

Executive Agenda



Reigate & Banstead
BOROUGH COUNCIL
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21 May 2018

To the Members of the EXECUTIVE

MEMBERSHIP OF THE EXECUTIVE TO BE CONFIRMED

For a meeting of the **EXECUTIVE** to be held on **THURSDAY, 31 MAY 2018** at **7.30 pm** in the New Council Chamber - Town Hall.

John Jory
Chief Executive

If you need this agenda in an alternative format, please refer to the information on the final page.

Notice is given of the Executive's intention to hold part of its meeting on Thursday, 31 May 2018 in private for consideration of reports containing "exempt" information

1. **MINUTES** (Pages 5 - 8)

To confirm as a correct record the Minutes of the Special Executive meeting held on 11 May 2018.

2. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

3. **DECLARATIONS OF INTEREST**

To receive any declarations of interest.

4. **DEVELOPMENT MANAGEMENT PLAN AND LOCAL DEVELOPMENT SCHEME** (Pages 9 - 28)

To consider the Development Management Plan and Local Development Scheme.

5. **PROPERTY ACQUISITIONS**

To consider any property acquisitions proposed.

6. **STATEMENTS**

To receive any statements from the Leader of the Council, Members of the Cabinet or the Chief Executive.

7. **ANY OTHER URGENT BUSINESS**

To consider any item(s) which, in the opinion of the Chairman, should be considered as a matter of urgency – Local Government Act 1972, Section 100B(4)(b).

(Note: Urgent business must be submitted in writing but may be supplemented by an oral report).

8. **EXEMPT BUSINESS**

RECOMMENDED that members of the Press and public be excluded from the meeting for the following item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that:

- (i) it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act; and
- (ii) the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

9. **PROPERTY ACQUISITIONS**

To consider exempt information in relation to these proposals.

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Agenda Item 1

Executive
11 May 2018

Minutes

BOROUGH OF REIGATE AND BANSTEAD

EXECUTIVE

Minutes of a meeting of the Executive held at the New Council Chamber - Town Hall on 11 May 2018.

Present: Councillors M.A. Brunt, Mrs N.J. Bramhall, K. Foreman, A.C.J. Horwood, G.J. Knight (Chairman for the meeting) and T. Schofield.

Also present: Councillor Mrs R. Absalom

Before the start of the meeting it was reported that:

- In the absence of the Leader and Deputy Leader the Executive would need to appoint a Chairman for the meeting.
- Mrs Renton was no longer a Councillor and therefore no longer a Member of the Executive.
- The Leader of the Council had appointed Councillor Mark Brunt, with immediate effect, as Executive Member for Housing and Infrastructure.
- Having been nominated and seconded Councillor G.J. Knight was appointed to the position of Chairman for the meeting.

104. MINUTES

RESOLVED that the minutes of the meeting held on 26 April 2018 be approved as a correct record and signed.

105. APOLOGIES FOR ABSENCE

Executive Members: Councillors V.W. Broad (Leader of the Council), Dr L.R. Hack (Deputy Leader), E. Humphreys and Mrs R. Mill.

Non-Executive Members: Councillors N.D. Harrison and C.T.H. Whinney.

106. DECLARATIONS OF INTEREST

None.

107. STATEMENTS

None.

108. ANY OTHER URGENT BUSINESS

None.

109. EXEMPT BUSINESS

RESOLVED that members of the Press and public be excluded from the meeting for the following items of business under Section 100A(4) of the Local Government Act 1972 on the grounds that: (i) it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act; and (ii) the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

110. PATHWAY UPDATE

Councillor T. Schofield, Executive Member for Finance, introduced the report and explained that, on 29 March 2018, the Executive had approved recommendations relating to proposals for the future structure and ownership of Pathway for Care. It was highlighted that the purpose of these proposals had been to separate the supported living and digital businesses and to secure two significant investors. It was noted that an update on progress had been considered by the Executive on 26 April 2018.

Councillor Schofield informed the Executive that the Council owned 100% of the digital monitoring company. However, it was noted that officers had reached commercial terms with an investor, who had agreed to take on the assets and liabilities of the digital monitoring company.

The Executive Member for Finance explained officers had sought external advice from legal and tax advisors in order to determine the best mechanism to effect the commercial terms agreed. The Executive was informed that advice had been sought on whether it was best structured as an asset sale or share sale and whether there were any other tax considerations that needed to be considered in concluding this deal. It was noted the report of the tax advisors had been provided as a background paper to the Executive report.

In relation to the advice received, the following points were noted:

- The transaction was best structured as an issue and sale of shares in RBBC Ltd.
- Existing liabilities on the company balance sheet should be restructured as a loan in order to clarify the accounting and tax position and that there were clear obligations from a HMRC perspective.
- A small tax liability for the company would arise if any of the shares assigned as part of the deal were treated as a benefit in kind.

Councillor Schofield went on to explain that previous Executive decisions had provided authority to proceed with the issue and sale of shares in RBBC Ltd. It was noted that benefits in kind were an internal company employment matter. Councillor Schofield reminded the Executive that the decision before them related to advice received in relation to classifying existing liabilities as a loan.

It was highlighted that the proposal, outlined in the report, did not request any additional lending beyond the £15K loan facility previously approved. It was noted that it was just a change of treatment for accounting purposes.

Councillor Schofield informed the Executive that a copy of the Letter of Intent, outlining the terms of the deal with the investor, and the RBBC Ltd balance sheet for the transaction, had been supplied as an addendum to the agenda. It was noted that the Letter of Intent outlined formally the key terms of the deal between RBBC Ltd and the investor and the expected financial position of the company at the time of the transaction.

The balance sheet highlighted that the proposed conversion of loan interest accrued to date and PAYE liabilities into a loan with value £96,000 was a significant proportion of the outstanding liabilities of the company. It was recognised that strengthening the legal status, tax and accounting position of these items would support the company to get off to a successful start with new investors on board.

In response to questions, the Executive was informed that the legal team and tax advisors were creating the necessary documentation to support the deal that was expected to conclude within days.

During the discussion a number of issues were considered including:

- The Balance Sheet for Pathway Digital / RBBC Ltd, especially in relation to current assets, fixed assets, current liabilities and non-current liabilities.
- Risks associated with the deal, including the software licence.
- The subscription price for shares to be allotted at Completion.
- Conditions relating to the Proposed Transaction.
- The Shareholders Agreement.
- The timetable for completing negotiations and the deal.
- The importance of agreeing acceptable terms on the loan.

Councillor Schofield concluded by stating the deal represented a positive step for growing the business, expanding the quality service to local residents, and generating future revenue income and capital returns for the Council.

RESOLVED that in line with tax advice received, the Finance Director be authorised to enter into a loan agreement for £96,600 with RBBC Limited, the holding company for Pathway Digital, to formalise the loan interest and other amounts owed to the Council within RBBC Limited's existing liabilities, subject to agreeing acceptable terms on the loan.

Reason for decision: To enable officers to complete previously approved transactions in a manner which gave both the Council and the investor clarity on the tax and accounting position.

Alternative options: To reject the recommendation, and for officers to proceed with the transaction with the council or investor possibly facing additional costs due

to tax liabilities, or defer the recommendation and seek further legal and tax advice before finalising the transaction.

The Meeting closed at 10.22 am

Agenda Item 4

Executive
31st May 2018

Agenda Item: 4
DMP and LDS update



REPORT OF:	HEAD OF PLACES AND PLANNING
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TO:	EXECUTIVE
DATE:	31 May 2018
EXECUTIVE MEMBER:	COUNCILLOR K FOREMAN

KEY DECISION REQUIRED:	YES
WARD (S) AFFECTED:	ALL

SUBJECT:	DEVELOPMENT MANAGEMENT PLAN AND LOCAL DEVELOPMENT SCHEME
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RECOMMENDATIONS:

- (i) That the Head of Places and Planning be authorised, in consultation with the Executive member for Planning Policy, to:
- make any necessary amendments or factual clarification to the Draft Development Management Plan (DMP) and Policies Map
 - make any necessary additions and amendments to the evidence base and associated documents
 - negotiate and agree any necessary additions and amendments to these documents, including minor modifications which are suggested by the Inspector or recommended by third parties during the examination process

where required to support the submitted Development Management Plan prior to and during the examination process under Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

- (ii) That the revised Local Development Scheme (LDS) (Annex1) be adopted and take immediate effect.

REASONS FOR RECOMMENDATIONS:

- (i) To ensure that any minor amendments to the submitted DMP that do not go to the heart of the Plan can be made in a timely fashion to ensure the smooth running of the examination process.
- (ii) Reigate & Banstead BC is required to maintain an up to date LDS by the Planning and Compulsory Purchase Act, as amended by the planning Act 2008 and the localism Act 2011.

EXECUTIVE SUMMARY:

This report relates to the DMP which was submitted to the Secretary of State for Housing, Communities and Local Government on 11 May following endorsement by Executive on 9 November 2017 and Council on 14 December. It also seeks to update the adopted LDS.

This report seeks authorisation for the Head of Places and Planning, in consultation with the Executive Member, to make minor amendments to the Plan, post submission. This would effectively extend the previous authorisation of the Executive to make such minor changes at the previous consultation stages. These would include points of clarification and changes to policy wording suggested by the Inspector at the Examination Hearings. Any major modifications will require Executive approval and a further round of publicity and consultation.

The LDS needs updating to reflect the further round of consultation undertaken and the revised submission date.

Executive has authority to approve the above recommendations

STATUTORY POWERS

1. The Planning and Compulsory Purchase Act 2004 (PCPA 2004), The Planning Act 2008, The Localism Act 2011, the Housing and Planning Act 2016 and associated regulations (including the Town and Country (Local Planning) (England) Regulations 2012 ('the 2012 Regulations'), set the statutory framework for the production of local plan documents by the Local Planning Authority (LPA). National policy in relation to the production of local plan documents is provided through the National Planning Policy Framework ('the NPPF'), supported by national Planning Practice Guidance ('the NPPG').
2. Reigate & Banstead Borough Council is required to prepare and maintain a Local Development Scheme (LDS) by section 15 of the Planning and Compulsory Purchase Act 2004, as amended by the Planning Act 2008 and the Localism Act 2011.

BACKGROUND

3. The Council has submitted the DMP to the Secretary of State for Housing, Communities and local Government for examination following publication, (essentially formal consultation), which commenced on 10 January. The examination process is to determine if the Plan is sound and can be adopted for development management, forward planning and corporate objectives. This entails the checking of the DMP by the appointed Inspector to test its soundness and a round of Examination Hearings where oral representations can be made.
4. The LDS was last revised in April 2017 and needs updating following the recent changes to the publication and submission dates.

KEY INFORMATION

The Development Management Plan (DMP) Examination

5. The Council has submitted a Plan that it considers to be sound and that meets the Government tests for policy and legal compliance. However, during the examination process there are changes that will inevitably need to be made to the submitted document. These can be proactive, i.e. points of clarification etc. suggested by the Council, or reactive, i.e. recommended minor amendments by the Inspector. The ability to make these changes to the plan without prior Executive authorisation enables the process to run smoothly and avoid suspension of the Hearings and delay, given the imperative to have the DMP adopted as soon as practicable.
6. This report seeks delegated authority to the Head of Places and Planning, in consultation with the Executive Member, to make these amendments to the Plan as necessary. It should be stressed that any major modifications to the DMP (matters that go to the heart of the Plan), suggested either by the Council or the Inspector during the examination process would be subject to appropriate deliberation by Members and a further six weeks' round of consultation.

The Local Development Scheme

7. The Local Development Scheme (LDS) is effectively the programme for the production of plans. The LDS sets out the timetable for the key stages in local plan preparation. This is a legal requirement and the LDS was last amended in April 2017. The DMP publication and submission deadlines have changed for several reasons; notably for the need to consult parties who made representations at the earlier consultation phase and to clarify issues raised by Natural England, in order to ensure soundness. An endorsed, revised LDS will give the Ministry for Housing, Communities and local Government and the Planning Inspectorate the certainty they need that RBBC is committed to plan preparation in line with Government policy.

OPTIONS

8. The following options have been identified as being available to the Executive:-

Recommendation (i)

9. Option 1: Approve delegated arrangements to make minor amendments and modifications to the Development Management Plan post submission and during the examination process. This option will ensure the smooth running of the Examination Hearings and allow the DMP to be considered in an expedited and timely fashion.
10. Option 2: Do not approve delegated arrangements. This option will delay the process and the achievement of the Plan timetable, specifically the adoption date as minor changes would need to be considered by Executive.

Recommendation (ii)

11. Option 1: Approve the LDS. Approving the LDS will ensure that the Council is complying with the requirements of Planning and Compulsory Purchase Act 2004. In addition, having an up-to-date LDS provides certainty for local communities and other stakeholders about what Local Plan documents are being prepared and the timetable for their production.
12. Option 2: Do not approve the LDS: Without an up to date LDS, the Council would fail to comply with the requirements of the Planning and Compulsory Purchase Act 2004.

LEGAL IMPLICATIONS

13. Regulation 22 of the Town and Country Planning (Local Planning) (England) Regulations 2012 covers the submission of a local plan. This is a statutory stage of the process.
14. Reigate & Banstead Borough Council is required to prepare and maintain a Local Development Scheme (LDS) in accordance with the requirements of section 15 of the Planning and Compulsory Purchase Act 2004, as amended by the Planning Act 2008 and the Localism Act 2011. The LDS must be revised when the Council considers it appropriate to do so (section 15(8)).
15. The LDS must specify— (a) the local development documents which are to be development plan documents; (b) the subject matter and geographical area to which each development plan document is to relate; (c) which development plan documents (if any) are to be prepared jointly with one or more other local planning authorities; (d) any matter or area in respect of which the authority have agreed (or propose to agree) to the constitution of a joint committee; and (e) the timetable for the preparation and revision of the development plan documents.
16. There are no statutory consultation requirements necessary for the preparation of a LDS.
17. A resolution of Executive is required in order to bring a LDS into effect (section 15(7)) and that resolution must specify the date from which the scheme is to have effect.

FINANCIAL IMPLICATIONS

18. Future costs associated with the DMP include the examination process (inspector and programme officer fees) and any consultation arising from modifications recommended by the Inspector. It is not possible to allocate an exact cost at this stage, although it is estimated that costs may be up to £100,000. These costs will be funded from the Corporate Plan Delivery Fund.
19. There are no direct financial implications arising from the revision of the LDS.

EQUALITIES IMPLICATIONS

20. An Equalities Impact Assessment (EIA) screening of the DMP has been undertaken to ensure that equalities implications are mainstreamed in the document.
21. The EIA screening can be found at www.reigate-banstead.gov.uk/dmp. It identifies no negative equalities impacts, and identifies positive equalities impacts in relation to: older people, younger people and children, disability, pregnancy and maternity, racial and ethnic groups (Romany Gypsies and Irish Travellers).
22. An equalities impact screening assessment of the LDS was undertaken. No equalities implications were identified as resulting from the LDS. The changes will not have any equalities implications.

COMMUNICATION IMPLICATIONS

23. The DMP has been subject of extensive consultation at Regulation 18 and Regulation 19 Stage. There is a communications plan in place to publicise the Plan.

RISK MANAGEMENT CONSIDERATIONS

24. The Council's Strategic Risk Register identifies that the process for the allocation of specific sites for development will be politically sensitive and could result in negative publicity and impact on the Council reputation. It also notes that delay to the adoption of the DMP could increase the risk of speculative planning applications.
25. Reputation: The Regulation 22 submission document includes proposed development sites and safeguarded land. As noted above, a range of communication channels will be used as part of the consultation to assist in managing reputational impact.
26. Governance and resource management: To ensure that the Council is able to adopt a Development Management Plan, it is important that all statutory requirements are met, but also that Plan development proceeds in line with the agreed timetable. The DMP process will continue to be carefully managed to ensure that this adoption date is met.
27. Legal: Submission in accordance with Regulation 22 of the 2012 Regulations is required as part of the Local Plan preparation process.
28. Environmental: There will be environmental implications arising from development proposed in the final DMP. Integrating the sustainability appraisal, strategic environmental assessment and habitats regulations assessment as part of the plan preparation process allows for potential environmental implications to be identified, and for mitigation and / or avoidance measures to be identified. Criteria based and site specific policies within the final DMP will be used to secure measures to minimise the environmental impact of new development.
29. Customers: Some borough residents are hard to reach when it comes to consultation. A consultation strategy for the DMP Regulation 19 consultation was

prepared in conjunction with the Communications team. This included using a range of different channels and methods to raise awareness of the consultation process, thus helping to manage the risk associated with residents being unaware of plan proposals.

30. Without a revised LDS, the Council is failing to provide up-to-date information to local residents and interest groups about the timetable for preparation of local plan documents.
31. It is a legal requirement that all local planning authorities have an up-to-date LDS; without this, the Council will be failing to comply with the relevant legislation. To ensure that the Council is able to adopt a DMP, it is important that all statutory requirements are met.
32. It is important that the Council continues to demonstrate its commitment to pursuing the DMP and - more generally - to the plan-led approach to managing development. Without a clear programme for the preparation of the DMP in a timely manner, the Council's commitment to being plan-led may be questioned and/or challenged through speculative planning applications.

OTHER IMPLICATIONS

33. No other implications have been identified.

CONSULTATION

34. Consultation on this report has been carried out with the Council's Legal Services and Finance Teams.

In preparing the draft DMP, a range of consultation has been undertaken. This has included:

- a. Informal consultation with local community groups inviting suggestions about potential development sites and designations. Comments provided have been incorporated within the evidence base development work.
 - b. Considerable informal consultation with all members on the main aspects within the DMP consultation document. This has included the Development Management Advisory Group, member workshops, briefing sessions and one-to-one meetings. Comments have been used to inform the preparation of the consultation document.
 - c. Input from neighbouring authorities and other 'duty to cooperate' bodies.
 - d. The 2016 Regulation 18 consultation
 - e. The recently completed Regulation 19 Consultation
35. The LDF Scrutiny Panel met on 2 and 12 October 2017 to consider the DMP principles and processes followed in preparing the Plan.

36. The Overview and Scrutiny Committee on 12 October 2017 received the Panel's report from its meeting on 2 October and a verbal report from the Chairman of the Panel from its meeting earlier that evening (12 October).
37. The Programme Officer will notify all those who have made representations of the arrangements for the Examination Hearings.
38. No consultation on the revised LDS is required.

POLICY FRAMEWORK

39. The Development Management Plan is part of the Council's Policy Framework. It is anticipated the DMP will be adopted in late 2018 following the Examination Hearings and the recommendations of the Planning Inspector. Responsibility for adopting the final DMP will lie with Full Council.
40. The LDS forms part of the Council's Local Development Framework and is a statutory requirement. It sets out the scope and timetable for the preparation of the Development Plan documents, which form part of the Council's Policy Framework.

Background Papers:

The revised Local Development Scheme (Annex 1)

Reigate & Banstead Borough Council

Local Development Scheme

Revised June 2018

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1. Introduction

- 1.1** The Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008 and the Localism Act 2011) requires a Local Planning Authority to prepare and maintain a Local Development Scheme (LDS). The LDS must set out the scope, and timetable for production/review, of Local Plan documents¹.
- 1.2** This LDS supersedes and updates the previous version that was agreed in April 2017, and covers the period to 2018.
- 1.3** Following changes in legislation in 2011 and 2012² there is no longer a requirement for Local Planning Authorities to specify the timetables for producing other planning policy documents (such as Supplementary Planning Documents (SPD), the Community Infrastructure Levy (CIL) and the Statement of Community Involvement (SCI)) in the LDS.
- 1.4** This LDS was approved by the Council's Executive on 31 May 2018 and is brought into effect from 14 June 2018. A glossary of terms is provided at Annex 1.

2. Policy context

Legislation

- 2.1** The Planning and Compulsory Purchase Act 2004: This Act introduced new requirements for the preparation of planning policy documents across England and Wales. This included requirements for Local Planning authorities to prepare Development Plan Documents (DPDs), a Statement of Community Involvement, and a Local Development Scheme
- 2.2** The Localism Act 2011: This Act introduced further changes to the planning system, including the abolition of regional spatial strategies, the introduction of a new duty to cooperate on local authorities, and new arrangements for neighbourhood planning.
- 2.3** The Town and Country Planning (Local Planning)(England) Regulations 2012: These regulations prescribe the form and content of a Local Plan documents and the Policies Map, and set out revised procedural arrangements for preparing Local Plans.
- 2.4** All legislation is available to view at <http://www.legislation.gov.uk>.

¹ Known in the legislation as Development Plan Documents (DPDs)

² The Localism Act 2011 and the Town and Country Planning (Local Planning)(England) Regulations 2012

National policy and guidance

- 2.5** National Planning Policy Framework (NPPF): The NPPF was published in March 2012. It requires that local authorities plan positively to meet the development needs of their area; and that each local authority should produce a Local Plan for its area. Local Plans should be based around a presumption in favour of sustainable development and should set out strategic priorities for the area. The NPPF requires that plans are kept up-to-date, are based on joint working to address larger than local issues, and should provide a practical framework within which decisions on planning applications can be made.
- 2.6** National Planning Practice Guidance (NPPG): The NPPG provides more detail about how the NPPF should be applied in practice. It provides more information about the process for preparing Local Plans, including evidence gathering, sustainability appraisal and public consultation.
- 2.7** The NPPF and NPPG are available online at <http://planningguidance.planningportal.gov.uk>.

The current Development Plan for Reigate & Banstead

- 2.8** Legislation and national planning policy require that decisions on planning applications are made in accordance with the Development Plan for a local area, unless material considerations indicate otherwise. The Development Plan in Reigate & Banstead comprises:
- a. The Core Strategy: The Reigate & Banstead Core Strategy was adopted in July 2014. It sets the overarching framework for planning and development in the borough until 2027, including the scale and location of growth. The Core Strategy is available on the Council's website at www.reigate-banstead.gov.uk/corestrategy.
 - b. The Borough Local Plan: The Reigate & Banstead Borough Local Plan (BLP) was adopted in 2005. The majority of policies in the BLP were 'saved' by the Secretary of State in Autumn 2007. A small number of saved policies were replaced by policies within the Core Strategy, however the majority of BLP policies remain in effect, until such time as they are replaced by new policies. The BLP, and accompanying Proposals Map, is available on the Council's website at <http://www.reigate-banstead.gov.uk/blp>.
 - c. Minerals and Waste Planning Documents: Minerals and waste planning documents are prepared by Surrey County Council but form part of the Development Plan for the borough. The Surrey Minerals and Waste Development Framework comprises the following documents:
 - (i) Surrey Waste Plan (2008)
 - (ii) Surrey Minerals Plan Core Strategy and Primary Aggregates Development Plan Document (2011)
 - (iii) Aggregates Recycling Joint Development Plan Document (2013).

- 2.9 These are available at <http://www.surreycc.gov.uk/environment-housing-and-planning/minerals-and-waste-policies-and-plans>.

Supplementary Planning Documents and Guidance

- 2.10 The Council has adopted a range of Supplementary Planning Documents (SPD) and Supplementary Planning Guidance (SPG) to provide supporting information and additional detail on the implementation of policies included within adopted Development Plan documents. Whilst not a formal part of the Development Plan, SPD and SPG are material considerations in the determination of planning applications.

- 2.11 The Council's adopted SPD and SPG are available on the Council's website.

Background evidence

- 2.12 Local Plans are prepared drawing on a wide range of technical evidence, to ensure that future planning policies and decisions are based on robust and up-to-date information. Assessment of the implications of Local Plan documents is also required, including Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). Evidence and appraisal documents are available on the Council's website at <http://www.reigate-banstead.gov.uk/planningpolicy>.

3. New planning policy documents

- 3.1 The following section provides a summary of the work planned on formal Local Plan documents, the Development Management Plan and the Policies Map. Separate documents setting out the timetables for preparation of new/updated SPDs are available on the Council's website.

3.2 Development Management Plan

Overview	
Geographical area	Borough-wide
Description of content	Detailed policies to guide decision making on planning applications; Development site allocations
Chain of conformity	National Planning Policy Framework; Core Strategy
Type of document	Development Plan Document
Priority	High
Timetable and key milestones	
Preparatory work	Until June 2016
Regulation 18 consultation	August – October 2016
Regulation 19 consultation	January – May 2018
Submission	May 2018
Examination	August – October 2018

Adoption	December 2018
Working arrangements	
Organisational lead	Head of Places and Planning
Political management	Executive Member for Planning Policy Development Management Plan Task Group Development Management Advisory Group
Internal resources	Officers: Planning Policy team; Other Council officers, including from Development Management, Regeneration, Economic Prosperity, and Property. Members: All members input into plan preparation process. Financial: staff costs, costs associated with public consultation, printing and the examination process (Planning Inspector and Programme Officer)
External resources	External consultants as required Stakeholder and community groups Developers and landowners Duty to Cooperate bodies Infrastructure Providers
Stakeholder involvement	Informal engagement with partners and stakeholders during preparatory work, including those organisations that fall within the scope of the Duty to Cooperate. Public consultation on Preferred Options DMP, including a range of consultation methods as described in the Statement of Community Involvement. Statutory publication consultation on issues of soundness and legal compliance, and involvement at Examination stage.
Evidence	
Key pieces of evidence:	Strategic Housing Land Availability Assessment; Green Belt Review; Infrastructure Delivery Plan; Sustainable Urban Extensions Study; Sustainability Appraisal; Habitats Regulations Assessment

3.3 Policies Map

Overview	
Geographical area	Borough-wide
Description of content	Map illustrating geographically the application of policies within the adopted Development Plan, including local and national policy designations and local and county development allocations.
Chain of conformity	Any Development Plan Document (including Core Strategy, DMP, Minerals and Waste Plans)
Type of document	Local Development Document
Priority	High
Timetable and key milestones	
Preparatory work	To be progressed on the same timetable as the DMP, and updated as required to incorporate any changes resulting from the adoption/review of other Development Plan documents.
Regulation 18 consultation	
Regulation 19	

consultation	
Submission	
Examination	
Adoption	
Working arrangements	
Organisational lead	Head of Places and Planning
Political management	Executive Member for Planning Policy
Internal resources	Officers: Planning Policy team Financial: Costs associated with printing and online interactive mapping.
External resources	External companies may be required to undertake printing of policies map and preparation of interactive online map.
Stakeholder involvement	Stakeholder engagement undertaken as part of preparation of associated Development Plan documents (over this period, primarily the DMP).
Evidence	
Key pieces of evidence:	n/a

- 3.4** In addition to the above the Core Strategy states that a review of the Core Strategy will commence within 5 years of its adoption date. As such, a review of the Core Strategy will be required in 2019.

Revised Core Strategy

Overview	
Geographical Area	Borough Wide
Description of Content	Strategic vision and policies to guide future development in the Borough
Chain of Conformity	National Planning Policy Framework
Type of Document	Development Plan Document
Priority	High
Timetable and Key Milestones	
Preparatory work	Commencing Summer 2018
Regulation 18 consultation	Autumn 2019
Regulation 19 consultation	Spring 2020
Submission	Summer 2020
Examination	Autumn 2020
Adoption	Winter 2020
Working Arrangements	
Organisational Lead	Head of Places and Planning
Political management	Executive Member for Planning Policy Development Management Plan Task Group Development Management Advisory Group
Internal resources	Officers: Planning Policy team; Other Council officers, including from

	<p>Development Management, Regeneration, Economic Prosperity, and Property. Members: All members input into plan preparation process. Financial: staff costs, costs associated with public consultation, printing and the examination process (Planning Inspector and Programme Officer)</p>
External Resources	<p>External consultants as required Stakeholder and community groups Developers and landowners Duty to Cooperate bodies Infrastructure Providers</p>
Stakeholder involvement	<p>Informal engagement with partners and stakeholders during preparatory work, including those organisations that fall within the scope of the Duty to Cooperate. Public consultation on Preferred Options, including a range of consultation methods as described in the Statement of Community Involvement. Statutory publication consultation on issues of soundness and legal compliance, and involvement at Examination stage.</p>
Evidence	
Key Pieces of Evidence	<p>Strategic Market Housing Assessment. Strategic Housing Land Availability Assessment;</p>

4. Risk assessment

- 4.1** It is important to identify the risks that could affect the work programme set out in this LDS, and consider how the risks may be minimised and mitigated. Identified risks are set out in Annex 2.

5. Monitoring and Review

- 5.1** The Council compiles an Authority Monitoring Report (AMR). Amongst other things this monitors progress against the milestones set out in the LDS. The AMR will identify whether milestones have been met, and if not, the reasons for this, and any proposed actions resulting from delays. It will also outline whether there has been any new technical information, changes to legislation/guidance, or other unforeseen circumstances that may warrant amendments to the LDS.
- 5.2** The AMR will also monitor
- a. Policies in adopted plans to identify whether they are being successfully implemented
 - b. Progress towards the delivery of development targets in adopted plans
 - c. The delivery of allocated sites.
- 5.3** Where policies are not being implemented, development targets are not being met or allocated sites not being delivered, the AMR will identify management actions and / or contingency measures.
- 5.4** The latest AMR is available to view on the Council's website at <http://www.reigate-banstead.gov.uk/planningpolicy>.

6. Further information

- 6.1** For further information about this document, or about the preparation of Local Plan documents in Reigate & Banstead, please contact:

Planning Policy Team
Reigate & Banstead Borough Council
Town Hall, Castlefield Road
Reigate
Surrey RH2 0SH
Tel: 01737 276178
Email: ldf@reigate-banstead.gov.uk

- 6.2** If you wish to be added to our consultation database, to receive notifications about relevant consultations, please email the Planning Policy Team at the above email address or complete our Planning Policy mailing list [online form](#).

Annex 1: Glossary

Abbreviation	Term	Definition
AMR	Authority's Monitoring Report	Previously known as Annual Monitoring Report. Monitors progress in preparing Local Plan documents, and assesses the extent to which planning policies are being implemented successfully. Also updates monitoring information for key subject areas including housing, the economy and the environment.
CIL	Community Infrastructure Levy	Sets the financial contributions to be paid on new development in the borough, to fund a wide range of infrastructure to support development.
DP	Development Plan	Legislation requires decision making on planning applications to be made in accordance with the Development Plan unless material considerations indicate otherwise. Comprises DPDs and saved 'old-style' Local Plan policies
DPD	Development Plan Document	Local Development Documents that have Development Plan Status, and are subject to independent examination.
LDD	Local Development Document	A range of different types of planning policy documents, including DPDs, SPDs, the SCI and the LDS.
LDF	Local Development Framework	An overarching term for the suite of Local Development Documents prepared by a local authority.
LDS	Local Development Scheme	A three year project plan setting out the programme for the production of planning policy documents.
LP	Local Plan	The Development Plan Documents that together comprise the Development Plan for a local authority area.
NPPF	National Planning Policy Framework	Document setting out the Government's planning policies for England and how these are expected to be applied
NPPG/PPG	(National) Planning Policy Guidance	Additional guidance provided by Government about how the NPPF should be implemented.
SA	Sustainability Appraisal	Assesses the social, environmental and economic impact of policy options and proposed plans and projects to inform decision making.
SCI	Statement of Community Involvement	Document setting out who, how and when the Council will involve communities and other stakeholders in the preparation and review of planning policy documents and on planning applications.
SEA	Strategic Environmental Assessment	Assessment of the environmental impact of plans and programmes, required under European legislation.
SPD/SPG	Supplementary Planning Document/Guidance	Document providing supporting information and additional detail on how Local Plan policies should be implemented.

Annex 2: Risk Management

Risk	Likelihood	Impact	Possible consequences and mitigation
National policy changes	High	Medium	Further changes to legislation/national guidance may place different requirements on local authorities. Emerging legislation/policy will be monitored, and officers will work closely with CLG, PINs etc as required. Local Plan documents will be based on best information available at the time.
Changes in local political control/leadership	Medium	Medium	Changes in corporate priorities may result. Officers will work closely with the Leader & Portfolio Holder, and other members through existing groups, to understand and manage any policy changes required.
Staffing and resources	Medium	High	Government spending cuts will continue, placing more pressure on Council resources. However the Council's plans to mitigate these are well advanced. There may, however, be pressures to reduce planning policy staff or budgets. Project planning will help understand resourcing pressures. External consultants may be used. As a last resort, document preparation timetables may be adjusted.
Resourcing of external agencies	High	Medium	Spending cuts may also impact on Government agencies/bodies, including the Planning Inspectorate and statutory consultees. If these organisations have insufficient resources, delays to document production timetables may result. Officers will work closely with external agencies to understand possible risks as early as possible and maintain positive working relationships. Officers will keep PINs informed about any timetable alterations
Legal challenge	Medium	High	External parties may seek to legally challenge all or part of Local Plan documents. Officers will seek to ensure that all local plan documents are legally compliant and sound, and work closely with the Legal team and PINs to ensure that requirements are met. External legal advice may also be sought.
High levels of public interest/high volume of consultation responses	High	Medium	These risks place pressures on staff and other resources due to the need to respond to enquiries and process and consider representations. Officers will work closely with the Council's Communications Team when issues that are likely to generate a high level of interest are consulted upon. Additional time may need to be programmed into project plans to allow for the proper analysis of representations.
Evidence base becomes dated	Medium	Medium	External factors may lead to the Council's evidence base becoming out of date. Additional delays to document preparation timetables as the result of other risk factors may also result in evidence documents becoming out of date. Officers will monitor changes and prepare or commission updated evidence studies where necessary.
Joint working with neighbouring authorities	Medium	High	Joint working with neighbouring authorities is a statutory requirement of the Localism Act (the Duty to Cooperate). In addition, some topic areas require the preparation of joint evidence bases. Different local authorities are at different stages in the plan making process, which means that joint working is not always straightforward. Officers will continue to work closely with neighbouring authorities to share plan development timetables, identify where joint working is needed, and maintain positive working relationships.

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