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31 May 2018

## **LOCAL PLAN SUBCOMMITTEE**

A meeting of the Local Plan Subcommittee will be held in Committee Room 1 (the Pink Room) at the Arun Civic Centre, Maltravers Road, Littlehampton on **Monday 11 June 2018 at 6.00 p.m.** and you are requested to attend.

Members: Councillors Bower (Chairman), Charles (Vice-Chairman), Ambler, Mrs Bence, Mrs Brown, Chapman, Cooper, Elkins, Mrs Hall, Haymes, Oppler, Mrs Pendleton and Stanley.

## **A G E N D A**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declarations of pecuniary, personal and/or prejudicial interests that they may have in relation to items on this agenda and are reminded that they should re-declare their interest before consideration of the item or as soon as the interest becomes apparent.

Members and officers should make their declaration by stating :

- a) the item they have the interest in
- b) whether it is a pecuniary, personal and/or prejudicial
- c) the nature of the interest

### **3. MINUTES**

To approve as a correct record the Minutes of the meeting of the Subcommittee held on 26 February 2018 (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 2018/19.

6 STATEMENT OF COMMUNITY INVOLVEMENT

The Statement of Community Involvement (SCI) is a statutory document which sets out the ways in which the Council will engage with residents, communities, businesses, local organisation and other groups to ensure as many people as possible are able to have a say in planning decisions that affect them. The current SCI was prepared in 2012 but has now been revised in order to take into account changes in the planning system.

A draft SCI (attached at Appendix 1) has been prepared and the Council is required to publish it for public consultation.

7 LOCAL DEVELOPMENT SCHEME

The Council is required to produce, and keep up to date, a Local Development Scheme (LDS). The LDS provides a work programme for the production of those Development Plan Documents to be prepared over the next three year period. The previous LDS came into effect on 9 March 2017 to reflect the production of the Arun Local Plan.

With the adoption of the Arun Local Plan (2011-2031) anticipated to take place in July 2018 pending receipt of the Inspector's Report, it is considered that this is an appropriate time to revisit the work programme of the Planning Policy Team and update the LDS accordingly.

The revised LDS (attached as Appendix 1) includes the timescales for the production of the Non-Strategic Site Allocations DPD along with other updates as necessary.

8 NON-STRATEGIC SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT

The Arun Local Plan (ALP) is set for adoption in July 2018. Whilst the Local Plan sets out the strategic pattern of growth and development in the District until 2031, it also identifies that further development is required to be identified. The ALP includes a commitment to provide at least 1,250 dwellings in a separate Non-Strategic Sites Development Plan Document (DPD) with an input and contribution from revised Neighbourhood Development Plans, where appropriate.

This report provides Members with further information related to the document, including key dates in its production.

9 HOUSING & ECONOMIC LAND AVAILABILITY ASSESSMENT CALL FOR SITES

This report sets out the general approach and timetable for the preparation of the 2018 Housing and Economic Land Availability Assessment (HELAA) which includes a 'call for sites' exercise.

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](http://www.arun.gov.uk)

Note: 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

26 February 2018 at 6.00 p.m.

Present : Councillors Bower (Chairman), Charles (Vice-Chairman), Ambler, Bicknell, Mrs Brown, Chapman, Cooper, Elkins, Mrs Hall and Haymes.

27. Welcome

The Chairman was pleased to introduce Mr Kevin Owen to the meeting as the recently appointed Planning Policy Team Leader.

28. Apologies for Absence

Apologies for absence had been received from Councillors Mrs Bence, Northeast, Smith and Mrs Stainton.

29. Declarations of Interest

There were no declarations of interest made.

30. Minutes

The Minutes of the meeting held on 20 November 2017 were approved by the Subcommittee and signed by the Chairman as a correct record.

31. Open Space, Playing Pitch and Built Sports Facilities Supplementary Planning Document (SPD)

The Group Head of Planning advised the Subcommittee that the purpose of the report on the table was to (i) agree an interim position with regard to the provision of open space and play equipment within new residential developments in the District (as set out in the report); and (ii) for work to commence on preparing and adopting the Open Space, Playing Pitch and Built Sports Facilities Supplementary Planning Document (SPD) which would provide an extra layer of detail to support future planning applications. He also requested that the second recommendation in the report be deleted as Full Council's approval was not required as the funds had already been allocated for this work; this was duly agreed.

Following brief consideration of the matter, the Subcommittee

Subject to approval at the next Subcommittee meeting

## RECOMMEND TO FULL COUNCIL

That the interim position, as set out in the report, be formally agreed until the Open Space, Playing Pitch and Built Sports Facilities Supplementary Document is adopted.

### 32. Consultation on Main Modifications of the Local Plan

*(During the course of consideration of this item, Councillor Elkins declared a personal interest as a member of Felpham Parish Council.)*

As the consultation period had not closed until 5.00 p.m. on 23 February 2018, Members had been circulated with, prior to the meeting, an updated summary of the consultation responses received since publication of the agenda. This had also been uploaded to the Council's website.

In considering the report and update report, the Principal Planning Officer's efforts were recognised and commended in circulating the update prior to the meeting. A request was made that Members be made aware of the names of respondents as a matter of interest.

In presenting the report, the Group Head of Planning advised that 85 individual representations had now been received and logged, which was substantially less than in previous rounds. In line with Full Council's recommendation in November 2017, the consultation responses, together with a short summary by the Council, would be submitted to the Inspector by the end of February 2017 to inform his review on the soundness of the Arun District Local Plan. A final report would then come back from the Inspector setting out his final conclusions and any recommendations that were required to be implemented. Subject to this report being favourable, a fully revised version of the Local Plan would be prepared incorporating his Main Modifications (and Additional Modifications), with a final version being presented to the Subcommittee prior to being recommended on to Full Council for adoption.

In considering the report, comments were made and responded to by the Group Head of Planning around the following:-

- Employment land at Angmering
- Strategic Gap on the land north of the A259
- Had any significant challenges to the Plan been raised? No, but officers would be making comment on some of the representations, particularly with regard to a secondary school and would be asking the Inspector to accept the change that was being suggested by West Sussex County Council.
- Chapter 13 – Design. Member comment was made that the representation submitted around internal space standards was entirely sensible. Officer advice was given that this was a national issue and Local Plans should not contain more onerous standards; that was why

Subject to approval at the next Subcommittee meeting

the Council's policy had changed. However, further Member comment was made that the DCN (District Councils Network) was taking up the issue and it was hoped that common sense would prevail.

- It was confirmed that there was no issue with the Duty to Co-operate on Housing with Worthing.

The Subcommittee then

RESOLVED

That the update on the Local Plan process, including the summaries of the Main Modification Consultation, be noted.

33. Authority Monitoring Report 2016/17

In presenting this report, the Group Head of Planning, advised that, hopefully, this would be the last year of a "policy off" position and that next year the Housing Land Supply assessment would be a "policy on" position.

Following a question being asked relating to housing numbers and engagement with parishes and a response from the Group Head of Planning, the Subcommittee

RECOMMEND TO FULL COUNCIL

That the Authority Monitoring Report 2016/17 be adopted. .

(The meeting concluded at 6.35 pm)

## ARUN DISTRICT COUNCIL

### LOCAL PLAN SUB-COMMITTEE – 11 JUNE 2018

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Subject: Statement of Community Involvement

Report by : Martyn White, Principal Planning Officer

Report date : June 2018

#### EXECUTIVE SUMMARY

The Statement of Community Involvement (SCI) is a statutory document which sets out the ways in which the Council will engage with residents, communities, businesses, local organisations and other groups to ensure as many people as possible are able to have a say in planning decisions that affect them.

The document provides guidance on how the planning system works and how the Council will inform, consult and involve people in planning decisions within the Arun District Local Planning Authority Area (i.e. excluding that part of the District covered by the South Downs National Park Planning Authority).

The current SCI was prepared in 2012, but has now been revised in order to take into account changes in the planning system.

A draft Statement of Community Involvement (attached at Appendix 1) has been prepared, and the Council is required to publish it for public consultation.

#### RECOMMENDATIONS

The following actions are recommended:

1. To approve the draft Statement of Community Involvement for a four week period of public consultation from 5th July to 2nd August 2018.
2. That the Group Head of Planning in conjunction with the Portfolio Holder for Planning has delegated authority to agree minor editorial changes prior to publication.

#### 1.0 BACKGROUND

- 1.1 It is a requirement of the Planning and Compulsory Purchase Act 2004 for a local planning authority to produce a Statement of Community Involvement (SCI). The document sets out the standards to be met by

the authority in terms of community involvement, building upon the minimum requirements set out in Planning Regulations.

- 1.2 The SCI is public statement which lets communities and organisations know when and how they can be involved in both the preparation of planning policy documents and decisions on planning applications.
- 1.3 The SCI is required to be in conformity with The Town and Country Planning (Development Management Procedure) Order 2015 which establishes requirements for consultation on planning applications, and the Town and Country Planning (Local Planning) (England) Regulations 2012 which set out minimum standards for community engagement in the development of planning policy. In addition, the Localism Act 2011 introduced a legal duty on local planning authorities to engage constructively, and on an ongoing basis on strategic cross District/Borough issues, and to support neighbourhood forums wishing to take forward neighbourhood plans.
- 1.4 The current SCI was prepared in 2012, but has been updated to reflect changes in the planning system and planning legislation.

### **Amendments to the SCI**

- 1.5 The draft SCI seeks to address these changes and update the Council's commitment to community involvement throughout the planning process.
- 1.6 The Neighbourhood Planning Act became law in April 2017, which introduced a number of changes, the most relevant ones being:
  - Local Planning Authorities are required to set out in their SCI the process and approach for giving advice or assistance on proposals for the making, or modification, of Neighbourhood Development Plans (NDP).
  - Local Planning Authorities must notify the Parish Council (or Neighbourhood Forum) of planning applications if there is a Neighbourhood Development Plan in place in that area.
  - Section 13 amends the Planning and Compulsory Purchase Act 2004 to require local planning authorities to set out in their SCI their policies for involving interested parties in the preliminary stages of plan-making.
- 1.7 A new section related to Neighbourhood Development Plans has been introduced as a result of these requirements. Other changes are introduced where they are considered relevant.

- 1.8 In addition, the draft SCI seeks to allow for new methods for contacting and interacting with the community. The use of social media has been included in the section of the SCI related to Planning Policy.
- 1.9 A further change has been made to the section concerned with Development Management. Changes reflect the desire to include more information related to the Development Management process, as opposed to providing information related purely to the Pre-application system.

2.0 **CONSULTATION**

- 2.1 The SCI should be published for a period of consultation in order for any interested individual to make representations. If agreed, the draft SCI will be published for a four week period of consultation from 5th July to 2nd August 2018.
- 2.2 All representations received will be reviewed and amendments incorporated, where appropriate, into the final SCI, which will be reported back to this committee for approval for future use.

**Contact:** Martyn White - [martyn.white@arun.gov.uk](mailto:martyn.white@arun.gov.uk)

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ARUN DISTRICT COUNCIL

# Statement of Community Involvement 2018

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If you need this document in large print, or another language or have any comments or enquiries, please contact the Council as follows:

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Or contact the Planning Policy and Conservation Team on 01903 737500

The Statement of Community Involvement is also available on the Council website [www.arun.gov.uk/planning-policy](http://www.arun.gov.uk/planning-policy)

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## INTRODUCTION

Planning effects everyone in our community, however most people only get involved in planning when it directly affects them. The local planning authority is usually responsible for deciding where development takes place and what happens in our towns, villages, open spaces and environment. The council does this by preparing elements of the development plan and determining planning applications.

The National Planning Policy Framework (NPPF) sets out the Government's planning policies and must be taken into account in the preparation of development plans and planning application decisions. The NPPF states that the planning system should be easier to understand, more accessible and include a commitment to involving all who are interested in planning "Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that local plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of an area, including those contained in any neighbourhood plans that may have been made." NPPF (2012) paragraph 155.

There are two key functions to the planning system; Planning Policy and Development Management.

**Planning Policy:** Planning documents such as the Local Plan, relevant Development Plan Documents and Supplementary Planning Documents are prepared that are used to guide development. The Documents must comply with relevant government legislation and guidance. There are specific regulatory procedures which must be followed during the production of the documents.

**Development Management:** Officers are responsible for determining planning applications, applications for works to trees, advertisement and Listed Building Consent.

### What is a Statement of Community Involvement (SCI)?

The Statement of Community Involvement (SCI) explains how the Council will involve local communities, businesses, and other interested parties when it prepares planning policy documents and determines planning applications.

The Local Plan forms part of the development plan for the Arun Local Planning Authority Area (LPAA) and will be used as a framework for planning decisions. It sets out the strategy for development. The following documents are relevant:

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#### Strategic Plans (Local Plan or Development Plan Document (DPD))

These are plans which contain policies to address the strategic priorities of an area. They set out a vision and framework for future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure as well as safeguarding the environment and resources and ensuring good design. Plans generally look 15-20 years ahead. Local Plans should be reviewed every five years.

#### Supplementary Planning Document (SPD)

These documents add further detail to the policies in the Local Plan or DPDs; they can be used to provide guidance but cannot be used to set out new policy.

#### Neighbourhood Development Plans and Development Orders

Neighbourhood planning is a key part of the Government's Localism agenda. It aims to give local communities greater power to shape development by taking a more active role in the development of planning policies at a local level. Within Arun District, neighbourhood planning will be led by town and parish councils, with Arun District Council providing technical assistance.

#### Community Infrastructure Levy (CIL)

A planning charge that local authorities can apply to new developments to fund infrastructure.

### **Review of the SCI**

The SCI was last reviewed in 2012, and it is required to be reviewed again to reflect recent legislative changes.

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## PLANNING POLICY

### Introduction

Arun District Council is responsible for preparing a planning policy framework, for its area which will be used to guide development proposals and determine planning applications. This may include Strategic (including jointly with other authorities) and Local Plans as well as supplementary planning guidance.

Part of the process of preparing policy documents involves statutory stages of consultation that must be undertaken to allow stakeholders and the public to have the opportunity to comment on the proposals.

The Council is committed to encouraging early and meaningful engagement. Whilst the formal consultation process is necessary and can add some value, we will focus on early and meaningful engagement, ensuring that proposals do their best for Arun. We understand that people will still have positive and sometimes negative views at a consultation stage, but welcome their valuable input. By engaging communities and other interested parties, the Council gains valuable local knowledge and expertise, along with community commitment to the future development of Arun.

Engagement is a two-way process of openly sharing and exchanging information, understanding different views, listening and responding to suggestions, developing trust and dialogue to support effective working relationships to the mutual benefit of all involved.

This section sets out the type of policy documents Arun District Council is likely to prepare, and how people can get involved.

### Statement of Community Involvement

Consultations on all Development Plan Documents must comply with the methods set out in the adopted Statement of Community Involvement (SCI). This SCI is Arun District Council's formal policy to:-

- Identify how and when local communities and stakeholders will be involved in the preparation of the documents for Arun's Local Plan or a Strategic Plan.
- Set out community involvement in the consideration of planning applications, both minor and major. Arun District Council is using the Government's definition for 'major' development (as defined in the GDPO 1995 as amended) which includes applications for planning permission relating to:-

*'Residential development comprising 10 or more dwellings, or a site area of 0.5 hectares and other uses where the proposed floor space exceeds 1,000m<sup>2</sup> or the site area exceeds 1 hectare'.*

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## The Development Plan Process

### The Arun Development Plan

A number of documents will be prepared as part of the Development Plan. These documents can be divided into two broad categories as follows;

<b>Table 1</b> Documents that form part of the Development Plan	
Development Plan Documents (including the Strategic/Local Plan)  Neighbourhood Development Plans	<ul style="list-style-type: none"> <li>- Strategic Policies</li> <li>- Local Policies</li> <li>- Spatial Portrait</li> <li>- Site Allocations (if appropriate)</li> <li>- Development Management Policies</li> <li>- Proposals Map</li> <li>- Area Action Plans (if appropriate)</li> <li>- Single Issue documents</li> </ul>
Supplementary Planning Documents (SPD's)	SPD's build on policies contained within the Plan. The types of SPD's required will be determined during the Plan process.

There will be different preparation and consultation stages to undertake dependant on whether the Council are working to produce a Development Plan Document or a Supplementary Planning Document.

A timetable has been prepared which sets out the timescale for the production of any Development Plan Documents (DPD) considered necessary by the Local Planning Authority. This is referred to as the Local Development Scheme (LDS) and is available for viewing on the Council's website. The LDS covers a three year period and is reviewed on a regular basis to ensure that it is kept up to date.

A Sustainability Appraisal (SA), Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA) must also be undertaken although HRA assessment may not be required where there are unlikely to be significant effects on national/international designations. These documents are prepared in parallel with the DPD's and continuously inform and shape plan policies.

### Development Plan Document Production

For each Development Plan Document there are seven preparation stages. These are explained in table two, below.

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Table 2 The Stages involved in the preparation of a Development Plan Document	
<b>Stage</b>	<b>Brief explanation of process</b>
1 Evidence Gathering	Obtaining relevant information and producing studies that will form part of the evidence base.
2 Sustainability Appraisal (SA), Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA) – Scoping Report	Consulting the statutory bodies on the SA, SEA and HRA which appraises the social, economic and environmental effects of the document. These are a key part of the evidence base and will help with the evaluation of reasonable alternatives. The scoping report is the first stage in the preparation of the SA, SEA and HRA.  The appraisal and assessments are subject to consultation and take place alongside the preparation of the Development Plan Documents (DPD).
3 Regulation 18* Consultation	When preparing a Development Plan Document (DPD) the Council must notify certain stakeholders and individuals that they are producing the document whilst also inviting them to make representations on what the DPD should include.
4 Publication of a Local Plan (Reg 19*)	Before submitting a Strategic or Local Plan to the Secretary of State, the Council will make a copy of each of the proposed submission documents and a statement of the representations procedure available for inspection at various times and places.
5 Representations relating to a Local Plan (Reg 20*)	Any person may make representations to the Council about a Local Plan. Any representations must be received by a specified date.
6 Submission of the Development Plan Document (Reg 22*)	The Development Plan Document is submitted to the Secretary of State along with a statement of representations procedures, summary of representations and how they were taken into account at Regulation 18 and summary of key issues arising from any representations at Regulation 19.
7 Independent Examination (Reg 24*)	An independent inspector will be appointed by the Secretary of State to consider the representations and the ‘soundness’ of the document. The Inspector will then prepare a report which may include any changes (Main Modifications) to be made to the Development Plan Document in order to make it ‘sound’.
8 Adoption (Reg 26*)	The Council may adopt the plan with the Inspector’s Modifications or choose not to.

\* These Regulations refer to ‘The Town and Country Planning (Local Planning) (England) Regulations 2012’ that came into force on 6 April 2012.

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## Duty to co-operate

The Government has introduced a 'Duty to Co-operate' through the Localism Act. The Council will work with neighbouring councils and other relevant organisations across authority boundaries on strategic planning issues that affect them all. They will engage constructively, actively and on an ongoing basis in the planning process.

The Council is required to demonstrate compliance with the 'Duty to Co-Operate' as part of the examination of Local Plans. If a local council cannot demonstrate that it has complied with the duty, its local plan will not pass the independent examination.

## Who will be consulted?

The Town and Country Planning (Local Planning) (England) Regulations 2012 sets out the legal requirements for consultation and public participation during the preparation of any planning policy documents.

Anyone who may have a role or interest in shaping the planning of Arun including residents, businesses, community groups, landowners, developers, and public sector organisations should have the opportunity to be involved in the preparation of documents that form part of the Arun Development Plan.

As part of the consultation process, the following groups will be consulted at various stages, in various forms:

- (i) General consultees
- (ii) Specific consultees
- (iii) Local consultees
- (iv) Hard to reach groups
- (v) Other Stakeholders

With respect to both the 'general & specific consultees', the legal requirements for such consultation are set out in 'The Town and Country Planning (Local Planning) (England) Regulations 2012'.

The Council recognises that a significant number of groups will have an interest in the Local Plan generally and this Statement of Community Involvement in particular. For this reason 'local groups' have been identified as a single entity in this document.

The Council will ensure that all sections of the community are involved in the Plan process, treated with fairness and respect and that their views are taken into account. The Equalities Act 2010 bans unfair treatment of people on the grounds of protected characteristics they may have or are alleged to have. It also introduces a public sector 'Equality Duty' (section 149) which requires the Council to consider how different people will be affected by its decisions and

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activities and ‘specific duties’, including to monitor and publish relevant information on fulfilling its duty..

Most plans policies and programmes are required to be subject to a Sustainability Appraisal (SA) which includes socio-economic impacts and mitigation. The Council’s Equalities Impact Assessment is used to assess equalities impacts of its policies and programmes and any necessary mitigation. A health impact assessment (HIA) helps ensure that health and wellbeing are being properly considered in planning policies and proposals. All Plans will be screened to see if these assessments are required. Where possible, these assessments will be incorporated in to the SA process.

Appendix 1 identifies who the council will involve in the various planning policy documents (Local Development Documents) that it may prepare.

Throughout the Arun District there are wide differences in standards of living, with some of the most affluent but also some of the most deprived people in the country living here. Arun also has some of the best educated people in England and some in the bottom 10%. The district also has residents with the longest life expectancy in the South East, while others have the shortest. The Council will thereby use appropriate methods to engage with all sections of the community.

The Council maintains a database of all its ‘consultees’ which it reviews and updates. Any individual or organisation can request to be added to the database and notified of future consultations. This will be held in accordance with the General Data Protection Regulation (GDPR).

## **When we will undertake consultation**

The regulations set out the various stages in the preparation process for each of the types of planning document and when we must formally publish the document for comment and for how long. These requirements will be met. However, we consider that there should be significant effort to engage people at the early stages of preparing planning documents, where there is greatest opportunity to influence policies and strategies.

The Local Development Scheme sets out the programme for plan preparation and provides a starting point for members of the public and stakeholders to find out which documents are being produced and the timetable for their production. The Local Development Scheme operates over a three year period and is available via the Councils website: [www.arun.gov.uk](http://www.arun.gov.uk).

## **Methods of consultation**

Arun District Council wishes to engage as many individuals and groups as possible in the Plan making process. Table 3 below identifies a series of consultation methods that the Council will consider using in this regard. The tables included in Appendix 2 clearly set out how the Council intends to

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undertake consultation, in an attempt to engage as many sections of society as possible in the Plan making process. Additional survey methods may also be used, depending on the type of Development Plan Document being prepared.

**Table 3** Consultation methods

<b>Advertising</b>	<p><u>Newspapers and newsletters</u>  The Council will advertise the various stages of the Development Plan Documents produced, in local newspapers and newsletters.</p> <p><u>Posters</u>  Posters shall also be used at suitable locations e.g. community notice boards, local shops, supermarkets, train stations, bus stations and leisure centres.</p> <p><u>Press Releases</u>  As a further advertising method, Arun District Council may inform the public of key stages in the planning process through press releases, either on local radio or in printed form.</p> <p><u>Arun Times</u>  The Council magazine, 'Arun Times', is delivered to households in the district on a regular basis. It is used to inform the community of issues being discussed, as well as document production, and to raise the overall profile of the Local Plan. In the past, this has proven extremely useful in alerting the community to any forthcoming publications and updating individuals and groups of the results of consultation and involvement exercises.</p>
<b>Web</b>	<p>Websites and Social Media are a popular way of communicating planning issues to individuals and groups. The planning pages of the Arun District Council website will be regularly updated with all the latest planning developments and with opportunities for online consultation. Social media sites will also be used as appropriate.</p>
<b>'Objective' Consultation Software</b>	<p>This is a tool that provides the user with a unique username and password which allows them to access and comment on 'live' consultation documents online.</p> <p>The user is able to provide comments on a specific paragraph or policy text being consulted on.</p>
<b>Letters and/ or Emails</b>	<p>Letters and/or emails shall be sent out to particular people and groups at particular stages of the Plan making</p>

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	process to advise of the publication of a consultation document. An overview of the document shall be provided and the locations at which any consultation documents can be viewed will be identified.
<b>Presentations and/ or Public Meetings</b>	When planning public meetings the Council will always make sure that the venues are accessible, not only in terms of public transport, but also in terms of access to the building itself. Timing can be difficult because different groups have different needs. The Council will try to ensure that meetings are held at a time when it is considered most people will be able to attend.
<b>Stakeholder Engagement</b>	The Council may consider it necessary to hold meetings/ workshops with particular individuals or groups of people, where it is considered that further information in relation to a particular topic could be gathered to better inform the plan making process.
<b>Community Representatives</b>	As part of the consultation process the Council will consider using community representatives and community networks including neighbourhood planning groups.
<b>Unstaffed displays</b>	This method is less resource intensive than some forms of consultation but will be limited to those individuals visiting the particular location. Displays will stay in each location for a number of days so that the largest number of people has the opportunity to view them. The display will then move on to other parts of the District. Publicity will be the key to getting a good attendance and there will be opportunities for individuals to respond, e.g. response postcards.
<b>School Councils and/ or Youth Council</b>	School Councils and the Arun Youth Council mirror the Council's own democratic processes. Arun Youth Councillors have a standing item on the agenda if they wish to report to Full Council Meetings. In presenting Development Plan Documents to the School Councils and/or Youth Council it is hoped that the Council will be able to make the planning process interesting enough to encourage younger people particularly, to take an active part in Development Plan Document production.
<b>Survey Methods</b>	<p><u>Wavelength</u>  This panel contains a representative sample of 1200 residents who the Council may involve in certain consultation exercises.</p> <p><u>One to one interviews</u>  The Council will undertake one to one interviews at particular locations where it is considered that a particular category of society would otherwise perhaps not engage in the Plan making process. Such locations could include leisure centres, train stations, bus stations, shopping centres.</p>

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<b>Consultation Documents (which may include Summary Leaflets)</b>	<p>The Council will produce consultation documents and make them available at various locations. Additionally, paper copies of the document, for which the Council reserves the right to charge, will be made available on request from the Arun Civic Centre's Reception. Where it is considered that the preparation of a summary document would assist, these may be made available. In addition, the following practice will be used as appropriate;</p> <ul style="list-style-type: none"> <li>• Using a font size of at least 12 point, preferably 14 point</li> <li>• Using plain English</li> <li>• Using clear fonts such as Arial</li> <li>• Avoiding the use of italicised fonts</li> <li>• Using an even type spacing</li> <li>• Only justifying the left margins</li> <li>• Avoiding the use of a background image</li> <li>• Using diagrams that add to the clarity of the document</li> </ul> <p>Summary leaflets may also be provided which can provide a useful 'quick step' approach to obtaining information on the relevant Development Plan Document.</p>
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Supplementary Planning Document (SPD) production will follow a slightly different process. This is highlighted in Table 4 below.

**Table 4** Consultation Methods involved at the various stages of the SPD Production

<b>Stage</b>	<b>Informal Consultation</b>	<b>Formal</b>	<b>Consultation on draft SPD document</b>	<b>Report to Full Council</b>	<b>Adopted</b>
SPDs	Discussions with Town and Parish Councils and Parish Meetings, and consultation with others stakeholders as appropriate	Report to Local Plan Sub Committee	Document sent to statutory and any general consultees the Council thinks will be affected by the document, the general public and Town and Parish Councils		

### Specific Consultation Information

Consultation Database – The policy team maintains a consultation database which it uses to inform all interested individuals or organisation when a

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consultation is taking place provided that they have given their express consent for necessary details to be added and used for the purposes described and on the terms set out in a Privacy Notice, in accordance with the General Data Protection Regulation (GDPR 2018). Such information will only be retained in so far as to comply with the Council's data retention policies.

Consultation Documents - Consultation documents may be made available in both paper and electronic formats.

During periods of public consultation documents will be made available for viewing at the following locations between 08.45 – 17.15 (Monday to Thursday inclusive) and 08.45 – 16.45 on Fridays.

- (i) Arun Civic Centre, Maltravers Road, Littlehampton
- (ii) Bognor Regis Town Hall, Clarence Road, Bognor Regis

Paper versions of consultation documents will also be made available in all libraries throughout the District (during their normal opening hours), and electronic copies published on the Arun District Council website [www.arun.gov.uk](http://www.arun.gov.uk).

Consultation comments - The Council uses a piece of electronic consultation software (Objective) which enables any interested party to provide their representation online. This is the Council's preferred method of receiving representations and representors are strongly encouraged to use this method because it will greatly speed up, and increase accuracy in capturing people's representations, thus saving time in processing. Anyone can provide comments on a planning policy document, however we cannot accept confidential or anonymous comments

Hard copy response forms will also be provided in an electronic format so that copies can be emailed or printed off and posted to the Council.

The Council will also accept letters/emails which have been received by the close of the relevant consultation period although submitting comments via the Objective consultation portal will be encouraged.

All representations submitted via the consultation software and by email will automatically receive an acknowledgement.

Consultation duration - As a general rule, consultation shall take place for a minimum of six weeks for Development Plan Documents and four to six weeks for Supplementary Planning Documents.

The timescales involved for receipt of representations with respect to the various Development Plan Documents will be clearly advertised using the following media sources;

- (i) West Sussex Gazette

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- (ii) The Littlehampton Gazette
- (iii) The Bognor Regis Observer
- (iv) The Council's own magazine 'Arun Times' (if timetabling permits)
- (v) [www.arun.gov.uk](http://www.arun.gov.uk)

The closing dates and times for receipt of representations shall be strictly adhered to and no representation shall be accepted after the deadline has passed.

Consultation Analysis - At the end of each period of consultation in accordance with plan making regulations, a schedule summarising any representations will be made, and any actions that the Council proposes to take or where required a summary of the key issues. This will be reported and considered by the Council and made available for inspection on the Council's website (when available).

### **How do I get involved?**

Any person or group who would like to get involved in the Plan making process as outlined above can enter their details directly or request that their details be added to the Policy consultation database in accordance with the GDPR requirements.

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## **Neighbourhood Development Plans**

### **Neighbourhood Development Plans (NDP)**

The Localism Act 2011 has reformed the planning system to give local people new rights to shape the development of the communities in which they live. There is no compulsion for parishes to prepare a Neighbourhood Development Plan (NDP), however there are a number of benefits to having one:

- It will help a community play a greater role in shaping the future of its surrounding area.
- It will bring together local residents, businesses, local groups, landowners and developers to share ideas and build consensus about what needs to be done within the local community. It can also build relationships between the local community and service providers.
- Neighbourhood planning offers communities the opportunity to set priorities for planning within their area.
- Areas with 'made' (adopted) Neighbourhood Development Plans will also be entitled to a larger share of any Community Infrastructure Levy to put towards infrastructure projects in the area.

Neighbourhood Development Plans will set out the vision for an area and the planning policies for the use and development of land within a parish or neighbourhood area. The policies within a Neighbourhood Development Plan are intended to support the strategic policies within the Arun Local Plan, and should focus on guiding development, rather than stopping it.

In a parished area like Arun District it is usually the Parish or Town Council who is the qualifying body to prepare a Neighbourhood Development Plan. It can cover all or part of the parish and in some cases may involve a number of parishes. In some areas residents associations or other bodies e.g. businesses may be interested in drawing up a Neighbourhood Plan and act as a forum; however this will need to be carried out with the Parish/Town/City Council who initiate and support the project.

Plans will need to conform to planning policies and guidance at a local, national and European level and meet the Neighbourhood Planning Regulations. This will be tested in an independent examination. They will also need to demonstrate involvement of the local community, including engagement and periods of statutory consultation. Those statutory consultation requirements are stipulated in the regulations.

The parish should publish the draft plan locally for a minimum period of six weeks (Reg.14) in order for any representations to be made. Consultation must also be made with specified consultees bringing it to the attention of anyone who it may affect. When the final plan is submitted to Arun District Council, it will publish the plan for a minimum six week consultation (Reg.16)

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period bringing it to the attention of all those consulted at Reg.14 plus any others it deems necessary. Following conclusion of the consultation, the plan will progress to an independent examination.

The examiner makes a report which will recommend either:

1. The plan can move to a referendum
2. Following a few minor amendments the plan can move to a referendum
3. The plan should be refused

A decision statement will be produced by Arun District Council, outlining its' decision with reasons, identifying where the statement can be inspected and any modifications made to the plan. The examiner's report and the Council's decision will be published on the website.

Once the plan is finalised and any amendments have been made, it will then be subject to a community referendum. Arun District Council will arrange and fund the referendum. This will include all those on the electoral roll within the designated Neighbourhood Development Plan area. This may also include those from neighbouring parishes if the Examiner has deemed it will also affect them directly.

If the referendum result returns in favour by 50% of responses or more, then the Neighbourhood Development Plan will move on to the final stage in the process to be 'made'(adopted).

Once a plan has been 'made'(adopted), it will become a Statutory Plan forming part of the Local Development Framework to be used by Arun District Council in making decisions on planning applications in the Neighbourhood Plan area.

'Made'(adopted) plans will be published on the Council's website and notification of the decision to 'make' (adopt) the plan will be sent to the parishes and any person asking to be notified.

The Council will seek to provide support and advice on a range of issues, including consultation and the process of document production. Further information on this can be found on the Council's website at  
<https://www.arun.gov.uk/neighbourhood-planning>

## **Community Right to Build Order (CRBO)**

The 'Community Right to Build' enables community organisations to progress new local developments without the need to go through the normal planning application process, as long as the proposals meet certain criteria and there is community backing in a local referendum. Communities may wish to build new homes or new community amenities, and providing they can demonstrate overwhelming local support, the 'Community Right to Build' will give communities the powers to deliver this directly. All profits derived from a

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Community Right to Build Order proposal must be used for the benefit of the community, for example to provide and maintain local facilities such as village halls. The production process and bringing it into force is the same as it is for NDPs.

## **Neighbourhood Development Order**

A Neighbourhood Development Order allows communities to grant planning permission for development they want to see go ahead in a neighbourhood. For example, it enables them to allow certain developments, such as extensions to houses, to be built without the need to apply for planning permission.

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# DEVELOPMENT MANAGEMENT

## Introduction

A planning application is the means by which an individual/organisation applies for permission from the Council to develop land/buildings. Arun District Council is responsible for planning decisions that are made throughout the Local Planning Authority Area and receives different types of applications/consents for formal determination.

The requirements for consulting on planning applications are set out in the Town and Country Planning (Development Management Procedure) Order 2015.

The planning application process has four key stages, which will be discussed in more detail in the remainder of this chapter:

- **Pre-application** – a developer prepares the development proposal. Early engagement with the Council and community is encouraged.
- **Planning application** – an application is submitted to the Council who will consult on the planning application.
- **Decision making** – a decision is made by a planning committee or may be delegated to a planning officer.
- **Appeals** – the applicant has a right to appeal where they disagree with the decision of the Council to refuse permission. An independent Planning Inspector will review the application/decision.

The Statement of Community Involvement is an important tool for involving the wider community on all planning applications dealt with by the Local Planning Authority.

## Pre-application Consultation

The need for wider involvement of the community and stakeholders at an early stage in the development management process is of benefit to the public, local groups and organisations, developers and local authorities.

Arun District Council offers a Pre-Application advice service for proposals that require planning permission. This enables prospective planning applicants to gauge planning issues prior to submitting a formal application. Availing of this service allows the subsequent determination of planning decisions to be undertaken more efficiently, effectively and expeditiously.

Pre-application advice offers a number of benefits including the following:

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- It provides an opportunity for developers to understand how planning applications will be judged against relevant policies and guidance
- It identifies any modifications which may be necessary for the proposed development at the earliest possible stage
- It identifies where there is a need for additional information or specialist consultation

## Fees

For pre-application enquiries there are varying charges for different categories of development dependent upon type and sizes. A schedule of pre-application charges is provided on the Council's website at [www.arun.gov.uk](http://www.arun.gov.uk).

## How can I use the pre-application advice service?

The pre-application enquiry form can be downloaded from the Council's website [www.arun.gov.uk](http://www.arun.gov.uk). While it is not essential to provide formal plans, the more information that is provided (as detailed on the form), the better informed the Council's responses will be. Sketch plans with dimensions will suffice for household and other categories of development. For large development proposals plans and drawings will be extremely useful. Photographs of the proposed development site along with photographs of other similar developments, where possible, should be provided.

Pre application proposals must be accompanied by the correct fee and can either be posted (with the relevant fee) to the Council, or made on-line using the Council's website.

## What service will I receive?

From the date of receipt of an enquiry with the correct fee, the applicant will be contacted by letter and given details of the Case Officer within five working days. The Case Officer will assess the enquiry, undertake a site visit and endeavour to give a written response within the following 20 working days. In the case of large-scale major developments however, a written response may take up to 30 working days (and possibly longer with the agreement of the applicant).

The written response of the Case Officer will outline information such as:

- the planning history of the site
- all relevant policies
- internal consultee advice
- recommended contact list of external consultees
- Officer's opinion on the acceptability of the development proposal
- checklist of information to be submitted with a planning application

For large-scale major (residential/commercial) and small scale major (large residential) developments, a meeting will be arranged prior to the receipt of the written response. There will be no additional charge for this service. For all

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other categories of development a meeting may be arranged following a written response from the Council. There is however, an additional charge for this service.

## Planning applications

### Publicity for planning applications

The Council is required to undertake a formal period of public consultation before determining a planning application. These requirements are set out in Article 15 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. There are separate arrangements for listed buildings which are set out in Regulation 5 and 5a of the Listed Buildings and Conservation Area Regulations 1990 (as amended).

Interested parties will have a minimum of 21 days to make representations from the registration of the application. Comments received after the date given for consultation will not be considered.

Planning applications will be publicised by:

- A site notice displayed in at least one place on or near the development site for at least 21 days. The site notice will set out how to comment on the application, and
- An advertisement in a local newspaper - in accordance with statutory requirements applications are advertised in the local press; this is known as the weekly list; and
- A weekly list of applications available to view both at the Civic Centre, Littlehampton and on-line at [www.arun.gov.uk](http://www.arun.gov.uk).

Relevant statutory consultations will be undertaken. Parish Councils are consulted on current applications within their respective areas, and are informed that all documents relating to the application are available on the Arun District Council website. The 21 days consultation period still applies.

All consultation responses and comments will be included in the Case Officer's report. Material considerations raised in responses will be reviewed and may contribute to the decision making process together with all other known material considerations.

### How to view an application

Applications can be viewed on the Council's online planning register. Anyone can request a search for a particular type of application, via an address or a parish.

### How to comment on an application

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Anyone can comment on a planning application; however we cannot accept confidential or anonymous comments. Comments for current applications can be submitted online via our website [www.arun.gov.uk](http://www.arun.gov.uk), by email to [planning@arun.gov.uk](mailto:planning@arun.gov.uk) or by post. Comments must be submitted within the 21 day deadline.

Please quote the planning application reference number in all correspondence. Further information on how to comment on planning applications is available on the Arun District Council website.

If you submit your comments online, using the online planning register, you can track the application. If you submitted your comments in writing, you will receive an acknowledgement.

## Decision Making

Following the end of the consultation period, the council will consider any comments received and make a decision on the planning application having regard to the development plan policies and other material planning considerations.

Most applications are dealt with under ‘delegated’ powers where a decision is made by a planning officer. However, some applications are referred to the Development Control Committee for determination by elected members. The operation of the Council’s planning services is controlled through the Constitution.

## Neighbourhood Development Plans

Decisions on planning applications must be made in accordance with the development plan, including made Neighbourhood Plans (where these exist), unless other material considerations indicate otherwise.

## Planning application decision notices

Following a decision on an application, the decision is sent to the applicant/agent advising them of the decision that has been made. This includes any details of conditions imposed if the application has been approved.

All those who make a representation on planning applications will be written to, informing them of the decision on the application. Decision notices can also be viewed on the Council’s website, as part of the planning file.

## Appeals

The applicant has a right to appeal where they disagree with the Council’s decision to refuse planning permission, to condition a planning permission or where a decision is not reached within the statutory time period.

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Appeals are determined by the Planning inspectorate or in cases of significant national importance, by the Secretary of State. There are different time limits to make an appeal depending on the type of appeal and the circumstances.

Once we have been notified of an appeal by the Planning Inspectorate, we will notify all interested parties, including those who submitted comments on the application. We will provide a copy of all the comments received to the Planning Inspectorate. Interested parties will be advised of how they can be involved in the appeal process.

If an appeal is to be considered at an informal hearing or public inquiry, the Council will also notify all interested parties of the venue and time of the hearing in accordance with the Planning Inspectorate's requirements.

The Inspector will make a decision to dismiss or allow the appeal, or send a report to the Secretary of State. A copy of the decision notice will be sent to the appellant, the Council and any interested person who has requested a copy.

### **Developer/Agent/Promoter Consultation**

The Council recommends that developers adopt at least one of the consultation methods listed in Table 5 below in advance of submitting planning applications for both minor and major applications. The type and nature of this consultation however will vary depending on the complexity and scale of the development proposed. The appropriate level of consultation will be discussed with the applicant at the pre-application meeting.

It should be noted that the Council can only request that applicants carry out pre-application consultation. The Council cannot refuse to accept planning applications because an applicant has not undertaken pre-application consultations. However the submission of a planning application following pre-application advice will ensure that it receives priority checking. Detailed pre-application guidance notes are available for viewing on the Council's website at [www.arun.gov.uk](http://www.arun.gov.uk).

**Table 5 Pre Application consultation methods**

<b>Approach</b>	<b>Major Applications</b>	<b>Minor Applications</b>
Public meetings – on more controversial schemes, a wider audience can debate and discuss proposals	✓	
Public exhibitions – exhibitions held locally to the proposal can provide information and raise interest	✓	

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Workshops – allow stakeholders and community groups to discuss in detail particular issues at an early stage of a development proposal. Professional independent facilitators may be considered as part of this process.	✓	
Planning for Real – uses simple models as a focus for people to put forward and prioritise ideas on how their area can be improved	✓	
Town & Parish Councils – important way of raising interest locally and provides access to a network of local community groups	✓	✓
Media – radio and local press can enable a wide audience to be reached. Documents and processes can be explained in simple, appropriate language	✓	✓
Mail drop – this would provide communities with information on proposed future involvement events	✓	
Street survey questionnaires – important method of obtaining the views of individuals or groups that would otherwise be difficult to obtain e.g. full time employed at transport nodes and leisure centres	✓	
Specialist community involvement consultant - this should be considered in order to devise overall strategy and run specific events	✓	
Notify neighbours – this can address concerns early on in the process and applications may be revised having regard to legitimate concerns raised	✓	✓
Website – all relevant documents can be provided online through dedicated web pages facilitated by the Council or applicant, keeping residents informed of consultation events etc. This method may also include web based questionnaires	✓	✓

It is envisaged that any legitimate concerns raised as part of the undertaking of the pre-application consultation methods outlined above would then inform planning applications.

## Planning Performance Agreements

A Planning Performance Agreement (PPA), is a project management tool which the local planning authority and applicants can use to agree timescales, actions and resources for handling particular applications. It should cover the

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pre-application and application stages but may also extend through to the post-application stage.

Arun District Council use the agreements as a more effective mechanism for handling planning applications for large, complex development projects ([www.pas.gov.uk](http://www.pas.gov.uk) & [www.atlasplanning.com](http://www.atlasplanning.com)).

A fundamental principle of PPA's is the front loading of activity, prior to submission of the planning application to ensure that applications are of a high quality, both in terms of the material submitted and the content of the proposal.

Planning Performance Agreements provide an ideal opportunity for identifying the preferred approach to community engagement, including the identification of the communities to involve, the process of engagement and the best approach to incorporating their views.

Arun District Council has a specific Strategic Planning Applications Team that solely assesses larger applications. The PPA process can only work effectively however, where there is co-operation on both sides i.e. on the part of the Council and the developer.

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## Planning Aid

### Introduction

South East Planning Aid is a voluntary service linked to the Royal Town Planning Institute (RTPI) which offers free independent and professional advice on planning issues. Planning Aid is aimed at community groups and individuals who have limited resources to participate effectively in planning matters.

### What type of service is provided by Planning Aid?

The current remit of Planning Aid involves advising community groups in negotiations with the Local Planning Authority, and, if necessary, representing the groups at examination. The Government is promoting the expansion of this service.

Every part of the UK is covered by Planning Aid with each region having its own service. The use of Planning Aid for advice as to appropriate engagement techniques should be considered by developers. Further information regarding contact details etc. can be found on the RTPI website [www.rtpi.org.uk/planningaid/](http://www.rtpi.org.uk/planningaid/).

In addition to Planning Aid, information about the planning system can also be found on the Government planning portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

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# Monitoring and review of the Statement of Community Involvement

## Introduction

In order to improve the service that Arun District Council provides to the public, it is proposed to monitor community involvement and engagement as part of both planning policy and development management practices.

It is the intention of the Council to monitor the consultation methods contained in this Statement of Community Involvement through the Authority Monitoring Report. As the success of community involvement techniques are monitored and reviewed, the results will inform the preparation of future planning policy documents and the consideration of planning applications.

## Monitoring and Planning Policy

While it is difficult to monitor the effectiveness of certain consultation methods proposed as part of this Statement of Community Involvement such as newspaper advertisements it is proposed to monitor the effectiveness of the following methods in the following ways:-

Web	<p>Calculate the number of 'hits' on the Local Plan webpage during consultation periods.</p> <p>Include a note on the home page to advise the public that the Council offers a translation service should anyone wish to use this facility. Contact details of the appropriate person would also be provided.</p> <p>Use a pop up 'survey' window to determine the following information</p> <ul style="list-style-type: none"> <li>(i) on a scale of 1-5 how useful did the user find the web page?</li> <li>(ii) how could the information provided or presented be improved?</li> <li>(iii) which group does the user belong to? (Refer to Appendix 1 for list of groups)</li> </ul>
Letters & emails	Compare number of responses to numbers of letters and emails issued.
Presentations, meetings & workshops	<p>Provide a 'sign in' book to determine number of attendees at each venue.</p> <p>Carry out a survey on location to determine the following:</p> <ul style="list-style-type: none"> <li>(i) was the chosen venue appropriate?</li> <li>(ii) was the venue accessible?</li> </ul>

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	<ul style="list-style-type: none"> <li>(iii) was the time chosen for consultation at the venue suitable?</li> <li>(iv) were there appropriate levels of staff present at the venue?</li> <li>(v) how did the interviewee hear about this consultation session?</li> <li>(vi) were the consultation documents easy to understand?</li> </ul>
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## Monitoring and Development Management

It is proposed that a proportion of all applicants who attend pre-application consultation complete a questionnaire at the end of the consultation sessions to determine the following;

- (i) type of application being discussed
- (ii) waiting times for consultation
- (iii) whether the advice given at the consultation session will result in changes to the proposed application

## Reviewing the Statement of Community Involvement

We have endeavoured to make the Statement of Community Involvement flexible enough to deal with changing circumstances. It should only be necessary to revise the document where:-

- (i) there have been significant changes in national planning policy
- (ii) additional hard-to-reach groups have been identified
- (iii) lessons have been learnt from previous activities and new best practice has emerged

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## Abbreviations

<b>AMR</b>	Annual Monitoring Report
<b>CA</b>	The Countryside Agency
<b>DC</b>	Development Control
<b>DPD</b>	Development Plan Document
<b>EA</b>	The Environment Agency
<b>HE</b>	Historic England
<b>HE</b>	Highways England
<b>LDL</b>	Local Development Document
<b>LDF</b>	Local Development Framework
<b>LDS</b>	Local Development Scheme
<b>LPA</b>	Local Planning Authority
<b>LSP</b>	Local Strategic Partnership
<b>LTP</b>	Local Transport Plan
<b>OS</b>	Ordnance Survey
<b>PPG</b>	Planning Policy Guidance
<b>PPS</b>	Planning Policy Statement
<b>RTPI</b>	Royal Town Planning Institute
<b>SA</b>	Sustainability Appraisal
<b>SEA</b>	Strategic Environmental Assessment
<b>SCI</b>	Statement of Community Involvement
<b>SOS</b>	Secretary of State
<b>SPD</b>	Supplementary Planning Document
<b>SRA</b>	Strategic Rail Authority

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## Glossary of Terms

**Annual Monitoring Report** - This report looks at the implementation of the Local Development Scheme and how well the policies in the Local Development Documents are being achieved.

**Area Action Plan** - Area Action Plans are a type of Development Plan Document. These are used to provide a planning framework for areas of change or conservation.

**Development Plan** – As set out in section 38(6) of the Planning and Compulsory Purchase Act, an area's development plan consists of the relevant Development Plan Documents comprising a Strategic or Local Plan and Neighbourhood Plans.

**Development Plan Documents** – All Unitary/District/Borough Authorities must produce Development Plan Documents. These documents include the Strategic Plan, Local Plan, Site Allocations and Development Management Policies, Policies Map and Area Action Plans (where required). These are spatial documents and are subject to independent examination. There will be a right for anyone to make representations seeking change and to request to be heard at an independent examination.

**Local Community** – A generic term which includes all individuals (including the general public), businesses and organisations external to the District Council. It includes the statutory and other consultees.

**Local Development Scheme** – This document sets out the timetable for the preparation of the Local Development Documents. It identifies which Development Plan Documents and Supplementary Planning Documents are to be produced and when.

### Local Plan

**Policies Map** – The adopted Policies Map illustrates all of the policies and proposals in the Development Plan Documents and any saved policies that are included in the Local Plan.

**Site Allocations** – These are allocations for specific or mixed uses or development contained in Development Plan Documents. The policies in the document will identify any specific requirements for individual proposals.

**Stakeholders** - Stakeholders include any person or organisation, local or national, who have a legitimate interest in what happens in our area.

**Statement of Community Involvement** – This Statement of Community Involvement is Arun District Council's formal policy to identify how and when local communities and stakeholders will be involved in the preparation of the

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documents to be included in the Arun District Local Plan. The Statement also deals with the planning applications that Arun District Council is responsible for determining.

**Strategic Environmental Assessment** – The European ‘SEA Directive’ (2001/42/EC) requires a formal ‘environmental assessment’ of certain plans and programmes, including those in the field of planning and land use.

**Supplementary Planning Documents** – These documents provide supplementary information to the policies in the Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

**Sustainability Appraisal** – Sustainability Appraisal is a tool for appraising policies to ensure that they reflect sustainable development objectives (i.e. social, economic and environmental factors). It is required under the Planning and Compulsory Purchase Act 2004 to be carried out on all Development Plan Documents and Supplementary Planning Documents where necessary.

**Sustainable Community Strategy** – The Local Government Act 2000 requires Local Authorities to prepare a Sustainable Community Strategy in conjunction with other public, private and community sector organisations. Sustainable Community strategies should promote the economic, social and environmental wellbeing of their areas and contribute to the achievement of sustainable development. A copy of Arun’s Sustainable Community Strategy (‘Our Kind of Place’) can be viewed on the Arun District Council website at: [www.arun.gov.uk/lsp](http://www.arun.gov.uk/lsp)

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## APPENDIX 1 - Who we will involve in each Plan document

Who we will involve	Local Plan Documents							
	Statement of Community Involvement	Local Development Scheme	Strategic and Local Plans	Site Allocations and Development Policies	Area Action Plans (where required)	Supplementary Planning Documents.	Annual Monitoring Report	SEA/SA/HRA
<b>GENERAL CONSULTEES</b>								
Voluntary bodies some or all of whose activities benefit any part of the authority's area	✓		✓	✓	✓	✓		
Bodies which represent the interests of different racial, ethnic or national groups in the authority's area	✓		✓	✓	✓	✓		
Bodies which represent the interests of different religious groups in the authority's area	✓		✓	✓	✓	✓		
Bodies which represent the interests of disabled persons in the authority's area	✓		✓	✓	✓	✓		
Bodies which represent the interests of persons carrying on business in the authority's area	✓		✓	✓	✓	✓		
<b>SPECIFIC CONSULTEES</b>								
The Coal Authority	✓		✓	✓	✓	✓		
West Sussex County Council	✓		✓	✓	✓	✓		
Chichester District Council	✓		✓	✓	✓	✓		
Worthing Borough Council	✓		✓	✓	✓	✓		
Adur District Council	✓		✓	✓	✓	✓		
South Downs National Park Authority	✓		✓	✓	✓	✓		
Town and Parish Councils and Parish meetings both within and adjoining Arun District	✓		✓	✓	✓	✓		

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The Highways Agency	✓		✓	✓	✓	✓		
Network Rail Infrastructure Ltd (Company No. 2904587)	✓		✓	✓	✓	✓	✓	
The Marine Management Organisation	✓		✓	✓	✓	✓	✓	
Police Authority	✓		✓	✓	✓	✓	✓	
The Environment Agency (EA)	✓		✓	✓	✓	✓	✓	✓
Natural England	✓		✓	✓	✓	✓	✓	✓
Heritage England	✓		✓	✓	✓	✓	✓	✓
Relevant telecommunications companies	✓		✓	✓	✓	✓	✓	
Primary Care Trust and CCG	✓		✓	✓	✓	✓	✓	
Relevant electricity and gas companies	✓		✓	✓	✓	✓	✓	
Relevant sewerage and water undertakers	✓		✓	✓	✓	✓	✓	
Homes England	✓		✓	✓	✓	✓	✓	
<b>LOCAL</b>								
Local residents	✓		✓	✓	✓	✓	✓	✓
In addition to local residents, we will consider consulting the following bodies where we think it is appropriate;								
Community representatives								
Residents associations								
Local amenity societies								
Local landowners								
Housing associations								
<b>HARD TO REACH</b>								
Younger people/ groups representing younger people	✓		✓	✓	✓	✓	✓	
People with disabilities / groups representing the disabled	✓		✓	✓	✓	✓	✓	
People with learning difficulties	✓		✓	✓	✓	✓	✓	
Older people	✓		✓	✓	✓	✓	✓	
20 – 50 year age category	✓		✓	✓	✓	✓	✓	
Rural communities/ groups representing rural communities	✓		✓	✓	✓	✓	✓	

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Minority ethnic groups/ groups representing minority ethnic groups	✓		✓	✓	✓	✓	✓	
Groups with Protected Characteristics as set out under the Equalities Act and Equalities Duty 2010			✓	✓	✓	✓	✓	
Businesses	✓		✓	✓	✓	✓	✓	
Gypsies and travellers	✓		✓	✓	✓	✓	✓	
General public	✓		✓	✓	✓	✓	✓	
Regional health bodies	✓		✓	✓	✓	✓	✓	
Conservation & environmental groups	✓		✓	✓	✓	✓	✓	
Transport companies and bodies	✓		✓	✓	✓	✓	✓	
Rural and countryside	✓		✓	✓	✓	✓	✓	
Land and property interests	✓		✓	✓	✓	✓	✓	
Business organisations	✓		✓	✓	✓	✓	✓	
Education, learning and skills	✓		✓	✓	✓	✓	✓	
Retail and town centre	✓		✓	✓	✓	✓	✓	
Tourism interests	✓		✓	✓	✓	✓	✓	
Land owner and developer interests	✓		✓	✓	✓	✓	✓	
Local Strategic Partnership	✓		✓	✓	✓	✓	✓	
All those currently included on the LDF consultation database	✓		✓	✓	✓	✓	✓	

✓ Depending on the subject matter of the Planning Document

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## APPENDIX 2 – Consultation Methods

Consultation Methods involved at the various stages of the Development Plan Document Production (Please read these Tables with Appendix 1)

### (a) REGULATION 18 CONSULTATION

Target Group	Method of Consultation*									
	Advertising	Web	Letters and/ or Emails**	Presentations and/ or Public Meetings	Meetings	Community Representatives	Unstaffed displays	School Councils and/ or Youth Council	Survey Methods	Consultation Documents (which may include Summary Leaflets)***
Specific Consultees			✓							✓
General Consultees			✓							✓
Local	✓	✓	✓	✓					✓	✓
Hard to Reach										
Younger people/ groups representing younger people	✓	✓	✓	✓				✓	✓	✓
People with disabilities/ groups representing the disabled	✓	✓	✓	✓			✓	✓	✓	✓
People with learning difficulties	✓	✓				✓			✓	✓
Older people	✓	✓		✓			✓		✓	✓
20-50 year age category	✓	✓		✓			✓		✓	✓

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	Rural communities/ groups representing rural communities	✓	✓	✓	✓		✓	✓		✓	✓
	Minority ethnic groups/ groups representing minority ethnic groups	✓	✓	✓	✓		✓	✓		✓	✓
	Groups with Protected Characteristics as set out under the Equalities Act and Equalities Duty 2010	✓	✓				✓	✓		✓	✓
	Businesses	✓	✓	✓	✓	✓		✓		✓	✓
	<b>Other Stakeholders</b>	✓	✓	✓	✓			✓		✓	✓

\*The methods of consultation as outlined in this Table are a guide and will be used as deemed appropriate and necessary, depending on the type of consultation document being consulted upon at the time and taking into account people's preferences.

\*\* Letters and/or emails shall be forwarded to those who are currently included on Arun District Council's consultation database. The database comprises all those people/organisations who have supplied name, address and email details and asked to be kept informed of the LDF process. Should you wish to be included on this database you must inform the Planning Policy Team by email or in writing (see Section 7.1 for details). The Planning Policy Team will update the consultation database on a continual basis. However, where a particular consultation event has already commenced it may not be expected that new entries to the consultation database will be informed of a consultation that is ongoing at that time.

\*\*\* Electronic copies of consultation documents will be available on the Council's website, public libraries throughout the District and the District Council offices and should be used for reference in the first instance. Where this is not possible, alternative mediums may be made available on request. This may incur a charge.

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**(b) PUBLICATION OF PRE-SUBMISSION DOCUMENT**

Target Group	Method of Consultation*										
	Advertising	Web	Letters and/or Emails**	Presentations and/ or Public Meetings	Meetings	Community Representations	Workshops	Unstaffed displays	School Councils and/ or Youth Council	Survey Methods	Consultation Documents (which may include Summary Leaflets)***
<b>Specific Consultees</b>											
<b>General Consultees</b>			✓								
<b>Local</b>	✓	✓	✓					✓			✓
<b>Hard to Reach</b>											
Younger people/ groups representing younger people	✓	✓	✓					✓	✓		✓
People with disabilities/ groups representing the disabled	✓	✓	✓					✓			✓
People with learning difficulties	✓	✓	✓					✓			✓
Older people	✓	✓						✓			✓
20-50 year age category	✓	✓						✓			✓
Rural communities/	✓	✓	✓					✓			✓

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	Groups representing rural communities										
	Minority ethnic groups/ groups representing minority ethnic groups	✓	✓	✓				✓			✓
	Groups with Protected Characteristics as set out under the Equalities Act and Equalities Duty 2010	✓	✓					✓			✓
	Businesses	✓	✓	✓				✓			✓
	<b>Other Stakeholders</b>			✓							✓

\*The methods of consultation as outlined in this Table are a guide and will be used as deemed appropriate and necessary, depending on the type of consultation document being consulted upon at the time and taking into account people's preferences..

\*\* Letters and/or emails shall be forwarded to those who are currently included on Arun District Council's consultation database. The database comprises all those people/organisations who have supplied name, address and email details and asked to be kept informed of the LDF process. Should you wish to be included on this database you must inform the Planning Policy Team by email or in writing (see Section 7.1 for details). The Planning Policy Team will update the consultation database on a continual basis. However, where a particular consultation event has already commenced it may not be expected that new entries to the consultation database will be informed of a consultation that is ongoing at that time.

\*\*\* Electronic copies of consultation documents will be available on the Council's website, public libraries throughout the District and the District Council offices and should be used for reference in the first instance. Where this is not possible, alternative mediums may be made available on request. This may incur a charge.

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## (c) EXAMINATION AND SUBMISSION

Target Group	Method of Consultation*				
	Advertising	Web	Letters and/or Emails**	Meetings***	Consultation Documents (which may include Summary Leaflets)****
<b>Specific Consultees</b>	✓	✓	✓		✓
<b>General Consultees</b>	✓	✓	✓		✓
<b>Local</b>	✓	✓	✓		✓
<b>Hard to Reach</b>					
Younger people/ groups representing younger people	✓	✓	✓		✓
People with disabilities/ groups representing the disabled	✓	✓	✓		✓
People with learning difficulties	✓	✓	✓		✓
Older people	✓	✓	✓		✓
20-50 year age category	✓	✓	✓		
Rural communities/ groups representing rural communities	✓	✓	✓		✓
Minority ethnic groups/ groups representing minority ethnic groups	✓	✓	✓		✓
Groups with Protected Characteristics as set	✓	✓			✓

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	out under the Equalities Act and Equalities Duty 2010				
Businesses	✓	✓	✓		✓
<b>Other Stakeholders</b>	✓	✓	✓		✓

\*The methods of consultation as outlined in this Table are a guide and will be used as deemed appropriate and necessary, depending on the type of consultation document being consulted upon at the time and taking into account people's preferences.

\*\* Letters and/or emails shall be forwarded to those who are currently included on Arun District Council's consultation database. The database comprises all those people/organisations who have supplied name, address and email details and asked to be kept informed of the LDF process. Should you wish to be included on this database you must inform the Planning Policy Team by email or in writing (see Section 7.1 for details). The Planning Policy Team will update the consultation database on a continual basis. However, where a particular consultation event has already commenced it may not be expected that new entries to the consultation database will be informed of a consultation that is ongoing at that time.

\*\*\*A meeting during the stage of the plan making process may be held with the Inspector at his/her request

\*\*\*\* Electronic copies of consultation documents will be available on the Council's website, public libraries throughout the District and the District Council offices and should be used for reference in the first instance. Where this is not possible, alternative mediums may be made available on request. This may incur a charge.

## ARUN DISTRICT COUNCIL

### LOCAL PLAN SUB-COMMITTEE – 11 June 2018

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Subject: Local Development Scheme

Report by : Martyn White, Principal Planning Officer

Report date : June 2018

#### EXECUTIVE SUMMARY

The Council is required to produce, and keep up to date, a Local Development Scheme (LDS). The LDS provides a work programme for the production of those Development Plan Documents to be prepared over the next three year period. The previous LDS came into effect on the 9 March 2017 to reflect the production of the Arun Local Plan.

With the adoption of the Arun Local Plan (2011-2031) anticipated to take place in July 2018 pending receipt of the Inspector's Report, it is considered that this is an appropriate time to revisit the work programme of the Planning Policy Team, and update the LDS accordingly.

The revised LDS (attached as appendix 1) includes the timescales for the production of the Non-Strategic Site Allocations DPD along with other updates as necessary.

#### RECOMMENDATIONS

The following actions are recommended:

1. That the Local Plan Sub-Committee endorse and recommends to Full Council that the Local Development Scheme 2018 (as set out in appendix 1) is referred to Full Council in July 2018 for adoption and;
2. That authority be delegated to the Group Head of Planning, in consultation with the Portfolio Holder for Planning, to undertake minor updating and drafting of any amendments required, prior to publication.

#### 1.0 BACKGROUND

- 1.1 Local Planning Authorities are required to produce a Local Development Scheme (LDS) under Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act

2011). The LDS must specify (among other matters) the documents which, when prepared, will comprise the Development Plan for the area. The LDS must be made publicly available and kept up-to-date. It is also a legal requirement to have an up to date LDS, as this is one of the tests of compliance at a development plan document examination.

- 1.2 The LDS is a short, high level work programme that sets out what Development Plan Documents (DPD) the Council is going to produce over a rolling three year period. The revised LDS outlines the timetable for producing each DPD, along with the key dates and milestones to be met.
- 1.3 The dates set out in the timetable are monitored each year from 1st April to 31st March through the Authority Monitoring Report. Such monitoring enables the LPA to review document production progress, and amend the timetable and resource requirement as necessary.
- 1.4 The current LDS came into effect on 2017 to reflect the stage that had been reached with the preparation of Local Plan. With the adoption of the ALP imminent, it is considered that this is an appropriate time to revisit the work programme of the policy team and update the LDS to reflect the next set of DPD's to be prepared.
- 1.5 The revised LDS (attached as appendix 1) covers the three year period from 2018-2021 and includes a timetable for the preparation of the Non-Strategic Sites Allocation DPD (sites likely to be circa 300 or fewer dwellings) and a Gypsy and Traveller and Travelling Showpeople Site Allocations DPD. However, the authority needs to be mindful of the caveats set out in paragraph 1.7 below.
- 1.6 It is intended that the LDS will come into effect following the Full Council meeting on the 18th July 2018. A copy of the LDS will be made available on the Council's website as soon as possible following this meeting.
- 1.7 The Government is consulting on a revision to the National Planning Policy Framework and supporting National Planning Guidance – including with regard to planning obligations and CIL. This LDS may need further subsequent amendment because there could be implications for DPD preparation. However, it is considered that the LDS update should not be delayed pending the outcome of this process because of the need to progress the Non-Strategic Sites DPD and support the Neighbourhood Planning process.

## 2.0 CONCLUSION

### **Appendix 1 - Local Development Scheme 2018-2021**

**Contact:** Martyn White [Martyn.white@arun.gov.uk](mailto:Martyn.white@arun.gov.uk)

# **ARUN DISTRICT COUNCIL**

## **LOCAL DEVELOPMENT SCHEME**

### **2018 – 2021**



# ARUN DISTRICT COUNCIL

## LOCAL DEVELOPMENT SCHEME

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## 1. Introduction

- 1.1 This is the Local Development Scheme (LDS) for the period 2018-2021. The scheme has been prepared in conformity with the Planning and Compulsory Purchase Act 2004 (The Act), as amended by section 111 of the Localism Act 2011. The local planning authority must resolve that the scheme is to have effect and specify the date from which it will do so.
- 1.2 The Act (as amended by the Localism Act 2011) states that a Local Development Scheme must specify:-
  - The local development documents which are to be development plan documents;
  - The subject matter and geographical area to which each development plan document relates;
  - Which development plan documents, if any, are to be prepared jointly with one or more other local planning authorities;
  - Any matter or area in respect of which the authority has agreed (or proposes to agree) to the constitution of a joint committee [with other local planning authorities]; and
  - The timetable for the preparation and revision of the development plan documents.
- 1.3 The LDS therefore, 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 Local Plan must be prepared in accordance with the National Planning Policy Framework (NPPF). The NPPF must also be read alongside Planning Policy for Traveller Sites which was published in March 2012 and the Planning Practice Guidance, published in March 2014.
- 1.5 The Localism Act 2011 allows for communities to draw up Neighbourhood Development Plans. In Arun's Local Planning Authority Area, there are currently (as of March 2018) 17 Neighbourhood Development Plans (NDPs) being produced in accordance with the Neighbourhood Planning (General) Regulations 2012. Of this number, 15 have been formally adopted ('made') by Arun District Council. Once NDPs are adopted ('made'), they will sit beside the Arun Local Plan and become part of the statutory Development Plan which guides decision making in the district.
- 1.6 The Community Infrastructure Levy (CIL) Regulations came into force in 2010. The council is currently working towards preparing a CIL

charging schedule subject to updating viability evidence which will set a charge 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 Development Plan which currently consists of the following adopted plans:

- Arun Local Plan (2003)
- West Sussex Minerals Local Plan – saved policies (2003)
- West Sussex Waste Local Plan (2014)
- Made Neighbourhood Development Plans:
  - Aldingbourne
  - Angmering
  - Arundel
  - Barnham & Eastergate
  - Bersted
  - Bognor Regis
  - Climping
  - East Preston
  - Felpham
  - Ferring
  - Kingston
  - Littlehampton
  - Rustington
  - Walberton
  - Yapton

### **Arun Local Plan (2011-2031)**

2.2 The Submitted Arun Local Plan (2011-31) is a material consideration for determining planning applications. When the Arun Local Plan is adopted by Full Council in July 2018 (incorporating all of the Main Modifications), it will replace the Local Plan 2003 (in its entirety) and, all of the saved policies form the 2003 plan.

### **West Sussex Minerals Local Plan 2003**

2.3 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.

- 2.4 The MLP in its entirety was saved until 27 September 2007. The County Council subsequently submitted to the Government a list of the policies that it considered should continue to 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](http://www.westsussex.gov.uk/mwdf).
- 2.5 Work on updating the Minerals Local Plan 2003 is currently underway; The Minerals Local Plan was submitted to the Secretary of State at the end of May 2017, and was subject to public examination hearings during September 2017. Further consultation has been undertaken on proposed Main Modifications to the plan, and a response is now awaited from the Inspector.
- 2.6 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**

- 2.7 The West Sussex Waste Local Plan (WLP) (2014) was adopted on 11<sup>th</sup> 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 are included on the Arun Local Plan Policies Maps.

### **Neighbourhood Development Plans**

- 2.9 There are 15 Neighbourhood Development Plans within the Arun District that have been adopted. These give communities the power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They include the location of new homes, shops and offices. They influence what those new buildings should look like and inform what infrastructure should be provided.

## **3. Emerging Plans**

### **Gypsy and Traveller and Travelling Showpeople Site Allocations Development Plan Document**

- 3.1 The LDS 2014-2017 explains that the Arun Local Plan 2011-2031 (referred to as ALP) will include site allocations, development management policies and Gypsy and Traveller policies for the whole of the Arun Local Planning Authority Area (i.e. excluding that part of the South Down National Park planning authority area which falls within Arun District) . However, during preparation and examination of the Local Plan it became clear that the evidence timetable was delayed and that further site evidence work would be required. As a consequence it was agreed that a separate Gypsy & Traveler Development Plan Document would need to be prepared for the Arun Local Planning Authority area. The emerging ALP therefore provides an overview of the current status of the evidence base including the Gypsy and Traveller and Travelling Showpeople 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.
- 3.2 It is important however, that the Gypsy and Traveller and Travelling Showpeople Sites Allocation DPD is prepared closely following the Local Plan DPD to ensure that it meets the requirements of the Planning for Traveller Sites Policy (August 2015). Further details regarding the timetable for the preparation of this DPD is provided in **Appendix1**.

### **Non-Strategic Site Allocations Development Plan Document**

- 3.3 The ALP is anticipated for adoption (with Main Modifications) by the District Council in July 2018. Whilst the Local Plan sets out the strategic pattern of growth and development in the whole district for the Arun District Local Planning Authority area (i.e. excluding that part of the South Down National Park planning Authority area which falls within Arun District) until 2031, it also identifies that further development is required to be identified. The plan includes a commitment to provide at least 1,250 dwellings in a separate DPD which will also cover the Arun Local Planning Authority area, supplemented with any new or updated Neighbourhood Development Plans.
- 3.4 The DPD will allocate Non-Strategic Sites in accordance with the ALP and set a housing target for any Neighborhood Plans where appropriate. The location of these will be based upon the location strategy as defined in the ALP, and the number of Neighbourhood Plans being reviewed.
- 3.5 The DPD will allocate land for residential development that is classified as 'Non-strategic'. A strategic allocation is defined within the ALP as one being 300 dwellings or more. Therefore, this DPD will identify sites under that threshold although depending on circumstances it may be

appropriate for some sites to be included which may deliver a housing yield above this benchmark.

- 3.6 The Council and Neighborhood Planning Groups will use the Housing & Economic Land Availability Assessment (HELAA) as a source of evidence to identify Non-Strategic sites to be allocated either through Neighbourhood Plans and/or the Non-Strategic Sites Allocations DPD. This will give the Council more control over allocating small sites within the Plan period.
- 3.7 The Council has made a commitment to commence work on the Non-Strategic Sites Allocation Document immediately on adoption of the Arun Local Plan. The DPD will be prepared alongside the review of those Neighbourhood Development Plans where there has been a commitment to do this.

## **4. Supporting Documents**

### **Supplementary Planning Documents**

- 4.1 As well as programming work on the DPDs, the council may also choose to prepare SPDs. The SPDs do not have the status of DPDs but would be the subject of consultation and, once adopted, would form part of the LDF. Under the Planning Act 2008 there is no need for SPDs to be included within the LDS.

### **CIL Charging Schedule**

- 4.2 1.1 The Local Plan identifies 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)
- 4.3 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 Infrastructure Delivery Plan (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 follows the adoption of the ALP. 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

### **Statement of Community Involvement**

- 4.4 The Statement of Community Involvement sets out the Councils process for undertaking consultation on both planning policy

documents and as part of the Development Control process.

- 4.5 The SCI was last reviewed in 2012, and has been amended in 2018 to take into account amendments to legislation. When the revised SCI is adopted, all forthcoming consultations must be carried out in accordance with that version of the SCI.

## **5. Process and Procedures**

### **Resources**

- 5.1 The Planning Policy and Conservation Team (2 FTE + 4 PT) are leading the production of the Local Plan and supporting DPDs and the CIL charging schedule. It will be necessary to fill vacancies arising as a priority and 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 2**.

### **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 and implementation of Local Development Documents including the Local Plan and Supplementary Planning Documents (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/authority-monitoring-report>

### **Reviewing the Local Development Scheme**

- 5.4 The Council may produce a revised Local Development Scheme during the period if required to reflect any changes in the documents to be prepared. This could be as a result of changes in the planning system, legislation or resource constraints.



## APPENDIX 1 – Development Plan Document (DPD) Profiles

<b>Non-Strategic Site Allocation Development Plan Document</b>		
Geographical Area	All parts of Arun District excluding that part within the South Downs National Park Boundary	
Subject to Independent Examination	Yes	
Produced jointly with other authorities	No, although Parish and Town Council's may wish to assist and update their NPs accordingly	
Timetable	Regulation 18 consultation	Spring 2019
	Pre-Submission Publication. Regulation 19	Autumn 2019
	Submission	Spring 2019/2020
	Examination	Summer 2019/2020
	Inspector's Report Received	Autumn 2020
	Adoption	Winter 2020
Resources	The document will require significant input from the Planning Policy Team and officers from other Council Departments	
Review	Once adopted, the policy and delivery strategy will be monitored in the Authority Monitoring Report	

<b>CIL Charging Schedule</b>		
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	
Timetable	Evidence preparation  Preliminary Draft Charging Schedule consultation  Consultation on Draft Charging Schedule  Submit Final Charging Schedule  Examination  Inspector's Report Received  Adoption	Summer 2018  Winter 2018  Spring 2019  Summer 2019  Autumn 2019  Winter 2019  Spring 2020
Resources	The document will require significant input from the Planning Policy Team and officers from other Council Departments	
Review	Once adopted, the policy and delivery strategy will be monitored in the Authority Monitoring Report	

## Gypsy and Traveller Sites DPD

The Gypsy and Traveller and Travelling Showpeople 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 year's 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	Spring 2019
	Pre-Submission publication. Regulation 19	Autumn 2019
	Submission	Spring 2020
	Examination	Summer 2020
	Inspector's Report Received	Summer/Autumn 2020
	Adoption	Autumn 2020
Resources	The document will require significant input from the Planning Policy Team and officers from other Council Departments	
Review	Once the Gypsy and Traveller and Travelling Showpeople Sites DPD is adopted, the policy and delivery strategy will be monitored annually in the Authority Monitoring Report	

## APPENDIX 2 - Risk Assessment

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

	<b>Risk</b>	<b>Impact</b>	<b>Actions</b>
7	Insufficient budget provision to finance the project	<ul style="list-style-type: none"> <li>- Work slips or cannot be progressed</li> <li>- Objectives on quality compromised</li> </ul>	<ul style="list-style-type: none"> <li>- Budget and spending to be kept under review</li> </ul>
8	Local Plan programme too ambitious	<ul style="list-style-type: none"> <li>- Key milestones in programme not met and Housing and Planning Delivery Grant reduced</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure LDS is realistic</li> <li>- Monitor progress against LDS and amend if necessary</li> <li>- Prioritise Non-Strategic Site Allocations DPD and G&amp;T DPD</li> </ul>
9	Planning Inspectorate unable to meet the timescale for examination and reporting	<ul style="list-style-type: none"> <li>- Examination and/or report is delayed</li> <li>- Key milestones in programme not met</li> </ul>	<ul style="list-style-type: none"> <li>- Close liaison with the Planning Inspectorate to ensure early warning of any problems (e.g. consultation on LDS)</li> <li>- Maintain up to date Service Level Agreements with the Inspectorate</li> </ul>
10	Local Plan fails test of "soundness"	<ul style="list-style-type: none"> <li>- DPD has to be withdrawn and further work undertaken for resubmission</li> <li>- Progress on other LDD/CIL charging schedule slips</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure documents have a robust evidence base and well audited community and stakeholder engagement</li> <li>- Undertake NPPF and legal compliance self-assessment</li> <li>- Maintain close working relationship with the Planning Inspectorate, particularly with regard to new Local Plan examination process</li> <li>- Keep up-to-date on experience from elsewhere</li> <li>- Keep up-to-date with NPPF and test of soundness</li> </ul>
11	Legal Challenge	<ul style="list-style-type: none"> <li>- Adopted document quashed</li> <li>- Additional workload</li> <li>- Legal costs</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure procedures, Act, Regulations etc. are complied with</li> <li>- Undertake soundness self-assessment</li> </ul>
12	Community Infrastructure does not pass examination or is not adopted	Pooling restrictions on S106 contributions could reduce the ability to secure sustainable development/impact mitigation.	Work with the development industry on the potential development allocations to ensure objections are minimised and appropriate joint S106 and CIL exemptions are in place.

## ARUN DISTRICT COUNCIL

### LOCAL PLAN SUB-COMMITTEE – 11 June 2018

Subject: Non-Strategic Site Allocations Development Plan Document

Report by : Martyn White, Principal Planning Officer

Report date : June 2018

#### EXECUTIVE SUMMARY

The Arun Local Plan (ALP) is set for adoption in July 2018. Whilst the Local Plan sets out the strategic pattern of growth and development in the district until 2031, it also identifies that further development is required to be identified. The ALP includes a commitment to provide at least 1,250 dwellings in a separate Non-Strategic Sites Development Plan Document (DPD) with an input and contribution from revised Neighbourhood Development Plans where appropriate.

This report provides Members with further information related to the document, including key dates in its production.

#### RECOMMENDATIONS

The following actions are recommended:

1. That the Local Plan Sub-Committee note the contents of the report

## 1.0 BACKGROUND

### **Introduction**

- 1.1 The Arun Local Plan (ALP) is anticipated for adoption in July 2018. Whilst the Local Plan sets out the strategic pattern of growth and development in the district until 2031, it also recognises that further development is required to be identified. The ALP includes a commitment to provide at least 1,250 dwellings in a separate Development Plan Document (DPD) with an input and contribution from revised Neighbourhood Development Plans (NDPs) where appropriate.
- 1.2 Paragraph 12.1.9 of the ALP states that .... '*the Council will commence the production of a Non-Strategic Site Allocations DPD immediately after the*

*adoption of the Local Plan for those areas of the District which will not be covered by up-to-date Neighbourhood Plans. The Non-Strategic Site Allocations DPD will allocate sufficient sites to meet any identified shortfall, in accordance with the Local Plan housing trajectory’.*

- 1.3 As a consequence, the DPD will identify the housing number (i.e. 1,250 dwellings) distribution across the district the delivery of which will include an appropriate contribution from any NDPs which are to be reviewed.

### **Development Plan Document Approach**

- 1.4 The Non-Strategic Site Allocations DPD will be a district wide document covering the Local Planning Authority Area (LPAA) and excluding the South Downs National Park. It must conform to the strategic objectives, principles, locational strategy and policies as set out in the ALP. The priority for the council will be to ensure that the spatial distribution of the sites is broadly in line with that highlighted in the ALP, and related to objective evidence on need, capacity and delivery taking into account Sustainability Appraisal of options, infrastructure requirements and the existing evidence base supporting the Arun Local Plan 2011-2031 (anticipated for adoption in July 2018) as well as the need for any new evidence.
- 1.5 The DPD will allocate land for residential development that is classified as ‘Non-strategic’. The ALP defines strategic allocation as being 300 dwellings or more. Therefore, this DPD will identify sites under that threshold. Sites will be required to include relevant supporting infrastructure and services and not just a housing estate. Non-strategic sites are likely to have local or non-strategic infrastructure requirements and cumulatively, strategic mitigation has already been accounted for in the soon to be adopted ALP. Site level assessment and evidence preparation will consider the need for infrastructure in this context.
- 1.6 The DPD will include figures for the Town and Parish Councils deemed suitable to accommodate new development, irrespective of whether the DPD or the NDPs will allocate the new sites.
- 1.7 It is considered that this approach will provide some certainty to the community, service providers, the local authority and developers about the future use of land in their area and the likely scale of infrastructure requirements to support it.
- 1.8 It is important to note that, once the DPD has been through the formal processes, the inclusion of a site within it means that the Council will, in principle, support the development or use of that site in accordance with policies in the Local Plan. However, it does not grant permission for any particular proposal; this will still need to be secured through the planning application process and further consultation will need to be carried out at that time.

## **Process to date**

- 1.9 The Council has formally written to all of the Town and Parish Councils to establish whether they would be in a position to update their NDPs to reflect the ALP. A number of responses have been provided to the council either confirming a willingness to do this, or acceptance for ADC to identify sites in their parish area in the DPD. Either option requires the continued close working arrangements that currently exist.
- 1.10 Those Town and Parish Councils that have indicated that they are willing to revise their NDPs have asked the council to identify for them, the number of dwellings to be included within their plan.
- 1.11 The Council intends to identify a credible methodology for how the global figure of 1,250 should be distributed across the district (on an objective basis that can be defended at examination) which can then be sieved through Sustainability Appraisal and site appraisal. It is thought that this approach will use the information contained within the latest version of the SHMA as a starting point, as it is considered to be current. The Council has organised a meeting with the Town and Parish Councils in order to ensure that they are kept updated as to the work currently being undertaken.
- 1.12 In these areas where Town and Parish councils do not wish to prepare their own Neighbourhood Plan, the Council will work with them to identify sites in the DPD where appropriate.

## **Evidence base:**

- 1.13 A significant body of evidence was prepared and collated in order to support the production of the ALP. The majority of the studies prepared as part of this evidence base are considered to be up to date, and as a consequence, provide the starting point for the evidence required to support the preparation of the DPD. The full evidence base can be found on the Councils website: [www.arun.gov.uk/planning](http://www.arun.gov.uk/planning).
- 1.14 However, new or revised evidence documents may need to be prepared in order to assist with the identification of sites and their local impact, and the preparation of the DPD. This may include (but not be limited to) the following topics: viability, transport, landscape, and infrastructure including affordable housing and education.
- 1.15 The preparation of a comprehensive evidence base will enable the council to assess the potential impact of planned new development over the plan period, whilst also helping to ensure the promotion of sustainable development through the plan making process.
- 1.16 Whilst an extensive evidence base is required to support any DPD, certain studies form a key role in DPD preparation. Just as with the ALP, the HELAA will form the starting point for the identification of sites for the DPD. At the time of writing this report, the council is currently undertaking a call for sites

exercise, whilst also contacting all of the site owners/developers who currently have sites on the database to ensure that the information held is as accurate as possible.

- 1.17 The Council is undertaking an evidence base review in order to identify which parts of its extensive evidence base will support the new DPD, and which will need to be updated or replaced.
- 1.18 The DPD will be subject to a variety of impact assessments including, Sustainability Appraisal, Habitat Regulation Assessment, Equalities Impact Assessment and Health Impact Assessment.
- 1.19 The Sustainability Appraisal process should be undertaken at the same time as DPD production, and inform the contents of the document. As a consequence, a decision has been made to commission consultants to undertake this significant piece of work.

### **Duty to Co-Operate**

- 1.20 The Council will meet its duty to co-operate obligations by working constructively and maintaining dialogue with its neighbouring local authorities, and key government agencies. A programme of early engagement meetings is being prepared with key stakeholders and with a view to preparing or refreshing Statements of Common Ground /MoUs

### **Timetable**

- 1.21 The Local Development Scheme has been reviewed to ensure that it is up to date with regards to the DPD's that the policy team will be working on.
- 1.22 The LDS identifies that the following dates and stages will be followed:

<b>Key Stage/Milestone</b>	<b>Date</b>
Regulation 18 consultation	May-June 2019
Regulation 19 consultation	October-November 2019
Submission	March 2020
Examination	June – July 2020
Inspectors Report	October 2020
Adoption	December 2020

### **Next steps**

- 1.23 The first stage of preparation of the DPD is to identify sites for consideration and assessment. The Council will use the results of the current call for sites exercise currently being undertaken as a starting point in association with the HELAA.
- 1.24 Further work will be undertaken with regards to identifying the potential distribution of the housing numbers. It is anticipated that the selected SA consultants will assist with this site selection process.

- 1.25 Arun District Council believes that part of a sustainable planning process is to keep all interested parties involved in the development of documents, and provide information in a timely manner. A meeting is planned to take place with the Town and Parish Council on the 15 June.

## ARUN DISTRICT COUNCIL

### LOCAL PLAN SUB-COMMITTEE – 11 JUNE 2018

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Subject: Housing and Economic Land Availability Assessment (HELAA) / Call for Sites

Report by : Kathryn Banks, Principal Planning Officer

Report date : June 2018

#### EXECUTIVE SUMMARY

This report sets out the general approach and timetable for the preparation of the 2018 Housing and Economic Land Availability Assessment (HELAA) which includes a 'call for sites' exercise.

#### RECOMMENDATIONS

The following actions are recommended:

1. That Local Plan Sub Committee notes the general approach and timetable for the preparation of the 2018 Housing and Economic Availability Assessment (HELAA) and 'call for sites' exercise.

#### 1.0 BACKGROUND

- 1.1 The National Planning Policy Framework (NPPF) (paragraph 159) requires Council's to have a full understanding of housing needs in their area and they should prepare an assessment to establish realistic assumptions about the suitability, availability and achievability of land to meet the identified need for housing. Council's must also assess the existing and future supply of land available for economic development and its sufficiency and suitability to meet identified needs.
- 1.2 The Planning Practice Guidance (PPG) recommends that the housing and economic evidence should be undertaken as part of the same exercise; therefore, Arun District Council has prepared a Housing and Economic Land Availability Assessment (HELAA).
- 1.3 The HELAA is a technical and theoretical database of sites which have been identified and assessed for their potential to accommodate future housing or economic development. It is essential to note that the document is an identification of potential only. It is not a document of

planning policy but the HELAA forms an important part of the Council's evidence for the identification of a sufficient supply of housing sites.

- 1.4 The HELAA is a 'live' document which is reviewed and updated every year. The last review and update was in 2017, which included a 'call for sites' exercise.

## **2.0 CALL FOR SITES 2018**

- 2.1 Arun District Council is currently preparing a number of new planning policy documents, which will allocate land for housing. These include the Non-Strategic Site Allocation Development Plan Document (DPD) and the Gypsy and Traveller DPD.
  - 2.2 Documents such as the above are complex to prepare and require an extensive evidence base to support them. The HELAA is one such document.
  - 2.3 The Council is, therefore, reviewing and updating its HELAA and undertaking a 'call for sites' exercise.
  - 2.4 All those who have previously had some involvement with land within the existing HELAA, be that as a landowner, site promoter, previous applicant or agent, has been contacted via either an email or a letter.
  - 2.5 The Council has asked existing promoters to review their site information and update any relevant information in order to update the Council's records and help the Council assess whether a site could be considered to be available and achievable. The Council is particularly interested to know if they are planning to bring sites forward for planning applications within the next 5 years or in the longer term (6-10, 11-15 or 16+ years from April 2018).
  - 2.6 In addition to this, the Council is also inviting a general 'call for sites' for sites within the District that can accommodate 5 or more additional dwellings through issuing an advert in the local press and updating the Council's website. This will identify new sites that are currently not on the database.
- ## **3.0 NEXT STEPS AND TIMETABLE**
- 3.1 Responses are due to be submitted to the Council by 30<sup>th</sup> June 2018.
  - 3.2 Officers will then use the established HELAA methodology, which follows policy and guidance contained within the NPPF and PPG, to undertake the review and update of the HELAA. The 5 stages of the approach are:
    - 1) Site identification,
    - 2) Site assessment,

- 3) Windfall assessment,
- 4) Assessment review, and
- 5) Final evidence base.

The full methodology can be found on the Council's website at:  
[www.arun.gov.uk/helaa](http://www.arun.gov.uk/helaa)

- 3.3 The HELAA will be used to inform the preparation of both the Non-Strategic Site Allocation Development Plan Document (DPD) and the Gypsy and Traveller DPD over 2018.
- 3.4 The final HELAA 2018 is anticipated towards the end of the year, the results of which will be reported to Local Plan Sub Committee at appropriate meetings.

**Contact:** Kathryn Banks, ext. 37579 [kathryn.banks@arun.gov.uk](mailto:kathryn.banks@arun.gov.uk)

<https://www.arun.gov.uk/helaa>