

HILLINGDON LOCAL PLAN: PART 2 PROGRAMME FOR PREPARATION

Cabinet Member	Councillor Keith Burrows
Cabinet Portfolio	Planning, Transportation and Recycling
Officer Contact	Jales Tippell – Residents Services
Papers with report	Appendix One: Draft Consultation Letter and Proposed Scope of Part 2 of the Hillingdon Local Plan

1. HEADLINE INFORMATION

Purpose of report	This report informs Cabinet about the process and proposed timetable for preparing Part 2 of the Hillingdon Local Plan. It seeks Cabinet approval for officers to undertake the appropriate initial consultation required to prepare a Proposed Submission version of Part 2 of the Hillingdon Local Plan.
Contribution to our plans and strategies	Part 2 of the Hillingdon Local Plan will align closely with Hillingdon's Sustainable Community Strategy and its objectives and contribute to delivering other key plans and strategies, in particular the Transport Strategy, Economic Development Strategy and draft Housing Strategy.
Financial Cost	The cost of preparing and consulting on Part 2 of the Hillingdon Local Plan can be met from existing revenue budgets and contingency allocations for 2012/13 and 2013/14.
Relevant Policy Overview Committee	Residents' and Environmental Services
Ward(s) affected	All

2. RECOMMENDATION

That Cabinet:

1. **Notes the progress made by officers on preparatory work to inform Part 2 of the Hillingdon Local Plan;**
2. **Instructs officers to undertake the appropriate initial consultation required to prepare a Proposed Submission version of Part 2 of the Hillingdon Local Plan, which is likely to commence in mid April 2013 for a period of six weeks; and**
3. **Notes the proposed programme of work on Part 2 of the Hillingdon Local Plan as outlined in this report.**

Reasons for recommendation

These recommendations are sought to inform Cabinet of initial work undertaken by officers on Part 2 of the Hillingdon Local Plan and to seek Cabinet approval for officers to undertake further work and public consultation in accordance with the Government's 2012 Local Plan Regulations, to enable the Council to make meaningful progress on the Hillingdon Local Plan in order to meet the requirements of the National Planning Policy Framework (NPPF).

The Local Plan Part 1 Strategic Policies were formally adopted at a full Council meeting on 8 November 2012 and they provide an up-to-date strategic land use planning policy framework through to 2026, with which to guide development proposals and determine planning applications.

Part 2 of the Local Plan will contain the detailed local policies on land use and design which are required to determine planning applications and appeals. It will comprise Borough-wide development management policies and site specific development proposals, together with a new proposals map (now known as a 'policies map').

It should be noted that the Hillingdon Local Plan will in due course replace the Unitary Development Plan Saved Policies, 2007.

Alternative options considered / risk management

Alternative options for the Council would be not to continue preparation of Part 2 of the Hillingdon Local Plan and/or undertake any further supporting studies.

It is considered that these alternatives would prejudice progress on the preparation of the Hillingdon Local Plan. This would mean that the requirements of the Government's National Planning Policy Framework for introducing an updated local planning policy framework would not be met and the Council would fail to have an up-to-date statutory development plan in order to deal with future development proposals.

Comments of Policy Overview Committee(s)

None at this stage.

3. INFORMATION

Supporting Information

Hillingdon Local Plan: Part 2 – initial work and proposed consultation

1. Following the adoption of Part 1 of the Hillingdon Local Plan last November, Part 2 can now be progressed. This will comprise three main components:
 - Development Management Policies: which are a set of detailed local policies which when adopted, together with the National Planning Policy Framework (NPPF) and London Plan, will help determine future planning applications and appeals in Hillingdon.

- Site Allocations: which will include a series of proposals for the future development of a number of major sites in the Borough.
 - Policies Map: which will take the form of an atlas of proposed changes to the existing Hillingdon Unitary Development Plan Proposals Map e.g. proposals such as Green Belt alterations.
2. The next formal stage of work on the Plan involves initial consultations for Part 2 (under Regulation 18 of the 2012 Local Plan Regulations). This would involve sending out a letter together with the proposed scope of what the Council intends including in Part 2 and inviting comments from Borough residents, local businesses and other stakeholders on what they think should be included in the Plan. The draft consultation letter and the proposed scope of Part 2 is attached as Appendix One.
 3. Cabinet approval is now being sought for this initial consultation to take place for a minimum statutory period of six weeks. Officers propose that the consultation starts in mid April 2013.
 4. Officers are continuing to review evidence base studies carried out previously during the preparation of the Local Plan (e.g. on Green Belt land or retail capacity) and are supervising further studies currently being conducted by consultants (on employment land, archaeology and townscape character).
 5. The findings of the evidence base studies will be incorporated in Part 2 of the Plan prior to its publication for consultation later this year.

Future Programme

6. The responses received to the initial consultation letter will be reported to the Cabinet meeting scheduled on 25 July 2013. At that time officers also intend to report on the main findings of the evidence base studies that are being carried out in relation to the Local Plan.
7. It is anticipated that a 'Proposed Submission Draft' version of the full Part 2 of the Plan will also be presented to the Cabinet in July and officers will seek approval for this to be published for consultation for a further statutory minimum period of six weeks. The possible start date for that consultation could be from the beginning of September 2013.
8. Officers would then report on the outcome of the consultation on the 'Proposed Submission Draft' with any resulting Proposed Modifications to the Cabinet meeting scheduled on 19 December 2013 and then to a full Council meeting scheduled on 16 January 2014. Officers would at that time seek approval for the "Proposed Submission Draft" version of Part 2 of the Plan together with any Proposed Modifications to be submitted to the Secretary of State for formal independent examination i.e. an 'Examination in Public' held by a Planning Inspector, similar to that held between March and May 2012 on Part 1 of the Plan.
9. The aim of this timetable is to seek an Examination during the Spring of 2014 and subject to its outcome, formal adoption of Part 2 of the Hillingdon Local Plan by the Council in late Summer / Autumn 2014.

Financial Implications

The cost of the work programme outlined above for the Hillingdon Local Plan Part 2 is contained within the Local Development Framework Team budget, for both the internal staffing resources utilised and the externally commissioned studies and research work, which are estimated to be in the region of £50,000–£60,000.

An allowance in the Council contingency of £90k in 2012/13 and £30k in 2013/14 has been made for the cost of the Examination in Public and subsequent adoption of the proposed Hillingdon Local Plan: Part 2. The Examination in Public for Part 1 cost £84k and the Examination in Public for Part 2 is expected to be more extensive than for Part 1. However, as the Examination in Public for Part 2 is now forecast to take place during spring 2014, in order for the funding strategy to be delivered, the full amount of contingency funding for 2012/13 of £90k will need to be drawn down and carried forward within the earmarked reserve established for the Local Development Framework.

4. EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The existing and current studies being undertaken in connection with the preparation of the Local Plan will provide a robust evidence base to deal with future development proposals affecting the areas of built environment, heritage and open land in Hillingdon. In particular, they will assist in the formulation of policies for Part 2 of the Local Plan. Together the Development Management, Site Allocations and Policies Map components of Part 2 of the Local Plan will have a significant impact, both short term and long term, upon residents, businesses, service users and all members of Hillingdon's communities.

Consultation Carried Out or Required

Initial consultations required for the preparation of Part 2 of the Local Plan, under Regulation 18 of the 2012 Local Plan Regulations, will involve sending out a letter together with a résumé of what the Council intends including in Part 2 and inviting comments from Borough residents, local businesses and other stakeholders on what they think should be included in the Plan.

Subject to the outcome of that consultation and its findings being taken into account during the further drafting of Part 2, under Regulation 19 of the 2012 Regulations the Council will then move to a public consultation on a full 'Proposed Submission Draft'.

CORPORATE IMPLICATIONS

Corporate Finance

Corporate Finance has reviewed this report and concurs with the financial implications set out above; noting that the full cost of the examination in public can be contained within the existing contingency allocations.

Legal

The preparation of Part 2 of the Hillingdon Local Plan will follow the procedures laid down in the Town and Country Planning (Local Planning) (England) Regulations 2012 (SI 2012/767). The Local Plan Part 2 will need to take into account national planning guidance in the form of the National Planning Policy Framework and the London Plan.

The first step would be to publish the proposals for the local plan following the consultation procedure laid down in the Regulations. In terms of consultation, under Regulation 18 the Council is required to invite stakeholders to submit issues to be covered by the plan. This would take the form of a public participation consultation seeking initial views on what Part 2 should contain. The Council would have to take the consultation responses into account in preparing a submission draft of the Local Plan Part 2 which would then be consulted on under Regulation 19. A copy of the proposed submission draft and the statement of representations would be made available to the public at this time.

After the consultation responses are received and considered, the final draft of the plan will need to be submitted to the Secretary of State and an independent examination of the plan would take place. The Secretary of State would be able to suggest changes to the local plan before it is adopted under section 21 of the Planning and Compulsory Purchase Act 2004 if she/he is of the view that it is unsatisfactory.

Following the examination in public and Inspector's recommendations a final copy of the Local Plan will need to be prepared. The proposals will then need to be approved and adopted by Full Council.

Property and Construction

The Hillingdon Local Plan Part 2 has important implications for the work of Corporate Property and Construction in respect of detailed local policies on land use and design for determining planning applications. The department is therefore a key stakeholder in the consultation process. It is noted that the next formal stage is initial consultation on what should be included and would expect to contribute comments at that time. It is important to have the Local Plan adopted and in place as soon as possible to enable local interests to prevail within the NPPF.

BACKGROUND PAPERS

Cabinet Report - September 2012: Hillingdon Local Plan: Part One – Strategic Policies

Full Council report - October 2012: Hillingdon Local Plan: Part One – Strategic Policies

Appendix One:

**DRAFT CONSULTATION LETTER AND PROPOSED SCOPE OF PART 2 OF THE
HILLINGDON LOCAL PLAN**



HILLINGDON

LONDON

(Address)

15 April 2013

Your ref.:

My ref.: RS/LDF/HLP2/BW

Dear Sir / Madam,

Hillingdon Local Plan Part 2 Public Consultation 15 April - 27 May 2013

Regulation 18, Town and Country Planning (Local Planning) (England) Regulations, 2012 (SI 2012/727).

Following publication of the National Planning Policy Framework by the Government in March 2012, Hillingdon Council subsequently adopted a set of Strategic Policies (formerly the Core Strategy) as Part 1 of its Local Plan in November, 2012.

At its meeting on 21 March, 2013 the Council's Cabinet agreed to a programme for preparation of Part 2 of the Local Plan. This will comprise draft proposals for detailed local Development Management Policies, a set of Site Allocations and a Policies Map for the Borough, which will eventually replace the existing Hillingdon Unitary Development Plan Proposals Map.

The policies and proposals to be contained in Part 2 will be required to be in general conformity with the National Planning Policy Framework, the London Plan and Part 1 of the Hillingdon Local Plan.

This letter is to notify you under the Town and Country Planning (Local Planning)(England) Regulations 2012 that the Council is now commencing work on Part 2 of the Plan and to invite you to make a representation(s) as to what you think the document should contain. The proposed scope of the Council's content for Part 2 of the Hillingdon Local Plan is attached to this letter for information. We look forward to your views about what other planning policies and proposals you consider Part 2 of the Hillingdon Local Plan should contain.

In particular, it is important that we know about any proposals for specific sites at this early stage so we can assess them against sustainability criteria and consult on them. Please note that for these reasons, it will not be possible to consider confidential responses. If you have a site to suggest, when you complete the reply form, please provide a map showing the location of the site and its boundaries.

We are asking that all responses should be submitted to us by 17.00 on Monday 27 May 2013. Responses can be made in writing to these offices, by email to ldfconsultations@hillington.gov.uk or by using the online reply form on the Council's website at: www.Hillingdon.gov.uk/consultations.

We look forward to your reply.

Yours sincerely

Jales Tippell,
Head of Transportation, Planning Policy and Community Engagement, Residents Services.

PROPOSED SCOPE OF PART 2 OF THE HILLINGDON LOCAL PLAN

INTRODUCTION

The Hillingdon Local Plan: Part 1 - Strategic Policies were formally adopted at a full Council meeting on 8th November 2012 and together with the National Planning Policy Framework and London Plan provide an up-to-date strategic land use planning policy framework through to 2026 with which to determine planning applications and appeals in the Borough.

This public consultation is the first step in the preparation of Part 2 of the Local Plan. Its aim is to seek initial views as to what this part of the Plan should contain.

Hillingdon Local Plan Part 2 will comprise three main components:

- Development Management Policies - a set of detailed local planning policies.
- Site Allocations – a series of recommendations for the future development of a number of major sites.
- Policies Map – this will take the form of an atlas of proposed changes to the existing Hillingdon Unitary Development Plan Proposals Map.

The new Local Plan for Hillingdon will fully replace the existing 2007 Saved Unitary Development Plan policies in due course and it will be used by the Council to guide development and determine future planning applications and appeals.

CONTENT OF PART 2 OF THE HILLINGDON LOCAL PLAN

The Council proposes that the detailed planning policies and proposals contained in Part 2 of the Local Plan should be set out under the same five separate principle headings used in Part 1:

- a) The Economy
- b) New Homes
- c) Historic and Built Environment
- d) Environmental Improvement
- e) Transport and Infrastructure.

PROPOSED DEVELOPMENT MANAGEMENT POLICIES

a) The Economy

These policies will address a range of issues including the supply of employment land, locations for employment growth, retailing and small and medium sized businesses:

1. Supply of Employment Land

Protecting the use of land allocated for employment uses

2. Locations for Employment Growth

Protecting the locations of land allocated for employment uses

3. Change of Use within Industrial Development

Protecting light industrial uses from change of use to heavy industrial uses

4. Office Development

Support for office development in town centres

5. Hotel Development

Support for hotel and similar uses in Uxbridge and other town centres

6. Uxbridge

Support for the development of Uxbridge as a major Metropolitan Centre

7. Safeguarding retail uses in Town, District and Neighbourhood Centres

Protecting retail uses in the Town, District and Neighbourhood Centres

8. Restaurants and Hot Food Takeaways

Protecting retail uses and preventing change of use to restaurants and hot food take aways where appropriate

9. Small and Medium Sized Businesses

Supporting the development of affordable accommodation for small and medium-sized businesses in appropriate sustainable locations throughout the Borough

b) New Homes

These policies will address house conversions and include specific policies on the provision of affordable housing and on sites for gypsies and travellers:

1. Conversion or Subdivision of Dwellings

Conversion or subdivision of residential dwellings into additional units

2. Houses in Multiple Occupation (HMOs)

Change of use of dwellings to Houses in Multiple Occupancy

3. Affordable Housing

Provision of affordable housing in residential development schemes

4. Provision for Gypsy and Travellers

Criteria governing the location and suitability of sites for Gypsy and Travellers.

c) Historic and Built Environment

These policies will cover a range of issues including historic heritage assets, conservation areas and listed buildings, detailed local planning standards for new housing development and policies on shop front design and advertisements:

1. Heritage Assets

Development having an adverse impact of Heritage Assets and their settings

- 2. Archaeological Remains**
Proposals affecting archaeological sites and the need for detailed site appraisals
- 3. Listed Buildings**
Development affecting listed building and their settings
- 4. Conservation Areas**
Development affecting the character and appearance of Conservation Areas
- 5. Areas of Special Local Character**
Preventing development that is harmful to the character and appearance of Areas of Special Local Character
- 6. Heritage and Climate Change**
Mitigating against the effects of climate change and their impacts on Heritage Assets
- 7. Planning Applications**
Scope of the design content of planning applications
- 8. Public and Private Amenity Space in Residential Developments**
Provision of public and private amenity space in residential development
- 9. Trees and Landscaping**
Protection and provision of trees and landscaping
- 10. Internal Floorspace Standards**
Minimum floorspace requirements in residential dwellings
- 11. Garden Sizes**
Provision of garden areas relative to the size of dwelling
- 12. Garages**
Size standards for garages
- 13. Security in Residential Development**
Designing out crime in residential developments
- 14. Lifetimes Homes**
Adaptability of homes including providing for wheelchair users
- 15. Implementing Building for Life Standards**
Standards in residential development to satisfy Building for Life standards
- 16. Carbon Reduction in Residential and Non Residential Development**
Phased reduction of CO2 emission for all types of development
- 17. Storage for Refuse and Recyclables in Residential Development**
Provision of refuse facilities in residential development
- 18. Noise and Air Quality in Residential Development**

Levels of noise and air quality requirements in residential development

19. Car Parking Standards for residential development

Car parking standards for residential development

20. Electric Car Charging Points

Provision of electric charging points in residential development

21. Safeguarding Gardens from Development

Safeguarding residential gardens from development

22. Rear Extensions

Scale of residential rear extensions

23. Side Extensions

Scale of residential side extensions

24. Roof Extensions

Scale of residential roof extensions

25. Over Dominant Extensions

Overly large residential extensions

26. Privacy and Overlooking

The retention of privacy and amenity for residential dwellings

27. Basements

Design criteria for basement conversions

28. Retention of Off-Street Parking

Retention of car parking for residential dwellings

29. Hard Surfacing

Hard surfacing in residential gardens

30. Public Realm in Town, District Centres and in Retail Parades

Improvements to the public realm

31. Design of Shop Fronts

Design criteria for new shop fronts

32. Advertisements on Retail Premises

Design criteria for advertisements on retail premises

33. Hoardings

Temporary hoardings on vacant sites

34. External Lighting

Design criteria for external lighting

35. Telecommunications Aerials and Apparatus

Location of telecommunications equipment in designated and other areas.

d) Environmental Improvements

These policies will cover climate change, green belt and other open land, flood risk and water management:

1. Low Carbon and Renewable Energy Systems in Residential dwellings

Use of low carbon and renewable energy sources in dwellings

2. Decentralised Energy

Designing major developments to be able to connect to a Decentralised Energy Network (DEN).

3. Living Walls and Roof

Incorporating living roofs into major developments

4. Development in the Metropolitan Green Belt or on Metropolitan Open land

Development affecting the Green Belt and Metropolitan Open Land

5. Dwellings in the Green Belt and Metropolitan Open Land

Alterations and extensions to dwellings in the Green Belt or on Metropolitan Open Land

6. Farm Diversification

Farm diversification for employment related uses

7. Tourist, Facilities in the Countryside

Tourism facilities in the countryside

8. Outdoor Advertising in Rural Areas

Outdoor advertisement displays in the countryside

9. Development in Green Edge Locations

Development in fringe locations to the Blue Ribbon Network and Green Spaces

10. Blue Ribbon Network

Development affecting the delivery of the Catchment Management Plans for the River Crane and Colne.

Design and access requirements for waterside

11. Critical Drainage Areas

Development affecting Critical Drainage Areas

12. Management of Flood Risk

Development proposed in Flood Risk Zones

13. Sustainable Urban Drainage Systems

Use of sustainable urban drainage systems, the control of surface water run off rates and the use of water efficiency

14. Safeguarding of Biodiversity

Protection and enhancement of biodiversity features

15. Development of Land Affected by Contamination

Restoration of contaminated land

16. Water Quality

Water quality targets for new development

17. Protection of Ground Water resources

Development within a Source Protection Zone, Safeguard Zone or Water Protection Zone

18. Water Efficiency in Homes

Residential development and the Code for Sustainable Homes

19. Water Efficiency in Non Residential Development

Non residential development and BREEM standards for water efficiency

20. Air

Development to be 'air neutral' or in areas of poor air quality

21. Noise

Ambient noise level standards

22. Minerals and Waste

Protection, extraction processing of aggregates and restoration of mineral sites
Operation of waste disposal sites
Operation of rail depot facilities

e) Transport and Infrastructure

These policies will cover improving access to local destinations, car parking standards for different types of development and community infrastructure provision:

1. Accessibility and Transport Objectives

Improving accessibility and meeting sustainable transport objectives

2. Heathrow Airport

Development at Heathrow Airport; maintaining air transport movements within current limits; improving air quality and reducing levels of congestion

3. RAF Northolt

Civil flights at RAF Northolt

4. Car Parking Standards

Car parking standards for different type of uses, the submission of travel plans and transport assessments and the provision of electric charging points for vehicles

5. Safeguarding Recreational, Leisure and Community Facilities

Safeguarding the use of recreational, leisure and community facilities

6. Medical and Health Facilities

Provision of medical and health facilities within town centres

7. Religious Worship and Assembly

New build and conversion of buildings for religious facilities

8. Developer Contributions to the Provision of Local Infrastructure

Funding of local infrastructure.

SITE ALLOCATIONS

A series of draft proposals will be made for the future development of a number of major sites to provide the land needed to deliver the growth targets outlined in Part 1 of the Hillingdon Local Plan. This section of Part 2 will propose allocating sites to meet objectively assessed development needs in the Borough including retail development, housing, employment, community uses, site requirements for gypsies and travellers, leisure facilities and transport needs.

POLICIES MAP

This will take the form of an atlas of proposed changes to the existing Hillingdon Unitary Development Plan Proposals Map, setting out the Council's proposed land use allocations on sites across the Borough in map form, including proposals such as Green Belt alterations, new conservation areas and local industrial designations.