



Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

Planning For the Future

Reigate & Banstead

Local Development Scheme

March 2005

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ANNEXES (available separately)

Annex 1 - Detailed Timetable

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

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Update May 2005

This LDS was approved by GOSE on 23 March 2005 and brought into effect by the Council on 26 May 2005.

The First Alteration was adopted by the Council and came into operation on 7 April 2005. Therefore the policies in the First Alteration are automatically saved until 6 April 2008. Some of the policies in the Borough Local Plan 1994, which were already saved in September 2004, have been superseded as a result. Paragraph 2.6 and Annex 3 should be read accordingly.

EXECUTIVE SUMMARY

The Government has introduced new legislation that requires the Council to replace its existing Local Plan with a new style local development plan called a Local Development Framework (LDF).

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 (LDD's). Documents with development plan status will be known as Development Plan Documents (DPDs). Other guidance will be known as Supplementary Planning Documents (SPDs)

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.

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 Community Initiatives Service is taking the lead role in the preparation of the Local Development Framework.

This LDS sets out that the first priorities of the Council. These are: -

- the production of the Statement of Community Involvement;
- developing the Core Strategy; and
- producing an Area Action Plan for Redhill Town Centre;

This LDS comprises five main parts:

- Introduction, linkages and process.
- Document Map – illustrates how the various LDD's relate to each other.
- Document Detail - Explains the purpose of each LDD, their relationship to each other, responsibility for production, etc.
- Timetable - When things will be completed by.
- Saved Policies - A list of the policies from the adopted Local Plan (1994) and whether they are to be saved, amended or deleted.

What else is there?

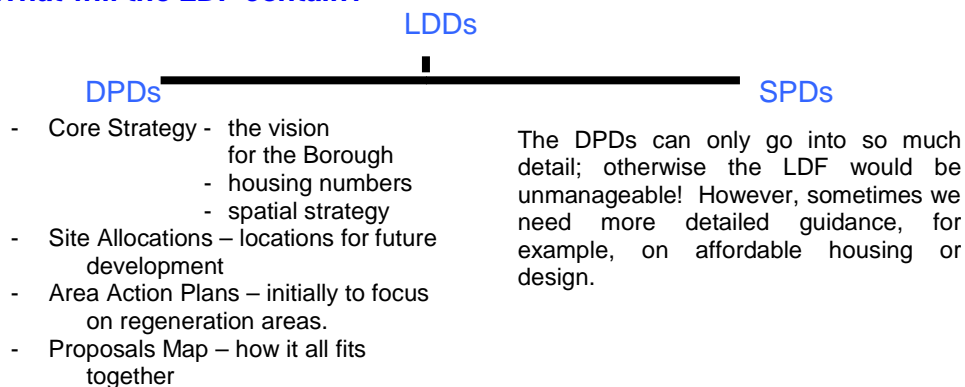
The above documents contain all you need to know about how we intend to plan for future development in the Borough. However, there are two more documents you should know about.

- SCI – sets out how we will engage with you on formulating the LDF and considering planning applications.
- SEA/SA – there is a process for sustainability appraisal.

Who does what?

- National : Planning Policy Statements (PPSs) – The Government's view on planning policies for different matters.
- Regional: The South East Plan – Prepared by SEERA and GOSE.
- Local: LDF – The Borough Council's plans for the future.

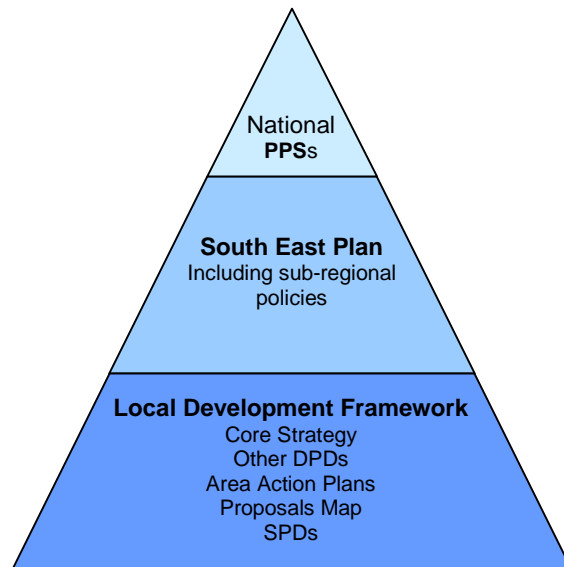
What will the LDF contain?



1.0 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 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.
 - 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 may comprise:
- **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 to meet our core strategy 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 in a Site Allocations DPD or an Area Action Plan (AAP) DPD.
 - **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 A **Statement of Community Involvement (SCI)** will indicate how the Council intends to 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 will be subject to independent examination to allow the public to influence its scope and content. Government advice states that this should be one of the first documents prepared in an LDF.

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 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.

2.0 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 Surrey. Locally, we have to address the regional and national priorities.

Content of the LDS

- 2.2 **Table 1** 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 the **Annex 2**.
- 2.3 This LDS gives priority to the production of the Statement of Community Involvement (SCI), a 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 first documents to be produced, after the adoption of the First Alteration, will be two Supplementary Planning Documents, the Horley Design Guide and Horley Infrastructure Provision to facilitate the implementation of the Horley Master Plan.
- 2.5 The Borough Council has also identified three other areas in need of regeneration namely; Horley Town Centre, Merstham and Preston Estates. Master plans are being prepared for these areas to be adopted as SPDs. Additionally, advice on Inclusive Access will be prepared as SPD.

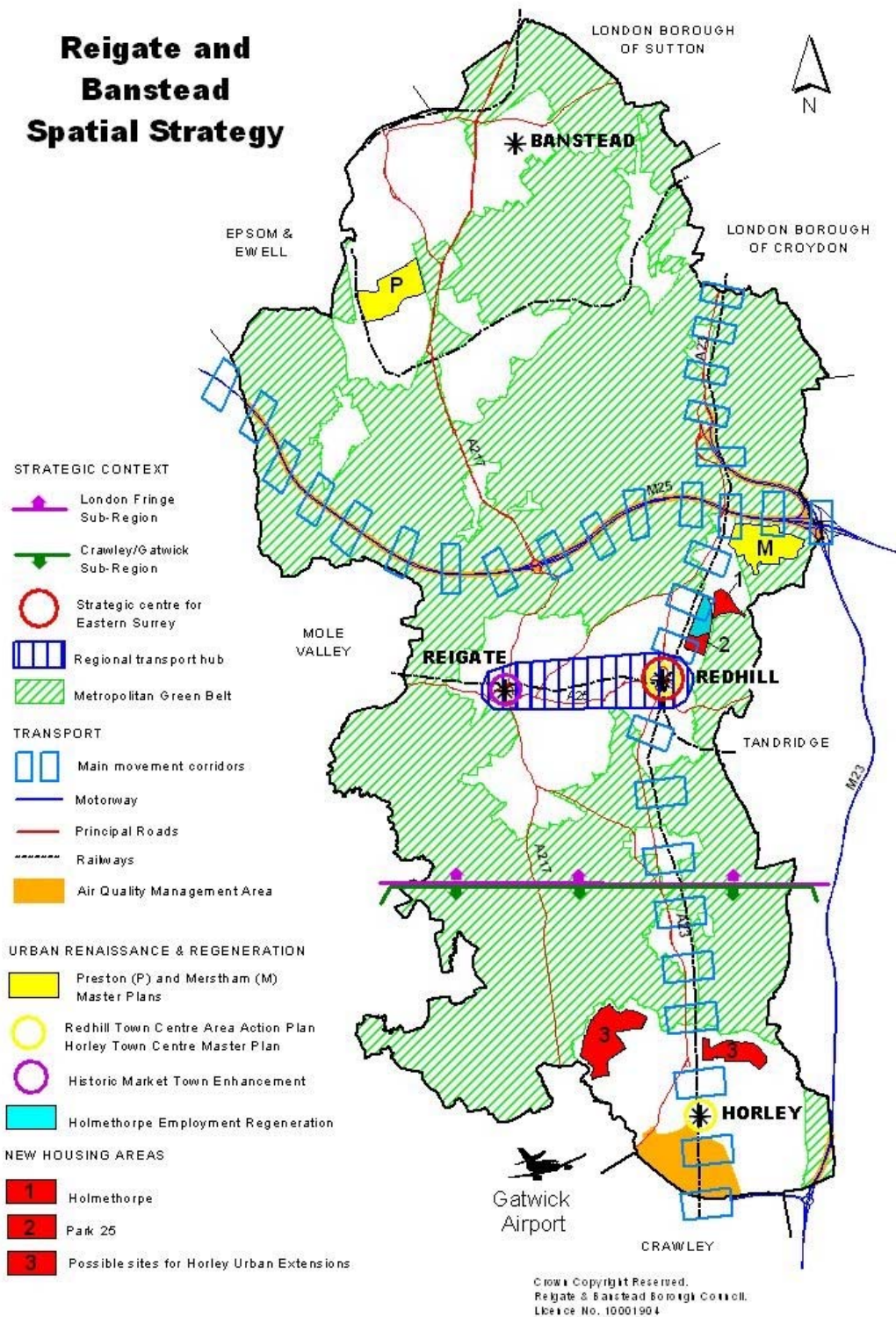
Transitional Arrangements - 'Saved' Plans

- 2.6 The current Borough Local Plan was adopted in 1994 and is automatically saved until September 2007. Full Council on 17th February 2005 resolved to adopt the Proposed First Alteration. The Proposed First Alteration is likely to be automatically saved until March 2008 although this will depend on the exact date of adoption. Once the Alteration is adopted, the combined 1994 Plan and Proposed First Alteration will be known as the Borough Local Plan 2005, and will form part of the LDF and the development plan. It will be incrementally replaced by new LDDs.
- 2.7 A list of Local Plan policies and whether they are to be saved or not is set out in **Annex 3**. This includes the Council's intention to save some policies beyond 3 years, which will need to be approved by GOSE in a future LDS. All our existing supplementary planning guidance will be retained as set out in **Annex 4**.
- 2.8 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.
- 2.9 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.

Saved Plans

- *Reigate & Banstead Borough Local Plan 2005*
- *Surrey Structure Plan 2004*
- *Surrey Waste Local Plan 1997*
- *Surrey Minerals Local Plan 1993*

Reigate and Banstead Spatial Strategy



March 05

Links with other Documents

Council Documents

- 2.10 **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 the 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

In developing an effective relationship between the LDF and the Community Plan, these priorities will influence the LDF in understanding the needs of the community and developing 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. **Diagram 1** illustrates the relationships between the LDF and other documents.

- 2.11 The Council will be consulting on its Corporate Plan for the period 2006-09 in July 2005. It contains four priority themes

- Caring for the Environment
- Regeneration & New Neighbourhoods
- Self Reliant & Thriving Communities
- Organisational Effectiveness – Better, Faster, Value for Money.



The Corporate Plan also identifies the resources for those priorities. The detailed programme for delivering the priorities in the Corporate Plan will be 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.

- 2.12 As part of the Corporate Plan process, the Council's Policy framework is currently under review 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 show in Table 2.

- 2.13 The Borough Council's Community Liaison Team is also introducing Local Community Action Plans (LCAPs), working with local communities to set out their priorities and aspirations, which will be used to influence Council policy in the future. Following pilots, LCAPs are currently being rolled out across the Borough. The issues and problems identified should also inform the LDF, and in particular link with any relevant master plan SPDs.

Partner Documents

- 2.14 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.

Production Process

Managing the Evidence Base

- 2.15 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

- 2.16 The Council's Policy & Community Initiatives Service is taking the lead in the preparation of the Local Development Framework. The Policy Development Team contains 6 full time equivalent (FTE) posts. However, the Team has other responsibilities in addition to the preparation of the Local Development Framework. The Community Initiatives Team has 1.5 FTE dealing with regeneration and 1 FTE dealing with Sustainability Appraisal and Energy Efficiency.
- 2.17 An existing Project Team is established and resourced to deal with the implementation of the new neighbourhoods in Horley including representatives from Parks & Countryside, Housing, Finance, Legal Services and Surrey County Council. There is also funding from the Council's Capital Programme for 2 FTE equivalents for a period of three years to add capacity to implementing the new neighbourhoods and associated infrastructure in Horley. The County Council has also secured resources to assist with the delivery of Horley and discussions are ongoing between authorities on joint working.
- 2.18 The Policy & Community Initiatives 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.
- 2.19 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 will be appointed at the appropriate time to implement the master plan proposals. The following table indicates the current progress with the master plan process in these areas, which will be used to inform the relevant LDD.

Project	Lead organisation	Appointed consultants	Time work commenced	Anticipated production of masterplan
Horley Town Centre	Reigate & Banstead Borough Council	Roger Evans Associates	June 2004	April/May 2005
Merstham Regeneration	RB Housing Trust	HTA Architects	May 2004	<i>Pending-stakeholders are considering extending the brief to include an options study for community facilities in the area.</i>
Preston Regeneration	Surrey County Council	Urban Practitioners	July 2004	April/May 2005
Redhill Town Centre	Reigate & Banstead Borough Council	Colin Buchanan & Partners	November 2004	June 2005

- 2.20 An informal joint working group, the East Surrey LDF Group has been established. The Group has been exploring the opportunities for joint working. It is currently assessing the feasibility of setting up a formal mechanism to peer review Sustainability Appraisals to complement any specialist consultant advice required.

The Sustainability Agenda – Sustainability Appraisal & Strategic Environmental Assessment

- 2.21 Sustainability issues will be a common thread through the LDF, 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 & Contingency

- 2.22 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 [Appendix 2](#).

Annual Monitoring Report (AMR) - Reviewing the LDS

- 2.23 The LDF should be 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 will monitor progress in producing the documents in the LDS and the effectiveness of policies and proposals. It will look at whether targets and milestones have been met, or progress towards meeting them is being made, or, if they are not possible reasons why. The AMR will be submitted to the Government Office, which has the power to direct us to revise or change the LDS.

Future Priorities

- 2.24 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.
- 2.25 Future SPDs, if resources permit, to amplify saved or new policies could include:
- Affordable Housing;
 - Developer Contributions;
 - Sustainable Drainage; and
 - Energy Efficiency & Renewable Energy.
- 2.26 If these, or other, future priorities can be accommodated they will require the revision of the LDS as set out in paragraph 2.23.

Table 1 - Content Of 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	Adoption April 2005
Statement of Community Involvement					
Statement of Community Involvement	Set outs 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.	Preparation Starts: May 2005 Consultation: Sept 2005 Submission to SoS: Feb 2006 Pre-Examination Meeting: April 2006 Examination: June 2006 Adoption: September 2006 Review: 3 Years
Development Plan Documents					
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 Starts: April 2005 Issues & Options Consultation: Nov/Dec 2005 Preferred Options Consultation: May/June 2006 Submission to SoS: November 2006 Pre-Examination Meeting: Feb 2007 Examination: June 2007 Adoption: December 2007 Review: 3 Years

Table 1 - Content Of Local Development Framework

DOCUMENT TITLE	DESCRIPTION	AREA COVERED	CHAIN OF CONFORMITY	STATUS	TIMESCALE
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 and Options Consultation: Nov/Dec 2005 Preferred Options Consultation: May/June 2006 Submission to SoS: Nov 2006 Pre-Examination Meeting: Feb 2007 Examination: June 2007. Adoption: December 2007 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 areas 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 reflects the visual qualities & characteristics of the area and which is subservient to the car.	Horley	Borough Local Plan 2005.	SPD	Preparation Started: 1999 Consultation: September 2005 Adoption: January 2006
Horley Infrastructure Provision	To enable developers to consider the infrastructure requirements early.	Horley	Borough Local Plan 2005.	SPD	Preparation Started: 1999 Consultation: September 2005 Adoption: January 2006

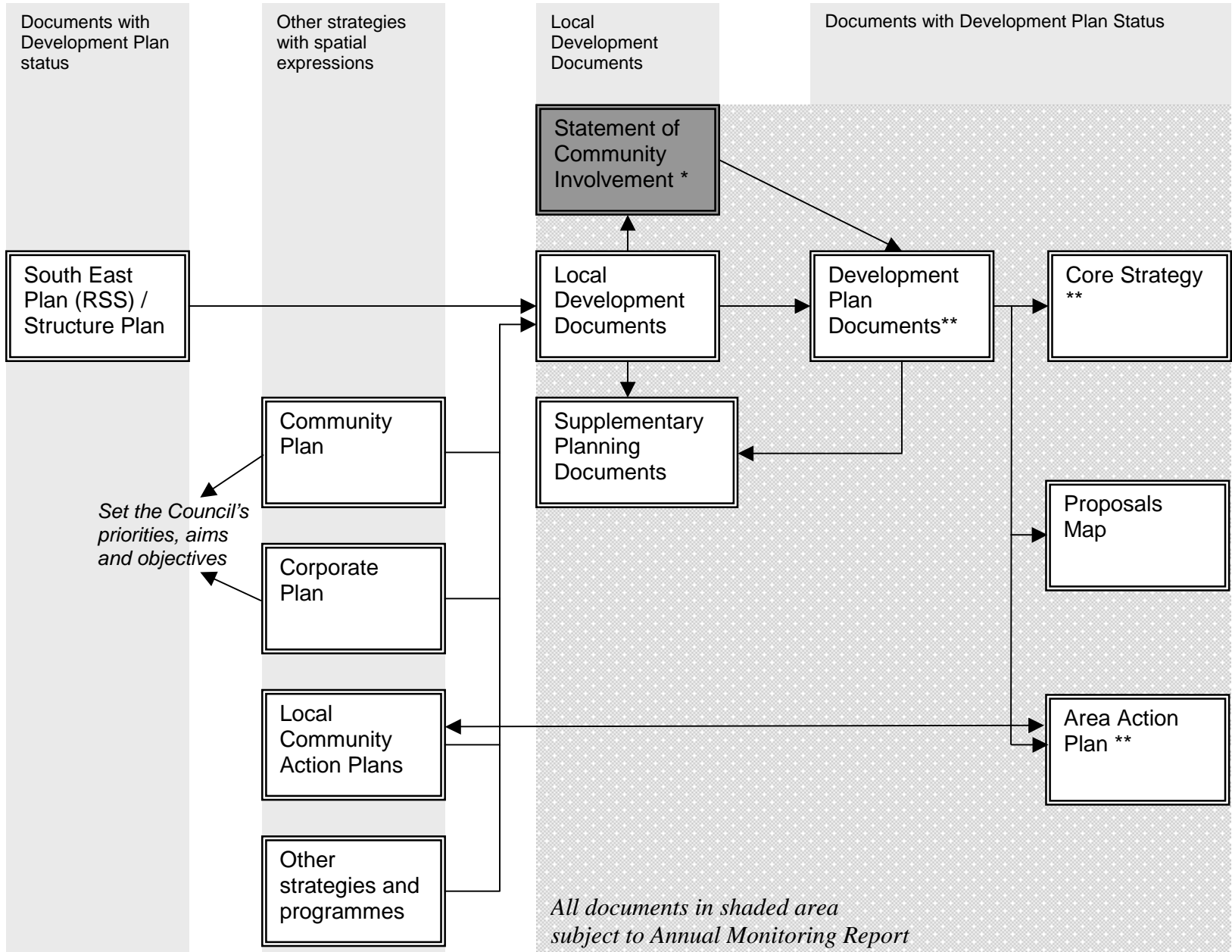
Table 1 - Content Of Local Development Framework

DOCUMENT TITLE	DESCRIPTION	AREA COVERED	CHAIN OF CONFORMITY	STATUS	TIMESCALE
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 & April 2007 Adoption: October 2007
Preston Regeneration	For Preston, Tadworth. (Implementation of Preston Action Plan)	Preston	Borough Local Plan / emerging Core Strategy. Based on Corporate Plan / Community Plan themes	SPD	Preparation Started: March 2004 Consultation: March 2006 Adoption: November 2006
Horley Town Centre	For Horley Town Centre regeneration.	Horley TC	Borough Local Plan / emerging Core Strategy. Based on Corporate Plan / Community Plan themes	SPD	Preparation Started: March 2004 Consultation: March 2006 Adoption: November 2006
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 Plan themes	SPD	Preparation Started: Feb 2004 Consultation: July 2004 & June 2006 Adoption: December 2006
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 Published: each September

Table 2 Reigate & Banstead 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
CONTAMINATED LAND INSPECTION STRATEGY	HOMELESSNESS REVIEW & STRATEGY	SAMPLING POLICY	CONSULTATION STRATEGY
NOISE STRATEGY	HOUSING REGISTER & ALLOCATIONS POLICY	LICENSING POLICY	HR STATEMENT OF PURPOSE
LOCAL AIR QUALITY STRATEGY	LOCAL LETTINGS POLICY	VARIOUS LICENSING DOCUMENTS	RACE EQUALITY SCHEME
LOCAL DRAINAGE POLICY STATEMENT	SUPPORTED HOUSING SUB STRATEGY	PLANNING ENFORCEMENT POLICY	ICT STRATEGY
HERITAGE STRATEGY	KEY WORKER ACTION PLAN	YOUTH POLICY	EQUAL OPPORTUNITIES POLICY
COUNTRYSIDE STRATEGY	PRIVATE SECTOR HOUSING ACTION PLAN	OLDER PERSONS POLICY	COVERT SURVEILLANCE POLICY
COMMUNITY TRANSPORT POLICY	FINANCIAL ASSISTANCE FOR PRIVATE SECTOR HOUSING POLICY	BENEFIT STRATEGY	RECRUITMENT & SELECTION GUIDANCE
PARKS & OPEN SPACES POLICY	ENFORCEMENT POLICY	CUSTOMER SERVICES POLICY (BENEFITS)	TRAINING & DEVELOPMENT STRATEGY
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 & 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 1 - RELATIONSHIPS BETWEEN LDF AND OTHER DOCUMENTS



* Subject to separate Independent Examination
 ** subject to Strategic Environmental Appraisal and Independent Examination

GUIDE TO ABBREVIATIONS USED & GLOSSARY OF TERMS

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.regiate-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 overarching 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.
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.odpm.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.

RISK ANALYSIS & CONTINGENCY

Item	Potential Risk	Contingency
First Alteration to the Local Plan	High - Judicial challenge to the adoption of the plan.	Counsel's advice has been sought and followed regarding the post inquiry process to minimise risks of judicial challenge. The Council resolved to adopt the Plan, as proposed to be modified, on 17 th February 2005.
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.
	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 is required to produce a revised SPD than anticipated.	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.
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.