



# Public Document Pack

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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](#)

## PLANNING POLICY COMMITTEE

30 November 2021 at 6.00 pm

Present: Councillors Bower (Chair), Hughes (Vice-Chair), Coster, Elkins, Lury, Thurston and Worne (Substitute for Yeates)

### 475. APOLOGIES FOR ABSENCE

Apologies for Absence had been received from Councillors Charles, Goodheart, Jones and Yeates.

### 476. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

### 477. MINUTES

The Minutes of the previous meeting held on 30 September 2021 were approved by the Committee and signed by the Chair.

### 478. 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

The Chair confirmed that there were no urgent items.

### 479. PUBLIC QUESTION TIME

The Chair confirmed that there had been no questions from the public submitted for this meeting.

### 480. TO 'MAKE' THE BARNHAM AND EASTERGATE NEIGHBOURHOOD DEVELOPMENT PLAN (REVIEW) 2019-2031

Upon the invitation of the Chair, the Planning Policy and Conservation Team Leader presented the report. He explained that the Barnham and Eastergate Neighbourhood Development Plan 2019-2031 passed examination in October 2021 and the examiner concluded that its material modifications did not change the nature of the plan and therefore it did not require a referendum before proceeding to be 'made'. This 'making' of the plan would give it legal force and it would form part of the statutory Development Plan for that area. Consequently, decisions on planning applications in the neighbourhood area would need to be made in accordance with the Neighbourhood Development Plan unless material considerations indicated otherwise.

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The Chair and Vice-Chair thanked the whole team and wanted to recognise the significant amount of work involved in bringing this plan to fruition.

The recommendation was then proposed and seconded.

The Committee

#### RECOMMEND TO FULL COUNCIL

That it 'makes' the Barnham and Eastergate Neighbourhood Development Plan 2019-2031 and it becomes part of the Development Plan for Arun District Council.

#### 481. FIRST HOMES POLICY

Upon the invitation of the Chair, the Planning Policy and Conservation Team Leader presented his report and explained the proposed approach to implementing the Government's 30% 'First Homes' policy as part of the affordable housing tenure mix in Policy AH SP2 Affordable Housing and Policy H DM1 Housing Mix of the Local Plan. He also outlined concerns about the accessibility of the product given income levels in Arun.

Members then took part in a full debate on the item where a number of points were raised including:

- the scope and mix of housing (apartments, houses etc) and whether a range of property types was intended to be offered
- the implications or limitations when a property purchased in this way is sold on, and the discount being maintained through future sales
- the affordability of the scheme for younger people
- whether the figures in the policy could be revised if house prices continued to rise
- concerns over second homes and changes to working caused by the pandemic and potential impacts for Arun
- the relationship with the Local Plan, and whether it was included or separate from the affordable housing allocations of the Local Plan

The Planning Policy and Conservation Team Leader provided Members with responses to all points raised during the debate. He highlighted that all housing development schemes and their mix of affordable properties would be different depending on the Council's identified local housing needs set out in the Local Plan supporting evidence base, as well as the needs of the market, and that the discount would be entered into the deeds of the property by the Land Registry.

The recommendation was then proposed and seconded.

The Committee

#### RECOMMEND TO FULL COUNCIL

The proposed approach to accommodating the Government's 'First Homes' policy requirement, as part of the Affordable Housing tenure mix provision in Arun, as set out in section 1.12 and Appendix 1 of the report and that it should be published as an interim policy statement on the Council's web site.

#### 482. SOUTHERN WATER DRAINAGE AND WASTEWATER MANAGEMENT PLAN CONSULTATION

Upon the invitation of the Chair, the Planning Policy and Conservation Team Leader presented his report. He explained that Southern Water were in the process of preparing their first Drainage and Wastewater Management Plan (DWMP) and had reached the early scoping consultation stage. Following workshops with Officers, the provisional comments summarised in the report and any further matters raised by Members would form the basis for the Council's response to the documents published for consultation. He highlighted particular concerns mentioned in the response, including wastewater capacity and storm water discharging, Pagham harbour and water neutrality, the need for strategic guidance in the area to support higher design standards with regards water efficiency, climate change and carbon reduction and the potential for water storage and nature-based solutions.

Members then took part in a full debate on the item where a number of points were raised and responded to by Officers including:

- this being a strategic issue not just for Arun, and questions over the role being played by and consultation with the Strategic Planning Board
- the need for more to be made of Arun being a tourist economy and the impacts to the economy when water quality is negatively impacted
- regeneration being hampered by a private company not doing what they should be doing
- the District's Victorian plumbing and the recent growth in housing numbers
- concern that, in the data provided in the report, Ford is clearly at the bottom and in need of urgent attention in terms of water treatment
- strengthening the messages around blockages which were a significant problem, wet wipes being a key element and the need for something to be done nationally to stop this happening
- Arun being in a lesser position to challenge Southern Water than other Authorities
- the Environment Agency and actions at Pagham Harbour
- climate change and the predicted extra rainfall causing significant problems in the future, and the need to keep extra rainwater out of the system

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- the need for an emphasis on the impact new housing developments would have on worsening pre-existing sewage and wastewater issues that were not being dealt with now
- untreated sewage going into Pagham harbour and being strong with Southern Water about what needs to be done
- the re-commissioning of redundant assets, as mentioned in the report
- tidal and pumped water storage and nature-based solutions, and too much of a focus on keeping water on the land when perhaps we should focus on getting it off the land
- whether more on-land water storage could lead to more flooding
- discharges on the eastern side of the District, and the impact on draining capacities of developments in neighbouring Authorities and whether concerns over these impacts could be strengthened around the Ferring Rife
- whether nature-based solution, for example, would need to be delivered through the planning system and paid for through development, and Southern Water's role as a stakeholder and in providing infrastructure

The Planning Policy and Conservation Team Leader provided Members with responses to all points raised during the debate. He noted that Natural England had yet to do a study into pollutants at Pagham Harbour (as it had at Chichester Harbour, which in turn evidenced higher design needs to meet identified requirements) and the response in part calling for the need for a consistent approach across regions. And in response to questions about water storage and nature-based solutions, he highlighted that Arun had a high water table and was prone to surface water flooding, and that Southern Water would be asked to look at all sorts of flood alleviation as well as requirements now for biodiversity net gain (through wetlands and carbon storage etc).

The recommendation was then proposed and seconded.

The Committee

#### RESOLVED

That comments set out in sections 1.7 and 1.8 of this report (including Appendix 1) together with any other matters raised by members be agreed as the basis for Arun District Council's formal response to the consultation.

#### 483. LOCAL PLAN EVIDENCE UPDATE

*[During the debate, Councillor Elkins declared a Personal Interest as a Member of Ferring Parish Council.]*

Upon the invitation of the Chair, the Planning Policy and Conservation Team Leader presented his report which updated Members on the remaining evidence position and whether any further studies to those already committed to should be commissioned following the decision at Planning Policy Committee on 6 October



[Minute 338] and Full Council on 10 November [Minute 422] to pause the preparation of a revised Local Plan until details of the new plan making system be agreed. He also noted a typo in Table 1 under the Housing Economic Development Needs Assessment (HEDNA) Study, which should read 'the prescribed formula' rather than 'the proscribed formula'.

Members then took part in a full debate on the item where a number of points were raised including:

- support for the conclusions of Officers to halt or not start many studies as most of the studies started with a need to know housing numbers which could not be known at this point, and may have led to expensive studies needing to be repeated
- support for certain studies being progressed now (Strategic Flood Risk Assessment, Heritage and Conservation Area studies) and how these could possibly help determine current planning applications under the current Local Plan
- whether the Infrastructure Development Plan should be progressed, as the District has infrastructure issues now that crop up in planning applications, and whether identifying these now would go some way to dealing with issues now and help inform future works
- concern that the Active Travel Study was being put on hold, and why this study was dependent on new housing numbers when there was a need for it now and sufficient funding coming from new development
- the need for guidance to Parish Councils of the work they could do rather than pausing everything whilst the Local Plan updates are paused
- the importance of infrastructure to residents and the usefulness of an update on the work of Transport for the South East

The Planning Policy and Conservation Team Leader provided Members with responses to all points raised during the debate and amended the Officer recommendation in response to issues raised around infrastructure requirements arising from non-strategic development.

The recommendation was then proposed and seconded.

The Committee

#### RESOLVED

That the conclusion in section 1.5 of the report be agreed as the basis for work programming the pending evidence studies, and that a further topic paper be prepared alongside those infrastructure studies listed in section 1.4 of the report to scope out the need for further studies on infrastructure requirements arising from non-strategic development to inform Development Management decisions.

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484. WORK PROGRAMME

The Planning Policy and Conservation Team Leader outlined items coming to future meetings. The Chair raised the absence of Key Performance Indicators being reported to the Committee. The Committee then noted the Work Programme.

(The meeting concluded at 7.26 pm)

## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF PLANNING POLICY COMMITTEE ON 25 JANUARY 2022

**SUBJECT: Committee Revenue and Capital Budgets 2022/2023**

**REPORT AUTHOR:** Carolin Martlew, Interim Group Head of Corporate Support and Section 151 Officer

**DATE:** November 2021

**EXTN:** 01903 737558

**AREA:** Corporate Support

#### **EXECUTIVE SUMMARY:**

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.

#### **RECOMMENDATIONS:**

It is recommended that this Committee:

- (a) Agree on the 2022/23 Revenue Budget as illustrated in Appendix A of this report;
- (b) Agree on the 2022/23 list of uncommitted growth items as illustrated in Appendix B of this report; and
- (c) Agree to recommend to Policy and Finance Committee that the Revenue Budget and list of growth items be included in the overall General Fund Budget when considering the overall budgets on 10 February 2022.

#### **1. BACKGROUND:**

2022/23 is the first year of budget preparation under the Committee form of governance introduced on 19 May 2021. Under Committee governance, Service Committees such as this must consider and recommend budgets for the services they provide to the Committee responsible for budget setting. At Arun, this is the Policy and Finance Committee. The Policy and Finance Committee will then consider an overall budget to recommend to Full Council.

The general background to the 2022/23 budget process was included in the Financial Prospects 2021/22 to 2025/26 report to Policy and Finance Committee on 14 October 2021. The main points to note are:

- Council Tax increases by £5 or 2% per annum which is currently the maximum allowed for similar District Councils;
- There is an inflationary increase in salary costs in 2022/23. The effect of the increase in National Insurance contributions from 2022/23 is included;
- If possible, cash limited sums for goods and services (no inflationary rise) for the period are included, otherwise inflation is provided for;
- The most up to date figure available has been used for the lump sum payable to the pension fund which was reflected in the latest report from the actuary for 2022/23;
- It is assumed all discretionary fees and charges imposed by the Council increase by at least 2.5% for the year;
- Growth items are not included in service committee estimates. They will be considered as a separate list by service committees. Items agreed by service committees will then form part of the final growth list which Policy and Finance Committee will need to consider when it sets the overall budget. It has been made clear to budget officers that growth requests should be minimised and restricted to those with a significant impact on Council priorities or objectives.

Financial forecasting has been difficult due to the COVID 19 pandemic. Budgets have been compiled on the best information available. In addition, where appropriate, central government funding has been applied to mitigate against increased costs and reductions in income.

There is no draft capital programme for this Committee.

## **2. PROPOSAL(S):**

### Revenue Budget

The basis of budgeting for 2022/23 assumes that current levels of service remain unchanged. Any proposed increase in the service level, or other significant new area of expenditure, is treated as uncommitted growth. These items are listed at Appendix B and are not included in the budgets. If this Committee agrees this list either in full, or in part, it will be considered by Finance and Policy Committee on 10 February 2022 in the context of the overall General Fund budget.

The budgets are presented in the format recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA) for the publication of accounting information.

The information contained in the detailed budgets is as follows:

- Actual 2020/21, as per the Council's published accounts for 2020/21;
- Budget 2021/22 – a reproduction of the budget approved by the Council for 2021/22, adjusted to align with the Committee governance Structure;
- Budget 2022/23 – budgets are prepared at current price, plus inflation where unavoidable. The budgets contain committed growth. This indicates a change to the base level of service arising from policy changes determined by the Council,

the effects of the financing of the agreed Capital Programme, or other unavoidable costs, e.g. arising from statutory commitments. Such growth is included in the budgets.

Uncommitted growth indicates an enhanced level of base service provision. This is not included in the budgets at this stage. The final inclusion in the Authority's overall revenue budget will be subject to consideration by the Policy and Finance Committee and Council.

The proposed uncommitted growth items are summarised with explanatory notes at Appendix B.

The budget is shown at Appendix A.

The significant changes in the revenue budget between 2021/22 and 2022/23 are:

- The 2021/22 pay award is still under negotiation. It is therefore necessary to include two years' pay awards in the employee figures which increases the expected cost in 2022/23. Two part time posts in the Section have been full time. Resource switching has been used to achieve this;
- Expenditure in supplies and services has decreased by £173,000 following the Planning Policy Committee recommendation on 6 October 2021 to pause the preparation of a revised local plan for the District. This will be reviewed in April 2022;
- Increased Development Control income of £185,000 is expected in 2022/23. This estimate is based on actual income to date in 2021/22. There may be delayed applications due to the pandemic and these cannot be anticipated. No fee increase is expected at this time.

**3. OPTIONS:**

Not applicable

**4. CONSULTATION:**

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

**5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES:  
(Explain in more detail at 6 below)**

	YES	NO
Financial	✓	
Legal	✓	
Human Rights/Equality Impact Assessment		✓
Community Safety including Section 17 of Crime & Disorder Act		✓
Sustainability		✓
Asset Management/Property/Land		✓

Technology		✓
Other (please explain)		✓

**6. IMPLICATIONS:**

Financial

The financial implications are shown throughout the report. Capital spending is susceptible to overrun, delay and increased costs. It is important that close monitoring of both revenue budgets and the capital programme is in place.

Legal

The Council has a legal duty to ensure its expenditure can be met by its income, inclusive of reserves.

**7. REASON FOR THE DECISION:**

To enable the Committee to recommend a revenue and capital budget to Finance and Policy Committee for inclusion in the Council's overall General Fund budget for 2022/23.

**8. BACKGROUND PAPERS:**

2021/22 Budget Report to Full Council 17 February 2021

Financial Prospects 2021/22 to 2025/26 Report – Finance and Policy Committee 14 October 2021

Budget Consultation Report

Statement of Accounts 2020/21

**Planning Policy Committee  
Budget 2022/23**

<b>Actual 2020-21 £'000</b>	<b>Description</b>	<b>Budget 2021-22 £'000</b>	<b>Budget 2022-23 £'000</b>
<b>Planning Policy Committee</b>			
<b><u>Planning &amp; Development Control (D20 &amp; D25)</u></b>			
1,584	Employees	1,605	1,717
22	Transport	27	21
328	Supplies and Services	519	353
57	Third party costs	60	67
(1,444)	Other Income	(1,131)	(1,333)
<b>547</b>	<b>Total for Planning &amp; Development Control:</b>	<b>1,080</b>	<b>825</b>
<b>547</b>	<b>Total for Planning Policy Committee:</b>	<b>1,080</b>	<b>825</b>

**Planning Policy Committee  
Budget 2022/23  
Growth Items**

Item	£'000	Note
Restructure of Planning and Development Section	120	1
<b>Total</b>	<b>120</b>	

Note:

1. The Group Head of Planning is preparing a restructure of the Section in response to the Hannaby Report. The estimated net cost of the proposed establishment changes is shown here. Approval of this in the 2022/23 budget will allow the restructure to be implemented. The full financial year cost from 2023/24 is estimated at £297,000.



## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF PLANNING POLICY COMMITTEE ON 25 JANUARY 2022

#### REPORT

**SUBJECT: Housing and Economic Land Availability Assessment  
(HELAA 2020 update)**

**REPORT AUTHOR:** Kevin Owen, Planning Policy Team Leader  
**DATE:** 6 December 2021  
**EXTN:** x 37853  
**AREA:** Planning Policy

#### EXECUTIVE SUMMARY:

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.

#### RECOMMENDATIONS:

It is recommended that the Planning Policy Committee: -

1. Considers and notes the Housing and Economic Land Availability Assessment as part of the evidence base for the Local Plan and any future Development Plan Document preparation; and
2. Agrees the HELAA 2021 be published on the Council's web site.

#### 1. BACKGROUND:

- 1.1 The Housing and Economic Land Availability Assessment (HELAA) is a key component of the evidence base which informed the preparation for the Arun Local Plan (ALP) and keeping it up to date will inform future monitoring of potential land supply reported in the Council's Authority Monitoring Report (e.g. the five-year housing land requirement).
- 1.2 A Local Planning Authority (LPA) needs to have a clear understanding of the land available in their area (Paragraph 68 of the National Planning Policy Framework (NPPF 2021). The HELAA is therefore currently updated annually following a 'call for sites' to identify new potential housing and employment land supply and through consulting landowners and promoters/developers on the status of their sites which:-

- Assesses land availability based on whether it is suitable, available and achievable (including economic viability) for housing and economic development uses over the plan period.
- Considers housing and economic evidence together as part of the same exercise (Planning practice Guidance).
- Assess compliance with the Government's definition of 'deliverable' sites.
- To be considered deliverable, sites for housing should be available now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years depending on the planning status e.g. whether there is detailed planning permission, an outline permission for major development or a site is allocated and this supported by clear evidence on deliverability (NPPF 2021 Appendix 2 Glossary, page 66).
- Informs plan making and delivery of housing trajectories.
- Informs the 5 year housing land supply published within its Authorities Monitoring Report (AMR).

1.3 In particular, the Government places significant emphasis on securing a 5-year housing land supply (5yr HLS) using this more robust evidence approach to boost housing delivery. The evidence needs to include written confirmation (e.g., emails, letters, Statements of Common Ground or Memoranda of understanding) from developers and landowners agreeing with the local planning authority, the delivery dates of sites in accordance with site housing trajectories.

1.4 In addition to sending out the HELAA proformas and Call for sites on the 4<sup>th</sup> June 2021, in March this year, the Council specifically wrote to 24 key developers/land promoters for strategic allocations (with and without outline planning permission) seeking to help to identify and resolve barriers to development and inviting Statements of Common Ground (ScG) supporting site housing trajectories. However, this was unsuccessful with a low response (7) and low interest in agreeing ScG (1).

1.5 In the light of the above, the 'call of sites' proforma will be amended as part of the preparation for the next HELAA review (2022) to include a 'delivery certificate'. Promoters/developers will be invited to sign the certificate (showing the housing trajectory) as evidence demonstrating their commitment to adhering to the trajectory timescales set out in their supplied proforma. National policy and guidance requires authorities to pro-actively seeks such delivery evidence, to ensure that there is confidence with the stated delivery status of sites to be included in the HELAA and subsequent 5 year housing land supply calculation.

### **Aims of the HELAA**

1.6 The overall aim of the HELAA is to:

- Produce a list of sites, cross referenced to maps showing locations of specific sites;
- Provide an assessment of each identified site;
- Identify the potential type and quantity of development that could be

delivered on each site; including a reasonable estimate of build out rates; and setting out how any barriers to delivery could be overcome.

- 1.7 To ensure that the HELAA is up to date, officers have reviewed the content of the assessment published in the HELAA 2020 against those sites which received updates or where planning status changed (e.g., a planning permission gained or lapsed) and prepared an updated version HELAA 2021.

### **Key Issues to Note**

- 1.8 It is important to note that the HELAA:

- Does not form part of the Development Plan and does not allocate sites for development nor preclude those sites not identified from coming forward for planning permission in the future.
- Does not provide a relative assessment of sites against each other and does not provide any ranking or order of preference. Each site is appraised on its own merits.
- Does not indicate that planning permission will be granted for housing development if a site is included in the HELAA. It is not intended to pre-empt any plan making or other planning related decisions and does not indicate that planning permission should be granted or not granted for housing or any other use on any identified site.

- 1.9 In addition, it should be noted that:

- Inclusion of a site in the HELAA does not mean that it will be allocated for development.
- Planning applications on sites identified within the HELAA will continue to be determined on their merits in line with the development plan unless material considerations indicate otherwise. The HELAA may however form a material consideration in the determination of planning applications.

### **Site identification**

- 1.10 The main method of identifying sites is through an annual call for sites exercise which provided an opportunity for landowners, site promoters and interested parties to submit land for consideration. The Council may also use other sources of information to identify potential land availability e.g., the Brownfield Land Register and through the Council's planning weekly lists.

### **Site Assessment**

- 1.11 All sites within the HELAA are subject to assessment. The site assessment draws out further information about each site and its potential suitability for housing/employment development.

- 1.12 Sites are classified in the HELAA as follows:

- **Deliverable:** to be considered 'deliverable' sites for housing should be available

now, offer a suitable location for development now, and be achievable with a realistic prospect that housing will be delivered on the site within five years. Sites that are not major development, and sites with detailed planning permission, should be considered deliverable until permission expires, unless there is clear evidence that homes will not be delivered within five years (e.g. they are no longer viable, there is no longer a demand for the type of units or sites have long term phasing plans). Sites with outline planning permission, permission in principle, allocated in the development plan or identified on a brownfield register should only be considered deliverable where there is clear evidence that housing completions will begin on site within five years. These sites are coloured BLUE on the HELAA map.

- **Developable:** to be considered ‘developable’ sites should be in a suitable location for housing development with a reasonable prospect that they will be available and could be viably developed at the point envisaged over the lifetime of the plan. These sites are coloured ORANGE on the HELAA map.
- **Not currently developable:** if it is not known when a site could be made available or viably developed or subject to suitability, availability and achievability constraints it is considered ‘Not Currently Developable’ and is coloured RED on the HELAA map.

1.13 These classifications reflect the NPPF (2021) definition of ‘deliverable’. The proforma for the HELAA seeks evidence on site characteristics including constraints to deliverability and consequent site trajectories from promoters and developers in order to help justify whether a site could be categorised as deliverable within 5 years. As set out in section 1.4 and 1.5 above the Council will require signed ‘delivery certificates’ when it next prepares the HELAA update.

1.14 Employment Sites are classified in the HELAA as follows:

- **Potential Employment Site:** to be considered ‘a potential employment site it should be available now, offer a suitable location for development, and be achievable with a realistic prospect that a business use will be delivered on the site within five years. Sites that have been identified as a potential employment site but do not currently have permission are included if they have been promoted in the last 2 years. These sites are coloured YELLOW on the HELAA map.

1.15 A summary of the results is set out in the tables below compared to the previous year. The full site assessments are presented in the main HELAA report according to their HELAA status (pages 41 – 47).

Table 1: Summary of New Sites

Key Finding*	HELAA 2019/20	HELAA 2020/21
<b>New Sites</b>		
Deliverable	3	3
Developable	3	3
NCD	14	12
Existing Employment	1	0
Potential Employment	1	1

<b>Total</b>	<b>22</b>	<b>19</b>
--------------	-----------	-----------

*\* sites that were submitted to the Council as part of the 'Call for Sites' exercise (these sites do not include commitments – i.e. sites which have been granted planning permission*

<b>Key Finding*</b>	<b>HELAA 2019/20</b>		<b>HELAA 2020/21</b>	
	<b>Sites</b>	<b>Dwelling Yield</b>	<b>Sites</b>	<b>Dwelling Yield</b>
Total Deliverable (General)	33	2,901	23	2,711
Total Developable (General)	34	3,740	34	3,556
Total NCD	230	N/A	233	N/A
Deliverable on Strategic Allocations	14	7,248	10	6,840
Deliverable NDP	5	285	7	403

*\* These sites do not include commitments – i.e. sites which have been granted planning permission*

## Conclusion

1.16 The HELAA status update informs the Councils Authority Monitoring Report 5-year housing land supply (see separate item on the Agenda) and identified:-

- Marginally fewer new sites compared to last year;
- A reduction in Deliverable sites due to status transfers to Commitments; Developable status; NCD status; or to 'made' NDP Deliverable sites;
- Dwelling yields on sites (i.e., excluding sites with planning permission) have reduced through a combination of a reduced number of Deliverable sites including significantly revised housing trajectories in the light of appeal and other evidence;
- Dwelling yields have increased on Neighborhood Plan sites with additional Deliverable sites.

1.17 The Planning Policy Committee are invited to consider and note the HELAA Report outputs.

## 2. PROPOSAL(S):

To note the Housing and Employment Land Availability Assessment as part of the evidence base for the Local Plan and any future Development Plan Document preparation.

## 3. OPTIONS:

The following options are available to Members:

1. To note the HELAA 2021 update Report as evidence to support monitoring of

housing supply and housing delivery, or 2. Not to note the HELAA 2021 update.		
<b>4. CONSULTATION:</b>		
Has consultation been undertaken with:	<b>YES</b>	<b>NO</b>
Relevant Town/Parish Council	x	
Relevant District Ward Councillors	x	
Other groups/persons (please specify)		x
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
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
<b>6. IMPLICATIONS:</b>		
The HELAA is necessary evidence to support monitoring of housing supply and delivery to achieve suitable communities.		

**7. REASON FOR THE DECISION:**

To enable evidence to be updated on potential housing and employment land supply and delivery performance in support of the Adopted Local Plan and further plan making to ensure that the needs of the community in Arun are met sustainably.

**8. BACKGROUND PAPERS:**

Arun Housing and Economic Land Availability Assessment 2021 (HELAA) available (together with the brownfield Register) on the Council's web site via: <https://www.arun.gov.uk/helaa-brownfield-land-self-build-registers>

## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF PLANNING POLICY COMMITTEE ON 25 JANUARY 2022

#### REPORT

**SUBJECT: Brownfield Land Register**

**REPORT AUTHOR:** Kevin Owen, Planning Policy Team Leader  
**DATE:** December 2021  
**EXTN:** x 37853  
**AREA:** Planning

#### EXECUTIVE SUMMARY:

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.

#### RECOMMENDATIONS:

That Planning Policy Committee:-

1. Notes the 2021 Brownfield Land Register (Part 1).
2. Agree for Officers keep under review the Brownfield Land Register in order to determine whether preparation of (Part 2) including the carrying out of consultation and publicity requirements, in line with the Brownfield Land Register Regulations 2017 is justified.

#### 1. BACKGROUND:

- 1.1 The Town & Country Planning (Brownfield Land Register) Regulations, 2017 introduced a duty for Local Planning Authorities (LPAs) to prepare, maintain and publish a register of brownfield land suitable for residential development within their areas.
- 1.2 Brownfield Land Registers must be kept in two parts. Part 1 establishes a baseline stock of 'brownfield land which meets specific previously developed land and delivery criteria (as described below).
- 1.3 Part 2 introduce permission in principle (PiP) as a new route to obtaining planning permission for Part 1 sites that meet eligibility criteria, to make it onto Part 2 of the register where this may help to boost the supply of housing.

- 1.4 The Brownfield Land Register follows a standardised format and is made available nationally which improves the quality and consistency of data held by councils, provide greater certainty for developers and communities while encouraging investment in local areas.
- 1.5 The definition of brownfield land must be based on the National Planning Policy Framework (NPPF 2021) 'Annex 2 Glossary' definition "previously developed land" in order to be included within the Brownfield Register.
- 1.6 Brownfield sites included within Part 1 of the Brownfield Land Register are required to meet the following criteria:
- Size:** The site must be 0.25 hectares or larger, or capable of supporting at least 5 dwellings;
- Suitable:** The site is considered suitable for inclusion on the register if the land is allocated in a development plan document (e.g. a Local Plan), has planning permission or PiP for residential development. The land may also be included on the register if the Local Planning Authority considers it suitable for residential development having considered any adverse impact on the natural environment; the local built environment; heritage assets in particular; local amenity; and any relevant representations received (i.e. from third parties);
- Available:** Sites are considered to be available for development if either all the owners of the site, or the developer in control of the land have expressed an intention to develop (or sell, in the case of an owners) the site within the 21 days before the entry date on the register. In addition, there must be no evidence indicating a change to that intention and the Local Planning Authority must be satisfied that there are no ownership or other legal matters that might prevent residential development taking place, having regard to information publicly available on the date of assessment and any relevant representations received.
- Achievable:** Based on publicly available information and any relevant representations received, an achievable site is a site which, in the Local Planning Authority's opinion is likely to take place within 15 years of the entry date.
- 1.7 The full methodology for selecting and classifying the schedule of sites is set out in the Arun Part 1 Brownfield Land Register November 2021 document (Background Paper 1) published on the Council's web site. Sites are identified from available monitoring sources and specifically, from the annual update to the HELAA.
- 1.8 The key findings for Part 1 can be summarised as follows (there were 26 sites on the BLR Register in 2020):
- There are 20 sites on Part 1 of the BLR Register 2021 in total (9 sites have extant planning permission);
  - There 3 new sites to be added to the BLR Register this year; BR23911 The Beach, The Esplanade; BR19811; Westside Supplies, 17-18 Durban Road; 18BR2 Richmond Arms 224 London Road PO21 1AU;
  - 6 existing sites on the 2020 BLR Register are removed as their extant planning permission has now started or it has been completed;
  - 3 sites on the 2020 Register are removed because they are now considered not to be available and therefore, Not Currently Developable in the HELAA (BR19 Regis Centre Site, The Esplanade, Bognor Regis; R13 Sussex Works, Rear of



Windmill Parade, Worthing Road; and P5408 St Ninians Church, Pagham).

- No sites without planning permission meet the eligibility for progressing onto part 2 of the BLR

1.9 The Council keeps the part 1 BLR Register under review to determine whether there may be suitable sites that can be considered to include in Part 2 of the brownfield Register (i.e. permission in principle). The Town and Country Planning (Permission in Principle) (Amendment) Order 2017 regulations exclude sites from Part 2 where sites are; 'major development' (sites of 10 or more dwellings or 1 ha or more or 1,000 sqm or more commercial development); are subject to schedule 1 Environmental Impact Assessment or affect European Habitats or that already have planning permission.

1.10 The previously published BLR 2020 identified a single potential BLR site that could be considered not 'major development' for further investigation to establish whether the remaining criteria could be met and if suitable, progress to consultation. However, the owners of this site have since stated that the land is not available and so it has been removed from the BLR Part 1 Register.

**2. PROPOSAL(S):**

That the Planning Policy Committee notes the BLR report.

**3. OPTIONS:**

3.1 The following options are available:

- to note the Brownfield Land Register 2021 as evidence to support monitoring of housing supply and housing delivery; or
- Not to note the Brownfield Land Register 2021.

**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
<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
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 Brownfield Land Register is necessary evidence to support monitoring of housing supply and promoting housing delivery through efficient reuse of existing previously developed land in accordance with national policy.

**7. REASON FOR THE DECISION:**

To ensure that the authority maintains a brownfield land register that is transparent and accessible to stakeholders and compliant with Brownfield Land regulations.

**8. BACKGROUND PAPERS:**

1. Brownfield Land Register Final Report and spreadsheets 2021:-  
[HELAA, brownfield land and self build registers | Arun District Council](#)

## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF PLANNING POLICY COMMITTEE ON 25 JANUARY 2022

#### REPORT

**SUBJECT: Authority Monitoring Report 2020/21**

**REPORT AUTHOR:** Kevin Owen, Planning Policy Team Leader

**DATE:** 6 December 2021

**EXTN:** 737857

**AREA:** Planning

**EXECUTIVE SUMMARY:** This report presents the Arun Local Planning Authority's Monitoring Report 2020/21. The full report is provided as Background Paper 1.

#### **RECOMMENDATIONS:**

That the Planning Policy Committee:

1. Agrees the Authority Monitoring Report 2020/21 for publication on the Councils web site.

#### **1. BACKGROUND:**

- 1.1 The preparation of an Authorities Monitoring Report (AMR) is a requirement under Regulation 34 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The AMR monitoring year is retrospective (but may include other evidence and research published at any time by the authority) and informs matters such as housing completions, land supply, plan making performance (measured against the authority's adopted Local Development Scheme) including delivering the adopted Local Plan policy requirements and sustainable development objectives.
- 1.2 In particular, the AMR reports the authority's five-year housing land supply (5yr-HLS). For the purposes of calculating the 5yr-HLS, the monitoring year base data is retrospective (e.g. 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021) for housing completions and commitments. The stepped Local Plan housing trajectory period for the purposes of calculating the 5yr-HLS is 1st April 2021 to 31 March 2026. It is largely a factual position statement in respect of past completions assessed against the annual requirements set by Government. The supply projections are based on as much evidence as possible to be robust.
- 1.3 In January 2020 the Council resolved to update the Arun Local Plan 2018 because the housing policies were considered out of date when measured against the housing delivery requirements over the two years since the plan's adoption.

Further, national indicators based on the Housing Delivery Test results and a lack of a 5-year housing land supply were also material to this decision. Recently adopted plans (i.e. less than 5 years old) are considered to be up to date unless policies have been reviewed and if requiring updating – are updated (NPPF 2021 paragraph 74 and footnote 39). For this reason, in this AMR the five-year housing land supply for Arun is shown based on both the stepped housing trajectory and also against the Government’s ‘Standard Housing Methodology’ which annualises local authority housing need and must be applied to the five-year housing land assessment where housing policies are deemed out of date.

1.4 The Arun AMR for 2020/21 has been prepared, and includes the following headlines:-

**Progress on the Local Plan and Development Plan Documents against the timetable set out in the Arun Local Development Scheme (July 2020)**

- Arun Local Plan update – evidence scoping, commissioning and member engagement on Vision and Objectives.
- Gypsy & Traveller DPD ‘on hold’ pending resolution of objections to 3 sites proposed for intensification.

**Neighbourhood Plan Update**

- Arundel Neighbourhood Development Plan update ‘made’ 15 January 2020;
- Felpham Neighbourhood Plan update ‘made’ 17 March 2021.

**Duty to Cooperate Update**

- Statements of Common Ground agreed with neighbouring authorities, West Sussex County council and Highways England, Historic England, Environment Agency and Southern Water for the purposes of preparing the Gypsy & Traveller Regulation 18 DPD.
- Response to Worthing Regulation 19 Pre-submission public consultation.
- Response to Crawley Regulation 19 Pre-submission public consultation Plan 26 February 2021.
- Response to Horsham Regulation 18 draft Plan consultation
- Response to Elmbridge District Council cross boundary matters letter seeking assistance with unmet need.

**5 year Housing Land Supply (HLS)**

- Arun currently demonstrates 2.42 year HLS (i.e. 2.4 rounded) based on the Government’s Standard Housing Methodology (i.e. applied where it has been determined that relevant housing policies are out of date (see Appendix 1).

**Local Plan Policy implementation and Housing Delivery**

- Underperforming housing delivery as measured by the Government’s Housing Delivery Test 61% 2020 (including for the two successive years 91% 2018; 68% 2019).
- An increase in net housing completions 673 (compared to the previous monitoring year 515);
- Including increased affordable housing delivery (27%).
- Although slight decrease delivery on brownfield (57%).

<p><b>Commercial Land Delivery</b></p> <ul style="list-style-type: none"> <li>• Increase in completed and available floorspace; increase in occupation; reduction in brownfield completions.</li> <li>• Increase in completed/occupied town centre floorspace.</li> <li>• Additional category reported for Use Class E: Commercial Business and Service.</li> </ul> <p><b>CIL Infrastructure Funding Statement 2020/21 (IFS2)</b></p> <ul style="list-style-type: none"> <li>• Included as an Appendix to the AMR.</li> </ul> <p><b>Sussex Biodiversity Annual Monitoring Report.</b></p> <ul style="list-style-type: none"> <li>• Included as Chapter 9 of the AMR.</li> </ul> <p>1.5 The most up to date version of the AMR (based on the reporting year: 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021), can be accessed via the Councils web site (link provided as <b>Background Paper 1</b>).</p>																													
<p><b>2. PROPOSAL(S):</b></p> <p>That the AMR be noted as the monitoring evidence base for plan making and policy performance for the period 1<sup>st</sup> April 2020 - 31<sup>st</sup> March 2021.</p>																													
<p><b>3. OPTIONS:</b></p> <p>To note the AMR; or Not to note the AMR which would risk that Arun would not meet statutory regulations on the requirement to publish an AMR to provide evidence on plan making progress and policy performance.</p>																													
<p><b>4. CONSULTATION:</b></p> <table border="1"> <thead> <tr> <th>Has consultation been undertaken with:</th> <th>YES</th> <th>NO</th> </tr> </thead> <tbody> <tr> <td>Relevant Town/Parish Council</td> <td></td> <td>X</td> </tr> <tr> <td>Relevant District Ward Councillors</td> <td></td> <td>X</td> </tr> <tr> <td>Other groups/persons (please specify)</td> <td></td> <td>X</td> </tr> </tbody> </table>			Has consultation been undertaken with:	YES	NO	Relevant Town/Parish Council		X	Relevant District Ward Councillors		X	Other groups/persons (please specify)		X															
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**6. IMPLICATIONS:**

The AMR provides an evidence base against which to inform plan making, policy formulation and performance in order to ensure that decision making is effective in delivering sustainable development within the planning authority area.

**7. REASON FOR THE DECISION:**

To ensure compliance with statutory regulations and in order to provide evidence on plan making progress and policy performance.

**8. BACKGROUND PAPERS:**

The AMR 2020/21 can be accessed on the Council's Web Site:  
<https://www.arun.gov.uk/monitoring>

**Appendix 1:-**

**2021 5 Year Housing Land Supply based on our LP Adopted Stepped Trajectory** - Large Sites Commitments, NP Allocations and HELAA sites all include a 10% slippage reduction

<b>SHM annualised figure for Arun housing requirement 2021-2025</b> (1304 x 5) + Shortfall*)	<b>9,190</b>
20% Buffer	<b>1,838</b>
<b>Total Requirement 2021-2025</b>	<b>11,028</b>
<b>Large Site Commitments</b> (as at 31 <sup>st</sup> March 2021 from WSCC RLA data – Appendix 2)	3,780
<b>Small Site Commitments</b> (as at 31 <sup>st</sup> March 2021 from WSCC RLA data – Appendix 6)	332
<b>Windfall allowance</b> (as at 31 <sup>st</sup> March from WSCC RLA data – Appendix 6)	143
<b>Made Neighbourhood Plan Allocations</b> without planning permission as at 31 <sup>st</sup> March 2021 from HELAA – Appendix 5)	216
<b>Deliverable HELAA Sites within built up area</b>	173
<b>Strategic Site Allocations</b> (without PP as at 31 <sup>st</sup> March 2021 or committed after 31 <sup>st</sup> March 2021– Appendix 3)	695
Total Supply	<b>5,339</b>
Supply in years	<b>2.42</b>

*\*Shortfall calculated as follows: Stepped Trajectory Requirement for years 2011 - 2021 was (610 x 5) + (1,120 x 4) + (1,304 x 1) = 8,834 Less completions for years 2011-2021 = 6,164 = 2,670*

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## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF PLANNING POLICY COMMITTEE ON 25 JANUARY 2022

#### REPORT

**SUBJECT: CIL Infrastructure Investment Plan (IIP 2022-2024)**

<b>REPORT AUTHOR:</b>	Kevin Owen, Planning Policy Team Leader
<b>DATE:</b>	December 2021
<b>EXTN:</b>	x 37853
<b>AREA:</b>	Planning

#### EXECUTIVE SUMMARY:

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.

#### RECOMMENDATIONS:

That Planning Policy Committee:-

1. Agrees the Arun Infrastructure Investment Plan (for the period 2022-2024) be referred to Full Council for approval and publication on the Council's web site.

#### 1. BACKGROUND:

- 1.1 Arun District Council became a Community Infrastructure Levy (CIL) Charging Authority in April 2020. A CIL Governance process was approved at Full Council on 25th January 2021 which set out how CIL receipts will be prioritised and allocated towards infrastructure projects. This process includes Arun District Council undertaking informal consultations with infrastructure providers and Town/Parish Councils inviting project bids and supporting evidence, to help identify infrastructure projects eligible for funding and prioritisation.
- 1.2 Following assessment and prioritisation, projects that meet the assessment criteria should be included in a three-year CIL funding programme for the period 2022 - 2024. This programme is called the Infrastructure Investment Plan (IIP).
- 1.3 The draft IIP attached at Appendix 1 includes the shortlist of 5 priority projects identified for funding (i.e. green projects using a red amber green coding for the assessment i.e. RAG assessment); and the proposed 3 year spend apportionment for those projects.

- 1.4 Appendix 2 includes the 'long list' or baseline list of all project bids (with RAG assessment) which will be kept under review as the status and priority of projects changes over time, gaining evidence to meet eligibility criteria for IIP prioritisation.
- 1.5 It should also be noted that, in preparing the draft IIP, two stages of informal consultation (April and July 2021) and a formal six week consultation (October 2021) with stakeholders, has taken place including the Parish and Town Councils.
- 1.6 Further monitoring of CIL receipts (e.g. held, or value of demand and liability notices) has also been undertaken to guide the prioritisation work and will continue to be closely monitored each year of the IIP in order to set a realistic funding programme - applying a cap upwards or downwards as necessary, to reflect CIL income. This is necessary to ensure that projects can be funded and minimises the risk of projects being prioritised but subsequently finding that CIL monies are not available at the level forecast.
- 1.7 The next stages of the preparing the IIP involve reporting and agreement at this Committee, for subsequent referral to Full Council for approval on 9 March 2022. The three year IIP programme will take a light touch update over the first two years of operation and a fuller update in year 3 in order to set the future spending priorities for the following 3 year IIP programme.
- 1.8 That the draft IIP set out in Appendix 1 should be agreed as the basis for Arun District Council's funding priorities over the next three years.

### **8. PROPOSAL(S):**

That the Planning Policy Committee agrees the draft Arun IIP is forwarded to Full Council for approval and publishing on the Council's web site.

### **3. OPTIONS:**

- 8.1 That the Planning Policy Committee:-
- a) agrees the report conclusion in section 1.6 or
  - b) the report conclusion is not agreed.

### **4. CONSULTATION:**

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

<b>5. ARE THERE ANY IMPLICATIONS IN RELATION TO THE FOLLOWING COUNCIL POLICIES: (Explain in more detail at 6 below)</b>	<b>YES</b>	<b>NO</b>
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:**

This report sets out draft IIP 2022 - 2024 setting out the prioritisation of CIL funding towards infrastructure projects covering the three-year period 2022 - 2024. The IIP will be reviewed in 2024 to roll it forward for a further three years. Consultation has been undertaken with all infrastructure provider stakeholders, including Town and Parish Councils. The IIP prioritisation reflects the delivery of key infrastructure priorities within the adopted Arun Local Plan (2018) to ensure sustainable development is supported by necessary infrastructure mitigation.

**7. REASON FOR THE DECISION:**

The Council needs to ensure CIL receipts are funding infrastructure projects mitigation the impacts of non-strategic scale developments and that this is done in a transparent way.

**8. BACKGROUND PAPERS:**

None.

**Appendix 1: CIL Infrastructure Investment Programme Shortlist of Scheme and Spending Apportionment**

**‘Shortlist’ schedule of projects that have been prioritised (Green) for funding in the IIP programme period (2022/23 -2024/25) Yr1 Yr2 and Yr 3.**

ID No.	Project	Projected Cost (£)	Funding Secured (£)	Consultation Update	Total cost of CIL required minus secured funding (£)	Proposed Funding Arrangement	Phasing Period	Delivery Partners	Evidence source
7/ADC/GI	Eldon Way POS, Littlehampton – provision of MUGA and landscape improvements OS1,PAG (ELD Parks service internal code for earmarking allocation of funds received (clarify how this relates to the relocation of the Keystone Centre))	£94k	£35,666 received allocated and available to spend on the project. potentially more funding available under s106 linked to the ‘general POS/Play area’ project codes, which is £22,326 earmarked to Eldon way POS	Between a) feasibility and b) preliminary design	£36k	CIL S106	Within 1 year	Promoted by ADC	Parks & Greenspace CIL spending list 2021
18/ADC/TI	Route 8: Active travel route (safe cycling) from Arundel to Littlehampton via Ford Station between A259 and A27  Linked with 37PC  Note: Arundel Ford Scheme to LTN120 Standard significant cost initial WSCC feasibility WSP £3.84m+	£1.9-2.2 million  Option 8a) £1.9m Option 8b £2.2m	£0  No s.106 June 2021	Active Travel/LCWIP  A Steering Group has been established, comprising representatives from WSCC, National Highways, Arun District Council and Arundel Town Council.  National Highways indicate found £15,000 from their Designated Funds to enable the WSP Consultancy to do some work on the route this financial year. The purpose of this work is to enable a new business case to be prepared to obtain National Highways’ contribution to the pathway	£1.9m – £2.2m  Based on upper cost range:- a) c) feasibility/preliminary design £100k d) detailed design £100k e) Construction £2m 50%=£1m  e) Construction £2m 50%=£1m	CIL S106	Tbc – to discuss with WSCC  Yr1  Yr2  Yr3+  Yr4 IIP2	Promoted by ADC  WSCC	Active Travel Study (one of 5 priorities)  Highways England Ford to Arundel Study Feb 2020 WSP  Highways England Designated Funds -A27 NMU link improvements package Ford to Arundel 2020. Project number 70055187  WSCC included Arundel to Ford section within LCWIP prioritisation work supported by Arundel Parish Council  See also

				costs from their Designated Funds.  We have held informal conversations locally with the owners of the land adjacent to the Ford Road who have confirmed that they would be prepared to make available for the safe cycle pathway.					
40/PC/	Natural oak play equipment for Priory Pocket Park and a lockable display noticeboard	£5,660  Project cost: £6,660	Friends of Priory Pocket Park aim to contribute £1,000 (not confirmed)	Quote included QTE562/20 June 2020 £8,020  £1,000 raised.	£5,660	CIL	Yr1	Promoted by Arundel Parish Council	Arundel CIL Spending List 2021
12/IDP/WM	Reconfiguration of Westhampnett transfer station/household waste recycling site to increase capacity to meet future demand. 100% of Arun's residual waste is bulked up for onward treatment/disposal.	£2.5m  (£5 million in total to be split 50:50 with Chichester District)	Funds received via s106 £50,972 as of Nov 2021	CIL Indicative funding for Arun should be  £200k  £1.125m  £1.125m  Initial design x 4 options prepared and 2 now being considered for the redesign/reconfiguration of the Westhampnett site.  Indicative costs, c£4.5m and £5.2m (plus professional fees).  c£2.5m for Arun estimate of project preparation and delivery costs	£2.45m	a)c) £50k feasibility preliminary design  d) £1.2m detailed design  e) £1.2m Construction	Medium Term  Yr1  Yr2  Yr3	Promoted by ADC, WSCC and Chichester District Council	ICSDP, 2017 and resubmitted by WSCC in 2021. Outline business case approved internally at WSCC. Capital Programme for recommendation for approval at Council in February 2022. Added WSCC Waste Asset Strategy.  Chichester District Council Essential in IBP (IBP710 £250k 2022/23 and £2.25m

				<p>TBC:- A to C10% of costs, D 10% of cost and E 80% of the cost.</p> <p>Project is funded by two authorities so fund drawing down may vary between the authorities.</p> <p>Funds received via s106 of £42,472 in Arun (FP9204 site 6). S106 £20,000 in Chichester District.</p> <p>The previous information identified that the project was to be delivered over two years, as set out in the Chichester IBP. This is now being requested to be amended for delivery over three years using CIL from each authority.</p>					2023/24)
<b>16/IDP/ES</b>	Relocation or redevelopment of Littlehampton Fire Station FD2	2 bay fire station is £5.4m, 3 bay £7.0m.	£7,527 (LU/355/10)  £0 No s.106 November 2021 collected specifically for this project to date.	Cost estimates via independent study for new fire stations, based on 2 bay fire station c£5.4m or 3 bays would be c£7m. estimate of project preparation and delivery costs, to be confirmed – a-c10% of costs, D 10% of cost and e 80% of cost	£5.4-£7.0m	WSCC Capital/CIL  Estimated a) feasibility to c) preliminary design £100k  d) detailed design £100k  e) Construction £1.232m	TBC       Yr1  Yr2  Yr3	Promoted by ADC and WSCC	ICSDP, 2017 and resubmitted by WSCC in 2021. To be included in Community Risk Management Plan 3-5yr period 2022-2027 - as high priority (enable Fire Service to meet stat duties).

						e) Constructio n £3.77m to £5.37m	Yr4+ IIP2		CRMP consultation autumn 2021
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Proposed IIP Prioritisation allocation of CIL based on Green Scoring Projects								
Rounded figures		Yr1	Y2	Yr3			Comment	
20% ADC CIL		410,817	634,769	652,650		1,698,236	Total forecast	
		<b>275,247</b>	<b>425,295</b>	<b>437,276</b>		1,137,818	<b>Cap to 2/3</b>	
						<b>560,418</b>	Difference	
7 ADC GI Eldon Way play/MUG		36,000	0	0			7 ADC GI Eldon Way net of updated s.106 contribution	
18/ADC/TI (Covers 37 PC Arund		100,000	100,000	896,158			Route 8 Option a) £1.9m and Option b) £2.2m Yr3 41% to 47% of Construction cost	
Sub total		136,000	100,000	896,158			Review CIL forecast annually - adjust cap accordingly. Should forecast be substantiated, potential £560,418 be reallocated to 18/ADC/TI	
<b>ADC Cross funding Parish CIL list</b>								
40 PC Natural oak play equipm		5,660	0	0				
Cumulative total		141,660	100,000	896,158				
Residual		133,587	325,295	-458,883		458,883	Cumulative CIL residual Y1-Y2 to offset deficit to zero	
				Offset to		<b>0</b>		
		Yr1	Y2	Yr3			Comment	
70% WSCC CIL		1,437,861	2,221,694	2,284,275		5,943,830	Total forecast	
		<b>963,367</b>	<b>1,488,535</b>	<b>1,530,464</b>		3,982,366	<b>Cap to 2/3</b>	
						<b>1,961,464</b>	Difference	
12 IDP WM - Reconfiguration o		50,000	1,224,500	1,224,500			Project cost (50% ADC/50% CDC) £2.5m ADC share.*	
16 IDP ES - Relocation or redev		100,000	100,000	1,232,366			Project cost £5.4m to £7m ADC Dependent on 2 bay or 3 bay. Review CIL forecast annually - adjust cap accordingly. Should forecast be substantiated, potential £1,961,454 be reallocated to 16 IDP ES	
Cumulative total		150,000	1,324,500	2,456,866				
Residual		813,367	164,035	-926,402		977,402	Cumulative CIL residual Y1-Y2 to offset deficit to zero	
				Offset to*		<b>51,000</b>	*Net of £50.9k s.106 = £2.45m (i.e. £1,224,500 in Y2 and in yr 3)	
		Yr1	Y2	Yr3			Comment	
10% Other		205,400	317,384	326,325		849,109	Total forecast	
		<b>137,618</b>	<b>212,647</b>	<b>218,638</b>		568,903	<b>Cap to 2/3</b>	
						<b>280,206</b>	Difference	
N/A		0	0	0			Bank £568,903 for Emergency Services for IIP2.	
N/A		0	0	0			Improvements to Bognor Regis Police Station (£1.79m CIL contribution)	
							Improvements Littlehampton Police Station (£899,900 CIL contribution)	
Cumulative total		0	0	0				
Residual		137,618	212,647	218,638		350,265	Cumulative CIL residual Y1-Y2 to be used to offset if deficit to zero	
				Offset to		<b>568,903</b>		



Appendix 2: 'Long List' (Baseline) of IIP projects (RAG assessment)

Table 1 – Arun CIL Baseline Infrastructure List from the Arun ICSDP 2017.											
Column 1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
Infrastructure Type	ID No.	Project	Projected Cost (£)	Funding Secured (£). <sup>1</sup>	Consultation Update	Net CIL (£). <sup>2</sup>	Proposed Funding Arrangement.	Phasing Period	Delivery Partners	Evidence source	Prioritisation rating RAG
Green infrastructure Page 39	1/IDP/GI	Arundel to Littlehampton Green Link Walking and Cycle provision along the River Arun between Littlehampton and Arundel	£9.8m and £15.8m for the main route and a further £1.4m for various connecting elements.	£62k from business rate pool No s.106 June 2021	None	£9.74m - £15.74m	CIL and other contributions tbc	A contribution of approximately £2-3 million would be requested in the short to medium term – 2-5 years.	Promoted by ADC Economic Development. Greenspace; Town and Parish Councils; Environment Agency	ICSDP, 2017 Arun Cycleway Feasibility Study (presented to Littlehampton Regeneration Sub-Committee, March 2021).	Essential
	2/IDP/GI	Felpham Rife Countryside Park – links to BEW rife parkland and old canal	£3.5 million £115,000 per annum maintenance	£0 No s.106 June 2021	None	£3.5 million £115,000 per annum maintenance	Anticipate S.106 from BEW cover majority cost CIL and other contributions tbc	Tbc -in line with BEW Rife parkland	Promoted by ADC Greenspace; BEW site promoters; landowners; Environment Agency	ICSDP, 2017 Green Infrastructure Study 2012 Bognor Regis GI Framework A Landscape & Green Infrastructure Framework Connecting Bognor Regis to the South Downs National Park	Essential
	3/IDP/GI	Urban Greening Project North Bersted	£10k	£0	None	£10k	CIL and parish CIL tbc	2023-2024	Promoted by ADC Parks and Greenspace	ICSDP, 2017 Green Infrastructure Study 2012 Greenspace CIL spending list 2021	Essential
	4/IDP/GI	Urban Greening Project Wick, Littlehampton	£10k	£0	None	£10k	CIL and parish CIL tbc	2023-2024	Promoted by ADC Parks and Greenspace	ICSDP, 2017 Green Infrastructure Study 2012 Greenspace CIL spending list 2021	Essential

<sup>1</sup> Column 5 Funding Secured (£): **Agreed** (on a signed s.106) **Secured** (Certainty- trigger for payment met) **Received** (finance are holding the funds)

<sup>2</sup> Column 7 Net CIL required i.e. net of s.106 or other contributions set out in column 5.

Table 1 – Arun CIL Baseline Infrastructure List from the Arun ICSDP 2017.

Column 1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
Infrastructure Type	ID No.	Project	Projected Cost (£)	Funding Secured (£). <sup>1</sup>	Consultation Update	Net CIL (£). <sup>2</sup>	Proposed Funding Arrangement.	Phasing Period	Delivery Partners	Evidence source	Prioritisation rating RAG
Page 40	5/ADC/GI	Gateway to South Downs National Park (SM10) - Enhanced pedestrian/cycle/bridle access. - New shared pedestrian/cycle/bridle route linking the housing developments to the underpass. - Tree Planting and wildflower verge to path. - Lighting, surfacing and signage enhancements to underpass. New pedestrian crossing	£280k	£0 No s.106 June 2021	None	£280k	CIL S106 North/South Consortium	In line with Fontwell Strategic Allocation WA/48/19/RES	Promoted by ADC South Downs National Park Authority	Bognor Regis GI Framework A Landscape & Green Infrastructure Framework Connecting Bognor Regis to the South Downs National Park	
	6/ADC/GI	New (South Downs) north-south pedestrian/cycle/bridle route (SM9) - New shared pedestrian/cycle/bridle route. - Avenue tree planting. Wildflower verge to path.	£1.1m	£0 No s.106 June 2021	None	£1.1m	CIL S106 North/South Consortium	In line with Fontwell Strategic Allocation WA/48/19/RES	Promoted by ADC South Downs National Park Authority	Bognor Regis GI Framework A Landscape & Green Infrastructure Framework Connecting Bognor Regis to the South Downs National Park	
	7/ADC/GI	Eldon Way POS, Littlehampton – provision of MUGA and landscape improvements OS1,PAG (ELD Parks service internal code for earmarking allocation of funds received (clarify how this relates to the relocation of the Keystone Centre)	£94k	£35,666 received allocated and available to spend on the project. potentially more funding available under s106 linked to the 'general POS/Play area' project codes, which is £22,326 earmarked to Eldon way POS	Between a) feasibility and b) preliminary design	£36k	CIL S106	Within 1 year	Promoted by ADC	Parks & Greenspace CIL spending list 2021	
	8/ADC/GI	Hotham Park play area improvements	£60k	£0 No s.106	None	£60k	CIL	Within 1 year	Promoted by ADC	Parks & Greenspace CIL spending list 2021	
	9/ADC/GI	King George V (KGV) Recreation Ground, Felpham – pitch improvements S106 project code is PAX	£300k	£0 Agreed £159,600	None	£140,400	CIL	2024-2025	Promoted by ADC	Parks & Greenspace CIL spending list 2021	
	10/ADC/GI	Lions Den, Littlehampton – play area improvements	£60K	£0 No s.106	None	£60k	CIL	Within 2 years	Promoted by ADC	Parks & Greenspace CIL spending list 2021	
	11/ADC/GI	Southfields Recreation Ground, Littlehampton – pitch improvements S106 project code is SPE	£100k	£0 Secured £19,353		£80,647	CIL	2023-2024.	Promoted by ADC	Parks & Greenspace CIL spending list 2021	

Table 1 – Arun CIL Baseline Infrastructure List from the Arun ICSDP 2017.

Column 1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
Infrastructure Type	ID No.	Project	Projected Cost (£)	Funding Secured (£). <sup>1</sup>	Consultation Update	Net CIL (£). <sup>2</sup>	Proposed Funding Arrangement.	Phasing Period	Delivery Partners	Evidence source	Prioritisation rating RAG
Waste Management	12/IDP/WM	Reconfiguration of Westhampnett transfer station/household waste recycling site to increase capacity to meet future demand. 100% of Arun's residual waste is bulked up for onward treatment/disposal.	£2.5m  (£5 million in total to be split 50:50 with Chichester District)	Funds received via s106 £50,972 as of Nov 2021	<p>WSCC propose CIL Indicative funding for Arun should be</p> <p>£200k</p> <p>£1.125m</p> <p>£1.125m</p> <p>Initial design x 4 options prepared and 2 now being considered for the redesign/reconfiguration of the Westhampnett site.</p> <p>Indicative costs, c£4.5m and £5.2m (plus professional fees).</p> <p>c£2.5m for Arun estimate of project preparation and delivery costs TBC: - A to C10% of costs, D 10% of cost and E 80% of the cost.</p> <p>Project is funded by two authorities so fund draw down drawing down may vary between the authorities.</p> <p>Funds received via s106 of £42,472 in Arun (FP9204 site 6). S106 £20,000 in Chichester District.</p> <p>The previous information identified that the project was to be delivered over two years, as set out in the Chichester IBP. This is now being requested to be amended for delivery over three years using CIL from each authority.</p>	£2.45m	<p>a)c) £50k feasibility preliminary design</p> <p>d) £1.2m detailed design</p> <p>e) £1.2m Construction</p>	<p>Medium Term</p> <p>Yr1</p> <p>Yr2</p> <p>Yr3</p>	Promoted by ADC, WSCC and Chichester District Council	<p>ICSDP, 2017 and resubmitted by WSCC in 2021. Outline business case approved internally at WSCC. Capital Programme for recommendation for approval at Council in February 2022. Added WSCC Waste Asset Strategy.</p> <p>Chichester District Council Essential in IBP (IBP710 £250k 2022/23 and £2.25m 2023/24)</p>	High Priority

Table 1 – Arun CIL Baseline Infrastructure List from the Arun ICSDP 2017.

Column 1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
Infrastructure Type	ID No.	Project	Projected Cost (£)	Funding Secured (£). <sup>1</sup>	Consultation Update	Net CIL (£). <sup>2</sup>	Proposed Funding Arrangement.	Phasing Period	Delivery Partners	Evidence source	Prioritisation rating RAG
Leisure	13/IDP/L	New District Leisure Centre Potentially project codes SPG or SWI could be used	Up to £30 million based on current estimates.	£0 Agreed £624,519  If some or all of these projects can be used <u>£582,267</u> net of existing ALC refurbishment* [*Received £42,252]	None	£29.42m	CIL required to part fund. Other funding is expected from S106 agreements and possible opportunity to apply for Sport England funding.	2028- 2030	Promoted by ADC  WSCC Leisure	ICSDP, 2017 and resubmitted by Leisure in 2021	High Priority
	15/IDP/ES	Expansion and Improvements to Bognor Police Station POB, POT, POV, POG, PON	£1,920,000	£117,415 through S106  Agreed £231,359 (A proportion - multiple potential projects share these Police contributions)  Secured £22,710 (A proportion)  Received £16,212 (A proportion)	None	£1.79m	CIL S106	2024/25- commencement	Promoted by ADC and Sussex Police	ICSDP, 2017 and resubmitted by Sussex Police in 2021	Essential
	16/IDP/ES	Relocation or redevelopment of Littlehampton Fire Station FD2	2 bay fire station is £5.4m, 3 bay £7.0m.	£0 No s.106 November 2021 collected specifically for this project to date.	Yes. Cost estimates via independent study for new fire stations, based on 2 bay fire station c£5.4m or 3 bay would be c£7m. estimate of project preparation and delivery costs, to be confirmed – a-c10% of costs, D 10% of cost and e 80% of cost	£5.4-£7.0m	WSCC Capital/CIL  Estimated a) feasibility to c) preliminary design £100k  d) detailed design £100k  e) Construction £1.232m  e) Construction £3.77m to £5.37m	Tbc  Yr1  Yr2  Yr 3+  Yr4+ IIP2	Promoted by ADC and WSCC	ICSDP, 2017 and resubmitted by WSCC in 2021. To be included in Community Risk Management Plan 3-5 year period 2022-2027 -as high priority (enable Fire Service to met stat duties). CRMP consultation autumn 2021	Essential
Emergency Services	17/IDP/ES	Littlehampton Police Station redevelopment PO2, PO3, POA, POZ	£1,222,000	£229,352 through S106 Agreed £322,117 (A proportion - multiple potential	None.	£899,883	CIL S106	2024/25	Promoted by ADC and Sussex Police capital program.	ICSDP, 2017 and resubmitted by Sussex Police in 2021.	Essential

Table 1 – Arun CIL Baseline Infrastructure List from the Arun ICSDP 2017.											
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Infrastructure Type	ID No.	Project	Projected Cost (£)	Funding Secured (£). <sup>1</sup>	Consultation Update	Net CIL (£). <sup>2</sup>	Proposed Funding Arrangement.	Phasing Period	Delivery Partners	Evidence source	Prioritisation rating RAG
				projects share some of these Police contributions)							
Transport Infrastructure	18/ADC/TI	Route 8: Active travel route (safe cycling) from Arundel to Littlehampton via Ford Station between A259 and A27  Linked with 37PC  Note: Arundel Ford Scheme to LTN120 Standard significant cost initial WSCC feasibility WSP £3.84m+	£1.9-2.2 million  Option 8a) £1.9m Option 8b £2.2m	£0  No s.106 June 2021	Active Travel/ LCWIP A Steering Group established, (WSCC, National Highways, Arun District Council and Arundel Town Council).  National Highways indicate £15,000 Designated Funds for WSP Consultancy work on business case this financial year to obtain National Highways' contribution to the pathway costs.  Informal engagement with the owners adjacent to the Ford Road, confirmed prepared to make available for the safe cycle pathway.	£1.9m – £2.2m Based on upper cost range: - a)c) feasibility/preliminary design £100k d) detailed design £100k  e) Construction (£2m):- £896k  e) Construction (£2m):- £604k - £904k	CIL S106	Tbc – to discuss with WSCC  Yr1  Yr2  Yr3  Yr4 IIP2	Promoted by ADC  WSCC  National Highways  Note Kingston Parish council Objection to elements of route options on Elmer road Kingston Lane and use of Prow involving private land.	Active Travel Study (one of 5 priorities)  Highways England Ford to Arundel Study Feb 2020 WSP  Highways England Designated Funds -A27 NMU link improvements package Ford to Arundel 2020. Project number 70055187  WSCC included Arundel to Ford section within LCWIP prioritisation work supported by Arundel Parish Council  See also 37PC	
	19/ADC/TI	Route 2: Active travel route Fontwell to Felpham	£590,000	£0  No s.106 June 2021	Active Travel.	£590,000	CIL S106	To align with Fontwell and Northern BEW site	Promoted by ADC  WSCC	Active Travel Study (one of 5 priorities)	
	20/ADC/TI	Route 6: Active Travel Route Ford- North Mundham	£3,352,500	£0  No s.106 June 2021	Active Travel	£3,352,500	CIL S106	To align with Ford, Yapton and BEW strategic sites	Promoted by ADC  WSCC	Active Travel Study (one of 5 priorities)	
	21/ADC/TI	Route 9: Active Travel Route – Littlehampton - Goring by Sea NCN2 - inbound option	£2,500,000	£0  No s.106 June 2021	Active Travel	£2,500,000	CIL S106		Promoted by ADC  WSCC	Active Travel Study (one of 5 priorities)	
	22/ADC/TI	Route 12: Active travel route (safe cycling) - Aldwick Region	£3,326,000	£0  No s.106 June 2021	Active Travel	£3,326,000	CIL S106	To align with West of Bersted allocation	Promoted by ADC  WSCC	Active Travel Study (one of 5 priorities)	
	23/ADC/TI	Ford Lane Level Crossing	£9.1m	£3m requested (not secured)  No s.106 as of June 2021	None	£9.1	S106	Tbc and in alignment with Ford allocation.	Promoted by ADC  WSCC	Transport Apportionment	
	24/ADC/TI	A259 Oystercatcher Improvements HWU	£5.8m  Project part	£3.653m Agreed £1,384,136	Yes.	£4,415,864	S106	Tbc	Promoted by ADC	Transport Apportionment	

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Infrastructure Type	ID No.	Project	Projected Cost (£)	Funding Secured (£). <sup>1</sup>	Consultation Update	Net CIL (£). <sup>2</sup>	Proposed Funding Arrangement.	Phasing Period	Delivery Partners	Evidence source	Prioritisation rating RAG
Page 44		Project part of 26/ADC/TI – see project 26/ADC/TI for overall project details	of 26/ADC/TI – see project 26/ADC/TI for overall project details	Project part of 26/ADC/TI – see project 26/ADC/TI for overall project details	Project part of 26/ADC/TI – see project 26/ADC/TI for overall project details	Project part of 26/ADC/TI – see project 26/ADC/TI for overall project details	Project part of 26/ADC/TI – see project 26/ADC/TI for overall project details	Project part of 26/ADC/TI – see project 26/ADC/TI for overall project details	WSCC		
	25/ADC/TI	A29 Realignment HWA	£66.259m Phase 1 £19.163m and Phase 2 47.096mm	9.9m Grant funding from Coast to Capital LEP WSCC £11.9m	Yes.		LEP Grant funding, WSCC and S106 £44.459m will be sought from Fontwell, West Bersted and BEW strategic developments	Tbc and in alignment with BEW.	Promoted by ADC  WSCC  Phase 1 - WSCC Phase 2 – BEW Developers	Transport Apportionment	
	26/ADC/TI	A259 Corridor Improvement scheme (Bognor Regis – Littlehampton) H04	£30m	Bid for £25m to DfT. Minimum of 15% funding will be required from local sources.	Yes.  West Sussex County Council consultation June – August 2021	TBC	DfT and local sources TBC	Tbc – project ongoing and led by WSCC	Promoted by ADC  WSCC	Transport Apportionment	
	27/ADC/TI	A284 Lyminster Bypass North	£27.334m	Agreed £3.761m S106  Secured £1.123m S106 received  Received £3m grant funding	Yes.	N/A.	S106, Grant and WSCC	Tbc	Promoted by ADC  WSCC	Transport Apportionment	
	31/PC/	Urban Greening project for a tree lined avenue in Bognor Regis (Shripney road)	£5-6k	£725	BRTC clarify cost estimate from ADC.  BRT consider scheme may be a manageable cost for BRTC, to be part-funded by CIL receipts within five years of receipt. Longer term if more cost implications would look for CIL. No contact has yet been made with potential joint funding providers	£5-6k	Part funded by CIL BRTC	Within current IIP	Promoted by Bognor Town Council  ADC	BRTC CIL Spending list 2021	
	32/PC/	Fletchers Field refurbishment and upgrade (Angmering)	£50,000-£70,000	£0	None.	£50-70,000	CIL		Promoted by Angmering Parish Council  ADC parks	Angmering CIL spending list 2021	
	37/PC	Make Ford Road Safe - A cycle and walking route between Arundel and Ford along the Ford road.  This project is the Arundel to ford station link -part of 18/ADC/TI Route 8 Arundel	Contribution of £450k over yr1, Yr2 and Y3 (i.e. £150k pa)	£0	Discussions ongoing - likely to be agreed by Nov 2021. Provider 1 Highways England cost contribution 80-90%	See funding allocation under 18/ADC/TI Route 8 which will	CIL	Starting 2022/23	Promoted by Arundel Parish Council  WSCC	Arundel CIL Spending List 2021  WSCC LCWIP prioritisation	



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Infrastructure Type	ID No.	Project	Projected Cost (£)	Funding Secured (£). <sup>1</sup>	Consultation Update	Net CIL (£). <sup>2</sup>	Proposed Funding Arrangement.	Phasing Period	Delivery Partners	Evidence source	Prioritisation rating RAG
Page 45		to Littlehampton A27-A259	Detailed Design Stage cost estimate provided by Highways England £350k (2022/23) Full project delivery cost £4m (2023/24)		Provider 2 WSCC/ADC 9-19% 2022 £31.5 – 66.5k 2023/24 £315 – 950 Provider 3 Arundel Town Council 1% 2022 £3.5k 2023/24 £35-50k	cover ADC CIL contribution Y1 and Yr2			Highways England	process Highways England Designated Funds -A27 NMU link improvements package Ford to Arundel 2020. Project number 70055187.	
	40/PC/	Natural oak play equipment for Priory Pocket Park and a lockable display noticeboard	Project cost: £6,660	£5,660	Friends of Priory Pocket Park aim to contribute £1,000 (not confirmed)	Quote included QTE562/20 June 2020 £8,020 £1,000 raised.	£5,660	CIL	Yr1	Promoted by Arundel Parish Council	Arundel CIL Spending List 2021
	41/PC/	The Lido Extended Activities Plan (LEAP)	LEAP project cost estimated at £3m	£0	Contribution of £150k	No further details to demonstrate costs/procurement. It is unlikely that any detailed analysis will be undertaken until sometime during 2023 and unlikely that any funds to support the process will be required until the latter half of the year, at the earliest.	£150k	CIL	2023	Promoted by Arundel Parish Council Arundel Lido charitable trust who would lead the project Lottery Funding bid	Arundel CIL Spending List 2021 Supported by ADC (Leisure Strategy) and Arundel Town Council (Neighbourhood Plan). South Downs National Park support new leisure. Policy 8 of the Arundel Neighbourhood Plan support additional leisure and community use at the Arundel Lido'.
	42/PC/	Leisure and community route signage in Arundel.	Project cost: £30k	£0	Contribution of £27k	No further details to demonstrate costs/procurement. No agreement of costs with providers in place.	£27k	CIL	July 2022	Promoted by Arundel Parish Council South Downs	Arundel CIL Spending List 2021
	43/PC/	Arundel Green Infrastructure Network	Project cost: £ 10k	£0	Contribution of £9k	No further details to demonstrate costs/procurement. No agreement of costs with providers in place. Arundel would	£9k	CIL	August 2022	Promoted by Arundel Parish Council WSCC South Downs	Arundel CIL Spending List 2021 The need for a Green Infrastructure Network was identified in the

Table 1 – Arun CIL Baseline Infrastructure List from the Arun ICSDP 2017.

Column 1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
Infrastructure Type	ID No.	Project	Projected Cost (£)	Funding Secured (£). <sup>1</sup>	Consultation Update	Net CIL (£). <sup>2</sup>	Proposed Funding Arrangement.	Phasing Period	Delivery Partners	Evidence source	Prioritisation rating RAG
Page 46					allocate £1,000 yr 1					Arundel Neighbourhood Plan	
	45/PC/	Community Building for Proposed Ford Road Development	Contribution of £400k Project cost: £500k	£0 No s.106 June 2021	No further details to demonstrate costs/procurement. No agreement of costs with providers in place.	£400k	CIL S106	2024 Yr3	Promoted by Arundel Parish Council	Arundel CIL Spending List 2021	
	47/PC/	Canada Gardens in Arundel – landscaping and improvements.	Contribution of £4,500. Project cost: £5k	£0	No further details to demonstrate costs.	£4,500	CIL	July 2022	Promoted by Arundel Parish Council	Arundel CIL Spending List 2021	
	48/PC	Upgrade of Horsemere Green Lane – Design Options HW4	£100,000	Agreed £80,000 (in 2 S106's)	None.	£20,000		2021-22	Promoted by Climping Parish Council WSCC	Climping CIL Spending List Significant contributions via s.106 will be delivered by Strategic Allocations to such facilities. CIL receipts will be nominal. More appropriate via WSCC highway improvement funding/ grant regimes.	
	51/PC	Speed Activated sign Chalcraft Lane	£2000 - £2500	£0	None.	£2-2500	CIL	2021	Promoted by Bersted Parish Council WSCC	Bersted CIL spending List	
	52/PC	Flood Defences survey Drain off A29 Little Orchard	Unknown	£0	Map included on area. However, no further details to demonstrate costs. No agreement of costs with providers in place.	Unknown	CIL	2021	Promoted by Bersted Parish Council WSCC ADC Engineers	Bersted CIL spending List	
	53/PC	New or replacement outdoor play/gym equipment	£500-£1000 per item	£0	None. No map provided.	£500-£1000 per item	CIL	2021	Promoted by Bersted Parish Council Sports England ADC parks	Bersted CIL Spending List	
	58/PC	Boules/Petanque at Mewsbrook Park; Outdoor Leisure Equipment	Unknown	0	None.	Unknown	CIL	2025	Promoted by Littlehampton Town Council	Littlehampton CIL Spending List	

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Column 1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
Infrastructure Type	ID No.	Project	Projected Cost (£)	Funding Secured (£). <sup>1</sup>	Consultation Update	Net CIL (£). <sup>2</sup>	Proposed Funding Arrangement.	Phasing Period	Delivery Partners	Evidence source	Prioritisation rating RAG
									ADC		
	59/PC	Wick Information Centre (WIC)	Unknown	0	None.	Unknown	CIL	Tbc	Promoted by Littlehampton Town Council	Littlehampton CIL Spending List	
	60/PC	North Littlehampton Community Centre & Youth Facility. Request is to extend facilities once built.	Unknown	Delivery of facilities secured through S106	None. No cost procurement info provided.	Unknown	S106 CIL reconsider once facilities are built.	2023	Promoted by Littlehampton Town Council	Littlehampton CIL Spending List	
Page 47	61/PC	Cycleway – Pagham to Chichester HW5, HX4	Unknown	Unknown Agreed £317,310 part of which to fund Improvements to FP's 100, 101, 104 & 106 (Pagham to Honer Lane, Mundham) (Check with WSCC)	No further details to demonstrate costs/procurement. WSCC can confirm that a feasibility study is currently being finalised on this route.	Unknown	Part funded by S106 CIL	In line with strategic development	Promoted by Pagham Parish Council. ADC WSCC	Pagham CIL Spending List. Significant contributions via s.106 will be delivered by Strategic Allocations to such facilities. CIL receipts will be nominal. However, see: Route 12: Active travel route (safe cycling) - Aldwick Region at project 22 ADC TI above.	
	67NHS	Primary care centre, Littlehampton	£4 mil Est	£750k from S106 (apps noted on proforma) Potential of approx. £1,037,265 on S106. Currently holding £623,859	Yes.	Tbc	A joint council WSCC and NHS premises build was preferred OPE (One Public Estate) project which WSCC concluded was not viable (for multiple users/stakeholders).	Not specified		NHS Estate Plan	
	68NHS	Grove House GP Practice, Pagham	£2m Est (but if no s106 until 2030, project could reach £4m).	£1.287mil From s106 (apps shown in proforma) Current figures show £1,283,324 due to be received.	Yes.	N/A.	S106 GP owner to pay the difference left.	Not specified.	To be funded as s.106 mitigation of Strategic allocations	NHS Estate Plan Developer s.106	

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## ARUN DISTRICT COUNCIL

### REPORT TO AND DECISION OF PLANNING POLICY COMMITTEE ON 25 JANUARY 2022

#### REPORT

**SUBJECT: Statement of Community Involvement Update**

**REPORT AUTHOR:** Kevin Owen, Planning Policy Team Leader  
**DATE:** December 2021  
**EXTN:** x 37853  
**AREA:** Planning

#### **EXECUTIVE SUMMARY:**

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.

#### **RECOMMENDATIONS:**

That Planning Policy Committee: -

1. Notes that the use of the 'Interim Review Document' will have ceased on 31 December 2021 and unless the legislation is amended to allow for an extension of the temporary consultation measures, the SCI reverts to the SCI 2018 - 2021 published in November 2018 for plan making and Development Management purposes;
2. Agrees that the SCI is currently up to date and only requires that minor typographical and clarification amendments be made and that such minor amendments can be made through officer delegated arrangements in future.

#### **1. BACKGROUND:**

- 1.1 All Local Planning Authorities are legally required to prepare and publish a Statement of Community Involvement (SCI) and ensure it is kept up to date. The SCI sets out the processes and methods of consultation and community engagement that the authority will undertake during the development of all planning policy documents as well as the process of determining planning applications. The document builds upon the minimum requirements set out in Planning Regulations.

1.2 Compliance with the SCI is considered alongside legal compliance when a development plan is submitted for examination.

**'Immediate Review Document'**

1.3 The nature of the Covid-19 pandemic, along with the continuous national lockdown restrictions and the need to adhere to social distancing measures has had profound implications upon the ability of the LPA to carry out public consultation. Therefore, it was appropriate to issue an addendum to the current SCI (identified as an 'Immediate Review Document') in June 2020. This document set out temporary changes regarding the Council's approach to consultation and engagement particularly, regarding plan-making as well as other planning policy documents in a Covid-safe way. It was prepared following the relevant legislation<sup>1</sup> and PPG guidance.

1.4 The key area where temporary suspensions apply concern making hard copy of planning documents available for public inspection at Council offices, and other deposit points. In addition, commitment to face to face meetings, exhibitions and workshops which cannot now take place, and have been temporarily suspended.

1.5 Whilst the document was only intended to be used for a specific period of time, the aforementioned legislation was amended to extend the temporary measures to 31 December 2021. If the legislation is not altered again, the temporary measures will revert back to the original version of the SCI on the 1<sup>st</sup> January 2022.

1.6 Due to current uncertainties and the on-going pandemic, this may result in the Interim Review Document 'shelf life' potentially becoming extend. A verbal update will be given at the meeting on any changes published in the interim.

**Process for ensuring the Council's Statement of Community Involvement (SCI) is up to date**

1.7 A review of the current SCI 2018 - 2021 (November 2018) has identified that it is up to date (except for a limited number of minor clarifications to the DM section) and therefore, no need for significant changes to it (including when the Immediate Review Document ceases to be relevant). Nevertheless, the SCI will be reviewed on a regular basis in order to ensure that it complies with the relevant legislation and guidance, as well as Arun District Council processes. The most significant changes may arise through the signalled future Planning reforms which may amend the plan making consultation stages and potentially, development management consultation. The SCI will be brought back to Committee and consulted on when this happens.

1.8 Whilst there is no legal requirement to consult on an amended SCI, it is considered good practice to do so. However, if there are only minor changes (e.g. text clarifications and typographical) that are required to be made to the SCI, it is proposed that they would not need to be reported to the Planning Policy Committee (following a period of consultation), as this would not be a prudent use of limited resources. Any

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<sup>1</sup> The Town and Country Planning (Local Planning, Development Management Procedure, Listed Buildings etc.) (England) (Coronavirus) (Amendment) Regulations 2020

minor revision of the SCI (as proposed in this instance) is therefore, proposed be delegated to officers and placed directly on the Council's website.

**PROPOSAL(S):**

That the Immediate Review document is removed from the Council's website after the 31 December, or later if advised by Government. Following on from this, the Council revert to using the current SCI (2018 - 2021).

**3. OPTIONS:**

The range of options available are to agree the report recommendations; or not to agree the recommendations – the latter would risk legal compliance for plan making and DM decisions should the SCI be out of date.

**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:**

**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. The SCI needs to be up to date to demonstrate legal compliance for plan making.

**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 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:**

The SCI needs to be up to date to demonstrate legal compliance for plan making and development management decisions relating to development within the District.

**8. BACKGROUND PAPERS:**

The 'SCI Immediate Review' document and SCI 2018 are available on the Council's web site:- [Statement of Community Involvement \(SCI\) and engagement | Arun District Council](#)





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Planning Policy Committee	Report Author	Send to Gemma for CMT by 2pm Thurs	CMT Tues	Draft Reports to Committees	Agenda Prep Meeting	Final Reports to Committees	Agenda Publish Date	Date of Meeting	Full Council Meeting Date
Karl Roberts, Neil Crowther									
Local Plan Update	K Owen	22 April 21	27 April 21	5 May 21	11 May 21	17 May 21	20 May 21	<b>1 June 21</b>	14 July 21
Arun Active Travel Study (Phase 1)	K Owen								
Evidence Base Commissioning Update	K Owen								
Infrastructure Investment Plan – Briefing Note	K Owen								
Creating Healthy & Sustainable Places – WSCC	K Owen								
Local Plan Updated – Development Management Policies	K Owen								
Funding to Review/Update Made Neighbourhood Development Plans	D Moles								
Delivery of West Bank Strategic Allocation	K Roberts								

A259 Corridor Improvements Consultation	K Owen	10 June 21	15 June 21	21 June 21	28 June 21	6 July 21	8 July 21	<b>20 July 21</b>	15 September 21
Arun Infrastructure Investment Plan Update	K Owen								
Arun Action Plan – Update	K Owen								
Duty to Cooperate - Statement of Common Ground between Crawley Borough Council and Arun District Council	K Owen								
Coastal Change Management Areas	R Spencer	26 Aug 21	31 Aug 21	6 Sept 21	13 Sept 21	22 Sept 21	24 Sept 21	<b>6 Oct 21</b>	10 Nov 21
Infrastructure Funding Statement	K Owen								
Local Plan Update Vision & Objectives	K Owen								
DM Policies Engagement Feedback	K Owen								
West Sussex Transport Plan 2022-2036 Consultation	K Owen								
Horsham District Council – Statement of Common Ground	K Owen								

Budget 2022/23 Setting Report	C Martlew								
Local Plan Evidence Update	K Owen	21 Oct 21	26 Oct 21	1 Nov 21	8 Nov 21	16 Nov 21	18 Nov 21	<b>30 Nov 21</b>	12 Jan 22
First Homes Policy	K Owen								
Southern Water Drainage and Waste Water Management Plan Consultation	K Owen								
'To make' the Barnham and Eastergate Neighbourhood Development Plan (Review) 2019-2031	K Owen								
	D Moles								
Authorities Monitoring Report (AMR)	K Owen	2 Dec 21	7 Dec 21	3 Jan 21	6 Jan 22	11 Jan 22	13 Jan 22	<b>25 Jan 22</b>	9 March 22
Housing Economic Land Availability Assessment (HELAA)	K Owen								
Brownfield Land Register (BLR)	K Owen								
Statement of Community Involvement – Update	K Owen								

Infrastructure Investment Plan	K Owen								
Budget 2022/23 Timetable	C Martlew								
Local Plan Evidence Update - Biodiversity Net Gain Study	K Owen	27 Jan 22	1 Feb 22	7 Feb 22	14 Feb 22	1 March 22	3 March 22	<b>15 March 22</b>	11 May 22
Local Plan Evidence Update - Tourism & Visitor Accommodation Study	K Owen								
Local Development Scheme Update	K Owen								