

This Report will be made public on 11 July 2017

**Folkestone**

Hythe & Romney Marsh  
Shepway District Council



Report Number **C/17/27**

**To:** Cabinet  
**Date:** 19 July 2017  
**Status:** Key Decision  
**Head of service:** Ben Geering – Head of Planning  
**Cabinet Member:** Councillor John Collier – District Economy

**SUBJECT: SHEPWAY PLACES AND POLICIES LOCAL PLAN – SUBMISSION DRAFT**

**SUMMARY:**

On 14 September 2016 Cabinet agreed report C/16/35, which sought approval to publish the Preferred Options Shepway Places and Policies Local Plan for public engagement and to agree the consultation arrangements.

The Preferred Options draft was subsequently published for consultation for six weeks in October to November 2016 and the Council received over 2,000 representations from more than 600 individuals, community groups and organisations. The representations have now been considered and the Plan has been amended to reflect these and other considerations.

The new version of the plan, called the Submission Draft Places and Policies Local Plan, is attached at Appendix 1.

The next stage in the process is to publish the Submission Draft Places and Policies Local Plan and undertake public consultation for a minimum six week period in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012. Following this, the Places and Policies Local Plan will be submitted to the Secretary of State and an examination in public will be held.

**REASONS FOR RECOMMENDATIONS:**

Cabinet is asked to agree the recommendations set out below in order to allow progress to be made on the submission and examination of the Shepway Places and Policies Local Plan.

**RECOMMENDATIONS:**

- 1. To receive and note report C/17/27 ;**
- 2. To give delegated authority to the Head of Planning in consultation with the Cabinet Member for the District Economy to make any amendments that may be necessary to the Places and Policies Local Plan prior to the submission consultation to reflect:**
  - a) Updates to supporting evidence, including the findings of the Sustainability Appraisal and the Infrastructure Delivery Plan; and**
  - b) The results of any current pre-application discussions with developers regarding the sites allocated in the Places and Policies Local Plan, such as the former Silver Spring site, Park Farm, Folkestone; and**
  - c) The results of further checking and proof-reading for the purpose of improving clarity and consistency and updating factual information; and**
- 3. To agree the Submission Draft Places and Policies Local Plan document for public consultation subject to recommendation 2 above; and**
- 4. To approve the submission of the Places and Policies Local Plan to the Secretary of State following the end of the consultation period.**

## **1. BACKGROUND**

- 1.1 The Shepway District Places and Policies Local Plan (PPLP) identifies sites for development to meet the targets established in the 2013 Core Strategy and also sets out general development management policies that will be used to assess planning applications. The plan covers the period 2006-2031.
- 1.2 The Preferred Options PPLP allocates 55 sites for development, providing a total of around 2,500 new dwellings, as well as sites for mixed-use development, business, retail, leisure, hotel and other uses. Other policies seek to protect town centres, and provide general guidance on topics including housing, the economy, community, transport, the natural environment, climate change, health and wellbeing and the historic environment.<sup>1</sup>

## **2. 2016 PREFERRED OPTIONS PUBLIC CONSULTATION**

- 2.1 Consultation on the Preferred Options PPLP was undertaken between 7 October and 19 November 2016. The consultation resulted in the submission of over 2,000 comments from more than 600 residents, community groups, businesses and other organisations.
- 2.2 This represents a good response rate and compares favourably with other plans at a similar stage in the plan-making process. Regarding the consultation:
  - A summary report has been prepared by the Communications Team (see Appendix 2) which presents some headline figures on the numbers of individuals who responded to the consultation and the methods they used to respond. This shows marked increases from the 2015 Issues and Options consultation in both the numbers of people responding and those responding using electronic means;
  - The full text of the comments received can be viewed on the Council's consultation portal at:  
[http://consult.shepway.gov.uk/portal/pplp/preferred\\_options?pointId=3549386](http://consult.shepway.gov.uk/portal/pplp/preferred_options?pointId=3549386);
  - Given the number of comments received a summary report of the main issues raised against each chapter and policy of the Preferred Options PPLP has been prepared (see Appendix 3); and
  - During the consultation period a number of exhibitions were held at Hythe, New Romney, Lydd, Sellindge, Hawkinge and Folkestone from 11 to 27 October 2016 and a summary of comments received at these exhibitions has been prepared (see Appendix 4).

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<sup>1</sup> The text of the Preferred Options PPLP is available to view on the Council's website at: [https://www.shepway.gov.uk/media/3897/Places-and-Policies-Local-Plan-Oct-2016/pdf/Places\\_and\\_Policies\\_Local\\_Plan\\_Final\\_Plan\\_2.pdf](https://www.shepway.gov.uk/media/3897/Places-and-Policies-Local-Plan-Oct-2016/pdf/Places_and_Policies_Local_Plan_Final_Plan_2.pdf)

- 2.3 In addition to comments from local people, residents' groups, landowners and developers, the Council also received representations from all the 'statutory' bodies (Environment Agency, Historic England, Natural England and Kent County Council) and from Southern Water, Highways England and other infrastructure providers.
- 2.4 A number of points should be noted when considering this material:
- Summaries are given for comments related to each policy or area of supporting text - figures given are for individual comments and do not represent numbers of participants;
  - Where people have objected to a proposal they have often made related points against a number of different parts of the plan (such as a policy and related paragraphs of supporting text) and these comments are counted separately; and
  - In some circumstances it has been difficult to relate a comment to a particular site or policy and officers have used their judgment to assign a comment to the most relevant part of the plan.
- 2.5 The PPLP is divided into two main sections:
- Part One – Places, which allocates specific sites for development; and
  - Part Two – Policies, which contains general development management policies relating to all development proposals, including the allocated sites and any other relevant planning applications that may come forward in the district.
- 2.6 Overall, the 'Places' section of the Plan received the most comments. The 'Policies' section received fewer comments. This is to be expected given that members of the public are likely to have more interest in specific development site, particularly where they are close to where they live.
- 2.7 While all allocations in the 'Places' section received comments, the allocations that received the most representations were:
- Princes Parade, Hythe (nearly 500 comments);
  - The Battle of Britain Museum, Hawkinge (50 comments);
  - Greatstone Car Park (26 comments); and
  - Land to the south of New Romney (21 comments).
- 2.8 A number of other sites, such as Duck Street, Elham, Sellindge sites and Lympe Airfield also received around 20 comments each.
- 2.9 The 'Policies' section of the Plan received fewer representations in total, with the Transport chapter receiving the most (representations largely highlighted concerns relating to infrastructure and development).
- 2.10 In addition to the comments relating to the proposed sites and development management policies, a number of comments were received promoting new sites, either in addition to, or substituting for, the proposed allocations. In total 17 new sites were submitted in:

- The settlements of Hawkinge, Sellindge, Lyminge and Stanford in the North Downs Area; and
- New Romney, Lydd Littlestone, Brenzett, Brookland and Dymchurch in the Romney Marsh Area.

No new sites were submitted in the Urban Area (Folkestone and Hythe).

### **3. PROPOSED AMENDMENTS TO THE PLACES AND POLICIES LOCAL PLAN**

- 3.1 The next stage in the process of plan preparation, following consultation on the Preferred Options PPLP, is to consider the representations and amend the plan where it is considered necessary.
- 3.2 The Planning Policy team has assessed the representations and made proposed amendments to the PPLP. While opportunities have been made to respond to consultation comments where possible, it should be recognised that the great majority of the site allocations received objections. The purpose of the plan is to meet the outstanding development requirements of the 2013 Core Strategy and the plan must therefore allocate sites for development to meet these requirements. Sites submitted in addition to, or in substitution for, the allocations in the Preferred Options PPLP have been assessed using the same methodology as the existing allocations and the results of this process are outlined below.
- 3.3 Given the nature of the proposed changes a complete new version of the plan, the Submission Draft Places and Policies Local Plan, is provided in Appendix 1. Rather than highlighting at every place within the plan where changes have been made, the main amendments are outlined below.
- 3.4 A key area for the Inspector to examine will be the housing supply: how the plan is meeting the housing requirements set by the 2013 Core Strategy and the likelihood that development sites will come forward.
- 3.5 Officers have undertaken further analysis of the housing land supply position, evaluating how the PPLP will meet the Core Strategy requirement, and this is summarised in Appendix 5 to this report. This shows that, taking into account the proposed deletions and additions highlighted below, the *minimum* housing targets would be exceeded in all three Core Strategy character areas (the Urban Area, Romney Marsh and North Downs).
- 3.6 Overall the Core Strategy sets a minimum target of 8,750 new dwellings over the plan period (2006-2031) for the district and the expected delivery figure is 9,760 dwellings. Sufficient flexibility is therefore provided to account for unforeseen circumstances. The development supply position will be updated with new information as the plan progresses to the next stages.

#### **Further work being undertaken**

- 3.7 The Planning Policy Team is undertaking some final pieces of work for the PPLP including:

- Finalising the Infrastructure Delivery Plan (IDP) with infrastructure providers. The IDP shows what infrastructure is needed over the plan period and how it will be delivered and will be published alongside the PPLP as a supporting document; and
  - Sustainability Appraisal (see Paragraphs 4.1 to 4.2 below).
- 3.8 In addition to this, pre-application discussions are underway on some sites proposed for allocation in the PPLP, such as the former Silver Spring site, Park Farm, Folkestone (Policy RL11 in the Submission PPLP).
- 3.9 Given this, delegated authority is sought for the Head of Planning, in consultation with the Cabinet Member for the District Economy, to make any necessary amendments to policies and supporting text arising from this work and pre-application discussions before the submission consultation begins (see Recommendations 2(a)-(c)).

### **General amendments**

- 3.10 The opportunity has been taken to make changes throughout the plan to improve clarity and consistency. In addition:
- New material is given at the start of the plan to set out the purpose of the submission consultation and to explain how people should submit their comments;
  - Information has been added to the Introduction to explain the relationship between the PPLP and the 2013 Core Strategy and to set out the remaining development requirements that the PPLP is seeking to meet;
  - The Glossary has been expanded and updated to include an explanation of the general planning terms used throughout the plan; and
  - Updates have been made to reflect recently completed evidence and new Government proposals (such as the Housing White Paper) published since the Preferred Options PPLP was finalised in September 2016.

### **Site allocations proposed for deletion**

- 3.11 There are seven sites allocated in the Preferred Options PPLP that are now proposed to be deleted. These are as follows:
- Policy UA18: Land East of Coolinge Lane, Sandgate - This site was allocated for 60 dwellings and open space. It is now proposed to be deleted due to objections, including from Sport England, over the loss of the playing pitches;
  - Policy ND4: Land at Duck Street, Elham – This site was allocated for five dwellings but is proposed to be deleted due to highway and access constraints reducing the total number of dwellings that the site would support;
  - Policy ND6 (part): Land at Brook Lane, Sellindge – This site was allocated for 11 dwellings but is proposed for deletion due to inadequate access;

- Policy ND8: Land rear of Barnstormers, Stone Street, Stanford - This site was allocated for five dwellings but is proposed for deletion due to inadequate access;
- Policy ND9: Land at Folkestone Racecourse – This site was allocated for 11 dwellings but has been withdrawn by the owner;
- Policy RM5: Land to the South of New Romney – This site was allocated for up to 400 dwellings and health care and community facilities. Following the close of the consultation a majority landowner contacted the Council stating that she did not wish her land to be allocated for development. Officers have spoken with the site’s promoters but doubt still remains over the site’s availability; it is therefore proposed to be deleted; and
- Policy RM7 (part): Peak Welders, Lydd – This site was allocated for 18 dwellings but is proposed for deletion due to inadequate access.

3.12 In addition to these sites, it is proposed that UA17: The Shepway Resource Centre, Military Road, Folkestone is deleted as development has advanced on site.

#### **New sites proposed for allocation**

3.13 17 new sites were submitted as part of the 2016 consultation, in addition to, or in substitution for, the allocations put forward in the Preferred Options PPLP.

3.14 Officers have visited these sites and assessed them using the same methodology for site selection used throughout the plan preparation process. In addition the sites have been assessed as part of the Sustainability Appraisal being undertaken on the plan. Appendix 6 sets out the 17 sites and recommendations following the appraisal.

3.15 Of the sites that were submitted, three are considered to be suitable for allocation:

- Land at Cherry Gardens, New Romney (PO20, Appendix 6) – This is a free-standing site that is proposed for allocation for 10 dwellings (new policy RM1);
- Land at Rye Road, Brookland (PO19, Appendix 6) – This site adjoins the proposed allocation at Lands north and south of Rye Road, Brookland (formerly numbered RM12) and would represent a small extension to the existing allocation (amended policy now renumbered RM13); and
- Land at Rhee Wall Road, Brenzett (PO18, Appendix 6) – This site adjoins the proposed allocation at Land adjacent to Moore Close, Brenzett (formerly numbered RM13) and would represent a small extension to the existing allocation (amended policy now renumbered RM14).

#### **Amendments to existing policies**

3.16 In addition to reviewing the deliverability of existing allocations and assessing the newly promoted sites, the opportunity has also been taken to review the policy requirements of the remaining site allocations.

3.17 Minor amendments have been made throughout the plan to update developer contributions where particular infrastructure requirements are known, such as in relation to health, education, public rights of way and other schemes. Other changes have been made, for example, regarding standard wording relating to archaeological constraints and sewerage and waste water infrastructure requirements.

3.18 The Preferred Options PPLP invited respondents to submit sites for Local Green Space designation. Local Green Spaces are defined in the National Planning Policy Framework (NPPF) as spaces of special protection close to the communities they serve, holding a particular significance; they should not be extensive tracts of land (NPPF, paragraph 77). 45 areas of land in Hythe, Lympne and Saint Mary in the Marsh were put forward to be considered for this designation. These were assessed against the NPPF criteria by officers, but the great majority did not meet the requirements for designation. Given this, it is considered that a district-wide policy in the PPLP is not suitable; however, designations can still be identified in Neighbourhood Plans, as the NPPF allows for. Former Policy C5: Local Green Spaces has therefore been deleted.

3.19 In addition to the above, more extensive amendments have been made to:

- Land adjoining the Marsh Academy, New Romney - As a result of the proposed deletion of Land to the South of New Romney (formerly Policy RM5), the allocation at Land adjoining the Marsh Academy, New Romney (now renumbered Policy RM5) has been amended to include provision for a medical facility. Officers have been in discussion with the landowner (Kent County Council) to provide a new healthcare facility under the 'hub' approach, whereby the County Council would retain a landowner interest as landlord. Initial feasibility work is being undertaken by the South Kent Coast Clinical Commissioning Group and Kent County Council to draw up a viable and deliverable scheme; and
- Land adjacent Kent Battle of Britain Museum, Aerodrome Road, Hawkinge (Policy ND3) – The Council received objections to this allocation from the Battle of Britain Museum and its supporters, stating that the allocation of the site for housing would seriously restrict the museum's current operations and its ability to expand. Officers have discussed the situation with representatives from the museum and the neighbouring landowners to try to encourage agreement between the parties. In the absence of any agreement, it is proposed to amend the policy to reduce the capacity of the site to 50 dwellings and to add in a requirement for provision of land for tourism use to serve the museum's expansion.

### **Reordering of the plan for clarity**

3.20 A new Retail and Leisure Chapter (Chapter 11) has been created, taking the retail centre policies from the 'Places' section and adding new retail and leisure policies to provide more comprehensive development management guidance.

3.21 Other policies have been reordered within the chapters for clarity, grouping similar issues together. As a result of deletions, additions and reordering, policies have been renumbered throughout the plan.

### **New development management policies**

3.22 New policies have been added to a number of chapters in the 'Policies' section as set out below:

- Dwellings to Support a Rural-based Enterprise (Policy HB7, Chapter 9: Housing and the Built Environment) – This policy is intended to provide guidance on proposals for farm workers' dwellings;
- Annexe Accommodation (Policy HB9, Chapter 9: Housing and the Built Environment) – This policy is intended to provide guidance on proposals for attached and free-standing annexes for dependants' accommodation;
- Houses in Multiple Occupation (HMOs) (Policy HB13, Chapter 9: Housing and the Built Environment) – This policy is intended to provide guidance on proposals for Houses in Multiple Occupation (HMOs) requiring planning permission (proposals involving more than six people);
- Redevelopment of Existing Employment Sites (Policy E2, Chapter 10: Economy) – This policy is intended to protect existing employment sites from redevelopment for other uses;
- Retail Hierarchy (Policy RL1, Chapter 11: Retail and Leisure) – This policy is intended to direct new town centre developments to established centres in the hierarchy;
- Other District and Local Centres (Policy RL7, Chapter 11: Retail and Leisure) – This policy is intended to protect smaller centres including Hawkinge, Lydd, Lyminge, Elham, Sellindge and Dymchurch;
- Development Outside Town, District and Local Centres (Policy RL8, Chapter 11: Retail and Leisure) – This policy is intended to prevent development for town centre uses outside established centres;
- Design, Location and Illumination of Advertisements (Policy RL9, Chapter 11: Retail and Leisure) – This provides guidance on proposals for advertisements, including illuminated advertisements; and
- Shop Fronts, Blinds and Security Shutters (Policy RL10, Chapter 11: Retail and Leisure) – This provides guidance on proposals affecting shop fronts.

## **4. Sustainability Appraisal**

4.1 Sustainability Appraisal (SA) is a systematic process that must be carried out during the preparation of a Local Plan. Its role is to promote sustainable development by assessing the extent to which the emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives.

4.2 Work on the SA has been undertaken throughout the plan-making process and has informed the PPLP as it has developed. The latest Submission Draft PPLP is being assessed by the Council's consultants and the results of this process may necessitate some minor amendments to the plan. Recommendation 2(a) of this report recommends that delegated authority

be given to the Head of Service in consultation with the Cabinet Member for the District Economy to make these amendments prior to the start of the submission consultation.

## **5. NEXT STAGES**

- 5.1 If approved for consultation by Cabinet on 19 July 2017, following the recommendations in this report, officers will then prepare the Submission Draft PPLP and consultation materials, and will arrange public notices and send out consultation letters and emails to individuals and organisations on the Council's consultation database.
- 5.2 Consultation on the Submission Draft PPLP is formal and must meet certain legislative requirements; for example respondents must state whether they consider the plan is 'sound' or 'not sound' and, if they consider it 'not sound', they must give reasons why. The Planning Policy Team is working with the Communications Team to ensure this will be presented as clearly and accessibly as possible.
- 5.3 If approved, it is anticipated that consultation on the Submission Draft PPLP could begin in September, running for six weeks to finish in October 2016.
- 5.4 Further work will also need to be undertaken before and during this period on a number of supporting documents in preparation for submission of the PPLP to the Secretary of State. These include:
  - Finalising the Infrastructure Delivery Plan (IDP);
  - Updating the Statement of Community Involvement (SCI);
  - Updating the Local Development Scheme (LDS);
  - Preparing a Consultation Statement and Duty to Cooperate statement to demonstrate how the Council has met its statutory requirements;
  - Preparing a self-assessment of the soundness and legal compliance of the plan following guidance set out by the Planning Advisory Service (PAS); and
  - Updating the plan's Equalities Impact Assessment.
- 5.5 The Council will also need to engage a Programme Officer for the examination. The Programme Officer acts as the point of contact between the Inspector, the Council and all interested parties. (No parties can have contact with the Inspector other than through the Programme Officer, except during the public hearing sessions.) The Programme Officer must be in place prior to submission of the plan to the Secretary of State. The post of Programme Officer could be filled through an internal secondment, although the Programme Officer needs to be independent of the Council's planning function and cannot have had any prior involvement in the preparation of the plan.
- 5.6 Before submission, the Council will work with the Programme Officer to prepare materials for the Inspector. Documents should be properly referenced and submitted in both hard copy and electronic form and placed on the Council's website. The Council must submit two copies of the

representations received during the submission consultation, one in policy order and the other in number order.

- 5.7 The Council must also prepare a consultation statement demonstrating how it has involved people at each stage of developing the plan, the number of comments it received and the main issues raised, including at the final submission consultation stage.
- 5.8 The PPLP and supporting materials will then be submitted to the Secretary of State (in practice the Planning Inspectorate or PINS). This is likely to be in October/November 2017 and will depend in part on the numbers of comments received at this stage.
- 5.9 The examination of the PPLP begins on its submission to the Secretary of State. From this point onwards, the timetable is determined by PINS and indicative timings are set out in guidance.<sup>2</sup> However, the guidance stresses the importance of preparation before submission, stating: *“It is well worth investing the time in producing a focused and comprehensive statement of the main issues ... as this will be the first introduction of the Inspector to the likely issues to be addressed in the examination ... Because of the time it takes to clarify matters and the impact on Inspector preparation time PINS may decline to start an examination if material has not been submitted in this way ...”*<sup>3</sup>
- 5.10 Guidance states that in most cases it is achievable for hearing sessions to begin within 10 weeks of submission, but this will depend on the readiness of the local planning authority, the complexity of the plan and whether the Inspector identifies any matters that need to be addressed before proceeding to the hearings stage.
- 5.11 After initially appraising the plan, supporting documents and representations, the Inspector will then confirm the start date of the hearings and the Council will need to arrange for a venue and ensure that notice is sent out at least six weeks in advance.
- 5.12 The Inspector determines which matters will be examined and who will be invited to participate. Participants will then be notified and the Council will prepare statements on the particular matters identified by the Inspector. The Council will also need to decide whether additional support (such as internal and external expertise or legal advice) may be required to support officers at the hearings.
- 5.13 Assuming that PINS’ timetable is met, hearing sessions could commence in December 2017. Experience elsewhere suggests that the hearing sessions may require around eight sitting days. Guidance gives five to nine hearing days as typical for a site allocations plan.<sup>4</sup> Hearing sessions on the PPLP could therefore close in early January 2018.

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<sup>2</sup> Procedural Practice in the Examination of Local Plans, The Planning Inspectorate, June 2016

<sup>3</sup> Procedural Practice in the Examination of Local Plans, paragraphs 1.10-1.11

<sup>4</sup> Procedural Practice in the Examination of Local Plans, page 8

- 5.14 Following the close of the hearing sessions, it is likely that some modifications will need to be made to the plan arising from the debate at the examination and matters raised by the Inspector. The most significant of these, known as ‘main modifications’, will need to be consulted on and appraised through the SA process. This will take place as the Inspector’s report is being finalised.
- 5.15 On close of the main modifications consultation and receipt of a favourable Inspector’s report, the Council can then proceed to adopt the PPLP. It will then be used to decide planning applications on the sites identified in the plan and the development management policies can be used to decide any other relevant planning applications that may come forward for development in the district.

## 6. RISK MANAGEMENT ISSUES

- 6.1 A summary of the perceived risks is as follows:

<b>Perceived risk</b>	<b>Seriousness</b>	<b>Likelihood</b>	<b>Preventative action</b>
The Council falls behind in its programme for producing a new Places and Policies Local Plan.	Medium	Medium	The Council has maintained a five year housing land supply. The preparation of appropriate supporting evidence will minimise the risks of the plan being found ‘unsound’. On submission of the plan, the timetable is in the hands of the Planning Inspectorate, and the Council will be responding to requests for evidence and information to a timetable set by the Inspector.
Other local authorities do not agree the Duty to Co-operate has been met or don’t agree to implement its provisions.	Medium	Medium	Continued dialogue with partner authorities is taking place through the various discussion forums that exist. No issues were raised relating to the Duty to Cooperate by partner authorities during the Preferred Options

			consultation. The Council will need to provide evidence of its approach through the Consultation Statement and Duty to Cooperate Statement (see Section 5 above).
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## **7. LEGAL/FINANCIAL AND OTHER CONTROLS/POLICY MATTERS**

### **7.1 Legal Officer's Comments**

There are no legal implications arising directly from this report but progress with the PPLP will need to meet the requirements set out in applicable legislation, including the Planning and Compulsory Purchase Act 2004.

### **7.2 Finance Officer's Comments**

There are no resource implications arising directly from this report. Progress with the PPLP is being undertaken with existing staff resources within the Planning Service. Financial resources will be needed to procure specialist evidence, and to pay the Inspector's fees, the Programme Officer's fees and other costs (such as venue hire, advertisements and printing). Depending on the route taken to appoint a Programme Officer there may be costs involved. Other costs are contained within existing budgets.

### **7.3 Diversities and Equalities Implications**

There are no equalities implications arising directly from this report. As highlighted, the PPLP will need to be supported by an Equalities Impact Assessment and the Inspector will consider these issues in assessing the soundness of the plan

### **7.4 Communications**

The support of the Communications Team was crucial in increasing online responses to the consultation and their support will be needed at key stages in finalising the plan, particularly consultations on Submission and Main Modifications to make sure we reach out to residents and stakeholders so that they can express their views online.

## **8. CONTACT OFFICERS AND BACKGROUND DOCUMENTS**

Councillors with any questions arising out of this report should contact the following officer prior to the meeting:

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The following background documents have been relied upon in the preparation of this report:

The Submission Draft Places and Policies Local Plan lists supporting evidence that has been used to formulate the plan throughout the document and in the Appendices.

***(Note: only documents that have not been published are to be listed here)***

**Appendices:**

- Appendix 1: Submission Draft Places and Policies Local Plan (July 2017)
- Appendix 2: Summary of 2016 Preferred Options Places and Policies Local Plan Consultation – Numbers of Respondents and Methods of Consultation Response (Report prepared by the Communications Team)
- Appendix 3: Summary of 2016 Preferred Options Places and Policies Local Plan Consultation – Main Issues Raised
- Appendix 4: Summary of Comments Received During 2016 Preferred Options Places and Policies Local Plan Consultation Exhibitions
- Appendix 5: Meeting the District’s Housing Needs – 2017 Submission Draft Places and Policies Local Plan
- Appendix 6: New Sites Submitted During the 2016 Preferred Options Places and Policies Local Plan Consultation

**Appendix 1: Submission Draft Places and Policies Local Plan (July 2017)**