegation scheme to be amended July 2005.

Details

Chain of conformity Status Core Strategy. Linked to Corporate Plan / Community Plan.
Supplementary Planning Document

SUPPLEMENTARY PLANNING DOCUMENT PROFILE**HORLEY TOWN CENTRE****Overview**

What does the Council want to achieve? Action Plan to improve vitality and viability and the town centre environment in Horley, and secure appropriate development on a number of key sites. A key tool to direct housing growth to the appropriate locations.

Where does it cover? Horley Town Centre

Timescale**Stage**

Public Consultation

Date

April 2005 & March 2006

Estimated Date of Adoption

Nov 2006

Arrangements for Production

| | |
|-------------------------------------|---|
| Organisational Lead | Head of Policy & Community Initiatives. |
| Political Management* | Joint Member Project Board throughout process. Executive Decision to approve for consultation. Consultation with Town Centre Management Steering Group, Overview & Scrutiny Committee and Planning Committee at public consultation stage. Full Council to adopt. |
| Internal Resources | Policy Development and Community Initiatives Teams. GIS Unit to assist with maps. |
| External Resources | Consultants, Roger Evans and Associates have been appointed to advise on key 'opportunity' sites and assist with the development of an urban design framework. Grimleys are providing advice on viability. |
| Stakeholder Resources | Local Strategic Partnership to provide key link to community planning consultation processes. Representatives of stakeholder groups to attend meetings and focus groups. |
| Community & Stakeholder Involvement | Prior to consultation, specific and general consultation bodies will be canvassed for their views on issues and advice will be sought from the Local Strategic Partnership on realistic and reasonable options. Horley Town Council, local interest groups, Residents' Associations and local representatives will be engaged to ensure local issues are taken into account in the planning of specific sites. |

* Delegation scheme to be amended July 2005.

Details

Chain of conformity Borough Local Plan 2005. Linked to Corporate Plan / Community Plan.

Status Supplementary Planning Document

SUPPLEMENTARY PLANNING DOCUMENT PROFILE**MERSTHAM REGENERATION****Overview**

What does the Council want to achieve? To facilitate regeneration in Portland Drive, Merstham, working in partnership with RB Housing Trust and Surrey County Council. Also a tool to guide housing growth to the appropriate locations.

Where does it cover? Portland Drive and surrounding area of Merstham

Timescale**Stage**

Public Consultation

Estimated Date of Adoption

Date

June 2006

Not before Feb
2009**Arrangements for Production**

| | |
|-------------------------------------|---|
| Organisational Lead | Head of Policy & Community Initiatives / Head of Housing. |
| Political Management* | Joint Project Board with RBHT throughout process. Executive Decision to approve for consultation. Consultation with Overview & Scrutiny Committee and Planning Committee at public consultation stage. Full Council to adopt. |
| Internal Resources | Policy Development and Housing Teams. GIS Unit to assist with maps. |
| External Resources | Partnership working with RB Housing Trust and Surrey County Council. Consultants, HTA, have been appointed by RBHT to produce and consult on a Master Plan. |
| Stakeholder Resources | Local Strategic Partnership to provide key link to community planning consultation processes. Representatives of stakeholder groups to attend meetings and focus groups. |
| Community & Stakeholder Involvement | Prior to consultation, specific and general consultation bodies will be canvassed for their views on issues and advice will be sought from the Local Strategic Partnership on realistic and reasonable options. Local interest groups, Residents' Associations and local representatives will be engaged to ensure local issues are taken into account in the planning of specific sites. |

* Delegation scheme to be amended July 2005.

Details

| | |
|---------------------|---|
| Chain of conformity | Core Strategy. Linked to Corporate Plan / Community Plan. |
| Status | Supplementary Planning Document |

SUPPLEMENTARY PLANNING DOCUMENT PROFILE**INFRASTRUCTURE PROVISION****Overview**

What does the Council want to achieve? To enable developers to consider the infrastructure requirements at an early stage.

Where does it cover? Rest of the borough except Horley.

Timescale**Stage**

Public Consultation

DateAugust/September
2007

Estimated Date of Adoption

Dec 2007

Arrangements for Production

| | |
|-------------------------------------|---|
| Organisational Lead | Head of Policy & Community Initiatives |
| Political Management | Joint collaboration project with other Surrey Authorities. Executive Decision to approve for consultation. Consultation with Overview & Scrutiny Committee and Planning Committee at public consultation stage. Full Council to adopt. |
| Internal Resources | Policy Development Team. |
| External Resources | Collaborative work with SCC and other Authorities. |
| Stakeholder Resources | Surrey County Council and other service providers. |
| Community & Stakeholder Involvement | Statutory consultees, local groups and developer interests. |

Details

| | |
|---------------------|---------------------------------|
| Chain of conformity | Surrey Structure Plan 2004. |
| Status | Supplementary Planning Document |

TABLE OF SAVED POLICIES

THIS ANNEX WILL BE MADE AVAILABLE SEPARATELY IN AUTUMN 2007

Local Plan policies from the old system were automatically saved for a period of three years. A list of policies and whether they are to be saved for longer than this or not will be set out in a separate annex to this document that will be published in Autumn 2007, subject to the Secretary of State's agreement, in line with the Protocol set out by the Department for Communities and Local Government. The annex will demonstrate that the policies to be saved reflect the principles of Local Development Frameworks; are consistent with current national policy; and that it is not feasible or desirable to replace them by September 2007.

SUPPLEMENTARY PLANNING GUIDANCE

THIS INFORMATION WILL BE UPDATED SEPARATELY IN AUTUMN 2007

All our existing Supplementary Planning Guidance (SPG) will be saved into the LDF as non-statutory local authority approved Planning Guidance until the relevant Local Plan policy is reviewed. The SPGs will retain status as a material consideration while the Policy they hang off is saved. As with Annex 3, this annex will be updated separately in Autumn 2007 in light of the Secretary of State's response to requests for saving policies, in line with the Protocol set out by the Department for Communities and Local Government.

THE EVIDENCE BASE

This information is covered by Annex 1.