Elmbridge Local Plan
Draft Local Development Scheme

2017 – 2020

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1. **Introduction**

**What is a Local Development Scheme?**

1.1 A Local Development Scheme (LDS) is a public work programme that sets out the timetable for the production of Local Plan documents over the next three years. Together, these documents provide the planning framework for the coordinated delivery of new development and infrastructure, ensuring that the high quality of life enjoyed by Borough residents continues; that new development brings benefits to local character; and that essential infrastructure needed to support our growing population is provided at the right time and in the right place. An LDS must be made available to the public and kept up to date. Whilst there is no longer a requirement to submit a LDS to the Secretary of State, the Housing and Planning Act 2016 gives them significant power to intervene in local plan preparation should they consider it necessary. Part of these new powers includes more detailed monitoring of the progress of local authorities in preparing and reviewing local plans and the publication of progress against timetables.

**Delivery**

1.2 Whilst Elmbridge Borough Council is responsible for the delivery of many local services, there are several other important players who are responsible for key areas of service provision and infrastructure. To make the most efficient and effective use of resources, and with the aim of delivering ‘more for less’, the Council’s key role is as coordinator and facilitator across public, private and community organisations. The key to successful delivery is through joint working and coordinated and complementary delivery.

1.3 In setting out this work programme, the Council has had to take account of the resources available and the realism of delivery. Priorities have had to be set, but all work undertaken will contribute to a distinctive Local Plan for Elmbridge and its residents, which will guide the delivery of new infrastructure and development across the Borough. The Local Plan will be regularly monitored, and reviewed as necessary, in order to ensure that it keeps abreast of changing circumstances and is responsive to the wishes of local people.

**Promoting a local approach**

1.4 The Government has made some radical changes to the way in which planning is delivered. Principally by giving local people much more control over the way in which their local areas develop by handing power, responsibility and financial resources to those who wish to embrace these new opportunities.

1.5 Elmbridge is committed to ‘rolling out’ localism, and has already taken steps to engage local people and enable them to have a greater influence on local decisions. A Neighbourhood Development Plan (NDP) is being prepared for Burwood Park following the designation of the area and a neighbourhood forum who will lead the preparation of the plan. A series of community events took place in relation to the Design and Character Supplementary Planning Document (SPD), the Community Infrastructure Levy (CIL), and for the most recent Local Plan Strategic Options consultation. Such engagement will continue as the production of the Local Plan progresses.

1.6 The Council’s challenge is to consider the views and aspirations of local people, whilst ensuring that we plan for growth. Local decisions will be numerous and varied, but they do have to accord with national planning policy at all times.
2. The Elmbridge Local Plan Work Programme 2017 - 2020

2.1 This LDS sets out the timetable over the next three years for the production of all documents that will form part of the Elmbridge Local Plan including Supplementary Planning Documents (SPDs), Neighbourhood Development Plans (NDPs) and supporting documents. This updates the previous LDS published in September 2016.

2.2 The following sections (sections 3-5) of the LDS set out:

- the political procedures and protocols in place which will help guide and monitor the progress of preparing Local Plan documents; the evidence base and other supporting documents including the process for agreeing documents for consultation; publication; submission; examination; and adoption.
- the potential risks to the Council implementing this LDS.

2.3 Adopted Local Plan documents are listed and summarised in Appendix 1. Set out in Appendix 2 is a diagram showing each of the documents adopted or being prepared that will form part of the Elmbridge Local Plan; other planning guidance, and supporting documents to be published, updated or reviewed by the end of the LDS period.

Previous Local Development Schemes

2.4 In September 2016, the Council published a LDS setting out a programme of work to review the evidence base supporting the Core Strategy in order to inform and prepare a new Local Plan.

Elmbridge Local Plan Position Statement

2.5 In accordance with the timescales set out within the previous LDS (September 2016), the Council carried out a consultation on the Strategic Options for the Local Plan between December 2016 and February 2017. In July 2017, the Council published a Position Statement which acted as a holding position whilst the Council took stock and evaluated how to take forward the Local Plan in light of wider policy changes contained within the Housing White Paper ‘Fixing our Broken Housing Market’ published in February 2017. The Council also needed to collate and read the response (50,000 individual comments) to the Local Plan Strategic Options consultation.

2.6 The Statement confirmed that it had taken longer than anticipated to collate, read and summarise the responses to the consultation which alone would have made it extremely difficult for the Council to meet its original deadlines for the next stages of the Local Plan. However, in addition to this, the Housing White Paper, which was published during the Council’s consultation, proposed a number of changes to national policy that could affect the approach taken by the Council in preparing its Local Plan. In particular, the proposed changes to assessing housing needs and the introduction of tests as to when there are exceptional circumstances to amend Green Belt boundaries. Further details were expected in summer 2017.

2.7 Consequently, it was agreed that the Council would not consult on the next iteration of its Local Plan as set out in the LDS (September 2016) and that a minimum of 6 months would be required to prepare the required additional evidence base. As such it was considered that consultation on a more detailed Preferred Approach Local Plan would be unlikely until early 2018. It was agreed that a revised LDS would be published in due course once Government
have provided a clearer timetable as to the implementation of the proposed changes set out in the Housing White Paper.

**Progress to date**

2.8 The Council published its Summary of Consultation Responses in July 2017 which provides a record of consultation activities and a summary of comments received to the Local Plan Strategic Options consultation. Following this, the ‘planning for the right homes in the right places’ was published on 14 September 2017. The consultation document contains the details of some of the Government’s proposals as set out in the Housing White Paper. The Government’s latest consultation seeks views on changes to national policy to help local authorities and communities plan for and deliver the new homes they need, including:

- a proposed approach to a standard method for calculating local housing need;
- improving how authorities work together in planning to meet housing and other requirements across boundaries, through the preparation of a statement of common ground;
- proposals for improving the use of section 106 agreements, but making the use of viability assessments simpler, quicker and more transparent; and
- seeking further views of how we can build out homes more quickly.

2.9 The Council agreed a formal response to the consultation on 1 November 2017.

2.10 As part of the Government’s consultation, a timetable for publication of a draft revised National Planning Policy Framework (NPPF) was given as early 2018 with final publication due in Spring 2018. This means the Council is now in a position to consider the implications of the proposed changes and publish a new LDS with a revised timetable for taking forward the Local Plan over the next three years (2017-2020).

2.11 The revised timetable for the preparation of the Local Plan, including SPDs, NDPs and supporting documents, is set out within the Section 3. The Council will not be amending its existing Development Management Plan, Design and Character SPD and Flood Risk SPD which where appropriate, were prepared, examined, and adopted as part of the 2014 to 2017 LDS. These documents were all adopted post NPPF and are considered to remain in accordance with national policy. In addition the policies and guidance in these documents will apply regardless of the overarching spatial strategies and allocations the Council seeks to deliver. However, the Council will review and where necessary amend the Developer Contributions SPD and its CIL Charging Schedule, both of which are affected by the outcomes of the evidence review as well as changes to national policy on the delivery of affordable housing.

2.12 The Government is currently considering the outcomes of the report by the CIL Review Team ‘A New Approach to Developer Contributions’ published in February 2017 including the potential implementation of a new hybrid system of low level Local Infrastructure Tariff (LIT) and Section 106 for larger developments. An announcement is due in the Autumn Budget 2017, following which the Council will update the sections of this LDS relating to CIL to reflect any changes proposed.
3. Document Profiles

3.1 Profiles for the documents to be prepared as part of the Local Plan, including SPDs, NDPs and supporting documents, in the next three years is set out below.

Elmbridge Local Plan 2035 – Spatial Strategy and Policies including Allocations and Designations

<table>
<thead>
<tr>
<th>Purpose and Content</th>
<th>To set out the spatial strategy for the Borough for the period 2015 - 2035, bringing forwards new development in response to objectively assessed needs for development whilst taking account of constraints. In particular the Plan will establish a new housing target for the Borough and allocate sites to meet that target as well as designate key areas such as Strategic Employment Land and Local Green Space.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Geographical Coverage</td>
<td>Borough-wide</td>
</tr>
<tr>
<td>Document Status</td>
<td>Local Plan</td>
</tr>
<tr>
<td>Chain of Conformity</td>
<td>National Planning Policy Framework; National Planning Practice Guidance</td>
</tr>
<tr>
<td>Prepared jointly with other Local Planning Authorities</td>
<td>No. However, officers have worked, where appropriate, with neighbouring Boroughs in the preparation of its evidence base. In particular the Council has prepared a joint Strategic Housing Market Assessment with Kingston, Epsom and Ewell and Mole Valley. The Council will work with all appropriate authorities to ensure that all cross boundary and strategic issues are considered as part of the preparation and delivery of the local plan, and this will be set out within the duty to co-operate statement / Statement of Common Ground.</td>
</tr>
<tr>
<td>Superseded Plans</td>
<td>When adopted the Elmbridge Local Plan 2035 will supersede the Core Strategy 2011.</td>
</tr>
</tbody>
</table>

Timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement of document preparation</td>
<td>September 2016</td>
</tr>
<tr>
<td>Strategic Options Consultation</td>
<td>December 2016 to February 2017</td>
</tr>
<tr>
<td>Consultation on Preferred to approach to Spatial Strategy and Policies – including Site Allocations and Designations</td>
<td>July-September 2018</td>
</tr>
<tr>
<td>Publication of Proposed Submission Plan</td>
<td>January-February 2019</td>
</tr>
<tr>
<td>Submission</td>
<td>March-April 2019</td>
</tr>
<tr>
<td>Examination</td>
<td>August-September 2019</td>
</tr>
<tr>
<td>Adoption</td>
<td>November-December 2019</td>
</tr>
</tbody>
</table>

Project Management

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational lead</td>
<td>Head of Planning Services</td>
</tr>
<tr>
<td>Political management</td>
<td>• Member guidance through the Local Plan Working Group • Consultation documents agreed at Cabinet</td>
</tr>
</tbody>
</table>
**Proposed submission agreed by full Council**
**Plan adopted by full Council**

<table>
<thead>
<tr>
<th>Resources</th>
<th>Planning Services Department</th>
</tr>
</thead>
</table>

**Stakeholder & community involvement**
All stakeholders will be consulted at each stage of the development of the plan. In order to ensure sufficient engagement with all stakeholders two consultation stages are planned prior to the publication of the Proposed Submission Plan to ensure all those affected have the opportunity to input into the preparation of the Local Plan.

| Monitoring                  | To take place through the Authority Monitoring Report (AMR). The scope of monitoring will be identified as part of the plan. |

### Review of Developer Contributions SPD

#### Purpose and Content
The purpose of this comprehensive SPD is to ensure that the appropriate amount of infrastructure and affordable housing is provided to meet the objectives of the Local Plan. It will set out our approach to the collection of S106 and CIL and how this will be distributed to support plan delivery. A Charging Schedule will need to be prepared separately to support the Local Plan and a timetable for the review and preparation of the current Charging Schedule is set out in this LDS.

#### Geographical Coverage
The SPD will be Borough-wide however the SPD will set out specific mitigation measures in relation to the Thames Basin Heaths Mitigation Strategy which will apply to a 7 km zone around each Thames Basin Heaths Special Protection Area.

#### Document Status
The document is a Supplementary Planning Document and will provide more detailed guidance on the implementation of policies set out in the Local Plan 2035 in relation to Affordable Housing, Thames Basin Heaths and Infrastructure Delivery.

#### Chain of Conformity
National Planning Policy Framework; National Planning Practice Guidance; CIL Regulations 2010 (as amended) and the Elmbridge Local Plan.

#### Prepared jointly with other Local Planning Authorities
Whilst the SPD will be prepared by the Council key elements around the Thames Basin Heaths will reflect the joint work undertaken by the Joint Strategic Partnership Board. Consideration will also need to be given as to the consistent consideration of the variables affecting viability across local authority boundaries.

#### Superseded Plans
When adopted the Developer Contributions SPD will replace the existing SPD adopted February 2012.

### Timetable

<table>
<thead>
<tr>
<th>Timetable Description</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement of document preparation</td>
<td>November 2017</td>
</tr>
<tr>
<td>Consultation on Draft SPD</td>
<td>January-February 2019</td>
</tr>
<tr>
<td>Adoption</td>
<td>January-February 2020</td>
</tr>
</tbody>
</table>

### Project Management

| Organisational lead                  | Head of Planning Services |

Produced by Planning Services, November 2017
### Review of the Community Infrastructure Levy Charging Schedule

#### Purpose and Content
The CIL Charging Schedule sets out the rate per sqm that the Council intends to charge on all new development in the Borough. This rate can be varied on the basis of type of development and location to reflect the different levels of viability by area and use. The Levy is collected to fund the delivery of infrastructure improvements needed to support the delivery of new development. Projects supported by CIL will be set out in the Borough’s Regulation 123 List.

#### Geographical Coverage
Borough-wide

#### Document Status
The charging schedule for the Community Infrastructure Levy will go through an examination and payment will be a legal requirement as set out in the Planning and Compulsory Purchase Act 2008 and CIL Regulations 2010 (as amended).

#### Chain of Conformity

#### Prepared jointly with other Local Planning Authorities
No

#### Superseded Plans
When adopted the Community Infrastructure Charging Schedule will replace the existing one adopted February 2012.

#### Timetable
- **Commencement of document preparation**: November 2017
- **Consultation on Preliminary draft Charging Schedule**: July–September 2018
- **Consultation on Draft Charging Schedule**: January–February 2019
- **Submission for examination**: March–April 2019
- **Adoption**: January–February 2020

#### Project Management

<table>
<thead>
<tr>
<th>Organisational lead</th>
<th>Head of Planning Services</th>
</tr>
</thead>
</table>
| Political management | - Member guidance through the Local Plan Working Group  
 - Preliminary Charging Schedule consultation documents agreed at Cabinet  
 - Draft Charging Schedule consultation documents agreed at |

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**Produced by Planning Services, November 2017**
### Burwood Park Neighbourhood Development Plan

**Purpose and Content**

Introduced by the Localism Act in 2011, neighbourhood planning is the Government’s initiative of empowering local communities to help make and take forward planning proposals at a local level. The Burwood Neighbourhood Development Plan will set out the vision for the local area, as determined by its residents and other stakeholders, and general policies to guide development in the neighbourhood. Once adopted the plan will form part of the Local Plan for the Borough allowing officers to use this when considering applications in the neighbourhood area.

**Geographical Coverage**

Burwood Park Neighbourhood Area

**Document Status**

Neighbourhood Development Plan

**Chain of Conformity**


**Prepared jointly with other Local Planning Authorities**

No

**Superseded Plans**

When adopted the Neighbourhood Development Plan will supplement the existing policy framework and be given consideration when determining applications in Burwood Park Neighbourhood Area.

**Timetable**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Lead by the Borough Council</th>
<th>Lead by the Neighbourhood Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commencement of document preparation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Consultation</td>
<td>The timetable is to be led by the Neighbourhood Forum. Once provided this information will appear on the Neighbourhood Planning pages of the Council’s website.</td>
<td></td>
</tr>
<tr>
<td>Publication of Proposed Neighbourhood Development Plan</td>
<td>Lead by the Borough Council</td>
<td></td>
</tr>
<tr>
<td>Submission</td>
<td>Lead by the Borough Council</td>
<td></td>
</tr>
<tr>
<td>Examination</td>
<td>Lead by the Borough Council</td>
<td></td>
</tr>
<tr>
<td>Referendum</td>
<td>Lead by the Borough Council</td>
<td></td>
</tr>
<tr>
<td>Adoption</td>
<td>Lead by the Borough Council</td>
<td></td>
</tr>
</tbody>
</table>

**Project Management**

**Organisational lead**

Head of Planning Services

**Political management**

- Consultation documents for the publication of the Proposed Neighbourhood Development Plan taken through Local Plan
### Working Group and agreed at Cabinet
- Neighbourhood Development Plan adopted by full Council

### Resources
Planning Services Department

### Stakeholder & community involvement
Stakeholders will be invited to comment on all aspects of these documents with formal consultations as required by regulations also taking place.

### Monitoring
To take place through the Authority Monitoring Report (AMR).

## Review of the Statement of Community Involvement

### Purpose and Content
Required by the Planning and Compulsory Purchase Act 2004 (as amended), the Statement of Community Involvement (SCI) sets out the opportunities residents and other interested parties have to become involved in planning within Elmbridge. This includes the preparation of Local Plans and the consideration and determination of planning applications.

### Geographical Coverage
Borough-wide

### Document Status
Supporting document

### Chain of Conformity

### Prepared jointly with other Local Planning Authorities
No

### Superseded Plans
When adopted the Statement of Community Involvement will replace the existing one adopted in June 2015.

### Timetable
- **Commencement of document preparation**: December 2017
- **Consultation on Draft Statement of Community Involvement**: March-April 2018
- **Adoption**: June 2018

### Project Management

#### Organisational lead
Head of Planning Services

#### Political management
- Member guidance through the Local Plan Working Group
- Consultation documents agreed at Cabinet
- SCI adopted by full Council

#### Resources
Planning Services Department

#### Stakeholder & community involvement
Stakeholders will be invited to comment on all aspects of the document with formal consultations as required by regulations taking place.

#### Monitoring
To take place through the Authority Monitoring Report (AMR).
4. **Council Procedures and Reporting Protocols**

4.1 A small non-executive Members Working Group known as the Local Plan Working Group (LPWG) has been established to oversee production of the Local Plan and promote cross-party support for potentially contentious issues. The Group reports to the Cabinet and makes recommendations on draft documents prior to consultation and adoption. The group comprises of representatives from the Planning Committee and Planning Sub Committees. The Portfolio Holder for Planning Services also attends meetings of the Group. Minutes of meetings are reported to the Planning Committee.

4.2 Responsibility for some Cabinet functions is exercised by Individual Cabinet Members and planning policy lies with the portfolio holder for Planning Services. The Council’s Overview and Scrutiny Committee have the opportunity to call in decisions of the Cabinet and its individual Members for consideration. In order to ensure that decision making processes support the timetable for producing Local Plan documents, the facility for calling special meetings of the Cabinet, Planning Committee and Local Plan Working Group may need to be invoked.

4.3 All Members of the Council are notified electronically when an agenda for the Local Plan Working Group is sent out.

4.4 The following protocol sets out:

- An agreed and transparent process for approving and adopting each element of the Local Plan within the timescales set out in this Local Development Scheme.

- Clear understanding about which body should be approving each stage (Council, Cabinet or Individual Cabinet Member Decision Making (ICMDM)).

- Clear understanding about if, when and how often the Planning Committee should be consulted at each stage, to minimize the incidence of ‘call-in’.

**The Approval Process for Each Component of the Elmbridge Local Plan**

**Local Development Scheme (LDS)**

<table>
<thead>
<tr>
<th>Stage</th>
<th>Member Input</th>
<th>Approving Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement of LDS¹</td>
<td>Consideration by Local Plan Working Group with other members informed.</td>
<td>Cabinet</td>
</tr>
</tbody>
</table>

¹ Local Development Schemes are produced for the community rather than for the Secretary of State.
### Local Plan

<table>
<thead>
<tr>
<th>Stage</th>
<th>Member Input</th>
<th>Approving Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early community engagement, preparation of evidence base, generation of issues and options and initial draft document for formal consultation (may be more than one stage of consultation)</td>
<td>Main consideration by Local Plan Working Group prior to submission of consultation documents to Cabinet.</td>
<td>Cabinet</td>
</tr>
<tr>
<td>Publication of Council's preferred plan following analysis of consultation.</td>
<td>Main consideration by Local Plan Working Group.</td>
<td>Cabinet and Council</td>
</tr>
<tr>
<td>Submission of draft Plan to Secretary of State after final representation period.</td>
<td>Opportunity for any further updates after representation period to be considered by Local Plan Working Group and referred to Cabinet and Council again if necessary.</td>
<td>Cabinet and Council</td>
</tr>
<tr>
<td>Adoption of Local Plan document following Inspector's ruling on soundness.</td>
<td>None – the Council has to adopt in accordance with Inspector's ruling.</td>
<td>Cabinet and Council</td>
</tr>
</tbody>
</table>

### Supplementary Planning Documents (SPDs)

<table>
<thead>
<tr>
<th>Stage</th>
<th>Member Input</th>
<th>Approving Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation of draft document for consultation</td>
<td>Main consideration by Local Plan Working Group.</td>
<td>Cabinet</td>
</tr>
<tr>
<td>Adoption of SPD following analysis of consultation</td>
<td>Consideration by Local Plan Working Group.</td>
<td>Cabinet and Council</td>
</tr>
</tbody>
</table>

### Neighbourhood Development Plans (NDPs)

<table>
<thead>
<tr>
<th>Stage</th>
<th>Member Input</th>
<th>Approving Body</th>
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</thead>
<tbody>
<tr>
<td>Consultation on the draft Neighbourhood Development Plan</td>
<td>Main consideration by Local Plan Working Group.</td>
<td>Cabinet</td>
</tr>
<tr>
<td>Adoption of NDP following examination and referendum</td>
<td>None – the Council has to adopt in accordance with the Examiners’ ruling and referendum results.</td>
<td>Cabinet and Council</td>
</tr>
</tbody>
</table>
Statement of Community Involvement (SCI)

<table>
<thead>
<tr>
<th>Stage</th>
<th>Member Input</th>
<th>Approving Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation on the draft SCI</td>
<td>Main consideration by Local Plan Working Group.</td>
<td>Cabinet</td>
</tr>
<tr>
<td>Adoption of the SCI</td>
<td>Consideration by Local Plan Working Group.</td>
<td>Cabinet</td>
</tr>
</tbody>
</table>

Authorities Monitoring Report

<table>
<thead>
<tr>
<th>Stage</th>
<th>Member Input</th>
<th>Approving Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement of Authorities Monitoring Report for</td>
<td>Reported to Local Plan Working Group for information.</td>
<td>ICMDM</td>
</tr>
<tr>
<td>Publication</td>
<td></td>
<td></td>
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</tbody>
</table>
5. Risk Assessment

5.1 In preparing the LDS and the Elmbridge Local Plan, the main areas of risk relate to:

- **Financial Resources.** Given the radical changes in the way in which local government is financed, and the Government’s commitment to deliver more for less, there is a potential risk that finances may not be available to support existing staffing levels in the planning policy team or additional resources required to meet peaks in workflow. Through prudent financial management, the Council has been able to maintain appropriate staffing levels. However, the availability of future finances is somewhat unpredictable, reliant in part on the number of new homes built and future national and local Government cost savings.

- **Community Participation and Leadership.** Local people now have the opportunity to have a much greater influence on the way in which local services are delivered and plans prepared. Whilst the Borough benefits from many community groups, it is not known how much capacity local groups will have to become actively involved in the preparation of future planning documents. It is also difficult to gauge how much of a facilitating role will be expected to be provided by Council planning officers. At this point in time it is therefore difficult to assess whether greater community involvement will result in speeding up, or slowing down the programme.

- **Community Expectations.** It is likely that different community groups will have different expectations with regards to the amount of work that is involved in document preparation, the level of detail that is considered appropriate, their scope of influence, and the resources available to the Council for production. It will be important that the community are fully informed with regards to ‘time, quality and resources’ in order to ensure that the programme is delivered efficiently and effectively.

- **Procedural issues.** Arrangements have been put in place to streamline the decision making processes to avoid unnecessary delay, and to ensure inclusive member and community involvement at all key stages.

- **Changing Planning Context.** The Government has introduced some radical changes to the way in which planning is undertaken. Ministerial announcements relating to planning and housing are released regularly, and this makes it very difficult to plan with any certainty. Further changes to the National Planning Policy Framework are expected in early 2018 following on from proposals within the Housing White Paper. It is uncertain as to whether any further guidance or regulations which the Council must prepare its Local Plan in accordance with, will be published in the future. As well as the changing national context the preparation of a new London Plan following the revisions in 2015 will also have a significant impact on the planning context for Elmbridge Borough. Given the changing national and regional planning context, the Council must try and plan in line with the best information available at the time.

- **Legal challenge.** The Council will minimise the likelihood of this by compliance with statutory regulations and by ensuring that all documents are founded on a robust evidence base and Sustainability Appraisal, as well as developing improved stakeholder and community engagement systems.

- **Capacity of other agencies / delivery partners and the Planning Inspectorate.** This is beyond the Council’s control but it is acknowledged that many public services are being asked to produce ‘more for less’, and some will experience significant reductions in public funding. Some agencies are now charging for advice on evidence base documents and work outside of
the statutory Local Plan consultation stages. In order to minimise the risk of non delivery by third parties, the Council will continue to liaise with all parties involved in delivering the Local Plan to ensure plans can be put in place for co-operative working and cost recovery frameworks agreed where appropriate.

- **Duty to Cooperate.** Introduced by the Localism Act 2011, the Council is bound to cooperate on planning issues that cross administrative boundaries, particularly those which relate to strategic priorities as identified in paragraph 156 of the NPPF. The Government expects joint working on areas of common interest to be diligently undertaken for the mutual benefit of neighbouring authorities. For example, joint working should enable local planning authorities working together to meet development requirements which cannot wholly be met within their own areas – for instance, because of a lack of physical capacity or because to do so would cause significant harm to the principles and policies of the NPPF. Accordingly the Government are proposing to introduce a Statement of Common Ground policy requiring local authorities to produce a statement over their housing market area or other agreed geographical area where appropriate and justified. This should set out cross boundary matters, including the housing need for an area, distribution and proposals for meeting any shortfalls. The statement should record where agreement has and has not been reached. The Council will use existing work already undertaken to take forward the duty to help prepare a Statement of Common Ground and ensure that the requirements of this are met.

To reduce the risk of not complying with the duty to cooperate Planning Services has identified for each document those cross boundary strategic issues that may arise, which bodies need to be engaged with, and an action plan for continued engagement. An audit trail relating to strategic issues will be produced for the examination of Local Plan documents. Compliance with the duty is a legal requirement. The recent consultation on proposed changes to national policy (September 2017) highlighted that this process is not working effectively and that failing the duty to co-operate is one of the most common reasons Local Plans are being found unsound.
Appendix 1 - Adopted Local Plan Documents & Guidance

The Elmbridge Core Strategy - July 2011

The Elmbridge Core Strategy sets out the overarching plan for the delivery of development and infrastructure within the Borough between 2011 and 2026. It provides the delivery strategy to deal with particular challenges and issues of local importance, tackling many of these issues on a local settlement area basis. Its approach embraces the Government’s localism agenda whilst, at the same time, promotes sustainable economic growth.

The Core Strategy is the key document of the Borough’s Local Plan where key decisions have been made in order to deliver a high quality of life in the most sustainable way possible. It sets out the sort of changes we need to plan for, where they should take place, when they should happen, and how they will be delivered. It also contains a contingency plan should development and infrastructure fail to come forward as predicted.

The Core Strategy was adopted on 20th July 2011. This document will be superseded by the adoption of the new Elmbridge Local Plan 2035.

Policies Map

The Policies Map sets out planning policy designations made in the Elmbridge Local Plan. The Policies Map will be amended each time a new document is adopted / reviewed and its policies can be graphically displayed.

Development Management Plan

The Development Management Plan contains the day-to-day policies against which planning applications and enforcement action will be assessed. These policies ensure that development contributes to the wider, strategic aims of the Core Strategy providing further detail where necessary in order to deliver the long-term spatial vision for Elmbridge. The Plan supports the ‘management’ approach to sustainable development, using land efficiently, looking for solutions, promoting early engagement and involving the community. This will allow the Council to manage and plan for development, infrastructure and growth.

The Council will not be amending its existing Development Management Plan which was prepared; examined; and adopted as part of the 2014 to 2017 Local Development Scheme. This Plan was adopted post NPPF and is considered to remain in accordance with the national policy. In addition the policies and guidance in this document will apply regardless of the overarching spatial strategies and allocations the Council seeks to deliver.

Supplementary Planning Documents

Developer Contributions Supplementary Planning Document and Community Infrastructure Levy (CIL) – Charging Schedule

The Developer Contributions Supplementary Planning Document (SPD) and Community Infrastructure Charging Schedule set out the contributions required from new development towards infrastructure, affordable housing and Thames Basin Heaths mitigation through the use of both planning obligations and the Community Infrastructure Levy (CIL). They support Core Strategy policies CS21: Affordable Housing, CS13: Thames Basin Heaths Special Protection Area (SPA), CS16: Social and Community Infrastructure and CS28: Implementation and Delivery and forms part of the Elmbridge Local Plan.
The SPD was adopted by Council on 18th April 2012. The CIL Charging Schedule was adopted in February 2013 following independent examination, and forms an Addendum to the SPD. The Council began collecting the levy from 1st April 2013. Together they replace the previous Planning Obligations and Infrastructure Contributions SPD and Interim Thames Basin Heaths Special Protection Area Mitigation Strategy.

In light of any potential revised strategic planning policies for the Borough, the SPD and CIL Charging Schedule will be reviewed and supersede those adopted in 2012 / 2013.

**Design and Character Supplementary Planning Document**

The Design and Character Supplementary Planning Document (SPD) aims to ensure that the design of new development in the Borough is more locally responsive, sustainable and built to a high quality. It consists of a main document providing design guidance relating to all new development in the Borough. As well as this, there are 10 companion guides including the 8 settlement character assessments, an overview of the Borough's character and specific guidelines relating to home extensions.

The SPD supports the delivery of the Elmbridge Core Strategy, specifically Policy CS17: Local Character, Density and Design.


The Council will not be amending its existing SPD which was prepared; consulted on and adopted as part of the 2014 to 2017 Local Development Scheme. This SPD was adopted post NPPF and is considered to remain in accordance with the national policy. In addition the guidance in this document will apply regardless of the overarching spatial strategies and allocations the Council seeks to deliver.

**Supporting Documents**

**Statement of Community Involvement**

The Statement of Community Involvement (SCI) sets out the standards to be adopted by the Council for engaging the community and key stakeholders in the plan-making and development management processes. It aims to achieve greater public involvement in the preparation of all future planning documents and in decisions on planning applications. Better public engagement in the process will ensure that decision-making is transparent and accountable and reflects local needs. It will also encourage community ‘ownership’ of planning documents and decisions.

The revised SCI which reflects recent changes to planning regulations and the introduction of new national policy and guidance is proposed for mid-2018.

**Authority Monitoring Report**

The Authority Monitoring Report (AMR) provides a yearly report of how the Council is performing in implementing the LDS and the performance and effectiveness of planning policies in the context of set indicators, established to determine their success or otherwise. The AMR forms a key element of the evidence base for planning documents.
All adopted plans and other supporting documents are available to view on the Council's website – [www.elmbridge.gov.uk/planning](http://www.elmbridge.gov.uk/planning)
Appendix 2: The Elmbridge Local Plan & Supporting Documents Diagram

Elmbridge Local Plan
- Local Plan 2016 to 2035 - Strategic Planning Policies and allocations
- Policies Map

Supplementary Planning Documents
- Developer Contributions SPD Adopted 2012 (to be reviewed)
- Design and Character SPD Adopted 2012
- Flood Risk SPD Adopted 2016

Other supporting documents
- Local Development Scheme 2016 to 2019
- CIL Charging Schedule Adopted 2013 (to be reviewed)
- Statement of Community Involvement Adopted 2012 (to be reviewed)
- Authority’s Monitoring Report Published annually