



Public Document Pack

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18 June 2020

PLANNING POLICY SUB-COMMITTEE

A meeting of the **Planning Policy Subcommittee** will be held on **Tuesday 30 June 2020 at 6.00 p.m.** and you are requested to attend.

PLEASE NOTE: *This meeting will be a 'virtual meeting' and any member of the press and public may listen-in and view the proceedings via a weblink which will be publicised on the Council website at least 24 hours before the meeting.*

Different meeting arrangements are in place for the period running from 4 April 2020 to 7 May 2021 from the provisions of the Coronavirus Act 2020 and the meeting regulations 2020, to allow formal 'virtual meetings'.

This Council's revised Rules of Procedures for 'virtual meetings' can be viewed here [click here](#)

Members: Councillors Mrs Yeates (Chairman), Jones (Vice-Chair), Bower, Chapman, Charles, Mrs Daniells, Dixon, Elkins, Huntley, Lury, Oppler, Mrs Pendleton, Ms Thurston and Tilbrook

AGENDA

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** (Pages 1 - 8)

To agree as a correct record the Minutes of the meeting held on 25 February 2020 (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. **ARUN DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT (SPD)** (Pages 9 - 16)

On 17 December 2019, Planning Policy Sub-Committee (PPSC) agreed the proposed approach and timetable for the public consultation on the consultation draft version of the Arun District Design Guide SPD. The consultation was held from 9 January - 21 February 2020, following which, this report advises members on the representations made and the proposed responses.

The report also recommends approval to progress with a four-week Regulation 12 Public participation period as required by The Town and Country Planning (Local Planning) (England) Regulations 2012 pending clarification and cover for meeting consultation regulations, following COVID-19 restrictions.

Following the public participation period, the report will set out the proposed approach to adoption of the Design Guide SPD in the light of consultation responses and issues raised.

6. **HIGH LEVEL DEVELOPMENT PRINCIPLES FOR THE WEST OF BERSTED STRATEGIC ALLOCATION** (Pages 17 - 26)

This report seeks the endorsement of the Council to a series of high-level development principles to guide the form of the development at West of Bersted.

7. **ARUN LOCAL PLAN TRANSPORT EVIDENCE UPDATE** (Pages 27 - 32)

This report provides an update on technical work being undertaken to support the delivery of the Arun Transport Study junction mitigation measures. The report asks Planning Policy Sub-Committee to note a transport apportionment paper which identifies funding contributions from strategic housing allocations towards all Arun Transport Study junction mitigation schemes; and also, a report which presents safety mitigation schemes at Comet Corner and Oystercatcher junctions on the A259 between Bognor Regis and

Littlehampton.

8. **LOCAL LIST OF NON DESIGNATED HERITAGE ASSETS** (Pages 33 - 40)

This report concerns the creation of a single list of non-designated heritage assets for the Arun Local Planning Authority area (LPA) which excludes that part of the district that falls within the South Downs National Park authority area. Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes which have some local heritage significance.

9. **ARUN LOCAL DEVELOPMENT SCHEME** (Pages 41 - 44)

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 a three-year period and is monitored in the Authority Monitoring Report and used for resource planning by the Planning Inspectorate

The current LDS 2018 needs to be updated to address the Council's new priorities and strategic targets for achieving sustainable development established in November 2019; the Council's declared 'Climate Change Emergency' November 2019 and Council's decision to review and update the Local Plan 15 January 2020.

The revised LDS (Background paper 1) includes the updated timescales for the production of the new Local Plan review and the Gypsy & Traveller and Traveller Showmen Site Allocation DPD. The LDS consequently no longer includes a Non-Strategic Sites Allocation DPD which is deleted in order to progress and prioritise the Local Plan review.

10. **ARUN STATEMENT OF COMMUNITY INVOLVEMENT** (Pages 45 - 48)

The Statement of Community Involvement (SCI) adopted by Full Council in January 2019 sets out the Council's method and many ways which it will use to consult with residents, businesses and organisations in Arun in order to help shape plan making and decision making.

Government statements and Planning Practice Guidance published in May 2020 explain that the Covid-19 pandemic and restrictions introduced with social distancing, requires an immediate review of the SCI in order to identify and publicise temporary alternative compensatory arrangements because some methods of consultation cannot be undertaken legally or safely.

Note : Reports are attached for all Members of the Sub-Committee only and the press (excluding exempt items). Copies of reports can be obtained on request from the Committee Manager.

Note : Members are reminded that if they have any detailed questions would they please inform the Chairman and/or relevant Director in advance of the meeting.

Filming, Photography and Recording at Council Meetings - The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. This meeting may therefore be recorded, filmed or broadcast by video or audio, by third parties. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and as available via the following link – [Filming Policy](#)

PLANNING POLICY SUB-COMMITTEE

25 February 2020 at 6.00 pm

Present: Councillors Mrs Yeates (Chairman), Jones (Vice-Chair), Bower, Charles, Mrs Daniells, Dixon, Elkins, Huntley, Lury, Mrs Pendleton, Ms Thurston and Mrs Worne

Councillor Coster were also in attendance for all or part of the meeting.

27. APOLOGIES FOR ABSENCE

An apology for absence had been received from Councillor Oppler.

28. DECLARATIONS OF INTEREST

There were no declarations of interest made.

29. MINUTES

The Minutes of the meeting held on 17 December 2019 were approved by the Subcommittee and signed by the Chairman as a correct record.

30. REVOCAION OF OLDER SUPPLEMENTARY PLANNING DOCUMENTS AND SUPPLEMENTARY PLANNING GUIDANCE

The Subcommittee received a report from the Planning Policy Team Leader which sought agreement to the following older sets of Supplementary Planning Documents (SPDs) and Supplementary Planning Guidance (SPG) being revoked by removing them from the Council's website and deposit points.

- Open Space & Recreation Standards October 2000 SPG
- Parking Standards SPG 2000
- Telecoms October 2000
- Advertisements September 2003
- Archaeology September 2003
- Telecoms October 2000

Whilst accepting that these documents should be revoked for the reasons outlined in the report, Members also requested that the relevant procedures should be reviewed to ensure that when new planning documents and guidance were adopted by the Council, the old ones could be automatically revoked as that would negate the possibility of any confusion arising by having two sets of guidance relating to the same topic. An officer assurance was given that that point would be taken on board and actioned accordingly.

The Subcommittee

RECOMMEND TO FULL COUNCIL

That the older Supplementary Planning Documents and Supplementary Planning Guidance set out under paragraphs 1.1 and 1.2 of the report be revoked because they are replaced, are out of date and have no material weight.

31. CRAWLEY REGULATION 19 PUBLICATION LOCAL PLAN CONSULTATION

The Planning Policy Team Leader presented this report to the Subcommittee which set out a proposed response to Crawley Borough Council's Regulation 19 Publication Local Plan for the period 2019 – 2035.

The report illustrated that Crawley would have a housing shortfall of 5,945 against its Objectively Assessed Need (OAN,) as based on the Government's Standard Housing Methodology (SHM). It was therefore important for this Council to understand how that shortfall would be met under the Duty to Co-operate regime. Crawley's Plan did set out an expectation that Horsham and Mid Sussex would help with the shortfall but, also, it was recognised that other neighbouring authorities would need to be asked to help. It was therefore imperative for Arun to seek information as to how Crawley would meet its unmet need. In addition, Arun was looking for an assurance within their Statement of Common Ground and under the Duty to Co-operate that Crawley would not be expecting Arun to help with that unmet housing need.

In opening up the debate, Member comment was made with regard to the urgency of achieving progress on the update to the Local Strategic Statement (i.e. LSS3) as set out at paragraph 1.4 of the report. It was stated that negotiation of LSS3 should be undertaken through the Local Strategic Planning Board (LSPB) and it seemed inappropriate that this Council's representative was not the Cabinet Member for Planning, who would be in a stronger position to push that progress. Paragraph 1.8 was welcomed which stated that:-

“It must be stressed that Crawley Borough Council has not asked ADC to assist with any unmet housing need given the Crawley Local Plan (CLP) seeks assistance from Horsham and Mid Sussex and other authorities within the North West Sussex Housing Market Area (NWSHMA). However, given the wider unmet need outlined above, and risks should there be insufficient progress on LSS3, ADC should seek a specific Statement of Common Ground with Crawley Borough consolidating this position.”

Members were in agreement with the proposed response but did express reservations that the Cabinet Member for Planning was not the Council's appointed representative on the Local Strategic Planning Board. The Director of Place gave advice that the appointment of a member to the LSPB was solely within the gift of the Leader of the Council and the Subcommittee could of course express its view which could then be brought to the attention of the Leader. The Subcommittee therefore unanimously agreed that the Leader of the Council be asked to amend the Council's

membership of the LSPB from Councillor Huntley to Councillor Lury, Cabinet Member for Planning.

Following a brief discussion around the Duty to Co-operate and Statement of Common Ground, the Subcommittee

RESOLVED – That

- (1) In response to the Crawley Local Plan Regulation 19 consultation, Crawley Borough Council be urged to clearly set out in updated Statements of Common Ground with neighbouring authorities within its Housing Market Area, how its unmet need is to be resolved before the plan is submitted for examination;
- (2) In the absence of progress on the LSS3 update, a Statement of Common Ground be agreed specifically with Arun District Council to clarify that no assistance will be required in order to help with the level of unmet need arising from the Borough; and
- (3) The Leader of the Council be requested to replace Councillor Huntley with Councillor Lury as the Cabinet Member for Planning on the Local Strategic Planning Board.

32. HOUSING EMPLOYMENT LAND AVAILABILITY ASSESSMENT (HELAA 2018/19)

(In the course of discussing this item, Councillor Elkins declared a personal interest as a member of West Sussex County Council.)

In presenting this report on the Housing and Economic Land Availability Assessment (HELAA 2019 update), the Planning Policy Team Leader advised the Subcommittee of the following update:-

Existing HELAA site Ref 61 Tower House Allotments, Maltravers Street, which had been incorrectly shown as changed status from Not Currently Developable (NCD) to Developable in the main HELAA report should remain at NCD for the reason that “the site is existing Open Space (OSR DM1), relates to Conservation Area, Listed Buildings, and is currently used as allotments”. This therefore amended the summary figure of Deliverable sites in the covering report to 51 not 52 (a yield of 4,849 dwellings not 4,855) and NCD sites to 173 from 172.

The Planning Policy Team Leader reminded the Subcommittee that the HELAA was a key component of the evidence base which informed the preparation for the Arun Local Plan and it was essential to keep it up to date to inform future monitoring of potential land supply. He emphasised that whilst the HELAA was a useful resource, it did not allocate sites, nor did it grant planning permission, as set out at paragraphs 1.13 and 1.14 of the report.

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Following discussion, a request was made that it would be useful for the additional sites included in the HELAA to be included as an appendix to the reports as it was difficult for Members to establish which sites had been added or changed status.. The Planning Policy Team Leader advised that there were many appendices to the HELAA published individually on the web site in order to keep the size of the agenda items manageable and to save paper. However, a summary table of new sites could be made available as an appendix.

The Planning Policy Team Leader responded to a number of questions raised by Members at the meeting relating to national policy around plan making and the mandatory requirement to produce a HELAA; the formal difference between “deliverable” and “developable”; and the need for the Council to call for sites on an annual basis. There were many caveats in the HELAA which stated that this was a very high level assessment of sites based on constraints identified in sections 6.10 – 6.12 of the HELAA such that the HELAA did not allocate sites, nor did it grant planning permission. He also stated that officers understood the concerns of Members with regard to sites coming forward and advised that the best way to address that was for the Council to maintain its 5 year HSL (Housing Land Supply).

The Subcommittee

RESOLVED

That the HELAA (Housing and Economic Land Availability Assessment) be noted as part of the evidence base for the Local Plan and any future Development Plan Document preparation.

33. BROWNFIELD LAND REGISTER 2019

The Planning Policy Team Leader presented the detail of this report which informed Members of the requirement to produce a Brownfield Land Register in two parts. Part 1 established a baseline stock of brownfield land which would meet specific previously developed land and delivery criteria (as described at paragraph 1.6 of the report). Part 2 introduced permission in principle (PiP) as a new route to obtaining planning permission for those sites that made it onto Part 1 of the register, in order to help to maximise the numbers of new homes built on brownfield land. However, Part 2 had not yet been established because it required a significant level of technical work, consultation and legal/procedural steps. Work had commenced on this and an update on progress would be brought back to a future meeting.

Members participated in a brief debate, during which it was mentioned that a brief summary within the report indicating the location of sites would be useful in the future. It was also suggested that, for clarity, it should be highlighted that the register provided an annual snapshot at a particular point in time. Further, it was clarified that the process for giving permission in principle would be a Development Management Committee function and so the report recommendation focused on agreeing that officers progress the work and report back to a future meeting on this process.

The Subcommittee

RESOLVED – That

- (1) the 2019 Brownfield Land Register (Part 1) be noted; and
- (2) officers work towards the production of the Brownfield Land Register (Part 2), including the carrying out of consultation and public requirements, as well as other procedures, in line with the Brownfield Land Register Regulations 2017.

34. GREEN INFRASTRUCTURE MASTERPLAN - COAST TO THE SOUTH DOWNS

(During the course of consideration of this matter, Councillor Elkins declared a personal interest as a member of West Sussex County Council.)

The Subcommittee received this report from the Director of Place which set out the detail of a Green Infrastructure Masterplan – Coast to the South Downs, which set out a vision for green infrastructure linking the coastline at Bognor Regis with the South Downs National Park at Fontwell. To assist Members in their deliberations, illustrative plans 1-6 of the relevant areas were circulated at the meeting. At this time, Members were being requested to endorse the report both for the purposes of assisting the assessment of any planning applications currently under consideration and for the purpose of public consultation; the illustrations should therefore be treated as informative rather than suggesting a definitive outcome. Any responses received would then be reported back to the Subcommittee so that it could consider whether to recommend to Full Council adoption of the Green Infrastructure Masterplan as a formal Supplementary Planning Document (SPD). Whilst some weight could be attached to the document in the determination of planning applications at it stood, that weight would be increased significantly if it became an SPD.

The Director of Place emphasised that the document was a vision of what could be achieved and delivered through development but that negotiations would have to be undertaken with landowners and, also, that the challenges of accessing funding would have to be addressed.

Members supported the approach being taken and views were expressed that a coherent connection between the coast and the South Downs National Park was to be welcomed.

Following a number of questions which were responded to at the meeting by the Director of Place, the Subcommittee

RESOLVED

Planning Policy Sub-Committee - 25.02.20

That the report be endorsed, both for the purpose of assisting the assessment of any planning applications currently under consideration and for the purpose of public consultation.

35. HIGH LEVEL DEVELOPMENT PRINCIPLES FOR THE BARNHAM / EASTERGATE / WESTERGATE (BEW) STRATEGIC PLANNING ALLOCATION

(Prior to consideration of the following item, Councillor Elkins declared a personal interest as a member of West Sussex County Council.)

The Director of Place presented this report which sought endorsement of the Council to a series of high-level development principles to guide the form of development at Barnham/Eastergate/Westergate (BEW). Appendix 1 to the report detailed these principles and Members were advised of some minor amendments to 5 of them. In discussing the amendments, Members made further suggestions, particularly around SDP24 Low Carbon Energy and SDP29 Broadband and, for clarity, those amended principles are listed below with the amendments shown in bold and underlined:-

SDP 1 Access and Strategic Movement - The new community at BEW will have a permeable layout that integrates and maximises and prioritises sustainable patterns of movement, linking the area to the wider community. The development will also make provision for parking and access to and from the Barnham Railway Station as well as seeking to improve local bus services. Key routes through the development will be wide enough to accommodate buses in addition to parked vehicles.

SDP 7 Place-Making Objectives - The allocation will exemplify high standards of urban, landscape and architectural design to create a distinctive and attractive place with legible character areas that maximise the potential for sustainable design and non-car-based travel. There should be high quality public realm and public art resulting overall in a place where people will want to live, work and visit for generations to come. The layout should seek to avoid the physical coalescence of the allocation with the existing communities unless there is a sound place making objective to do so such as where part of the allocation may reasonably be regarded as an urban extension. To reinforce the sense of creating a new community any development which is physically separate from the existing communities by means of the strategic open space being created, should have a cohesive modern contemporary design approach for the whole of the new community.

SDP 13 Education - The allocation will facilitate the provision of a new Secondary School at Ford, at least two Primary Schools and nursery provision on site, where a need is identified by West Sussex County Council. These new facilities will be a significant focus for community life, playing a key role in fostering a new community through the development and education of younger people. and should be constructed

so as to provide a climate-smart benchmark through use of technology, renewable energy and sustainable materials.

SDP 24 Low Carbon Energy - Development at the allocation will promote low carbon energy technologies and opportunities should be taken to incorporate renewable energy features on all buildings. The development should also embrace the transition to electric vehicles.

SDP29 Broadband – The allocation will ensure that all development has access to gigabit capable full fibre infrastructure and where appropriate make provision for future changes in technology, subject to viability.

The remaining high level principles were accepted without change.

The Subcommittee

RECOMMEND TO FULL COUNCIL

That the High Level Development Principles appended to the report and as amended at the meeting be endorsed to guide the form of the development at the Barnham / Eastergate / Westergate (BEW) Strategic Planning Allocation.

(The meeting concluded at 8.30 pm)

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF PLANNING POLICY SUB COMMITTEE ON 30 JUNE 2020

PART A : REPORT

SUBJECT: Arun Design Guide Supplementary Planning Document (SPD)

REPORT AUTHOR:	Donna Moles, Senior Planning Officer
DATE:	30 June 2020
EXTN:	x 37697
PORTFOLIO AREA:	Planning Policy

EXECUTIVE SUMMARY:

On 17 December 2019, Planning Policy Sub-Committee (PPSC) agreed the proposed approach and timetable for the public consultation on the consultation draft version of the Arun District Design Guide SPD. The consultation was held from 9 January - 21 February 2020, following which, this report advises members on the representations made and the proposed responses.

The report also recommends approval to progress with a four-week Regulation 12 Public participation period as required by The Town and Country Planning (Local Planning) (England) Regulations 2012 pending clarification and cover for meeting consultation regulations, following COVID-19 restrictions.

Following the public participation period, the report will set out the proposed approach to adoption of the Design Guide SPD in the light of consultation responses and issues raised.

RECOMMENDATIONS:

That the Planning Policy Sub Committee agrees:

1. The proposed modifications schedule which addresses the comments made from the public consultation can progress to a Regulation 12b Public participation period in accordance with Regulation 35;
2. That the Group Head of Planning in consultation with the Planning Portfolio Holder and the Chair of the Planning Policy Sub-Committee be granted delegated authority to finalise the Design Guide SPD document for Reg.12b Public participation; and
3. That following the four-week Public Participation period, any responses are reported back to Planning Policy Sub Committee to agree any further changes prior to the Design Guide being referred to Full Council for adoption.

1. BACKGROUND:

- 1.1 The Arun District Design Guide Supplementary Planning Document (SPD) is intended to provide further detail to the Design policies of the Arun Local Plan (chapter 13) and to raise the standard of design across the District. The SPD sets out what the Council expects development proposals to deliver in terms of design quality within Arun respectfully responding to landscape, connections, public space, the mix of uses, how buildings relate to their context as well as size, shape and appearance. It is also concerned with vital matters like refuse bins and car parking and is about placemaking; not just about the appearance of buildings.
- 1.2 Arun District Council Local Plan Policies D SP1 'Design', D DM1 'Aspects of form and design quality' and D DM4 'Extensions and alterations to existing buildings', provide a framework which sets the principles of good design across the District. Good design is an integral part of good planning; therefore, the design policies are in alignment with all other policies in the Plan including the strategic policies. They also require development to comply with the Arun District Council Design Guide which will be brought forward through the Design Guide SPD.
- 1.3 Supplementary Planning Documents (SPDs) are prepared by the Council to support the Local Plan, inform the delivery of infrastructure and to aid applicants in preparing successful development proposals. Following public consultation and adoption by the Council, SPDs become a material consideration in determining planning applications. However, SPD do not introduce new policy and are not a part of the statutory Development Plan.
- 1.4 The Government published the National Design Guide - October 2019 (Background paper 7) which provides a general structure that can be used for the content of local design guides and includes ten characteristics which reflect the government's priorities in a common overarching framework. The proposed Arun Design Guide SPD incorporates all of those key ten characteristics of the framework.
- 1.5 The report to PPSC in December 2019 sets out the key objectives, criteria and structure of the SPD.

CONSULTATION OVERVIEW

- 1.6 Details of key consultations undertaken during the development of the draft Arun District Design Guide SPD are provided below:

Town and Parish Stakeholder Consultation – July and August 2019

Comments were invited from all twenty-one town and parish councils in the District.

Member and Officer Workshop – October 2019

A workshop was held for all Members and Planning Team Leaders on 3 October 2019 to explain the key findings to date, discuss the structure and content of the Guide and to get feedback on any areas of guidance which should be included in the document. Following this workshop, Members and Officers provided comments on the working draft prior to the document being refined to be taken to Planning

Policy Sub Committee.

Planning Policy Sub Committee (PPSC)

The Consultation draft document was taken to PPSC on 17 December 2019, and will be subject to a four-week public participation period and then subsequent adoption by Full Council.

Strategic Environmental Assessment Screening

The SEA screening report was sent to the three statutory environmental bodies – Environment Agency, Natural England and Historic England – from 2 December 2019 until 6 January 2020. They agreed with the determination that no “significant environmental effects” may be triggered and therefore there is no requirement for a full SEA.

Formal Public Consultation on the Draft SPD – January / February 2020

Formal public consultation on the draft SPD was undertaken from 9 January to 21 February 2020.

CONSULTATION REPRESENTATIONS AND MODIFICATIONS

1.7 The following people/bodies were consulted:

- The general public
- All ADC Members
- ADC Town and Parish Councils
- Neighbourhood planning groups
- All consultees on the Planning Policy consultation database
- Environment Agency, Natural England and Historic England
- Planning Agents
- ADC Planning Officers and other key service areas

Further details of the Consultation Statement can be viewed in **Appendix i**.

1.8 A total of twenty-nine people/bodies made representations on the SPD, with nineteen in general support of the document, nine in neither agreement nor disagreement but providing useful suggestions and clarifications to help strengthen the document and one objection from East Preston and Kingston Preservation Society. A summary of all the representations received during the consultation and the proposed modifications can be viewed in **Appendix ii**.

1.9 The Arun Design Guide SPD – Final Draft April 2020 in the Background papers incorporates all the proposed changes as identified in Appendix ii and is now interactive. This means that when you pass your cursor over a button it changes colour, before you press it to go to the actual location.

Buttons can be found at the following locations:

- Table of Contents: Buttons before each section and letters-buttons before each chapter.
- Cover of each section: Letter-buttons before each chapter title and round button next to the section title bringing you to the beginning of the document.

- At each page at the top right corner: Section indication leading you to the beginning of the section and chapter-letter buttons getting you to the beginning of each additional chapter.
- Round icons at the beginning of the abbreviation table, the reference list and the glossary linking you to the beginning of the document.
- At the reference list, all document titles are linking to the additional resources.

1.10 An Arun District Design Guide Non-Technical Summary has also been produced and made available to help explain and map the Arun Design Guide SPD in a summary form to assist all users in getting straight to the relevant information and tools that they need when using the full Arun Design Guide SPD.

1.11 NEXT STEPS AND TIMETABLE

Stage	Date
Planning Policy Sub Committee agree to the Regulation 12 Statement of public participation, setting out the consultation, a summary of main issues raised and how those issues were addressed	30 June 2020
A 4-week Regulation 12b Public participation in accordance with Regulation 35. Due to COVID-19, the ADC office is closed to the public and Regulation 35 cannot be fully complied with for either a SPD or DPD until such time as the Council Office is fully open to the public.	This date is reliant on the ADC office being open to the public.
Full Council to get agreement to adopt the Arun Design Guide SPD	(TBC)
Publication of final Design Guide SPD, Non-Technical Summary to the Design Guide SPD and Adoption Statement	(TBC)
Presentation and training session to ensure appropriate and effective use of the Design Guide SPD for members and officers	(TBC)

2. PROPOSAL(S):

That the Arun Design Guide SPD is recommended for the Regulation 12b Public participation period in accordance with Regulation 35 before reporting back representations and a proposed response to the Planning Policy Sub-Committee.

3. OPTIONS:

The following options are available to Members:

1. To recommend that the draft Arun Design Guide SPD is published for a Regulation 12b Public participation period **OR**
2. Not to recommend that the draft Arun Design Guide SPD is published for the Regulation 12b Public participation period

4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	x	
Relevant District Ward Councillors	x	
Other groups/persons (please specify)	x	
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal		x
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability	x	
Asset Management/Property/Land		x
Technology		x
Other (please explain)		x
6. IMPLICATIONS:		
Due to this SPD being subject to public consultation and participation, as it progresses to adoption it will have added weight as a material consideration in the determining of planning applications and help to secure more sustainable development benefitting local communities which will help improve place making for Arun.		

7. REASON FOR THE DECISION:

To ensure that Arun can continue to secure development that is plan led and consistent with sustainable development as well as development which would improve the wellbeing of the people through improved built and natural environments.

- 8. BACKGROUND PAPERS:**
1. Consultation responses
https://arun.objective.co.uk/portal/planning_policy/dgspd/design_guide_spd?tab=list
 2. **Appendix i** – Consultation Statement without appendices
 3. **Appendix ii** - Modification Table
 4. Consultation Statement with Appendices
<https://www.arun.gov.uk/supplementary-planning-documents-spds>
 5. Arun Design Guide SPD - Final Draft April 2020
<https://www.arun.gov.uk/supplementary-planning-documents-spds>

6. Arun Design Guide Non -Technical Summary

<https://www.arun.gov.uk/supplementary-planning-documents-spds>

7. National Design Guide - MHCLG October 2019

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/843468/National_Design_Guide.pdf

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF PLANNING POLICY SUB COMMITTEE ON 30 JUNE 2020

PART A: REPORT

SUBJECT:

High Level Development Principles for the West of Bersted Strategic Planning Allocation

REPORT AUTHOR:	Claire Potts, Strategic Development Team Leader
DATE:	3 June 2020
EXTN:	37698
PORTFOLIO AREA:	Planning

EXECUTIVE SUMMARY:

This report seeks the endorsement of the Council to a series of high-level development principles to guide the form of the development at West of Bersted.

RECOMMENDATIONS:

The Sub Committee recommends to Full Council that;

1. The High Level Development Principles appended to the report be endorsed to guide the form of the development at the West of Bersted Strategic Planning Allocation.

1. BACKGROUND:

The potential form of the development at the Strategic Local Plan allocation for West of Bersted is largely governed in policy terms by policies H SP2 and H SP2c of the Local Plan. However, there are many other generic or topic-based policies in both the local Plan and the Neighbourhood Plan which could also be regarded as relevant to this particular strategic allocation. Therefore, to help shape future discussions on how to achieve a successful form of development for this strategic allocation, a series of high-level development principles (see Appendix 1) have been developed that apply these policy objectives to the characteristics of this allocation having regard to its surroundings.

2. PROPOSAL(S):

As the name suggests these principles are intended to be high level and not include excessive amounts of detail. As they have evolved the Council has invited the relevant Parish Councils, developers/site promoters for the strategic allocation and both internal and external consultees to comment on the wording of the Principles. A number of revisions have been made and a revised set of Principles issued for comment. The principles have also been presented at the West of Bersted Advisory Group on the 11

June 2020.

The Sub Committee is invited to recommend to Full Council that these High-Level Principles be supported and used to shape future discussions on how to achieve a successful form of development for the West of Bersted strategic allocation

3. OPTIONS:

.The Sub Committee could endorse the principles as recommended or reject them or seek to amend them.

4. CONSULTATION:

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council	x	
Relevant District Ward Councillors	x	
Other groups/persons (please specify) - Site Promoters & Developers	x	

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial		x
Legal	x	
Human Rights/Equality Impact Assessment	x	
Community Safety including Section 17 of Crime & Disorder Act	x	
Sustainability	x	
Asset Management/Property/Land	x	
Technology		x
Other (please explain)	x	

6. IMPLICATIONS: The principles will be a material consideration in the assessment and determination of any application. However, they do not have the same status as policies in the adopted Development Plans. Some of the individual principles impact upon the matters listed above but in a manner, which is intended to result in a positive outcome. It is not possible to indicate at this time the exact form of that impact. For example, in terms of the issue of Equalities it is possible to say that the principles will potentially impact upon those of '*protected characteristics*', but the exact form of that is not yet known, but the intention of the principles is to have a positive impact, such as helping to address loneliness which could be regarded as impacting upon older persons more than other population groups.

7. REASON FOR THE DECISION: The principles are intended to guide the form of the

development at West of Bersted Strategic Planning Allocation to assist in securing successful place making.

8. EFFECTIVE DATE OF THE DECISION: 15 July 2020

9. BACKGROUND PAPERS:

Appendix A: High Level Principles for the West of Bersted Strategic Planning Allocation

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APPENDIX A

West of Bersted - DRAFT High Level Development Principles

Access and Movement

SDP 1: Access and Strategic Movement - The new community at West of Bersted will have a permeable and interconnected layout that integrates and makes best use of the surrounding highway network, with access achieved from a number of points on it, and which maximises sustainable patterns of movement linking the area to the wider community. The development will also seek to improve local bus services and access to local transport networks.

Policy Reference: H SP2; H SP2a; T SP1; T DM1; HDQ2; GA1

SDP 2: A259 and wider road network - In accordance with Local Plan policy, the development of West of Bersted will include connections with the A259 and provide an alternative road, pedestrian and cycle route to the A259 that avoids Chalcraft Lane and B2258. It will also make improvements to the A259 between Bersted and Drayton. The scale of the development will also require mitigation of unacceptable impacts on the wider road network.

Policy Reference: H SP2; H SP2a; T SP1; T SP3; INF SP1; GA1

SDP 3 Strategic Green Connections - A new strategic cycle route will pass through the strategic allocation linking it to Pagham. Enhancement to the A259 cycle route will be made and connections to this will be facilitated as part of the development proposals. Well designed and integrated greenspaces to be provided, creating and connecting landscaped areas and incorporating existing features. A network of green corridors and green fingers will connect the key and strategic greenspaces, linking the character areas. Green infrastructure will be used to enhance the primary and secondary routes across the site, within dwelling, public realm and open space areas, creating connectivity for recreation and biodiversity.

Policy Reference: SD SP1a; C SP1; GI SP1; H SP2; H SP2a; HWB SP1; T SP1; T DM1; GA1; HDQ2

SDP 4 Pedestrian and Cycle Links - Alongside the strategic green connections, a network of secondary pedestrian and cycle links will be provided throughout the allocation linking the area to the wider community. These will provide attractive, convenient and safe routes to facilitate sustainable movement, stitching together land uses while also improving health and well-being. In accordance with the Local Plan, where possible, accessible pedestrian and cycle routes should be provided between the site and Bognor Regis town centre.

Policy Reference: SD SP1a; H SP2; H SP2a; D DM1; HWB SP1; T SP1; GA1; HDQ2

Built Form

SDP 5 Centres and Walkable Neighbourhoods - The Masterplan should provide for at least one neighbourhood centre, which will form a hub for the new community. This will be conveniently located so people can walk to local facilities and services within close proximity of their home, as well as being accessible by cycle, public transport and car.

Policy Reference: SD SP1a; H SP2; H SP2a; D SP1; D DM1; HWB SP1; T SP1; T DM1; HDQ2; GA3

SDP 6 Housing Mix, Density and Capacity - The allocation will provide a full range of housing opportunities, with different densities, heights and typologies across the new community creating distinctive and legible character areas that maximise the potential for sustainable design and non-car based travel. Opportunities should be considered for inclusion of an area of the site for self-build and custom build homes and community led housing such as Community Land Trusts.

Policy Reference: SD SP1a; H SP2; H DM1; AH SP2; D SP1; D DM1; D DM2; HDQ4

SDP 7 Place-Making Objectives - The allocation will exemplify high standards of urban, landscape and architectural design to create a distinctive and attractive place with legible character areas that maximise the potential for sustainable design and non-car-based travel. There should be high quality public realm and public art both throughout and at important locations to help integrate with the neighbouring uses, resulting overall in a place where people will want to live, work and visit for generations to come. To reinforce the sense of creating a new community any development which is physically separate from the existing communities should have a cohesive modern design for the whole community.

Policy Reference: SD SP1a; H SP2; H SP2a; D SP1; D DM1; HWB SP1; OSR SP1; T DM1; QE SP1; QE DM1; QE DM2; QE DM3; INF SP1; HDQ5; HDQ7; ES1

SDP 8 Allocation Design Guidelines - Design proposals for the allocation will be reviewed against the characteristics set out in the National Design Guide and the Arun Design Guide SPD (on adoption). Appropriate documentation should be submitted in support of any Planning Application, to demonstrate how regard has been had to the Arun Design Guide SPD and these High-Level Development Principles. Attention should be paid to minimising light pollution.

SDP 9 Built for Life - Design proposals for the allocation will be assessed against the place-making objectives set out elsewhere in this document and Building for Life 12. The outcome should be a place that addresses positively the physical and mental health of those that live, work and play within its boundary. In particular there is an expectation that the development should meet the needs of all (equality) and that special attention is given to combating loneliness.

Policy Reference: H DM1; D SP1; D DM1; D DM2; HWB SP1; CLW1

SDP 10 Heritage – The importance of conserving and enhancing the setting of Morrells Farmhouse (Grade II Listed) will be incorporated into the masterplan for the allocation.

Policy Reference: SD SP1a; HER SP1; HER DM1; HER DM2; HER DM6; ES5

SDP 11 Biodiversity – The development will seek to protect, conserve and enhance biodiversity across the strategic site. The proposals will, at a minimum, achieve a 10% biodiversity net gain the Natural England Biodiversity Metric 2.0, across the site and will ensure no detrimental impact to Pagham Harbour Special Protection Area.

Policy Reference: SD SP1a; H SP2; ENV SP1; ENV DM1; EMV DM2; ENV DM3; ENV DM4; ENV DM5; ES6

Community and Employment

SDP 12 Integration with Established Communities - The development will seek to maximise integration with the existing communities of Bersted/Bognor Regis and the established facilities and services of these communities and the wider District. The new community will complement and add to these facilities, providing existing and new residents with access to a wider range of housing, employment, education, health, social, recreation and leisure opportunities.

Policy Reference: H SP2; H SP2a; D SP1; D DM1; HWB SP1; OSR SP1; QE SP1; EE1; EE2; EE3; EE4

SDP 13 Education - The allocation will accommodate a single three-form Primary School with nursery provision, where a need is identified by West Sussex County Council. These new facilities will be a significant focus for community life, playing a key role in fostering a new community through the development and education of younger people. The development will also contribute towards the new secondary school in the district.

Policy Reference: H SP2; H SP2a; INF SP1; INF SP2

SDP 14 Mixed and Balanced Community - The allocation will provide a range of housing types to meet current and anticipated future local housing need, including extra care and elderly persons' housing. The development will provide up to 30% of all new homes as affordable homes, of which 75% will be social or affordable rented and 25% will be intermediate, subject to viability.

Policy Reference: H DM1; AH SP2; H DM2; D DM2; CLW1

SDP 15 Integrating Employment Opportunities - The allocation will identify space for employment land within the masterplan, which would be suitable for a range of employment uses

Policy Reference: SD SP1a; EMP SP1; SKILLS SP1; H SP2a; EE1; EE2; EE3

Landscape and Infrastructure

SDP 16 Landscape and green infrastructure - The development of the allocation will preserve and enhance the established framework of woodlands, trees and hedgerows as part of the commitment to creating a high quality and distinctive place. The green infrastructure framework should incorporate views to the South Downs.

Policy Reference: SD SP1a; H SP2; H SP2a; D SP1; D DM1; ES6

SDP 17 A rich variety of open spaces - The allocation will provide a rich variety of attractive open spaces, including parks and gardens, natural and semi-natural space, amenity green space, allotments and equipped designated play areas. These will support wider bio-diversity objectives and promote adaption to climate change, pest and disease resilience, as well as meeting community needs for recreation and supporting health and well-being.

Policy Reference: H SP2; H SP2a; D SP1; D DM1; OSR SP1; CLW3; CLW4

SDP 18 Treescap - The trees within the allocation, are an irreplaceable habitat, which will be managed and maintained through a sensitive design approach. Any trees of significance will be incorporated into the framework of green spaces and protected by a buffer zone. Substantial additional tree planting will be expected in

part to mitigate the 'heat island' effect of climate change and absorb excessive groundwater.

Policy Reference: H SP2; D SP1; D DM1; ENV DM4; ES6

SDP 19 Sports Facilities – The allocation shall provide sports facilities to serve the new community which will also benefit existing residents and should complement existing and planned provision. The development is required to provide a Community Sports Hub which will include indoor and outdoor sports and physical activity space'

Policy Reference: H SP2; H SP2a; D SP1; HWB SP1; OSR DM1; INF SP1; CLW3

SDP 20 Topography - The development will work with the allocations topography to respect and build on the existing sense of place.

Policy Reference: SD SP1a; H SP2; D SP1; D DM1

SDP 21 Surface Water Management – The development will deliver sustainable solutions for managing surface water which are focused on measures which are visible, open, attractive and contribute to the other strategic design principles including biodiversity and open space provision.

Policy Reference: H SP2; H SP2a; D SP1; W SP1; W DM2; W DM3; ES2

SDP 22 Infrastructure - The development will respond positively to existing significant infrastructure features in the area and make appropriate contributions to any upgrades deemed necessary.

Policy Reference: H SP2; H SP2a; W DM1; INF SP1; EE6

Sustainability

SDP 23 Climate Resilient Development - Development within the allocation will seek to make best possible use of passive design approaches to optimise the internal comfort of buildings and reduce the predicted energy demand in accordance with Local Plan Policy D DM1 and ECC SP2. Coupled with extensive green infrastructure, these will in turn help to manage external comfort by managing air flows, temperature and shade.

Policy Reference: D SP1; ECC SP1; ECC SP2; W DM2; ES8

SDP 24 Low Carbon Energy - Development at the allocation demonstrate how it will incorporate decentralised, renewable and low carbon energy technologies on-site. The development should also embrace the transition to electric vehicles.

Policy Reference: D SP1; ECC SP2; ECC DM1; ES8

SDP 25 Integrated Water Management - Responding to the challenge of water stress across the South East, the allocation will identify and integrate opportunities to reduce potable water demand to below the 110 litres per day required by Part G of the Building Regulations and towards Southern Water's Target 100.

Policy Reference: H SP2; D SP1; W SP1; W DM1

SDP 26 Construction and Material Use - The development will take into consideration the whole life cost and embodied carbon of all building materials to encourage innovated and sustainable use of natural resources.

Policy Reference: D SP1; WM DM1

SDP 27 Waste – The development shall ensure that adequate provision is made for the collection of green, recyclable, food and residual waste in a manner which is integral to the overall design philosophy.

Policy Reference: D SP1; WM DM1; INF SP1

SDP 28 Stewardship –Delivering a successful new community requires a clear understanding of how assets generated by the development process will be managed in perpetuity. The proposals must demonstrate how such management will be undertaken on behalf of the community.

Policy Reference: INF SP1

Technology

SDP 29 Broadband – The allocation will work with utility providers to aim for all occupied buildings to be connected to high quality communications infrastructure in accordance with Local Plan Policy TEL SP1 and where appropriate make provision for future changes in technology, subject to viability.

Policy Reference: H SP2; INF SP1; TEL SP1; EE6

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF PLANNING POLICY SUB-COMMITTEE ON 30 JUNE 2020

PART A : REPORT

SUBJECT: Arun Local Plan Transport Evidence Update

REPORT AUTHOR: Nicki Faulkner, Principal Planning Officer

DATE: May 2020

EXTN: 37654

PORTFOLIO AREA: Planning

EXECUTIVE SUMMARY:

This report provides an update on technical work being undertaken to support the delivery of the Arun Transport Study junction mitigation measures. The report asks Planning Policy Sub-Committee to note a transport apportionment paper which identifies funding contributions from strategic housing allocations towards all Arun Transport Study junction mitigation schemes; and also, a report which presents safety mitigation schemes at Comet Corner and Oystercatcher junctions on the A259 between Bognor Regis and Littlehampton.

RECOMMENDATIONS:

That Planning Policy Sub-Committee: -

- 1) Notes the Arun Local Plan Transport Apportionment Paper (ADC, 2020) and the Comet Corner and Oystercatcher Design Report (WSP, 2019).

1. BACKGROUND:

- 1.1 The Arun Local Plan was adopted on July 2018 (the ALP). The ALP includes several strategic policies and supporting evidence studies that set out specific highway infrastructure which must be provided to support the delivery of strategic housing allocations in the plan.
- 1.2 The evidence base used to support the preparation of the ALP includes the Arun Transport Study 2016 and the Enterprise Bognor Regis Transport Review 2017 (for the remainder of this report, these will be referred to together as the ATS).
- 1.3 The ATS used a district-wide transport model to identify the impact that planned growth from the strategic allocations would have on junctions. This resulted in a list of mitigation measures to address severe capacity impacts resulting from the planned growth.
- 1.4 The mitigation measures, along with some additional requirements identified by WSCC (to mitigate impacts on the A259) were considered through the Local Plan Examination

and were found to be sound and deliverable. As such, the strategic transport package (the total list of junction improvements required) was approved as part of the Arun Local Plan at Full Council on 18 July 2018.

- 1.5 It must be clearly emphasised at this point in the report, that the extent of mitigation required to deliver the ALP, was agreed and approved by the Council on 18 July 2018 when the Local Plan was adopted. The reports below include details around the delivery of the agreed mitigation requirements, for noting only, and there is not an opportunity, at this stage, to re-look at the totality of the highways evidence or mitigation.

2. THE ARUN TRANSPORT STUDY MITIGATION PACKAGE

- 2.1 The ATS focused mainly on providing designs for mitigation measures that addressed junction capacity. In addition to this, the study highlighted the need for safety mitigation (at Comet Corner and Oystercatcher junctions on the A259 between Bognor Regis and Littlehampton) and environmental mitigation at the Ford Level Crossing (to mitigate air quality impacts from increased queuing). Further mitigation measures were also proposed by West Sussex County Council which included link improvements on the A259. The full package was updated following the examination and approved by Full Council as part of the adoption of the ALP.
- 2.2 With the transport mitigation package approved in principle, further work was required, following adoption of the ALP, to design the mitigation schemes. These included the safety schemes at Comet Corner and Oystercatcher junctions. Therefore, in late 2018 Arun District Council and West Sussex County Council jointly commissioned WSP to undertake work to design schemes that addressed the safety matters identified through the ATS at these junctions.
- 2.3 The final report is provided in Background Paper 1 and provides scheme designs and costs. In particular, the report shows a proposed lengthened auxiliary lane at Comet Corner, and a more significant roundabout scheme at Oystercatcher. It should be emphasised that these mitigation measures focus on providing safety mitigation, in line with the ATS recommendations. They do not provide for schemes which would increase junction capacity over and above what the ATS identifies as being required, unlike potential future schemes for the A259, as outlined below.
- 2.4 It should be noted that, at this time, West Sussex County Council is investigating more strategic options for improving the full stretch of the A259 between Bognor Regis and Littlehampton in order to support future funding applications (in particular because this stretch has been identified as part of the Major Road Network (MRN) by Transport for the South East).
- 2.5 MRN schemes may involve a different approach to improving the flow on this stretch of the A259, compared to the delivery of safety mitigation schemes only. Therefore, contributions towards Oystercatcher and Comet Corner safety improvements are a minimum, whilst future contribution requests may be more tailored towards the delivery of the MRN scheme alongside safety mitigation. This is covered under paragraphs 3.7-3.10 of the Apportionment Paper in Background Paper 2.

3. PLANNING CONTRIBUTIONS APPORTIONMENT

3.1 The Community Infrastructure Regulations 2010 (as amended) sets out strict criteria for the use of planning obligations as follows:

The obligation must be:

- a) Necessary to make the development acceptable in planning terms;
- b) Directly related to the development; and
- c) Fairly and reasonably related in scale and kind to the development.

3.2 Therefore in order to demonstrate compliance with these criteria, when negotiating S.106 developer contributions for applications on the strategic housing sites, it was agreed that an apportionment paper should be prepared.

3.3 The final ALP Transport Apportionment Paper can be found in Background Paper 2 for noting. It was prepared using data gathered by consultants WSP who used a process called 'select link analysis' to determine the number of cars that each strategic site would send through each junction identified as having severe capacity impacts in the ATS. Once the relative impact of each site was identified, the total cost of each ATS scheme (costs provided in the ATS for most schemes) was divided by the number of cars travelling through the junction from each site. This provides a contribution amount for each site which is relative to the impact that they have on the junctions.

3.4 In using this paper, it must be noted by both planning officers and by those intending to understand the delivery of the ATS mitigation package that firstly, the paper must be seen as a minimum starting point for negotiation for the delivery of the ATS mitigation package. This is because the paper can only provide a snapshot in time in relation to scheme costs and site-specific requirements and development quanta.

3.5 For example, when a planning application is submitted, a transport assessment will be required to identify the full local and strategic impacts of the site on the transport network. This analysis may identify additional mitigation measures required. Furthermore, the cost and design of mitigation schemes identified through the ATS (cost estimates are now 4 years old) will need to be reviewed and revised by West Sussex County Council or Highways England as more information becomes available. Officers will undertake an exercise to update the costs in line with inflation and update the report once these figures become available.

3.6 Furthermore, the approach taken by WSCC may change over time in relation to the delivery of certain schemes. This relates in particular to the A259 link between Bognor Regis and Littlehampton, where the MRN schemes may become more detailed over time and will incorporate the safety schemes for Comet Corner and Oystercatcher.

3.7 Secondly, if each strategic site paid a small amount to each mitigation scheme that it impacted, the total mitigation package would not be delivered until after the end of the plan period – 2031 at the earliest. So, the total amounts that each strategic site is required to pay (as shown in Appendix 1 of Background Paper 2) has been distributed to specific schemes that the data shows it impacts on the most; or is closest to geographically to ensure necessary elements of the ATS mitigation packages are

<p>delivered coincident with key development as it needs mitigating. This may be subject to change if scheme delivery priorities change and will be affected by site specific assessment upon receipt of planning applications for the strategic sites.</p>		
<p>3.8 And finally, due to viability reasons, the paper does not include employment sites in the apportionment table. This results in an overall funding shortfall for the transport package. Any funding shortfalls will need to be addressed through s.106 negotiations and through the normal identification of additional funding streams, to ensure delivery of the full package.</p>		
<p>4. CONCLUSION</p>		
<p>4.1 This report provides an update on the current technical work undertaken to support the delivery of the Arun Local Plan strategic transport mitigation package. It emphasises the importance of demonstrating compliance with Regulation 122 of the CIL Regulations 2010 (as amended) when requesting developer contributions and provides the data to support the council's S.106 developer contribution requests. The Background Papers are now available on the Arun District Council website to ensure a transparent approach is taken to developer contributions.</p>		
<p>5. PROPOSAL(S):</p>		
<p>5.1 That the Arun Local Plan Transport Apportionment Paper and the Oystercatcher and Comet Corner Design Report are noted.</p>		
<p>6. OPTIONS:</p>		
<p>6.1 Not to note the papers with the risk that evidence is not provided to support s.106 negotiations.</p>		
<p>7. CONSULTATION:</p>		
<p>7.1 Both the junction report and the transport apportionment paper have been prepared in consultation with West Sussex County Council and the Arun Strategic Development Team to ensure that the evidence can be applied at planning application stage and to ensure that there is alignment with current and emerging transport schemes.</p>		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify): The technical work has been prepared together with Arun District Council Strategic Planning Team and West Sussex County Council Transport Policy and Transport Development Management Teams	x	
8. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	x	

Legal	x	
Human Rights/Equality Impact Assessment		
Community Safety including Section 17 of Crime & Disorder Act	x	
Sustainability	x	
Asset Management/Property/Land		
Technology		
Other (please explain)		

9. IMPLICATIONS:

9.1 The evidence studies will support the negotiation of S.106 negotiations in order to secure the delivery of key infrastructure necessary to mitigate the impact of development and achieve safe and sustainable outcomes.

10. REASON FOR THE DECISION:

10.1 To note technical work to support S.106 negotiations

11. EFFECTIVE DATE OF THE DECISION:

12. BACKGROUND PAPERS:

Background Paper 1: Oystercatcher and Comet Corner Design Report (WSP obo WSCC/ADC February 2020):

<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n15483.pdf&ver=15910>

Background Paper 2: Transport Apportionment Paper (WSCC/ADC, May 2020):

<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n15482.pdf&ver=15909>

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF PLANNING POLICY SUB-COMMITTEE on 30 June 2020

PART A : REPORT

SUBJECT: Local List Of Non-Designated Heritage Assets

REPORT AUTHOR: Martyn White, Principal Conservation Officer

DATE: March 2020

EXTN: x 37717

PORTFOLIO AREA: Planning

EXECUTIVE SUMMARY:

This report concerns the creation of a single list of non-designated heritage assets for the Arun Local Planning Authority area (LPA) which excludes that part of the district that falls within the South Downs National Park authority area. Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes which have some local heritage significance.

Arun District Council has already identified two different types of non-designated heritage assets based on published criteria in the Arun Local Plan (2018). These being Areas of Character and Buildings or Structures of Character. These non-designated heritage assets, along with those clearly identified within 'made' Neighbourhood Development Plans, will be compiled into one new list which can be reviewed on a regular basis so that it remains up to date.

Further, this report also sets out the process for how non-designated heritage will be kept up to date according to the published criteria (including those proposed in 'made' Neighbourhood Development Plans) as well as undertaking any public consultation.

RECOMMENDATIONS:

The Planning Policy Sub-Committee (PPSC) is asked to

1. Resolve that those non-designated assets included within the new local list be endorsed; and
2. Recommend to Full Council that the Buildings or Structures of Character and Areas of Character Supplementary Planning Documents are deleted, and that the existing Area of Character descriptions will be saved and placed on the council's website.

1. BACKGROUND:

1.1 The historic environment is an asset of cultural, social, economic and environmental value, contributing to our sense of history, place and quality of life. Most of the structures and places that contribute positively to our historic environment can be classified as heritage assets.

1.2 A heritage asset is defined by the Government's National Planning Policy Framework (NPPF 2019) as:-

'a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions because of its heritage interest'.

1.3 Heritage assets include those that are 'designated' such as listed buildings, conservation areas and scheduled monuments; and those that are 'non-designated'; that is ones identified by the Local Planning Authority as having local interest.

What are non-designated heritage assets?

1.4 The Planning Practice Guidance (PPG) identifies that non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified by plan-making bodies as having a degree of heritage significance meriting consideration in planning decisions but which do not meet the criteria for designated heritage assets.

1.5 The LPA are advised to provide clear and up to date information on non-designated heritage assets and make it accessible to the public to provide greater clarity and certainty. This information is usually contained in a document referred to as a 'local list'. Such a list should also incorporate those assets which are identified within Neighbourhood Development Plans.

The Implication of Identifying Non-Designated Heritage Assets

1.6 Entry on a local list means that its conservation as a heritage asset is a material consideration when determining planning applications. Paragraph 197 of the NPPF states that such assets can merit consideration in planning matters, with the authority taking a balanced judgement having regard to the scale of any harm or loss and the significance of the heritage asset.

1.7 Identification as a non-designated heritage asset will also mean that any planning application will need to be supported by a heritage statement. The intention being to encourage applicants to carefully consider the impact that their proposals will have on the asset, and prepare a suitable scheme as a result.

1.8 However, it should be noted that the local list is not intended to restrict development, but encourage the re-use of existing buildings, structures and sites and require that new development is sensitive to their setting.

How are non-designated heritage assets identified?

- 1.9 Whilst non-designated heritage assets can be identified in a number of ways (see Background paper 1: Local Heritage Listing: Historic England Advice Note 7) they should ideally be identified by the LPA in accordance with published criteria. These assets should then be presented in a published document or list.
- 1.10 Non-designated assets can also be identified through the local and neighbourhood plan-making processes and as part of preparing conservation area appraisals.

Arun Non-designated Heritage Assets

- 1.11 Arun has already identified two types of non-designated heritage assets; Areas of Character (AOC) and Locally Listed Buildings or Structures of Character (LLBSC). These are identified based on criteria contained within the adopted Arun Local Plan 2018 (See Appendix 1), and supplemented by specific planning policies; in this case policies HER DM2: Locally Listed Buildings or Structures of Character and HER DM4: Areas of Character.
- 1.12 The LPA has already identified 13 Areas of Character and 1,242 Locally Listed Buildings or Structures of Character. The Areas of Character have descriptions which identify the special qualities which contribute to their significance, where as the Locally Listed Buildings or Structures of Character are identified according to the criteria that they meet. Further information is contained within two Supplementary Planning Documents. The adopted Arun Local Plan 2018 also identifies the remnants of the Portsmouth and Arundel Canal in policy HER DM5. As such it is also a non-designated heritage asset.
- 1.13 The nature of SPD's and the way in which they are prepared therefore, means that the authority cannot make any revisions to these lists, without a full review of the SPD document being undertaken. This in turn means that if an unknown non-designated heritage asset is identified, it cannot automatically be added on to the list or deleted if no longer of merit. These assets should be consolidated onto the single list, although some may potentially need to be reviewed subsequently if they have become out of date.

Neighbourhood Development Plan

- 1.14 A number of made Neighbourhood Development Plans (NDP) have included a list of Locally Listed Buildings or Structures of Character. These lists either replicate the existing Arun Local Lists (included in the above SPD) or include others that the made NDP has identified as assets. However, a number appear as proposals for the Council to take forward and assess as buildings or specific areas to add to its Local List of Heritage Assets. As such, these proposals are not clearly identified as designations at this time and will require further assessment.

Proposal

- 1.14 The proposals involve creation of one single Local List (in accordance with the PPG) outside of the SPD process and consists of two elements:-
- Creation of a new single Local List collating of all of the existing non-designated asset lists;
 - A review of those assets where required within the NDP or those out of date.

Creation of a new single Local List collating all of the existing lists

- 1.16 In order to ensure that the assets remain up to date, whilst also in one location, it is proposed to create one, new single Local List. This will consist of the assets previously contained within the two SPD and other assets identified in the adopted ALP /made NDP.
- 1.17 This proposed single Local List is contained within background paper 2 of this report. As this list will no longer be contained within an SPD, it will be possible to update it on a more regular basis, and the material weight given to the non-designated assets will remain robust subject to the relevant asset meeting the published criteria, and members approving any recommendations from officers.
- 1.18 The merger of the assets already contained within the existing SPD, will mean that the following SPD will no longer be required: the Buildings or Structures of Character and Areas of Character should be deleted. The existing Area of Character descriptions will be saved and placed on the council's website.
- 1.19 This stage of the work will be followed by a review of all of the assets proposed for addition to the list.

A review of those assets proposed within the NDP

- 1.20 In order to ensure that the LPA is compliant with the guidance contained within the PPG, in providing clear and up to date information on non-designated heritage assets, officers will review proposed assets identified in the NDPs for the Council to assess, against the published criteria (Appendix 1) and report back the results to the Planning Policy Sub-committee.

2. PROPOSAL(S):

That the existing assets contained within two Supplementary Planning Documents and the Arun Local Plan are collated to form one single Local List. This is followed by a comprehensive review of all of the non-designated heritage assets (including those proposed within 'made' Neighbourhood Development Plans) in conjunction with Town and Parish Councils and conservation groups such as the Conservation Area Advisory Committee.

3. OPTIONS:

- To merge all of the existing non-designated heritage assets into one manageable single Local List, which can easily be kept updated.
- To keep the lists in various locations, including SPD, which cannot be easily updated.

4. CONSULTATION:

Consultation has previously been undertaken with communities, stakeholders and property owners, either as part of the production of the SPD or the individual Neighbourhood Development Plans. Further consultation will be undertaken at the appropriate time when the assets are reviewed.

	YES	NO
Has consultation been undertaken with:		
Relevant Town/Parish Council		X
Relevant District Ward Councillors		X
Other groups/persons (please specify)		X
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	X	
Legal	X	
Human Rights/Equality Impact Assessment		X
Community Safety including Section 17 of Crime & Disorder Act		X
Sustainability	X	
Asset Management/Property/Land	X	
Technology		X
Other – Officer Resources	X	

6. IMPLICATIONS:

LEGAL: the merger of the assets already contained within the existing SPD, will mean that the SPD will no longer be required: Buildings or Structures of Character and Areas of Character should be deleted. The existing Area of Character descriptions will be saved and placed on the council’s website.

FINANCIAL: there will be resource costs associated with undertaking a review of existing and potential non-designated heritage assets.

SUSTAINABILITY: the protection of the historic environment is included in the definition of sustainable development in the NPPF.

ASSET MANAGEMENT/PROPERTY/LAND: identification as a non-designated heritage asset has implications for property/land owners.

OTHER – OFFICER RESOURCES: officer resources will be required to manage the process of reviewing the list of non-designated heritage assets.

7. REASON FOR THE DECISION:

To ensure that the LPA follows the guidance in the Planning Practice Guidance that all non-designated heritage assets are contained within one list, based on published criteria. Further, this proposal will ensure that additional assets can be included in the list in order to ensure that they are fully identified or that assets can be deleted where no longer of merit for inclusion. The full review of out of date or proposed non-designated heritage assets requested by NDP will allow the authority to identify those that have not been identified until now. It will also allow the authority to make

landowners aware that their property is identified as a non-designated heritage asset.

8. EFFECTIVE DATE OF THE DECISION: *Committee Services to insert*

9. BACKGROUND PAPERS:

Background Paper 1: [Local Heritage Listing: Historic England Advice Note 7](#)

Background Paper 2: [Draft List of Non Designated Heritage Assets](#)

Appendix 1: Criteria for identifying the Locally Listed Buildings or Structures of Character and Areas of Character.

Locally Listed Buildings or Structures of Character criteria:

- a) Buildings of outstanding design, detailing, appearance or special interest because of the use of materials;
- b) Buildings which are extremely good examples of traditional or established style, or of unusual type;
- c) In special cases, buildings or structures which contribute towards the local townscape or have important historical or social associations;
- d) All buildings must be largely intact and not adversely affected by later extensions or alterations;
- e) Preferably, although not exclusively, they should make a positive contribution to their surroundings or the street scene.

Areas of Character criteria:

- a) The area must have been substantially built before 1939. Only in exceptional cases will areas dating from a later period be designated;
- b) The area must have a recognisable and distinctive special character worthy of protection;
- c) The area must contain buildings, the majority of which are distinctive or of a high quality design and appearance; and
- d) The area must be of sufficient size to be identifiable and cohesive.

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ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF PLANNING POLICY SUB-COMMITTEE ON 30 JUNE 2018

PART A : REPORT

SUBJECT: Arun Local Development Scheme

REPORT AUTHOR: Kevin Owen, Planning Policy Team Leader

DATE: 29 May 2020

EXTN: X 37853

PORTFOLIO AREA: Planning

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 a three-year period and is monitored in the Authority Monitoring Report and used for resource planning by the Planning Inspectorate

The current LDS 2018 needs to be updated to address the Council's new priorities and strategic targets for achieving sustainable development established in November 2019; the Council's declared 'Climate Change Emergency' November 2019 and Council's decision to review and update the Local Plan 15 January 2020.

The revised LDS (Background paper 1) includes the updated timescales for the production of the new Local Plan review and the Gypsy & Traveller and Traveller Showmen Site Allocation DPD. The LDS consequently no longer includes a Non-Strategic Sites Allocation DPD which is deleted in order to progress and prioritise the Local Plan review.

RECOMMENDATIONS:

The following actions are recommended: -

1. That the Planning Policy Sub-Committee recommend to Full Council that the Local Development Scheme July 2020 for the period 2020-2023 as amended (and set out in Background paper 1) is adopted.
2. That authority be delegated to the Group Head of Planning, in consultation with the Chairman of Planning Policy Sub-Committee, to undertake minor updating and drafting of any amendments required to the LDS prior to publication.

1. 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 revised LDS (Background paper 1) replaces the LDS 2018 and covers the three-year period from 2020-2023 and includes a timetable for the preparation of a:
 - Local Plan review DPD (this includes the commitment to review Development Management policies as a priority to deliver carbon neutral policy standards);
 - Gypsy and Traveller and Travelling Showpeople Site Allocations DPD.
- 1.6 The LDS consequently no longer includes a Non-Strategic Sites Allocations DPD this is because having taken time and resource to prepare the NSS and having now been agreed to formally update the Local Plan, work is better directed to this given the urgency of the climate change emergency agenda. Neighborhood Plan reviews continue to progress and the authority continues to operate national policy i.e. the 'presumption in favour of sustainable development' because it does not have a 5 year housing land supply.
- 1.7 The Community Infrastructure Levy Charging Schedule was implemented coming into force on 1st April 2020 and is consequently, also deleted from the LDS.
- 1.8 It is intended that the LDS will come into effect following the Full Council meeting on the 15 July 2020. A copy of the LDS will be made available on the Council's website as soon as possible following that meeting.
- 1.9 The key adoption dates for the more advanced preparation of the Gypsy and Traveler and Travelling Showpeople Site Allocations DPD is scheduled for the spring 2022 and the Local Plan update is targeted for submission in summer 2023 and adoption Winter 2023 or early Spring 2024. The impact of Covid-19 pandemic on the plan making timetable will mean that the LDS 2020 will need to be kept under review to respond to any challenges and changes to the planning system introduced by Government.

2. PROPOSAL(S):

- 2.1 The LDS timetable can be revised as proposed to ensure timely delivery of key DPDwork streams and the key priorities of the Council.

3. OPTIONS:
 3.1 The range of options available are to; approve the LDS 2020 to ensure a ‘sound’ development plan is prepared to guide future growth and infrastructure provision; or not to approve the LDS 2020 with the risk that planning decisions are not in accordance with an up to date development plan and determined by appeal.

4. CONSULTATION: None

Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		x

5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	x	
Legal	x	
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability	x	
Asset Management/Property/Land		x
Technology		x
Other (please explain)		x

6. IMPLICATIONS:
 Adoption and delivery of the updated LDS 2020 programme will ensure that the resources will effectively deliver the statutory development plan for decision making and secure sustainable development needs in terms of objectively assessed housing and employment needs, services and infrastructure and a zero-carbon future. The LDS progress is monitored via the Authority Monitoring Report (AMR) and needs to be kept up to date as it is considered at development plan examinations.

7. REASON FOR THE DECISION:
 To ensure that Arun maintains effective and timely preparation of its development plan so that development management decisions relating to development within the District accord with up to date development plans consistent with sustainable development and progress action to help tackle the climate change.

8. EFFECTIVE DATE OF THE DECISION:

9. BACKGROUND PAPERS:

1. The Local Development Scheme 2020 is available on the Council's web site:
<https://www.arun.gov.uk/local-development-scheme-lds>

ARUN DISTRICT COUNCIL

REPORT TO AND DECISION OF PLANNING POLICY SUB-COMMITTEE ON 30 JUNE 2018

PART A : REPORT

SUBJECT: Arun Statement of Community Involvement

REPORT AUTHOR: Kevin Owen, Planning Policy Team Leader

DATE: 10 June 2020

EXTN: X 37853

PORTFOLIO AREA: Planning

EXECUTIVE SUMMARY:

The Statement of Community Involvement (SCI) adopted by Full Council in January 2019 sets out the Council's method and many ways which it will use to consult with residents, businesses and organisations in Arun in order to help shape plan making and decision making.

Government statements and Planning Practice Guidance published in May 2020 explain that the Covid-19 pandemic and restrictions introduced with social distancing, requires an immediate review of the SCI in order to identify and publicise temporary alternative compensatory arrangements because some methods of consultation cannot be undertaken legally or safely.

RECOMMENDATIONS:

The following actions are recommended: -

1. That the Planning Policy Sub-Committee note the temporary arrangements to be put in place to publicise and compensate for commitments that the authority is unable to make on depositing documents for inspection and face to face engagement while the Covid-19 social distancing measures remain in place.

1. 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. Compliance with the SCI is considered alongside legal compliance when a development plan is submitted for examination.
- 1.2 Put simply, the SCI lets residents, businesses 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 recent publication of Planning Practice Guidance (PPG) advice in May 2020 provides local authorities with advice on how to deal with the current issues posed by social distancing restrictions when consulting and engaging on plan making. The Government's expectation is that progress on plan making should continue.
- 1.4 The 'SCI Immediate Review' document (Background paper 1) follows the PPG guidance by identifying those consultation actions that can remain and those that will be temporarily suspended and alternative means to be used, where possible, to compensate for the duration of the social distancing regime.
- 1.5 The key areas where temporary suspensions apply concerns making hard copy planning documents available including for public inspection at council offices, local libraries and other deposit points. In addition, commitment to face to face meetings, exhibitions and workshops which cannot now take place. However, legal advice is to compensate as far as possible – virtual meetings, briefings and workshops can be used – ensuring that publicity is given with notices in the local press and social media and having extended consultation periods.
- 1.6 There is no legal requirement to consult on an SCI although it is considered good practice. The SCI explains that it will be relatively robust and only need to be kept under review to respond to any significant changes to national policy (e.g. Legislation regulations) and best practice or monitoring on how consultations perform. The SCI identifies who will be consulted in any changes to it within Appendix 2 to the SCI. However, the changes being proposed are only temporary and contingency measures in accordance with the PPG and are not a mainstream review of the SCI but reflect current reality on the ground. There is an element of risk that people who do not have access to electronic means may feel they are not properly engaged and consulted with these temporary measures. The council will make more use of publicity and work with the Parish Councils and other representative groups on measures to try to minimise this risk.
- 1.7 It should be noted that the requirement for documentation to be deposited at publicly accessible inspection points is also set out in Regulation 35 the Town and Country Planning (Local Planning) (England) Regulations 2012 and affects consultations on development plan documents (e.g. at Regulation 19 'Publication' stage) Supplementary Planning Documents (Regulation 12b and 13 representations and public participation). Legal advice is that until this regulation is changed it cannot be fully complied with (or until offices and other inspections points are open to the public) which remains a risk. However, the advice suggests that alternative pragmatic, transparent and temporary measures (such as in section 1.5 above) can be considered so that plan making can continue.
- 1.8 These measures are temporary and pragmatic and are similarly, being considered by local authorities nationally in response to the PPG and therefore, it is considered that a consultation on a revised SCI is unnecessary and there is no need for adoption at Full Council. The unprecedented situation and current reality means that these temporary changes should be made clear and publicised on the council's web site (i.e. the 'SCI Immediate Review' document - Background paper 1) alongside the existing SCI as soon as possible.

1.9 Further progress reports may be presented to the Planning policy Sub-Committee as national policy develops, the situation continues and is kept under review.		
2 PROPOSAL(S):		
2.1 The SCI Immediate review be published on the council's web site alongside the SCI setting out the temporary measures that will apply to ensure that the authority can maintain progress on plan making.		
3. OPTIONS:		
3.1 The range of options available are to; publish the SCI Immediate Review on the council's web site so that the development plan and Supplementary Planning Documents (SPD) are prepared to guide future development; or not to approve the SCI Immediate Review with the risk that the development plan and SPD are not kept up to date for decision making.		
4. CONSULTATION:		
Has consultation been undertaken with:	YES	NO
Relevant Town/Parish Council		x
Relevant District Ward Councillors		x
Other groups/persons (please specify)		x
5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)	YES	NO
Financial	x	
Legal	x	
Human Rights/Equality Impact Assessment		x
Community Safety including Section 17 of Crime & Disorder Act		x
Sustainability		x
Asset Management/Property/Land		x
Technology		x
Other (please explain)		x
6. IMPLICATIONS:		
<p>Financial: there is a cost implication when undertaking a period of consultation, the methods proposed may have an implication for the planning budget (e.g. additional publicity) although this has been budgeted for.</p> <p>Legal: the SCI should be prepared taking in to account the relevant legislation including: 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</p>		

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.

7. REASON FOR THE DECISION:

To ensure that Arun maintains effective and timely preparation of its development plan so that development management decisions relating to development within the District accord with up to date development plans consistent with sustainable development.

8. EFFECTIVE DATE OF THE DECISION:

9. BACKGROUND PAPERS:

1. The 'SCI Immediate Review' document and SCI 2018 are available on the Council's web site:-<https://www.arun.gov.uk/statement-of-community-involvement-sci-engagement>