

Tunbridge Wells Borough



Tunbridge Wells Borough Council

Local Development Scheme

June 2020



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1.0 Introduction and Overview

- 1.1 This document is Tunbridge Wells Borough Council's Local Development Scheme (LDS). It sets out details of the planning policy documents that the Council has adopted, is presently preparing and those that it intends to prepare.
- 1.2 The LDS is intended to provide information to local residents and other interested parties to help them participate in the plan-making process. It gives details about:
- the documents the Council will be preparing;
 - the subject matter and geographical area to which these documents relate; and
 - the timetable for their preparation and adoption.
- 1.3 This LDS, which comes into effect in May 2020, updates and replaces the previous LDS dated September 2019. This Update has been necessary to take account of the very high level of responses to the Draft Local Plan that was consulted upon in Autumn 2019 – with over 8,000 comments received – and the extent of further work that is considered necessary to properly address the main issues raised.
- 1.4 Consideration has also been given to the impacts of the Covid-19 outbreak on the Local Plan programme, which will continue to be kept under review.
- 1.5 Overall, the Borough Council's focus is to prepare, and duly adopt, a new Local Plan to replace the now somewhat dated Local Plans currently in place. There has been substantial progress in its preparation, with two public consultations to date, firstly on 'Issues and Options' and, subsequently, on a 'Draft Local Plan'.
- 1.6 The next stage is the publication of the 'Pre-Submission' version of the Local Plan, on which representations will be invited. This is the Local Plan that is proposed to be submitted to the Planning Inspectorate, alongside all duly-made representations, for independent examination.
- 1.7 This LDS sets out the timescales for the remaining stages for the production of and consultation on this new Local Plan, as well as of other planning documents that the Council expects to prepare over the next three years.

2.0 The Development Plan and related documents

Context

- 2.1 National planning guidance, set out in the National Planning Policy Framework 2019 (NPPF) explains at paragraph 15 that: "*the planning system should be genuinely plan-led*".
- 2.2 The glossary to the NPPF defines a Local Plan as:

"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".
- 2.3 Paragraph 15 of the NPPF also sets out that "*succinct and up-to-date plans should provide a positive vision for the future of each area; a framework for addressing housing needs and other economic, social and environmental priorities; and a platform for local people to shape their surroundings*".
- 2.4 Paragraph 33 of the NPPF details that "*policies in local plans and spatial development strategies should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary. Reviews should be completed no later than five years from the adoption date of a plan, and should take into account changing circumstances affecting the area, or any relevant changes in national policy*".
- 2.5 Local Planning Authorities can also prepare Supplementary Planning Documents (SPDs) which add further detail to the policies in the development plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. The glossary to the NPPF is clear that SPDs "*are capable of being a material consideration in planning decisions but are not part of the development plan*".
- 2.6 A number of parish and town councils in the borough are preparing, or have prepared, neighbourhood plans (described in law as a neighbourhood development plan). Further information on neighbourhood plans is provided in paragraphs 2.19-2.25 below.
- 2.7 In addition, the Council also prepares the following documents:

- Local Development Scheme (LDS), which sets out the programme for preparing planning documents (this document);
- Statement of Community Involvement (SCI), which sets out how the Council will involve the local community in planning decisions;
- Authority Monitoring Report (AMR): this is updated regularly and provides details of recent developments within the borough, covering housing, employment, retail and other uses.

Development Plan Documents

2.8 The development plan for Tunbridge Wells borough currently comprises the following documents:

- the Core Strategy Development Plan Document, adopted June 2010;
- the Site Allocations Local Plan, adopted July 2016;
- saved policies in the Tunbridge Wells Borough Local Plan, adopted March 2006. These 'saved' policies have had their life extended and will continue to be used for deciding planning applications until replaced by policies in the new Local Plan. Remaining 2006 Local Plan saved policies are listed in Appendix 1 of the Site Allocations Local Plan document ([view the Site Allocations Local Plan](#));
- the Hawkhurst Neighbourhood Plan.

2.9 In addition, the Council is currently preparing a new Borough Local Plan which, when adopted, will replace the 2006 Local Plan, Core Strategy and Site Allocations Local Plan.

2.10 More information on these documents is set out below.

Core Strategy

2.11 The Council adopted the Core Strategy in June 2010. This sets out the broad strategy for future planning and decision making and defines the general locations and levels of development in the borough to 2026, but does not identify individual sites.

Site Allocations Local Plan

2.12 The Council adopted the Site Allocations Local Plan in July 2016. The Plan identifies sites to provide for the level of development set out in the Core Strategy. The Site Allocations Local Plan sets out detailed site-specific policies and looks to 2026, the same period as the Core Strategy.

Saved Local Plan policies

- 2.13 The Council adopted the borough-wide Local Plan in 2006. It originally provided a comprehensive suite of policies which allocate sites and provides the planning policy against which planning applications are assessed. However, since its adoption, some changes have been made to the Local Plan as a result of the 'saving' of policies in March 2009, the adoption of the Core Strategy in June 2010 and the adoption of the Site Allocations Local Plan in July 2016.
- 2.14 As a result, some policies have been removed from the Local Plan as they are no longer valid. These changes are reflected in the Local Plan chapters which are published online. Policies which are no longer valid have been struck through. Double strike through indicates the 2009 and 2010 changes and single strike through indicates the more recent 2016 changes.

New Local Plan

- 2.15 The Council has commenced work on preparing a new Borough Local Plan which will, when finalised, replace the 'saved' policies in the 2006 Local Plan, the Core Strategy and the Site Allocations Local Plan. The new Local Plan will set out a new growth strategy for the borough over a 15-years period, will allocate sites for development, and will provide general 'development management' policies to guide development.
- 2.16 At this point, an initial public consultation on an 'Issues and Options' document has taken place (in 2017), as has a subsequent one on a full Draft Local Plan (from 20th September 2019 to 15th November 2019).
- 2.17 These documents and supporting evidence base material is published on the Council's website ([see the Local Plan web page](#)).

Neighbourhood Plans

- 2.18 Neighbourhood plans can be prepared by town and parish councils and, where parish councils do not exist, organisations designated as neighbourhood forums.
- 2.19 Following the successful conclusion of a statutory preparation process (including public consultation, examination, and local referendum), the Borough Council must adopt a neighbourhood plan alongside its own Local Plans as part of the statutory development plan for the borough.
- 2.20 As explained at paragraphs 29 and 30 of the NPPF, neighbourhood planning gives communities the power to develop a shared vision for their area, but that neighbourhood plans must not promote less development than set out in strategic policies for the area, or undermine those strategic policies.

- 2.21 The NPPF also clarifies that once a neighbourhood plan has been brought into force, the policies it contains take precedence over existing non-strategic policies in a local plan covering the neighbourhood area, where they are in conflict; unless they are superseded by strategic or non-strategic policies that are adopted subsequently.
- 2.22 At present, there is one 'made' (approved following referendum) neighbourhood plan; this is The Hawkhurst Neighbourhood Plan. This was made in March 2018. It has also been the subject of a minor, non-material modification, approved in April 2020.
- 2.23 At the time of writing, nine other parishes (Paddock Wood, Sandhurst, Goudhurst, Lamberhurst, Horsmonden, Brenchley & Matfield, Benenden, Cranbrook & Sissinghurst and Capel) have approval for Neighbourhood Areas, which is the initial stage in the preparation of a neighbourhood plan. Plan preparation in each case is at a different stage, with the most advanced being the Goudhurst, Benenden and Lamberhurst neighbourhood plans, while a Sandhurst Neighbourhood Plan is not being progressed.
- 2.24 For an up-to-date picture of the progress of neighbourhood plans see ([view information on neighbourhood plans on the Council's website](#)).
- 2.25 The Council has been liaising closely with, and providing appropriate assistance where possible to, the groups preparing neighbourhood plans, and will continue to do so throughout their preparation.

Supplementary Planning Documents and Conservation Area Appraisals

- 2.26 As explained briefly above, Supplementary Planning Documents (SPDs) do not set policy but provide further guidance about how to implement the requirements of the NPPF and the policies in the Local Plan.
- 2.27 Conservation Area Appraisals (CAAs) are a special type of SPD. They set out the key characteristics of defined Conservation Areas and provide design guidance for development proposals within them ([view Conservation Area Appraisals on the Council's website](#)).
- 2.28 A Madeira Park and Warwick Park Conservation Area Appraisal and Management Plan has recently been adopted as an SPD.
- 2.29 Further work is planned to refine its Urban Design Framework for Royal Tunbridge Wells town centre, taking account of, and integrating with ongoing reviews of, development options.

- 2.30 The Council will also review a number of CAAs. Work on Conservation Area Management Plans and Heritage Assets will also be progressed, working with town and parish councils and other voluntary groups, and interested parties.

Community Infrastructure Levy Charging Schedule

- 2.31 The Community Infrastructure Levy (CIL) allows local authorities to raise funds from developers undertaking new building projects according to the gross internal floor area of the development. Detail of the Levy is set out in a document called the CIL Charging Schedule. The money raised from CIL can be used to fund a wide range of infrastructure, including road schemes, flood defences, schools, health, social care and leisure facilities, and park and green space improvements.
- 2.32 While a CIL Charging Schedule does not have the status of the development plan, it does need to be examined by an independent Inspector. The previous iteration of the LDS set out that the Council was considering developing a CIL Charging Schedule alongside the new Local Plan, and would make a decision on this by the end of 2019. No decision has been made on this matter, with the focus being on taking the Local Plan through to its next stage. The matter will be reviewed as the Local Plan moves towards the Pre-Submission version. In the meantime funding for infrastructure will continue to be secured through the use of Section 106 Agreements. If a decision is made to move towards CIL, then a timetable for the relevant stages of this will be provided.
- 2.33 Infrastructure requirements in the Infrastructure Delivery Plan (IDP), which forms part of the evidence base for the new Local Plan, are also regularly updated so that the infrastructure needs and current funding can be established to inform any CIL charge or level of development contributions required.

Statement of Community Involvement (SCI)

- 2.34 The Council also maintains a SCI which, although not a local development document, is important in that it sets out how community engagement will be carried out in both plan-making and in the exercise of the Development Management function for the determination of planning applications.
- 2.35 To view the current Statement of Community Involvement, [see the 2016 Statement of Community Involvement on the Council's website](#).
- 2.36 The Council will shortly be reviewing its SCI, particularly to take into account support for neighbourhood planning, as well as amendments to Development Management processes. For up-to-date information, see the link in the previous paragraph.

Evidence Base

- 2.37 National policy requires that the preparation and review of all policies should be underpinned by relevant and up to date evidence. This should be adequate and proportionate, focused tightly on supporting and justifying the policies concerned, and taking into account relevant market signals (NPPF, paragraph 31).
- 2.38 The Council's planning policy work is underpinned by a significant amount of evidence. A list of key evidence documents for the new Local Plan is attached at Appendix 1 and can be viewed on the Supporting Documents page of the Local Plan website ([see Supporting Documents](#)). Further studies will be carried out to maintain adequate, up to date and relevant evidence.
- 2.39 Two key evidence documents, which are subject to certain consultations in their own right are the Sustainability Appraisal and the Habitats Regulations Assessments, as outlined below.

Sustainability Appraisal (SA)

- 2.40 Sustainability is at the heart of the planning process. Under the Planning and Compulsory Purchase Act (2004) it is a requirement that Local Plans are subject to a process of sustainability appraisal that also meets the requirements of the Strategic Environmental Assessment (SEA) Directive. Sustainability appraisals look at how development affects social, economic and environmental considerations. Sustainability appraisal needs to identify how mitigation measures may be used to remove or reduce any adverse impacts that may result from new development.
- 2.41 A Sustainability Appraisal scoping report was prepared to inform preparation of the new Local Plan. An Initial Sustainability Appraisal was prepared and consulted upon alongside the Issues and Options consultation, while a further Sustainability Appraisal of the Draft Local Plan was also prepared and consulted upon alongside that version of the Local Plan.
- 2.42 Comments made on the latter Sustainability Appraisal will inform a further SA which will inform the next, Pre-Submission, version of the Local Plan.

Appropriate Assessment and Habitats Regulations

- 2.43 Under European legislation, there is a requirement to consider whether development proposals would be likely to have an adverse impact on any internationally designated sites (either individually or in combination with any other plans or projects) and, where necessary, to devise appropriate mitigation.
- 2.44 The Council has previously appointed consultants to undertake Appropriate Assessment, working in cooperation with other bodies and neighbouring authorities, to consider the potential impact of proposals on the Ashdown Forest Special Area of

Conservation (SAC) and Special Protection Area (SPA). This work will be ongoing as part of the new Local Plan.

2.45 This Assessment will also be updated for Pre-Submission Local Plan.

3.0 Document Profiles

- 3.1 This section provides details about the preparation and content of the Council's new Local Plan, Supplementary Planning Documents, and potential Community Infrastructure Levy.
- 3.2 As set out in the previous section, the Council has a number of adopted Development Plan documents and work is underway on preparing a new Local Plan. A number of SPDs have also been adopted in the past, and additional ones are also currently being completed.
- 3.3 The tables below set out details of these planning documents, their purpose, coverage, and an indicative timetable for their preparation.
- 3.4 The indicative timetables reflect the current programme and priorities, which will be kept under review. These are shown in the programme in **Appendix 2**.

Development Plan Documents

Core Strategy	
Adoption status	Adopted June 2010
Purpose	Provides the vision, strategic objectives and overarching planning strategy to deliver development in the borough to 2026, including broadly how much development will happen and where it will take place.
Geographical coverage	Whole borough

Site Allocations Local Plan	
Adoption status	Adopted July 2016
Purpose	<p>Purposes of the Site Allocations Local Plan include to:</p> <ul style="list-style-type: none"> • allocate specific sites for a range of uses across the borough to accommodate the amount of development set out in the Core Strategy. Existing site allocations have been reviewed as part of this process; • define a boundary for the town centres of Royal Tunbridge Wells, Southborough, Paddock Wood and Cranbrook; and for the centre in the settlement of Hawkhurst identify regeneration opportunities for Royal Tunbridge Wells town centre (identified in the document as Areas of Change); • allocate sites and provide other appropriate town centre policies in the smaller town centres of Southborough, Paddock Wood and Cranbrook and the centre of

Site Allocations Local Plan	
	<p>Hawkhurst village;</p> <ul style="list-style-type: none"> • provide site-specific policies against which planning applications can be assessed for sites where appropriate.
Geographical coverage	Whole borough

Local Plan 2006	
Adoption status	Adopted March 2006
Purpose	A comprehensive suite of policies: many have been replaced by policies in the Core Strategy or Site Allocations Local Plan: those which are saved as set out in the Local Plan.
Geographical coverage	Whole borough

New Local Plan	
Adoption status	<p>An Issues and Options consultation (Regulation 18) was completed in summer 2017, while a Draft Local Plan document was published and consulted upon, under Regulation 18, in Autumn 2019.</p> <p>The next stage will be publication of the Pre-Submission Local Plan, under Regulation 19. Representations will be invited on this, which will then be passed, along with the Local Plan documents, to the Planning Inspectorate for independent examination.</p>
Purpose	<p>Purposes of the new Local Plan include to:</p> <ul style="list-style-type: none"> • identify appropriate levels of growth across the borough and sustainable locations for development; • work in cooperation with neighbouring authorities regarding strategic planning issues; • allocate specific sites for a range of uses to accommodate the amount of development set out in the evidence base/national policy for growth. Existing site allocations that have not commenced or received planning permission will be reviewed as part of this process; • consider the needs for, and provision of, sites to accommodate the gypsy and traveller community; • conduct a Green Belt study to test the purpose and function of designated land against the criteria of NPPF policy, and the remaining reserve of safeguarded land (Rural Fringe) at Royal Tunbridge Wells and Southborough, to assess whether additional safeguarded land will be required in the future;

New Local Plan	
	<ul style="list-style-type: none"> reconsider existing definitions and update the Limits to Built Development for settlements as necessary; define boundaries for town centres, primary shopping areas and frontages, areas protected from development, and other areas within which specific policies will prevail; provide detailed policies for development management purposes against which planning applications can be assessed.
Geographical coverage	Whole borough
Evidence requirements	<p>In addition to the evidence already prepared as listed at Appendix 1, the following evidence is also likely to be required:</p> <ul style="list-style-type: none"> an updated housing needs assessment revised targets for growth revised Infrastructure Delivery Plan updated viability assessment updated (Strategic) Housing and Economic Land Availability Assessment (HELAA) an assessment of potential locations for additional Gypsy and Traveller pitches further assessment of retail, leisure, office and other town centre uses further transport modelling further landscape assessments, especially in the AONB further assessment of potential Green Belt releases an update to the Habitat Regulations Assessment a further Sustainability Appraisal
Production	<p><u>Lead officer</u></p> <p>As the Planning Policy Manager position remains vacant, the Head of Planning Services</p>
Internal resource	Planning Policy Team
External resource	Consultancy used to coordinate the production of the Local Plan and for parts of evidence base with consultation and input from other services and Kent County Council and other stakeholders as necessary.
Indicative timetable	<p><u>Evidence gathering</u>: 2016-2019</p> <p><u>Issues and Options consultation</u>: May-June 2017</p> <p><u>Draft Local Plan consultation</u>: September-November 2019</p> <p><u>Pre-Submission Local Plan consultation</u>: March-April 2021</p> <p><u>Submission to Secretary of State</u>: July 2021</p>

New Local Plan	
	<u>Examination</u> : November 2021 <u>Inspector's Report</u> : April 2022 <u>Adoption</u> : June 2022

Supplementary Planning Documents

Kent Design Guide	
Adoption status	Adopted as SPD, April 2006
Purpose	The Kent Design provides approaches to the design of places that reinforce Kent's distinctive character.
Alterations and Extensions	
Adoption status	Adopted as SPD, July 2006
Purpose	Provides advice about how to address issues of amenity, design and sustainability when making alterations to residential properties and promotes good standards of development. Supplements Local Plan saved Policy EN1.
Recreation Open Space	
Adoption status	Adopted as SPD, July 2006
Purpose	Provides guidance on the expected amount and cost of providing children's play space and youth/adult recreation open space in new housing developments. Supplements 2006 Local Plan saved Policies R2 to R4.
Renewable Energy	
Adoption status	Adopted as SPD, April 2007
Purpose	Provides guidance on the renewable energy technologies available and how developers and householders can integrate them into new developments and conversions. Supplements Core Policy 5 of the adopted Core Strategy.
Affordable Housing	
Adoption status	Adopted as SPD, September 2007
Purpose	Provides guidance on the requirements for affordable housing provision on general market housing sites across the borough and on proposals for rural exceptions schemes in the rural areas. Supplements 2006 Local Plan saved Policies H3 and

	H8; and is relevant to Core Policy 6 of the adopted Core Strategy.
Borough Landscape Character Area Assessment	
Adoption status	Adopted as SPD, December 2017
Purpose	Describes the character of the landscape types to be found across the borough. The aim is that, by reference to this document, the character of the valued landscape of the borough will be retained and enhanced. Supplements Core Policy 4 of the adopted Core Strategy.
Local Heritage Assets	
Adoption status	Adopted as SPD, June 2012
Purpose	Sets out a process for identifying heritage assets that are not statutorily listed, but are of great value to a local area, for possible inclusion on a 'local list'. Supplements Core Policy 4 of the adopted Core Strategy.
Green Infrastructure Plan	
Adoption status	Adopted as SPD, May 2014
Purpose	Sets out a clear vision and framework for existing and future green infrastructure: setting out the current provision of green infrastructure assets; identifying areas where there are gaps in provision or linkages; and identifying potential opportunities for enhancing and filling these gaps.
Noise and Vibration	
Adoption status	Adopted as SPD, October 2014
Purpose	Provides detailed guidance on the implementation of national and local policy relating to the potential impact of noise and vibration arising from, or affecting, new development.
Farmsteads Assessment Guidance for Tunbridge Wells Borough	
Adoption status	Adopted as SPD, February 2016
Purpose	Provides guidance to help conserve farmstead character through assessing the character of the farmstead, its significance, and its sensitivity to change.
Contaminated Land	
Adoption status	Adopted as SPD, September 2016

Purpose	Provides guidance to developers on assessing and mitigating the potential effects of contamination where this may exist and sets out the way the Borough Council considers contaminated land issues as part of development management proposals.
Civic Development Planning Framework	
Adoption status	Adopted as SPD, February 2018
Purpose	Supplements the policy and guidance provided by current development plan documents with regard to specific areas and sites within the Tunbridge Wells Town Centre, namely Crescent Road/Church Road, Mount Pleasant Car Park and Great Hall Car Park.

Conservation Area Appraisals with Supplementary Planning Document status

Wilsley Green	
Adoption status	Adopted with SPD status, October 2012
Purpose	Sets out the key characteristics of the Wilsley Green Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Sissinghurst	
Adoption status	Adopted with SPD status, October 2012
Purpose	Sets out the key characteristics of the Sissinghurst Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Cranbrook	
Adoption status	Adopted with SPD status, June 2010
Purpose	Sets out the key characteristics of the Cranbrook Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Goudhurst and Kildown	
Adoption status	Adopted with SPD status, June 2006
Purpose	Sets out the key characteristics of the Goudhurst and Kildown Conservation Areas. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.

Groombridge	
Adoption status	Adopted with SPD status, June 2006
Purpose	Sets out the key characteristics of the Groombridge Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Langton Green	
Adoption status	Adopted with SPD status, June 2006
Purpose	Sets out the key characteristics of the Langton Green Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Speldhurst	
Adoption status	Adopted with SPD status, June 2006
Purpose	Sets out the key characteristics of the Speldhurst Conservation Area. Supplements 2006 Local Plan saved Policy EN5 and Core Policy 4 of the adopted Core Strategy.
Madeira Park and Warwick Park Conservation Area Appraisal and Management Plan	
Adoption status	Adopted with SPD status, June 2019
Purpose	Set out the key historic and architectural characteristics of, and the distinct boundary of the Madeira Park and Warwick Park area. This has also amended part of the boundary of the Royal Tunbridge Wells and Rusthall Conservation Area.

Conservation Area Appraisals with Supplementary Planning Guidance status

These CAAs were not prepared according to the statutory process now required for adoption as SPD. As such, their status remains as saved Supplementary Planning Guidance.

Benenden and Iden Green	
Adoption status	Adopted with SPG status, April 2005
Purpose	Sets out the key characteristics of the Benenden and Iden Green Conservation Areas.

Southborough	
Adoption status	Adopted with SPG status, August 2003
Purpose	Sets out the key characteristics of the Southborough Conservation Area.
Lamberhurst and The Down	
Adoption status	Adopted with SPG status, July 2002
Purpose	Sets out the key characteristics of the Lamberhurst and The Down Conservation Areas.
Royal Tunbridge Wells and Rusthall	
Adoption status	Adopted with SPG status, November 2000
Purpose	Sets out the key characteristics of the Royal Tunbridge Wells and Rusthall Conservation Areas.
Hawkhurst: The Moor, Highgate & All Saints Church, Iddenden Green (Sawyers Green)	
Adoption status	Adopted with SPG status, September 1999
Purpose	Sets out the key characteristics of the Hawkhurst Conservation Areas.
Pembury	
Adoption status	Adopted with SPG status, April 1998
Purpose	Sets out the key characteristics of the Pembury Conservation Area.

Supplementary Planning Documents in preparation

Urban Design Framework	
Adoption status	In preparation
Purpose	To provide guidance on improving the public realm and spaces, enhancing movement and accessibility, and improving the quality of development. A draft was prepared and completed, and consultation undertaken on this. However, the Framework was never adopted as SPD. There is now a need to update this to reflect changes to the planning context since the first draft was produced, including the grants of planning permission for a number of key sites in the town centre.

Urban Design Framework	
Geographical coverage	Royal Tunbridge Wells town centre
Production	<p><u>Lead officer</u></p> <p>As the Planning Policy Manager position remains vacant, the Head of Planning Services</p> <p><u>Internal resource</u></p> <p>Urban Design Officer</p> <p><u>External resource</u></p> <p>None</p>
Indicative timetable	<p><u>Draft prepared</u></p> <p>Date to be confirmed before the end of 2020</p> <p><u>Consultation</u></p> <p>Date to be confirmed before the end of 2020</p> <p><u>Adoption</u></p> <p>Date to be confirmed before the end of 2020</p>

Community Infrastructure Levy

Community Infrastructure Levy Charging Schedule	
Adoption status	<p>Not adopted. No decision has been made on this matter, with the focus being on taking the Local Plan through to its next stage.</p> <p>The matter will be reviewed as the Local Plan moves towards the Pre-Submission version.</p> <p>If a decision is made to move towards CIL, then a timetable for the relevant stages of this will be provided.</p>
Purpose	<p>If a decision is made to adopt, it would be to set a standard, up-front and non-negotiable charge to be paid by developers, levied on the basis of the additional area of development proposed.</p> <p>CIL would not replace S106 contributions entirely, but these would need to be related to the specific circumstances of the development site. The Council would be responsible for setting the charge, collecting the levy and distributing a proportion to other organisations that provide community infrastructure, such</p>

Community Infrastructure Levy Charging Schedule	
	<p>as Kent County Council and town and parish councils or other appropriate bodies.</p> <p>If a decision is made not to adopt, and in the intervening period, funding for infrastructure will continue to be secured through the use of Section 106 Agreements.</p>
Geographical coverage	Whole borough. Consideration would be given to whether it is appropriate to apply a standard charge across the whole borough or set different rates for different areas.
Evidence requirements	<p>Infrastructure Delivery Plan to demonstrate that new development can be supported by necessary infrastructure; and to identify priority projects to benefit from CIL funding.</p> <p>CIL viability assessment to estimate what would be a robust CIL charge in this area.</p>
Production	<p><u>Lead officer</u></p> <p>As the Planning Policy Manager position remains vacant, the Head of Planning Services</p> <p><u>Internal resource</u></p> <p>Planning Policy Team</p> <p><u>External resource</u></p> <p>Specialist consultants, Kent County Council and other external infrastructure and service providers.</p>
Indicative timetable	<p><u>Evidence base</u></p> <p>2018-2020</p> <p><u>Draft prepared</u></p> <p>As set out above, a timetable will be provided if the Council decides to progress towards CIL.</p> <p><u>Consultation</u></p> <p>See above</p> <p><u>Examination</u></p> <p>See above</p> <p><u>Adoption</u></p> <p>See above</p>

4.0 Supporting Statement: Resources and Risks

4.1 It is important that current work is completed in accordance with the programme set out in this LDS to deliver the development needed in the borough in a managed way and to facilitate public engagement in the process. In preparing this LDS, the Council has taken account of the resources available and has assessed the main risks. A summary is provided at Appendix 3.

Resources

4.2 The preparation of the documents set out in the LDS is the primary, full time responsibility of the Planning Policy Team in Planning Services, which is presently resourced as follows:

- Planning Policy Manager: 1.0 – currently vacant. Consultant retained in Local Plan Coordinator role to undertake a number of responsibilities of this post;
- Principal Planning Officers: 2.24 full time equivalent (fte). Please note that 0.78 fte is seconded from Development Management;
- Senior Planning Officers: 1.49 fte
- Planning Officers: 1.0;
- Planning Graduate (2 years fixed term): 1.0;
- Planning Policy Information Officer: 1.0;
- Planning Policy GIS, Monitoring and Research Officer: 1.0.

4.3 This is the minimum staffing needed to deliver the timescales set.

4.4 In addition, the Head of Planning Services, Landscape and Biodiversity Officer, Planning Environmental Officer, Tree Officer, Conservation Officers and Strategic Sites and Delivery Team Leader provide a substantial input to planning policy documents. Other Council services are also expected to provide support where necessary and, in some cases, external consultants are commissioned to provide specialist evidence and advice.

4.5 In terms of financial resources, a long-term budget and reserve has been agreed. The budget will need to be regularly reviewed.

Review

- 4.6 Progress will be monitored against timescales and, where necessary, the LDS will be updated to reflect any changes. This 2020 LDS is based on the current level of resources and existing priorities and any changes to these will require review of the timescales.

Risks

- 4.7 Appendix 3 uses the principles set out in the Council's Risk Management Guidance to identify the main risks to achieving the programme set out in the LDS. It takes account of risks associated with staffing, finance and other matters.

5.0 Further Information

- 5.1 This LDS can be downloaded from the Council's website ([view the Local Development Scheme](#)).

Register of our consultation database

- 5.2 The Council is committed to promoting the use of digital technology for consultation purposes. The best way to stay informed about progress with preparing planning policy documents is to be registered on the consultation database. This way, you will receive direct email notification of all upcoming consultation events.
- 5.3 You may already be registered (for example, as a result of an individual response to a previous planning policy consultation). If you are not sure whether you are already registered, you can check by telephoning 01892 554056 or by emailing planning.policy@tunbridgewells.gov.uk.
- 5.4 If you are not already registered, you can do this by going to the Council's consultation portal at <https://consult.tunbridgewells.gov.uk/kse/> and clicking on the 'Login/Register' button at the top right of the screen. Alternatively, if you do not have access to the internet, or you have any difficulty in registering, you can contact us using the details above.

Appendices

Appendix 1: Evidence Base for New Local Plan

Document	Prepared by	Date
Strategic Housing Market Assessment (SHMA)	GL Hearn (joint study with Sevenoaks District Council)	2015
Strategic Housing Market Assessment Update	GL Hearn	2017
Development Constraints Study	TWBC	2016
Economic Needs Study	Turley Economics (joint study with Sevenoaks District Council)	2017
Tunbridge Wells Hotel Capacity Study	Nexus	2017
Strategic Housing and Economic Land Availability Assessment (SHELAA)	TWBC	2019
Sustainability Appraisal	TWBC	Consultation draft published 2019
Habitats Regulations Assessment	AECOM	2019
Open Space, Sport and Recreation Study	Ethos	2018
Settlement Role and Function Study	TWBC	2017
Green Belt Study	Land Use Consultants	Stage 1 – 2016 Stage 2 – 2017
Tunbridge Wells Retails and Leisure Study	Nexus	2017
Historic Landscape Characterisation 2014-2017	Dr N Bannister	2017
Hotel Capacity Study	Nexus	2017
Gypsy and Traveller Accommodation Assessment	RRR Consultancy	2018
Town Centre Office Market Review	Durlings	2017
Playing Pitch Strategy	Strategic Leisure	2017
Strategic Flood Risk Assessment	JBA Consulting	Level 1 – 2019 Level 2 – 2019
Historic Environment Review	Allies and Morrison Urban Practitioners	Part 1 – 2018

Document	Prepared by	Date
Housing Needs Study	Arc4	2018
Transport Assessment Report	SWECO	2019
Landscape Sensitivity Assessment Report	Land Use Consultants	Part 1 – 2017 Part 2 – 2018
Park and Ride Feasibility Study	WSP	2018
Local Plan and CIL Stage 1 Viability Assessment	Dixon Searle	2019
Cycling Strategy 2016-2020	TWBC/KCC	2019
Parking Strategy 2016-2026	TWBC	2019
Transport Strategy 2015-2026	TWBC/KCC	2015
Transport Strategy Review: context and way forward	TWBC	2019
Green Belt Study	Land Use Consultants	Stage 1 – 2016 Stage 2 – 2017
Energy Policy Viability Report	Currie & Brown	2019
Historic Landscape Characterisation	Dr N Bannister	2017
Green Infrastructure Framework	TWBC	2019

Appendix 2: Local Plan Programme

	2020												2021												2022																																					
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec																										
Local Plan 2020-2037																																																														
Review of comments on the Draft Local Plan and further evidence work	■																																																													
Council decision to undertake consultation on Pre-Submission Local Plan, and to submit Local Plan Pre-Submission Local Plan Consultation													■																																																	
Local Plan Submission													■																																																	
Local Plan Examination																									■																																					
Inspectors Report																																					■																									
Local Plan Adoption																																																	■													

Appendix 3: Risk Assessment

Risk: type and description	To what?	Likelihood of occurrence	Impact of occurrence	Management
<p>Resource risk: Reduction in staff resources; for example, if staff leave and are not replaced for budgetary reasons or due to lack of skilled applicants</p>	Local Plan and SPDs	High	Critical	<p>Ensure that Councillors and Senior Officers are aware of the resource requirements to achieve the policy preparation programme set out in this LDS.</p> <p>Ensure any changes in staffing or workload are monitored and promptly addressed.</p>
<p>Resource risk: Agreed budget is insufficient to complete work identified</p>	Local Plan and SPDs	Low	Significant	Regular budget profiling and review. Raise any potential issues as early as possible.
<p>Political risk: Public and political interest in the documents is very high, leading to a significantly greater number of representations than expected. A good response rate to consultation is undeniably positive but it takes time to assess representations.</p>	Local Plan, SPDs and potential CIL Charging Schedule (if decision is made to progress with CIL)	High	Significant	<p>The Council can predict the likely level of interest in these documents reasonably clearly on the basis of recent experience. Explaining the issues affecting people living in different areas of the borough early in the consultation process has been helpful in focusing their responses. On-going public engagement for the new Local Plan, building on the success of previous engagement exercises.</p>
<p>Political risk: Political concerns and/or matters raised in representations about particular issues are disproportionately difficult to address, delaying progress with other aspects of the Plan</p>	Local Plan	Significant	Critical	<p>Ensure that Councillors understand what the difficult decisions associated with preparing these documents are likely to be and maintain regular dialogue throughout the process, including by reporting to the Cabinet Advisory Boards. Ensure that Councillors are committed, in principle, to making these decisions within the timescales set out in this</p>

Risk: type and description	To what?	Likelihood of occurrence	Impact of occurrence	Management
				LDS.
<p>Political risk: Council procedures and corporate commitment</p>	Local Plan and CIL Charging Schedule	Low	Significant	Need to ensure Planning Policy Working Group maintains a clear steer over the process of SPDs and the Local Plan production process. Continuing dialogue over any slippage due to unforeseen circumstances such as further legislative changes or legal challenges.
<p>Technical/resource risk: Important evidence required to support policies and proposals is incomplete</p>	Local Plan, SPDs and CIL Charging Schedule	Low	Significant	<p>The Council has a reasonable degree of control over the preparation and commissioning of the evidence required and has been active in undertaking joint work with other authorities.</p> <p>However, the need to work in cooperation with neighbouring authorities on jointly produced evidence for the Local Plan could cause greater difficulties in achieving timely data.</p> <p>There could also be some staff capacity problems in preparing evidence to support the Local Plan where some significant pieces of work will need to be redone and updated, affected by other demands on staff (e.g. Landscape and Biodiversity Officer and Planning Policy Officers).</p>
<p>Political risk: Changes to evidence base requirements as a result of legislative changes</p>	Local Plan and CIL Charging Schedule	Significant	Critical	Ensure that Councillors are fully briefed of any (anticipated) changes in legislation, the implications of this and the potential impact on timescales.

Risk: type and description	To what?	Likelihood of occurrence	Impact of occurrence	Management
<p>Political risk: Duty to cooperate with other authorities</p>	Local Plan	High	Critical	<p>Early identification of the need to work in conjunction with other authorities and stakeholders. Ensure that Councillors understand that joint working will result in difficult decisions needing to be made and maintain regular dialogue throughout the process.</p>
<p>Resource risk: Other work, such as that associated with neighbourhood planning or planning appeals, requires a significant resource commitment in the short term</p>	Local Plan and CIL Charging Schedule	Medium	Significant	<p>Consideration at the corporate level should be given to how to manage all the aspects of neighbourhood planning if there is significant interest from communities. Some aspects, such as the organisation of referendums, are not directly planning related. Preparing the Local Plan to the programme will reduce the risk of 'planning by appeal' and the resource commitment associated with it.</p>
<p>Political risk: Legislation, regulations or guidance related to policy making change, requiring a new or refined approach</p>	Local Plan and CIL Charging Schedule	High	Significant	<p>Legislative changes are continuing. Proposed changes to NPPF and related statutory processes mean that it is important to keep abreast of proposed changes and implications. Regular briefings to Members.</p>
<p>Operational risk: Enduring impact of Covid-19 outbreak</p>	Local Plan	High	Significant	<p>If restrictions on movement due to Covid-19 endure beyond the next 3 months, then this could impact on the Plan programme in terms of the ability to visit sites, meet stakeholders and undertake consultations. This will be continually monitored and, where necessary and appropriate, alternative arrangements developed in line with national guidance</p>

Appendix 4: Glossary

For the purpose of this document, the following terms and definitions apply.

Glossary and Abbreviations	
Adopted	There are a number of stages in the preparation of planning policy documents such as the Local Plan and Site Allocations Development Plan Document. 'Adoption' represents the final confirmation of the document's status by the local planning authority.
Appropriate Assessment	An assessment of the potential effect of development plans and proposals on sites within the Natura 2000 network of sites that are protected under the European Birds and Habitats Directives. Also known as 'Habitats Regulations Assessment'.
Authority Monitoring Report (AMR)	Local planning authorities are required to produce regular reports, assessing the effectiveness of planning policy documents such as the Local Plan. The AMR sets out where development has been granted planning permission, is under construction or has been completed over the monitoring period.
Community Infrastructure Levy (CIL) CIL Charging Schedule	CIL is a levy on new development that can be set by local planning authorities to pay for new infrastructure such as schools and roads. CIL money will be collected to pay for infrastructure in a local authority area if there is an adopted CIL Charging Schedule setting out the level of required payments. CIL is currently optional and has not yet been introduced within the borough.
Conservation Area	An area designated by the local planning authority under the Planning (Listed Buildings and Conservation Areas) Act 1990 as being of special architectural or historic interest, the character and interest of which it is desirable to preserve and enhance. Conservation Areas are a type of heritage asset.
Core Strategy	The Core Strategy is a long-term document, which sets the overarching strategy for planning and decision making in the borough by defining how much development of each main type will take place and broadly where it will go. The Council's Core Strategy was adopted in 2010, covering the period between 2006 and 2026.
Development Management	This is the process by which the planning authority manages the development and use of land by determining whether individual planning applications should be granted or refused.
Development Plan Document (DPD)	A policy-setting document that forms part of the statutory development plan. Development Plan Documents for the borough include the Core Strategy and Site Allocations Development Plan Document (DPD).
Examination	A process of formal consideration of draft Local Plans and Development Plan Documents, chaired by an independent inspector appointed by the Secretary of State.

Glossary and Abbreviations	
Green Belt	Green Belt is open, largely undeveloped land that has been specifically designated for long-term protection. The fundamental aim of Green Belt policy is to prevent urban sprawl by keeping land permanently open; the essential characteristics of Green Belts are their openness and permanence. National planning policy for the Green Belt is set out in the National Planning Policy Framework.
Green infrastructure	A network of multi-functional green spaces, in urban and rural areas, which is capable of delivering a wide range of benefits for the environment and quality of life for local communities. The Borough Council adopted a Green Infrastructure Plan Supplementary Planning Document in 2014.
Habitat Regulations Assessment	See 'Appropriate Assessment'.
Heritage asset	A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest. Includes nationally designated assets, as well as local assets identified by the local community and confirmed by the local planning authority. See also 'Conservation Area'.
Infrastructure Delivery Plan (IDP)	Outlines the need for, delivery and implementation of, infrastructure necessary to support the growth strategy in the Local Plan or Core Strategy and of specific locations within the plan period. This document is constantly reviewed as needs over time change.
Limits to Built Development (LBD)	A line around settlements defining the area which is considered to be within the limits of the built area and that which is outside to restrict the encroachment of built form into the surrounding countryside.
Local Plan	The plan for the future development of the 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. Current Core Strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act.
Main Modifications	An Inspector can recommend 'main modifications' (changes that materially affect the policies) to make a submitted Local Plan sound and legally compliant if asked to do so by the local planning authority. The Council can also put forward 'additional modifications' of its own to deal with more minor matters.
National Planning Policy Framework (NPPF)	The document that sets out the Government's planning policies for England and how these are expected to be applied. The NPPF must be taken into account in the preparation of local and neighbourhood plans, and is a material consideration in decisions on planning applications.

Glossary and Abbreviations	
	Further guidance on particular topics, entitled Planning Practice Guidance, is provided on the Department of Communities and Local Government website. This is intended to supplement the NPPF and be updated as necessary.
Neighbourhood Plans and Neighbourhood Planning Areas	<p>Neighbourhood Plans were introduced by the Localism Act 2011. Communities will be able to prepare neighbourhood planning documents, outlining how they envisage their area developing in the future.</p> <p>The Neighbourhood Planning Area is the geographic area for undertaking a Neighbourhood Plan which has been approved by the local planning authority.</p>
Primary Shopping Area	Defined area where retail development is concentrated (generally comprising the primary and secondary frontages which are adjoining and closely related to the primary shopping frontage).
Primary and secondary frontages	Primary frontages are likely to include a high proportion of retail uses which may include food, drinks, clothing and household goods. Secondary frontages provide greater opportunities for a diversity of uses such as restaurants, cinemas and businesses.
Safeguarded land / Rural Fringe	<p>Land between built up areas of Royal Tunbridge Wells and Southborough and the Green Belt that has been reserved to meet longer-term development needs.</p> <p>Areas of land designated as Rural Fringe by the Local Plan 2006 have been removed from the Green Belt to provide a long term land reserve, safeguarded to meet future development needs.</p>
'Saved' policies	Certain planning policy documents or individual policies may be 'saved' pending their replacement by future documents or policies. A saved policy or document can still be used in making decisions on planning applications.
Special Area of Conservation (SAC)	These are strictly protected sites under the European Commission Habitats Directive and forms part of the European network of important high-quality conservation sites.
Special Protection Area (SPA)	These are strictly protected sites in accordance with Article 4 of the European Commission Birds Directive which came into force in 1979. They are classified for rare and vulnerable birds and for regularly occurring migratory species
Statement of Community Involvement (SCI)	The Statement of Community Involvement sets out how the local planning authority will engage local communities in decision making on planning proposals, including who they will engage and how.

Glossary and Abbreviations	
Strategic Environmental Assessment	A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.
Strategic Flood Risk Assessment (SFRA)	A document showing land at risk from flooding across the borough, prepared as part of the evidence base for the Local Plan.
Strategic Housing and Economic Land Availability Assessment (SHELAA)	The SHELAA identifies sites with potential for housing, employment and other land uses, assesses their potential and when they are likely to be developed. This is used as evidence to inform the Local Plan, but does not allocate sites for development itself.
Strategic Housing Market Assessment (SHMA)	The Strategic Housing Market Assessment studies the way in which the housing market works in an area. It looks into the type of households living in the area, where they work and what sort of housing they live in. It attempts to estimate future housing needs across the area, broken down by tenure and size of housing. The housing markets and therefore the SHMA does not necessarily follow an administrative boundary.
Supplementary Planning Document (SPD)	Documents which add further detail to planning policies. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents can be a material consideration in planning decisions but are not part of the development plan.
Surface Water Management Plan	A Surface Water Management Plan (SWMP) is a plan that enables local communities and different organisations to gain a better understanding of flood risk and outlines the preferred surface water management strategy at a given location. The Borough Council has produced a SWMP for Paddock Wood prepared by consultants JBA in 2011.
Sustainability Appraisal	An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process, to allow decisions to be made that accord with sustainable development.
Sustainable development	<p>International and national bodies have set out broad principles of sustainable development. Resolution 24/187 of the United Nations General Assembly defined sustainable development as meeting the needs of the present without compromising the ability of future generations to meet their own needs.</p> <p>The UK Sustainable Development Strategy 'Securing the Future' sets out five 'guiding principles' of sustainable development:</p>

Glossary and Abbreviations

	<ul style="list-style-type: none">• Living within the planet's environmental limits• Ensuring a strong, healthy and just society• Achieving a sustainable economy• Promoting good governance• Using sound science responsibly <p>The NPPF describes the purpose of the planning system as to contribute to sustainable development.</p>
Town centre	<p>An area defined on the Proposals Map, including the primary shopping area and areas predominantly occupied by main town centre uses within or adjacent to the primary shopping area. References to town centres exclude small parades of neighbourhood shops.</p>
Viability assessment (high level)	<p>A test of site viability at a level based on generic assumptions rather than site specific matters. Assumptions are based on a mixture of market norms, local knowledge and previous research. Where site-specific issues such as individual infrastructure requirements are known, assumptions are adjusted. The high level viability testing is intended to draw out any clearly unviable scenarios and is not intended for valuation or for comparison purposes.</p>

**If you require this document in another format,
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