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## **Pre-examination checklist for local plans prepared under the Planning and Compulsory Purchase Act 2004**

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### **Introduction**

The Planning Inspectorate's Procedure Guide for Local Plan Examinations was updated on 23 September 2025 to introduce this pre-examination checklist for local planning authorities to complete for local plans prepared under the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012.

The examination checklist now forms part of the Service Level Agreement between the Planning Inspectorate and local planning authorities for all plans published under regulation 19.

### **Purpose of the pre-examination checklist**

The purpose of the checklist is to help local planning authorities ensure their plan is "ready for examination" as referred to in section 20 of the 2004 Act. Ready for examination means:

- All of the necessary practical arrangements are in place.
- Essential evidence and other documents are ready for submission.
- The rationale for the plan content is clear.

Local planning authorities may find it helpful to refer to the checklist during the preparation of plans, and Inspectors holding local plan advisory meetings with local planning authorities will offer to discuss the examination checklist.

### **Before submission**

The local planning authority should complete the checklist after considering all representations made under regulation 20 and finalising the documents it intends to submit under regulation 22 (see further information below under "Completing the pre-examination checklist").

The completed checklist should then be sent to the Planning Inspectorate before the plan is submitted. The local planning authority should await a written response before submitting their plan under regulation 22.

### **Planning Inspectorate's response to the checklist**

The Planning Inspectorate will aim to provide a written response to the local planning authority within 10 working days of receiving the pre-examination checklist. The written response will either confirm that the plan is ready for examination, or set out specific actions that the Planning Inspectorate recommends the authority takes before submission.

### **Submission of the plan for examination**

If the Planning Inspectorate's written response to the completed checklist is that the plan is ready for examination, the local planning authority should submit it promptly.

If the Planning Inspectorate's response recommends specific actions before submission, they should be addressed by the local planning authority as appropriate. Once the actions have been taken, and the authority is satisfied that the plan is ready for examination, it should submit the plan and other documents.

The submission documents should include the checklist the authority had completed before submission, the Planning Inspectorate's written response, and a letter explaining how any actions specified in that response have been addressed.

### **Appointment of the examining Inspector**

Following submission of the plan and other documents under regulation 22, an Inspector will be appointed to examine the plan in accordance with the timescales set out in the Service Level Agreement.

### **Publication of the checklist and correspondence**

The checklist that the authority had completed before submission, the Planning Inspectorate's written response, and the authority's letter explaining how the specified actions had been addressed will be published on the examination website along with the plan and all other submission documents.

## Completing the pre-examination checklist

This checklist is relevant to full local plans as described in the NPPF and associated planning policy guidance, prepared under the Planning and Compulsory Purchase Act 2004 and 2012 Regulations.

Tailored checklists will be made available for other types of development plan document made under the 2004 Act such as area action plans, partial updates to local plans, “part 2” plans, or minerals and waste plans.

The local planning authority is requested to answer all of the following questions by ticking the box next to either “yes” or “no” for each.

Where requested, a hyperlink to the relevant document(s) should be provided along with reference number(s)<sup>1</sup> and specific pages / paragraph numbers in the document where appropriate.

If the answer to any question is **RED** capitalised (rather than **blue**), a brief explanation (maximum 250 words) should be provided beneath the yes / no answer (using a box as provided as an example under question 1.1).

Where relevant, the explanation for any **RED** capitalised answers should be a summary of, and refer to, the reasoned justification in the Plan or part of the supporting evidence.

It is important to note that **RED** capitalised answers do not necessarily mean that the Planning Inspectorate will recommend that the local planning authority takes further actions before submitting the plan for examination; that will depend on the number and nature of such answers and the explanations provided for them.

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<sup>1</sup> Each proposed submission and supporting document (Regulation 22) should have a unique reference number agreed with the Programme Officer in accordance with PINS guidance <https://www.gov.uk/guidance/local-plan-examination-webpages-advice-for-local-planning-authorities>

## 1. Practical arrangements for the examination

### Programme officer

1.1 Is a suitably experienced Programme Officer, who meets the requirements set out in PINS guidance<sup>2</sup>, in post?

Yes	✓	NO		PO details	Louise St John Howe Programme Officer PO Services PO Box 10965 Sudbury Suffolk CO10 3BF Phone: 07789 486419 Email: louise@poservices.co.uk
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1.2 Does the Programme Officer have sufficient time available for a period of at least one year to input effectively to the examination?

Yes	✓	NO	
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### Examination website

1.3 Will an examination website, that complies with PINS guidance<sup>3</sup>, be operational shortly after the plan has been submitted for examination?

Yes	✓	NO		Weblink	Content in preparation, in consultation with PO; ready for publication on submission.
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### Venue for hearings

1.4 Will the Council be able to ensure that a suitable venue, that complies with PINS guidance<sup>4</sup>, is available for the examination hearings?

<sup>2</sup> <https://www.gov.uk/government/publications/guidance-for-programme-officers-local-plan-examinations/guidance-for-programme-officers-local-plan-examinations#rolekey-tasks-at-each-stage-of-the-examination>

<sup>3</sup> <https://www.gov.uk/guidance/local-plan-examination-webpages-advice-for-local-planning-authorities>

<sup>4</sup> <https://www.gov.uk/government/publications/guidance-for-programme-officers-local-plan-examinations/guidance-for-programme-officers-local-plan-examinations#rolekey-tasks-at-each-stage-of-the-examination>

Yes	✓	NO	Options under discussion with PO
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## Video conferencing facilities

1.5 Will the Council be able to provide video conferencing facilities (such as Microsoft Teams) to facilitate virtual hearing sessions or virtual input to physical hearing sessions should these be necessary?

Yes	✓	NO	
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## LPA staff and resourcing

1.6 Will the Council have sufficient staff and resources, including any consultancy or specialist support used in the preparation of the plan and evidence, available for a period of at least one year to input effectively to the examination?

Yes	✓	NO	
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## 2. Legal requirements

### Local development scheme

2.1 Was the plan prepared in accordance with the Council's local development scheme as required by section 19(1) of the 2004 Act?

Yes		NO	✓
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Doc ref	<u>Medway Local Development Scheme 2024</u>	Relevant page(s)
		7

The Council's Local Development Scheme was adopted in December 2024. The Council published the Pre-Submission Draft Local Plan for consultation (Regulation 19) in June 2025. The Council's local development scheme indicates Submission to the Secretary of State (Regulation 22) in November 2025. However, this will be determined following receipt of the Planning Inspectorate's written response to this pre-examination checklist. The written response will either confirm that the plan is ready for examination, or set out specific actions that the Planning Inspectorate recommends before submission.

### Public consultation

2.2 In preparing the plan did the Council comply with their statement of community involvement as required by section 19(3) of the 2004 Act?

Yes	✓	NO	
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Doc ref	<a href="#">Medway Statement of Community Involvement, 2024</a>	Relevant page(s)
		8-23

### The duty to cooperate

2.3 Has the Council completed a Duty to Cooperate Statement and signed statements of common ground with all other relevant LPAs and prescribed bodies intended to demonstrate that it engaged constructively, actively and on an on-going basis in relation to strategic matters as required by the duty to cooperate under section 33A of the 2004 Act?

Yes	✓	NO	
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Doc ref	Doc hyperlink	Relevant page(s)
	<a href="#">Duty to Cooperate Statement, June 2025</a>	
	Note updated version for Submission	

2.4 Does the Duty to Cooperate Statement identify:

- a. The strategic matters<sup>5</sup> that needed to be addressed during the preparation of the plan?

Yes	✓	NO	
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Doc ref	<a href="#">Duty to Cooperate Statement, June 2025</a>	Relevant page(s)

- b. The LPAs and other prescribed bodies that were engaged with in relation to each strategic matter?

Yes	✓	NO	
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Doc ref	<a href="#">Duty to Cooperate Statement, June 2025</a>	Relevant page(s)

<sup>5</sup> A "strategic matter" is (a) sustainable development or use of land that has or would have a significant impact in at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is strategic and has or would have a significant impact on at least two planning areas, and (b) sustainable development or use of land in a two-tier area if the development or use is a county matter or would have a significant impact on a county matter [section 33A(4) of the 2004 Act].

- c. The specific activities that were undertaken in liaison with all of the relevant LPAs and prescribed bodies from the start of the preparation of the plan (initial regulation 18 consultation) up until the date on which it was submitted for examination?

Yes	✓	NO	
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Doc ref	<u>Duty to Cooperate Statement, June 2025</u>	Relevant page(s)
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- d. The main areas of agreement in relation to each strategic matter?

Yes	✓	NO	
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Doc ref	<u>Duty to Cooperate Statement, June 2025</u>  Note updated version for Submission and Statements of Common Ground	Relevant page(s)
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2.5 Are there any significant outstanding issues where agreement has not been reached in relation to any strategic matter?

YES	✓	No	
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As part of the Interim Habitats Regulations Assessment, and in line with Natural England's guidance, the change in average annual daily traffic (AADT) flows have been assessed (both alone and in-combination) for all road links within 200 metres of a European site against the 1,000 AADT screening threshold. This has indicated that there are exceedances of the 1,000 AADT threshold for a number of road links within 200m of the following European sites. The Council has commissioned and received air quality modelling data, and this data is being interpreted against the published critical levels and critical loads for each habitat type. The Council published an interim HRA at Regulation 19 stage. The final HRA, with the outcome of the air quality assessment, and further details of the Hoo Peninsula Strategic Environmental programme are matters 'under discussion' with Natural England. There are also further matters under discussion on  
Flood defences – with Environment Agency  
M2 Junction 1 – with National Highways  
Landfill capacity in Thurrock – with Thurrock Council

2.6 Are there are any relevant LPAs or prescribed bodies with whom duty to cooperate statements of common ground that have not yet been agreed and signed?

YES		No	Being updated for Submission
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## General conformity with the London Plan

2.7 If relevant<sup>6</sup>, has the Mayor of London made a representation (under section 24(5) of the 2004 Act or regulation 20 or regulation 21) advising that the submitted plan is in general conformity with the London Plan?

Yes	N/A	NO	
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## Sustainability appraisal

2.8 Was the plan informed throughout its preparation by a sustainability appraisal?

Yes	✓	NO	
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Doc ref		Relevant page(s)
	<a href="#">Medway Local Plan Reg 19 SA Vol 1</a> <a href="#">Medway Local Plan Reg 19 SA Vol 2</a> <a href="#">Medway Local Plan Reg 19 SA Vol 3</a>  <a href="#">Additional reports at Regulation 18</a>	

2.9 Does the sustainability appraisal report include the following information as may reasonably be required, taking account of (a) current knowledge and methods of assessment; (b) the contents and level of detail in the plan; (c) the stage of the plan in the decision-making process; and (d) the extent to which certain matters are more appropriately assessed at different levels in that process in order to avoid duplication of the assessment<sup>7</sup>?

- a. An outline of the contents and main objectives of the plan, and of its relationship with other relevant plans and programmes?

Yes	✓	NO	
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Doc ref		Relevant page(s)
	<a href="#">Medway Local Plan Reg 19 SA Vol 3</a>	Volume 3 of 3, Appendix A

- b. The relevant aspects of the current state of the environment and the likely evolution thereof without implementation of the plan?

Yes	✓	NO	
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<sup>6</sup> If the LPA is a London Borough or a Mayoral development corporation.

<sup>7</sup> SEA Regulation 12(3).



<b>Doc ref</b>	<u><a href="#">Medway Local Plan Reg 19 SA Vol 2</a></u>	<b>Relevant page(s)</b> Volume 2, 12-14
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c. The environmental characteristics of areas likely to be significantly affected?

<b>Yes</b>	✓	<b>NO</b>	
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<b>Doc ref</b>	<u><a href="#">Medway Local Plan Reg 19 SA Vol 2</a></u>	<b>Relevant page(s)</b> Volume 2, 55-110
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d. Any existing environmental problems which are relevant to the plan including, in particular, those relating to any areas of a particular environmental importance, such as a European site (within the meaning of regulation 8 of the Conservation of Habitats and Species Regulations 2017)?

<b>Yes</b>	✓	<b>NO</b>	
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<b>Doc ref</b>	<u><a href="#">Medway Local Plan Reg 19 SA Vol 2</a></u>	<b>Relevant page(s)</b> Volume 2, Chapters 8 and 9
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e. The environmental protection objectives, established at international, Community or national level, which are relevant to the plan and the way those objectives and any environmental considerations have been taken into account during its preparation?

<b>Yes</b>	✓	<b>NO</b>	
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<b>Doc ref</b>	<u><a href="#">Medway Local Plan Reg 19 SA Vol 3</a></u>	<b>Relevant page(s)</b> Volume 3 of 3, Appendix A
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f. The likely significant effects on the environment, including short, medium and long-term effects, permanent and temporary effects, positive and negative effects, and secondary, cumulative and synergistic effects, on issues such as (a) biodiversity; (b) population; (c) human health; (d) fauna; (e) flora; (f) soil; (g) water; (h) air; (i) climatic factors; (j) material assets; (k) cultural heritage, including architectural and archaeological heritage; (l) landscape; and (m) the inter-relationship between the issues referred to in sub-paragraphs (a) to (l)?

<b>Yes</b>	✓	<b>NO</b>	
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Doc ref	<u>Medway Local Plan Reg 19 SA Vol 2</u>	Relevant page(s)
		<p>(a) biodiversity – 65-67, Table 8.1</p> <p>(b) population – 98-100, Table 13.1</p> <p>(c) human health, 84-86, Table 11.2</p> <p>(d) fauna – 65-67, Table 8.1</p> <p>(e) flora – 65-67, Table 8.1</p> <p>(f) soil – 104, Table 14.1</p> <p>(g) water – 109, Table 15.1</p> <p>(h) air – 57, Table 7.2</p> <p>(i) climatic factors – 74-76, Table 9.2</p> <p>(j) material assets – 98-100, Table 13.1</p> <p>(k) cultural heritage, including architectural and archaeological heritage – 80-81, Table 10.1</p> <p>(l) landscape – 91-93, Table 12.1</p>

- g. The measures envisaged to prevent, reduce and as fully as possible offset any significant adverse effects on the environment of implementing the plan?

Yes		NO	
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Doc ref	<u>Medway Local Plan Reg 19 SA Vol 2</u>	Relevant page(s)
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		Chapter 18
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- h. An outline of the reasons for selecting the alternatives dealt with, and a description of how the assessment was undertaken including any difficulties (such as technical deficiencies or lack of know-how) encountered in compiling the required information?

Yes		NO	
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Doc ref	<a href="#">Medway Local Plan Reg 19 SA Vol 2</a>	Relevant page(s)
		Chapter 5

- i. A description of the measures envisaged concerning monitoring in accordance with SEA regulation 17.

Yes		NO	
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Doc ref	<a href="#">Medway Local Plan Reg 19 SA Vol 2</a>	Relevant page(s)
		Chapter 17

- j. A non-technical summary of the information referred to above?

Yes	✓	NO	
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Doc ref	<a href="#">Medway Local Plan Reg 19 SA Vol 1</a>	Relevant page(s)
		Volume 1 of 3

2.10 Does the sustainability appraisal report also include relevant, adequate and proportionate information relating to social and economic issues (in addition to the environmental information required by the SEA regulations referred to in the questions above)<sup>8</sup>?

Yes	✓	NO	
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Doc ref	<a href="#">Medway Local Plan Reg 19 SA Vol 2</a>	Relevant page(s)
		Chapters 10, 11 and 13

<sup>8</sup> NPPF 33 and PPG ID:11-001-20190722.

2.11 Does the sustainability appraisal report identify and appraise reasonable alternatives that take account of the objectives and geographical scope of the plan<sup>9</sup> including relating to:

a. The spatial strategy?

Yes	✓	NO	
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Doc ref	<u>Medway Local Plan Reg 19 SA Vol 2</u>	Relevant page(s)
		Chapter 5

b. If applicable, changes to Green Belt boundaries?

Yes	✓	NO	
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Doc ref	<u>Medway Local Plan Reg 19 SA Vol 2</u>	Relevant page(s)
		Chapter 5 Spatial Delivery Options – North of Strood and Medway Valley

c. The plan's housing requirement?

Yes	✓	NO	
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Doc ref	<u>Medway Local Plan Reg 19 SA Vol 2</u>	Relevant page(s)
		Chapter 5, Table 5.1, page 25

2.12 Was the appraisal of the reasonable alternatives carried out using the same methodology and level of detail as the appraisal of the policies and proposals in the plan<sup>10</sup>?

Yes	✓	NO	
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## Habitat regulations assessment

<sup>9</sup> SEA Regulation 12(2) and PPG ID:11-018-20140306. The subjects listed (a) to (c) are not specified in legislation or national policy, but experience indicates that it may be necessary to identify and appraise reasonable alternatives in relation to them (as well as other elements of the plan as appropriate).

<sup>10</sup> [Calverton PC v Nottingham CC \[2015\] EWHC 1078 \(Admin\)](#).

2.13 Has the Council carried out a habitat regulations assessment of the Plan under regulation 105 of the Conservation of Habitats and Species Regulations 2017 (as amended) which considers the likely significant effects of all the development proposed in the Plan (in combination with other relevant plans and projects) on relevant habitat sites<sup>11</sup> in the plan area and elsewhere?

Yes	✓ (See 2.22)	NO	
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Doc ref	<a href="#">Interim Habitats Regulation Assessment, 2025</a>	Relevant page(s)
	Being updated for Submission	

2.14 If **NO**, has the Council published a habitat regulations screening report that demonstrates that the development proposed in the plan (in combination with other relevant plans and projects) will not be likely to have any significant effects on relevant habitat sites in the plan area or elsewhere (without taking into account any mitigation measures<sup>12</sup>)?

Yes		NO	
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Doc ref	Doc hyperlink	Relevant page(s)
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## Climate change

2.15 Does the plan include policies designed to secure that the development and use of land in the planning authority's area contributes to the mitigation of, and adaptation to, climate change as required by section 19(1A) of the 2004 Act?

Yes	✓	NO		Plan page(s)	28-30
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## Strategic priorities

2.16 Does the plan identify the Council's strategic priorities for the development and use of land in the area as required by section 19(1B) of the 2004 Act?

Yes	✓	NO		Plan page(s)	18-27
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<sup>11</sup> Any site which would be included within the definition at regulation 8 of the Conservation of Habitats and Species Regulations 2017 for the purpose of those regulations, including candidate Special Areas of Conservation, Sites of Community Importance, Special Areas of Conservation, Special Protection Areas and any relevant Marine Sites.

<sup>12</sup> PPG ID: 65-005 to 007-20190722.

**Superseded policies in the adopted development plan**

2.17 Does the plan identify all of the policies in the adopted development plan that are intended to be superseded by policies in the plan and state that fact as required by regulation 8(5)?

Yes		NO	✓	Plan page(s)	List to be provided with Submission materials
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**Regulation 22 consultation statement**

2.18 Has the LPA prepared a consultation statement setting out:

- a. who was invited to make representations on the plan at Regulation 18 consultation stage, how those representations were invited, a summary of the main issues raised, and how the representations were taken into account?

Yes	✓	NO	
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Doc ref	Regulation 18 Consultation Summary Report	Relevant page(s)

- b. the number of representations made under Regulation 20 and a summary of the main issues raised in those representations?

Yes	✓	NO	
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Doc ref	To be provided with Submission documents	Relevant page(s)

2.19 Does the consultation statement comprehensively and succinctly summarise all of the main issues raised in representations made under Regulation 20 and set out the Council's response to each following the approach set out in the PINS Procedure Guide and PAS guidance<sup>13</sup>?

Yes	✓	NO	
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Doc ref	To be provided with Submission documents	Relevant page(s)

**Representations**

<sup>13</sup> [Local Plan Reg 22 Consultation Statement | Local Government Association](#)

2.20 Are all of representations made under Regulation 20 formatted and referenced ready to be posted on the examination website in accordance with PINS guidance<sup>14</sup>?

Yes	✓	NO	
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2.21 Will all of the representations made under Regulation 20 be readily accessible on the examination website, with each representor's full set of comments available in one downloadable document, and will those documents be ordered alphabetically by representor name?

Yes	✓	NO	
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### Supporting documents

2.22 Has the LPA prepared all of the supporting documents which it considers are relevant to the preparation of the plan<sup>15</sup> (ie all of the evidence that is necessary to justify the plan)?

Yes	✓	NO	
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<sup>14</sup> <https://www.gov.uk/guidance/local-plan-examination-webpages-advice-for-local-planning-authorities>

<sup>15</sup> Regulation 22(1)(e).

### 3. Plan content and evidence

#### Strategic policies

3.1 Does the plan explicitly identify strategic policies to address the strategic priorities for the development and use of land in the area?

Yes	✓	NO		Plan page(s)	All policies pre-fixed by an 'S' are strategic policies.
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#### Plan period

3.2 Do the strategic policies in the plan look ahead over a minimum 15 year period from adoption<sup>16</sup>?

Yes		NO	✓	Plan page(s)	
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Following the Regulation 19 consultation, and an 'advisory visit' from the Planning Inspectorate, the plan period has been revised to 2025/26 to 2040/41, rather than 2026/27 to 2040/41.

The intended date of adoption of the Council's new Local Plan is 2026/27, therefore it will look ahead 14 years post-adoption, rather than 15 years from April 2027 as required by national policy.

The evidence base looks ahead to 2040/41.

At this late stage of plan-making, and given the urgent need to bring forward a new plan to replace the 2003 Medway Local Plan, revisions to the evidence base would delay submission.

#### Housing requirement

3.3 Does the plan include a minimum housing requirement figure that meets or exceeds local housing need calculated using the standard method in national planning practice guidance?

Yes	✓	NO		Plan page(s)	82
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3.4 If **NO**:

<sup>16</sup> For the purposes of considering this question, it should be assumed that the plan will be adopted no earlier than one year after the date on which it is submitted for examination, and that the 15 year period starts on the 1 April following the date of adoption.



- a. Is the plan supported by evidence intended to show that the application of policies in the NPPF that protect areas or assets of particular importance provides a strong reason for restricting the overall scale, type or distribution of development in the plan area; or any adverse impacts of meeting local housing need in full would significantly and demonstrably outweigh the benefits when assessed against policies in the NPPF taken as a whole?

Yes		NO	✓
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Doc ref	Doc hyperlink	Relevant page(s)
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- b. If applicable<sup>17</sup>, has the Council reviewed Green Belt boundaries and does that review provide clear evidence that altering the boundaries to meet needs in full would fundamentally undermine the purposes (taken together) of the remaining Green Belt when considered across the area of the plan?

Yes		NO	✓
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Doc ref	<a href="#">Medway Green Belt Review, 2025</a>	Relevant page(s)
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## Housing land supply

3.5 Does the plan identify a sufficient supply and mix of sites (to ensure that the minimum housing requirement can be met) comprising:

- a. Specific, deliverable sites for five years following the intended date of adoption<sup>18</sup>?

Yes	✓	NO	
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Doc ref	Topic paper for Submission sets out the need for a stepped trajectory	Relevant page(s)
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- b. Specific, developable sites or broad locations for growth for the subsequent years 6-10 and, where possible, for years 11-15 (following adoption)?

Yes	✓	NO	
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<sup>17</sup> This requirement would apply to plans being examined in the context of NPPF December 2024 or February 2025 that include areas of Green Belt.

<sup>18</sup> For the purposes of considering this question, it should be assumed that the plan will be adopted no earlier than one year after the date on which it is submitted for examination, and that the five year period starts on the 1 April following the date of adoption.

Doc ref	Doc hyperlink	Relevant page(s)
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3.6 Is the plan supported by up-to-date evidence in accordance with national planning guidance<sup>19</sup> intended to demonstrate that each site that makes up the land supply identified in the plan meets the NPPF definitions of “deliverable” and “developable”, along with a trajectory for each site?

Yes	✓	NO	
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Doc ref	Further information to be set out in Housing Delivery Topic Paper	Relevant page(s)
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### Affordable housing

3.7 Is the plan supported by up-to-date evidence<sup>20</sup> prepared in accordance with national planning policy guidance relating to affordable housing need?

Yes	✓	NO	
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Doc ref	<u>Medway Local Housing Needs Assessment</u>	Relevant page(s)
		Chapter 6

### Gypsies and Travellers

3.8 Is the plan supported by up-to-date<sup>21</sup> evidence to establish the accommodation needs of gypsies and travellers and travelling showpeople in accordance with PPTS policy A?

Yes	✓	NO	
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Doc ref	<u>Gypsy and Traveller Accommodation Assessment, 2024</u> <u>GTAA Addendum, 2025</u>	Relevant page(s)
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3.9 Does the plan include pitch targets for gypsies and travellers and plot targets for travelling showpeople consistent with the up-to-date evidence in accordance with PPTS policy B?

Yes		NO	✓	Plan page(s)	
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<sup>19</sup> PPG ID:68.

<sup>20</sup> For the purpose of this question, the assessment of need must have been undertaken or updated no more than two years before the submission date of the plan (PINS Procedure Guide 1.19).

<sup>21</sup> For the purpose of this question, the assessment of need must have been undertaken or updated no more than two years before the submission date of the plan (PINS Procedure Guide 1.19).

The Gypsy and Traveller Accommodation Assessment (Addendum) identified a need of 41 pitches for Gypsy and Travellers and three plots for Travelling Showpeople from households that meet the planning definition. There is wider need from undetermined households and those that do not meet the planning definition. Policy T10 requires existing sites to be protected and intensified or expanded to meet identified needs. New sites will also be permitted, subject to criteria. There are a number of recent and current planning applications for Gypsy and Traveller accommodation. A topic paper will: a) explore the potential to provide more provision at its public site at Cuxton through intensification and/or expansion, and b) set out any permissions that have been granted.

### 3.10 Does the plan identify a supply of:

- a. Specific, deliverable sites for pitches and plots for five years following the intended date of adoption<sup>22</sup>?

Yes		NO	✓	Plan page(s)	
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Please see 3.9.

- b. Specific developable sites, or broad locations, for years 6 to 10 and, where possible, for years 11 to 15?<sup>23</sup>

Yes		NO	✓	Plan page(s)	
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Please see 3.9.

3.11 Is the plan supported by up-to-date evidence in accordance with national planning guidance<sup>24</sup> intended to demonstrate that each site that makes up the land supply for pitches and plots identified in the plan meets the NPPF definitions of “deliverable” and “developable”, along with a trajectory for each site?

Yes		NO	✓
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Doc ref	Doc hyperlink	Relevant page(s)
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<sup>22</sup> For the purposes of considering this question, it should be assumed that the plan will be adopted no earlier than one year after the date on which it is submitted for examination, and that the five year period starts on the 1 April following the date of adoption.

<sup>23</sup> For the purpose of this question, and to be consistent with the approach to general housing land supply, the deliverable sites for pitches and plots should be for the five years following the intended date of adoption, as should years 6 to 10 and 11 to 15.

<sup>24</sup> PPG ID:68.

Please see 3.9.
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## Economic development

3.12 Is the plan supported by up-to-date<sup>25</sup> evidence that quantifies the need for additional floorspace for industrial and storage/distribution uses over a minimum 15 year period from adoption?

Yes	✓	NO	
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Doc ref	<u>Medway Employment Land Needs Assessment</u>	Relevant page(s)
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3.13 Does the plan identify sufficient land to meet the identified need for additional industrial and storage/distribution floorspace over a minimum 15 years from adoption?

Yes	✓	NO		Plan page(s)	297-300
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3.14 Is the plan supported by up-to-date<sup>26</sup> evidence that quantifies the need for additional floorspace for office, retail, and leisure uses looking at least 10 years ahead<sup>27</sup>?

Yes	✓	NO	
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Doc ref	<u>Medway Employment Land Needs Assessment</u> <u>Medway Retail &amp; Town Centres Study, 2025</u> Topic paper for Submission	Relevant page(s)
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3.15 Does the plan identify land with sufficient capacity to meet the identified need for office, retail and leisure uses for at least ten years ahead<sup>28</sup>?

<sup>25</sup> For the purpose of this question, the assessment of need must have been undertaken or updated no more than two years before the submission date of the plan (PINS Procedure Guide 1.19).

<sup>26</sup> For the purpose of this question, the assessment of need must have been undertaken or updated no more than two years before the submission date of the plan (PINS Procedure Guide 1.19).

<sup>27</sup> For the purpose of this question, “at least ten years ahead” should be from the intended date of adoption.

<sup>28</sup> For the purpose of this question, “at least ten years ahead” should be from the intended date of adoption.

Yes	✓	NO		Plan page(s)	
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### Site selection methodology

3.16 Is the plan supported by an explanation of how the allocations (for housing, economic development and other uses as relevant) were chosen and other potentially reasonable alternative sites not chosen?

Yes	✓	NO	
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Doc ref	<u>Sustainability Appraisal, Volume 2</u> <u>Land Availability Assessment, 2025</u>	Relevant page(s)
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### Viability

3.17 Is the plan supported by an up to date viability assessment carried out in accordance with national planning practice guidance?

Yes	✓	NO	
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Doc ref	<u>Local Plan Viability Assessment, 2025</u>	Relevant page(s)
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### Green Belt

3.18 Does the plan include any changes to the established Green Belt boundaries in the adopted development plan (additions and/or deletions, irrespective of size)?

YES	✓	No	
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3.19 If **YES**:

- Has every change to the Green Belt (additions and/or deletions, irrespective of size) been clearly identified in the plan and/or another submitted document?

Yes	✓	NO	
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Doc ref	<u>Policies Map – South West</u> <u>Policies Map – North West</u>  Green Belt Topic Paper for Submission	Relevant page(s)
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- b. Is the plan supported by a review of the Green Belt (including Grey Belt) that includes an assessment against the Green Belt purposes set out in the NPPF?

Yes	✓	NO	
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Doc ref	<u>Green Belt Review, 2025</u>	Relevant page(s)
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- c. Is the plan supported by evidence setting out the exceptional circumstances for each change to the Green Belt made in the plan (additions and/or deletions, irrespective of size)?

Yes	✓	NO	
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Doc ref	<u>Green Belt Review, 2025</u>	Relevant page(s)
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- d. Does the submitted policies map show the revised Green Belt boundaries?

Yes	✓	NO	
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## Flood risk

3.20 Is the plan supported by a level 1 strategic flood risk assessment based on up to date evidence?

Yes	✓	NO	
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3.21 Does the plan allocate any sites for housing or economic development that are within areas at risk of flooding (flood zones 2 or 3, or at risk of surface water flooding or flooding from other sources)?

YES	✓	No	
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If **YES**, is the plan supported by:

- a. Level 2 flood risk assessment based on up to date evidence?

Yes	✓	NO	
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Doc ref	<u>Level 2 Strategic Flood Risk Assessment, 2025</u> Update for Submission	Relevant page(s)
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b. Up to date evidence that the sequential test has been applied?

Yes	✓	NO	
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Doc ref	<a href="#">Flood Risk Sequential Test Report</a>	Relevant page(s)
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c. Up to date evidence that the exception test has been applied (if applicable)?

Yes	✓	NO	
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Doc ref	<a href="#">Flood Risk Sequential Test Report</a>	Relevant page(s)
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## Transport

3.22 Is the plan supported by up to date evidence assessing the individual and cumulative impacts of the development proposed in the plan on highway safety and the road network?

Yes	✓ Cumulative impacts as per PPG	NO	
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## Infrastructure

3.23 Is the plan supported by up-to-date, adequate evidence about the new or improved infrastructure required to facilitate the development proposed in the plan?

Yes	✓	NO	
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## Biodiversity

3.24 Is the plan supported by up-to-date, adequate evidence assessing the impacts of the development proposed in the plan on biodiversity?

Yes	✓	NO	
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## Landscape

3.25 Is the plan supported by up-to-date, adequate evidence assessing the impacts of the development proposed in the plan on the landscape?

Yes	✓		NO	
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## Historic environment

3.26 Is the plan supported by up-to-date, adequate evidence assessing the impacts of the development proposed in the plan on the historic environment?

Yes	✓	<del>NO</del>	
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### Other soundness issues

3.27 Are there any other soundness issues raised in representations made under regulation 20 that could potentially require a significant amount of work to address during the examination?

<del>YES</del>		No	✓
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End of pre-examination checklist