

Committee Manager: Carrie O'Connor (Ext 37614)

12 June 2014

LOCAL PLAN SUBCOMMITTEE

A meeting of the Local Plan Subcommittee will be held in the Committee Room 1 at the Arun Civic Centre, Maltravers Road, Littlehampton, on the **Thursday 26 June 2014 at 6.00 p.m.** and you are requested to attend.

Members: Councillors Haymes (Chairman), Bower (Vice-Chairman), Bicknell, Brooks, Mrs Brown, Chapman, Charles, Cooper, Mrs Goad, Mrs Hall, Mrs Maconachie, McIntyre, Nash and Oppler.

A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declaration of personal and/or prejudicial/pecuniary interests that they may have in relation to items on this agenda.

You should declare your interest by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest
- d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under the normal procedure rules applicable to the Committee

You then need to re-declare your prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

3 MINUTES

To approve as a correct record the Minutes of the meeting held on 27 March 2014 (attached).

4 ITEMS NOT ON THE AGENDA WHICH THE CHAIRMAN OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

5 START TIMES

To consider the start times of meetings for the remainder of 2014/15.

6 CONSERVATION AREAS MANAGEMENT PLAN ADOPTION

The Council published its draft Conservation Areas management Plan for a six week period of public consultation. Responses received have been reviewed and input into a comments sheet. The results of the consultation have been used to revise the plan (a revised copy is attached at Appendix 1). This report seeks Full Council approval to adopt the plan.

7 LOCAL PLAN UPDATE

The aim of this report is to provide a policy update and to identify any issues that may result in the need to make changes to the Local Plan.

8 LOCAL DEVELOPMENT SCHEME

Full Council decisions from the 29th May 2013 mean that the timetable for the Local Plan needs further revision. This report presents the revised Local Development Scheme (LDS) 2014-2017 to replace the LDS published in January 2013 (see attached background document). The aim of the LDS is to set out the current development plan for the district and the timetable for the preparation of any emerging Development Plan Documents (DPD), including the Local Plan and the Gypsy and Traveller Site Allocation DPD.

Note: *Indicates report is attached for all Members of the Subcommittee only and the press (excluding exempt items). Reports can be accessed through the Council's website at www.arun.gov.uk

Members are also reminded that if they have any detailed questions, would they please inform the Chairman and/or relevant Lead Officer in advance of the meeting.

Subject to approval at the next Subcommittee meeting

LOCAL PLAN SUBCOMMITTEE

27 March 2014 at 6.00 p.m.

Present : Councillors Haymes (Chairman), Bower (Vice-Chairman), Bicknell, Brooks, Mrs Brown, Charles, Cooper, Mrs Goad, Mrs Hall, Mrs Maconachie, McIntyre, Nash, Oppler and Mrs Smee.

Councillors Dendle, Dingemans, English, Maconachie and Mrs Oakley were also present at the meeting.

27. Declarations of Interest

The Monitoring Officer has advised Members of interim arrangements to follow when making declarations of interest. They have been advised that for the reasons explained below, they should make their declarations on the same basis as the former Code of Conduct using the descriptions of Personal and Prejudicial Interests.

Reasons

- The Council has adopted the government's example for a new local code of conduct, but new policies and procedures relating to the new local code are yet to be considered and adopted.
- Members have not yet been trained on the provisions of the new local code of conduct.
- The definition of Pecuniary Interests is narrower than the definition of Prejudicial Interests so, by declaring a matter as a Prejudicial Interest, that will cover the requirement to declare a Pecuniary Interest in the same matter.

Councillors Cooper and Bicknell made the following statement in respect of the items on the Agenda:-

“We and the other Ward Councillor for Angmering have written an objection to a planning application that will be considered in due course by the Development Control Committee. That application relates to part of the site that forms the possible Strategic Allocation for Angmering. Whilst we have made our views known for that specific planning application, that is not the matter under consideration by the Local Plan Subcommittee. We confirm that, at the meeting tonight, we will consider all the information before us and reach a decision based on that information.”

Subject to approval at the next Subcommittee meeting

28. Minutes

The Minutes of the meeting held on 30 January 2014 were approved as a correct record by the Subcommittee and signed by the Chairman.

29. Residual Housing Locations

Prior to consideration of this item, the Assistant Director of Planning and Economic Regeneration made some introductory comments to explain the context for the recommendations from officers which were on the table tonight. The original recommendations from the Subcommittee, which had been put forward to Full Council on 8 January 2014, had been referred back to the Subcommittee for further consideration due to the issue of flooding following an exceedingly wet winter. All Members had since been given the opportunity to meet informally in a workshop to discuss amongst themselves the key issues of

- Infrastructure deficit
- Economy and landscape impact
- The pros and cons of a wide range of sites across the entire district
- The Environment Agency mapping on tidal, fluvial and surface water flooding

The collective outcome of this exercise was a broad indication of which locations for strategic allocations had most support, some support and least support. The meeting was therefore advised that the Subcommittee now had an opportunity, following Full Council and the workshop, to reconsider the options available.

In the view of officers, the original recommendations from November still represented the best combination of solutions to deliver the Council's priorities and were in accordance with the majority view of Members during the workshop. The report also highlighted those alternatives which received some support in the workshop should the Subcommittee wish to give some consideration to these. However, it was emphasised that should Members decide to opt for one of these alternatives to be delivered in the first 10 years of the Plan, then appropriate technical information would need to be obtained to inform how such an option might be successfully delivered. Appropriate public consultation would also need to be undertaken. If Members wished to include an alternative location as a broad location for delivery in the last 5 years of the Plan, then the detail of that could be done via a separate Site Allocations Document which would be subject to detailed technical analysis and consultation.

The Assistant Director of Planning and Economic Regeneration commended the recommendations in the report and stated that, should Members decide to pursue a different path, they would need to give officers a

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clear indication of what alternatives they wished to see investigated further and why and what specific objectives they wished to see delivered.

In conclusion, he highlighted that a very large proportion of the Local Plan had already been agreed and, whilst the key issues on the table tonight had still be to finalised, sight must not be lost of what had been achieved to date.

The Head of Planning Policy and Conservation then introduced the report and stated that the sites recommended stood up to scrutiny and, whilst there were those who sought to resist development and had offered arguments why large scale housing schemes should not go ahead, Arun had worked on a number of large scale schemes to help deliver the known infrastructure needs to build communities for future generations. He advised that Arun had always resisted large scale housing schemes and work had been done to allocate or approve sites that were balanced, tackled infrastructure deficits, and which aided the liveability of existing residents and which met housing requirements.

The meeting heard that in and around Littlehampton 2,900 homes had been approved and these were helping to deliver the Lyminster Bypass improvements, the potential West Bank allocation and could help to further regenerate Littlehampton Harbour. Bramley Green had been built at Angmering and had helped to deliver the A280 Bypass. In the west of the District, 1,500 homes in the Bersted and Felpham areas were being built which were delivering the Bognor Regis Relief Road. The coastal area had therefore taken much of the growth for the District but there were other sustainable sites which had not had strategic allocations.

It was highlighted that the Barnham/ Eastergate/ Westergate area already benefited from two secondary schools, a main line railway station and a number of other services and, as such, was felt to be a good location for additional growth. However, such growth worked best when it was planned for as only through a Local Plan could solutions be secured to address infrastructure deficits.

Officers had taken account of all the relevant Acts, Regulations, National Planning Policy Framework and the new Planning Practice Guidance and it was felt that the recommended allocations could robustly be taken forward to Government, if agreed.

The Chairman then opened up the debate.

The Vice-Chairman reminded Members that the Council had determined that economic growth was a priority and therefore job density must be increased. In order to attract companies into the District, infrastructure needs had to be improved and the A29 realignment was the nub of the issue that had to be addressed.

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Councillor Charles proposed an amendment that recommendation 1 be deleted and replaced with

“The following strategic locations are taken forward as part of the current Local Plan:

- a) South Fontwell
- b) Ford
- c) Pagham east of the Pagham Harbour buffer zone.”

On being asked for more detail, Councillor Charles advised that he saw 500 houses being built at South Fontwell, up to 1,000 at Ford and 400-500 at Pagham but could give no specific detail as to any infrastructure requirements. Councillor Mrs Goad formally seconded the proposal.

In speaking to the amendment, comment was made that the District had suffered from a lack of infrastructure for many years, with the A29 being a key issue. The Council was committed to job creation, which was inextricably linked with infrastructure and, without investment and improvement, would not be increased and developed. Reluctantly, the only way was to accept the strategic allocation in the Barnham/ Eastergate/ Westergate area as the solution to the infrastructure deficit as smaller scale development would not bring forward the infrastructure that was required. Further comment was made that the urban areas of Bognor Regis and Littlehampton had already taken a fair share of development and could not absorb anymore – responsibility for additional housing had to be spread across the District.

A number of Members spoke against the amendment and reiterated the comments made above.

With regard to the Angmering allocation, a view was expressed that there were no guarantees that the infrastructure improvements relating to the school and access on to the A280 would be delivered.

In speaking in support and as seconder to the amendment, Councillor Mrs Goad stated that the residents of the 6 villages had always recognised that there was a need for local housing. It was not a question of NIMBYism but 2,000 houses was just too much and would completely destroy the character of the villages forever. The land in question was classed as marsh and, as such, ground water was a real problem which had been highlighted by the floods in January. She requested that the matter be referred back for a proper evaluation of sites within the District.

Councillor Charles asked three questions which centred around recent planning guidance from Nick Boles MP and these were responded to by the Assistant Director of Planning and Economic Regeneration as follows:-

Question 1. With regard to the strategic sites, have you taken into account the recent guidance from Nick Boles MP in relation to robust guidance on flood risk, making it crystal clear that Councils need to consider

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the strict tests set out in national policy, and where these are not met, new development on flood risk sites should not be allowed?

Response: Yes I can confirm we have taken on board guidance from the Government, which has been clearly set out for some time. Of the three sites that have been proposed as strategic allocations, West Bank is the main one with flooding concerns and there are flood defence issues there which the allocation will seek to address. However, with regard to both Barnham /Eastergate /Westergate and Angmering, the Environment Agency are content with what we are proposing.

Question 2: Have you taken into account further guidance re-affirming green belt protection and ensuring robust safeguards should not undermine assessment of unmet housing need?

Response: Under the formal legal definition, there is no green belt in Arun and this therefore does not apply.

Question 3: Are we considering bringing brownfield sites into use and can we be assured that this has been fully explored?

Response: Ford Airfield is our main source of brownfield land, but this is limited to the former runways and there are a lot of green fields surrounding these. It is a challenge to therefore only look at the brownfield site there. The amount of brownfield land available is not as significant as often quoted.

Councillor Charles, as proposer of the amendment was against greenfield development and felt that smaller sites should have been evaluated. He was aware that would cost more money but was of the view that it was important to get what he considered to be the right Plan in place. His interpretation of the new guidance was that strategic sites did not have to be identified until years 11–15 of the Local Plan.

The Chairman then directed Members to vote on the amendment, which was declared LOST.

The Subcommittee

RECOMMEND TO FULL COUNCIL – That

(1) the following strategic locations are taken forward as part of the current Local Plan

- a) Barnham /Eastergate /Westergate – 2,000
- b) Angmering – 600

(2) Westbank is taken forward as an Area Action Plan – Development Plan Document to deliver up to 1,000 homes;

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(3) weight be given in determining planning applications that are submitted to the Council to the degree in which they would contribute to the delivery of strategic infrastructure to support the site specific locations.

30. Local Plan Update

The Head of Planning Policy and Conservation presented this report and reiterated the information contained therein.

In participating in a brief discussion, an undertaking was given that Councillor Mrs Goad would be provided with the relevant information appertaining to the Gypsy and Traveller Needs Assessment and the Gypsy and Traveller Sites Assessment.

The Subcommittee

RESOLVED

That the update on documents produced by other local planning authorities and the completion of evidence base studies be noted.

(The meeting concluded at 7.15 pm)

ARUN DISTRICT COUNCILLOCAL PLAN SUB-COMMITTEE – 26/06/2014

Subject: Conservation Areas Management Plan Adoption

Report by : Martyn White

Report date : May 2014

EXECUTIVE SUMMARY

In accordance with Section 71 of the Planning (Listed Building and Conservation Areas) Act 1990, Full Council agreed that a three part Conservation Area management framework which consists of 1) Conservation Area Character Appraisals, 2) overarching Conservation Areas Management Plan and 3) Conservation Area specific management plan covering individual Conservation Areas be produced.

The first focus has been on the overarching Conservation Areas Management Plan which aims to enable the council, in its function as Local Planning Authority, to better manage the Conservation Areas.

The council published its draft Conservation Areas Management Plan for a six week period of public consultation. Responses received have been reviewed and input into a comments sheet. The results of the consultation have been used to revise the plan (a revised copy is attached in appendix 1).

The paper seeks Full Council approval to adopt the plan.

RECOMMENDATION

The following action is recommended:

1. That the Local Plan Sub-Committee recommend that Full Council adopts the Conservation Areas Management Plan.

1.0 BACKGROUND

Section 71 of the Planning (Listed Building and Conservation Areas) Act 1990 (hereafter referred to as 'the Act') places a duty on local planning authorities to draw up and publish proposals for the preservation and enhancement of Conservation Areas in their districts.

A three part Conservation Area management framework which consists of the following structure will be followed:

- Conservation Area Character Appraisals – These plans will identify the special historic and architectural qualities of an area which justify its designation (at the time the appraisal takes place). They will provide a detailed analysis of what is positive and requires protection, but also those negative features/characteristics which consequently require more work. Further, they also identify opportunities for beneficial change or the need for additional protection. An appraisal will be prepared for each Conservation Area.
- Conservation Areas Management Plan – This document is structured to provide coverage of issues which are evident across the majority, if not all, of the Conservation Areas under the Local Planning Authority Area (LPAA) control. The plan identifies various ways to better manage and look after the districts Conservation Areas
- Conservation Area specific management plan covering individual Conservation Areas - Conservation Area specific management plans will follow on from the Conservation Area Character Appraisals. Whilst the overarching management plan will have been prepared and adopted, specific issues that apply only to an individual Conservation Area may be identified as part of the individual appraisal. Consequently, the council may also prepare, small individual management plans to deal with these issues.

Work to date

The focus of the framework so far has been on the production of the Conservation Areas Management Plan as it will enable the council, in its function as Local Planning Authority, to better manage its Conservation Areas, whilst also better meeting its requirements under S.71 of the act.

Consultation

The council prepared a draft Conservation Areas Management Plan which it published for public consultation (16th January to 27th February, 2014). As part of the consultation:

- Two public meetings were held in accordance with the act; one in the Civic Centre and the other in the Bognor Regis Town Hall.
- Copies of the document were made available on the receptions at Bognor Regis Town Hall and the Civic Centre
- Letters were sent to householders and occupiers of properties in conservation areas
- Information was provided on the councils website, including a link from the Councils homepage
- The Conservation Officer could be contacted directly with specific questions

The public meetings received wider publicity through a local organisation which displayed information on its website. It is considered that both events were well attended by private

individuals, amenity societies and ward members. The event provided interested members with the opportunity to learn more about the management plan, review plans of the conservation area (both present day and historical ones dating back to 1875) and ask questions.

Copies of the document were in demand from both the libraries and the council offices which is further evidence of interest in the historic environment, which has been stimulated by the document.

Responses

As a result of the consultation 35 individuals or organisations provided responses using the designated response form, letter or e-mail formats. All of the responses have been reviewed and the contents used to amend the management plan where considered relevant. A comments sheet has been prepared which identifies the issues raised and how it has been dealt with. This is available as appendix 1.

Comments have been taken account of and no substantial changes have been made to the plan as can be seen in the revised copy of the plan which is attached in appendix 1.

Next stage

Once adopted by the council, the management plan will have a five year lifespan which it is hoped will lead to the better management of the Conservation Areas, whilst also influencing the workload and direction of the Conservation Officer.

A final copy of the plan will be published on the council's website as soon as it is practicable after adoption.

Contact: Martyn White ext. 37785 Martyn.white@arun.gov.uk

Conservation Areas Management Plan Consultation

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1 Introduction

1 Introduction

Background, Scope and Structure

1.1 The council considers that its historic areas make a significant contribution towards the character, appearance and attractiveness of the district.

1.2 These historic areas are important to not only the cultural inheritance, economic well-being but also quality of life. Consequently, the council has designated them as Conservation Areas in accordance with section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. Conservation Areas being 'areas of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance'.

1.3 As of October 2013, twenty nine areas within the district Local Planning Authority area are considered to have a special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance (see appendix 1 for individual Conservation area Maps). These being:

Aldingbourne	Littlehampton (East Street)
Aldwick Bay	Littlehampton (River Road)
Angmering	Littlehampton (Sea Front)
Arundel*	Lyminster
Barnham	North Bersted
Bognor Regis (Aldwick Road)	Norton
Bognor Regis (Railway Station)	Poling 1
Bognor Regis (The Steyne and Waterloo Causeway)	Poling 2
Bognor Regis (Upper Bognor Road and Mead Lane)	Rustington
Craigwell House	Shripney
Eastergate (Church Lane)	Walberton Village
Eastergate (Square)	Walberton Green
East Preston / Rustington (Station Road)	Yapton Church Road Lane
Felpham	Yapton Church Road / Main Road
Ferring	

Table 1.1

Please note that those Conservation Areas within the South Downs National Park are the responsibility of the South Downs National Park Authority.

* Arundel (dual authority with the South Downs Authority. Please see the relevant map in appendix 1).

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1.4 The designation of a Conservation Area is a means to safeguard and enhance the sense of place, character and appearance of what can only be described as our most valued historic places. Buildings of character, listed buildings, scheduled monuments, trees, historic street patterns, open spaces and designed gardens and landscapes are important components of these areas. However, it is worth noting that the overall layout and pattern of an area is just as important to its character as individual buildings, or the activities that go on inside them.

1.5 Conservation Areas are living environments that, despite their history, will continue to adapt and develop. Whilst designation conveys a duty of protection, it is important to recognise that in designating a Conservation Area they are not static museum pieces and that development is not prohibited. The reality is that they require careful management of change to ensure that the established character and appearance of these areas is safeguarded and enhanced for the enjoyment and benefit of both current and future generations.

1.6 The challenge therefore is to manage change in ways which we maintain, and if possible, enhance the special qualities of these historic areas. Each of the councils Conservation Areas are unique with their own established characteristics, ranging from the historic core of seaside towns (such as Bognor Regis), historic hillside towns (Arundel) and small rural villages/ hamlets (Poling/Norton).

1.7 Some areas may be in a period of decline and therefore suffer from a lack of investment, whilst in other, the qualities that make them attractive also encourage over-investment which results in excess pressure from development. Positive management will therefore be essential if such pressure for change, which will alter the very character that made them unique and attractive in the first place, is to be controlled. Proactive management of the many Conservation Areas will be an essential method for preserving and enhancing its character or appearance.

1.8 Section 71 of the Planning (Listed Building and Conservation Areas) Act 1990 places a duty on local planning authorities to draw up and publish proposals for the preservation and enhancement of Conservation Areas in their districts.

1.9 Consequently, a decision has been made to follow a three part Conservation Area management framework which is currently being developed by the Authority. The framework consists of the following structure:

- Conservation Area character appraisals – an appraisal is being prepared for each Conservation Area which will identify the special historic and architectural qualities of an area which justify its designation. The character appraisal documents provide detailed analysis of what is positive and requires protection, but also those negative

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features/characteristics which consequently require more work. Further, they also identify opportunities for beneficial change or the need for additional protection.

- Conservation Areas management plan – This document is structured to provide coverage of issues which are evident across the majority, if not all, of the Conservation Areas under the LPA control. Issues such as Article 4 Directions will be covered.
- Conservation Area specific management plan covering individual Conservation Areas - Conservation Area specific management plans will follow on from character appraisals. Whilst the overarching management plan will have been prepared and adopted as a SPD, specific issues that apply only to an individual Conservation Area will be identified as part of the individual appraisal. Consequently, the council may also prepare, small individual management plans to deal with these issues.

1.10 In light of the absence of the detailed appraisals and management plans, and the timescales involved, a decision has been made to focus on the overarching management plan first. This will enable the council in its function as Local Planning Authority to better manage its Conservation Areas.

Aims and Objectives of the Overarching Management Plan

1.11 Aim:

- The aim of the plan is to focus the attention of all of the agencies, organisation and individuals who live and work in the Conservation Areas, on the need for appropriate standards that reflect the special nature and character of these areas, whilst also encouraging practices and procedures that allow those standards to be achieved.

1.12 Objectives

1. Develop awareness, understanding and application of the core principles of the management plan (and of the Conservation Areas themselves) with all those who have an impact (local communities, developers, agents, parish councils, local and statutory organisations etc.).
2. To develop an awareness of the unique identity, value and quality of the historic environment.
3. Ensure that the emerging local plan has a positive strategy for maintaining the historic environment.
4. To promote the preservation and enhancement of historic buildings and spaces that contributes towards the sense of place, unique identity and quality of the Conservation Areas.
5. Seek to prevent a decline in the character or appearance of the Conservation Areas which is otherwise taking place as a result of the use of permitted development rights.

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6. To propose sustainable development through the engagement of property owners in the use of traditional materials and the maintenance and re-use of existing buildings through the use of traditional materials, skills and maintenance.
7. Effectively manage the natural environment/trees within a Conservation Area.
8. Identify/encourage schemes for the enhancement of the character or appearance of the Conservation Areas
9. Identify, develop and strengthen relationships with key stakeholder organisations and seek their active engagement and participation in works to conserve and enhance the Conservation Areas.
10. Seek external resources to enable the council to achieve specifically identified objectives of the management plan.

Legislation and Planning Policy

Legislation

1.13 The Planning (Listed Buildings and Conservation Areas) Act 1990 provides specific protection for buildings and areas of special architectural or historic interest.

1.14 Section 71 of the Act details that:

- It shall be the duty of a local planning authority from time to time to formulate and publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas.
- Proposals under this section shall be submitted for consideration to a public meeting in the area to which they relate.
- The local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting.

Planning Policy

National Planning Policy

1.15 *The National Planning Policy Framework (NPPF)*

1.16 Government Policy recognises the importance of effective protection for all aspects of the historic environment through policy guidance. The NPPF (which came into force in 2012) is the government's policy guidance note which identifies the historic environment as one of the 'golden threads' and forms part of the definition of sustainable development (paragraphs 18-219). Further, it details the importance of identifying and managing heritage assets whilst requiring that local planning authorities should set out a strategy for the

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conservation and enjoyment of the historic environment. This includes heritage assets most at risk through neglect, decay or other threats. Failure to preserve the historic environment is therefore unsustainable and should be refused consent.

1.17 In developing a strategy such as this one, local planning authorities should take into account:

- the desirability of sustaining and enhancing the significance of heritage assets
- the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring; and
- the desirability of new development making a positive contribution to local character and distinctiveness.

Local Policy

1.18 Local Planning Policy is dealt with by the councils Local Plan which was adopted in 2003, and contains a 'saved' policy related to Conservation Areas. This states

POLICY AREA2: Conservation Areas

Planning permission will be granted for development which preserves or enhances the character or appearance of a Conservation Area or its setting.

Reason:

To preserve or enhance Conservation Areas.

Explanation:

The council has produced Supplementary Planning Guidance entitled 'Conservation Areas'. All proposals for development will be considered in the light of this guidance

1.19 The council is currently in the process of preparing a new Local Plan which contains a suite of built heritage policies. It is anticipated that it will be adopted in 2015.

1.20 This document has been prepared with this policy background in mind.

Heritage Assets

1.21 Heritage assets are defined in the NPPF as being:

A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing). The following assets are relevant to this plan.

Nationally Listed Buildings

1.22 A Listed Building is one that has been identified by the Secretary of State as being of "special architectural or historic interest". As such it is worthy of special protection. In considering whether a building is worthy of this special protection the following guidelines are used:

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- All buildings built before 1700 and have survived in anything like their original form;
- Most buildings dating from 1700 to 1840 will qualify unless they have been altered unsympathetically.
- After this date, only buildings that are of exceptional quality, or have been designed by an important architect, or represent an innovative form of construction, are listed.

1.23 The listing process is not restricted to buildings. It can include any structure of interest. For example bridges, walls, telephone kiosks and even gravestones.

1.24 Listed buildings are graded according to their relative importance:

- Grade I buildings are of outstanding architectural or historic interest and are of national importance with only a small percentage falling into this category;
- Grade II* is given to buildings that have some extra merit such as an outstanding interior;
- Grade II listed buildings are of special interest and the majority fall into this group.

1.25 Despite this grading it should be noted that the statutory controls are the same for all grades of listed buildings.

1.26 Information on all the locally and nationally listed buildings in the district is contained in the council's website: www.arun.gov.uk. Further, information relating to the individual listing descriptions can be located on the Heritage Gateway website (www.heritagegateway.org.uk). This is run and maintained by English Heritage.

Locally Listed Buildings

1.27 Throughout the District there are buildings and structures which, while not Listed Buildings, are of good quality design and appearance; that are important features in their own right; and which may also contribute to the character and appearance of the area. They illustrate, and are reminders of, the historical development of an area and are worthy of recognition and retention wherever possible. These are identified as being a Building or structure of Character.

1.28 Information regarding the Locally Listed Buildings can be found on the councils website: www.arun.gov.uk

Conservation Areas

1.29 A conservation area is an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance (Section 69 of The 1990 Planning (Listed Buildings and Conservation Areas) Act).

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1.30 The main attributes that define the special character of an area include its physical appearance and history, i.e. the form and features of buildings and the spaces between them, their former uses and historical development.

1.31 There is also some additional commentary in the Conservation Areas Supplementary Planning guidance Note (available from the council's website: www.arun.gov.uk).

1.32 Information regarding the Locally Listed Buildings can be found on the councils website: www.arun.gov.uk

Archaeology

1.33 Information on archaeology is contained within the County council's Historic Environment Record (HER) which is available from heritage Gateway (www.heritagegateway.org.uk) as well as from the county council direct (www.westsussex.gov.uk).

Structure

1.34 The management section is structured around a number of key themes or conservation projects that have been identified as essential to the maintenance of the Conservation Areas. Each theme is structured in the same way so as to provide a consistent level of information, this being:

- Aims
- Issues in relation to the theme
- Strategy in relation to the theme
- Delivery of the strategy (short, medium and long term periods)

Content

1.35 This Management Plan aims to draw together a range of useful existing controls and tools and suggests how they might be used to achieve positive action to the benefit of the Conservation Areas. Effective Conservation Area Management requires a clear idea and specific policies for the improvement of the area and for tackling problems in a number of co-ordinated ways.

Delivery and Monitoring

1.36 The Management Plan aims to provide a medium to long term strategy and act as a working document with a 5 year lifespan after which it will be reviewed in accordance with English Heritage guidance.

1.37 For the purposes of this management plan the following timescales are referred:

- Short term: up to 1 year from the date of adoption

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- Medium term: up to 3 years from the date of adoption
- Long term: up to 5 years from the date of adoption

Status of the document

1.38 This management strategy has been prepared by Arun District Council as part of its function as the Local Planning Authority. The plan has been adopted as a management plan for use by the Council.

1.39 As the document will be small in scale and an environmental appraisal is being carried out alongside the emerging Local Plan, this aspect will be fulfilled through this. The baseline report of the SA specifically recognises the historic environment through sections 6.1 and 6.2.

Local Consultation

1.40 There is a requirement under Section 71 of the Planning (Listed Building and Conservation Areas) Act 1990 for the local authority to consult the local community on any management proposals for Conservation Areas.

1.41 A draft version of the document was published for public consultation. The council consulted those with an interest in the subjects covered by this management plan. Details of the consultation were sent to all local heritage and community groups with an interest in Conservation Areas, and efforts were made to reach a wider audience through local media and the council's website. Paper copies of this document were accessible at the Littlehampton Civic Centre, Bognor Regis Town Hall and at the local Public Libraries in the district. Residents/occupiers were informed in writing. All of the responses received have helped to shape the final version of the plan.

2 S.W.O.T. Analysis

2 S.W.O.T. Analysis

S.W.O.T. Analysis

2.0.1 A SWOT analysis has been undertaken of all of the Conservation Areas that are within the Arun District Council Local Planning Authority collectively. The findings are as follows:

Strengths:

- Use of flint as a building material – flint is widely used in the construction of many properties, outbuildings and walls throughout the Conservation Areas
- Replication of traditional materials (red brick and flint)
- Mixture of uses – residential, retail, commercial, public houses, bank, garage, church, other etc.
- Good community feel; an active community presence
- Good views into and out of the Conservation Areas from a variety of perspectives/locations
- The amount/presence of trees helps to soften the street scene/ streetscape and green the area generally
- Some attractive buildings that positively contribute to the character and appearance of the Conservation Area. This is in addition to the Statutorily Listed and Locally Listed Buildings.
- The Conservation Areas are generally well looked after
- Plain clay tiles (used for both roofing and cladding)

Weaknesses:

- (Some) Loss of traditional timber joinery (however, there is the potential for much more to be lost in the future)
- Large amounts of traffic running through the narrow roads, of the village centres
- Street parking
 - Lack of maintenance in certain circumstances
 - Loss of traditional steel windows.
 - Replacement of traditional cladding with GRP (New England type) boarding.
 - Use of concrete instead of clay plain tiles both for roofing and cladding.
 - Poor and/or inappropriate detailing when replacing materials and for extensions.

Opportunities:

- Potential to improve the landscape features
- Streetscape enhancements
- Consideration of the introduction of Article 4 directions to prevent further loss of traditional timber joinery

3 Management

Threats:

- Loss of traditional timber joinery
- Inappropriate density of new development would have a detrimental impact on the character and appearance of the area.
- Loss of positive buildings within the Conservation Areas as a result of development pressures

3 Management

3 Management

Introduction

3.1 The council is aware of a number of issues relating to the management of the various Conservation Areas that need to be addressed as part of the plan. This section provides coverage of said challenges and identifies a strategy that seeks to resolve these issues. Best practice guidance from English Heritage and other organisations has been explored to aid the development of management proposals that are considered to be both realistic and effective over the lifetime of the plan.

3.2 The management plan identifies three time periods for delivering the individual strategies. These time frames are: short (0-1 year), medium (1-3 years) and long (3-5 years). These timeframes are repeated for each of the 13 key themes. The various projects identified as part of the management plan are also contained in a separate table for clarity (see the implementation table).

Proactive Conservation based policies in the emerging Arun Local Plan

Aims:

- Ensure that the emerging Local Plan has a proactive stance with respect to the historic built environment

Issues in relation to Proactive Conservation based policies in the emerging Arun Local Plan

3.3 The National Planning Policy Framework requires that all local authorities ‘should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. In doing so, they should recognise that heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance’.

3.4 The council is currently in the process of preparing its emerging Local Plan. This plan has been published for public consultation in 2012 and is being amended to accommodate the comments received. It is considered that the plan contains a pro-active strategy for the historic environment.

Strategy in relation to Proactive Conservation based policies in the emerging Arun Local Plan

3.5 The strategy is very simple; the Local Planning Authority will need to ensure that a proactive strategy is contained within the emerging local plan. The draft policies will be reviewed to ensure that they comply with all government policy, namely the NPPF and the emerging NPPG.

Delivery of the strategy for Proactive Conservation based policies in the emerging Arun Local Plan

Short term

3 Management

3.6 Review the draft policies of strategies or plans intended to be adopted by the council to ensure that they comply with government policy

Medium term

3.7 Arun District Council adopt the emerging local plan (including built heritage policies)

Long term

3.8 Ensure that the adopted policies are used in the determination of planning applications and Listed Building Consents.

Related Objective: the related objective is number 3.

Conservation Area Character Appraisals and Management Plans

Aims:

- The council will prepare, consult on, and adopt Conservation Area Character Appraisals and individual Conservation Area Management Plans for all Conservation Areas within the Local Planning Authority.
- Review the boundary of all Conservation Areas to ensure that it adequately identifies, and therefore protects, all heritage assets.
- The council will attempt to review both the appraisals and management plans on a regular basis (approximately every 5 years). This will involve recording changes through the use of a photographic survey. The individual management strategy will also be amended to reflect the revised appraisals. Once revised, both the updated Appraisal and Management Plan will then be readopted by the council.

Issues in relation to Conservation Area Character Appraisals and Management Plans

3.9 The district's Conservation Areas have been designated over a number of decades, the last one being in 2009. In the District each Conservation Area is counted separately which gives a total of 29 Conservation Areas. However the total number of settlements covered by Conservation Areas is 19. Each one was designated, and the boundary defined in accordance with the current policy of the time.

3.10 The district is undertaking a review of all of its Conservation Areas. All of the Conservation Areas have a description written for them which is contained within a Supplementary Planning Guidance Note. These descriptions vary in length from a few sentences to a number of pages. They are very broad in their coverage, but provide a useful interim for the determination of applications.

3.11 Conservation Area Character Appraisals provide a clear assessment of the character of a Conservation Area. This includes an assessment of all of the special (and not so special) features that make it unique. Examples of issues assessed include layout, building type, materials, building height and uses.

3 Management

3.12 In line with best practice from English Heritage, the council is required to reassess the boundaries of its Conservation Areas as part of these assessments so as to ensure that these historic areas are being given the most protection they can be. It is the case that boundary lines were tightly drawn around small historic areas, leaving other, just as important properties or features, outside the Conservation Area. These attractive areas, buildings or features are therefore not protected from the conservation designation and susceptible to inappropriate damage. These areas should be reviewed to assess whether they should be incorporated in to the existing Conservation Area.

3.13 Views into and out of Conservation Areas that have a fundamental effect on the setting of these Conservation Areas should be clearly defined within the Conservation Area appraisal (on an annotated map) and the views subject and character described.

3.14 Appraisals provide the basis for the determination of applications within Conservation Areas. Public participation is an integral part of the process of preparing an appraisal.

3.15 A detailed assessment will be undertaken as to every potential alteration whether that be to extend or reduce the Conservation Area.

3.16 Once completed, the appraisal and boundary should be reviewed every five years.

3.17 It is essential that this review takes place at a consistent pace to achieve the ultimate aim of a Conservation Area appraisal for each Conservation Area.

3.18 Adopted Conservation Area appraisals will inform:

- The consideration of Article 4 Directions
- The potential Identification and targeting Buildings at Risk (particularly unlisted buildings making a positive contribution)
- The protection of some parts of the natural environment (important trees and groups of trees not protected by Tree Preservation Orders)
- Planning decisions, providing evidence for planning appeals
- Developers and residents as to what constitutes the character of an area

3.19 Legislation also places a duty on the council to draw up and publish proposals for preserving and enhancing Conservation Areas. These are known as Conservation Area Management Plans.

3.20 The Management Plan should be mid-long term strategy that identifies objectives for sustainably managing the area. The council is required to consult the local community and interested parties as part of the preparation of the plan.

3.21 A decision has been taken to prepare an overarching management plan which sets out a package of measures available to all of the Conservation Areas.

3.22 The council will also prepare individual Conservation Area character appraisals as well as individual management plans that will supplement the overarching management plan.

3 Management

Strategy in relation to Conservation Area Character Appraisals and Management Plans

3.23 The priority should be to prepare, consult on and adopt the overarching management plan so that the council can meet its requirement to manage Conservation Areas as soon as possible.

3.24 This needs to be supplemented by the preparation of the individual Conservation Area character appraisals and management plans. Boundaries will be reviewed as part of Conservation Area character Appraisals which will be published for public consultation.

3.25 The intention is to produce a realistic number of Conservation Area appraisals a year. This should be defined according to the work load of the Conservation Officer and the nature of the individual Conservation Areas to be appraised that year. The Conservation Officer will define a system for prioritising Conservation Area appraisal production in order to justify the order that the appraisals and Management Plans are produced in. This will require that the officer is adequately funded and resourced.

3.26 A consistent format and structure based on the English Heritage guidance on appraisals and management plans will be maintained and have regard to this document.

3.27 Archaeological sites and monuments that contribute to the character of the Conservation Area should be included within the Conservation Area boundary.

Delivery of the strategy for Conservation Area Character Appraisals and Management Plans

Short term

3.28 Adopt the overarching management plan

3.29 Commence the Conservation Area character appraisals and associated individual management plans including a review of the existing boundaries.

Medium term

3.30 Continue to review the Conservation Area character appraisals and associated individual management plans including a review of the existing boundaries.

Review the order that the Conservation Areas will be appraised.

3.31 Carry out the formal procedure to amend the boundaries if any changes are required.

Long term

3.32 Complete the Conservation Area character appraisals and associated individual management plans.

3 Management

3.33 Continue to carry out the formal procedure to amend the boundaries if any changes are required.

Related Objective: the related objective is number 4.

Designation of New Conservation Areas

Aims:

- Give consideration to designation of those areas that meet the council's adopted criteria for designation as new Conservation Areas.

Issues in relation to Designation of New Conservation Areas

3.34 The council already has 29 Conservation Areas. However, in accordance with the Planning (Listed Buildings and Conservation Areas) Act 1990, the council is required from time to time to review its area to identify those areas that are suitable as Conservation Areas. The council has identified agreed criteria for the designation of Conservation Areas which are as follows:

1. That the area complies with the legal definition that it is of special architectural or historical interest. This suggests that there will normally be a significant number of Listed Buildings in the area.
2. That there is a need for action to preserve or, if appropriate, to enhance its character or appearance.
3. That it is a coherent area, not isolated or individual buildings, better dealt with under Listed Building procedures.
4. Where there is a proposal for the designation of a Conservation Area, the council will:
 - (i) give priority to areas under pressure for change;
 - (ii) recognise that designation as a Conservation Area is a means of controlling rather than preventing change; and
 - (iii) draw boundaries with careful regard to the architectural qualities of the buildings, the spaces around them and the overall character of the area.

Strategy in relation to Designation of New Conservation Areas

3.35 The focus will be to assess all of the existing Conservation Areas and prepare an appraisal and management plan for them first. Once this has been completed, new areas will be investigated.

3.36 Investigation will be undertaken to identify any historic parts of the district that retain their historic distinctiveness, that are not currently protected, and comply with the councils approved criteria.

3 Management

Delivery of a strategy in relation to Designation of New Conservation Areas

Short term

3.37 Start the Conservation Area character appraisals and associated management plans.

Medium term

3.38 Continue with the Conservation Area character appraisals and associated management plans.

3.39 Start to review and identify new areas for consideration as Conservation Areas.

Long term

3.40 Continue with the Conservation Area character appraisals and associated management plans.

3.41 Begin the assessment of the potential new Conservation Areas.

Development Pressure

Aims:

- Ensure appraisals to define the special character to prevent the loss of spatial qualities of development of inappropriate development.

Issues in relation to development pressure

3.42 Planning permission is required for, amongst other things, new development, material changes to the external appearance of unlisted buildings and changes of use, with exceptions. Consent is required to demolish a building or structure in a Conservation Area, and specific controls apply to Listed Buildings. Designation as a Conservation Areas is not intended to prevent change, but to ensure that it takes place in an appropriate way whilst retaining and enhancing the special qualities of the area.

3.43 The District has a large number of modest non-listed dwellings which form an important part of the character of many of the Conservation Areas

3.44 It is very important that all new development responds positively to the local distinctiveness of the particular area to ensure that it preserves or enhances the character or appearance of the conservation area in accordance with the Planning (Listed buildings and Conservation Areas Act) 1990.

3.45 The nature of many of the settlements within the district include important gaps between buildings or groups of buildings. These gaps often form an important part of the character of the Conservation Area. The spatial quality of these areas is often under pressure from development, either through extension of existing buildings or the demolition of one building and replacement with two or more. In addition, the spaces around buildings can be important for trees.

3 Management

3.46 As a result of the demand for development, the character of Conservation Areas is under constant threat of being weakened by unsympathetic or poorly designed and executed new buildings, extensions and alterations. The role of the council's development management function in overseeing future changes to Conservation Areas is therefore crucial. There will be a presumption in favour of retaining buildings, features and boundary treatment which make a positive contribution to a Conservation Area, unlisted buildings of particular interest, protection of significant views, trees, tree groups and skyline features. Removal of buildings making a negative contribution can however enhance a Conservation Area.

3.47 Applications will be considered for their suitability based on National and Local policies (see Policy Background above). Policy relating to development that impacts on Conservation Areas is currently contained in a number of strategic documents – both local and national. The primary national legislation is contained in the *National Planning Policy Framework (2012)* and the *Planning (Listed Building and Conservation Areas) Act 1990*, while the primary local policy documents is the saved policies from the *District Plan 2003*.

3.48 Development within Conservation Areas should be in keeping with local character and this is summarised in the relevant Conservation Area character description and relevant Extensive Urban Surveys. When completed and adopted, Conservation Area appraisals will also be used to assess how applications affect the special interest of the area.

3.49 Pre-application advice will be encouraged prior to proposals reaching the application stage to ensure that the applicant is aware of relevant matters. Increased understanding of historic places leads to better informed decisions, vital for the creation and efficient management of environments which the community can take pride in. Incremental change can make significant differences over time, and, with guidance, such changes can be beneficial.

3.50 Further, design and development briefs will be encouraged for any substantial development proposals.

Strategy in relation to Development pressure

3.51 In assessing the character of Conservation Areas within the District it will be important to consider the sensitivities of the boundaries. This should be undertaken within the Conservation Area appraisal using a variety of techniques to establish strategic views and important views which are very sensitive to change. The degree of sensitivity will depend on the individual Conservation Area.

3.52 Identify and assess the character and importance of the unlisted houses, many of which could identify examples that are sufficiently complete to merit their addition to the statutory List of Buildings of Special Architectural or Historic Interest.

3.53 New development should demonstrate at planning stage (through the use of the Design and Access Statement) the approach of the developer in responding to local distinctiveness through form, scale, orientation and position on plots and appropriate use of materials.

3 Management

3.54 The council will utilise the full range of strategic policy and guidance documents to ensure that development in Conservation Areas is of a standard that enhances the amenity of the local area.

Delivery of Strategy in relation to Development pressure

Short term

3.55 Ensure that development preserves or enhances the character or appearance of the Conservation Areas

Medium term

3.56 Ensure that development preserves or enhances the character or appearance of the Conservation Areas partly through the use of the appraisals and management plans

Long term

3.57 A District design guide could be created to provide clear guidance, and respond to the local vernacular with worked examples of how to best extend dwellings to retain their special character.

Related Objective: the related objective is number 4.

Heritage at Risk

Aims

- Identify all Heritage assets that are at risk in Conservation Areas and include as part of a larger Heritage Assets at Risk programme (one which covers the entire LPA area)
- Listed buildings at risk within Conservation Areas should be the highest priority in terms of taking statutory action and conservation team workload.
- Unlisted buildings should also be considered particularly where they are characteristic of the area (be this type or materials)

Issues in relation to Heritage at Risk

3.58 The district council is in the process of undertaking a Heritage Assets at Risk survey of all of their assets within the District. Whilst being an asset in their own right, Conservation Areas can also contain them (listed building and unlisted buildings which make a positive contribution towards the established character).

3.59 The Heritage at Risk survey will consider listed buildings and unlisted buildings in Conservation Areas. It will use the English Heritage guidance on Buildings at Risk which links condition to occupancy to produce a Building at Risk category between 1 (extreme risk) and 6 (not at risk).

3 Management

3.60 This information will be vital in assessing the potential impact of Heritage at Risk on the character of Conservation Areas.

Strategy in relation to heritage at risk

3.61 The council is currently in the process of preparing its first Heritage Assets at Risk register and strategy. The register will identify all those assets considered to be at risk in accordance with English Heritage guidance. The strategy will identify methods for bringing those assets up to an acceptable condition or back into use. The register will be compiled based on the knowledge of the Conservation Officer and the Historic Buildings Advisor. This will need to be reviewed to ensure that it is comprehensively prepared and that no asset is missing.

3.62 The council will identify those assets in Conservation Areas that are considered to be potentially at risk as part of the comprehensive assessment of the Conservation Areas. This process can be part of the appraisal and would only require the addition of up to 1-2 days work depending upon the size and complexity of the Conservation Area.

3.63 Further, Development Control Officers, as part of their day-to-day business, should be able to identify buildings in a poor condition. Details of Buildings at Risk identified this way should be passed to the Conservation Officer for action to be initiated.

3.64 Furthermore, a dialogue should be initiated between the Conservation Officer and parish councils and local amenity societies with a view to enlisting their help in identifying assets at risk within their parish. This will include listed and unlisted traditional buildings within Conservation Areas.

3.65 Surveys will use the English Heritage Buildings at Risk categorization for consistency, and all assets identified as being at risk should have:

- A set of photographs (to monitor condition and aid in enforcement)
- A short description of the importance of the building and its condition
- Recommendations for action

3.66 Assets considered to be at risk through the appraisals will be recorded in both the appraisal and the Heritage Assets at Risk Register.

3.67 Where buildings are identified as category 1-3 (from the English Heritage sliding scale whereby buildings scoring a 1, 2 or 3 are considered to be 'at risk'); the owners should be contacted immediately and a plan of action agreed to undertake the recommendations identified.

3.68 Listed buildings at risk within Conservation Areas should be the highest priority in terms of taking statutory action and conservation team workload. Whilst unlisted buildings should also be considered particularly where they are characteristic of the area (be this type or materials)

3 Management

3.69 Urgent Works notices and full repair notices can be served on some of these buildings under Section 76 of the Planning (Listed Buildings and Conservation Areas) Act 1990. This will involve seeking approval from the Secretary of State (they seek the views of English Heritage in such matters).

3.70 The Secretary of State will need to be satisfied that the building makes a positive contribution towards the character or appearance of a Conservation Area.

3.71 Having an up to date Conservation Area appraisal in place which provides a context for and identifies the key elements which define the positive characteristics of the building in question, will help in justifying the proposed actions.

3.72 The collation of this data will provide a better, more realistic picture of the overall assets at risk within the LPA. It will help prioritise workload towards those buildings most deserving of additional resources.

Delivery of a heritage at risk strategy

Short term

3.73 Adoption of the first Heritage Assets at Risk Register and preparation of the strategy

3.74 A dialogue should be initiated between the Conservation Officer and Parish Councils and local amenity societies with a view to enlisting the help of these organizations in identifying assets at risk within their parish. This will include listed and unlisted traditional buildings within Conservation Areas.

3.75 The Conservation Area appraisal survey work should include the systematic survey of the Conservation Areas specifically to identify assets at risk (as defined by the English Heritage guidance).

Medium term

3.76 Publication of the strategy

3.77 Initiate compliance action based on the initial register and strategy

3.78 The Conservation Area appraisal survey work should include the systematic survey of the Conservation Areas specifically to identify assets at risk (as defined by the English Heritage guidance).

Long term

3.79 On completion of the initial tranche of Conservation Area appraisals, the extent of the issue/damage will become evident. The council will initiate any action as considered appropriate to remedy the situation

3.80 Related Objective

3 Management

3.81 The related Management Plan objectives for this topic are numbers 4, 5, and 8

Identifying the implications of Conservation Area status for owners and residents

Aims

- to clearly explain the complex planning legislation (for example Article 4 Directions) to all owners/occupiers within the Conservation Area in such a way that it can be easily understood.
- Seek to continue a dialogue between owners and the local authority. It should establish a potential methodology for this.
- Establish a dialogue with estate agents regarding matters related to Conservation Areas.

Issues in Relation to Identifying the Implications of Conservation Area Status for Owners and Residents

3.82 It is considered that, based on current experience, many property owners and occupiers are unaware of the extent and implications of Conservation Area coverage in the district. Ambiguity about restrictions increases the likelihood of inappropriate development occurring and damages the integrity of the Conservation Area designations.

3.83 The district faces the same national issues of owners and residents often undertaking works which are well intended or achieve other aims whilst ignoring the wider implications for the Conservation Area they live in. In line with the national picture it would appear that incremental damage has occurred (and continues) within the Conservation Areas through well-intentioned, but ill-informed actions. Such works as undertaking repairs in inappropriate materials, painting brickwork and stonework, removing front boundary treatment for parking etc. all contribute to this damage.

3.84 The level of understanding from the lay-person on what it means to live in a Conservation Area and, in particular the constraints, is likely to vary. In general, there is a split in opinion with some owners believing that there is more control than is actually the case, and other who think that the local authority does not do enough to protect what they consider is the character and appearance of the Conservation Area.

3.85 Two examples of this are the replacement of traditional windows with double glazed uPVC replacements to respond to the desire to improve the energy efficiency of their homes and the second is using a cement based render or pointing mix on a traditional wall to minimise the requirement for maintenance.

3.86 Despite a good level of information being available to owners and occupiers, there still remains a challenge to educate them as to the importance of their home in relation to the character of the Conservation Area. There is a degree of self-policing required in these circumstances to ensure a Conservation Area maintains a high level of quality.

3 Management

3.87 The turnover in residency and ownership of properties in the Conservation Areas raises another potential issue. New owners of properties in Conservation Areas are not always made aware of the implications of living in a Conservation Area.

3.88 There appears to be a good level of local interest in the management of Conservation Areas through the Parish Councils which the council will build upon.

Strategy in relation to identifying the Implications of Conservation Area status for owners and residents

3.89 Given the complexity of legislation relating to heritage designations, such as Conservation Areas, the council will produce guidance for property owners and occupiers. As national legislation on restrictions relating to Conservation Areas is liable to change, the best medium for guidance is the council's website, which has the capacity to be easily updated. Whilst the council has a section on its website related to conservation issues, it is planned to produce an up-dated webpages and new guidance notes. It is hoped that this section will to be more informative. It will also be updated as, and when, it becomes apparent that further information or clarity is required.

3.90 The issue in respect of turnover in residency and ownership of properties in the Conservation Areas can potentially partially be dealt with through an on-going conversation with **both letting and** estate agents. This will be in addition to the work already undertaken by solicitors in identifying whether a property is located within a conservation area.

3.91 The intention is that the estate agents will be able to communicate the impacts of purchasing a property in a Conservation Area, whilst publicising the council's conservation website, guidance and Conservation Officer.

3.92 The Council will also investigate the possibility of raising public awareness of the Conservation Areas through initiatives such as the introduction of additional text on street signs.

3.93 In addition information can be provided to the councils local land searches team to provide as part of a search.

Delivery of the strategy of identifying the implications of Conservation Area status for owners and residents

Short term

3.94 Update the guidance available to owners/occupiers in Conservation Areas.

3.95 Conservation Area appraisals should continue to be presented to parish councils in draft for comment.

3.96 Engage with **both letting and** estate agents regarding the impacts of Conservation Area

3 Management

status.

3.97 Investigate the possibility of introducing revised street signs identifying whether a road or street is located within a conservation area.

3.98 Prepare information for the local land search team

Medium term

3.99 Review and update guidance, and provide additional information, as, and when, considered necessary.

Long term

3.100 Review and update guidance, and provide additional information, as, and when, considered necessary.

3 Management

On-going

3.101 Publicise any change in legislation etc. that impacts upon property owners/occupiers

Related Objective: The related Management Plan objectives for this topic are numbers 2, 4, 5, 6, 9.

Building features / Traditional materials

Aims

- Encourage the use of traditional materials in Conservation Areas
- Encourage the retention of traditional local materials
- Seek to retain as many historic building features as possible
- Clearly identify those features (such as traditional street signage or lighting) which make a positive contribution to the character and appearance of the Conservation Area in the relevant appraisal
- Produce information leaflets on the importance of certain features including why they are important and general advice on their care and management
- Build a case (based on the thorough analysis of the Conservation Area) for a grant fund to be established for the reinstatement, repair and retention of particular features
- Encourage re-instatement or provision of new features within new development

Issues in relation to building Features/traditional materials

3.102 The character and appearance of a Conservation Area is also informed by the features etc. that form part of the buildings themselves, or are to be found within the street scene of an area.

3.103 Locally distinctive materials are under considerable pressure. The limited availability of original material and the sometimes prohibitive cost of acceptable alternatives is a major concern for owners and the local authority. As a result, property owners are often tempted to use cheaper, alternative materials which are damaging to the historic environment (both individual properties and Conservation Areas).

3.104 Features/materials of note include chimneys.

3.105 These features/materials, if present on unlisted buildings, or on the public highway, may not require consent for their removal or alteration. This can then have a devastating impact on the established character or appearance of either the individual property of the Conservation Area on a larger scale.

3.106 Within the Conservation Areas there are many examples of unsympathetic alterations to the external elevations of buildings that have taken place. This includes the removal of original chimneys, windows, doors, shop-fronts and other detailing, as well as the addition of new wall cladding, porches and satellite dishes. Many properties, even those

3 Management

in

3 Management

Conservation Areas enjoy permitted development rights which enable them to carry out certain works without the need to planning permission. This allows property owners the ability to alter their properties and remove original and traditional features. Whilst these rights can be removed by the LPA, the council has not removed them. Consequently, property owners are able to remove many original building features which has a negative impact on not only the individual properties, but the cumulative impact is detrimental to the character and appearance of the Conservation Areas as a whole.

3.107 A particularly frequent problem is the replacement of original timber doors or windows with poorly suited uPVC ones.

3.108 Whilst funds are available to supplement property owners, it is provided from national sources. The amount of work involved in applying for these funds is substantial and would normally only affect one individual Conservation Area.

Strategy in relation to Building features/ traditional materials

3.109 As part of the preparation of the individual appraisal, the council will carry out audits etc. to identify important features. This can then enable an assessment to be made and to the best method for protecting them (such as Article 4 Direction). A dialogue should be opened with local amenity societies, town and parish councils to enlist their help in recording historic features.

3.110 The council will also prepare an advice leaflet for those features highlighted as being at risk of loss as a result of the appraisals.

3.111 Appropriate external features will be expected in all new development in Conservation Areas. The council will seek to encourage this through pre-application advice, as well as in information in relevant planning documents and on the council website.

3.112 Public utilities should be supplied with Conservation Area appraisals and be part of the key consultees.

3.113 The authority will also consider the use of a District wide enforcement of unauthorised development in Conservation Areas. This could be undertaken on an individual Conservation Area based on resource availability with a zero tolerance approach so that the authority is being fair to all owners.

3.114 In one or more areas where substantial alteration has taken place, the council will consider an application for a national grant to aid reinstatement of the loss of features.

3.115 There should be a presumption in favour of the retention/use of local materials wherever possible. Where demolition/alteration is accepted, materials should be reused on site wherever possible. In order to achieve this, the Local Authority should create sample conditions for use by its Development Management Officers which require the retention/use of local materials (on site if possible). These could be fixed to any permission to demolish older buildings in Conservation Areas

3 Management

3.116 Finally, the council should consider, possibly in partnership with others, the establishment of a grant fund for repairs to properties within conservations area either where inappropriate materials have been used, or are about to be used (for financial reasons).

Delivery of Strategy in relation to Building features/ traditional materials

Short term

3.117 Record features as part of the individual appraisals.

3.118 Open a dialogue with local amenity societies, town and parish councils to enlist their help in recording historic features.

3.119 Ensure appropriate features will be expected in all new development in Conservation Areas.

3.120 The policy regarding the presumption in favour of the retention of local materials wherever possible should be introduced.

Medium term

3.121 Continue to record features as part of the individual appraisals.

3.122 Continue to ensure appropriate features will be expected in all new development in Conservation Areas.

3.123 Public utilities should be supplied with Conservation Area appraisals and be part of the key consultees.

3.124 Prepare an advice leaflet for those features highlighted as being at risk of loss as a result of the appraisals.

3.125 Consider a District wide enforcement of unauthorised development in Conservation Areas.

3.126 The Local Authority should create sample conditions for use by its DM officers which require the retention of local materials (on site if possible). These could be fixed to any permission to demolish older buildings in Conservation Areas

Long term

3.127 Continue to record features as part of the individual appraisals.

3.128 Continue to ensure appropriate features will be expected in all new development in Conservation Areas.

3 Management

3.129 Consider the application of a THI or English Heritage grant scheme for the reinstatement of traditional features if it is considered to be a substantial issue in one or more Conservation Areas.

3.130 ADC should consider, possibly in partnership with others, the establishment of a grant fund for repairs to properties within conservations area either where inappropriate materials have been used, or are about to be used (for financial reasons).

Related Objective: 5, 6, 8, 10

Article 4 Directions

Aims:

- The council will give consideration to the use of Article 4 Directions for private dwelling houses which make a positive contribution towards the character and appearance of a Conservation Area
- Article 4 Directions should only be considered where over 80% and preferably 100% of the individual buildings features are retained and similarly when considering groups over 80% of features in total survive intact.
- Article 4 Directions should be selective and relate to individual buildings.

Issues in relation to Article 4 Directions

3.131 Minor development, such as domestic alterations and extensions, can normally be carried out without planning permission under the provisions of the General Permitted Development Order (GDPO). Article 4 of the GPDO gives local planning authorities the power to restrict these 'permitted development rights', including where they have the potential to undermine protection for the historic environment. Using the provisions of Article 4 of the GPDO brings certain types of development under the control of a local planning authority, which allows them to be considered on a case by case basis through the planning application process.

3.132 Although the designation of a Conservation Area restricts certain permitted development rights, a range of other works, such as changing front doors and windows, remains outside the control of the local planning authority.

3.133 Of all of the works that property owners can undertake, the replacement of windows and doors in particular is a strong concern. The increase in the number of modern double glazed windows and doors is a common result of environmental and noise concerns. The issue of replacement windows, doors and roofs is exacerbated when seen in numbers, for example in a terrace of identical or similar houses.

3 Management

3.134 In general, the council considers that the preferred approach is for the refurbishment of original windows and doors, with replacement considered as an option of last resort. However, where original features have already been inappropriately altered or lost, poorly suited uPVC windows should be replaced with alternative windows that are more in keeping with the original building.

3.135 English Heritage has carried out research which shows that replacing windows with uPVC in an appropriate style is not significantly cheaper than timber equivalents. Moreover, it should also be recognised that property values are generally higher where properties retain their original features. Enhancing the energy efficiency of properties can be delivered in a way that is sympathetic to building character through the repair of windows and/or additional measures, such as secondary glazing.

3.136 As properties in the Conservation Areas are altered over time, the council should proactively work with property owners to encourage them to use traditional materials that enhance the historic structures. Text on the council website should provide links to further sources of useful information on the use of traditional materials on heritage assets. The council will further encourage the retention of appropriate materials through the potential use of Article 4 Directions.

3.137 In such a large district with so many Conservation Areas the resource implications in serving Article 4 Directions are significant. For this reason any exercise is subject to resources and needs to be selective and targeted, based on a thorough understanding of the potential of Article 4 Directions for managing change.

3.138 An evidence base will need to be developed that justifies the making of targeted Article 4 Directions to control development in certain locations. This may be achieved as part of the production of the various Conservation Area character appraisals.

3.139 The council will carry out a period of consultation for any Article 4 Directions it is considering adopting. If the council decides to adopt any Article 4 Directions periodic monitoring will be required, maybe through a photographic record of street elevations, and adequate levels of publicity.

Strategy in relation to Article 4 Directions

3.140 Article 4 Directions apply to elevations that front on to a high way, and therefore have the potential to impact on the character or appearance of the Conservation Area. Recommendations for Article 4 Directions should normally (unless there are immediate threats that could result in the loss of historic fabric) only follow a Conservation Area appraisal.

3.141 Article 4 Directions should be considered for all buildings that are private dwelling houses and are identified in the Conservation Area appraisals as being of local note and/or make a positive contribution towards the character or appearance of the Conservation Area either generally or for specific features.

3 Management

3.142 Article 4 Directions should be selective and permitted development rights should not be removed wholesale everywhere, and each building or group should have a schedule identifying what class of permitted development rights is recommended for removal, for example; windows, doors, chimneys etc.

3.143 The consideration of Article 4 Directions should be preceded by a survey of the relevant house or houses with the aim of ascertaining empirically the degree of alteration. ADC will need to corporately agree on the degree of alteration acceptable for an Article 4 to be considered. This is suggested to be 80% of the original fabric being present or 80% of a terrace of properties being intact.

3.144 A full consultation will be undertaken before any Article 4 Directions are adopted by the council in line with relevant legislation.

Delivery of Strategy in relation to Article 4 Directions

Short term

3.145 Identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.

Medium term

3.146 Continue to identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.

3.147 Consider the adoption of the Article 4 Directions identified as part of the newly adopted Conservation Area Character Appraisals and individual management plans.

Long term

3.148 Continue to identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.

3.149 Continue with the consideration of the adoption of the Article 4 Directions.

Related Objective: 5, 8, and 10.

Identifying sites for change/Enhancement Schemes

Aims

- Identification of sites within Conservation Area Character Appraisals that are suitable for enhancement

3 Management

- Identify potential enhancement schemes within one or more Conservation Areas
- Prepare suitable guidance
- Identify potential sources of funds for enhancement schemes

Issues in relation to identifying sites for change/enhancement schemes

3.150 Conservation-led change has a vital role to play in the social and economic regeneration of the district. Through careful planning, historic areas can provide a focus around which local communities can regenerate.

3.151 The district, in common with many others in the South and South East, does not suffer significantly from blighted sites or long running undeveloped sites within its Conservation Areas. The reason for this being that the value of land is so high that the demand to live and work in these attractive areas outstrips supply. This contrasts with more deprived areas of the country where market led investment in some areas of historic significance can be very difficult to achieve. Both these situations can prove extremely challenging when attempting to manage change in a positive and proactive manner. In this kind of economic climate identifying sites for change is a very positive and proactive way of trying to bring an area out of dereliction.

3.152 Therefore, any specific properties or sites that have been identified as negatively impacting on the character or appearance of a Conservation Area, will need to be addressed on an individual case by case basis.

Strategy in relation to the extent of Identifying sites for change/enhancement schemes

3.153 Sites will be identified as part of the appraisal process. Where a site is considered to have potential for change, a view should be taken as to the sensitivity of the site and the response that the council should make. It may be appropriate for sites to be the subject of some form of design guidance subject to funding constraints. This should have substantial input from the Conservation and Development Management Teams.

3.154 Design guidance should avoid detailed prescriptive advice and focus on the broad aims of achieving appropriate height, access, scale and uses.

3.155 Although the council does not currently have a dedicated budget for conservation projects, there are various existing funding schemes that enhancement schemes can potentially utilise.

3.156 In addition to the funding options detailed above, there are external funding sources which could be utilised if the council or other stakeholders provide the funds required to release additional 'match funding'. These include potential grants from English Heritage.

Delivery of strategy in relation to identifying sites for change/ enhancement schemes

3 Management

Short term

3.157 Highlight sites for change/potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.

3.158 Establish a protocol for the production of concept statements/design guidance to be written for sites of a certain size or where they closely relate to listed buildings/key sites within Conservation Areas.

Medium term

3.159 Highlight sites for change/ potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.

3.160 Produce concept statement/design guidance for the sites in close liaison with the Conservation and Development Management teams.

Long term

3.161 Highlight sites for change/potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.

3.162 Produce concept statement/design guidance for the sites in close liaison with the Conservation and Development Management teams.

Related Objective: the related objectives are 4, 5, 8, and 9.

Encouraging ownership/community involvement

Aims

- Establish a good working relationship with local amenity societies and town and parish councils
- Ensure that all property owners and interested parties within a Conservation Area are asked to provide their views on the future management of their before the council publishes a completed, adopted, management plan, whilst making clear the limitations of the document

Issues in relation to Encouraging ownership/ community involvement

3.163 Whilst Conservation Areas are designated by the Local Planning authority, it is the local owners and occupiers who can have the greatest impact upon their local area.

3 Management

3.164 There can be a tendency for local people to question the level of authority expressed by the LPA, it is therefore up to the council to encourage local people to take ownership of their locality.

3 Management

3.165 The LPA has the potential to get the public on board with its proposals through community involvement and liaison. A good example of this is through the publication of Conservation Area character appraisals for public consultation. This is made on the basis that the comments are submitted as part of the consultation are incorporated into the final document where ever appropriate.

Strategy in relation to Encouraging ownership/community involvement

3.166 The council will consult local communities (owners, occupiers, amenity societies etc.) before any appraisals and management proposal for an individual Conservation Area are produced.

3.167 There is a range of existing community groups operating within some of the Conservation Areas. These include a range of residents' associations, area partnerships, history groups, **residents associations and village preservation societies**. The wealth of local knowledge that these groups possess should be prioritised in the on-going management of these areas and provides opportunities for more proactive processes for enhancement and enforcement.

3.168 The council should work actively with local community groups and elected councilors to improve the management and monitoring of Conservation Areas.

Delivery of the strategy in relation to Encouraging ownership/community involvement

Short term

3.169 Continue to involve parish/ town councils and amenity societies in the production of Conservation Area character appraisals and management plans

Medium term

3.170 Continue to involve parish/ town councils and amenity societies in the production of Conservation Area character appraisals and management plans.

3.171 Work with local societies and groups to educate them to be able to monitor change within the Conservation Areas.

Long term

3.172 Continue to work with town and parish councils and amenity groups on heritage matters.

Related Objectives: the related objectives are 1, 9.

Monitoring and Enforcement

Aims:

3 Management

- Highlight and record any suspected unauthorised works which have a negative impact on the character and appearance of a Conservation Area as part of the Conservation Area appraisal process
- Create a baseline audit of a Conservation Area in order to measure and respond (through allocating resources) to serious changes within an area, for example the loss of boundary walls to create parking spaces. The audit should comprise the recording of individual buildings by photograph

Issues in relation to Monitoring and enforcement

3.173 Where the development control process is not followed in whole or in part and alterations/development that has been undertaken is considered to be unauthorised or conditions attached to planning permissions are not met, enforcement action is available to the council to secure appropriate control. Enforcement action is at the council's discretion however it will always be used when the character or appearance of a Conservation Area is threatened.

3.174 Changes in the appearance and condition of Conservation Areas should be monitored by the council to ensure that enforcement action can be taken promptly to deal with problems as they arise.

3.175 A dated photographic record of the area should be prepared as part of the appraisal process and updated (with the appraisal) to ensure that there is the requisite level of evidence available to the council.

3.176 Where appropriate, the council has the ability to use additional enforcement powers to tackle particular issues within Conservation Areas. Such powers include Section 215 Notices, Urgent Works Notices and Building Preservation Notices.

3.177 For instance, under S215 of the Town and Country Planning Act 1990, the council has the authority to serve a 'S215 Notice' on the owner/occupier of any land or building, the condition of which is adversely affecting the amenity of the area. The notice requires the owner/occupier to deal with the problem themselves. However, if they fail to undertake the required works, the council as LPA has the authority to undertake the works itself and recover the cost from the owner.

Strategy in relation to Monitoring and enforcement

3.178 An audit of buildings and key features of the area should be undertaken as part of the Conservation Area appraisal. This should comprise a photographic survey of all buildings with the photographs dated and stored on a central database for easy retrieval by other sections of the planning department. This will ensure that enforcement action can be successfully taken forward.

3.179 Wherever practicable the council will take steps to deal with the effects of unauthorised development in order to protect the special character and appearance of the Conservation Areas.

3 Management

Delivery of a strategy in relation to Monitoring and enforcement

Short term

3.180 The Conservation Area appraisal work should include a photographic record of each building.

Medium term

3.181 Continue to include a photographic record of each building as part of the appraisals.

3.182 A dedicated enforcement strategy be implemented in regard to properties located within Conservation Areas.

Long term

3.183 Continue to include a photographic record of each building as part of the appraisals.

3.184 Continued monitoring and enforcement.

Related Objective: the related objective is number 5

Traffic management/street improvements & Public realm

Aims

- Undertake an audit of historic features within the public realm
- Ensure that all stakeholders in the public realm are aware of the location of the identified historic features along with the need for its conservation
- Undertake an audit of all clutter in the street-scene, the condition of surfaces and street furniture and places where there are barriers to full accessibility. Use local societies in the implementation of this.
- Develop with the Highway Authority a Protocol for Streets in Conservation Areas to address issues such as minimising road markings, shared surfaces, choice of surface materials, design of street furniture and reinstatement standards etc.

Issues in relation to traffic management/street improvements & Public realm

3.185 A number of issues in the Conservation Areas relate to accommodating vehicular traffic, as well as the measures required for traffic safety, control and calming. As a result there are longstanding issues over how car parking and traffic flow can be accommodated within sensitive streetscapes.

3 Management

3.186 The general issues relating to traffic; parking, speed of vehicles, conflict with the pedestrian and the condition of streets and the public realm is always a sensitive issue in almost any community. Arun District Council is not the highway authority; much of the responsibility for the public realm lies with West Sussex County Council which have within their remit responsibility the upkeep and improvement to the highway network. The County Council is heavily constrained by budgets and focuses on a framework defined by its Local Transport Plan.

3.187 SSE is currently updating all of the street lighting as part of a PFI scheme organised with the county council. Many of the Conservation Areas contain older cast iron light columns or ones that are of a suitable historic design. Their removal and replacement with modern heritage styles ones, whilst acknowledged as attempting to respect the sensitive nature of the areas, would still result in the loss of heritage assets which is contrary to government policy. This method should be prevented if at all possible.

Strategy in relation to Traffic management/street improvements & Public realm

3.188 The Conservation Area appraisals should record all surviving remnants of historic street materials; stone setts, brick paviers, cobbles and stone kerbs. The appraisal should also record traditional road signs and street furniture such as traditional posting boxes and telephone kiosks. These should be clearly defined on appropriately scaled maps within the appraisal and photographically recorded.

3.189 The scale of the works is such that the council will undertake with partners (local amenity societies, town and parish councils etc.) an audit of street signs and street clutter as recommended by Streets for All. This should address such issues as the designs and location of lamp columns and whether there are alternatives (such as mounting lights on buildings) and the design and location of bins and street furniture generally.

3.190 Public utility firms should be sent copies of the overriding management plan along with copies of the individual Conservation Area character appraisal and management plan once they have been adopted. Agreement should be reached between the various parties as to the best way to treat the Conservation Area.

3.191 With regards to the street lighting, the district council will work with the County Council and SSE to ensure an appropriate strategy for the identification of historic or important lighting columns so that the heritage assets can be preserved. Replacement columns should be of an appropriate design and colour.

3.192 Sensitive issues relating to highways should be dealt with through the establishment of regular liaison meetings with the county Council. This can be enhanced through the production of a highways protocol. Further, the liaison meetings could be used to develop a series of exemplar traffic schemes.

Delivery of the strategy in relation to Traffic management/ street improvements & Public realm

3 Management

Short term

3.193 Use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.

3.194 Begin a dialogue with local amenity societies and town and parish councils to establish the potential for auditing street signage and clutter in Conservation Areas.

3.195 Send public utilities firms copies of the overarching management plan and the Conservation Area character appraisals and individual management plans once adopted.

3.196 Establish a regular liaison meeting with the County Council.

3.197 Identify historic lighting columns worthy of retention. Agree this strategy with SSE and West Sussex County Council.

Medium term

3.198 Continue to use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.

3.199 Send public utilities firms copies of the individual Conservation Area character appraisals and management plans once adopted.

3.200 Produce highways protocol with the County Council setting out a methodology for dealing with sensitive parts of the District.

Long term

3.201 Continue to use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.

3.202 Send public utilities firms copies of the individual Conservation Area character appraisals and management plans once adopted.

3.203 Use liaison meetings to develop a series of exemplar traffic schemes.

Trees and Open Spaces

Aims

- 1. Identify trees of note and being worthy of protection**
- 2. Encourage joint working with property owners and the council to ensure that trees of note are protected**

Issues in relation to Trees and Open Spaces

Trees are valued features within the Conservation Areas and make an important

3 Management

contribution to the character of the local environment. The value that trees make to the overall composition of Conservation Areas is acknowledged by the additional controls on tree works following conservation area designation.

Those trees in Conservation Areas which are subject to tree preservation orders are recorded elsewhere on the register of tree preservation orders.

A number of the Conservation Areas include areas of green space that are managed by the district council.

Strategy in relation to Trees and Open Spaces

A collaborative approach to management should be undertaken between the relevant council departments to ensure that opportunities to enhance the conservation aspects of these spaces are maximised. Specific proposals for the management of these spaces should be identified and agreed with all interested parties.

Trees of note within conservation areas will be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO).

Delivery of the strategy in relation to Trees and Open Spaces

Short term

Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO).

Medium term

Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO).

A collaborative approach to management should be undertaken between the relevant council departments to ensure that opportunities to enhance the conservation aspects of these spaces are maximised. Specific proposals for the management of these spaces should be identified and agreed with all interested parties.

Long term

Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO).

Related Objective: 7

4 Implementation and Management of the Plan

4 Implementation and Management of the Plan

Introduction

4.1 It is essential that the actions set out within this Management Plan are carried forward by the council and appropriate resources allocated for their implementation and for enforcement of Conservation Area and listed building controls.

4.2 This section outlines the arrangements for ensuring that the projects described in the previous sections will be delivered and implemented over the lifetime of the plan.

Managing the plan

4.3 The council will be required to directly manage or play the role of lead organisation and oversee the implementation of the Management Plan

4.4 Although the administration of the Conservation Area is largely a planning function, there are many other actions that can impact on character and appearance. It is important, therefore, that conservation aims are coordinated across all local authority departments.

4.5 Success depends also on the part played by other stakeholders such as town and parish councils, amenity groups, property owners, residents and businesses.

4.6 There are a number of Conservation Areas within the LPA area. Inevitably, therefore, a considerable number of individuals and organisations have an interest in one way or another in its day to day management. These will be involved wherever possible.

Resources

4.7 It is always a challenge to reconcile the aspirations of a strategy such as this one with the realities of the resources available.

4.8 It is important to recognise the fact that even those authorities that are extremely well resourced would struggle to undertake the level of work required to fulfil all the requirements of the strategy at once. In addition, it is unlikely that these areas of need will be resourced in anything like the level that is required. Therefore, in these circumstances, the authority needs to prioritise the scarce resources available to it. Priorities are, therefore, a matter of expediency as well as urgency and the Implementation table sets out the tasks in the short, medium and long-term timescales over a five-year period.

4.9 Unless or until financial support becomes available as grants for building works or environmental enhancements the main opportunity for enhancement will be through the Development Control process to ensure that future development requiring planning permission takes account of the special interest of the Conservation Area. The plan enables decisions to be taken within the context of an overall strategy for the area, albeit step by step, and tackling any issues in a co-ordinated way, making use of all the powers available.

4 Implementation and Management of the Plan

4.10 Where planning permission is not required, the use of traditional designs and materials for alterations and repairs as appropriate will be encouraged as the responsibility of property owners.

4.11 Political commitment to achievement of the priorities and allocation of resources will be important and needs to be supported by elected members, council leadership and all departments. Increased understanding of historic places will lead to better informed decisions overall, vital for the creation of environments to be proud of. HELM (Historic Environment Local Management) is part of English Heritage's wider commitment to provide the tools for local authorities to manage change in the historic environment, and can provide training for Officers. The process of enhancement can be tackled incrementally, as resources permit, on a step by step basis. The overall situation will require monitoring to monitor change over time, identify new issues and to measure success.

Partnership working

4.12 The increasing emphasis on community involvement could be an opportunity to work with town and parish councils, local groups and societies to achieve some of the conservation projects. As already identified in the individual projects, the council intends to work with these groups wherever possible to achieve the aims of conservation and better improve working relationships with the council.

4.13 This, then, provides ownership of the management plan, and the historic built environment to the community.

4.14 There are a number of other ways in which the council can work with local partners which shall be explored over the lifetime of this management plan.

Implementation table

4.15 The following table identifies the various projects that will be delivered over the lifetime of the plan as well as the relevant partners.

Project	Timescale	Action	Partner
Proactive Conservation policies	Short	Review the draft policies of strategies or plans intended to be adopted by the council to ensure that they comply with government policy	ADC
	Medium	Arun District Council adopt the emerging local plan (including built heritage policies)	ADC

4 Implementation and Management of the Plan

	Long	Ensure that the adopted policies are used in the determination of planning applications and Listed Building Consents.	ADC
Conservation Area Character Appraisals and Management Plans	Short	Adopt the overarching management plan	ADC
		Start the Conservation Area character appraisals and associated individual management plans.	ADC
	Medium	Continue to review the Conservation Area character appraisals and associated individual management plans.	ADC
		Review the list of Conservation Areas to be produced	ADC
		Carry out the formal procedure to amend the boundaries if any changes are required.	ADC
	Long	Complete the Conservation Area character appraisals and associated individual management plans.	ADC
		Continue to carry out the formal procedure to amend the boundaries if any changes are required.	ADC
Designation of New Conservation Areas	Short	Start the Conservation Area character appraisals and associated management plans.	ADC
	Medium	Continue with the Conservation Area character appraisals and associated management plans.	ADC
		Start to review and identify new areas for consideration as Conservation Areas.	ADC
	Long	Continue with the Conservation Area character appraisals and associated management plans.	ADC
		Begin the assessment of the potential new Conservation Areas.	ADC

4 Implementation and Management of the Plan

Development pressure	Short	Ensure that development preserves or enhances the character or appearance of the Conservation Areas	ADC
	Medium	Ensure that development preserves or enhances the character or appearance of the Conservation Areas partly through the use of the appraisals and management plans	ADC
	Long	A District design guide could be created to provide clear guidance, and respond to the local vernacular with worked examples of how to best extend dwellings to retain their special character.	ADC
Heritage at Risk	Short	Adoption of the first Heritage Assets at Risk Register and preparation of the strategy	ADC
		A dialogue should be initiated between the Conservation Officer and Parish Councils and local amenity societies with a view to enlisting the help of these organizations in identifying assets at risk within their parish. This will include listed and unlisted traditional buildings within Conservation Areas.	ADC
		The Conservation Area appraisal survey work should include the systematic survey of the Conservation Areas specifically to identify assets at risk (as defined by the English Heritage guidance).	ADC
	Medium	Publication of the strategy	ADC
		Initiate compliance action based on the initial register and strategy	ADC
		The Conservation Area appraisal survey work should include the systematic survey of the Conservation Areas	ADC

4 Implementation and Management of the Plan

		specifically to identify assets at risk (as defined by the English Heritage guidance).	
	Long	On completion of the initial tranche of Conservation Area appraisals, the extent of the issue/damage will become evident. The council will initiate any action as considered appropriate to remedy the situation	ADC
Identifying the implications of Conservation Area status for owners and residents	Short	Update the guidance available to owners/occupiers in Conservation Areas. Conservation Area appraisals should continue to be presented to Parish Councils in draft for comment.	ADC
		Engage with estate agents regarding the impacts of Conservation Area status.	ADC
	Medium	Review and update guidance, and provide additional information, as, and when, considered necessary.	ADC
	Long	Review and update guidance, and provide additional information, as, and when, considered necessary.	ADC
Building features/Traditional materials	Short	Record features as part of the individual appraisals.	ADC
		Open A dialogue with local amenity societies, town and parish councils to enlist their help in recording historic features.	ADC / Local amenity Societies
		Ensure appropriate features will be expected in all new development in Conservation Areas.	ADC
		The policy regarding the presumption in favour of the retention of local materials wherever possible should be introduced.	ADC

4 Implementation and Management of the Plan

	Medium	Continue to record features as part of the individual appraisals	ADC
		Continue to ensure appropriate external materials and finishes will be expected in all new development in Conservation Areas.	ADC
		Public utilities should be supplied with Conservation Area appraisals and be part of the key consultees.	ADC
		Prepare an advice leaflet for those features highlighted as being at risk of loss as a result of the appraisals.	ADC
		Consider a District wide enforcement of unauthorised development in Conservation Areas.	ADC
		The Local Authority should create sample conditions for use by its DM officers which require the retention of local materials (on site if possible). These could be fixed to any permission to demolish older buildings in Conservation Areas	ADC
	Long	Continue to record features as part of the individual appraisals.	ADC
		Continue to ensure appropriate external materials and finishes will be expected in all new development in Conservation Areas.	ADC
		Consider the application of a THI or English Heritage grant scheme for the re-instatement of traditional features if it is considered to be a substantial issue in one or more Conservation Areas.	ADC
		ADC should consider, possibly in partnership with others, the establishment of a grant fund for repairs to properties within conservations area	ADC

4 Implementation and Management of the Plan

		Either where inappropriate materials have been used, or are about to be used (for financial reasons.	
Article 4 Directions	Short	Identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.	ADC
	Medium	Continue to identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.	ADC
		Consider the adoption of the Article 4 Directions identified as part of the newly adopted Conservation Area Character Appraisals and individual management plans.	ADC
	Long	Continue to identify buildings of note with features that should be protected through the use of the Article 4 Directions as part of the preparation of the Conservation Area Character Appraisals and individual management plans.	ADC
Continue with the consideration of the adoption of the Article 4 Directions.		ADC	
Identifying sites for change/Enhancement Schemes	Short	Highlight sites for change/potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.	ADC
		Establish a protocol for the production of concept statements/design guidance to be written for sites of a certain size or where they closely relate to listed buildings/key sites within Conservation Areas.	ADC

4 Implementation and Management of the Plan

	Medium	Highlight sites for change/ potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.	ADC
		Produce concept statement/design guidance for the sites in close liaison with the Conservation and Development Management teams.	ADC
	Long	Highlight sites for change/potential enhancement schemes within the Conservation Area appraisal where it is considered appropriate and useful to do so.	ADC
		Produce concept statement/design guidance for the sites in close liaison with the Conservation and Development Management teams.	ADC
Encouraging ownership/community involvement	Short	Continue to involve parish/ town councils and amenity societies in the production of Conservation Area character appraisals and management plans	ADC
	Medium	Continue to involve parish/ town councils and amenity societies in the production of Conservation Area character appraisals and management plans.	ADC
		Work with local societies and groups to educate them to be able to monitor change within the Conservation Areas.	ADC
	Long	Continue to work with town and parish councils and amenity groups on heritage matters.	ADC
Monitoring and Enforcement	Short	The Conservation Area appraisal work should include a photographic record of each building.	ADC
	Medium	Continue to include a photographic record of each building as part of the appraisals.	ADC

4 Implementation and Management of the Plan

		A dedicated enforcement strategy be implemented in regard to properties located within Conservation Areas.	ADC
	Long	Continue to include a photographic record of each building as part of the appraisals.	ADC
		Continued monitoring and enforcement.	ADC
Traffic management/street improvements & Public realm	Short	Use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.	ADC
		Begin a dialogue with local amenity societies and town and parish councils to establish the potential for auditing street signage and clutter in Conservation Areas.	ADC
		Send public utilities firms copies of the overarching management plan and the Conservation Area character appraisals and individual management plans once adopted.	ADC
		Establish a regular liaison meeting with the county council.	ADC / WSCC
		Identify historic lighting columns worthy of retention. Agree this strategy with SSE and West Sussex County Council.	ADC / WSCC / SSE
	Medium	Continue to use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.	ADC
		Send public utilities firms copies of the individual Conservation Area character appraisals and management plans once adopted.	ADC

4 Implementation and Management of the Plan

		Produce highways protocol with the county council setting out a methodology for dealing with sensitive parts of the District.	ADC / WSCC
	Long	Continue to use the Conservation Area appraisals to record historic street materials and street furniture. A photographic record of these items will be made.	ADC
		Send public utilities firms copies of the individual Conservation Area character appraisals and management plans once adopted.	ADC
		Use liaison meetings to develop a series of exemplar traffic schemes.	ADC / WSCC
Trees and Open Spaces	Short	Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of TPO's	ADC
	Medium	Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO).	ADC
		A collaborative approach to management should be undertaken between the relevant council departments to ensure that opportunities to enhance the conservation aspects of these spaces are maximised. Specific proposals for the management of these spaces should be identified and agreed with all interested parties.	ADC

4 Implementation and Management of the Plan

	Long	Trees of note within Conservation Areas will also be identified as part of the appraisal process. Trees will be considered for extra protection through the use of Tree Preservation Orders (TPO).	ADC
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Table 4.1

Monitoring

5 Monitoring

5 Monitoring

5.0.1 To assess the effectiveness of measures included in the Conservation Areas Management Plan it is important that effective monitoring measures are put in place by the council. The following processes will help to ensure that relevant data is collected:

Document updates

5.0.2 In line with best practice guidance from English Heritage, the council will review and update the Conservation Area character appraisal documents (once adopted) every five years. This process will help to monitor change and ensure that the documents remain accurate representations of the areas in question. The council will also review and update this, as well as any individual Conservation Areas Management Plans to the same time frame.

Photographic record

5.0.3 The council will produce a dated photographic record of all the street elevations of buildings in the Conservation Areas as part of the Conservation Area character Appraisals. This record will need to be updated on a regular basis to ensure that it can be used for enforcement cases and to provide a mechanism for monitoring incremental change. Consequently, the record will be updated alongside the Conservation Area Character Appraisals.

Local Communities

5.0.4 The input of other stakeholders, such as local history groups, residents associations and ward councilors, in helping to monitor the management of the Conservation Areas will be welcomed.

5.0.5 To provide a consistent approach to monitoring the management of the Conservation Areas, the council has established a set of monitoring indicators. The monitoring indicators are based on those contained in the annual English Heritage report: 'Heritage Counts'.

Arun (Local Planning Authority) Conservation Areas

5.0.6 As this is the first management plan that has been prepared for all of the Conservation Areas, it is useful to have a set of baseline indicators for the Conservation Areas. This will enable the on-going review and assessment of the success or otherwise of the plan.

Indicator	Measurement	Baseline (2013) level
Heritage	Number of Conservation Areas	29
	Number of Nationally Listed Buildings	974

5 Monitoring

Asset		
	Number of Nationally Listed Buildings within the Conservation Areas	
	Number of Locally Listed Buildings	1333
	Number of Locally Listed Buildings Within the Conservation Areas	
Heritage at Risk	Conservation Areas at Risk	0
	Buildings identified on the Buildings at Risk Register (nationally listed)	5
	Number of buildings identified as needing urgent works notices	0
	Nationally Listed Buildings demolished over the last year	0
	Locally Listed Buildings demolished over the last year	0
Quality Control	Up-to-date Conservation Area character appraisals (within 5 years)	0
Enhancing the Environment	Locations where enhancement schemes have been completed	0

Table 5.1

6 Contacts and Further Information

6 Contacts and Further Information

For further information please contact the Conservation Officer using any of the following means:

Postal address:

Conservation Officer

Arun District Council

Arun Civic Centre

Maltravers Road

Littlehampton

West Sussex

BN17 5LF

E-mail: conservation.officer@arun.gov.uk

Telephone: 01903 737500

Bibliography

English Historic Towns Forum. 1998. *Conservation Area Management: A Practical Guide*.

English Heritage. 2005. *Streets for All: East of England*.

English Heritage. 2006. *Guidance on the Management of Conservation Areas*.

English Heritage. 2011. *Understanding Place: Conservation Area Designation, Appraisal and Management*.

Department for Communities and Local Government & Department for Transport. 2007. *Manual for Streets*.

Chartered Institution of Highways & Transportation. 2010. *Manual for Streets 2: Wider Applications of the Principles*.

Useful Websites

Ancient Monuments Society: <http://www.ancientmonumentsociety.org.uk>

Council for British Archaeology: <http://www.britarch.ac.uk>

6 Contacts and Further Information

English Heritage: <http://www.english-heritage.org.uk>

Georgian Group: <http://www.georgiangroup.org.uk>

Guide to saving energy in historic properties: <http://www.climatechangeandyourhome.org.uk>

Heritage Alliance: <http://www.theheritagealliance.org.uk>

SAVE Britain's Heritage: <http://www.savebritainsheritage.org>

Society for the Protection of Ancient Buildings (SPAB): <http://www.spab.org.uk>

Twentieth Century Society: <http://www.c20society.org.uk>

Victorian Society: <http://www.victoriansociety.org.uk>

Appendix 1 - Conservation Area Maps

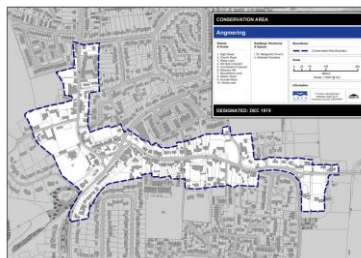
Appendix 1 - Conservation Area Maps



Aldingbourne



Aldwick Bay

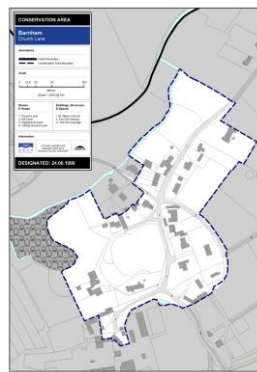


Angmering



Arundel

Appendix 1 - Conservation Area Maps



Barnham - Church Lane

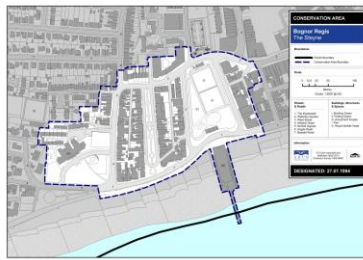


Picture .2 Aldwick Road

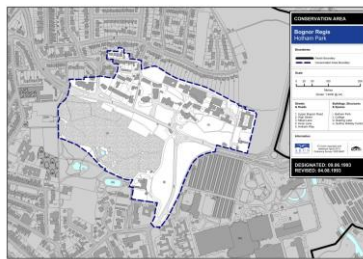


Picture .8 Bognor Regis Railway Station

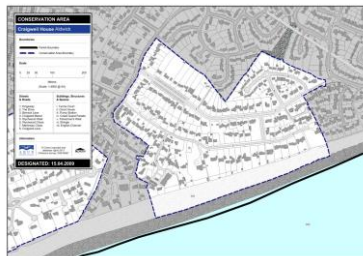
Appendix 1 - Conservation Area Maps



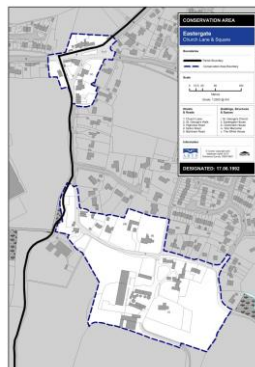
Bognor Regis – (The Steyne and Waterloo Square)



Bognor Regis (Upper Bognor Road and Mead Lane)

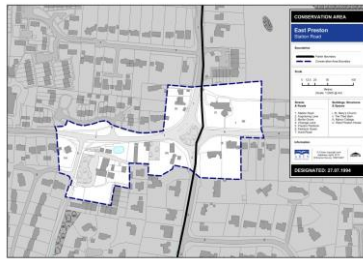


Craigweil House

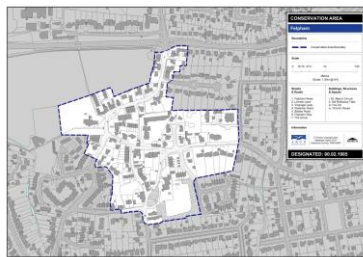


Eastergate (Church Lane) and Eastergate (the Square)

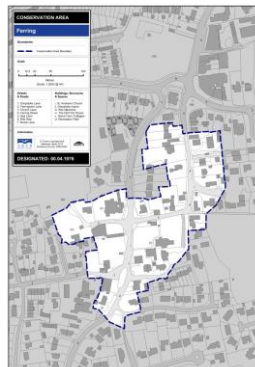
Appendix 1 - Conservation Area Maps



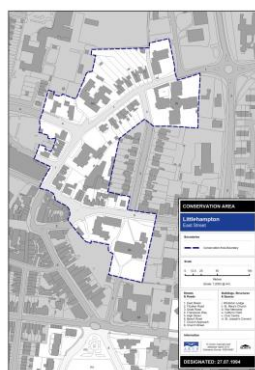
**East Preston/Rustington
(station Road)**



Felpham



14 Ferring

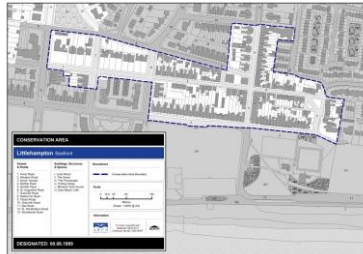


Appendix 1 - Conservation Area Maps

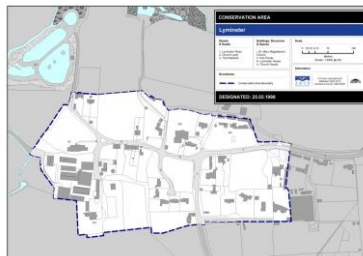
Littlehampton (East Street)



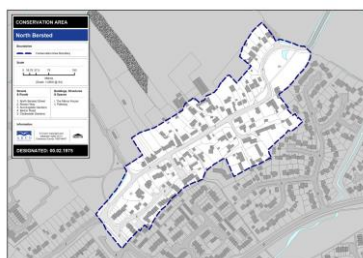
Littlehampton (River Road)



Littlehampton (Seafront)

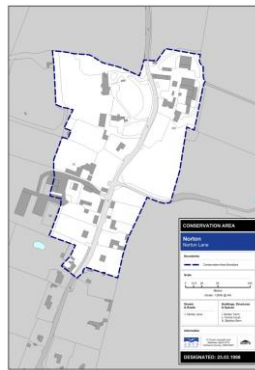


Lyminster

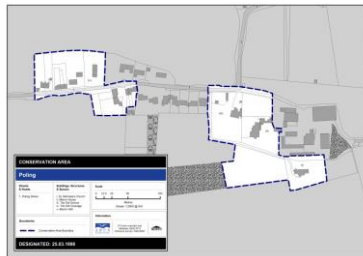


North Bersted

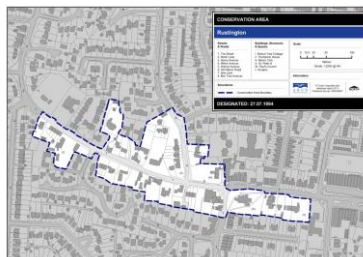
Appendix 1 - Conservation Area Maps



Norton

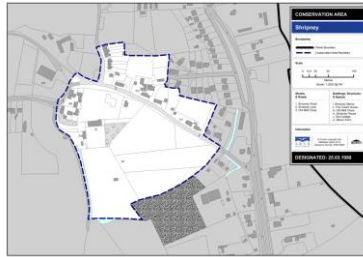


Poling (1 and 2)

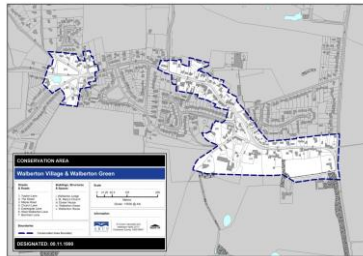


Rustington

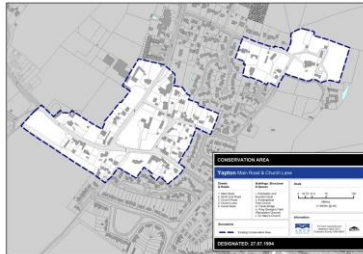
Appendix 1 - Conservation Area Maps



Shripney



**Walberton Village &
Walberton Green**



**Yapton (church Lane and
Yapton Main
Road/Church Road)**

AGENDA ITEM NO _____.

ARUN DISTRICT COUNCIL

LOCAL PLAN SUB-COMMITTEE – 26th June 2014

Subject : Local Plan update

Report by : Simon Meecham

Report date : 29th May 2014

EXECUTIVE SUMMARY

To report on the following items:

- a) Arun Local Plan – Publication Version (February 2014). Use of the Local Plan policies in development management decisions since February 2014.
- b) National Planning Practice Guidance, published by Government in March 2014. Summary and key points.
- c) Evidence Base for the Local Plan: Transport and Economic Prosperity Updates.
- d) Arun District Council's responses to other Local Planning Authorities documents since March 2014.
- e) Neighbourhood Development Plans: Update.

The aim of the report is to provide a policy update and to identify any issues that may result in the need to make changes to the Local Plan.

RECOMMENDATIONS

The following actions are recommended to note:

1. The impact of the policies in the Arun Local Plan – Publication Version (February 2014) upon development management decisions since February 2014
2. The impact of the National Planning Practice Guidance (March 2012) upon the Local Plan preparation.
3. Progress on evidence base studies for the Local Plan.
4. The update on documents produced by other local planning authorities

**1.0 Arun Local Plan – Publication Version (February 2014):
Development Management Decisions since February 2014.**

- 1.1 The Publication version of the Local Plan was agreed by full Council on February 11 2014. It excluded the sections on

Spatial Portrait, Employment & Enterprise, Housing Allocations, Transport, Monitoring and Implementation. These will be added when agreed by Full Council.

- 1.2 The Council also agreed that the approved policies be used as material consideration by the Development Control Committee for determining planning applications and that their use is monitored to determine if amendments need to be made to the policies before submission of the whole Local Plan to Government.
- 1.3 Set out below is a summary of the use of the Local Plan policies in development management decisions for the following period:
 - a) Development Control Committee from 12th March 2014 to 8th May 2014.
 - b) Delegated decisions from 13th February 2014 to 13th May 2014
- 1.4 The key results are as follows:
 - a) The Council made 255 planning decisions in the period covered by this report. Of these 83 percent were granted planning permission.
 - b) Of the 44 refused (17% of decisions), 3 cases are being progressed through to a planning appeal. One is a Large Scale Major Development; one is a Small Scale Major Development and the other a Minor Development.
 - c) The Publication Plan policies were used in 211 decisions (83% of all decisions). The majority of the policies featured at least once in this total number of decisions. The detail is shown in Appendix 1 to this report.
 - d) The Publication Plan policies appear to have more impact upon refusals of minor development as a proportion of decisions made: 53% of refused planning applications compared to the 27% of planning applications received which are classed as minor.
 - e) The policies most frequently used in making decisions is shown in Table 1 below:

Table 1.Publication Plan Policies.

Most frequently used in Development Management decisions (percent).

Publication Plan Policy	All Applications %	Granted %	Refused %
SDSP1. Sustainable development	4	4	3
SDSP2:Built up area boundary	11	12	5
DSP1:Design	12	13	11
DDM1: Aspects of form & design quality	22	23	19
DDM2:Internal Space Standards	4	3	9
DDM4: Extensions/Alterations to existing buildings	15	16	9
Total frequency of the above 5 policies.	68	71	56

- 1.5 This analysis provides a snapshot of the use of the Publication Plan Policies in making development management decisions since February 2014. This analysis will be kept under review and incorporated into the monitoring of the Local Plan

2.0 National Planning Practice Guidance, published by Government in March 2014. Summary and key points.

- 2.1 Government published the National Planning Practice Guidance (NPPG) on 6th March 2014. It consolidates planning guidance into one web-based document. The document can be found at

<http://planningguidance.planningportal.gov.uk/>. The guidance clarifies and provides more detail regarding the implementation of the National Planning Policy Framework (NPPF) published on 27th March 2012. The NPPG is practice guidance and does not introduce or create new policy.

- 2.2 The NPPG is a result of a review carried out by Lord Taylor of Goss Moor (2012) and government consultation on the review proposals (2013).
- 2.3 The NPPG is made up of 41 sections that address both development management and forward planning matters. Each section is referenced to the relevant parts of the NPPF. The NPPG can be broadly divided into the broad themes that include:
- a) Development management, enforcement and appeal matters;
 - b) Sustainable development, climate change, conservation/heritage, design, environmental impacts, flood risk/coastal change, water supply/quality, risk management and mitigation;
 - c) The Local Development Scheme, Local and Neighbourhood Plan preparation, the duty to co-operate, housing and economic needs/land availability, viability, soundness
 - d) Specific placed based and subject issues: town centres, minerals, crown development, health/wellbeing.
- 2.4 The formal publication of this guidance and the resulting cancellation of existing guidance, circulars and ministerial guidance have implications for the Council's Development Management, Local Plan preparation and partnership work to deliver Neighbourhood Plans. It will be necessary to ensure that the Council's processes and documents are compliant with the NPPG.
- 2.5 In regard to the Arun Local Plan it will be necessary to pay particular attention to the NPPG requirements in regard to :
- a) Housing and economic development needs assessments
 - b) Housing and economic land availability assessments
 - c) Viability
 - d) Duty to cooperate
- 2.6 The NPPG brings together the development and needs assessment requirements for housing and employment into one methodology. (reference: NPPG Para: 006. Reference ID: 3-006-20140306)

- 2.7 The Council's evidence based approach to housing and economic needs assessments are compliant with the NPPG requirements but further work will be carried out to benefit the most up-to-date information on employment and housing given that the employment availability has not been substantially updated since 2010. The Coast 2 Capital (C2C) Strategic Economic Plan, prepared by the C2C LEP sets out the functional economic areas context and Arun's role in delivering economic growth will be reflected in the update.
- 2.8 The Council's land availability assessment work has been brought together into one database, a Housing and Employment Land Availability Assessment (HELLA). Each site will be assessed against the requirements set out in the NPPG. This database will be kept under regular review, taking account of known sites and those that may come forward over the Local Plan period. The Council has maintained an up to date Strategic Housing Land Availability Assessment (SHLAA) which will be incorporated into the HELLA. The assessment of these housing sites is broadly compliant with the NPPG criteria. The Council's Employment Land Availability Assessment has been carried out through a number of studies from 2010 to 2013. The commissioned update of this work, as set out elsewhere in this report, will ensure that this part of the assessment is compliant with the NPPG.
- 2.9 Specifically, in regard to housing, the NPPG provides helpful guidance for the Local Plan:
- a) Councils no longer have to identify specific sites for development for the last five years of their 15 year plans to pass the test of soundness (PPG Paragraph: 027 Reference ID: 3-027-20140306)
 - b) Brownfield development is encouraged (Paragraph: 026 Reference ID: 10-026-20140306)
 - c) The duty-to-cooperate is not a duty to agree (Paragraph: 001 Reference ID: 9-001-20140306)
 - d) Student housing (Paragraph: 038 Reference ID: 3-038-20140306), housing for older people (Paragraph: 037 Reference ID: 3-037-20140306) and the re-use of empty homes (paragraph: 039 Reference ID: 3-039-20140306) can be included when assessing housing need.
 - e) Windfalls can be counted over the whole local plan period (PPG Paragraph: 24 Reference ID: 3-24-20140306)

- f) Past over-supply of housing can be taken into account when assessing housing needs (Paragraph: 036Reference ID: 3-036-20140306)
- g) Confirms that in the 5 year supply of sites, that assessments are not automatically outdated by new household projections (Paragraph: 036Reference ID: 3-036-20140306)
- h) Councils should consider delivery record (or lack of) of developers, landowners, including the history of unimplemented permissions to encourage developers to deliver their planning permissions (Paragraph: 020Reference ID: 3-020-20140306)

2.10 The NPPG is clear that Local Plans should be realistic about what can be achieved and when. In particular:

- a) Pay attention to providing an adequate supply of land, identifying what infrastructure is required and how it can be funded and brought on stream at the appropriate time and ensuring that the requirements of the plan as a whole will not prejudice the viability of development.
- b) Understand investment plans and critical dependencies.
- c) Involve the Local Enterprise Partnership (LEP) at an early stage to include prospects for investment in infrastructure
- d) Local Plans should make clear for at least the first five years, what infrastructure is required – who is going to fund and provide it and how it relates to the anticipated rate and phasing of development.
- e) For the later stages of the plan period less detail may be provided as the position regarding the provision of infrastructure is likely to be less certain.
- f) If it is known that a development is unlikely to come forward until after the plan period due to uncertainty over deliverability of key infrastructure, this should be clearly stated.
- g) Where the deliverability of critical infrastructure is uncertain then the plan should address the consequences of this, including contingency arrangements and alternative strategies.
- h) The detail concerning planned infrastructure provision can be set out in a supporting document as an Infrastructure Delivery Plan (IDP) that can be updated regularly. However,

key infrastructure requirements on which delivery of the plan depends should be contained in the plan itself.

- 2.11 The creation of an IDP and the supporting evidence base work prepared, to date, will help to ensure compliance with NPPG. The Council's partnership work, locally and regionally will continue to help deliver viable development within the District. Key partnerships include the C2C LEP, the Coastal West Sussex Partnership and the Coastal West Sussex and Greater Brighton Strategic Planning Board (CWSGBLSB).
- 2.12 It is a legal duty for local planning authorities to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation in the context of strategic cross boundary matters. The key partnership for the Council to comply with this duty is the CWS&GB SPB and the Local Plan Advisory Group. Other activities to comply with this requirement include the background evidence work carried out in partnership with neighbouring authorities. The NPPG acknowledges that this is not a "duty to agree", provided there is a clear evidence trail.
- 2.13 It will be necessary to ensure that the Council's processes and documents remain compliant with the NPPF and NPPG.

3.0 Evidence Base for the Local Plan

- 3.1 The last update on documents being produced for the Council, forming the evidence base for the Local Plan, was at the 27th March 2014 Local Plan Sub-Committee meeting. Since that meeting the following documents have been completed /substantially completed:
- Matters relating to the A29/A259. A briefing for Members took place on 14th May 2014;
 - Matters relating to the objectively assessed housing needs
- 3.2 Since March 2014 on-going work includes:
- Matters relating to a validation of the Employment Land Availability and Needs Assessment;
- 3.3 The evidence studies and technical work are being prepared to be complete in time to inform the preparation of the final Publication version of the Local Plan.

4.0 Other Local Authorities Plans

- 4.1 Since March 2014 there have been a number of strategic documents produced by other local planning authorities. These include:

- Local Plan Options Consultation (South Downs National Park Authority)
- Community Infrastructure Levy – Preliminary Draft Charging Schedule (South Downs National Park Authority)
- Shoreham Harbour Joint Area Action Plan – Consultation Draft

Local Plan Options Consultation
(South Downs National Park Authority)

- 4.2 The Local Plan is being developed in the context of the South Downs Partnership Management Plan (PMP) which sets out the long-term Vision for the National Park. The policies in the Local Plan will contribute to the achievement of the Vision and help deliver many of the objectives of the PMP. Once adopted, the Local Plan policies will replace all the 'saved' Local Plan and Core Strategy policies inherited by the South Downs National Park Authority (SDNPA) when it became the local planning authority for the National Park in April 2011, and also Joint Core Strategies adopted since April 2011.
- 4.3 Minerals and waste policies are being developed through Joint Minerals and Waste Plans, working with the adjoining Minerals and Waste Authorities across the three counties covering the National Park. Consequently minerals and waste will not be part of the Local Plan
- 4.4 The National Park Authority consulted on the Local Plan Options documents from 28th February 2014 to 30th April 2014.
- 4.5 The Council has responded as follows:

10 Transport and Accessibility

Issue 53: How can the Local Plan best protect existing routes for the use as sustainable routes?

Arun Planning Policy agrees with the principle of protecting existing routes for use as sustainable transport routes. In addition to disused railway lines - towpaths should also be considered in the emerging Arun District Local Plan the Littlehampton to Arundel Green Link, is being considered as a safeguarding route. The main aim of the route is improved access between Littlehampton and Arundel and access to the River Arun which links the coast and the National Park. - this is primarily a multi user path to promote more integrated travel. The SDNP Local Plan should better consider how it can connect to this and other strategic sustainable transport routes outside SDNP.

Issue 55 How can the Local Plan best ensure that new developments

are accessible?

Agree with the requirement of implementing the Settlement Hierarchy Study and accessibility mapping for the National Park to ensure development is located where possible with good transportation links, and that all major developments require a travel plan.

Community Infrastructure Levy – Preliminary Charging Schedule South Downs National Park Authority

- 4.6 The National Park Authority is preparing a Community Infrastructure Levy Charging Schedule for the whole National Park. This will set out the charges to levy on development. The money collected will be used to pay for a wide range of infrastructure that is needed to support development across the National Park.
- 4.7 The National Park Authority consulted on the Local Plan Options documents from 28th February 2014 to 30th April 2014.
- 4.8 The Council has responded as follows:
- a) The preparation of a viability assessment and Preliminary Draft Charging Schedule (PDCS) alongside the options stage of the Local Plan is supported to assist with the preparation of a deliverable and viable Local Plan
 - b) Further background information regarding infrastructure projects and the infrastructure funding gap would have been welcomed. The draft Infrastructure Delivery Plan could not be accessed from the SDNPA website.
 - c) Although it is recognised that the viability assessment will be used to inform the Local Plan, care must be taken to ensure that the early identification of CIL charges does not act to pre-empt a policy approach and strategy for the location and scale of new development.

Shoreham Harbour Joint Area Action Plan – Consultation Draft

- 4.9 The Joint Area Action Plan will be the main planning document for Shoreham Harbour and set the direction for the next 15 to 20 years. It is a joint policy document to be adopted by Adur District, Brighton and Hove City and West Sussex County Councils.
- 4.10 The JAAP will set out proposals to help deliver the regeneration of the Harbour and associated infrastructure, and will address the safeguarding of wharves in the Harbour for the movement of minerals and waste materials.

4.11 The Council has responded as follows:

a) Support the consultation draft JAAP on the basis that it has clear links to the actions identified within the Local Strategic Statement for Coastal West Sussex and Greater Brighton. As such it recognises and aims to address significant constraint issues that have currently hindered delivery of this site.

b) In particular the proposals in the JAAP to improve movement, connections and resultant flows on the A259; the inclusion where appropriate of residential development and the contribution this will make to the authorities' land supply situation and the intention for all economic and environmental benefits to be spread beyond the site to the wider coastal sub-region.

b) In summary, the evolution of the document is supported and its resultant contribution towards ensuring the delivery of the strategic objectives and spatial priorities of the wider Coastal West Sussex and Greater Brighton area.

5 Neighbourhood Development Plans: Update

5.1 Under the Town and Country Planning Act 1990 (as amended), the Council has a statutory duty to assist communities in the preparation of neighbourhood development plans and orders and to take plans through a process of examination and referendum.

5.2 A Neighbourhood Development Plan (NDP) will be used by Arun District Council to help make decisions on planning applications received for the area covered. An NDP will form part of the Development Plan for the District and sit alongside the Local Plan which Arun is producing that sets out policies and proposals.

5.3 The level of interest in neighbourhood planning in Arun District Council remains solid. There are currently 17 Plans being undertaken.

5.4 Neighbourhood Planning has picked up momentum very rapidly in Arun District Council and we have the first 'made' plan in Sussex and amongst the first ten in the country.

5.5 It is anticipated that a number of plans will proceed to examination prior to the ADC Local plan. In order to prepare for the scenario of plans being ready to be examined ahead of the emerging local plan being adopted, it is imperative that the plan maker takes both the 2003 local plan and the most recent issue of the emerging local plan as well as the NPPF into consideration when developing the plan. This is the advice which has been given from the start and we continue to advocate this.

5.6 There is a tremendous amount of work and time being put into the process by all the communities. We have plans starting to emerge now and will continue our commitment to guide and assist them.

5.7 A full update is provided in Appendix 2 to this report.

Contact: Simon Meecham ext. 37698 simon.meecham@arun.gov.uk

Appendix 1.Arun Local Plan. Publication Plan (February 2014).
Development Management Decisions

Dates: Development Control Committee March/April/May 2014				
Dates: Delegated Decisions 13/02/2014 to 13/05/2014				
From PS2 reporting format	Number of Decisions			
	Total	Granted	Refused	Appeal
Large Scale Major Developments	11	8	3	1
Small Scale Major Developments	5	4	1	1
Minor Developments	61	40	21	0
Other Developments	178	159	19	1
Total	255	211	44	3
Applications where Policies in Publication Plan February 2014 used				
	Total	Granted	Refused	Appeal
Large Scale Major Developments	3	2	1	1
Small Scale Major Developments	3	2	1	1
Minor Developments	58	38	20	0
Other Developments	147	131	16	1
Total	211	173	38	3

Dates: Development Control Committee March/April/May 2014				
Dates: Delegated Decisions 13/02/2014 to 13/05/2014				
Publication Plan (February 2014)	Frequency	Frequency	Frequency	Frequency
Policy Code	Total	Granted	Refused	Appeal
ESDSP1	33	27	6	1
ESDSP2	82	74	8	1
ECSP1	19	14	5	1
EG1SP1	1	0	1	1
ESDSP3	2	1	1	0
ELANDM1	5	3	2	1
ELANDM2	1	0	1	1
ERETSP1	3	2	1	1
ERETDM1	4	3	1	0
ETOUSP1	3	3	0	0
ETOUDM1	6	5	1	0
ESODM1	1	0	1	1
EHORDM1	0	0	0	0
ERETDM2	0	0	0	0
EEQUDM1	0	0	0	0
EHDM1	6	4	2	1
EHSP2	6	3	3	1
EHSP3	0	0	0	0
EHSP4	0	0	0	0
EHDM2	1	1	0	0
EHSP5	1	0	1	0

Dates: Development Control Committee March/April/May 2014				
Dates: Delegated Decisions 13/02/2014 to 13/05/2014				
Publication Plan (February 2014)	Frequency	Frequency	Frequency	Frequency
Policy Code	Total	Granted	Refused	Appeal
EHDM3	2	1	1	0
EDSP1	96	76	20	2
EDDM1	173	140	33	3
EDDM2	33	17	16	2
EDDM3	23	13	10	0
EDDM4	115	99	16	1
EECCSP1	13	10	3	1
EECCSP2	24	19	5	1
EECCDM1	4	3	1	1
EHWBSP1	3	2	1	1
EOSRDM1	1	0	1	1
EOSRSP1	0	0	0	0
EHERSP1	12	10	2	1
EHERDM1	12	9	3	1
EHERDM2	7	5	2	0
EHERDM3	21	14	7	1
EHERDM4	6	5	1	0

Dates: Development Control Committee March/April/May 2014				
Dates: Delegated Decisions 13/02/2014 to 13/05/2014				
Publication Plan (February 2014)	Frequency	Frequency	Frequency	Frequency
Policy Code	Total	Granted	Refused	Appeal
EHEDM5	0	0	0	0
EHEDM6	2	1	1	1
EENVSP1	0	0	0	0
EENVDM1	0	0	0	0
EENVDM2	1	1	0	0
EENVDM3	0	0	0	0
ENNVDM4	3	2	1	1
EENVDM5	2	0	2	1
EWSP1	0	0	0	0
EWDM1	3	1	2	2
EWDM2	5	2	3	1
EWDM3	4	2	2	1
EWDM4	0	0	0	0
ENRDM1	1	0	1	1
EWMDM1	1	0	1	0
EQESP1	19	18	1	1
EQEDM1	10	7	3	1

Dates: Development Control Committee March/April/May 2014				
Dates: Delegated Decisions 13/02/2014 to 13/05/2014				
Publication Plan (February 2014)	Frequency	Frequency	Frequency	Frequency
Policy Code	Total	Granted	Refused	Appeal
EQEDM2	5	4	1	1
EQEDM3	3	2	1	1
EQEDM4	1	0	1	0
Total Number of times policies in the Publication Plan February 2014 used	779	603	176	38
	Total	Granted	Refused	Appeal

Appendix 2

Arun District Council General Update on Neighbourhood Development Plan

Prepared by: Donna Moles (ADC Neighbourhood Development Plan Officer)
21st May 2014

1.0 INTRODUCTION

1.1 Under the Town and Country Planning Act 1990 (as amended), the Council has a statutory duty to assist communities in the preparation of neighbourhood development plans and orders and to take plans through a process of examination and referendum.

The Localism Act 2011 (Part 6 chapter 3) sets out the LPA responsibilities as:

- Designating a forum
- Designating the area of the NDP
- Advising or assisting communities in the preparation of a neighbourhood plan
- Checking a submitted plan meets the legal requirements
- Arranging for the independent examination of the plan
- Following the examination, determining whether the neighbourhood plan meets the basic conditions and other legal requirements in the examiner's report through a decision statement
- Subject to the results of the referendum/s bringing the plan into force

In addition legislation sets out who the relevant councils are with responsibility for arranging the referendums 1990 Act Schedule 4B para 3 states:

“A local planning authority must give such advice or assistance to qualifying bodies as, in all the circumstances, they consider appropriate for the purpose of, or in connection with, facilitating the making of proposals for NDPs in relation to neighbourhood areas within their area”.

This applies to NDPs through S38A of the Planning and Compulsory Purchase Act 2004. There is no requirement to give financial assistance.

1.2 The level of interest in neighbourhood planning in Arun District Council remains solid. There are currently 17 Plans being undertaken; all of which are led by a Parish/ Town Councils or a sub group of the Parish / Town Council and include the following Parish areas:

Area Designation Approved

1. Angmering
2. Arundel
3. Barnham & Eastergate
4. Bersted
5. Bognor Regis
6. Climping
7. East Preston
8. Felpham
9. Ferring
10. Kingston
11. Littlehampton
12. Pagham
13. Walberton
14. Yapton
15. Aldingbourne
16. Rustington
17. Ford

- 1.3 The majority of Neighbourhood Development Plans being produced have established Steering Groups and/ or Working Groups to progress their Neighbourhood Plan.
- 1.4 A number of Parish Councils have appointed Action in Rural Sussex and/or rCOH Ltd to help in producing their Neighbourhood Development Plan (NDP). There is also government funding and support through Locality.
- 1.5 Neighbourhood Planning has picked up momentum very rapidly in Arun and we have the first 'made' plan in Sussex and amongst the first ten in the country. This is a good result when considering over 800 plans are being prepared nationally.

2.0 PROGRESS ON NEIGHBOURHOOD PLANS TO DATE

- 2.1 The following submissions have been received to date:

Arundel plan was 'made' on 30th April 2014 and was the first made NDP in Sussex

Successful independent examinations:

1. Arundel
2. Littlehampton
3. Felpham
4. Barnham and Eastergate

Regulation 15 Submission Table		
Neighbourhood Area	Consultation Start Date	Consultation End Date
Arundel	05.12.2013	16.01.2014
Barnham & Eastergate	23.01.2014	06.03.2014 (5pm)
Bersted	14.05.2014	25.06.2014
Felpham	23.01.2014	06.03.2014 (5pm)
Ferring	14.05.2014	25.06.2014
Littlehampton	05.12.2013	16.01.2014
Pagham	14.05.2014	25.06.2014
Yapton	14.05.2014	25.06.2014

Currently at Pre-submission stage (Reg.14)

1. Angmering
2. East Preston
3. Rustington
4. Kingston

Currently at working draft

Aldingbourne

- 2.2 The other groups are progressing with data collection and distributing questionnaires to residents while also holding public workshops and other forms of consultation and community engagement.
- 2.3 It is accepted that some of the timetables that Groups are working to are very tight. Arun District Council has offered advice on this and will work with Groups to help them meet their deadlines wherever possible.

3.0 GOVERNMENT UPDATE

- 3.1 DCLG has a Pinterest site that has all the submitted plans. By using the links it should be possible to get to examiners reports where these have been published. These are a very useful resource. The pinterest site also gives access to the relevant submission documents (examples of basic condition statements, consultation statements etc.).

The site can be found at:

(<http://www.pinterest.com/nplanning/neighbourhood-plans/>)

4.0 EXAMINATIONS

- 4.1 It is anticipated that a number of plans will proceed to examination prior to the ADC Local plan.

A neighbourhood plan must be in general conformity with the strategic policies of the development plan that is in force at the time of its examination, so for examination prior to the 2011-2029 Local Plan being adopted, the documents will be The adopted Arun District Local Plan, 2003 (saved policies edition), The adopted West Sussex Minerals Local Plan, July 2003 (saved policies edition), The West Sussex Waste Local Plan 2014) and the NPPF. It will not be tested against emerging local plan policies at examination, as this is not one of the legal conditions set out in the Localism Act. The Localism Act prescribes the limits of what the independent examiner must consider.

However, at a practical level, communities will want to make sure that the NDP policies are not in conflict with emerging Local Plan policies once adopted. This is because whether the NDP reflects and accords with emerging local plan policies could affect the NDP's power to shape development in the future. Once a neighbourhood plan comes into legal force after a successful referendum it will form part of the statutory development plan. The law requires decision makers to favour more recently adopted policies of the development plan where there is a conflict between two policies which means the shelf life of an NDP could be quite short if it does not consider the emerging local plan.

In order to prepare for the scenario of plans being ready to be examined ahead of the emerging local plan being adopted, it is imperative that the plan maker takes both the 2003 local plan and the most recent issue of the emerging local plan as well as the NPPF into consideration when developing the plan. This is the advice which has been given from the start and we continue to advocate this.

The Planning Practice Guidance also gives advice on this

<http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/>

- 4.2 ADC will be using the Neighbourhood Planning Independent Examiner Referral Service (NPIERS). NPIERS is a cost-efficient service which supports the neighbourhood planning process by providing quick and easy access to impartial and highly qualified examiners on an 'as needed' basis. This resource has been developed by the following

organisations, with support from the Department of Communities and Local Government:

- Royal Institution of Chartered Surveyors (RICS)
- Planning Officers Society (POS)
- Royal Town Planning Institute (RTPI)
- Action with Communities in Rural England (ACRE)
- Locality

ADC will request for a referral of a neighbourhood plan examiner through NPIERS following which three members from the panel will be referred to the case. This will then be passed onto the parish to decide on whom they wish to choose. The independent examiner chosen by the parish will then be appointed by ADC.

Parishes are however welcome to suggest alternatives providing they are appropriately qualified and experienced.

- 4.3 The list below outlines the referendums planned for 2014:
Please note that these are to be confirmed.

2nd July 2014

- Felpham
- Barnham and Eastergate

8th October 2014

- Ferring
- 3 no. Ferring CRTBO's
- Littlehampton

15th October 2014

- Bersted
- Yapton
- Pagham

17th December 2014

- Angmering
- East Preston
- Kingston
- Rustington

5.0 CONCLUSION

- 5.1 A Neighbourhood Development Plan (NDP) will be used by Arun District Council to help make decisions on planning applications received for the area covered. An NDP will form part of the Development Plan for the District and sit alongside the Local Plan which Arun is producing that sets out policies and proposals.

- 5.2 The plan production for NDP's in ADC has taken longer than anticipated but this is representative throughout the country. The impact assessment accompanying the Localism Bill based its calculations on the assumption that a steady rate of 380 neighbourhood plans would be produced each year. As we approach the second anniversary of the Act only a handful of the expected 760 neighbourhood plans been 'made'. There are various factors which has influenced the timescales for individual groups including; volunteers' availability, consultation timescales, complexity on deciding issues to include; and understanding the requirements and constraints of the project.
- 5.3 There is a tremendous amount of work and time being put into the process by all the communities. We have plans starting to emerge now and will continue our commitment to guide and assist them.

AGENDA ITEM NO _____.

ARUN DISTRICT COUNCILLOCAL PLAN SUBCOMMITTEE – 26 JUNE 2014

Subject : Local Development Scheme

Report by : Simon Meecham – Head of Planning Policy and Conservation

Report date : 8th June 2014

EXECUTIVE SUMMARY

Full Council decisions from the 29th May 2013 mean that the timetable for the Local Plan needs further revision. This report presents the revised Local Development Scheme (LDS) 2014-2017 to replace the LDS published in January 2013 (see attached background document). The aim of the LDS is to set out the current development plan for the district and the timetable for the preparation of any emerging Development Plan Documents (DPD), including the Local Plan and the Gypsy and Traveller Site Allocation DPD.

In line with the Full Council resolution of 30th April 2014, an Area Action Plan (AAP) will need to be produced for the West Bank area of Littlehampton to enable detailed site specific information to be produced and further consultation. For similar reasons there will also be Site Specific Development Plan Document(s) for Ford and Fontwell. This LDS has been revised to include details regarding these DPDs.

The LDS has been prepared in conformity with the Planning and Compulsory Purchase Act, 2004, as amended by section 111 of the Localism Act 2011. One of the changes introduced by the amendments to the 2004 Act is that Local Development Schemes no longer need to be sent to the Secretary of State. Instead, it is up to local planning authorities to resolve that the scheme is to have effect and specify the date from which it will come into effect.

RECOMMENDATION

The following actions are recommended:

1. That the Council resolves to approve the Local Development Scheme 2014-2017, as attached; and
2. That the Council resolves that the Local Development Scheme shall come into effect on the 17 July 2014 and that it shall be made available on the Council's website.

1.0 BACKGROUND

- 1.1 The Local Development Scheme (LDS) sets out the timetable for the production of the Local Plan. The current version was presented to the Local Plan Sub-Committee on 29th November 2012 and was brought into effect from the 9th January 2013. A revised version was recommended by Local Plan Sub-Committee to Full Council for consideration at the meeting on 29th May 2013 but was superseded by the decision at that meeting to suspend work on the Local Plan whilst further evidence was prepared.
- 1.2 The Local Development Scheme (LDS) identifies which Local Development Documents (LDDs) the Council intends to produce over a three year period. The dates set out in the timetable are monitored each year from 1st April to 31st March through the Authorities Monitoring Report.

2.0 CHANGES TO THE TIMETABLE

- 2.1 As set out in the LDS (2011-2014), the council is currently preparing the Arun Local Plan which will bring the strategic policies, development management policies and site allocations policies together into one development plan document (DPD).
- 2.2 The Draft Local Plan was consulted on between July and September 2012 under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012. This milestone complied with the LDS 2011-2014 timetable. However, following this consultation stage, it became apparent that the work required to take account of the responses received would have an impact upon the timetable for the Local Plan. In addition, further work to take account of the implications of the Localism Act 2011, including the Duty to Cooperate, was required.
- 2.3 Together, these factors resulted in a revised timetable being taken to the Local Plan sub-committee on 13th November 2012. The revised timetable was subsequently agreed by Full Council on 9th January 2013 and included the following key milestones:
- May 2013 - Pre-Submission Consultation
 - September 2013 – Submit Local Plan to Secretary of State
- 2.4 Work commenced in line with the revised timetable and a revised LDS was prepared alongside the proposed Pre-Submission (Publication) Local Plan. However, on the 29th May 2013 a Full Council Special Meeting to authorise the Pre-Submission Local Plan for public consultation, resulted in members requesting several changes including a validation of the supporting Strategic Housing Market Assessment (SHMA) data and further consideration of strategic sites. This meant that, the Local Plan preparation process could not meet with the updated timetable agreed by Full Council on 9th January 2013, thus a revised timetable would be required.
- 2.5 Following the validation, further workshops and evidence gathering was carried out. Full Council subsequently agreed an approach regarding the SHMA and Arun's housing strategy on the 8th January 2014, and the Council resolved, on the 30th April 2014 that:
- 1) the following strategic locations should be taken forward as part of the current Local Plan:

- a) Barnham/Eastergate/Westergate (BEW) – 2,000
 - b) Angmering – 600
- 2) West Bank is taken forward as an Area Action Plan (AAP) – Development Plan Document to deliver up to 1,000 homes and Ford and Fontwell are considered as site specific development plan document.
- 2.6 The decisions set out above provide reasons for the requirement to revise and update the LDS. They also explain the reasons that a number of milestones set out in the 2011-2014 LDS have not been met.
- 3.0 THE LOCAL DEVELOPMENT SCHEME 2014-2017
- 3.1 The LDS 2014-2017 is presented as a background paper to this report and includes details regarding the timetable for the Local Plan, Gypsy and Traveller Site Assessment DPD, West Bank AAP and Site Allocation(s) DPD (including details such as the document's role, status and production arrangements). It also provides details regarding the preparation of supporting documents including the Community Infrastructure Levy (CIL) charging schedule, Conservation Area Management Framework and Sustainability Appraisal. It should be noted that detailed timetables for these supporting documents are not provided because each will have its own work programme to be agreed by the relevant sub-committee.
- 4.0 CONCLUSION
- 3.1 Recent amendments to the Planning and Compulsory Purchase Act, 2004, made by the Localism Act 2011 have removed the requirement for local planning authorities to submit the LDS to the Secretary of State. Therefore, once this LDS has been approved by Full Council, it will be published on the Council's website. This will provide the most up to date timetable for the preparation of the Local Plan and accompanying Development Plan Documents.

Background Papers

Local Development Scheme 2014-2017

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ARUN DISTRICT COUNCIL
LOCAL DEVELOPMENT SCHEME
2014-2017

ARUN DISTRICT COUNCIL

LOCAL DEVELOPMENT SCHEME

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1. Introduction

- 1.1 This Local Development Scheme (LDS) is a revision of the 2011-2014 Scheme, which was published in January 2012. Revisions to the scheme have been prepared in conformity with the Planning and Compulsory Purchase Act 2004, as amended by section 111 of the Localism Act 2011. Reasons for the amendments made to the Scheme are set out below. It should be noted that the LDS, once agreed by the Council, does not need to be sent to the Secretary of State. This requirement of the Planning and Compulsory Purchase Act 2004, was amended by Section 111 of the Localism Act which requires, instead that the local planning authority must resolve that the scheme is to have effect and specify the date from which it will come into effect.
- 1.2 The Local Plan, currently being prepared, covers the whole of Arun District except the area covered by the South Downs National Park Authority (SDNPA) which is the statutory planning authority for the National Park area.
- 1.3 Since the last LDS was published in January 2012 a number of changes to the planning system have come into force. A summary of these changes is set out below. The remainder of the LDS sets out the current development plan and introduces the scope and timeframe for preparing the emerging local development plan documents (DPDs), which will form the development plan.

Recent Changes to the Planning System

- 1.4 The majority of the Localism Act came into force in April 2012 and introduced a number of measures which have seen significant changes to the planning system. These changes include the abolition of regional strategies, the introduction of the Duty to Cooperate, neighbourhood planning and amendments to the community infrastructure levy regulations.
- 1.5 Shortly following the Localism Act, the Town and Country Planning (Local Planning) (England) Regulations, 2012 came into force on 6th April 2012. The regulations introduced changes to the stages involved in the plan preparation process which is set out below.
- 1.6 The order to revoke the regional spatial strategy, the South East Plan came into force on 25th March 2013. This has resulted in the removal of the regional level of planning policy including the housing, transport and economic strategy. Local planning authorities are now required to work together on local planning issues such as housing, flooding and public transport, in accordance with the Duty to Cooperate. In other words Local Authorities are now responsible for managing and implementing strategic planning.

- 1.7 The Local Plan must now be prepared in accordance with the National Planning Policy Framework (NPPF), which was published in March 2012. The NPPF must also be read alongside Planning Policy for Traveller Sites which was also published in March 2012 and the Planning Practice Guidance, published in March 2014.
- 1.8 The Localism Act 2011 introduced new rights for communities to draw up neighbourhood plans. In Arun's Local Planning Authority Area, there are currently (as of May 2014) 17 Neighbourhood Development Plans (NDP) being undertaken in accordance with the Neighbourhood Planning (General) Regulations 2012. Out of this number, the Arundel NDP has been formally adopted and a further three NDP have achieved successful examinations (a further four NDP are scheduled examination for the summer 2014). Once NDPs are adopted, they will sit beside the Arun Local Plan and become part of the statutory development plan which guides decision making in the district.
- 1.9 The Community Infrastructure Levy (CIL) Regulations came into force in 2010. The council is currently working towards preparing a CIL charging schedule which will set a tariff upon development taking place in the district.

2. Arun District Council's Development Plan

- 2.1 All planning applications in Arun District Council must be considered against the policies within the statutory development plan which currently consists of the following adopted plans:
- Arun District Local Plan – saved policies (2003)
 - Arun District Proposals Map
 - West Sussex Minerals Local Plan – saved policies (2003)
 - West Sussex Waste Local Plan (2014)

Arun Local Plan 2003

- 2.2 The Arun Local Plan was adopted in 2003. Subsequently, the 2004 Act introduced changes to the plan-making process which meant that the Local Plan system would be replaced by the LDF. The Act contained a provision for policies in adopted or approved local and structure plans to be saved for three years from the commencement date of the Act, which was 28th September 2004.
- 2.3 Arun District Council (ADC) applied to the Secretary of State to save a number of policies from its Local Plan (2003) beyond this three year period based on criteria set out in Planning Policy Statement 12 (PPS12). **Appendix 1** lists all of the Local Plan policies which were deleted from the Arun Local Plan and states the reason for deletion.

The saved policies can be found on the Arun District Council website www.arun.gov.uk .

- 2.4 A schedule of alterations and deletions will be prepared as part of the supporting documents for the Local Plan Examination in Public (EiP). It will identify each of the Local Plan 2003 saved policies and existing SPD and indicate whether they have been deleted or replaced by the new Local Plan policies.

Proposals Map

- 2.5 The 2003 Proposals Map shows all the areas of protection, such as Special Protection Areas. It also illustrates housing and employment sites and area specific policies. The Proposals Map will be revised as part of the Local Plan. It should be noted that the Town and Country Planning (Local Planning) (England) Regulations 2012 refer to Proposals Maps as Policies Maps. Therefore, when making reference to the maps being prepared to accompany the new Local Plan in the next section, they will be referred to as Policies Maps.

West Sussex Minerals Local Plan 2003

- 2.6 The West Sussex Minerals Local Plan (MLP), which was adopted in May 2003, ensures the supply of minerals to at least 2006 although the policy framework has a longer timeframe. It sets out the County Council's vision, objectives and strategy for mineral land-use planning in West Sussex, and provides the detailed policy framework for determining mineral planning applications. It also sets out the existing sites and commitments and new site allocations for minerals development. The MLP is a material consideration in the determination of planning applications and part of the statutory development plan for West Sussex.
- 2.7 The MLP in its entirety was saved until 27 September 2007. The County Council submitted to the Government a list of the policies that it considered should be saved and why. The outcome of this request was that the majority of the policies in the MLP have been saved until they are replaced by the Minerals and Waste Core Strategy DPD. Further details regarding the saved Minerals Local Plan saved policies can be found on the West Sussex County Council website: www.westsussex.gov.uk/mwdf.
- 2.8 Work on updating the Minerals Local Plan 2003 is currently underway, therefore, any changes and updates to the Minerals Local Plan will need to be monitored to ensure that the Arun Local Plan is updated accordingly.

The West Sussex Waste Local Plan

- 2.9 The West Sussex Waste Local Plan (WLP) (2014) was adopted on 11th April 2014. It sets the vision, objective and strategy for waste planning in West Sussex until 2031. It includes Use-Specific Policies, Development Management Policies and Waste Site Allocation policies. The allocation policies aim to ensure there is sufficient capacity to meet identified shortfalls in transfer, recycling and recovery capacity across the county. The WLP includes two strategic sites within Arun District at Hobbs Barn, near Climping and Site north of Wastewater Treatment Works, Ford. These will be included on the Arun Local Plan Policies Maps.

3. New Plans

The Local Plan

- 3.1 As set out in the LDS (2011-2014), the council is currently preparing the Arun Local Plan which will bring the strategic, development management and site allocations policies together into one development plan document (DPD).
- 3.2 The Draft Local Plan was consulted on between July and September 2012 under Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012. This milestone complied with the LDS 2011-2014 timetable. However, following this consultation stage, it became apparent that the work required to address the responses received would have an impact upon the timetable for the Local Plan. In addition, further work to achieve a robust and up to date evidence base was required.
- 3.3 Together, these factors resulted in a revised timetable being taken to the Local Plan sub-committee on 13th November 2012. The revised timetable was subsequently agreed by Full Council on 9th January 2013 and included the following key milestones:
- May 2013 - Pre-Submission Consultation
 - September 2013 – Submit Local Plan to Secretary of State
- 3.4 Work commenced in line with the revised timetable and a revised LDS was prepared alongside the proposed Pre-Submission (Publication) Local Plan. However, on the 29th May 2013 a Full Council Special Meeting to authorise the Pre-Submission Local Plan for Public consultation, resulted in members requesting several changes including the reassessment of the supporting Strategic Housing Market Assessment (SHMA) data and further consideration of strategic sites. This meant that, the Local Plan preparation process would not meet with the updated timetable agreed by Full Council on 9th January 2013 and, further timetable revisions would be required.

- 3.5 Full Council subsequently agreed an approach regarding the SHMA and Arun's residual housing requirement on the 8th January 2014, and the Council resolved, on the 30th April 2014 that:
- 1) the following strategic locations should be taken forward as part of the current Local Plan:
 - a) Barnham/Eastergate/Westergate (BEW) – 2,000
 - b) Angmering – 600
 - 2) Westbank is taken forward as an Area Action Plan – Development Plan Document to deliver up to 1,000 homes and Ford and Fontwell are considered as site specific development plan document.
- 3.6 Details regarding each of these site specific Development Plan Documents to be prepared as a result of the Full Council resolution are provide below.
- 3.7 This LDS 2014-2017 provides the most up to date position regarding the preparation of the Arun Local Plan. When preparing the Local Plan project plan, the key statutory stages, or milestones must be considered. These have been amended since the LDS 2011-2014, by the Local Plan Regulations 2012 and are as follows:
1. **Regulation 18 consultation (preparation of a local plan).** When preparing a development plan document the council must notify certain stakeholders and individuals that they are producing the document whilst also inviting them to make representations on what it should contain;
 2. **Regulation 19 consultation (publication of a local plan).** Stakeholders and members of the public will only be able to comment on the Soundness of the documents;
 3. **Regulation 22 (submission to the Secretary of State).** The local plan, alongside the sustainability appraisal and the submission policies map will be submitted to the Secretary of State, following publication. It will then be subject to an independent examination by a Planning Inspector, whose role is to assess whether the plan is "sound". The Inspector considers whether the plan is sound when judged against the tests of soundness, set out within the National Planning Policy Framework:
 4. **Adoption.** Following examination in public and subject to the Local Plan being found sound, the Local Plan will be taken to committee to be formally adopted by the council.
- 3.8 A profile of the Local Plan, providing details such as the document's role, status and production arrangements is set out in **Appendix 2**.

Gypsy and Traveller Site Allocations Development Plan Document

- 3.9 The LDS 2011-2014 explains that the Local Plan will include site allocations, development management policies and gypsy and traveller policies. However, the Draft Local Plan published for consultation in July 2012 provides an overview of the status of the evidence base including the Gypsy and Traveller Accommodation Assessment and Sites Study. It explains that it was considered appropriate and in accordance with national planning guidance that ADC would work with the coastal West Sussex authorities (Worthing Borough and Adur District and Chichester District), the South Downs National Park Authority and West Sussex County Council to develop a joint evidence base.
- 3.10 At the time of preparing the joint evidence base, it was identified that the results of this work would not fit with the preparation timetable for the Local Plan. Therefore, the Draft Local Plan 2012 states that the Council proposes to prepare a separate DPD for traveller accommodation. This remains the case as further work is required to complete the jointly commissioned GTAA as well as undertake further local evidence gathering as part of a site assessment exercise.
- 3.11 It is important however, that the Gypsy and Traveller Sites Allocation DPD is prepared alongside, or closely following the Local Plan DPD to ensure that it meets the requirements of the Planning for Traveller Sites Policy (March 2013). Further details regarding the timetable for the preparation of this DPD is provided in **Appendix 2**.

Area Action Plan and Site Specific Allocation Development Plan Documents

- 3.12 As mentioned above, Full Council agreed on 30th April 2014 that the following Development Plan Documents and Area Action Plan will be prepared separately in order to build upon the policies set out in the Local Plan:
- West Bank Area Action Plan (AAP)
 - Site Specific Allocation DPD for Ford and Fontwell
- 3.13 Formal work on these DPDs need not commence until years 6-10 post adoption of the Local Plan. However, discussions can take place on these areas not least in terms of the alternative option of preparing these through Neighbourhood Development Plan processes. Further detail regarding these DPDs can be found within the DPD profiles in **Appendix 2**.
- 3.14 Subject to their adoption by ADC, the DPDs set out above will replace the Local Plan 2003 and all saved policies and will form the Development Plan for the District. These will be accompanied by the

West Sussex Waste Local Plan (2014) and the Minerals Local Plan, once adopted.

4. Supporting Documents

CIL Charging Schedule

- 4.1 The Local Plan will need to show what infrastructure is needed within the District over the lifetime of the Plan, when it will be provided and how much it will cost. This is set out within the Infrastructure Delivery Plan (IDP)
- 4.2 The Community Infrastructure Levy (CIL) Regulations were introduced in April 2010 and allow charging authorities to set a charge on development in order to fund the infrastructure identified through the IDP. To ensure that the charging schedule is based upon the infrastructure requirements identified within the adopted Local Plan, preparation of the CIL charging schedule will follow the Local Plan. However, it should be noted that the CIL charging schedule, once adopted, will not form part of the development plan. Furthermore, a timetable for the preparation of the CIL charging schedule is yet to be agreed by the Council's CIL sub-committee. Once a timetable has been agreed, it will be published on the ADC website.

The Arun Design Guide

- 4.3 The Arun Design Guide will build upon policies within the Local Plan and act as an Supplementary Planning Document (SPD) for the duration of the Plan's life time. It is expected to cover the principles of:
- urban design;
 - creating distinctive local places;
 - inclusivity/adaptability;
 - crime prevention;
 - climate mitigation/adaption;
 - healthy communities; and
 - explain the tools and processes to achieve good design.
- 4.4 Reflecting the local situation in the Planning Authority area of Arun District it will be based on nationally recognised design policy, criteria and standards. It will also be prepared to ensure that it is simple to use and understand and will include the Building for Life scoring system.
- 4.5 The Arun Design Guide will be broadly divided into the following sections:
- Assessment, appraisal
 - Design at Neighbourhood level

- Design at Street level
- Design of plots, blocks and buildings
- Technical standards
- Appendices

4.6 Work on the Design Guide will commence following the adoption of the Local Plan.

Conservation Area Management Framework

- 4.7 In accordance with Section 71 of the Planning (Listed Building and Conservation Areas) Act 1990, a three part Conservation Area management framework, which consists of the following documents, will be produced:
1. Conservation Area Character Appraisals – These plans will identify the special historic and architectural qualities of each conservation area which justify its designation (at the time the appraisal takes place). They will provide a detailed analysis of what is positive and requires protection, but also those negative features and characteristics which consequently require more work. Further, they also identify opportunities for beneficial change or the need for additional protection. Appraisals will be prepared in groups of two or more and published for public consultation. There are no current timetables for the appraisal process, however public consultation will be advertised in accordance with the ADC Statement of Community Involvement.
 2. Conservation Areas Management Plan – This document is structured to provide coverage of issues which are evident across the majority, if not all, of the Conservation Areas under the Local Planning Authority Area (LPAA) control. The plan identifies various ways to better manage and look after the districts Conservation Areas. The plan has a five year lifespan and will be adopted in 2014, subject to Full Council agreement.
 3. Conservation Area specific management plan covering individual Conservation Areas - Whilst the overarching management plan will have been prepared and adopted, specific issues that apply only to an individual Conservation Area may be identified as part of the preparation of the individual appraisals. Consequently, the council may also prepare, individual management plans to deal with these issues. A timetable for this work will be agreed at a later date by the relevant sub-committee. However, plans will be published for a period of public consultation in accordance with the Councils Statement of Community Involvement.

Sustainability Appraisal

4.8 The sustainability appraisal is an appraisal of the economic, environmental and social effects of a plan from the outset of the

preparation process to ensure that policies are prepared in line with the principles of sustainable development. Since 2001, Sustainability Appraisals have been required to ensure that plans and policies are in conformity with the Strategic Environmental Assessment EU directive. The Local Plan and accompanying Development Plan Documents and Area Action Plan must be subject to Sustainability Appraisal and as such, this process will be factored into the project plan for the preparation of each policy document.

- 4.9 To date, work began in 2005 on a scoping report and undertaking work on a sustainability appraisal of the Issues and Options Core Strategy (March 2005) and the Draft Preferred Options Core Strategy (September 2007). In 2008 the Council commissioned consultants EDAW, who produced a District Baseline Report and a new Scoping Report containing a more detailed Framework. This was consulted on with the statutory agencies and then a Sustainability Commentary (March, 2009) published alongside the Options for Growth document. Broad Sustainability reports were also done for the Housing and Employment Growth consultations (2011). Further work has been continued in relation to the emerging Local Plan.

Habitats Regulation Assessment

- 4.10 The Habitats Regulations Assessment (HRA) must be applied to all Local Development Documents (LDD) in England and Wales. HRA aims to assess the potential effects of a land use plan against the conservation objectives of any sites designated for their nature conservation importance (Special Areas of Conservation (SAC), Special Protection Areas (SPA) and Ramsar sites) as part of a system known collectively as the Natura 2000 network of European sites. The HRA guidance (DCLG, 2006) suggests three stages to the Assessment process:

- Identification of likely significant effects (screening);
- appropriate assessment and ascertaining the effect on integrity
- mitigation measures and alternative solutions

- 4.11 In 2007 the Core Strategy Preferred Options was screened for likely significant effects. This exercise was followed by an Appropriate Assessment of Arun's Growth Options in 2008 (finalised in 2010). An Appropriate Assessment of the Core Strategy Proposed Submission was completed in April 2010. More recently an HRA for the Arun District Local Plan has been prepared (March 2013) taking account of the allocations and broad location suggested in the Summer 2013 version of the Local Plan.

Equalities Impact Assessment

- 4.12 Equalities Impact Assessments (EqIA) are a legal requirement under a number of acts including the Race Relations [Amendment] Act 2000

and are also recognised as good practice nationally. Planning policies do not affect everyone in the same way and EqIA enable the potential and actual effects of policies to be examined, for improvements or changes to be introduced, to ensure fairness and encourage diversity. ADC will carry out EqIA during the Local Plan preparation process.

Section 17 Assessment

- 4.13 Section 17 of the Crime and Disorder Act 1998, as amended by the Police and Justice Act (2006), requires all local authorities to exercise their functions with due regard to their likely effect on crime and disorder, and to do all they reasonably can to prevent crime and disorder. The prevention of crime and the enhancement of community safety are matters that a local authority should consider when exercising its planning functions under the Town and Country Planning legislation. A Section 17 Assessment will be undertaken, in consultation with the Safer Arun Partnership, as part of the preparation of the Local Plan preparation process to ensure that it meets the requirement of the 2006 Act.

Statement of Community Involvement

- 4.13 The first Statement of Community Involvement (SCI) was adopted in July 2006 and was subsequently revised in March 2009 as a result of the 2008 amendments to the 2004 Act. The most recent SCI was adopted by the Council on 20th June 2012. All forthcoming consultations must be carried out in accordance with the most up to date SCI.

Evidence Base Reports

- 4.14 The preparation of a sound Local Plan and supporting DPDs will rely upon a robust and credible evidence base. The table in **Appendix 3** lists the background studies that have been undertaken to date.

Appendix 4 presents a timeline of all the documents produced to date. The intention of the table is to show the iterative process involved in the preparation of the Local Plan and supporting documents. Furthermore, it is a useful signposting document for those wishing to understand the evidence gathering process undertaken as part of the preparation of the Local Plan.

5. Process and Procedures

Resources

- 5.1 The Planning Policy and Conservation Team are leading the production of the Local Plan and supporting DPDs and the CIL charging schedule. It may be necessary at particular times to employ consultants, where time constraints require it, or to produce work for which specialist expertise is required. It may also be necessary at particular times to draw in staff from other parts of the council to help with particular pieces of work.
- 5.2 A project management approach is being employed in the preparation of the documents listed above to ensure that the timescales set out in this document are met. This will enable the continual review of all of the risks associated with delivery and the effective management of resources. A risk assessment is provided in **Appendix 5**.

Monitoring and Review

- 5.3 The Localism Act removed the requirement for Local Planning Authorities to submit Annual Monitoring Reports to the Secretary of State. Instead authorities are now required to prepare an Authorities Monitoring Report and make this available to the public. This report monitors details such as the progress of the preparation of the Local Plan and supplementary planning documents, and the delivery of housing targets (all data to be included within the authorities monitoring report is set out in Regulation 34 of the Town and Country Planning, (Local Planning) (England) Regulations 2012. Arun District Council's most up to date monitoring report can also be accessed on the ADC website using the following link:
<http://www.arun.gov.uk/main.cfm?type=ANNUALMONITORINGRE> .

APPENDIX 1 –LOCAL PLAN 2003 DELETED POLICIES

ADLP Policy Number	ADLP Policy Title	Reason for deletion
GEN1	Sustainability	Deleted from the Local Plan. The policy does not add to national or regional policy. Principle of this policy will be repeated through the Core Strategy Policy and further amplified through Development Control Policies.
GEN16	Public Rights of Way	Deleted from the Local Plan. This policy repeats guidance elsewhere; it is the job of the County Council to protect Rights of way. Also it reads more like a statement of fact
GEN17	Access for People with Disabilities	Deleted from the Local Plan (repeats other legislation)
GEN27	Landscape Diversity	Deleted from the Local Plan. This policy is covered by guidance elsewhere
GEN30	Protection of Species	Deleted from the Local Plan. This policy is covered by guidance elsewhere
GEN31	Contaminated Land	Deleted from the Local Plan. The information in this policy is covered in PPS23.
AREA4	Historic Parks and Gardens	Deleted from the Local Plan. This replicates policies contained in PPG15.
AREA12	Agricultural Land Quality	Deleted from the Local Plan. The information in this policy replicated that contained in PPS 7
AREA22	Loss of residential Units	Deleted from the Local Plan. This replicates policies contained elsewhere.
DEV4	Golf Courses	Deleted from the Local Plan. This replicates policies contained elsewhere.

ADLP Policy Number	ADLP Policy Title	Reason for deletion
DEV7	Agricultural Workers' Dwellings	Deleted from the Local Plan. This replicates policies contained elsewhere.
DEV9	Demolition of Listed Buildings	Deleted from the Local Plan. This replicates policies contained in PPG 15
DEV10	Alterations and Extensions to Listed Buildings	Deleted from the Local Plan. This replicates policies contained in PPG 15
DEV11	Setting of Listed Buildings	Deleted from the Local Plan. This replicates policies contained in PPG 15
DEV12	Protection and Reinstatement of Original Features in Listed Buildings	Deleted from the Local Plan. This replicates policies contained in PPG 15
DEV13	Changes of Use of Listed Buildings	Deleted from the Local Plan. This replicates policies contained in PPG 15
DEV16	Roadside Facilities	Deleted from the Local Plan
DEV20	Rest and Nursing Homes	Deleted from the Local Plan. This policy is covered by other guidance
DEV23	Conversions of Existing Buildings to Form a Number of Residential Units	Deleted from the Local Plan. This policy is covered by other guidance
DEV24	Gypsy Sites	Deleted from the Local Plan. This is replaced by circular 01/2006 "Planning for Gypsy and Traveller Caravan Sites".
DEV28	Retail Provision for Large Residential Development	Deleted from the Local Plan. This policy is no longer required.
DEV29	Amusement Centres	Deleted from the Local Plan. This policy is no longer required. The Council has lost a number of planning appeals based on this policy. It is no longer implemented.
DEV38	New Touring Caravan and Camping Sites	Deleted from the Local Plan. This policy is

ADLP Policy Number	ADLP Policy Title	Reason for deletion
		covered by many other PPG/PPS's
DEV40	Caravan and Camping Sites and Flood Risk	Deleted from the Local Plan. This Policy relates to Caravan and Camping sites in respect of Flood Risk. Flood Risk Policies can be found in PPS25
Policy SITE4	Roundstone, Angmering	Deleted from the Local Plan, the site is nearing completion

APPENDIX 2 –Development Plan Document (DPD) Profiles

LOCAL PLAN AND POLICIES MAPS		
<p>The Local Plan will set out the long term spatial vision and strategy for the District up to 2031 and beyond. It will include site allocations and development management policies.</p> <p>The Local Plan will set out strategic housing, parish and town council allocations to deliver the district housing requirements as well as the small scale housing allocations both within and outside the defined Built Up Area. It will include policies to deliver the Council's spatial strategy and will be accompanied by a delivery plan to show what infrastructure is needed to accompany strategic development together with means for monitoring the plan. A number of implementation policies will be included to help deliver the plan. This will include development management policies.</p> <p>All other Development Plan Documents will be in conformity with the Local Plan.</p>		
Geographical Area	Arun District but excluding that part within the South Downs National Park Boundary	
Subject to Independent Examination	Yes	
Produced jointly with other authorities?	No, although related background evidence has been produced jointly with West Sussex County Council and neighbouring District and Borough Councils. The Strategic Planning Board, Local Enterprise Partnership (LEP) and Local Plan Advisory Board (LPAG)	
Timetable	Prepare Draft Local Plan	November 2011 – May 2012
	Regulation 18 consultation	19 th July – 10 th September 2012
	Pre-Submission publication. Regulation 19	October 2014 – December 2014
	Submission	January 2015
	Examination	April/May* 2015
	Inspector's Report received	August* 2015

	Adoption	September* 2015
Resources	The document will require significant input from the Planning Policy Team and officers from other Council Departments	
Review	Once the Local Plan is adopted, the policies and delivery strategy will be monitored annually in the Authority Monitoring Report	
Policies Map	The Policies Map will be updated when the Local Plan is adopted. Proposed changes will be set out during the consultation on the publication of the Local Plan.	
*These dates are subject to the PINS hearing process.		

Gypsy and Traveller Sites DPD

The Gypsy and Traveller Sites DPD will identify a supply of specific deliverable sites sufficient to provide five years' worth of sites, to meet the locally set target which is underpinned by the Gypsy and Traveller Accommodation Assessment (GTAA). This will include provision for public and private sites. The DPD will also identify a supply of specific developable sites or broad locations for growth, for years six to ten and years eleven to fifteen of the plan period.

It is important that the preparation of the DPD is carried out alongside, or closely following the Local Plan to ensure that the Council is meeting the objectively assessed requirements for Traveller sites.

Geographical Area	Arun District but excluding that part within the South Downs National Park Boundary	
Subject to Independent Examination	Yes	
Produced jointly with other authorities?	No, although related background evidence has been produced jointly with the Coastal West Sussex authorities and West Sussex County Council. The approach for transit provision has been agreed countywide.	
Timetable	Regulation 18 consultation	Summer 2015
	Pre-Submission publication. Regulation 19	Spring 2016
	Submission	Autumn 2016
	Examination	Spring 2017
	Inspector's Report received	Summer 2017

	Adoption	Summer 2017
Resources	The document will require significant input from the Planning Policy Team and officers from other Council Departments	
Review	Once the Gypsy and Traveller Sites DPD is adopted, the policy and delivery strategy will be monitored annually in the Authority Monitoring Report	

Westbank Area Action Plan		
<p>The preparation of the Westbank AAP will fully assess and gather public and developer opinion on the best way to regenerate Littlehampton Harbour and safeguard the Westbank's homes, jobs and natural and built heritage. The Area Action Plan will be prepared with the aim to regenerate the harbour area and deliver 1,000 homes within the latter part of the Local Plan period to 2031.</p> <p>The AAP will include detailed policies and a masterplan to guide development in the Westbank area, with particular focus upon flood defence measures and viability.</p>		
Geographical Area	The Westbank Area Action Plan area extends in a narrow strip from the A259 access down, along the eastern edge of Littlehampton Golf Club, to the mouth of the River Arun.	
Subject to Independent Examination	Yes	
Produced jointly with other authorities?	No, although it will be expected that other departments, West Sussex County Council and utility providers will be involved for those areas under their remit.	
Timetable	Regulation 18 consultation	Winter 2015
	Pre-Submission publication. Regulation 19	Autumn 2016
	Submission	Winter 2017
	Examination	Spring/Summer 2017
	Inspector's Report received	Autumn/Winter 2017
	Adoption	Winter 2017/18
Resources	The document will require significant input from the	

	Planning Policy Team and officers from other Council Departments
Review	Once the West Bank Area Action Plan is adopted, the policy and delivery strategy will be monitored in the Authority Monitoring Report

Site Specific Allocations Development Plan Document(s)		
Geographical Area	Two site specific allocations at Ford and Fontwell	
Subject to Independent Examination	Yes	
Produced jointly with other authorities?	No, although it will be expected that other departments, West Sussex County Council and utility providers will be involved for those areas under their remit.	
Timetable	Regulation 18 consultation	Autumn/Winter 2017
	Pre-Submission publication. Regulation 19	Autumn 2018
	Submission	Winter 2018/19
	Examination	Summer 2019
	Inspector's Report received	Winter 2019/20
	Adoption	Winter 2020
Resources	The document will require significant input from the Planning Policy Team and officers from other Council Departments	
Review	Once the site specific allocations at Ford and Fontwell are adopted, the policy and delivery strategy will be monitored in the Authority Monitoring Report	

APPENDIX 3 – Indicative Evidence Base

Housing
Strategic Housing Land Availability Assessment (SHLAA) 2008-2009
Strategic Housing Market Assessment (SHMA) 2009
Locally Generated Needs Study 2010
SHLAA Update 2012
Strategic Housing Land Availability Assessment in the South Downs National Park (2013)
SHMA Update 2012
Note on 5 Year Housing Land Supply in Arun (2012)
Duty to Cooperate Statement (Housing) (2013)
Demographic Projections (2013)
Broad Locations for Growth Visioning Study (2013)
Strategic Housing Market Assessment Validation Report (2013)
West Sussex Gypsy and Traveller Accommodation Assessment (2009)
Coastal West Sussex Gypsy & Traveller Accommodation Assessment (2013)
Gypsy, Traveller and Travelling Showpeople Sites Study (2013)
Report of Findings: Strategic Housing Market Assessment (SHMA) Validation (2013)
Assessment of Housing Development Needs Study – Sussex Coast HMA (2014)
LPSC Workshop – Housing Cluster Locations (2014)
Housing Viability/Viability
Affordable housing options - Viability study update 09/10
Economic viability of affordable housing options - update 2007
Affordable housing viability study 2006
Affordable housing viability study 2005
Arun Housing Needs survey 2003
Employment
Employment and Economic Land Assessment – 2010
Open for Business: Economic Strategy for Arun 2009-2026
Arun & Chichester: Assessment of Employment Needs 2005
Transient Worker Study
West Sussex Growers Association Study into the Glasshouse Industry
Employment and Economic Land Assessment (2010)
Feasibility and Viability Assessment, Oldlands Farm, Bognor Regis (2011)
Interim Planning Policy Guidance on Enterprise@BognorRegis (2012)
Angmering Employment Sites Assessment (2013)
Coast to Capital Strategic Economic Plan (2014)
Retail
Arun District Retail Study (2013)
Arun District Retail Study (2012)
Arun Retail Study Update 2010
Shopping Centre survey and indicative shopping centre hierarchy 2006
Coastal Districts Retail Study 2005

Transport
A27 Arundel Bypass Wider Economic Impact Study (2013)
Arun District Strategic Transport Study (2013)
A29 Realignment Viability Study (2013)
A29 Woodgate Study (2012)
A259 Route Improvement Study (2013)
Lyminster Bypass Study (2012)
A27 junction capacity modelling 2010
Strategic Transport Modelling Study 2009 and Addendum Reports
Arun Strategic Transport Study 2006 (and additional scenarios)
Renewable Energy
Landscape Sensitivity Analysis and Low Carbon Study 2009
West Sussex Sustainable Energy Study 2009
Landscape and Environment
Soils and Agricultural Land Assessment Study (2013)
Habitats Regulations Assessment (2013)
Green Infrastructure Study (2012)
Open Space, Sport and Recreation 2009
Playing Pitch Strategy 2009
Landscape and Visual Amenity Aspects of Development choices 2006
Habitat Study 2008
Flood Risk And Water
Strategic Flood Risk Assessment 2008
Sequential and Exception Test 2009
West Sussex Strategic Flood Risk Assessment and Sequential Test (2010)
Infrastructure and funding
Infrastructure Delivery Plan 2013
Infrastructure and funding study 2009
Waste
Costs related to waste collection and levels of recycling for new housing allocations
Other
District Analysis Baseline Report 2008
Settlement Sustainability Study 2007 (draft 2009)

APPENDIX 4 – Timeline of Local Development Framework Documents Produced to date

Document	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Core Strategy/Local Plan		Core Strategy Issues and Options (29 th September – 10 th November 2005)	Preferred Options stakeholder engagement (May 2006 – 2007)	Preferred Options stakeholder engagement ongoing (May 2006 – 2007)		Core Strategy Options for Growth Consultation (12 th February 2009 – 2 April 2009)		Housing and Employment Growth Consultation (15 th November 2010 – 28 th February 2011)	Work on Core Strategy stopped and work on Local Plan commenced.		
Site Allocations DPD						Core Strategy Options for Growth Consultation (12 th February 2009 – 2 April 2009)		Housing and Employment Growth Consultation (15 th November 2011 – 28 th February 2011)	Work on Core Strategy stopped and work on Local Plan commenced.		
Gypsy and Traveller Sites DPD				Gypsy and Traveller Accommodation Needs Assessment (2007)	West Sussex Travelling Showpeople Study (2008)	Baker Associates Gypsy, Traveller and Travelling Showpeople Sites Study Report (May 2009) Consultation exercise with Gypsy and Traveller			Gypsy and Traveller Accommodation Assessment and Sites Assessment jointly commissioned with Coastal West Sussex Authorities	Gypsy and Traveller evidence base commissioned to underpin pitch/plot targets and Sites Allocations DPD.	Gypsy and Traveller and Travelling Showpeople evidence still to be completed.

Document	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
						Community (Work published April 2009)					
Local Development Scheme	First LDS (December 2004)	First revision LDS (March 2005)		Second revision LDS (March 2007)			Third revision LDS (April 2010)		Fourth Revision LDS (January 2012)		Fifth Revision LDS (subject to agreement, July 2014)
Statement of Community Involvement			SCI adopted (July 2006)			Revised SCI adopted (March 2009)			Revised SCI adopted (June 2012)		
Authorities Monitoring Report	AMR 2003-04 (December 2004)	AMR 2004-05 (December 2005)	AMR 2005-06 (December 2006)	AMR 2006-07 (December 2007)	AMR 2007-08 (December 2008)	AMR 2008-09 (December 2009)	AMR 2009-10 (December 2010)	AMR 2010-2011 (December 2011)	Monitoring Reports 2011-2012 made available on Arun District Council's website	Monitoring Report 2012-13 available on the Council's website	
Supplementary Planning Documents		Buildings and Structures of Character (April 2005) Areas of Special Character – Description Review (April 2005)									
Supplementary Planning Guidance	Various adopted between 1999-2003.										
Sustainability		Sustainability		Preferred		Sustainabili	Pre-		Sustainability		Publication

Document	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Appraisal		Appraisal Scoping Report (March 2005) Sustainability Appraisal Core Strategy Issues and Options (September 2005)		Options Draft Sustainability Appraisal (Taken to Full Council 13 September 2007)		ty Appraisal Scoping Report (AE COM, March 2009)	Submission Core Strategy, Draft Sustainability Appraisal (Arun District Council, January 2010)		Appraisal of the Draft Local Plan consulted on (Summer 2012)		Version Sustainability Appraisal being prepared for Pre-Submission Local Plan consultation.
Habitats Regulations Assessment				Preferred Options Core Strategy Screening Report (Arun District Council, December 2007)			Core Strategy Options for Growth Consultation Appropriate Assessment (AE COM, January 2010) Proposed Submission Core Strategy Appropriate Assessment (UE Associates, April 2010)			HRA for the Local Plan completed (March 2013)	
Equalities Impact Assessment							Draft EqIA for Pre-Submission Core Strategy (July 2010)				EqIA to be prepared for Pre-Submission Local Plan

Document	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
							Housing and Employment Growth Consultation EqIA (November 2010)				consultation
Section 17 Assessment									Section 17 Assessment undertaken in consultation with Safer Arun Partnership for Draft Local Plan Consultation (2012)		S.17 to be prepared for Pre-Submission Local Plan Consultation

APPENDIX 5 - Risk Assessment

	Risk	Impact	Actions
1	Elections cause delays in decision making	<ul style="list-style-type: none"> - Causes slippage in programme - Possible change in emphasis in document 	<ul style="list-style-type: none"> - Ensure that timetable is flexible to change. Plan Local Plan Preparation around processes external to Planning Policy Team.
2	Loss of key staff	Slippage in programme	<ul style="list-style-type: none"> - Recruit to vacant posts as quickly as possible
3	Volume of work greater than anticipated e.g. on submitted representations	<ul style="list-style-type: none"> - Causes slippage in programme 	<ul style="list-style-type: none"> - Ensure timetable is realistic but has some flexibility built in - Monitor progress against LDS - Consider additional resources
4	Lack of in-house skills for specialised areas of policy work/Sustainability Appraisals/background studies	<ul style="list-style-type: none"> - Slow progress causing a slippage in programme - Objectives on quality compromised - Evidence base is challenged/undermined 	<ul style="list-style-type: none"> - Ensure Local Plan financial resources available - Take prompt action to fill vacancies - Ensure working arrangements between teams are clear.
5	Updates to evidence base studies and new reports undertaken by external specialists are delayed or take longer than anticipated.	<ul style="list-style-type: none"> - Causes slippage in programme - Sections of the Local Plan can not be completed due to lack of evidence. 	<ul style="list-style-type: none"> - Ensure briefs for consultants are clear and hold regular project progress meetings. - Set clear deadlines for consultants
6	Policy Team required to do other unforeseen work, including additional appeals/work on other corporate projects	<ul style="list-style-type: none"> - Diverts team from LDF causing a slippage in programme 	<ul style="list-style-type: none"> - Local Plan made a corporate priority and other work minimised - Consider additional resources/using staff from other departments

	Risk	Impact	Actions
7	Insufficient budget provision to finance the project	<ul style="list-style-type: none"> - Work slips or cannot be progressed - Objectives on quality compromised 	<ul style="list-style-type: none"> - Budget and spending to be kept under review
8	Local Plan programme too ambitious	<ul style="list-style-type: none"> - Key milestones in programme not met and Housing and Planning Delivery Grant reduced 	<ul style="list-style-type: none"> - Ensure LDS is realistic - Monitor progress against LDS and amend if necessary - Prioritise Local Plan
9	Planning Inspectorate unable to meet the timescale for examination and reporting	<ul style="list-style-type: none"> - Examination and/or report is delayed - Key milestones in programme not met 	<ul style="list-style-type: none"> - Close liaison with the Planning Inspectorate to ensure early warning of any problems (e.g. consultation on LDS) - Maintain up to date Service Level Agreements with the Inspectorate
10	Local Plan fails test of "soundness"	<ul style="list-style-type: none"> - Local Plan has to be withdrawn and further work undertaken for resubmission - Progress on other LDD/CIL charging schedule slips 	<ul style="list-style-type: none"> - Ensure documents have a robust evidence base and well audited community and stakeholder engagement - Undertake NPPF and legal compliance self-assessment - Maintain close working relationship with the the Planning Inspectorate, particularly with regard to new Local Plan examination process - Keep up-to-date on experience from elsewhere - Keep up-to-date with NPPF and test of soundness
11	Legal Challenge	<ul style="list-style-type: none"> - Adopted document quashed - Additional workload - Legal costs 	<ul style="list-style-type: none"> - Ensure procedures, Act, Regulations etc. are complied with - Undertake soundness self assessment

