

# Tandridge District Council

Local Development Scheme

June 2024



## Glossary

Term	Definition
<b>Development Plan</b>	<p>The framework of policies that, by law, planning decisions on planning applications must be taken in line with unless material considerations indicate otherwise.</p> <p>It is defined in Section 38 of the Planning and Compulsory Purchase Act 2004 and includes adopted local plans, neighbourhood plans that have been made and published. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides it should not be made.</p>
<b>Development Plan Document (DPD)</b>	<p>A statutory document or documents that contain the policy framework for planning decisions. This typically includes the Local Plan, Neighbourhood Plans, Waste Local Plan and Minerals Local Plan.</p>
<b>Duty to Cooperate</b>	<p>A legal test that requires cooperation between local planning authorities and other public bodies to maximise the effectiveness of policies relating to cross-boundary strategic matters in Local Plans.</p>
<b>Local Plan</b>	<p>A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.</p>
<b>National Planning Policy Framework</b>	<p>Published by Government in March 2012 and last updated in December 2023. It contains national policy guiding the preparation of Local Plans and is a material consideration in planning decisions.</p>
<b>National Planning Policy Guidance</b>	<p>Published by Government in March 2012 and regularly updated since. It contains national guidance to aid interpretation and application of national policy contained in the NPPF. It sets out the process for preparing Local Plans and is a material consideration in planning decisions.</p>
<b>Neighbourhood Plan</b>	<p>Community-led plans for guiding future development, regeneration and conservation of an area. Once made (adopted) they become part of the Development Plan and used in the determination of relevant planning applications. Neighbourhood Plans are subject to examination and referendum before they can be brought into effect and must be published for public consultation as they are prepared.</p>

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## 1 Introduction

### 1.1 Purpose of the LDS

- 1 A Local Planning Authority (LPA) has a statutory duty to maintain an up-to-date Local Development Scheme (LDS), as set out in Section 15 of The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). This LDS supersedes the previous LDS published in 2020.
- 2 This LDS is Tandridge District Council's programme for preparing planning policy documents for the District and covers the period 2024-2027. These documents will underpin planning and growth decisions the Council will make in the years to come. The document also sets out at which point residents and other stakeholders can become involved in helping the Council shape these policies.
- 3 The LDS does not cover detailed timescales for Neighbourhood Plans as these are led by individual Parish Councils or neighbourhood forums. However, once made Neighbourhood Plans become part of the Development Plan and will be used in the determination of relevant planning proposals.
- 4 The LDS is published so that the community and others will know what documents comprise the current adopted development plan and which planning documents the Council is intending to produce and when, and at what stage they can get involved in the process. There is no requirement for the LDS to show what other documents, for example Supplementary Planning Documents, the Council intends to produce.

### 1.2 Structure of the LDS

- 5 Before setting out the programme (Section 5), the LDS explores its context, namely:
  - Current documents that make up the Development Plan for Tandridge (Section 2).
  - Relevant regulations and consultation requirements (Section 3)
  - Evidence base requirements (Section 4).
- 6 There are some risks that could impact upon the delivery of the work programme. These risks, together with appropriate mitigation measures are set out in Section 7. The risk assessment has been informed by previous work on preparing a Local Plan, taking account of both good practice and potential areas for improvement. Finally, Section 8 sets out how the LDS will be monitored.

## 2 Existing Development Plan

7 The Council's currently adopted Development Plan is formed of the documents set out below, as well as the Minerals and Waste Plans prepared by Surrey County Council. All applications must be determined in accordance with these documents unless material considerations indicate otherwise until such time as they are replaced by updated policies. Copies of all of these documents can be found on the Council's website.

8 In accordance with The Localism Act 2011, adopted Neighbourhood Plans form part of the Development Plan and are used in the assessment of planning applications for specific areas. They must be consistent with the National Planning Policy Framework (NPPF) and in general conformity with the strategic policies in the Local Plan. These plans set out the vision and planning policies for the use and development of land in particular neighbourhoods. A number of Neighbourhood Plans have been commenced in the District, with four plans being made (adopted) as of June 2024.

9 The Policies Map illustrates geographically how and where the policies and proposals in the Development Plan apply across the District. This is published on the Council's website.

Document	Area of Application	Purpose	Date
Core Strategy	District wide	Strategic policies to steer and manage the approach for development.	Adopted October 2008
Local Plan Part 2 – Detailed Policies (LP2)	District wide	Development Management policies to assist in the assessment of planning applications.	Adopted July 2014
Community Infrastructure Levy	District wide	Charging regime for contributions to infrastructure	Implemented 1 December 2014
Woldingham Neighbourhood Plan	Woldingham	Area specific policies in terms of design and the identification of local green spaces.	Made 21 April 2016
Limpsfield Neighbourhood Plan	Limpsfield	Area specific policies in terms of design and the identification of local green spaces.	Made 25 June 2019
Caterham, Chaldon and Whyteleafe Neighbourhood Plan	Caterham, Chaldon and Whyteleafe	Area specific policies in terms of design and the identification of local green spaces.	Made 24 June 2021
Tatsfield Neighbourhood Plan	Tatsfield	Area specific policies in terms of design and the identification of local green spaces.	Made 20 June 2024

- 10 In addition to the documents that form the Local Plan, the Council is also required to produce a Statement of Community Involvement (SCI) which sets out how the Council will involve people in the production of the Local Plan. The SCI is a Local Development Document, but it is not part of the Development Plan. The Council's latest SCI was prepared in 2020 and is available on the Tandridge District Council website. In accordance with the Planning Practice Guidance<sup>1</sup>, the Council must review their SCI every 5 years from the date of its adoption. It is the intention of the Council to review and publish an updated SCI in Autumn 2024.

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<sup>1</sup> Paragraph: 071 Reference ID: 61-071-20190315 (Revision date: 15 03 2019)

### 3 Regulatory and Consultation Requirements

#### 3.1 The Planning System

- 11 Planning Acts and Regulations, and the National Planning Policy Framework (NPPF) and associated guidance provide the legislative and national policy requirements for plan-making. The NPPF (paragraph 15, December 2023) sets out that the Development Plan 'should provide a positive vision for the future of each area; a framework for meeting housing needs and addressing other economic, social and environmental priorities; and a platform for local people to shape their surroundings.'
- 12 The NPPF (paragraphs 17-19, December 2023) further states that a development plan should address both strategic and non-strategic policies. Options are set out as to how this can be achieved. Strategic policies should be contained in joint or individual local plans, produced by authorities working together or independently. Non-strategic policies should be included in local plans that contain both strategic and non-strategic policies and / or in local or neighbourhood plans that contain just non-strategic policies.
- 13 Planning legislation sets out the statutory requirements for plan-making. This includes requirements to:
  - Have regard to national policy and advice;
  - Produce key documents, such as the LDS and Statement of Community Involvement (SCI);
  - Carry out impact assessments, such as the Sustainability Appraisal (SA) and Habitats Regulation Assessment (HRA);
  - Produce a policies map; and
  - Independently examine Local Plans by a person appointed by the Secretary of State.

#### 3.2 Key Stages of Local Plan Preparation

- 14 The Local Plan is to be prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, which requires Local Authorities to follow formal consultation and publication stages prior to adoption. Consultation periods must be for a minimum of six weeks.
- 15 The key stages of Local Plan Preparation are:

**Preparation of a Local Plan (Regulation 18)** – requires the LPA to notify and invite responses on the subject and contents of a local plan which the LPA proposes to prepare. The document could take the form of a scoping document and set out proposed matters and issues to be covered by the Plan. Alternatively, the document could set out growth options and preferred spatial strategy. The responses to the

consultation will be used to inform the publication draft of the Plan and identify any further evidence that may be required.

**Publication of Local Plan (Regulation 19)** – requires consulting on a draft of the Plan prior to it being submitted to the Secretary of State for Independent Examination. This document should be as close to the version the Council are intending to submit as possible and the consultation is concerned with legal and soundness aspects of the Plan.

**Submission (Regulation 22)** – Submission of the Plan to the Secretary of State for Independent Examination.

**Independent Examination (Regulation 24)** – A Planning Inspector will independently and publicly examine the document submitted to him for his consideration. The dates of the examination are set by the Planning Inspectorate and should be published six weeks before the examination takes place.

**Adoption of a Local Plan (Regulation 26)** – When the Local Plan is found sound by the Planning Inspector, the Council must make the decision whether to adopt the document or not. This decision will be made through the committee process via Full Council.

16 The involvement and consultation of stakeholders and local communities will be an important part of each stage.

### 3.3 Other Legislative Requirements

#### 3.3.1 Sustainability Appraisal, Strategic Environmental Assessment and Habitat Regulations Assessment

17 To comply with legislation, the Local Plan must be accompanied by a Sustainability Appraisal (SA) incorporating a Strategic Environmental assessment (SEA) and Habitats Regulations Assessment (HRA). These documents are required by the Environmental Assessment of Plans and Programmes Regulations 2004 and the Conservation of Habitats & Species Regulations 2010.

18 These documents are iterative documents designed to allow an Inspector to see how the Council has taken account of these pieces of legislation at each step of the plan-making process.

19 Government advice indicates that the work on SEA can be embedded into the SA process. The SA appraises the emerging spatial strategy and policies at each stage of the plan-making process with regards to the environmental, social and economic impacts of the Plan. This may result in the adjustment of the strategy and policies to ensure that adverse impacts are reduced or mitigated, and to ensure that no one strand of sustainability (environmental, social or economic) has had more emphasis

placed on it. The first stage of work will be to produce a scoping report and consult with conservation bodies.

20 In terms of the HRA, the Council are required to consider if the policies of a Local Plan will have any impact upon European Sites for Nature Conservation. For Tandridge District, this includes The Ashdown Forest, located south-east of the District and the Mole Gap to Reigate Escarpment located west of the District. This may involve a Stage 1 screening only. However, if the identified European Sites are not 'screened out' by the end of Stage 1 it would be necessary to move on to Stage 2 (Appropriate Assessment). An Appropriate Assessment report would need to be prepared which may include mitigation measures to ensure that there is limited or no negative effect on relevant European sites.

### **3.3.2 Equalities Impact Assessment**

21 The Local Authority has a legal duty to eliminate discrimination and promote equality through service delivery. The policies of the Local Plan will have an impact upon service delivery in terms of how we can support and provide for all our communities from young to the elderly and those from varying cultural backgrounds.

22 Although there is no longer a requirement to produce an Equalities Impact Assessment (EqIA) for a Local Plan it may still be useful to produce an EqIA to have regard to the aims and demonstrate compliance with the General Equality Duty, as set out in the Equality Act 2010, when drafting policies.

23 The purpose of the EqIA is to show the likely impact of the Plan and the policies on the groups with protected characteristics (e.g. age, disability, gender reassignment, race and pregnancy/maternity etc), and if necessary, modify and improve the Plan and Policies where possible.

## 4 Evidence Base

24 The Evidence Base is a key feature of the plan-making process. The NPPF<sup>2</sup> makes it clear that the preparation and review of all policies should be underpinned by relevant and up-to-date evidence. Further that the evidence should be adequate, proportionate and focused tightly on supporting and justifying policies. Any timetable for producing a Development Plan document must take into account the time required to prepare the evidence base.

25 The Evidence Base takes the form of research and technical studies. It is not possible to provide an exhaustive list of evidence required due to the diversity of topics. Further, the need for additional evidence can arise during the course of plan production, including as a direct result of consultation exercises.

26 The following list provides an indication of the studies and research that may be necessary to inform the preparation of a Local Plan:

- Housing and Economic Development Needs Assessment (HEDNA) to consider the local housing need, the housing market area and the level of jobs that Tandridge needs to accommodate.
- Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment (GTTSANA), to identify the level of pitches and plots that Tandridge needs to accommodate.
- Housing and Economic Land Availability Assessment (HELAA) to consider the sites which may be appropriate for future development and growth.
- Strategic Flood Risk Assessment (SFRA) to inform the plan-making process and identify any strategic flooding issues which should not be exacerbated and may need to be mitigated against.
- Environmental studies including the consideration of sports and recreation provision, green infrastructure, Green Belt and landscape and historic character.
- Town centre, retail and leisure studies, to ensure that any required provision and improvements can be factored into the Local Plan policies.
- Infrastructure studies which ensure appropriate consideration of infrastructure which may be needed to support the proposals of a Local Plan as well as identify any issues which the Local Plan and development may need to be aware of.
- Viability assessments to ensure that the proposals of a Local Plan are deliverable.

<sup>2</sup> National Planning Policy Framework (December 2023) paragraph 31

## 5 The Local Development Scheme

### 5.1 Proposed Development Plan Documents

27 Tandridge District Council is intending to produce one Development Plan Document (DPD) – the Local Plan. In accordance with Section 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012, it will form part of the Council's development plan, along with any made Neighbourhood Plans and the Minerals and Waste Plans prepared by Surrey County Council.

28 The LDS sets out the anticipated timetable for preparation of each document through to its adoption, using the best information available. Please note all timetables are set out in quarters to accord with the financial year, e.g. Q1= April, May and June etc..

### 5.2 Local Plan

29 A timetable for production of the new Local Plan to submission stage is set out in the table below. Dates for the examination stage, receipt of Inspector's report and adoption of the plan are not included as they fall outside the control of the Council and will be published, once known, in future iterations of the LDS.

<b>Title</b>	<b>Tandridge Local Plan</b>	
<b>Role &amp; subject</b>	The Local Plan will set out the spatial development strategy, development requirements, policies (strategic and non-strategic) and site allocations for the District. The document will also set out policy mechanisms for protecting, conserving and enhancing the natural, and built historic environment, whilst identifying how and where infrastructure improvements will be delivered.	
<b>Geographical coverage</b>	District wide	
<b>Prepared jointly with prescribed bodies</b>	The Council is not proposing to prepare a joint Local Plan, however, the Council will work closely with neighbouring local authorities as part of its statutory Duty to Cooperate including joint evidence bases where relevant.	
<b>Chain of conformity</b>	With the National Planning Policy Framework and Planning Practice Guidance	
<b>Timetable – key stages</b>	Consultation (Regulation 18)	Q2 2025/26
	Publication (Regulation 19)	Q1 2026/27
	Submission (Regulation 22)	Q3 2026/27
<b>Stakeholder and community involvement</b>	Statutory bodies, Parish Councils, general public, community groups, developers and agents in accordance with Statement of Community Involvement Duty to Cooperate requirements apply.	
<b>Lead department</b>	Planning Policy	

<b>Title</b>	<b>Tandridge Local Plan</b>
<b>Management arrangements</b>	Planning Policy Committee
<b>Resources required</b>	Planning Policy Team, specialist advisors (including from Development Management, Housing Need, Housing Delivery and Communications Teams) and external consultants
<b>Monitoring and review</b>	Authority Monitoring Report (AMR)

### 5.3 Policies Map

30 The Policies Map spatially illustrates policies contained in DPDs on an Ordnance Survey base map. The Policies Map will be updated as the Local Plan is progressed. The Policies Map will show matters including:

- designations, e.g. settlement boundaries; and
- site allocations, e.g. sites may be allocated for a variety of uses including housing.

<b>Title</b>	<b>Policies Map</b>
<b>Role and Subject</b>	To illustrate geographically the application of policies in the Local Plan and sites with specific allocations.
<b>Geographical Coverage</b>	District wide
<b>Prepared jointly with other local authorities</b>	No
<b>Chain of Conformity</b>	With all other Development Plan documents.
<b>Timetable</b>	The map will be amended, when appropriate, to reflect the new Local Plan policies
<b>Stakeholder and community involvement</b>	Maps associated with the stage of plan preparation will be publicly consulted upon in accordance with the timetable and the Statement of Community Involvement
<b>Lead department</b>	Planning Policy
<b>Management arrangements</b>	Planning Policy Committee
<b>Resources required</b>	Planning policy team and GIS specialist
<b>Monitoring and review</b>	Authority Monitoring Report (AMR)

### 5.4 Neighbourhood Plans

31 Neighbourhood Plans are prepared and led by the community via Parish Councils or community forums and provide the community with the opportunity to take a leading role in planning for their areas and must be prepared in accordance with The Neighbourhood Planning (General) Regulations 2012 (as amended) and Neighbourhood Planning Act 2017.

32 The following areas have either been designated as a Neighbourhood Planning Area but have not yet made (adopted) their Plan or are refreshing a made Neighbourhood Plan. The Council will continue to work with parishes and neighbourhood planning forums where needed, to support this process.

33 Whilst these documents, once adopted, will form part of the Development Plan, the timetables for their preparation are a matter for the Parish Council or forum to determine. Therefore, the timetable for their preparation is not contained within the LDS.

<b>Designated Neighbourhood Plan Areas without a made plan</b>	<b>Designated Neighbourhood Plan Area refreshing a made plan</b>
Burstow	Caterham, Chaldon and Whyteleafe
Crowhurst	
Dormansland	
Godstone	
Lingfield	
Tandridge	

## 5.5 CIL Schedule

34 The current adopted Community Infrastructure Levy (CIL) is based upon the adopted Core Strategy (2008). It enables the Council to levy a charge on certain types of new development to help fund improvements to local infrastructure such as schools, transport, green spaces, health and leisure facilities. This is important to ensure the creation of sustainable communities. As such, any review of the CIL will be influenced by the new policies and spatial strategy of the new Local Plan.

35 It is the intention of the Council to review the CIL charging schedule and update, if necessary, alongside the production of the Local Plan. This aligns with national guidance<sup>3</sup> that states 'charging schedules should be consistent with, and support the implementation of, up-to-date relevant plans.'

36 The Levelling and Regeneration Act (LURA) has introduced the Infrastructure Levy (IL), which will replace S106 agreements and CIL. However, to date, the secondary legislation to enact this change has yet to be made. The IL will require charging schedules to be prepared, consulted on and examined, as is the case with CIL. The Council will continue to gather infrastructure evidence during the production of the Local Plan, to ensure that it is able to produce either a CIL or IL Charging Schedule as required.

<sup>3</sup> <https://www.gov.uk/guidance/community-infrastructure-levy>, paragraph 011 Reference ID: 25-011-20190901

## 6 Other documents

37 Alongside this LDS, the Council produces a number of other documents.

38 **Authority Monitoring Report (AMR)** – Published annually it reports on the effectiveness of the Development Plan, details activity relating to the duty to co-operate and reviews progress against the milestones set out in the LDS. Monitoring reports are a requirement of Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

39 **Statement of Community Involvement (SCI)** – sets out how the Council will engage, involve and consult stakeholders and the community in the preparation of planning policy documents and in the determination of planning applications. The SCI is a requirement of the Planning and Compulsory Purchase Act 2004. As required by Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), the SCI will be reviewed every five years. The Council's current SCI was adopted in 2020. It is the Council's intention to produce an updated SCI in Autumn 2024.

Title	Review of Statement of Community Involvement (Not subject to examination)
<b>Role and Subject</b>	Statement setting out how the Council will engage with the local community in the preparation of the Local Plan and in the determination of planning applications.
<b>Geographical Coverage</b>	District
<b>Chain of conformity</b>	Appropriate regulations and the Corporate Communications Strategy
<b>Timetable</b>	The SCI was last revised in 2020 and will be reviewed in Q3 2024/25 to ensure it takes account of any changes both nationally and locally.
<b>Stakeholder and community involvement</b>	No requirement for public participation.
<b>Lead department</b>	Planning Policy
<b>Management arrangements</b>	Planning Policy Committee
<b>Resources required</b>	Planning Policy Team with support from Communications Team
<b>Monitoring and review</b>	n/a

40 **Brownfield Register** – The Town and Country Planning (Brownfield Land Register) Regulations 2017 require the LPA to prepare and maintain a statutory register of brownfield land (also known as previously developed land) which the Council has assessed as being suitable for residential development. The Register comprises a

standard set of data, prescribed by the Government, to help provide certainty for developers and communities and encourage the development of suitable brownfield sites. It must be subject to annual review. The latest brownfield register is available on the Council's website.

41 **Self-Build Register** – The Self-build and Custom Housebuilding Act 2015 (as amended) requires the LPA to keep a register of people and groups of people who are seeking to purchase serviced plots of land in the authority's area and to have regard to that register when carrying out their functions. The Housing and Planning Act 2016 requires the LPA to grant sufficient 'development permissions' to meet the demand for self-build in their area, as established by their register, on a rolling basis. The Council currently maintains its self-build register and entry to it can be achieved through completion of an online form.

## 7 Delivery

### 7.1 Resources

42 The production of the new Local Plan and other planning policy documents will be undertaken primarily by the Planning Policy Team. However, it will be necessary for specialist consultants to be appointed for some evidence gathering and specialised tasks, such as viability testing. The use of consultants can increase staffing capacity, but also has associated costs.

43 The process of preparing planning policy documents requires resources to undertake consultation (e.g. printing documents and the hire of premises for public consultation events) and for the formal examination process (e.g. employing a programme officer and paying a planning inspector's fees). The need for these resources will need to be taken into account in future budgets and work programmes.

### 7.2 Risk Assessment

44 The table below lists the main risks and mitigation measures that have been identified in relation to the programme. These risks are not prioritised or ranked in any order.

Risk	Potential Impact	Planned Actions to Reduce Risk
<b>Changes to national planning policy or guidance and the planning system more broadly.</b>	<p>Work completed no longer relevant or requires significant adaptation to fit new policy or format.</p> <p>Additional tasks need to be undertaken.</p>	<p>Monitor emerging guidance, consultations and legislation and respond to changes early.</p> <p>Reassess priorities through review of LDS.</p>
<b>Volume of work greater than anticipated</b>	<p>Delays to evidential studies which will impact the production of the final plan; impacts upon officer wellbeing.</p>	<p>Ensure effective programme management to spot and address pinch points or developing capacity issues.</p> <p>Commissioning external consultants to deliver evidence base studies.</p>
<b>Requisite expertise is not available in-house.</b>	<p>Delays to evidence base studies or Local Plan drafting which will impact the production of the final plan.</p>	<p>Identify areas where there are gaps in the team's knowledge and experience and make suitable arrangements for external cover.</p>
<b>Procurement of external advice takes a long time</b>	<p>Delay to overall Local Plan programme</p>	<p>Develop standard templates, including contracts to be used when issues briefs for evidence base studies.</p>

Risk	Potential Impact	Planned Actions to Reduce Risk
		Appoint legal counsel on a call-off basis so advice can be quickly sought across the lifetime of the Local Plan production
<b>Evidence base work takes longer than expected to complete or there are unforeseen delays.</b>	Delays to evidence base studies which will impact the production of the final plan.	Effective programme management to constantly monitor project progress and arrange additional support where necessary.
<b>Evidence base studies become out of date due to the length of Local Plan Programme</b>	<p>Overall Local Plan programme is delayed due to requirement to update studies.</p> <p>Local Plan is found unsound due to out of date evidence.</p>	<p>Local Plan project plan has been designed to ensure that evidence base studies will be considered up to date at submission.</p> <p>Where necessary, updates to key evidence base studies can be carried out to ensure evidence remains current.</p>
<b>High response rates to Regulation 18 consultation and Regulation 19 publicity</b>	Longer period required to consider and process responses, which may impact the overall Local Plan programme.	Standard part of the Local Plan production process. Where necessary timetables can be adjusted and potential additional resources to process responses can be considered.
<b>Consultation and engagement identify a need for further work, including new evidence base studies</b>	Delay to overall Local Plan programme and potential additional costs.	<p>Programme includes some flex to allow for this possibility and where necessary timetables can be adjusted.</p> <p>Local Plan budget includes contingency fund to account for potential extra work.</p>
<b>Key stakeholders lack capacity to respond within required timeframe</b>	Delay to overall Local Plan programme depending on the criticality of the response.	<p>Provide partners with clear timescales and make them aware of the consequences of not meeting timescales.</p> <p>Ensure the timely provision of data and other inputs to ensure that the Council does not hold up partners' work.</p>
<b>Committee cycle does not fit with</b>	Approval for key documents is required to progress and	Regular review of Local Plan programme and ensure that

Risk	Potential Impact	Planned Actions to Reduce Risk
<b>requirements of Local Plan programme</b>	therefore delay to overall Local Plan programme	project plans for evidence base studies align with the committee cycle.
<b>Lack of member agreement over the Local Plan strategy, policies or contents of the Local Plan</b>	Delay to overall Local Plan programme.	Where necessary, schedule additional Planning Policy Committee meetings to secure approval of key documents.
<b>Change in political control of the Council</b>	Work already completed requires significant revision in light of new political landscape.	Early and continued engagement with members throughout the plan preparation period
<b>Duty to Cooperate issues that require resolution prior to the plan progressing</b>	Delay to the overall Local Plan programme.	Outside the control of the Planning Policy Team but monitoring and planning for the situation will lessen any impact.  Continued engagement with Duty to Cooperate partners to resolve issues at an early stage.  Engage with external parties, e.g. PAS, to seek advice and help resolve challenging issues.
<b>Insufficient or unstable staff resourcing</b>	Delay to overall Local Plan Programme as insufficient capacity to deliver all workstreams.  High turnover introduces inefficiencies and potential for repeated work due to lack of continuity, plus harder to defend work at Examination if officer has not been involved in production.	Ensure staff capacity meets requirements at all times, with loss of key staff addressed in good time. Where permanent staff can not be appointed use agency staff or consultants to fill resource gap.  Ensure workloads fit staff capacity and skills sets to reduce staff turnover.
<b>Financial resources are insufficient</b>	Unable to complete Local Plan or additional resource has to be identified from alternative source	Detailed consideration of budget requirements for Local Plan prioritising workstreams essential to deliver a robust Local Plan and the inclusion of contingency fund within the budget.

Risk	Potential Impact	Planned Actions to Reduce Risk
		Regular review of Local Plan budget.
<b>Poor budgeting</b>	Over-spending in an area means less funding available elsewhere	Specific focus by programme team on budget and spending through monitoring process and reminders to project leads of the process.
<b>The proposed plan fails the test of soundness or duty to co-operate.</b>	Adoption of the plan is delayed	Maintain a good dialogue with stakeholders in line with the requirements of the SCI. Seek to establish robust joint working arrangements with neighbouring authorities. Keep an accurate log of all cross-boundary duty to cooperate meetings and notes. Commission an external / peer review to assess the soundness of the plan prior to submission.

## 8 Monitoring

- 45 The Council is required to monitor annually how effective its policies and proposals are and this is done through an Authority Monitoring Report (AMR) which will be published by the Council each year and will be made available for public inspection.
- 46 The primary role of the AMR is to assess the effectiveness of adopted Local Plan policies, and identify any need to update Local Plans. In addition, the Council will also assess whether it is meeting, or is on target to meet, the milestones set out in the Local Development Scheme and, if not, the reasons why.
- 47 If changes are appropriate, these will be programmed into Council workloads through the review of the Local Development Scheme.