



Arun District Council  
Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF

Tel: (01903 737500)  
Fax: (01903) 730442  
DX: 57406 Littlehampton  
Minicom: 01903 732765

e-mail: [committees@arun.gov.uk](mailto:committees@arun.gov.uk)

Committee Manager Andrew Bishop (Ext. 37984)

12 January 2022

## **PLANNING POLICY COMMITTEE**

A meeting of the Planning Policy Committee will be held in the **Council Chamber at the Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Tuesday 25 January 2022 at 6.00 pm** and you are requested to attend.

Members: Councillors Bower (Chair), Hughes (Vice-Chair), Chapman, Charles, Coster, Elkins, Goodheart, Jones, Lury, Thurston and Yeates

**PLEASE NOTE:** Subject to Covid-19 Risk Assessments members of the public are advised of the following:

Where public meetings are being held at the Arun Civic Centre in order to best manage the safe space available, members of the public are in the first instance asked to watch the meeting online via the Council's Committee pages – the meeting will be available to watch live via this [link](#).

- a) Where a member of the public has registered to take part in Public Question Time, they will be invited to submit the question in advance of the meeting to be read out by an Officer. In response to the continuing health guidelines, there will be very limited public access to this meeting. Admission for public speakers will be by ticket only, bookable when submitting questions. Attendees will be asked to sit in an allocated seat in the public gallery on a first come first served basis. Only one ticket will be available per person.
- b) It is recommended that all those attending take a lateral flow test prior to the meeting.
- c) All those attending the meeting will be required to wear face coverings and maintain safe distancing when in the building/meeting room.
- d) Members of the public must **not** attend any face to face meeting if they or a member of their household have Covid-19 symptoms.

Any members of the public wishing to address the Committee meeting during Public Question Time, will need to email [Committees@arun.gov.uk](mailto:Committees@arun.gov.uk) by 5.15 pm on Monday 17 January in line with current Procedure Rules. It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered. Permitted questions will be read out by an Officer.

For further information on the items to be discussed, please contact: [committees@arun.gov.uk](mailto:committees@arun.gov.uk)

## **AGENDA**

### 1. APOLOGIES

### 2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declaration 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 items 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 interest and/or prejudicial interest
- c) the nature of the interest

### 3. MINUTES

(Pages 1 - 6)

The Committee will be asked to approve as a correct record the Minutes of the Planning Policy Committee held on 30 November 2021.

### 4. ITEMS NOT ON THE AGENDA THAT THE CHAIR OF THE MEETING IS OF THE OPINION SHOULD BE CONSIDERED AS A MATTER OF URGENCY BY REASON OF SPECIAL CIRCUMSTANCES

### 5. PUBLIC QUESTION TIME

To receive questions from the public (for a period of up to 15 minutes).

6. COMMITTEE REVENUE AND CAPITAL BUDGETS 2022/2023 (Pages 7 - 12)

The purpose of the report is for this Committee to consider and recommend its revenue budget for inclusion in the 2022/23 revenue budget, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall revenue budget for 2022/23 to make a recommendation to Full Council on 23 February 2022 on the budget to be set and level of Council Tax for the District for 2022/23.

In addition, Committees must consider and recommend their draft capital budget for inclusion in the overall capital programme, which will be submitted to the Policy and Finance Committee on 10 February 2022. Policy and Finance Committee will consider the overall capital programme to make a recommendation to Full Council on 23 February 2022 on the overall capital programme to be set for 2022/23.

7. HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT (HELAA 2020 UPDATE) (Pages 13 - 18)

The Council has reviewed and updated its Housing and Economic Land Availability Assessment (HELAA) for 2021. It is important to note that the HELAA is a useful evidence resource for plan making i.e., it does not allocate sites, nor does it grant planning permission. Its principal purpose is to provide evidence at a high level, identifying the best performing sites with potential to consider for further assessment as part of plan making. The HELAA is not intended to be used for development management decisions, as set out in national guidance.

8. BROWNFIELD LAND REGISTER (Pages 19 - 22)

The production of a Brownfield Land Register is a requirement under the Town & Country Planning (Brownfield Land Register) Regulations, 2017. The Register is to be established in two parts (i.e. Part 1 and Part 2 explained below) and is to include all brownfield sites that are suitable for residential development. The Register is to be updated at least annually.

This report provides a 2021 update to the 2020 Register. There are 20 sites on the register (3 new sites which meet the criteria have been identified for addition) and 9 sites have been removed because they have been implemented or are not available.

9. AUTHORITY MONITORING REPORT 2020/21 (Pages 23 - 28)

This report presents the Arun Local Planning Authority's Monitoring Report 2020/21.

10. CIL INFRASTRUCTURE INVESTMENT PLAN (IIP 2022-2024) (Pages 29 - 48)

This report seeks agreement to the draft Infrastructure Investment Plan (a three-year programme 2022-2024) setting out how Community Infrastructure Levy (CIL) funds will be prioritised for delivery of infrastructure projects and referral of the IIP to Full Council for approval.

11. STATEMENT OF COMMUNITY INVOLVEMENT UPDATE (Pages 49 - 54)

Following 6 October 2021 decision of Planning Policy Committee on the approach to plan making - this report seeks agreement on the process for ensuring the Council's Statement of Community Involvement (SCI) is up to date. The SCI was last updated via publication of the 'Immediate Review Document' in June 2020. The SCI needs to be kept up to date and forms evidence on legal compliance for plan making which is tested at Local Plan examination.

**OUTSIDE BODIES - FEEDBACK FROM MEETINGS**

Members will provide verbal updates if there are any.

12. WORK PROGRAMME (Pages 55 - 58)

The Committee is required to note the Work Programme for 2021/22.

Note: If Members have any detailed questions, they are reminded that they need to inform the Chair and relevant Director in advance of the meeting.

Note: 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 [PART 8 - CP - Section 5 Filming Photographic Protocol](#)