

Eastbourne LOCAL DEVELOPMENT SCHEME 2017 - 2020



February 2017

EASTBOURNE
Borough Council



www.eastbourne.gov.uk

LOCAL DEVELOPMENT SCHEME 2017-2020

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The document can be viewed and downloaded from:
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1.0 Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 requires Local Planning Authorities to prepare and maintain a Local Development Scheme (LDS). A Local Development Scheme sets out the work programme for the preparation of documents that will form the Local Plan over a rolling three year time period.
- 1.2 The Local Plan contains the policies which all planning applications are considered against, unless a material consideration indicates otherwise.
- 1.3 Legislation requires that the Local Development Scheme specifies the Local Plan documents that are to be produced; the subject matter and geographical area to which each document relates; and the timetable for the preparation and revision of these documents. It must be made publicly available and kept up-to-date as it is important that local communities and interested parties can keep track of progress.
- 1.4 Although the Planning and Compulsory Purchase Act originally required Local Planning Authorities to submit their Local Development Scheme to the Secretary of State, the Localism Act 2011 removed this requirement and allows Local Planning Authorities to adopt their own Local Development Schemes without approval from the Secretary of State.
- 1.5 This Local Development Scheme covers the period 2017-2020, and sets out the timetable for the production of the Eastbourne Local Plan. Progress will be monitored against the targets and milestones set out in this Local Development Scheme each year through the Local Monitoring Report, which will be published annually each December.

2.0 Background

- 2.1 Planning law requires that applications for planning permission must be determined in accordance with the Local Plan unless material considerations indicate otherwise¹.
- 2.2 The National Planning Policy Framework (NPPF), which was published in 2012, requires Local Planning Authorities to produce a Local Plan as the plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the local community.
- 2.3 The NPPF sets out mandatory guidance as to how Local Plans should be shaped to accord with the principles of sustainable development, and all new Local Plans must be consistent with the NPPF in order to be sound. At the heart of the NPPF is a presumption in favour of sustainable development, which is supported by a number of core planning principles.
- 2.4 Local Plans must also be based on a proportionate evidence base which includes adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area. In addition, Local Plans are subject to the European Strategic Environment Assessment Directive and should incorporate a sustainability appraisal to ensure that they accord with the principles of sustainable development.
- 2.5 The Local Plan was previously known as the Local Development Framework (LDF), and comprised a number of different Local Development Documents (LDDs); however these terms are no longer used in national policy. The Core Strategy and other planning policies, which under the regulations would be considered to be Development Plan Documents (DPDs), now form part of the Local Plan.
- 2.6 Rather than produce a series of DPDs as part of the LDF, the NPPF requires the Local Plan to be produced as one single document, which can be reviewed in whole or in part to respond flexibly to changing circumstances. Any additional DPDs should only be used where clearly justified.
- 2.7 Supplementary Planning Documents (SPDs) can be produced to provide additional detail on a policy within a Local Plan, and are a material consideration in the determination of a planning application. The NPPF

¹ Section 38(6) of the Planning and Compulsory Purchase Act 2004 and Section 70(2) of the Town and Country Planning Act 1990

requires that they should be used where they can help applicants make successful applications or aid infrastructure delivery, and should not be used to add unnecessarily to the financial burdens on development.

- 2.8 The Town & Country Planning (Local Planning) (England) Regulations 2012 (also known as '*the Local Plan Regulations*') sets out the stages in the preparation of Local Plans, which includes independent examination by a person appointed by the Secretary of State. The process for SPDs is similar but does not require the document to be subject to independent examination. The only exception to this is a Community Infrastructure Levy Charging Schedule, which has its own set of planning regulations, outlining how it is prepared and examined.

3.0 Purpose of Local Development Scheme

- 3.1 Under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Planning Act 2008, the Localism Act 2011 and the Housing and Planning Act 2016), Local Planning Authorities must produce a Local Development Scheme (LDS).
- 3.2 The LDS is a 3-year project plan setting out the timetable for the preparation of the Local Plan and any other DPDs that are proposed. It provides a starting point for the local community, businesses, other stakeholders to find out what planning documents the Council is intending to prepare and to see when they will be able to view and make comments on the contents of new planning policies and proposals. The LDS is available on the Council's website at www.eastbourne.gov.uk/lds.
- 3.3 Community Involvement throughout the preparation of the Local Plan is very important in order to ensure local views are taken into account. The Council is committed to the close involvement of stakeholders and the wider local community and this approach is set out in the Council's Statement of Community Involvement (SCI), which is due to be reviewed within this three year period. The SCI is available on the Council's website at www.eastbourne.gov.uk/sci.
- 3.4 In July 2015, the Government committed to publishing league tables setting out each local planning authority's progress in plan-making. Authorities without a Local Plan in place and authorities which have not kept the policies in their Local Plan up-to-date will be a high priority for intervention.
- 3.5 Each authority's Local Development Scheme will be used to provide the information required to assess whether the authority is meeting the timetable it has set itself. The Government will also compare this information against any subsequent updates to an authority's Local Development Scheme to identify any slippage in plan-making progress to identify where intervention may be needed.


4.0 Planning Context in Eastbourne

Current Local Plan Position

- 4.1 The main focus of the LDS in recent years has been the preparation and submission of the Core Strategy, the Town Centre Local Plan and the Employment Land Local Plan.
- 4.2 The previous LDS was adopted in February 2016. This set out the Employment Land Local Plan as the main focus of work, but also included a timetable for the preparation of a partial review of the Core Strategy in relation to the affordable housing policy, as well as the production of a new Local Plan.
- 4.3 The effectiveness of adopted Local Plans and the progress against the LDS is assessed through the Annual Monitoring Report (AMR), which is published each December.
- 4.4 The AMR 2015/16 identifies that Eastbourne can only demonstrate a 3.47 year housing land supply, which means that in accordance with the NPPF the Core Strategy policies relating to housing delivery cannot be considered to be up to date.
- 4.5 The AMR 2015/16 also identifies that the previous LDS (February 2016) is out of date. The LDS 2016 identified the preparation of a Core Strategy Policy Review: Affordable Housing in order to address issues relating to changes in national policy regarding the thresholds for affordable housing contributions.
- 4.6 However, it is now considered that these issues can be adequately dealt with through the production of a Supplementary Planning Document, rather than a new DPD. This will allow work to be focused on the preparation of a new Local Plan to address the five year housing land supply issue. Therefore the LDS needs to be updated to reflect the removal of the Core Strategy Policy Review on Affordable Housing.

Joint Transformation Programme

- 4.7 Eastbourne Borough and Lewes District Councils are embarking on an exciting and ambitious three year business transformation programme to modernise services and generate significant savings for both Councils. The programme will see the introduction of a new business model with joint teams delivering



shared services that deliver great outcomes for customers, and is known as the Joint Transformation Programme.

4.8 The purpose of the Joint Transformation Programme is the formation of two strong Councils through the full integration of management, services and ICT to:

- a) **Protect Services** - delivered to local residents while at the same time reducing costs for both Councils to together save £2.8m annually
- b) **Greater strategic presence** - create two stronger organisations which can operate more strategically within the region while still retaining the sovereignty of each Council
- c) **High quality, modern services** - meet communities and individual customers' expectations to receive high quality, modern services focused on local needs and making best use of modern technology
- d) **Resilient services** - building resilience by combining skills and infrastructure across both Councils.

5.0 Adopted Local Plan and Other Planning Documents

Local Plan

- 5.1 The Eastbourne Local Plan currently consists of:
- Saved Policies from the Eastbourne Borough Plan 2001-2011 (adopted 2003)
 - The Eastbourne Core Strategy Local Plan (adopted 2013)
 - The Eastbourne Town Centre Local Plan (adopted 2013)
 - The Eastbourne Employment Land Local Plan (adopted 2016)

Saved Policies from the Eastbourne Borough Plan

- 5.2 The Eastbourne Borough Plan 2001-2011 was adopted in 2003. Selected policies from the Borough Plan were saved indefinitely in 2007.
- 5.3 The saved Borough Plan policies are mainly those related to Development Management issues that are used on a day-to-day basis in determining planning applications and guiding development.

Core Strategy

- 5.4 The Eastbourne Core Strategy Local Plan was adopted in February 2013 following Public Examination by a Planning Inspector in May 2012.
- 5.5 The Core Strategy is the main strategic planning document and all other DPDs that are prepared will need to conform to the primary policies in this Plan. It sets out the Council's spatial vision for Eastbourne up to 2027, and the primary land use objectives which will deliver it. It includes broad locations for residential and economic development along with time frames and delivery mechanisms where appropriate. It also sets the direction for the Town Centre Local Plan, and future Local Plans and Supplementary Planning Documents.

Town Centre Local Plan

- 5.6 The Eastbourne Town Centre Local Plan (TCLP) was adopted in November 2013 following Public Examination by a Planning Inspector in May 2013.

- 5.7 The Town Centre is an area which will experience considerable change over the coming years. The purpose of the TCLP is to provide a shared vision and strategy of actions, for the whole of the town centre. This Plan covers a wide range of issues relating to general planning and design management of the centre. It provides the basis of an agreed strategy for the allocation of land and other policies to guide the further development of the Eastbourne Town Centre.

Employment Land Local Plan

- 5.8 The Employment Land Local Plan (ELLP) will re-examine Policy D2: Economy and the identification of land for employment uses within the Core Strategy Local Plan. It will review the employment needs of Eastbourne to 2027 and consider how much land needs to be identified to provide for uses within Class B of the Use Classes Order. The location and quality of the land currently identified within the Core Strategy will be re-assessed to ensure it is suitable to meet future economic needs.
- 5.9 The early review is being undertaken as a direct result of the Inspector's consideration of the Core Strategy Local Plan employment policy at the Examination in 2012, and therefore the production of an additional Local Plan is justified.

Other Planning Documents

- 5.10 In addition, Eastbourne Borough Council has also produced the following documents:
- The Eastbourne Policies Map (adopted 2016)
 - Statement of Community Involvement (adopted 2009)
 - Community Infrastructure Levy – Charging Schedule (adopted 2015)
 - Sovereign Harbour Supplementary Planning Document (adopted 2013)
 - Eastbourne Park Supplementary Planning Document (adopted 2013)
 - Sustainable Building Design Supplementary Planning Document (adopted 2013)
 - Local Employment & Training Supplementary Planning Document (adopted 2016)
 - Tourist Accommodation Retention Supplementary Planning Document (adopted 2017)
 - Annual Monitoring Report

Policies Map

- 5.11 The Policies Map (previously referred to as the Proposals map) illustrates graphically the policies and proposals of the Local Plan. The Policies Map excludes that part of the Borough which now forms part of the South Downs National Park, and falls under the jurisdiction of the South Downs National Park Authority (SDNPA). The SDNPA are responsible for planning policies and making development management decisions within the designated area of the National Park.
- 5.12 The current Policies Map was adopted alongside the Employment Land Local Plan in 2016. It will be revised and updated as new policies are adopted.

Statement of Community Involvement

- 5.13 The Statement of Community Involvement (SCI) sets out how we will involve the community in the planning process, including Local Plans and planning applications (Development Management). It sets out the activities that the Council will undertake to reach stakeholders and the public during the various stages of preparation of Local Plan documents. The most recent SCI was adopted in 2009, although a review of the SCI is proposed for 2017. The current SCI can be viewed at www.eastbourne.gov.uk/sci.

Community Infrastructure Levy Charging Schedule

- 5.14 The Community Infrastructure Levy (CIL) Charging Schedule was adopted on 1 April 2015 and builds upon information contained in the Council's Infrastructure Delivery Plan (IDP), which identifies the infrastructure needed to support future growth within the Borough. CIL takes the form of a levy per square metre of additional floorspace, based on £50 per square metre for residential uses (except apartments) and £80 per square metre for retail uses. The CIL rates were determined in order to ensure the overall viability of development in the area will not be compromised, and this was confirmed by an Examiner in January 2015.

Sovereign Harbour SPD

- 5.15 The Sovereign Harbour SPD provides guidance on the future of Sovereign Harbour in support of Policy C14 of the Core Strategy. It was adopted alongside the Core Strategy in February 2013.

- 5.16 The SPD sets out a strategy for the completion of the planned Sovereign Harbour development proposals, whilst meeting the community needs of local residents. It ensures that any future development on the remaining sites provides the social infrastructure necessary to ensure the neighbourhood becomes a sustainable centre. In order to maximise the community benefits this infrastructure will include a community centre, children's play areas and public open space. A maximum of 150 homes will be permitted.
- 5.17 The SPD provides guidance on the uses considered to be appropriate for each of the remaining development opportunity sites, including details of the size, scale and form of development and the specific community benefits to be delivered.

Eastbourne Park SPD

- 5.18 The Eastbourne Park SPD was adopted in February 2013 alongside the Core Strategy, and provides additional detail to Core Strategy Policy D11: Eastbourne Park. Eastbourne Park covers the area of Willingdon Levels and forms a green largely undeveloped heart of the Borough, and is mostly an area of grazing fields and small scale recreational activities.
- 5.19 The future of Eastbourne Park is a key priority for the Council and the SPD builds on policies in the Core Strategy to provide a sustainable development framework for future management and change in the area.

Sustainable Building Design SPD

- 5.20 The Sustainable Building Design SPD was adopted alongside the Core Strategy in February 2013. It provides guidance on Core Strategy Policy D1: Sustainable Development in relation to the provision and design of sustainable buildings and environmentally friendly developments, reflecting best practice and the latest technologies.

Local Employment & Training SPD

- 5.21 The Local Employment and Training SPD was adopted alongside the Employment Land Local Plan in November 2016. It provides additional detail on the implementation of the requirement for local labour agreements within Policy EL1.

- 5.22 It provides a framework and guidance as to how local labour agreements (including employment and training measures) will be secured and how to maximise local employment opportunities at both the construction and first operational phase of the development.

Annual Monitoring Report

- 5.23 The Annual Monitoring Report (AMR) looks at how Local Plan policies and proposals are being implemented, and identifies any emerging issues that may need to be addressed. It has the following functions:
- to measure progress made in respect of the planning documents being prepared;
 - to review the effectiveness of the adopted planning policies;
 - to monitor the extent to which policies and targets in adopted documents are being achieved against a range of indicators.
- 5.24 All of the Council's Annual Monitoring Reports can be viewed at www.eastbourne.gov.uk/amr.

6.0 Work Programme for 2017-2020

Eastbourne Local Plan 2015-2035

- 6.1 There is a clear expectation that local planning authorities should have a Local Plan in place, and that it should be kept up-to-date to ensure policies remain relevant.
- 6.2 The NPPF is clear that housing policies should not be considered up-to-date if the local planning authority cannot demonstrate a five-year supply of deliverable housing sites.
- 6.3 As at 31st October 2016, Eastbourne had a 3.47 year housing land supply, which means that the Core Strategy is out of date. It is considered that the lack of a Five Year Housing Land Supply is due to sites identified in the Core Strategy not coming forward, and the majority of development taking place on unidentified 'windfall' sites.
- 6.4 Therefore Eastbourne Borough Council are preparing a new comprehensive Local Plan as a single document, as promoted by the NPPF. The Eastbourne Local Plan will provide a review of the Core Strategy and consider strategic development requirements, including updated housing targets and how these targets will be met. It will also contain development management policies, which are the general policies taken into account when reaching decisions on planning applications. A profile for the Local Plan is provided in Appendix 1.
- 6.5 Evidence gathering for the new Local Plan has commenced with the production of a Strategic Housing Market Assessment (SHMA) and a Strategic Housing & Employment Land Availability Assessment (SHELAA). On-going engagement with the community and stakeholders under Regulation 18 of the Local Plan Regulations will take place throughout the first half of 2017.
- 6.6 The LDS identifies that an Issues & Options document will be published for consultation in autumn 2017, with the publication of a 'Pre-Submission' version under Regulation 19 of the Local Plan Regulations taking place in autumn 2018. Submission of the Local Plan to the Secretary of State for Examination under Regulation 22 of the Local Plan Regulations will take place in early 2018, with the examination hearings take place in mid 2018. This would result in adoption of the Local Plan in late 2019. The LDS timetable is provided in Appendix 2.

- 6.7 The previous LDS identified that an Issues & Options consultation would take place in summer 2017, and the 'Pre-Submission' version would be published in June 2018. This represents a slippage of around 3 months. A full analysis of progress against the previous LDS is set out in the Annual Monitoring Report 2015-16.
- 6.8 The previous LDS also identified the production of a Core Strategy Policy Review on Affordable Housing. The reason for including this in the previous LDS was due to changes in national policy on affordable housing requirements that were not consistent with the adopted Core Strategy policy position on affordable housing.
- 6.9 However, since the publication of the previous LDS, it has been identified that these issues could be adequately addressed through the preparation of an Affordable Housing SPD.

Other Planning Documents

- 6.10 The work programme for 2017-2020 also identifies that Eastbourne Borough Council will progress other planning documents:
- Statement of Community Involvement
 - CIL Charging Schedule
 - Tourist Accommodation Retention SPD
 - Affordable Housing SPD
- 6.11 In addition, the Annual Monitoring Report will continue to be produced on an annual basis and published in December each year.

Statement of Community Involvement

- 6.12 The current Statement of Community Involvement (SCI) was adopted in 2007 and updated in 2009 to reflect changes in legislation. The SCI sets out how, when and where the Council will consult with local and statutory stakeholders in the process of planning for the local authority area, both in producing development plan documents and in carrying out the development management functions.
- 6.13 A new Statement of Community Involvement is proposed to take into account legislative changes since 2009 and to reflect on previous experience of consultation in order to make the process more efficient and effective.

- 6.14 The new SCI is due to be published for consultation in March 2017, and is anticipated to be adopted in July 2017.

Community Infrastructure Levy Charging Schedule

- 6.15 The current Community Infrastructure Levy (CIL) Charging Schedule was adopted in 2015. Changes in development viability and the production of a new Local Plan provide justification for reviewing the CIL Charging Schedule in order to provide funding for infrastructure required to meet development needs.
- 6.16 A new CIL Charging Schedule will be progressed alongside the production of the new Local Plan. Work on this is scheduled to commence in summer 2017.
- 6.17 Consultation on the preliminary draft charging schedule will take place in summer 2018, with publication of the draft charging schedule in March 2019. As the CIL Charging Schedule will not be able to be examined until the examination of the Local Plan has concluded, this is scheduled for late 2019, leading to adoption in 2020.

Supplementary Planning Documents

- 6.18 Since the publication of the Planning Act 2008, Supplementary Planning Documents no longer have to be included in the LDS, but the Council has included these to provide a comprehensive picture of the planning documents that apply to the Borough. The purpose of SPDs is to provide guidance and more detail on the application of Local Plan policy.

Tourist Accommodation Retention SPD

- 6.19 A Tourist Accommodation Retention SPD is being prepared to update the interpretation of existing planning policies relating to tourist accommodation in light of changes in the tourism market and the expectations of overnight visitors.
- 6.20 The Tourist Accommodation Retention SPD was published for consultation with the local community and stakeholders, between 23 September and 4 November 2016, and will be adopted in February 2017.

Affordable Housing SPD

- 6.21 The Affordable Housing SPD is being produced to provide an update on the implementation of Core Strategy Policy D5: Housing, specifically affordable housing, in light of changes in national guidance that have been published since the Core Strategy was adopted.
- 6.22 The Affordable Housing SPD will be published for consultation in March 2017, and it is anticipated that it will be adopted in July 2017.

7.0 Resources and Programme Management

Governance

- 7.1 The implementation of this LDS will require effective governance support procedures.
- 7.2 The preparation of Local Plans and SPDs is guided by the Local Plan Steering Group. This consists of six Councillors, including the Leader of the Council, the Portfolio Holder for Place Services and Chair of Planning Committee, as well as a Member of the Opposition.
- 7.3 Local Plans and SPDs are to be reported to Cabinet for approval for publication and consultation at Regulation 18 stage and Regulation 19 stage according to the Local Plan Regulations, following a consultation with the Planning Committee. According to the Council's constitution, Full Council approval is required prior to formally adopt a Local Plan or SPD.
- 7.4 The timeframe necessary to comply with the Council's in-house processes and procedures have been included within timeline given for preparing the Local Plan and SPDs. The timescale for preparing the Local Plan also assumes that resources will be available to handle the workload.

Resources

- 7.5 The Council's Regeneration & Planning Policy team will take the lead on preparing all Local Plans and SPDs, as well as the SA/SEA and the preparation of evidence base studies to support the Local Plan. The Regeneration & Planning Policy team will be supported by the Specialist Advisory team where necessary.
- 7.6 Overall management responsibility for the Local Plan will be with the Head of Regeneration & Planning Policy, who will be responsible for appropriate allocation of staff and negotiating for resources and funding where necessary.
- 7.7 Following the adoption of the Employment Land Local Plan, the Regeneration & Planning Policy team's top priority is the preparation of the Local Plan. SPDs will only be produced where it is considered necessary to address a significant issue that has arisen.

- 7.8 The following officers within Regeneration & Planning Policy will be involved, to varying degrees, in preparing the Local Plan and SPDs:
- Head of Regeneration and Planning Policy (1 FTE)
 - Senior Strategy & Commissioning Officer (Planning Policy) (1 FTE)
 - Strategy & Commissioning Officer (Planning Policy) (2 FTE)
- 7.9 However there may be the potential for additional resources to be available following the implementation of Joint Transformation Programme.
- 7.10 In addition, external specialist consultants may also be used to supplement existing resources where studies are of a specialist nature and/or where there are benefits in terms of timing to outsource the work, or in providing a critical friend to the Council's teams.

Risk Assessment

- 7.11 It is important that the risks associated with delivery of the Local Plan are acknowledged and mitigating measures put in place to avoid adverse impact on the delivery of the LDS.
- 7.12 The main risks to delivery together with proposed mitigation measures are identified in Table 1.

Table 1 - Risk Assessment

Issue	Risk / Implications	Mitigation
Staff Resources	<p>The team working on the Local Plan is relatively small compared to other Local Authorities. This means that the LDS is more vulnerable to staff health issues or staff vacancies.</p> <p>EBC have also had issues recruiting suitably qualified staff. If positions become vacant and cannot be quickly filled by qualified staff, there may be a need to review the LDS.</p>	<p>Robust management of staff resources and cross-service and partnership working.</p> <p>Joint working with Lewes District Council under the JTP could mean additional resources are available across the two Councils.</p> <p>Consideration of additional external resources where appropriate</p>

Issue	Risk / Implications	Mitigation
Evidence	<p>Delay to Plan progress if the production of evidence studies is delayed.</p> <p>Additional unforeseen evidence base requirements and the need for specialist information and expertise which is unavailable in-house.</p>	<p>Early and thorough assessment of available evidence and need. Prioritisation of further work.</p> <p>Management of consultants, including setting of appropriate deadlines. Timely provision of information/comments for consultants. Close monitoring of adherence to project timescales.</p>
Political Decision-making	<p>Potential changes in political support for the Local Plan, due to events such as local and national elections.</p> <p>Politically contentious issues may require unforeseen procedures to resolve.</p>	<p>Ongoing engagement and progress updates given to the cross party Local Plan Steering Group</p> <p>Provide opportunities for Councillors to discuss emerging policies through Member Training sessions.</p>
Legal compliance (including Duty to Co-operate) and Tests of Soundness	<p>Risk that Local Plan could be found unsound or fail tests relating to legal compliance & Duty to Co-operate. Being found unsound could cause a potential resultant major delay to the progress of the Local Plan.</p> <p>There may be risks to the timetable in securing the appropriate level of 'co-operation' with neighbouring authorities at officer and member level.</p>	<p>Continuous soundness self-assessment. Consultation with the Planning Inspectorate and Planning Advisory Service.</p> <p>Make use of the East Sussex Strategic Planning Members Group to discuss duty to co-operate issues.</p>
Changes to National Planning Policy or procedural requirements	<p>Changes to national policy and planning guidance could result in abortive or inappropriate progress.</p> <p>Changes to procedural requirements and new legislation</p>	<p>Closely monitor new policy and practice guidance and anticipate changes to national policy.</p> <p>Take into account any</p>

Issue	Risk / Implications	Mitigation
	may alter the stages in plan preparation.	changes at the next appropriate stage in preparation. Consistent and ongoing legal advice from within the Council.
Financial Resources	Undertaking evidence gathering projects, public consultation events and the examination of the new Local Plan require significant financial resources. Any additional unforeseen costs would place a further burden on the budget.	Close monitoring of the new Local Plan preparation budget and likely future commitments.
Consultation	Unexpectedly large numbers of representations may require extra work to respond to issues raised, or could require a longer examination in public and a delay in the Inspector reporting.	Identify expected level of response during consultation period and prioritise response to representations post consultation period.
Timescales	The scale and uncertainty of the content of a single Local Plan presents potential risks to its deliverability.	Robust scoping. Keep Local Development Scheme under constant review and amend as necessary. Ensure sound project planning.

8.0 Monitoring and Review

- 8.1 The Local Plan Steering Group will oversee the preparation and finalisation of Local Plan documents and SPDs before approval by the Council's Cabinet and Planning Committee. Local Plan Steering Group meets on a monthly basis and consists of six Councillors, including the Leader of the Council, the Portfolio Holder for Place Services and Chair of Planning Committee, as well as a Member of the Opposition.
- 8.2 Overall responsibility for the ongoing management of the LDS programme rests with the Head of Regeneration and Planning Policy. Input on certain documents and evidence studies will be required from other internal Council officers and external specialists as appropriate.
- 8.3 The Local Development Scheme will be monitored on an annual basis through the Annual Monitoring Report.

Appendices

Appendix 1: Local Plan Profile

EASTBOURNE LOCAL PLAN	
Role and Subject:	A new comprehensive Local Plan as a single document, as promoted by the NPPF. It will replace the Core Strategy and all other existing planning policies. It will consider strategic development requirements, including updated housing targets and how these targets will be met. It will also contain development management policies, which are the general policies taken into account when reaching decisions on planning applications.
Geographical coverage:	Whole of Eastbourne Borough outside SDNP.
Status:	Local Plan document which will form part of the statutory Development Plan. Once adopted it will replace all existing adopted planning policy.
Conformity:	The Eastbourne Local Plan will conform to the National Planning Policy Framework, the Town and Country Planning (Local Planning) Regulations (2012), and other national policies.
Timetable & Key Milestones	
Engagement and evidence gathering (Reg. 18):	April-Sept 2017
Consultation on Issues and Options (Reg. 18):	Oct-Nov 2017
Publication of Pre Submission version (Reg. 19):	Sept 2018
Representations on Pre Submission version (Reg. 20):	Oct-Nov 2018
Submission to Secretary of State (Reg. 22):	Jan 2019
Public Examination (Reg. 24):	May-June 2019

EASTBOURNE LOCAL PLAN

Adoption and Publication (Reg. 26): Nov 2019

Production Arrangements

Organisational lead:	Regeneration & Planning Policy Team
Management Arrangements:	Local Plan Steering Group
Resources:	Regeneration & Planning Policy team, Specialist Advisors (Planning) and external consultants
Approach to consultation:	Set out in the Statement of Community Involvement. Consultation will be led by Eastbourne Borough Council.

Post Production

Monitoring and review mechanisms:	The implementation of the objectives and policies of the Eastbourne Local Plan will be monitored in the Annual Monitoring Report
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Appendix 2: LDS Timetable

Year	2017												2018												2019											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Eastbourne Local Plan																																				
Statement of Community Involvement																																				
CIL Charging Schedule																																				
Tourist Accommodation Retention SPD																																				
Affordable Housing SPD																																				
Annual Monitoring Report																																				
Policies Map																																				

Key

C Commence preparation

Preparation Period

The Community Infrastructure Levy Regulations 2010

The Community Infrastructure Levy Regulations 2010

- R** Representations on a supplementary planning document (Regulation 13)
- A** Adoption of a supplementary planning document (Regulation 14)
- P** Preparation of a local plan (Regulation 18)
- PS** Publication of a local plan (Regulation 19)
- R** Representations relating to a local plan (Regulation 20)
- S** Submission of documents and information to the Secretary of State (Regulation 22)
- E** Consideration of representations by appointed person (Regulation 23)
- E** Independent Examination (Regulation 24)
- I** Publication of the recommendations of the appointed person (Regulation 25)
- A** Adoption of a local plan (Regulation 26)
- A** Authority monitoring reports (Regulation 34)

- C** Consultation in a preliminary draft charging schedule (Regulation 15)
- P** Publication of a draft charging schedule (Regulation 16)
- R** Representations relating to a draft charging schedule (Regulation 17)
- S** Submission of documents and information to the examiner (Regulation 19)
- E** Consideration of representations by examiner (Regulation 20)
- I** Publication of examiner's recommendations (Regulation 23)
- A** Approval and publication of a charging schedule (Regulation 25)

Appendix 3: Glossary

Term	Definition
Adoption	The final confirmation of a Development Plan / Local Plan or Supplementary Planning Document status by a Local Planning Authority.
Annual Monitoring Report (AMR)	Local Planning Authorities are required to prepare and publish an Annual Monitoring Report containing information on the implementation of the Local Development Scheme (LDS) and the extent to which the policies set out in the Local Plan documents are being achieved (previously known as Local Monitoring Report). Also known as <i>Authority Monitoring Report</i> .
Community Infrastructure Levy (CIL)	The Community Infrastructure Levy is a charge which local authorities in England and Wales are empowered, but not required, to charge on types of new development in their area. The proceeds of the levy will be spent on local and sub-regional infrastructure to support the development of the area.
Community Strategy	A strategy developed by the local community, focusing on what is important to people who live, work and visit the town and to make positive changes.
Conservation Area	An area of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance.
Core Strategy	The main planning policy document for Eastbourne that sets out the long term strategic planning vision between 2006 and 2027.
Corporate Plan	Sets out the major place-shaping initiatives crucial to the future success of Eastbourne. Examples of these initiatives are the Town Centre Regeneration and the development of a Business Park at Sovereign Harbour.
Development Plan	The set of documents that provide the Local Planning Authority's policies and proposals for the development and use of land and buildings in the authority's area. This includes adopted Local Plans, any Neighbourhood Plans and the Waste & Minerals Local Plan.

Term	Definition
Development Plan Document	Statutory documents which are subject to specified consultation periods and are subject to independent examination. Also known as Local Plans.
Eastbourne Strategic Partnership (ESP)	A non-statutory body made up of a wide range of representatives from the public, private and voluntary sector. The ESP is responsible for producing, monitoring and reviewing the Eastbourne Community Strategy, reducing duplication in the provision of services and developing joint projects.
Evidence Base	The information and data gathered by local authorities to justify the "soundness" of the policy approach set out in the Local Plan, including physical, economic, and social characteristics of an area.
Examination / Examination in Public	The process by which a Planning Inspector may publicly examine a Local Plan for legal compliance and 'soundness' before issuing a binding report.
Infrastructure Delivery Plan (IDP)	Detailed assessment of the infrastructure required to deliver the spatial development strategy and how this will be delivered.
Inspectors Report	A report issued by a Planning Inspector regarding the planning issues debated at an Independent Examination of a Development Plan or a Planning Inquiry.
Joint Transformation Programme (JTP)	A business transformation programme involving Eastbourne Borough and Lewes District Councils to modernise services and generate significant savings for both Councils. The programme will see the introduction of a new business model with joint teams delivering shared services that deliver great outcomes for customers.
Local Development Document (LDD)	A generic term for documents prepared by Local Planning Authorities for the use and development of land or containing environmental, social and economic objectives relevant to the development and use of land which are intended to guide the determination of applications for planning permission.

Term	Definition
Local Development Scheme (LDS)	The LDS sets out the programme for the preparation of the Local Development Documents. All plan making authorities must maintain an up to date LDS.
Local Plan (LP)	The plan for the future development of the local area, drawn up by the Local Planning Authority in consultation with the community
Local Plan Regulations	See Town & Country Planning (Local Planning) (England) Regulations 2012
National Planning Policy Framework (NPPF)	The NPPF sets out the Government’s planning policies and how these are expected to be applied. It was published on 27 March 2012.
Planning and Compulsory Purchase Act 2004	The legislation that introduced a new development planning system, based on the preparation of Local Development Frameworks. The Act commenced 28th September 2004.
Policies Map	A map which shows the policies and proposals in the Development Plan on a map.
Soundness / Test of Soundness	<p>In order to be sound, a Local Plan must be:</p> <ul style="list-style-type: none"> • Positively prepared – the Plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development; • Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence; • Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and • Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.
South Downs National Park (SDNP)	England's newest National Park, covering the South Downs and Western Weald, situated in the counties of Hampshire, and West and East Sussex. Planning responsibility within this area falls to the South Downs National Park Authority.

Term	Definition
Statement of Community Involvement (SCI)	Document explaining to stakeholders and the community how they can be involved in the preparation of Local Development Documents, and the steps that will be taken to facilitate their involvement.
Strategic Environmental Assessment (SEA)	The term used internationally to describe the environmental integration of policies, plans and programmes. The SEA Directive (2001/42/EC) requires a formal 'environmental assessment' of plans and programmes that are to be adopted by a public authority including those in spatial planning. This assessment is often combined with the Sustainability Appraisal.
Supplementary Planning Document (SPD)	These provide additional planning policy guidance to the policies and proposals in the Local Plan. They do not need to be subject to independent examination
Sustainability Appraisal (SA)	Assessment of the social, economic and environmental impacts of proposals in Local Development Documents.
Town & Country Planning (Local Planning) (England) Regulations 2012	Regulations that govern the process for preparing Local Plans and Supplementary Planning Documents. Also known as 'Local Plan Regulations'.