



Royal Borough of Kingston upon Thames  
Local Development Framework

# Local Development Scheme

## Second Revision

Approved by the Secretary of State  
April 2007

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# 1. Introduction

## **The Local Development Framework**

1.1 Under Planning and Compulsory Purchase Act 2004 the Council must prepare a Local Development Framework (LDF) to replace its Unitary Development Plan: First Alteration (UDP). The Local Development Framework will contain local planning policies and guidance for the Royal Borough of Kingston Upon Thames, and will comprise several documents:

- Local Development Scheme
- Development Plan Documents (DPDs) including a core strategy
- Supplementary Planning Documents (SPDs)
- Statement of Community Involvement
- Annual Monitoring Report

1.2 Whilst the LDF is being prepared, UDP policies are automatically saved for a three year period, starting either from the date the Act commenced (September 2004) or the date the UDP was adopted (August 2005). They can be saved for longer, subject to approval by the Secretary of State (see paragraph 1.10 for more on saving Kingston's UDP policies).

## **Local Development Scheme**

1.3 This Local Development Scheme is a published project plan for the other documents in the LDF. The original LDS was published in March 2005, followed by a first revision in January 2006. This version is the second revision of the original scheme.

1.4 Table 1 summarises the documents in Kingston's LDF, with the date they were adopted, or are scheduled for adoption. Section 2 explains the statutory process for preparing Local Development Documents, with timelines for the production of LDDs in Kingston. Further detail on each document is provided at Annex 1.

1.5 Future documents not outlined in this scheme are likely to include an Area Action Plan for Tolworth. Other documents will be brought forward through a revised LDS as the need arises. The Council's annual monitoring report will inform future revisions of the scheme.

## **Development Plan Documents (DPDs)**

1.6 These documents include a core strategy, development control policies, area action plans and topic based policy documents (e.g. waste). Together with the London Plan they comprise the statutory development plan. Planning applications should be determined in accordance with the development plan unless material considerations indicate otherwise.

1.7 DPDs are subject to rigorous procedures of community involvement and examination by an independent Inspector. Development Plan Documents must

comply with government policy and be in general conformity with the London Plan.

### **Supplementary Planning Documents (SPDs)**

1.8 These provide more detailed guidance on specific topics or sites. Supplementary Planning Documents must be consistent with Development Plan Documents. They are a material consideration when determining planning applications, but are not subject to independent examination. They are therefore afforded less 'weight' than Development Plan Documents.

### **Statement of Community Involvement**

1.9 The Council adopted a Statement of Community Involvement (SCI) in January 2007. This sets out how the community will be engaged when preparing local development documents and in the planning applications process.

### **Annual Monitoring Report (AMR)**

1.10 Each year the Council prepares an annual monitoring report which sets out the progress of document production against the timescales in the scheme. It also monitors the effect of policies and proposals in the UDP or LDF. The Council will produce its AMR before the end of December each year. The AMR may highlight the need to review the programme of work detailed in the Local Development Scheme.

### **Saving the UDP policies**

1.11 The UDP first alteration was adopted in August 2005. It was a partial review of the original 1998 UDP. Policies that were not subject to review are automatically saved to September 2007. Policies that were altered during the review are automatically saved until August 2008. In accordance with the DCLG Protocol for extending saved policies (published August 2005), the Council will make two applications to the Secretary of State to save UDP policies beyond the relevant three year period. Saved UDP policies will be replaced as new DPDs are adopted.

### **Supplementary Planning Guidance**

1.12 This is the forerunner of SPDs. The Council currently has a number of SPGs listed at Table 2.

<b>Table 1: Royal Borough of Kingston's Local Development Framework</b>		
<b>Document</b>	<b>Purpose</b>	<b>Adoption</b>
<b>Statement of Community Involvement</b>	Sets out approach to community and stakeholder involvement both for plan-making and planning applications	January 2007
<b>Development Plan Documents</b>		
<b>Kingston Town Centre Area Action Plan</b>	To promote and manage the future development of Kingston Town Centre	October 2008
<b>Core Strategy</b>	Sets the vision and strategy for meeting anticipated development needs for the next 10-15 years	June 2010
<b>Waste DPD</b>	To identify sites for new waste management facilities across Kingston Upon Thames, Croydon, Sutton and Merton boroughs	Timetable to be confirmed
<b>Hogsmill Valley /Kingsmeadow Area Action Plan</b>	To promote the enhancement and use of this area of the Hogsmill Valley and adjacent sites, identify appropriate development opportunities and review the MOL boundary.	January 2011
<b>Development Control Policies</b>	To provide detailed development control policies to help implement the core strategy objectives	October 2011
<b>Site allocations DPD</b>	To identify sites for development and specify the use on those sites	December 2012
<b>Proposals Map and Inset Maps</b>	To illustrate area and site-specific policies and proposals.	To be updated with each Development Plan Document
<b>Supplementary Planning Documents</b>		
<b>Access for All</b>	To provide guidance on designing in inclusive access arrangements in new development	June 2005
<b>Shopfronts and Shopsigns Design Guide</b>	To provide guidance on design of shop fronts and shop signs.	June 2005
<b>Affordable Housing</b>	To provide detailed guidance to assist the effective implementation of affordable housing policy.	February 2006
<b>Kingston Old Town Conservation Area</b>	To provide additional guidance on the Old Town Conservation Area, supporting the Kingston Town Centre Area Action Plan	April 2009
<b>Residential Design</b>	To provide guidance on achieving good design appropriate to the borough.	February 2011
<b>Planning Obligations</b>	To provide additional information on planning obligations. Content will be affected by the proposed Planning Gain Supplement	February 2011

**Table 2:  
Royal Borough of Kingston Supplementary Planning Guidance**

<b>Title</b>	<b>Published</b>
Residential Extensions SPG	1982
Landscape Design Guide SPG	1992
Conservation Area General Guide SPG	2002
Sustainable Construction SPG	2004
 <b>Development Briefs</b>	
Kingston Power Station, Skerne Road (PS1)	April 1995
Kingston University, Kingston Hill (PS32)	October 1993
Ashdown Road (UDP PS 22)	Feb 2002
Kingston Hospital, Galsworthy Road (PS31)	Dec 2001
St John's Industrial Area (PS29)	March 2003
Hook Rise South, Tolworth (PS42)	March 2003
Vicarage Road, Kingston (PS2)	June 2003
Cocks Crescent, New Malden (PS33a)	April 2003
Station Car Park, Surbiton (PS39a)	June 2004

## 2. Process for Preparing Local Development Documents

2.1 The process for preparing Development Plan Documents and Supplementary Planning Documents is set down in Government Regulations and Planning Policy Statement 12 'Local Development Frameworks'. The stages of production are summarised as follows:

<b>Table 3: Statutory processes for preparing local development documents</b>		
<b>Process for preparing Development Plan Documents</b>		
1	Issues and Options	Evidence gathering, early contact with key stakeholders, and local communities
2	Preferred options	Formal public participation on preferred options for policies and proposals over a six-week period (accompanied by a 'sustainability report').
3	Submission	The Council submits its plan to the Secretary of State. Representations can be made which the inspector will consider when testing the plan for soundness.
4	Examination	The Inspector considers whether the plan is 'sound', based on nine tests of soundness.
5	Inspector's report	The Council receives the Inspector's findings which are binding on the authority.
6	Adoption	The Council can formally adopt the Development Plan Document
<b>Process for preparing Supplementary Planning Documents</b>		
1	Prepare consultation draft	Evidence gathering, early contact with key stakeholders, and local communities
2	Publish Draft SPD	4 to 6 week period for consultation on draft Supplementary Planning Document
3	Adoption	Council makes changes in light of representations and adopts the Supplementary Planning Document.

## 3. Kingston's LDF programme

3.1 Table 4 below shows the timelines for all the proposed Local Development Documents, indicating the key 'milestones'. The rationale for the programme outlined in table 4, and in the documents profiles at Annex 1 is as follows:

### **Development Plan Documents**

3.2 The Kingston town centre AAP is the Council's first DPD – the programmed date for submission is May 2007. This plan is crucial to the future development and well-being of Kingston town centre, which itself is the principal focus for change and development within the Borough. The AAP proposes significant new development and a range of improvements to enhance

Kingston's role as a metropolitan centre and sub-regional shopping centre consistent with the London Plan and PPS6 (Planning for Town Centres).

3.3 The area action plan is programmed ahead of the core strategy in response to local circumstances and the priority afforded to this metropolitan town centre. The need for action to shape future development and regeneration of the town centre was recognised in 2001. After a decade of steady growth concerns were being expressed about the loss of daytime visitors and about the future attractiveness and vitality of the centre. Furthermore a retail study carried out in 2002 identified a need (and capacity) for additional retail floorspace, environmental and access improvements, and there was renewed developer interest in the town centre for significant retail development.

3.4 In November 2002 the Council's Executive endorsed the preparation of a strategy for Kingston town centre, to be known as K+20. With the onset of the new planning system (introduced in September 2004) it made sense to prepare K+20 as an area action plan. The timing meant it would precede the core strategy, which could not realistically be prepared until the UDP was adopted (August 2005). The area action plan would be prepared in the context of the London Plan and up-to-date saved strategic (Part 1) policies in the UDP (which will themselves be replaced by the core strategy in due course). This aligns with the circumstances set out in PPS12 paragraph 2.9 which states *"The core strategy should normally be the first development plan document to be produced except where the local planning authority has up to date saved policies and where the priority in the local development scheme is the preparation of an area action plan or other development plan document."*

3.5 Following submission of the plan in May 2007, it is envisaged that 5 months will be needed to carry out the two statutory periods for making site related representations (Regulations 29 and 33) and to prepare the material for the inspectorate before a pre-examination meeting. A pre-examination meeting is therefore envisaged in October 2007. The planning inspectorate suggest 2 - 3 months is necessary before the examination itself, so January 2008 is proposed for the examination, avoiding December and the Christmas period. On the basis that 6 months is allowed for receipt of the Inspector's report, the Council should receive that by July 2008. The first opportunity to take the plan to Council for adoption is October 2008.

3.6 The core strategy timetable is considered to represent a realistic programme for preparation, given the need for significant community engagement and considerable close working across many sectors of the Council and its partners, including the Local Strategic Partnership.

3.7 The development control policies DPD can only be examined for soundness once the core strategy is found to be sound. The development control policies need to be written so that they comply with, and will help implement, the core strategy. The approach has therefore been taken to submit

the development control policies after the Inspector's report has been received into the core strategy. The timeline allows for amendments to be made to the development control policies ahead of submission in response to any changes the inspector makes to the core strategy.

3.8 The Hogsmill/Kingsmeadow AAP has a regeneration focus and will be progressed as soon as it can following the core strategy with which it must comply.

3.9 A site allocations DPD is scheduled for later in the programme. This allows a discussion on sites to be had in the context of an approved core strategy. It also reduces the risk of slippage on the core strategy (which is the Council's priority) being caused by prolonged discussion and debate on site specific matters resulting from the allocations DPD being prepared alongside it. As explained in its annual monitoring report, the Council is satisfied that it has sufficient housing land supply, including sites within the Kingston town centre area action plan, to meet housing requirements over the period at least until the site allocations DPD is proposed to be adopted. If monitoring suggests a need for a site allocation DPD to be brought forward this would be addressed through a revised LDS.

3.10 On the issue of waste the Council is working with the south London boroughs of Merton, Sutton and Croydon to establish joint waste procurement processes for municipal waste. In parallel, the principle of working jointly on planning issues for all waste is currently being progressed, alongside developing a joint strategy and programme for delivering sites to meet the waste imperative through the waste planning DPD. However, until the work has been progressed and the joint working arrangements formalised it is not possible to identify a fully considered timetable. This Council and its partner authorities are fully committed to progress the waste planning DPD in good time to meet the July 2010 target date of Article 7 of the Waste Framework Directive target. The LDS will be revised to include key milestones once a timetable for the waste DPD has been established.

### **Supplementary Planning Documents**

3.11 An SPD for the Kingston Old Town Conservation Area is proposed to help achieve objectives for the conservation area in line with the Kingston Town Centre area action plan. A character appraisal and management proposals have been prepared and it is proposed to publish a draft SPD following adoption of the area action plan.

3.12 An SPD on residential design will give guidance to help implement a core strategy policy on design. It will be informed by a borough character appraisal which will also serve to inform the core strategy. It is proposed to publish a draft SPD following adoption of the core strategy.

3.13 An SPD on planning obligations is also proposed to give guidance on the implementation of core strategy policies on infrastructure and planning obligations. It is proposed to publish a draft SPD following adoption of the core strategy. The content of the SPD (and possibly its timing) will depend on the government's proposals for a Planning Gain Supplement with scaled back Section 106 contributions.

**Table 4: Three-year timelines for RBK Local Development Documents**

	2007					2008					2009					2010																																				
Document	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																				
Kingston Town Centre Area Action Plan DPD		S									E					IR			A																																	
Core Strategy DPD														PO										S						E					IR			A														
Joint Waste DPD	Programme to be determined by South West London Waste Planning Group																																																			
Hogsmill Valley/ Kingsmeadow AAP DPD																								PO												S						E										IR
Development Control Policies DPD																																																				S
Site allocations DPD																																																				C
Kingston Old Town Conservation Area SPD								C																																												CD
Residential Design SPD																																																				CD
Infrastructure & Services Planning Obligations SPD																																																				CD

**Key:**

- C = Commence preparation, gather evidence and engage stakeholders
- PO = Preferred options consultation
- S = Submit to Secretary of State
- IR = The Council receives the Inspector's Report (6 months after the examination in accordance with advice from the Planning Inspectorate)
- E = Examination
- A = Adoption
- CD = Consultation draft of SPD

## **4. Resources**

- 4.1 The Council's Policy and Implementation Section within the Planning and Development Department has responsibility for preparing the LDF. Within that section the Planning Policy Team and the Projects Team have responsibility for most of its elements. Conservation and Design teams also sit within Policy and Implementation and have a key role. Development Control teams will also be involved, as will many other departments and directorates outside Planning and Development to ensure a spatial planning approach is taken to deliver more corporate objectives. Consultants have been used to develop specific aspects of the evidence base, and in a more general advisory capacity.
- 4.2 Costs anticipated to be incurred by the LDF process are factored into budgets set for the year. Planning Delivery Grant has helped develop certain evidence base studies and to receive expert advice, but there is uncertainty over future income from this source.

## **5. Risk Assessment**

- 5.1 The main areas of risk, which could lead to slippage in the programme have been identified as:
- Inadequate skills base, staff turnover and recruitment problems in the exceptionally tough London labour market;
  - Uncertainty over the future level of Planning Delivery Grant generally and specifically the allocations for this Council;
  - Political changes to policy directions or Council organisation and procedures, including through Council elections;
  - Capacity of the Planning Inspectorate and other agencies to cope with demand for their services;
  - Failure to make robust arrangements to meet the examination timetable
  - Legal or other challenges. We will work closely with GOL, the Planning Inspectorate, the GLA and other agencies to ensure that the policies have a robust evidence base, there is well-audited community engagement, and correct procedures have been used.
  - Changing circumstances or emerging development pressures which alter priorities and will lead to proposed addition or substitution of Local Development Documents.
  - Poor project management
  - The scale and nature of consultation responses
  - Unanticipated delays in external events in particular examinations
  - Unexpected new evidence or poor management of the supply of evidence

## Profiles of each Local Development Document

### Area Action Plan for Kingston Town Centre

#### Role and Purpose

Kingston town centre is a popular and successful metropolitan centre. After a decade of steady growth in the 1990s, concerns were expressed about its future attractiveness and vitality following a loss of day time visitors to other centres. Kingston needs to enhance its role as a metropolitan centre, consistent with the London Plan and PPS6, by promoting new retail and commercial development alongside a range of other uses and improvements, to maintain its competitiveness and attraction, especially to catchment area shoppers.

In June 2003, the Council launched K+20, with the aim of developing a vision and strategy for the town centre, in consultation with stakeholders and the local community. There is strong developer interest in redeveloping parts of the town centre which are in need of significant upgrading. In July 2003, the Council entered into a Co-operation Agreement with developer Hammerson, who are working on a masterplan for retail led mixed-use development. This agreement has been extended to mid 2007.

Under the new planning system, an Area Action Plan is an appropriate tool to provide a planning framework to guide future development and improvement and actively plan for growth. The Issues consultation in 2004 is counting as the initial Regulation 25 consultation. Formal consultation under Regulation 26 was carried out in June/July 2005, including on an accompanying Sustainability Appraisal. It is vital that the Council can proceed with the Area Action Plan, which provides the basis for a pro-active approach to managing change, as well as conservation and enhancement of the town centre.

#### Status

Development Plan Document

#### Geographical Coverage

Kingston town centre. The town centre boundary in the AAP is consistent with that in the UDP.

#### UDP Policies to be replaced

All the policies in Chapter 12 on Kingston: STR21 (The Range of Functions in Kingston Town Centre), STR22 (Townscape Strategy), STR23 (Accessibility to and within the Town Centre), policies KTC1 to KTC27 and policies for Proposal Sites PS1 to 22a and PS29a.

#### Conformity

With national policies, the London Plan, saved UDP (Part 1) policies (except those it is intended to replace) and having regard to the Community Plan.

## Timetable

Evidence gathering / preparing issues and options in consultation (Regulation 25)	Began in 2003 as part of the K+20 strategy and ongoing to May 2005.
Formal six week public participation on preferred options (Regulation 26)	June – July 2005
Submission of DPD and 'Submission Proposals Map' showing how the adopted Proposals Map is to be amended.	May 2007
Pre-examination meeting	October 2007
Examination commences	January 2008
Adoption	October 2008

## Arrangements for Production

Organisational Lead	Planning Projects Manager
Political Management	Executive Member with responsibility for planning.
Internal resources	Projects Team Planning Policy Team Conservation and Design Team Highways and Transportation Partnership and Regeneration Unit Housing Department Environment and Sustainability Leisure Services
External resources	Consultants have undertaken various studies (retail, office capacity, parking, park and ride, cycle parking, integrated transport and Old Town Conservation Area) the results of which have informed the AAP.
Forms of consultation/engagement	Initial engagement with stakeholders and consultation was undertaken as part of the K+20 strategy and included a workshop/launch event. For the 'preferred options' stage (Reg 26) a range of consultation methods were used including a questionnaire, workshop, meetings and exhibitions.

## Core Strategy

### Role and Subject

The Core Strategy will set the vision, strategic objectives, spatial strategy and core policies for the borough over a 10 to 15 year time horizon.

### Status

Development Plan Document

### Geographical Coverage

Borough-wide

### UDP Policies to be replaced

The Core Strategy will replace a number of UDP policies, in particular the strategic (STR) policies.

### Conformity

With the London Plan, and with regard to the Community Plan and other strategies.

### Timetable

Evidence gathering / preparing issues and options/ early engagement/ consultation (Regulation 25)	January 2006
Formal six week public participation on preferred options (Regulation 26)	June 2008
Submission of DPD and 'Submission Proposals Map' showing how the adopted Proposals Map is to be amended.	March 2009
Pre-examination meeting	June 2009
Examination commences	September 2009
Adoption	June 2010

### Arrangements for Production

Organisational Lead	LDF Manager
Political Management	Executive Member with responsibility for Planning
Internal Resources	Planning Policy Team Development Control Team Projects Team Conservation and Design Highways & Transportation - Strategic Transport Manager and various other officers Environment & Sustainability – various. Plus input from Housing Services, Community Services, Education & Leisure, Partnerships & Regeneration and Central Policy team
External Resources	Consultants for evidence base studies.
Forms of Consultation/engagement	In accordance with the SCI.

## Waste DPD

### Role and Purpose

To address the need for sites for new waste management facilities on a sub-regional basis across the boroughs of Kingston upon Thames, Sutton, Merton and Croydon.

### Status

Development Plan Document

### Geographical Coverage

Kingston-Upon-Thames, Sutton, Merton and Croydon

### UDP Policies to be replaced

MW1 Development of Waste Management Facilities, MW2 Waste and Environment

### Conformity

With the London Plan and emerging Core Strategy.

### Timetable

The timetable is in the process of being prepared.

Evidence gathering, issues and options in consultation with key stakeholders (Regulation 25)	To be programmed
Formal six week public participation on preferred options (Regulation 26)	To be programmed
Submission of DPD and 'Submission Proposals Map' showing how the adopted Proposals Map is to be amended by the DPD	To be programmed
Pre-Examination Meeting	To be programmed
Examination commences	To be programmed
Estimated date for adoption	To be programmed

### Arrangements for Production

Organisational Lead	Senior policy planners working with consultants
Political Management	
Internal resources	Planning Policy Team Environment and Sustainability Dept
External resources	Enviros consultancy preparing the DPD
Forms of Consultation/ Engagement	In accordance with the SCI.

## Hogsmill Valley North & Kingsmeadow Area Action Plan

### Role and Purpose

To provide the planning framework for the enhancement of the Metropolitan Open Land (MOL) in the Hogsmill Valley including the Hogsmill Sewage Works and its surrounding land, the Kingsmeadow area and neighbouring sites. The AAP will consider options available to enhance this underused area, and identify appropriate uses. This wide northerly part of the Hogsmill Valley MOL is subject to development pressures, e.g. for student housing on a disused part of the Hogsmill sewage works and new leisure facilities at Kingsmeadow sports ground. An important aim of the AAP will be progressing the implementation of the Hogsmill Valley Walk Strategy.

### Status

Development Plan Document.

### Geographical Coverage

Hogsmill Valley North / Kingsmeadow area.

### UDP Policies to be replaced

Any UDP allocations and designations within the AAP boundary.

### Conformity

With the London Plan and Core Strategy.

### Timetable

Evidence gathering / preparing issues and options in consultation (Regulation 25)	January 2006
Formal six week public participation on preferred options (Regulation 26)	January 2009
Submission of DPD and 'Submission Proposals Map' showing how the adopted Proposals Map is to be amended by the DPD	November 2009
Pre-examination meeting	March 2010
Examination commences	May 2010
Adoption	January 2011

### Arrangements for Production

Organisational Lead	Planning Projects Manager
Political Management	Executive Member with responsibility for Planning
Internal Resources	Projects Team Planning Policy Team Conservation and Design Team Development Control Team Environment and Sustainability Highways and Transportation Leisure Services.
External Resources	None
Forms of Consultation/engagement	In accordance with the SCI

## Development Control Policies

### Role and Content

To provide detailed policies to help determine planning applications in accordance with the core strategy

### Status

Development Plan Document

### Geographical Coverage

Borough wide and site/area-specific.

### UDP Policies to be replaced

A number of saved policies will be replaced by this DPD.

### Conformity

With the London Plan and Core Strategy

### Timetable

Evidence gathering / preparing issues and options in consultation (Regulation 25)	January 2006
Formal six week public participation on preferred options (Regulation 26)	January 2010
Submission of DPD and 'Submission Proposals Map' showing how the adopted Proposals Map is to be amended.	September 2010
Pre-examination meeting	December 2010
Examination commences	March 2011
Adoption	October 2011

### Arrangements for Production

Organisational Lead	LDF Manager
Political Management	Executive Member responsible for planning
Internal resources	Planning Policy team Projects Team Development Control Team Conservation and Design Team Highways and Transportation Dept Housing Department Environment & Sustainability
External resources	None
Forms of Consultation/Engagement	In accordance with the SCI

## Site Allocations

### Role and Content

To identify sites for development, and determining the uses on those sites.

### Status

Development Plan Document

### Geographical Coverage

Borough wide

### UDP Policies to be replaced

Saved proposal sites

### Conformity

With the London Plan and Core Strategy

### Timetable

Evidence gathering / preparing issues and options in consultation (Regulation 25)	June 2010
Formal six week public participation on preferred options (Regulation 26)	February 2011
Submission of DPD and 'Submission Proposals Map' showing how the adopted Proposals Map is to be amended.	September 2011
Pre-examination meeting	December 2011
Examination commences	March 2012
Adoption	December 2012

### Arrangements for Production

Organisational Lead	LDF Manager
Political Management	Executive Member responsible for planning
Internal resources	Planning Policy team Projects Team Development Control Team Conservation and Design Team Highways and Transportation Dept Housing Department Environment & Sustainability
External resources	Potential use of consultants for evidence base studies and public participation.
Forms of Consultation/Engagement	In accordance with the SCI

## Proposals Map and Inset Maps

### Role and Purpose

To illustrate on an OS base map, area and site-specific policies and proposals in the Development Plan Documents. It will also show saved area/site-specific policies until such time as they are replaced in Development Plan Documents. Further detail will be shown on inset maps.

### Status

Development Plan Document

### Geographical Coverage

Borough-wide (Proposals Map), parts of Borough (Inset Maps).

### UDP Policies to be replaced

As Development Plan Documents replace UDP policies, the UDP Proposals Map and insets will be updated accordingly.

### Conformity

With saved policies and adopted DPDs

### Timetable

Updated as each DPD is adopted	
Development Plan Document	Date of adoption
Kingston Town Centre Area Action Plan	October 2008
Core Strategy	June 2010
Joint Waste DPD	To be programmed
Hogsmill Valley North/Kingsmeadow Area Action Plan	January 2011
Development Control Policies DPD	October 2011
Site Allocations DPD	December 2012

### Arrangements for Production

Organisational lead	LDF Manager
Political management	Executive Member with responsibility for Planning
Internal resources	Planning Policy team GIS Development Team Presentation Unit
External resources	Printing and Production selected by competitive tender.
Forms of consultation/engagement	N/A

## Kingston Old Town SPD

### Role and Purpose

To provide detailed planning guidance for the old town conservation area, supplementing policies in the Kingston Town Centre Area Action Plan.

### Status

Supplementary Planning Document.

### Geographical Coverage

Kingston Old Town Conservation Area

### Conformity

With the Kingston Town Centre Area Action Plan

### Timetable

Evidence gathering/ Preparation of draft SPD	November 2007
Public participation on draft SPD	November 2008
Adoption	April 2009

### Arrangements for Production

Organisational Lead	Conservation Manager
Political Management	Executive Member with responsibility for Planning
Internal resources	Conservation and Design Team Development Control Team Planning Policy team Projects Team
External resources	Consultants have prepared a character appraisal of the Conservation Area which will inform the SPD.
Forms of Consultation/ Engagement	In accordance with the SCI

## Residential Design SPD

### Role and Purpose

Guidance on the design of residential development and residential extensions. Will review and expand on the advice provided in the existing Residential Extensions SPG, to provide guidelines for the form and type that any proposed residential development should take in an area. This will seek to achieve a higher standard of design by helping to ensure that the best possible use is made of urban land whilst respecting the character and appearance of the surrounding area.

### Status

Supplementary Planning Document.

### Geographical Coverage

Borough wide.

### Conformity

Must be in general conformity with the London Plan and the emerging core strategy, having regard to the community plan.

### Timetable

Evidence gathering/ Preparation of draft SPD	May 2009
Public participation on draft SPD	September 2010
Adoption	February 2011

### Arrangements for Production

Organisational Lead	Design Manager
Political Management	Executive Member with responsibility for Planning
Internal resources	Conservation and Design Team Development Control Team Planning Policy team
External resources	Sub-Regional study on housing issues to be funded by the Southern region of 'Urban Design London'.
Forms of Consultation/ Engagement	In accordance with the SCI

## Planning Obligations SPD

### Role and Purpose

To provide guidance on the requirements and mechanisms for infrastructure contributions, and related social, economic, environmental and cultural provision (including open space, transport, training and enterprise support provision, education and community facilities, safety and security features) through developments in the borough.

### Status

Supplementary Planning Document.

### Geographical Coverage

Borough- wide

### Conformity

Must be in general conformity with the London Plan and the Core Strategy, and have regard to the Community Plan.

### Timetable

Evidence gathering /Preparation of draft SPD	May 2009
Public participation on draft SPD	September 2010
Adoption	February 2011

### Arrangements for Production

Organisational Lead	Planning Projects Manager
Political Management	Executive Member with responsibility for Planning
Internal resources	Projects Team Planning Policy team Legal Services
External resources	None
Forms of Consultation/Engagement	In accordance with the SCI

## Glossary

(note: terms in *italics* are explained elsewhere in the glossary)

**The Act:** the Planning and Compulsory Purchase Act 2004

**Annual Monitoring Report (AMR):** part of the *Local Development Framework*, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent to which policies in the *Local Development Documents* are being successfully implemented.

**Area Action Plan (AAP):** used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of *Development Plan Documents*.

**Community Plan:** prepared as a requirement of the Local Government Act 2000, it sets out vision for Kingston based on a community planning process. It was produced by the Kingston Community Leadership Forum; a partnership of organisations representing all sectors of the Kingston Community. Go to [http://www.kingston.gov.uk/community\\_planning](http://www.kingston.gov.uk/community_planning)

**Core Strategy:** sets out the long-term spatial vision for the local planning authority area, strategic objectives, and strategic policies to deliver that vision. The Core Strategy will have the status of a *Development Plan Document*.

**Development Plan:** in Kingston this consists of the *Spatial Development Strategy for London* (The London Plan), saved *Unitary Development Plan* policies, and *Development Plan Documents* within the *Local Development Framework*.

**Development Plan Documents (DPDs):** spatial planning documents that are subject to independent examination, and together with the *London Plan* will form the *development plan* for the local authority area. *Development Plan Documents* can include *Core Strategy*, *Site-specific Allocations of Land*, and *Area Action Plans* (where needed). Other *Development Plan Documents* including *generic Development Control Policies*, can be produced. They will all be shown geographically on an adopted *proposal map*. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each Authority must set out the programme for preparing its *Development Plan Documents* in the *Local Development Scheme*.

**Examination:** all Development Plan Documents and the Statement of Community Involvement are subject to independent examination by the Planning Inspectorate. This examination will test the 'soundness' of the document.

**Generic development control policies:** these will be a suite of criteria-based policies which are required to ensure that developments within the area meet the spatial vision and objectives set out in the Core Strategy. These may be included in any *Development Plan Document* or may form a stand-alone document.

**Inspector's Report:** a report issued by the Inspector or Panel who conducted the Examination, setting out their conclusions on the matters raised and detailing amendments to be made to the document. The inspectors report is binding on the local planning authority.

**Issues and options:** produced during the early production stages of the preparation of *Development Plan Documents* and may be issued for consultation to meet the requirements of Regulation 25.

**Local Development Documents (LDDs):** the collective term in the Act for *Development Plan Documents*, *Supplementary Planning Documents*, and the *Statement of Community Involvement (SCI)*.

**Local Development Framework (LDF):** The name of the portfolio of *Local Development Documents*. It consists of *Development Plan Documents*, *Supplementary Planning Documents*, a *Statement of Community Involvement*, the *Local Development Scheme* and *Annual Monitoring Reports*. Together these documents provide the framework for delivering spatial planning strategy for a local authority area and may also include *local development orders* and simplified planning zones.

**Local Development Scheme (LDS):** sets out the programme for preparing *Local Development Documents*. This must be submitted to the Secretary of State for approval within six months of the commencement of *the Act*.

**London Plan:** the Spatial Development Strategy for London. It provides a strategic framework for Borough's *Local Development Framework*. It has the status of a development plan under *the Act*. The Kingston *Local Development Framework* is required to generally conform to the London Plan.

**Planning Policy Statement (PPS):** national planning policy produced by the Government. Previously known as Planning Policy Guidance notes (PPGs) they set out the Government's spatial planning policies for England.

**Preferred options document:** produced as part of the preparation of a *Development Plan Document* and is issued for formal public participation as required by Regulation 26.

**Proposals map:** the adopted proposals map illustrates on a base map (reproduced from, or based upon a map base to registered scale) all the policies and proposals contained in *Development Plan Documents*, together with any saved policies. To be revised as each new *Development Plan Document* is adopted and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted *development plan documents* in the form of a submission proposals map.

**The Regulations:** Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

**Saved Policies:** policies in the Unitary Development Plan which remain effective.

**Site Specific Allocations:** allocations of sites for specific or mixed uses or development to be contained in *Development Plan Documents*. Policies will identify any specific requirements for individual proposals.

**Spatial Development Plan for London** the Spatial Development Strategy for London provides a strategic framework for Boroughs' *Local Development Framework*. It has the status of a development plan under *the Act*. The Kingston *Local Development Framework* is required to generally conform to the London Plan.

**Statement of Community Involvement (SCI):** sets out the standards which the Council will achieve with regard to involving the community in the preparation of *Local Development Documents* and development control decisions. The Statement of Community Involvement is not a *Development Plan Document* but is subject to independent *examination*.

**Strategic Environmental Assessment (SEA):** a generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.

**Supplementary Planning Documents (SPDs)** provide supplementary information in respect of the policies in *Development Plan Documents*. They do not form part of the *development plan* and are not subject to independent *examination*.

**Sustainability Appraisal (SA):** tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in *the Act* to be undertaken for all *Local Development Documents*. It encompasses all the requirements of the SEA (see above).

**Unitary Development Plan (UDP):** A borough wide statutory development plan, setting out the Council's policies for the development and use of land. This will be replaced by the *Local Development Framework*.