

# LOCAL DEVELOPMENT SCHEME

March 2009

**PART OF THE LOCAL DEVELOPMENT FRAMEWORK**



## Contents page

Executive Summary .....	i
1. Introduction .....	1
2. Reigate & Banstead's Local Development Scheme (LDS) .....	3
Diagram 1 - Map of Reigate & Banstead .....	5
Table 1 - Examples of Partner Documents .....	7
Table 2 - Content of the Local Development Framework .....	10
Table 3 - Reigate & Banstead Strategic Library .....	15
Diagram 2 - Relationships between LDF and other documents.....	17

## Appendices

Appendix 1: Guide to Abbreviations & Glossary of Terms .....	18
Appendix 2: Risk Analysis and Contingency.....	20
Appendix 3: Development Plan Document Profile .....	22
Appendix 4: Policy Status Update - Saved & Non Saved Policies .....	36
Appendix 5: Supplementary Planning Guidance.....	38

## 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 Strategic Environmental Assessment (SEA) and all DPDs to Sustainability Appraisal (SA) 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 TBC  
and brought into effect by the Council on TBC**

# 1. Introduction

## The 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 development plan for Reigate & Banstead will consist of:
  - The South East Plan, replacing Regional Planning Guidance (RPG9)
  - Until the South East Plan is adopted, policies from the Surrey Structure Plan (2004) which are 'saved'.
  - Local Development Framework - Development Plan Documents (DPDs) replacing Local Plans.
  - Local Development Documents (LDDs) must be in general conformity with the South East Plan.
  - Until superseded 'saved' policies of the Reigate & Banstead Borough Local Plan 2005.

## What Does a Local Development Framework Contain?

- 1.4 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 it is proposed to produce a joint 'Development Management and Site Allocations DPD', in addition to an AAP for Redhill, 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.
- **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. SPDs are a material consideration in making planning decisions.
- 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 planning process. 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)?

1.5 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 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 with 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.

1.6 This LDS has been submitted to the Government Office for the South East (GOSE), 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. 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.

### Progress to date

- 2.2 The Horley Design Guide and Infrastructure Provision SPDs were adopted in January 2006 to facilitate the implementation of the Horley Master Plan to complement the policies adopted under the old Local Plan system. The Statement of Community Involvement was adopted in September 2006 to set out consultation arrangements for preparing LDDs and determining planning applications. The Horley Town Centre SPD was adopted in November 2006 to guide regeneration and complement the policies adopted under the old Local Plan system.
- 2.3 The Borough Council has also made progress in starting the production of the Core Strategy and Redhill Town Centre Area Action Plan.

### Content of the LDS

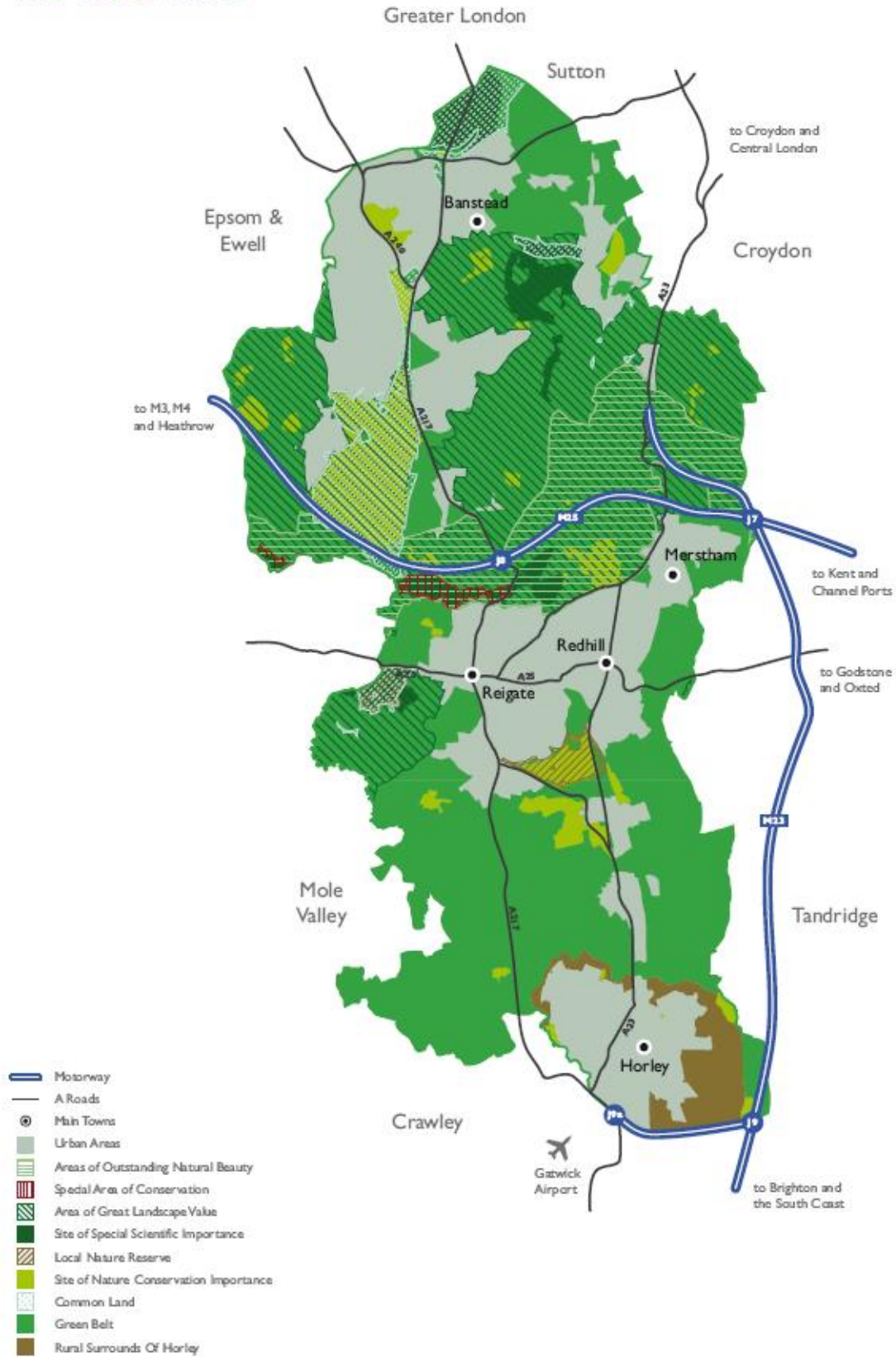
- 2.4 'Content of Local Development Framework' identifies the documents to be produced with a brief description and sets out key milestones in their production. **Annex 1** sets out the key stages in the process and the timetable for producing documents. A more detailed profile of each DPD is set out in **Annex 2**.
- 2.5 This LDS gives priority to the continuing 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 on page 9.
- 2.6 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.
- 2.7 Previously the LDS identified that SPDs would be produced to cover Inclusive Access, Preston Regeneration, Merstham Regeneration. However due to resource implications, in addition to the fact that an SPD cannot formally identify sites, the decision has been taken not to produce these SPDs. In addition, it was also intended to produce a Planning Obligations and Infrastructure SPD. This has now been renamed as the Infrastructure Provision SPD.

## Transitional Arrangements - 'Saved Plans'

- 2.8 The Reigate & Banstead Borough Local Plan 2005 First Alteration was formally adopted and came into operation on 7 April 2005 and forms part of the development plan. It will be incrementally replaced by new LDDs.
- 2.9 Local Plan policies from the old system have been formally saved following a request to the Secretary of State in autumn 2007. A list of the policies has now been saved and is set out in **Annex 3**. The annex demonstrates that the policies saved reflect the principles of Local Development Frameworks; are consistent with current national policy; and that it was not feasible or desirable to have replaced them by September 2007. All our existing supplementary planning guidance is set out in **Annex 4**.
- 2.10 Policies from the Surrey Structure Plan 2004 have been saved for three years or until the Regional Spatial Strategy is adopted and will be part of the development plan. Policies from the Surrey Minerals Local Plan 1993 have been saved until replaced by the Mineral Development Frameworks, whilst the Surrey Waste Plan was adopted in May 2008 replacing the Surrey Waste Local Plan 1997. The detailed programme for production of the LDDs on minerals and waste are set out in Surrey County Council's LDS. Further information can be found at [www.surreycc.gov.uk](http://www.surreycc.gov.uk).

# Diagram 1 - Map of Reigate & Banstead

## The Green Fabric



## Links with Other Documents

### Council Documents

- 2.11 The Community Plan 2003-2018, adopted October 2003, was prepared through the Reigate and Banstead Local Strategic Partnership (LSP). An updated version of the Community Plan was adopted in March 2008.
- 2.12 The revised Plan sets out the community's vision and aims up to 2020. It aims to promote the economic, social and environmental well-being of residents as well as those who work and visit the Borough. The revised plan covers fourteen priorities:
- Green Spaces Are Your Places – encouraging us all to use, enjoy and protect the Borough's countryside, open spaces and parks.
  - Waste Not Want Not - Everyone is recycling and managing waste to reduce the need for landfill sites and improve our Borough.
  - Getting Around, Options Abound – making it easier and safer for everyone to travel around the Borough.
  - An Environment for the Future – leading more sustainable lifestyles to future-proof our Borough.
  - Home Time – working to develop homes to suit the changing needs of the borough population.
  - At the Heart of the Community – ensuring that services and facilities respond to the needs of the local neighbourhood.
  - Realising our Potential – improving Redhill, Horley, Preston and Merstham to meet the current and future needs of local people.
  - Safe and Sound – continuing to make the Borough a safe place to live in, work in and visit.
  - A Zest for Life - everyone has the opportunity to enjoy healthy and active lifestyles.
  - It's Your Community - everyone working together to create strong and inclusive communities.
  - Future-proofing our Services – ensuring our services are well planned and responsive enough to stand the test of time.
  - Stay Informed – helping everyone to make informed decisions about services.
  - Accessible Services – improve access for service users.
  - Learning for Life - promoting learning opportunities to improve our lives.
- 2.13 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. 'Relationships between LDF and other documents' illustrates the relationships between the LDF and other documents.
- 2.14 The Council's Corporate Plan was adopted in 2006 and will run until 2009. Although the Corporate Plan is currently being reviewed, it is anticipated that it will continue to promote the following four priority themes:

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

2.15 The Corporate Plan also identifies the resources for these 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.

2.16 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 'Reigate & Banstead Strategic Library'.

2.17 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

2.18 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:

**Table 1 - Examples of Partner Documents**

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

## **Production Process**

### **Managing the Evidence Base**

- 2.19 The Government emphasises the need for Local Development Documents to be developed from a robust evidence base. For information on the studies, research initiatives, strategies and monitoring documents that will form the evidence base for the LDF, see the LDF Evidence Base section of our webpage or our regular 'Planning for the Future' newsletters.

### **Resources**

- 2.20 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.
- 2.21 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 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) with SCC.
- 2.22 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.
- 2.23 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. This work has been supported by New Growth Points funding from central government. Project Managers have been appointed to assist with the drafting and implementation of the master plan proposals.
- 2.24 An informal joint working group, the East Surrey LDF Group has been established, with officers from Elmbridge, Epsom & Ewell, Mole Valley and Tandridge Councils. 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**

- 2.25 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. DPDs 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). SPDs may require SEA depending on their nature. 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**

- 2.26 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 20.

## **Annual Monitoring Report (AMR) - Reviewing the LDS**

- 2.27 The documents that will comprise the LDF are continually being 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 the Council 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 the Council to revise or change the LDS.

**Table 2 - Content of the Local Development Framework**

DOCUMENT TITLE	DESCRIPTION	AREA COVERED	CHAIN OF CONFORMITY	STATUS	TIMESCALE
<i>Borough Local Plan</i>					
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 (2,600 homes).	Borough wide.	Surrey Structure Plan 1994.	Local Plan	Adopted April 2005.
<i>Statement of Community Involvement</i>					
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 2006.  Review: To begin Summer 2009.
<i>Development Plan Documents</i>					
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 and Options Consultation undertaken: Nov/Dec 2005. Preferred Options Consultation undertaken: May to July 2006.

DOCUMENT TITLE	DESCRIPTION	AREA COVERED	CHAIN OF CONFORMITY	STATUS	TIMESCALE
	May include strategic policies plus significant Borough wide policies such as: character, climate change, affordable housing, broad densities, green belt, gypsy and traveller accommodation and infrastructure contribution policies.				Preferred Options Consultation (Updated): June/July 2008. Pre-Submission Publication: Jan/Feb 2009. Submission to SoS: 31 March 2009. Pre-hearing Meeting: May 2009. Hearing: June/July 2009*. Inspectors Report – Final: October 2009. Adoption: February 2010*. Review: 3 years.  * Subject to Service Level Agreement with PINS
Redhill Town Centre AAP	For regeneration of Redhill Town Centre and surrounding area.	Redhill Town Centre 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. Preferred Options Consultation undertaken: May to July 2006. ( <i>Masterplanning 2008</i> ). Issues and Options Consultation: June 2008. Preferred Options Consultation: Jan/Feb 2009. Pre-Submission Publication: December 2009/January 2010 Submission to SoS: 5 April

DOCUMENT TITLE	DESCRIPTION	AREA COVERED	CHAIN OF CONFORMITY	STATUS	TIMESCALE
					2010. Pre-hearing Meeting: May 2010. Hearing: July 2010*. Inspectors Report – Final: December 2010. Adoption: February 2011*. Review: 3 years. * Subject to Service Level Agreement with PINS
Development Management & Site Allocations DPD	Policy document to provide detailed planning policies for the determination of planning applications and identification of sites for specific development proposals.	Borough wide.	Existing RPG, emerging RSS, Core Strategy.	DPD	Preparation Starts: Early 2009. Preferred Approaches Consultation: Oct/Nov 2009. Pre-Submission Publication: Jun/Jul 2010. Submission to SoS: 27 September 2010. Pre-hearing meeting: Nov 2010. Hearing: January 2011* Inspectors Report – Final: June 2011. Adoption: October 2011*. Review: 3 years. * Subject to Service Level Agreement with PINS
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	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.

DOCUMENT TITLE	DESCRIPTION	AREA COVERED	CHAIN OF CONFORMITY	STATUS	TIMESCALE
	other legislation.				
<i>Supplementary Planning Documents</i>					
Infrastructure Provision SPD	To enable the collection of funding for infrastructure requirement.	Borough wide.	RSS/Core Strategy.	SPD	Preparation started: July 2006. Consultation: Dec 2007/Jan 2008. Adoption: April 2008. Undertake Review: Nov 2009. Consultation: Jun/Jul 2010. Adoption: Jan 2011.
Design and Parking SPD	To facilitate a spatial approach to a new development in the urban area that reflects the characteristics of the area and encourages development in sustainable locations. Introduce graduated parking standards that reflect the characteristics and accessibility of the area.	Borough wide.	Borough Local Plan 2005/Core Strategy.	SPD	Inception: May 2009. Consultation: Feb/Mar 2010. Adoption: November 2010.
Horley Town Centre SPD	For Horley Town Centre regeneration.	Horley Town Centre	Borough Local Plan/emerging Core Strategy. Based on Corporate Plan/Community Plan.	SPD	Preparation started: March 2004. Consultation: March 2006. Adopted: Nov 2006. Revision: (To address Town Centre Regeneration issues). Inception: April 2009. Consultation: Sept/Oct 2009. Adoption: Feb 2010.
<i>Monitoring</i>					

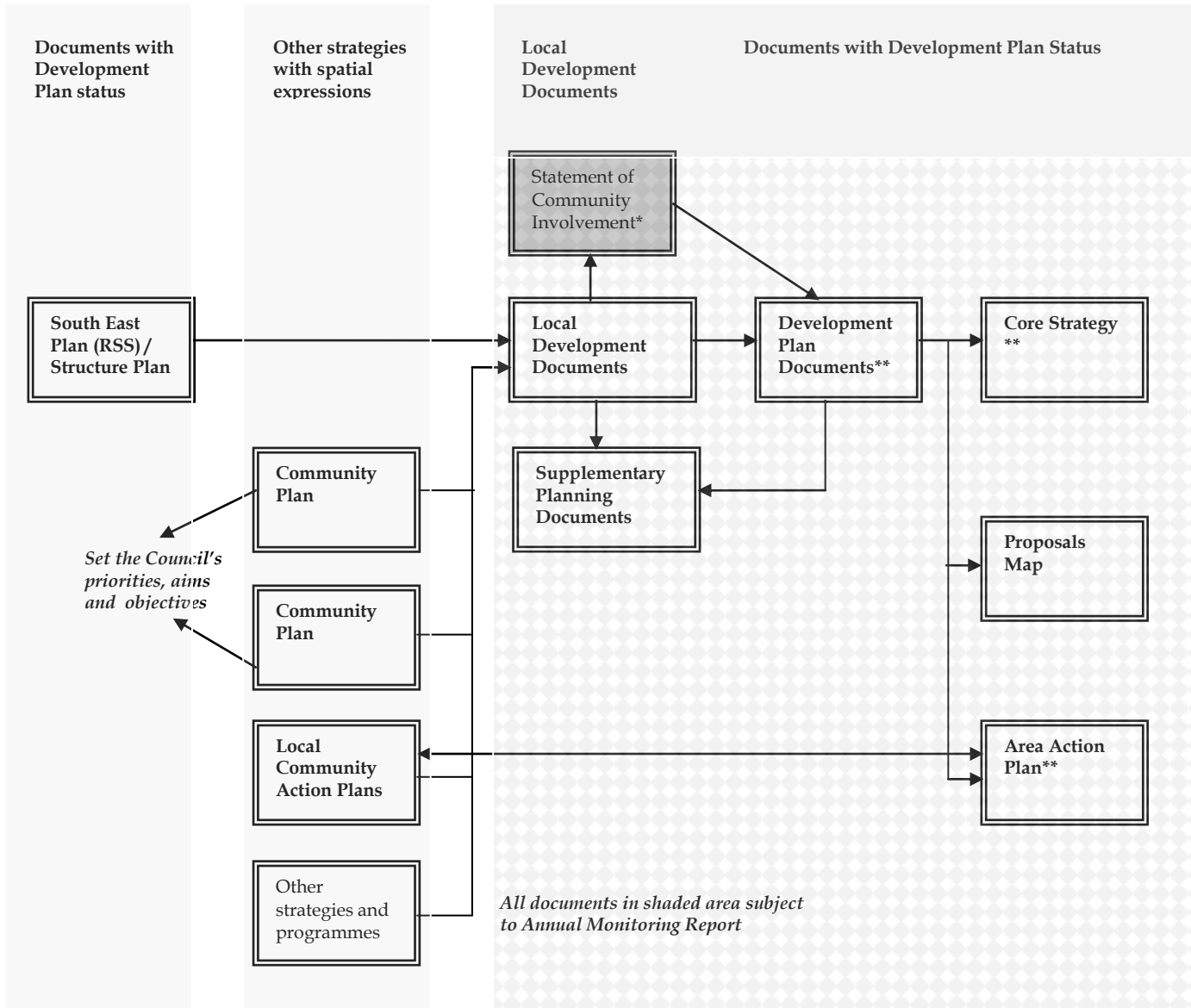
DOCUMENT TITLE	DESCRIPTION	AREA COVERED	CHAIN OF CONFORMITY	STATUS	TIMESCALE
Annual Monitoring Report (AMR)	Assess implementation of LDDs and the extent to which policies in LDDs are being achieved.	Borough wide.	N/A.	N/A	Preparation starts: each March. Submit annually to GOSE by 31st December.
<i>Sustainability Appraisal</i>					
Sustainability Appraisal and Strategic Environmental Assessment of 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.

**Table 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 Policy.
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.
Home Energy Conservation Report.	Drainage Policy.	Counter Fraud & Prosecution Policy.	Employee Health & Safety Management Policy.

Strategic Library			
Level One			
		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.

## Diagram 2 - Relationships between LDF and other documents



\*Subject to separate Independent Examination

\*\*Subject to Strategic Environmental Appraisal and Independent Examination

## 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 of 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 <a href="http://www.reigate-banstead.gov.uk">www.reigate-banstead.gov.uk</a> .
-	Community Plan	Produced by the LSP, sets out the community's aims and an action plan. Available to view at <a href="http://www.reigate-banstead.gov.uk">www.reigate-banstead.gov.uk</a> .
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 <a href="http://www.go-se.gov.uk/index.html">www.go-se.gov.uk/index.html</a> .
LCAP	Local Community Action Plan	Part of the Council's Community Liaison work, sets 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 Trust, Parish and Town Councils, and Federation of Small Businesses.
NGP	New Growth Points	The New Growth Points initiative is designed to provide support to local communities who wish to pursue large scale and sustainable growth, including new housing, through a partnership with Government.

Abbreviation	Title	Explanation
PINS	The Planning Inspectorate	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 <a href="http://www.planning-inspectorate.gov.uk/pins">www.planning-inspectorate.gov.uk/pins</a> .
PPS	Planning Policy Statement	Produced by Central Government, subject to specific guidance and policies on planning in England. Available to view at <a href="http://www.communities.gov.uk">www.communities.gov.uk</a> .
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 <a href="http://www.southeast-ra.gov.uk">www.southeast-ra.gov.uk</a> .
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 <a href="http://www.surreycc.gov.uk">www.surreycc.gov.uk</a> .
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 <a href="http://www.southeast-ra.gov.uk">www.southeast-ra.gov.uk</a> .
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:	<b>High</b> – The South East Plan is delayed 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.
	<b>Medium</b> – 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.
	<b>High</b> – 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.
	<b>Medium</b> – PDG, HDG & three years of Capital Programme funding secured to add capacity.	Monitor spending.
	<b>Medium</b> – Legal challenge to preparation of element of LDF.	Continued dialogue with stakeholders throughout preparation. Regular liaison with GOSE as required.
	<b>High</b> – Slippage in meeting LDS timetable. Potential impact on linked DPDs and SPDs.	Effective project management and regular monitoring.
	<b>Medium</b> – DPDs are found unsound.	Regular assessment against tests of soundness.
	<b>Medium</b> – Insufficient capacity of PINS and other outside agencies.	Notification of LDS timetable in advance and ongoing dialogue.
Core Strategy:	<b>High</b> – Delay to the South East Plan/proposed higher housing provision.	Ensure flexibility in the spatial strategy. Review LDS timetable if appropriate.
	<b>Medium</b> – Key stakeholders and agencies do not engage in plan preparation and delivery.	Target consultation to key service providers.
Redhill Town Centre AAP:	<b>Low</b> – The external consultants deliver a late or inadequate master plan.	Care Project Management with a review at each milestone (Gate Review).
	<b>Medium</b> – The economics of the Town Centre are 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.

Item	Potential Risk	Contingency
Development Management & Site Allocations DPD:	<b>Low</b> – More detailed representations from developers and local amenity groups.	Build targeted consultation into plan preparation and allow additional time for analysis of representations.
	<b>Low</b> – Requires a shift in culture – DC decisions will need to be informed by the suite of documents.	Testing emerging policies on live planning applications and provision of guidance and training.
Infrastructure Provision DPD:	<b>Medium</b> - Reforms made nationally to the planning obligations could affect the local approach to ensuring developers contribute to necessary infrastructure provisions.	The SPD will be reassessed in light of any changes to national approach.
	<b>Medium</b> – Potential challenges related to cumulative impact of contributions on viability.	Regular review of viability assumptions given market context.
Design and Parking SPD:	<b>Low</b> – Requires a sensitive approach towards the existing character. More detailed representations from developers, local amenity groups and local stakeholders. Dependence upon county council input. Approach is not aligned with other borough and county council parking responsibilities.	Testing emerging guidance on live planning applications. Extensive involvement of stakeholders in preparation. Effective partnership working to align priorities.
Horley Town Centre SPD:	<b>Medium</b> - Need to update proposals to realise vision for key sites and ensure deliverability.	Review of SPD incorporating testing site proposals.

## Appendix 3: 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

<i>Stage</i>	<i>Date</i>
Date of Adoption	Sept 2006
Commence review/inception	June 2009
Preferred Approach Consultation	Sept/Oct 2009
Pre-submission consultation	Jan/Feb 2010
Submission to SoS	February 2010
Pre-hearing Meeting	March 2010
Hearing	April 2010
Estimated Date of Adoption	July 2010

#### Arrangements for Production

<b>Organisational Lead</b>	Head of Policy & Regeneration/Head of Building & Development Services
<b>Political Management</b>	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.

<b>Internal Resources</b>	Policy Development Team and representatives from Building & Development Services, Corporate Development and Community Liaison.
<b>External Resources</b>	None.
<b>Stakeholder Resources</b>	Local Strategic Partnership to provide key link to community planning consultation processes.
<b>Community &amp; Stakeholder Involvement</b>	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.

### Details

<b>Chain of conformity</b>	Town & Country Planning (Local Development) (England) Regulations 2004 as amended by the 'Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008'. It will link to the Council's Consultation Strategy and Community Liaison work including Local Community Action Plans (LCAPs).
<b>Status</b>	Special (Non Development Plan) Local Development Document

# CORE STRATEGY DEVELOPMENT PLAN DOCUMENT

## 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 up to 2026. It will include:

- Spatial Strategy;
- Spatial vision, objectives and policies covering the whole of the Borough;
- 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;
- Implementation Plan which includes delivery mechanisms such as planning obligations and contributions, links to delivery plans from partner organisations and further LDDs.

### Where does it cover?

Borough wide

### Timescale

<i>Stage</i>	<i>Date</i>
Issues and Options Consultation	Nov/Dec 2005
Public Consultation	May/July 2006 & June/July 2008
Pre-Submission Publication	Jan/Feb 2009
Submission to SoS	31 March 2009
Pre-hearing Meeting	May 2009
Hearing	June/July 2009*
Inspector's Report - Final	October 2009*
Estimated Date of Adoption	February 2010*

\* Subject to Service Level Agreement with PINS

### Arrangements for Production

<b>Organisational Lead</b>	Head of Policy & Regeneration.
<b>Political Management</b>	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.
<b>Internal Resources</b>	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.
<b>External Resources</b>	Consultants to validate ongoing SA/SEA work, to provide robust and credible evidence base and to assist with Public Examination work.  Development Industry expertise.  Specialist advice from Surrey County Council (e.g. transport).
<b>Stakeholder Resources</b>	Local Strategic Partnership to provide key link to community planning consultation processes.  Transport Liaison Group which includes officers from SCC, GOSE and HA.  Representatives of stakeholder groups to attend meetings and focus groups.
<b>Community &amp; Stakeholder Involvement</b>	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.

## Details

<b>Chain of conformity</b>	Existing RPG with consideration of the emerging RSS, Structure Plan. Link to Corporate Plan / Community Plan themes
<b>Status</b>	Development Plan Document

# 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, retail and employment growth to the appropriate locations and secure appropriate infrastructure.

### Where does it cover?

Redhill Town Centre and surrounding area

### Timescale

<i>Stage</i>	<i>Date</i>
Issues and Options Consultation	Nov/Dec 2005 & June 2008
Public Consultation	May/July 2006
Master Plan	2008
Preferred Option Consultation	Jan/Feb 2009
Pre-Submission Publication	Dec 2009/Jan 2010
Submission to SoS	5 April 2010
Pre-hearing Meeting	May 2010
Hearing	July 2010*
Inspector's Report - Final	December 2010*
Estimated Date of Adoption	February 2011*

\* Subject to Service Level Agreement with PINS

### Arrangements for Production

<b>Organisational Lead</b>	Head of Policy & Regeneration.
<b>Political Management</b>	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.
<b>Internal Resources</b>	Policy Development and Regeneration Teams. GIS Unit to assist with maps. Property Services to advise on viability.
<b>External Resources</b>	Colin Buchanan and Partners advised on key 'opportunity' sites and assist with the development of an urban design framework. Surrey County Council contributed 50% consultancy costs and providing property input.  Consultants are being appointed in 2008 to undertake a master planning process.
<b>Stakeholder Resources</b>	Local Strategic Partnership to provide key link to community planning consultation processes.  Representatives of stakeholder groups to attend meetings and focus groups.
<b>Community &amp; Stakeholder Involvement</b>	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.

## Details

<b>Chain of conformity</b>	Structure Plan, emerging Core Strategy. Linked to Corporate Plan / Community Plan.
<b>Status</b>	Development Plan Document

# DEVELOPMENT MANAGEMENT & SITE ALLOCATIONS

## Overview

### What does the Council want to achieve?

To provide detailed planning policies for the determination of planning applications, to ensure that all development meets the relevant criteria, standards and procedures required to deliver the vision and objectives set out in the Core Strategy and other DPDs. Identification of sites for specific development proposals required to deliver the vision and objectives set out in the Core Strategy.

### Where does it cover?

Borough wide

### Timescale

<i>Stage</i>	<i>Date</i>
Preferred Approach / Public Consultation	Oct/Nov 2009
Pre-Submission Publication	Jun/Jul 2010
Submission to SoS	27 September 2010
Pre-hearing Meeting	November 2010
Hearing	January 2011*
Inspector's Report - Final	June 2011*
Estimated Date of Adoption	October 2011*

\* Subject to Service Level Agreement with PINS

### Arrangements for Production

<b>Organisational Lead</b>	Head of Policy & Regeneration.
<b>Political Management</b>	Formal Member Steering Group throughout process. Executive Decision to approve for consultation. Consultation with Overview & Scrutiny Committee and Planning Committee at public consultation. Full Council to adopt.
<b>Internal Resources</b>	Policy Development Team and representatives from Building & Development Services. Other service units to contribute in

	providing information to support the evidence base and inform policy.
<b>External Resources</b>	<p>Collaborative work with other Surrey authorities.</p> <p>Consultants to validate ongoing SA/SEA work and to assist with Public Examination work.</p> <p>Specialist advice from Surrey County Council.</p>
<b>Stakeholder Resources</b>	<p>Local Strategic Partnership to provide key link to community planning consultation processes.</p> <p>Representatives of stakeholder groups to attend meetings and focus groups.</p>
<b>Community &amp; Stakeholder Involvement</b>	<p>Input from agents and developers.</p> <p>Prior to consultation on options, consultation bodies will be canvassed for their views on issues and advice.</p>

### Details

<b>Chain of conformity</b>	Existing RPG with consideration of emerging RSS, Structure Plan. Core Strategy
<b>Status</b>	Development Plan Document

# INFRASTRUCTURE PROVISION SUPPLEMENTARY PLANNING DOCUMENT

## Overview

### What does the Council want to achieve?

To enable developers to consider the infrastructure requirements at an early stage and for the Council to clearly set out what infrastructure obligations/tariffs or contributions may be necessary.

### Where does it cover?

Borough wide.

### Timescale

<i>Stage</i>	<i>Date</i>
Report proposed scoping/early stakeholder engagement to Executive Working Group	November 2009
Inception & scoping/early stakeholder engagement	November 2009/May 2010
Public Consultation	June/July 2010
Estimated Date of Adoption	January 2011

### Arrangements for Production

<b>Organisational Lead</b>	Head of Policy & Regeneration.
<b>Political Management</b>	<p>Joint collaboration project with other Surrey Authorities.</p> <p>Executive Decision to approve for consultation.</p> <p>Consultation with Overview &amp; Scrutiny Committee and Planning Committee at public consultation stage.</p> <p>Executive to adopt.</p>
<b>Internal Resources</b>	Policy Development Team

<b>External Resources</b>	Collaborative work with Surrey County Council and other Authorities. Service providers including Primary Care Trust.
<b>Stakeholder Resources</b>	Surrey County Council and other service providers.
<b>Community &amp; Stakeholder Involvement</b>	Statutory consultees, local groups and developer interests.

### **Details**

<b>Chain of conformity</b>	RSS, Core Strategy.
<b>Status</b>	Supplementary Planning Document

# DESIGN & PARKING SUPPLEMENTARY PLANNING DOCUMENT

## Overview

### What does the Council want to achieve?

To facilitate a spatial approach to new development in the urban area that reflects the characteristics of the area and encourages development in sustainable locations. To introduce graduated parking standards that reflects the characteristics and accessibility of the area and encourages development in sustainable locations. To build upon Surrey County Council's 'A Parking Strategy for Surrey' and Borough Council's Parking Standards. Link to Borough and County Council's other parking responsibilities.

### Where does it cover?

Borough wide

### Timescale

<i>Stage</i>	<i>Date</i>
Report proposed scoping/early stakeholder engagement to Executive Working Group	May 2009
Inception & scoping/early stakeholder engagement	May 2009/January 2010
Public Consultation	Feb/Mar 2010
Estimated Date of Adoption	November 2010

### Arrangements for Production

<b>Organisational Lead</b>	Head of Policy & Regeneration.
<b>Political Management</b>	Executive Decision to approve for consultation. Consultation with Overview & Scrutiny Committee and Planning Committee at public consultation stage. Executive to adopt.
<b>Internal Resources</b>	Policy Development Team and representatives from Building & Development Services.

<b>External Resources</b>	Surrey County Council. Input from consultants undertaking borough wide Landscape and Townscape Character Assessment.
<b>Stakeholder Resources</b>	Representatives of stakeholder groups to attend meetings and focus groups.
<b>Community &amp; Stakeholder Involvement</b>	Statutory consultees, local groups, agents and developer interests.

### Details

<b>Chain of conformity</b>	RSS, Core Strategy.
<b>Status</b>	Supplementary Planning Document

# HORLEY TOWN CENTRE SUPPLEMENTARY PLANNING DOCUMENT

## 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

<i>Stage</i>	<i>Date</i>
Report proposed scoping/early stakeholder engagement to Executive Working Group	March 2009
Inception & scoping/early stakeholder engagement	April 2009/August 2009
Public Consultation	Sept/Oct 2009
Estimated Date of Adoption	February 2010

### Arrangements for Production

<b>Organisational Lead</b>	Head of Policy & Regeneration.
<b>Political Management</b>	<p>Joint Member Project Board throughout process.</p> <p>Executive Decision to approve for consultation.</p> <p>Consultation with Town Centre Management Steering Group, Overview &amp; Scrutiny Committee and Planning Committee at public consultation stage.</p> <p>Full Council to adopt.</p>
<b>Internal Resources</b>	Policy Development and Community Initiatives Teams. GIS Unit to assist with maps.

<b>External Resources</b>	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.
<b>Stakeholder Resources</b>	Local Strategic Partnership to provide key link to community planning consultation processes. Representatives of stakeholder groups to attend meetings and focus groups.
<b>Community &amp; Stakeholder Involvement</b>	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.

### Details

<b>Chain of conformity</b>	Borough Local Plan 2005/Core Strategy. Linked to Corporate Plan /Community Plan.
<b>Status</b>	Supplementary Planning Document

## Appendix 4: Policy Status Update - Saved & Non Saved Policies

The Borough Local Plan 2005 is formed from the First Alteration adopted on 7 April 2005, combined with the unaltered parts of the 1994 Borough Local Plan adopted on 21 July 1994. When the Planning & Compulsory Purchase Act 2004 came into force in September 2004, policies in the Local Plan were saved for three years from either the date of the Act or from the date of their adoption. As the Council's Local Plan comprises the 1994 Plan and the First Alteration, policies from the 1994 Plan were saved until September 2007 and policies from the First Alteration could be saved until April 2008.

The three year period was intended to allow local authorities to develop their new style planning policy documents, starting with the Core Strategy. However, in practice the new system has not progressed as quickly as it had been hoped, and the Borough Council applied to the Government to have most of our policies retained until they are replaced under the new Local Development Framework system.

The Government Office for the South East (GOSE), on behalf of the Secretary of State, responded to this request and issued a direction stating which Local Plan policies will be retained and used in determining planning applications, and those that are no longer retained. This should be read in conjunction with the Borough Local Plan. The letter from GOSE incorporating the schedule of saved policies is available to view or download from the Council's website [www.reigate-banstead.gov.uk](http://www.reigate-banstead.gov.uk) under:

*Business & Planning > Planning > Planning policies > The Local Plan > Policy Status Update*

139 policies were saved out of a total of 149. In general, policies that were not saved were considered to be merely repeating national or regional policy, or were out of date. Those policies not saved expired on 27 September 2007, with the exception of Policy Ho 3A from the Alteration which will expire in April 2008.

**Table of non-saved policies**

Policy Title	Policy No.	Expiry Date
Additional Guidance and Future Action	Pc 14	Sep-07
Phasing of Unidentified Sites	Ho 3A	Apr-08
Residential Caravans and Mobile Homes	Ho 4	Sep-07
Satellite T.V. Receiving Dishes	Ho 11	Sep-07
Curtilage Buildings including Stables and Loose Boxes	Ho 17	Sep-07
Bedsitters and Hostels	Ho 19	Sep-07
Agricultural and Service Dwellings	Ho 23	Sep-07
Outdoor Recreation Provision Outside Urban Areas	Re8	Sep-07
Control of Development	Rg 1	Sep-07
Parking Provision	Bn 2	Sep-07

### Table of saved policies

Policy Title	Policy No.
Additional Guidance and Future Action	Pc 14
Phasing of Unidentified Sites	Ho 3A
Residential Caravans and Mobile Homes	Ho 4
Satellite T.V. Receiving Dishes	Ho 11
Curtilage Buildings including Stables and Loose Boxes	Ho 17
Bedsitters and Hostels	Ho 19
Agricultural and Service Dwellings	Ho 23
Outdoor Recreation Provision outside Urban Areas	Re 8
Control of Development	Rg 1
Parking Provision	Bn 2

## Appendix 5: Supplementary Planning Guidance

Supplementary Planning Guidance (SPG) produced under the local plan system retains status as a material consideration. The Borough Council has the following adopted SPGs:

- Planning & Archaeology
- Appropriate Uses for Historic Barns
- Retail Changes of Use
- Outdoor Playing Space Provision
- Horse Keeping
- Affordable Housing Provision
- List of Buildings of Architectural and Historic Interest
- Reigate Shop Front Design Guide
- Shop Front and Shop Sign Design Guide
- Horley Shopfront Design Guide
- Historic Parks and Gardens
- Householder Extensions and Alterations (2003)
- Local Distinctiveness Design Guide (2003)
- Parking Standards (2003)

The County Council produced the following SPGs.

- Surrey Design (2002)
- Infrastructure Good Practice Guide (2002)
- Archaeology & Historic Landscapes (1999)
- Nature Conservation (1999)
- Guidelines for the Development of New Golf Facilities in Surrey (1992)