



# Public Document Pack

Arun District Council  
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West Sussex  
BN17 5LF

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Committee Manager - Andrew Bishop (Ext 37984)

31 May 2023

## 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 **Thursday 8 June 2023 at 6.00 pm** and you are requested to attend.

Members: Councillors Lury (Chair), Yeates (Vice-Chair), Bower, Elkins, Harty, Huntley, Long, McAuliffe, Partridge, Stainton and Tandy

***(Please note the above membership to this Committee is subject to approval at the Annual Meeting of the Council taking place on 31 May 2023)***

**PLEASE NOTE:** Where public meetings are being held at the Arun Civic Centre, to best manage safe space available, members of the public are encouraged to watch the meeting online via the Council's Committee pages.

1. Where a member of the public wishes to attend the meeting or has registered a request 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, but of course can attend the meeting in person.
2. We request members of the public do not attend any face to face meeting if they 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 **Thursday, 1 June 2023** in line with current Committee Meeting Procedure Rules.

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 Special Planning Policy Committee held on 21 February 2023.

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. START TIMES

The Committee is asked to approve its start times for meetings during 2023/24.

7. FIRST HOMES LOCAL ALLOCATION POLICY

(Pages 7 - 12)

This report seeks Planning Policy Committee's agreement to recommend to Full Council that the Council's 'Interim Affordable Housing Policy' statement (to accommodate the First Homes Policy) be updated to include local allocations policy criteria, consistent with the Council's published 'Housing Allocations Scheme'.

8. MIDDLETON-ON-SEA APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA (Pages 13 - 16)

This report seeks Planning Policy Committee's agreement to recommend to Full Council to designate Middleton-on-Sea as a neighbourhood area rather than a business area. The decision to be made is whether the specified area is an 'appropriate area to be designated as a Neighbourhood Area'.

9. INFRASTRUCTURE LEVY (IL) TECHNICAL CONSULTATION (Pages 17 - 22)

This report briefs Committee on the technical consultation on the proposed new 'Infrastructure Levy' (IL) under the Levelling up and Regeneration Bill, and asks Committee to agree the proposed response. The IL, if introduced, would change how development contributions are currently secured in Arun (i.e. via CIL - Community Infrastructure Levy and S106).

10. ARUN LOCAL PLAN UPDATE (Pages 23 - 62)

The report seeks the Planning Policy Committee's agreement that the pause to the Arun Local Plan Update be lifted and that steps be taken to progress engagement on the plan preparation including the commissioning of evidence and initial consultation.

11. A27 FORD ROAD SCHEME (Pages 63 - 72)

This report updates the Committee on the A27 Ford Road Junction Feasibility Study prepared by West Sussex County Council. The purpose of the study was to provide evidence to inform future discussions on the design of the A27 Arundel Bypass, future Local Plan reviews and funding applications. The study was commissioned following requests from stakeholders, notably including elected representatives.

12. COMMUNITY INFRASTRUCTURE LEVY – LIGHT TOUCH UPDATE (Pages 73 - 80)

This report is a light touch update to the Council's Infrastructure Investment Plan 2022-2024 (IIP 2022/24). The IIP 2022/24 sets out the council's Community Infrastructure Levy funding priorities over 3 years and a light touch update consultation was undertaken in March 2023 to identify any emergent matters that may require amendment to the IIP 2022/24. A full IIP update is scheduled for 2024.

13. COMMUNITY INFRASTRUCTURE LEVY – PARISH AND TOWN COUNCIL SPEND (Pages 81 - 86)

This report updates the Committee on the Council's Community Infrastructure Levy (CIL) receipts and the apportionment of CIL payments to Parish and Town Councils for delivering their projects, including how the money is being used and reported (in accordance with the CIL regulations).

14. COUNCIL VISION 2022-2023 ANNUAL REPORT (Pages 87 - 104)

This report updates the Committee on progress towards key objectives within each theme for the year 2022-2023. The full report will be presented to Committees as an important overview of council performance and sits alongside the key performance indicators (KPIs) for 2022-2023 which form the Corporate Plan.

15. Q4/END OF YEAR KEY PERFORMANCE INDICATORS (KPIs) PERFORMANCE REPORT (Pages 105 - 110)

This report updates the Committee on the Q4 and end of year Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 31 March 2023.

## **OUTSIDE BODIES - FEEDBACK FROM MEETINGS**

16. WORK PROGRAMME (Pages 111 - 112)

The Committee's Work Programme for 2023-24 is attached for the Committee's information.

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](#)



## SPECIAL PLANNING POLICY COMMITTEE

21 February 2023 at 6.00 pm

Present: Councillors Bower (Chair), Hughes (Vice-Chair), Chapman, Coster, Edwards, Goodheart, Jones, Thurston (Substitute for McAuliffe) and Yeates

Apologies: Councillors Elkins, Lury and McAuliffe

### 684. DECLARATIONS OF INTEREST

No declarations of interest were made.

### 685. MINUTES

The Minutes of the previous meeting held on 26 January 2023 were approved by the Committee and signed by the Chair.

### 686. 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.

### 687. PUBLIC QUESTION TIME

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

### 688. NATIONAL PLANNING POLICY FRAMEWORK (NPPF) CONSULTATION

Upon the invitation of the Chair, the Group Head of Planning presented the report which sought the Committee's agreement of a Council response to the Government's consultation on proposed changes to the National Planning Policy Framework. The Group Head of Planning explained that, in his opinion, the changes were not fundamental and fell short of expectations following the 'Planning for the Future' White Paper back in 2020 though the changes would have some impact on Arun as detailed in the report.

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

- passing the duty to cooperate being the first legal hurdle a Local Plan must demonstrate before it can proceed to tests of 'soundness', and the proposed changes downgrading the legal requirement to a policy test i.e. an 'alignment test' as part of the 'soundness' tests at examination
- the reviewing of green belt policy in question 9 and the absence of green belt from Arun

- whether housing availability and uptake of empty homes should be included in the list of considerations in question 10 or whether this would confuse subjective and evidential character measures
- biodiversity interventions in question 37, the need to include habitat continuity and nature recovery networks, and the Biodiversity Net Gain Study adopted at Committee on 24 November 2022 [Minute 452]
- question 40 and promoting topographical opportunities within the District
- disappointment at the missed opportunity by central Government that amounted to minor tweaks that did not help Arun
- the need to be stronger as a Council and greater appreciation of the exceptional circumstances Arun finds itself in positioned between the sea and the South Downs National Park
- the need for central Government to get rid of the 5-year housing land supply and be stronger with developers who were land banking
- whether the 5-year housing land supply could include not only houses built but also houses given permission to be built to put some of the onus back on developers to build
- the context provided by the impending Levelling Up Bill
- Neighbourhood Plans and support for the proposal that these be given greater weight in planning decisions as these indicated what communities wanted
- housing market absorption and the failure of developers as shown in the data
- the need for central Government to revise its house building figures based on demographic projections
- food security and the timescales involved in consulting on reflecting the food production value of land in planning decisions

Councillor Thurston queried why questions 41 to 43 had ‘no comment’ as the Council’s response when she believed Arun should be supporting these measures (encouraging energy production efficiency, updating wind turbines and re-powering renewable and low carbon technologies without the need for new planning permissions). The Group Head of Planning clarified that Arun did support them but had no specific comment to make on the changes as proposed in the consultation. Councillor Thurston then proposed that ‘no comment’ for these three responses should be changed to positive wording that affirmed support for the changes. This was seconded by Councillor Yeates. After a vote, this was declared CARRIED.

Reflecting on the discussion had by Members, Councillor Bower suggested that the consultation response and recommendation should contain a personal view of the Council, in addition to the responses to the questions asked, about Members’ experience of the NPPF and how they had found it working in practice [to be supplied to the Group Head of Planning by Committee Members outside of the meeting]. There was agreement that this statement should concentrate on the failure of developers to build out at a rate that would have allowed Arun to deliver a 5-year housing land supply. The recommendation, with the additional wording ‘and updated to include a personal view of Councillors in consultation with the Group Head of Planning and Chair of

Planning Policy Committee' was then proposed by Councillor Hughes and seconded by Councillor Goodheart.

The Committee

RESOLVED

That the response to the consultation, attached at Appendix 1 in the Officer report, be agreed and updated to include a personal view of Councillors in consultation with the Group Head of Planning and Chair of Planning Policy Committee

689. CHICHESTER LOCAL PLAN REGULATION 19 (PUBLICATION OF A LOCAL PLAN) CONSULTATION

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which sought the Committee's agreement that representations be made (via delegated authority for Officer representations) to Chichester District Council's Regulation 19 (Publication of a Local Plan) consultation. This was because Planning Policy Committee would next meet in June 2023 beyond the 6-week consultation period which ran from 3 February to 17 March 2023.

The Planning Policy Team Leader outlined the detail of the report and explained that the Plan was based around an 'infrastructure constrained' development strategy predicated on improvements to the A27 (principally the Fishbourne and Bognor Road roundabouts) and the cost viability of development to fund it. Both the Planning Policy Team Leader and the Group Head of Planning stressed that answers and reassurances to questions raised by Arun Officers have not been provided by Chichester District Council in advance of publishing its proposed Local Plan and the 'infrastructure constrained' approach taken by Chichester must not prejudice or impact Arun's existing Local Plan or future plan making; for example, the current adopted Local Plan included West of Bersted, BEW and Pagham which were contributing towards cross boundary infrastructure in Chichester (e.g. A27 Bognor Roundabout and Whyke Road junctions) as well as reciprocal contributions from Chichester District Council towards mitigation in Arun on the A259. The latter were now not included in Chichester's Regulation 19 Publication plan but the evidence acknowledged that these were needed. The assumption that these were just Arun schemes needed clarification. Furthermore, capacity constraints on the A27 from Chichester's approach might increase the cost burden on any future development in Arun to build capacity on the A27.

Members then took part in a full debate on the item where concerns over Chichester's Local Plan were raised. Specific points made included:

- Section 106 contributions claimed by National Highways from developments in Arun having historically gone towards improvements in the Chichester District
- clarity over how much funding had already been provided and was still to be collected for cross boundary projects
- a perceived infrastructure deficit between the Districts

- the process by which Arun Members sign off the consultation response following the receipt of a draft Statement of Common Ground from Chichester District Council
- what Arun was hoping to achieve from this process
- what would happen to already allocated contributions from developments in Arun if the improvement works did not go ahead in the Chichester District under the proposed 'infrastructure constrained' development strategy
- the impact on strategic sites and their mitigations in Arun if previously proposed improvement works did not go ahead
- the need for improvements to the A259, and if these were not forthcoming and instead focused on the A27 whether any outcomes would be worth the effort

Noting the advice given by the Monitoring Officer in the Officer report, Councillor Chapman suggested the addition of a third recommendation that the outcome of the duty to cooperate discussions be reported to the June Planning Policy Committee meeting. All three recommendations were then proposed by Councillor Chapman and seconded by Councillor Edwards.

#### The Committee

#### RESOLVED – That

1. Due to the significant level of concerns that remained outstanding, Officers and the Group Head of Planning in consultation with the Chair of Planning Policy Committee submit necessary 'soundness' representations on Chichester's Regulation 19 Publication Local Plan as identified in the conclusions to the Officer report;
2. These 'soundness' representations be withdrawn should continued engagement with Chichester under the 'Duty to Cooperate' resolve these concerns;
3. The outcome of the duty to cooperate discussions be reported to the June Planning Policy Committee meeting.

#### 690. ARUN HOUSING MARKET ABSORPTION STUDY

Upon the invitation of the Chair, the Group Head of Planning presented the report which asked Committee to note that the evidence in the Arun Housing Market Absorption Study be used for the Local Plan update (when it resumed). A briefing for all members on this study was held on 6 February 2023. Before outlining the detail of the report, the Group Head of Planning explained that the study sought to establish and provide evidence to demonstrate the relationship between the number of planning permissions granted and the number of houses built, and whether there was a market limit up to which the housebuilding industry would actually build houses. He highlighted historic housing delivery rates over the last 20 years of 550 dwellings per annum, with

the rate only exceeding 700 dwelling per annum in two of the previous 20 years, and Figure 5.4 [on page 32 of the Agenda pack] which showed that planning consents had been significantly high and rising and considerably exceeded completions. He noted that it was too early to conclude on housing requirements in Arun, but that in two to three years' time when larger strategic sites did not have constraints on deliverability, whether this translated into higher house building rates and whether delivery growth rates were realistic.

A number of Members made reference to Figure 5.4 and their frustration with the underdelivery of houses by developers, and the lack of any penalties that the Council could impose in response. The Chair highlighted an approximate figure in total of 6,500 unimplemented permissions and reminded Members of the discussion at the previous meeting on 26 January 2023 regarding the Authority Monitoring Report [Minute 628]. Another Member concluded that developers were responding to market forces and supplying the market with the necessary numbers and that blame lay with central Government methodology created in isolation from the market. The recommendation was then proposed by Councillor Chapman and seconded by Councillor Thurston.

The Committee

#### RESOLVED

That the Arun Housing Absorption Study be noted as evidence to inform plan making and that it be uploaded to the Arun evidence pages on the website.

#### 691. CHAIR'S CLOSING REMARKS

As this was the final meeting of the municipal year, the Chair concluded the meeting by thanking the Officer team for their service to the Committee over the previous year and Members for their attendance and engagement at meetings.

(The meeting concluded at 7.39 pm)

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<b>REPORT TO:</b>	<b>Planning Policy Committee, 8 June 2023</b>
<b>SUBJECT:</b>	<b>First Homes Local Allocations Policy</b>
<b>LEAD OFFICER:</b>	<b>Kevin Owen, Planning Policy &amp; Conservation Manager</b>
<b>LEAD MEMBER:</b>	Chair of Planning Policy Committee
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b> The recommendations supports:- <ul style="list-style-type: none"> <li>• Improve the Wellbeing of Arun;</li> <li>• Delivering the right homes in the right places;</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b> The 'Interim Affordable Housing Policy' (to accommodate First Homes) statement update to accommodate local allocations criteria, will help promote wellbeing, housing and other needs while enhancing the quality of life in a sustainable manner.	
<b>FINANCIAL SUMMARY:</b> There are no direct financial implications arising from this 'Interim Affordable Housing Policy' (to accommodate First Homes) amendment.	

## 1. PURPOSE OF REPORT

This report seeks approval for the Council's 'Interim Affordable Housing Policy' statement (to accommodate First Homes Policy), be updated to include local allocations policy criteria, consistent with the council's published 'Housing Allocations Scheme'.

## 2. RECOMMENDATIONS

2.1. That Planning Policy Committee recommend to Full Council that:-

- i. The 'Interim Affordable Housing Policy' statement (to accommodate First Homes Policy) be adopted to include the local allocations criteria, as set out under paragraph 4.7; and
- ii. Should the criteria be further updated by Housing and Wellbeing Committee on 20 June that delegated authority be given to officers to amend the criteria in accordance with paragraph 4.8;
- iii. That the amended policy is uploaded to the council's web site and reviewed annually.

## 3. EXECUTIVE SUMMARY

3.1. In January 2022 Arun District Council agreed the 'Interim Affordable Housing Policy' statement (to accommodate First Homes Policy). This statement is in the

form of a table showing how the requirement for 25% First Homes is to be accommodated as part of the the tenure mix within Policy AH SP2 Affordable Housing and Policy H DM1 Housing Mix of the adopted Arun Local Plan 2018.

- 3.2. Housing Services have also periodically updated the 'Housing Allocations Scheme 2012 Amended 2014, 2016, 2017 & 2018'. This sets out a local connections test for allocating affordable housing including affordable rent properties to Arun residents. Housing Services wish to see the local connections allocation policy criteria applied to the council's 'Interim Affordable Housing Policy' statement (to accommodate First Homes). This will help to ensure that local residents and people with a connection to Arun are supported.

#### **4. DETAIL**

- 4.1. The 'Interim Affordable Housing Policy' (to accommodate First Homes) was approved in January 2022 (Background Paper 1). The statement requires that the council's affordable housing policies in the adopted Arun Local Plan 2018 must include 25% 'First Homes' as an affordable housing product within the affordable housing mix (in accordance with national policy).
- 4.2. The Affordable Housing Policy (AH SP4) in the adopted Arun Local Plan 2018 sets out a 30% affordable housing contribution on developments of 11 units or above. The 30% target includes a tenure split 75% rent and 25% intermediate housing. However, accommodating the First Homes 25% required by Government resulted in an amended tenure mix as follows:-
- 25% First Homes
  - 8% Intermediate
  - 67% Rent
- 4.3. The 25% First Homes requirement is a minimum which can be exceeded where there is supporting plan-based evidence that this would be viable, and affordable to eligible residents. Further to this, the Government's First Homes Policy sets out national house price thresholds and eligibility criteria. These are a minimum but can be also exceeded where there is local evidence.
- 4.4. The council's 'Interim Affordable Housing Policy' statement is, therefore, a transitional step, until an updated or new Local Plan policy can be prepared to accommodate First Homes.
- 4.5. National Planning Policy Guidance (PPG) sets out further guidance on the application of 'First Homes' policy. This includes arrangements for ensuring the product is sold to people who meet the local eligibility criteria and that the discount and other restrictions are passed on to successors in title (secured though s.106 and model legal restriction on title via the land registry).
- 4.6. The council's Housing Services are responsible for negotiating and securing the affordable housing mix contributed by housing developments via section 106 agreements. These are legal agreements with developers securing the percentage of affordable housing approved in any planning consent. To ensure that affordable housing is meeting the needs of Arun residents and people with a demonstrable



connection with Arun, the council's 'Housing Allocations Scheme' sets out local connection criteria (Background Paper 2).

4.7. Housing Services consider that for transparency and consistency, there should be read across between the 'Housing Allocations Scheme' and the council's 'Interim Affordable Housing Policy' statement. Housing Services, propose that the local connection criteria set out in the 'Housing Allocations Scheme' be applied and posted on the web site as an update to the Interim Affordable Housing Policy. The local eligibility criteria to be included are as follows:-

- The applicant or their partner are currently living in the Arun district and have lived in the Arun District permanently for at least 5 years immediately prior to the application date; or are currently living in the Arun district and have lived permanently in the Arun District for 10 years out of the last 15 years.
- The applicant or their partner has worked on a full or part time basis (24 hours per week) in the Arun District for the past 2 years and remains in employment in the Arun District.
- The applicant or their partner needs to be in the Arun District to give or receive regular daily support from or for a close relative (parents, adult children, brother and/or sister). This support must be required on an ongoing long-term basis and cannot be provided by other family members or available support agencies. The family member must be permanently resident in Arun District and have lived here permanently for at least 10 years immediately prior to the application date.

4.8. However, it should be noted that the 'Housing Allocations Scheme' is to be further updated with amended local connection criteria, to be considered at Housing and Wellbeing Committee meeting on the 20 June. If approved the residency thresholds applied to the Interim Affordable Housing Policy will be further updated as underlined below:-

- The applicant or their partner are currently living in Arun district and have lived in the Arun district permanently for at least 3 years immediately prior to the application date; or are currently living in the Arun District and have lived permanently in the Arun District for 5 years out of the last 10 years.
- The applicant or their partner has worked on a full or part time basis (16 hours per week) in the Arun District for the past 2 years and remains in employment in the Arun District.
- The applicant or their partner needs to be in the Arun District to give or receive regular daily support from or for a close relative (parents, adult children, brother and/or sister). This support must be required on an ongoing long-term basis and cannot be provided by other family members or available support agencies. The family member must be permanently resident in Arun district and have lived here permanently for at least 10 years immediately prior to the application date.

## **5. CONCLUSION**

- 5.1. The proposed addition of the local eligibility criteria to the council's 'Interim Affordable Housing Policy' statement can be supported as it would be consistent with national policy and the PPG and ensure that the policy is being delivered consistently to meet those Arun residents in local need. Planning Policy Committee are therefore advised to agree the recommendations set out in this report.
- 5.2. The introduction of local eligibility criteria may have an impact on access to First Homes and the PPG expects that criteria should not be overly restrictive as to prevent delivery of first Homes. The application of the local criteria reflect the implementation of the council's current practice and therefore, it is not anticipated that there will be any significant adverse impact. However, to ensure this is the case, it is advised that the policy be periodically reviewed.

## **6. CONSULTATION**

- 6.1. There are no external consultations on this report.

## **7. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER**

- 7.1. There are no comments.

## **8. RISK ASSESSMENT CONSIDERATIONS**

- 8.1. There are not likely to be any significant risks with this policy however, because of the local criteria restrictions, the policy should be periodically reviewed.

## **9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

- 9.1. There are no Governance or legal implications.

## **10. HUMAN RESOURCES IMPACT**

- 10.1. There are no implications arising for Human Resources.

## **11. HEALTH & SAFETY IMPACT**

- 11.1. There are no direct implications for Health & Safety.

## **12. PROPERTY & ESTATES IMPACT**

- 12.1. There are no direct implications for Council property.

## **13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

- 13.1. There are no direct adverse implications for Equalities/Social Value.

## **14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

14.1. There are no direct adverse implications for Climate Change from this report. However, future housing and developments will negatively impact the environment and biodiversity of Arun. It will therefore be important to consider climate change, sustainability and the environment in future developments and undertake consultation to ensure any adverse impacts are minimised as much as possible.

## **15. CRIME AND DISORDER REDUCTION IMPACT**

15.1. There are no direct adverse implications for Crime and Disorder.

## **16. HUMAN RIGHTS IMPACT**

16.1. There are no direct adverse implications for Human Rights.

## **17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

17.1. There are no implications for FOI/Data Protection.

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### **CONTACT OFFICER:-**

Name:	Kevin Owen
Job Title:	Team Leader for Planning Policy & Conservation
Contact Number:	01903 737853

### **BACKGROUND DOCUMENTS:**

Background Paper 1: Minute 481 - First homes Policy

<https://democracy.arun.gov.uk/ieListDocuments.aspx?CId=141&MId=1605>

Background Paper 2: Affordable Rent Allocations Policy:-

[Allocations\\_Scheme\\_2014-amended-2018.docx \(live.com\)](#)

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<b>REPORT TO:</b>	<b>Planning Policy Committee, 8 June 2023</b>
<b>SUBJECT:</b>	<b>Middleton-on-Sea - Designation of a Neighbourhood Area</b>
<b>LEAD OFFICER:</b>	<b>Kevin Owen, Planning Policy &amp; Conservation Manager</b>
<b>LEAD MEMBER:</b>	Chair of Planning Policy Committee
<b>WARDS:</b>	<b>Middleton-On-Sea</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b> The recommendations supports:- <ul style="list-style-type: none"> <li>• Improving the wellbeing of Arun.</li> <li>• Delivering the right homes in the right places.</li> <li>• Enabling communities to play a stronger role in shaping where they live and work.</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b> The proposals will help to enhance the quality of the natural and built environment, protect the district's natural and heritage assets and to promote sustainable growth.	
<b>FINANCIAL SUMMARY:</b> There are no financial implications arising from the area designation for Middleton-On-Sea neighbourhood area.	

## 1. PURPOSE OF REPORT

- 1.1. This report seeks Planning Policy Committee's agreement to recommend to Full Council to designate Middleton-On-Sea as a neighbourhood area and that it be not designated as a business area. The decision to be made is whether the specified area is an 'appropriate area to be designated as a Neighbourhood Area'.

## 2. RECOMMENDATIONS

- 2.1. That Planning Policy Committee recommends to Full Council that:-

The specified area is designated without modification, as the Middleton-on-Sea Neighbourhood Area, for the reasons set out in the application and in light of the results of the public consultation which did not receive any representations

## 3. EXECUTIVE SUMMARY

- 3.1. Middleton-On-Sea Parish Council applied to Arun District Council for designation as a Neighbourhood Area under Part 2 of the Neighbourhood Planning (General) Regulations 2012- Regulation 5. Arun District Council publicised the area application as required under Part 2- Regulation 6 and the next stage is for the Council to agree and designate the neighbourhood area at Full Council on 19th July 2023.

#### **4. DETAIL**

- 4.1. The power to designate an area as a Neighbourhood Area is exercisable under section 61G of the Town and Country Planning Act 1990. Under Regulation 5(1) of The Neighbourhood Planning (General) Regulations 2012 No.637, an area application has to include a map which identifies the area to which the area application relates, a statement explaining why this area is considered appropriate to be designated as a neighbourhood area and a statement that the body making the area application is a relevant body for the purposes of section 61G(2) of the 1990 Act.
- 4.2. Middleton-On-Sea Parish Council as the 'relevant body' applied for designation of neighbourhood area to Arun District Council (ADC). The specified area includes the whole of the parish boundary and the submission complied with the Regulations.
- 4.3. This is the first area designation application made to the Council as local planning authority for this area and so, in determining this application, the desirability of maintaining the existing boundaries of areas already designated as neighbourhood areas does not fall to be considered under section 61G(4)(b) of the Act.
- 4.4. The reasons explaining why this specified area is considered appropriate are set out in the application for designation namely that the area is appropriate to be designated as a neighbourhood area as it is the Parish boundary and the local community wishes to have influence and involvement in the shaping of the future of Middleton-on-Sea. The application for designation has been publicised in accordance with Regulation 6 of The Neighbourhood Planning (General) Regulations 2012.
- 4.5. In determining the application for designation of an area as a Neighbourhood Area, regard must be had to the desirability of designating the whole of the area of a parish council as a neighbourhood area as required under Section 61G(4)(a) of the Act. In parished areas, the parish boundary is the same as the neighbourhood area.
- 4.6. If the application is approved, Regulation 7(1) of The Neighbourhood Planning (General) Regulations 2012 requires the designation to be publicised. If the application is refused, reasons must be given under section 61G(9) of the 1990 Act and Regulation 7(2) of the Regulations requires the decision to be publicised.
- 4.7. The Parish can continue to develop their plan during the entire time.

#### **5. CONCLUSION**

- 5.1. The specified area is an 'appropriate area to be designated as a Neighbourhood Area' in accordance with the Neighbourhood Planning (General) Regulations 2012.

## **6. CONSULTATION**

- 6.1. The application for designation as a Neighbourhood Area was publicised for public consultation for a period of 6 weeks from 1st February 2023 to 15th March 2023 (closing 5 pm). **There were no responses received during the consultation period.**

## **7. OPTIONS / ALTERNATIVES CONSIDERED**

- 7.1. The Council can choose to agree the specified area, without modification, is appropriate to be designated as the Middleton-On-Sea Neighbourhood Area for the reasons set out in the application and in light of the results of the public consultation which did not receive any representations, or The Council can choose not to designate this area. The risk is that Arun District Council would not have any justification for not designating the area and would not be complying with the Regulations.

## **8. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER**

- 8.1. There are no corporate support implications to note.

## **9. RISK ASSESSMENT CONSIDERATIONS**

- 9.1. Implementing the recommendation will minimise the risk that the Council will fail its statutory duty.

## **10. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

- 10.1. Planning Policy Committee is asked to designate the area covered by Middleton-on-Sea Parish as a “neighbourhood area” under Regulation 5 of Part 2 of the Neighbourhood Planning (General) Regulations 2012. A “neighbourhood area” means an area within the area of a local planning authority in England which has been designated by the authority as a neighbourhood area[section 61G2 Town and Country Planning Act 1990]. Middleton-on-Sea is a Parish Council. A Parish Council is both a “relevant body” under the 1990 Act and also a “qualifying body” under section 38A(12) of the Planning and Compulsory Purchase Act 2004.
- 10.2. The significance of this decision is that any qualifying body is entitled to initiate a process for the purpose of requiring a local planning authority in England to make a neighbourhood development plan for a neighbourhood area. This means that the Parish Council will be able to promote a neighbourhood development plan for their area.
- 10.3. Committee is also asked to consider whether to recommend that the specified area be also designated as a “business area”. Consideration of this question is required whenever an application for designation is made. The report confirms that the qualification for treating this as a business area do not exist.

## **11. HUMAN RESOURCES IMPACT**

11.1. There are no human resources implications.

## **12. HEALTH & SAFETY IMPACT**

12.1. No direct health and safety impacts have been identified in relation to the proposals.

## **13. PROPERTY & ESTATES IMPACT**

13.1. There are no direct implications for Council property and estates.

## **14. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

14.1. The proposals may help to improve plan making for all sections of the community, having a positive impact on health and wellbeing.

## **15. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

15.1. There are no direct adverse implications for Climate Change and environmental or social value.

## **16. CRIME AND DISORDER REDUCTION IMPACT**

16.1. There are no direct adverse implications for crime and disorder. However, it should be noted that any future development plans must consider their impact on crime and disorder, and public safety.

## **17. HUMAN RIGHTS IMPACT**

17.1. There are no direct adverse implications for human rights.

## **18. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

18.1. There are no implications.

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### **CONTACT OFFICER:**

Name:	Donna Moles
Job Title:	Principal Planning Officer
Contact Number:	01903737697

### **BACKGROUND DOCUMENTS:**

Application form and map

[Middleton-on-Sea neighbourhood development plan | Arun District Council](#)



<b>REPORT TO:</b>	<b>Planning Policy Committee, 8 June 2023</b>
<b>SUBJECT:</b>	<b>Infrastructure Levy (IL) Technical Consultation</b>
<b>LEAD OFFICER:</b>	<b>Kevin Owen, Planning Policy &amp; Conservation Manager</b>
<b>LEAD MEMBER:</b>	Chair of Planning Policy Committee
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b> The recommendations supports:- <ul style="list-style-type: none"> <li>• Improve the Wellbeing of Arun;</li> <li>• Delivering the right homes in the right places;</li> <li>• Supporting our environment to support us;</li> <li>• Fulfilling Arun's economic potential.</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b> Supporting the delivery of infrastructure helping to promote active healthy lifestyles, housing and other needs while enhancing the quality of heritage and the natural and built environments and promoting economic growth, in a sustainable manner.	
<b>FINANCIAL SUMMARY:</b> There are currently no financial implications as this is a technical consultation. However, should the IL be introduced there may be additional financial burdens associated with transferring to a new system including supporting evidence, legal and preparation costs.	

## 1. PURPOSE OF REPORT

- 1.1 This report briefs Committee on the technical consultation on the proposed new 'Infrastructure Levy' (IL) under the Levelling up and Regeneration Bill. The IL if introduced, would change how development contributions are currently secured in Arun (i.e. via CIL - Community Infrastructure Levy and S106).

## 2. RECOMMENDATIONS

- 2.1. Planning policy committee resolves to:-

Agree the proposed response under paragraph 4.11 of the report.

## 3. EXECUTIVE SUMMARY

- 3.1. Arun is a Community Infrastructure Levy (CIL) charging authority (since 1 April 2020). As such, Arun receives the CIL levy from new developments that are liable for CIL. The amount charged is set out in the council's CIL Charging Schedule for different types of land use and zones in Arun and is calculated based on the amount of new floorspace to delivered).

- 3.2. However, the Government is now undertaking a technical consultation on implementing a new replacement Infrastructure Levy (IL) nationally. The consultation seeks views from local authorities on the technical design of the proposed new IL. The aim of the IL proposals is to create a simpler, more transparent system and one that will potentially, raise more revenue than the existing CIL system.
- 3.3. The IL consultation document suggests that the IL will be a more efficient system, largely removing the existing Section 106 planning obligations and enabling the delivery of on-site affordable housing as an 'in-kind payment of the Levy through a new 'right to require' which will enable local authorities to secure affordable homes as a proportion of levy liabilities.
- 3.4. The technical consultation is at a very early stage and there is a significantly long lead time before proposals are introduced. This report therefore, only takes a high level look at the most relevant matters (and does not attempt to address all of the consultation questions at this time) in order to form the council's response which will be submitted by officers as letter, by 9 June 2023.

#### **4. DETAIL**

- 4.1. The consultation lasts for 12 weeks from 17 March to 9 June 2023.
- 4.2. Following this date, the government will then assess comments received and a response will be issued that summarises any themes that emerge.
- 4.3. The Levelling Up and Regeneration Bill seeks to replace the current CIL Levy system. This will mean that if the IL is introduced, authorities such as Arun will be required to undertake work to produce a new Levy Charging Schedule (LCS). As under the current CIL system, the new system will allow authorities to set differential levy rates and/or minimum thresholds for different development uses and land types in their local area. This approach will also allow the Levy to address greenfield and brownfield land development. The National Planning Policy Framework attaches substantial weight to the value of using suitable brownfield land and the IL is expected to facilitate these policy intentions.
- 4.4. The Infrastructure Levy technical consultation includes 44 questions. These cover fundamental design choices; levy rates; charging the levy; delivering infrastructure; delivering affordable housing and introducing the levy.
- 4.5. The new Levy will be charged on the value of property on completion per square metre (sqm). The current CIL system is calculated on new floor area created (per sqm) on approval. It is anticipated that this will improve receipts including arising from uplift when developments are completed.
- 4.6. Levy rates are to be set by charging authorities in the LCS. When setting rates, there are several factors that will need to be taken into account. This includes the viability of the development and the desirability that rates can deliver affordable housing at a level equalling or exceeding what is delivered now in that area.
- 4.7. Local authorities will be required to prepare a new document called an Infrastructure Delivery Strategy (IDS). This will help identify and plan for

infrastructure priorities. This includes the provision of GP surgeries and schools. The IDS will be subject to examination.

- 4.8. It is envisaged that then new IL system will dovetail with the new planning system to be introduced by the Levelling up and Regeneration Bill. Once the Levy is introduced nationally, it is expected that the design of a charging schedule and plan-making will align. However, through the test and learn phase it may be the case that the development of new Local Plans and the introduction of the Infrastructure Levy are not fully aligned. Upon first introduction, an Infrastructure Levy charging schedule and Infrastructure Delivery Strategy will need to be introduced together – local authorities will not be required to undertake a Local Plan review for the Levy to be adopted.
- 4.9. The consultation seeks views on a new ‘right to require’. This will enable local authorities to set out what proportion of the Levy they want delivered as affordable housing (in kind), and what proportion they want delivered as cash; and in what circumstances exemptions from the Levy for registered provider-led schemes could be appropriate.
- 4.10. A phased ‘test and learn’ system will be introduced with selected authorities from 2025/26. National rollout will occur over the course of a decade and the current system will remain in place for those areas who have not adopted the Levy. This is hoped it will make the transition as smooth as possible.
- 4.11. Officers consider that the following high-level matters should be submitted in response to the technical consultation.
- The new system needs to allow existing CIL charging authorities to transition into the new IL with the minimum of cost and disruption;
  - The IL should be designed to accommodate features of the existing CIL infrastructure levy as far as possible including with regard to grounding levy rates based on local land values and development viability, to ensure that the IL reflects local affordability and land use markets;
  - There are, however, regional and sub regional variations in land values and development markets that the new system could address to ensure that weaker market areas that face similar high infrastructure costs are topped up (e.g. consider a percentage pooling of receipts nationally with a formula for redistribution);
  - As with the current system, a capped percentage of IL receipts should be included to ensure that the administration costs can be absorbed however, the cap may need to be higher if the costs of implementing the new system are higher (e.g. calculating development value on completion of development using surveyor and valuation reports to work out liabilities and defending against challenge);
  - The current CIL system allows s.106 contributions to be scaled back to delivering on site mitigations with off-site mitigation funded by the CIL levy. This captures value from many smaller scale developments that would otherwise not contribute. However, for large strategic sites which may need large scale infrastructure mitigation, this is still likely to require s.106 contributions. CIL levy receipts are not necessarily tied to delivering infrastructure for specific strategic developments but rather fund a collective pool of infrastructure and is subject

to a process of prioritisation. The new system should have regard to aligning development with enabling infrastructure via s.106 and this should be addressed in developing the new system;

## **5. CONCLUSION**

- 5.1. There is a considerable lead time to testing and introducing the proposed new IL system to ensure that it is fit for purpose when finalised. The above comments should be forwarded as part of this council's initial high-level response to the process.

## **6. OPTIONS/ALTERNATIVES CONSIDERED**

- 6.1. The council can choose not to make a response. However, this would risk that a future Infrastructure Levy system is introduced that is not fit for purpose or is more costly and less effective than the current CIL system in place.

## **7. CONSULTATION**

- 7.1. The national IL technical consultation runs until the 9 June 2023.

## **8. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER**

- 8.1. The implementation of the new IL system is expected to be rolled out over the next decade. There are no immediate implications arising from the technical consultation.

## **9. RISK ASSESSMENT CONSIDERATIONS**

- 9.1. There are no risk assessment considerations with this proposed consultation response.

## **10. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

- 10.1. There are no Governance or legal implications arising from this technical consultation.

## **11. HUMAN RESOURCES IMPACT**

- 11.1. There are no implications arising for Human Resources.

## **12. HEALTH & SAFETY IMPACT**

- 12.1. There are no direct implications for Health & Safety.

## **13. PROPERTY & ESTATES IMPACT**

- 13.1. There are no direct implications for Council property.

## **14. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

14.1. There are no direct adverse implications for Equalities/Social Value.

## **15. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

15.1. There are no direct adverse implications for Climate Change however, in future, ability to charge IL receipts from developments for infrastructure mitigation may help to reduce carbon and protect development from climate change extremes. Climate change and sustainability should be considered in the future and consultation undertaken to ensure adheres impacts are minimised or removed.

## **16. CRIME AND DISORDER REDUCTION IMPACT**

16.1. There are no direct adverse implications for Crime and Disorder.

## **17. HUMAN RIGHTS IMPACT**

17.1. There are no direct adverse implications for Human Rights.

## **18. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

18.1. There are no implications for FOI/Data Protection.

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### **CONTACT OFFICER:-**

Name:	Julie Grieves
Job Title:	Community Infrastructure Levy Officer
Contact Number:	01903 737947

### **BACKGROUND DOCUMENTS:**

Infrastructure Levy consultation:

[Technical consultation on the Infrastructure Levy - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

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<b>REPORT TO:</b>	<b>Planning Policy Committee- 8 June 2023</b>
<b>SUBJECT:</b>	<b>Arun Local Plan Update</b>
<b>LEAD OFFICER:</b>	<b>Kevin Owen (Team Leader Policy &amp; Conservation)</b>
<b>LEAD MEMBER:</b>	<b>Chairman of Planning Policy Committee</b>
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>  The recommendations supports:- <ul style="list-style-type: none"> <li>• Improve the Wellbeing of Arun;</li> <li>• Delivering the right homes in the right places;</li> <li>• Supporting our environment to support us;</li> <li>• Fulfilling Arun's economic potential.</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b> The proposals in an update Arun Local Plan will help to promote joined up working with agencies and partners championing active healthy lifestyles through leisure, arts and culture, while meeting housing and other needs and enhancing the quality of the heritage, natural and built environments and promoting economic growth, in a sustainable manner.	
<b>FINANCIAL SUMMARY:</b> There are financial implications arising Local Plan Update which will need to be managed from within the existing departmental revenue budget as set out in the recommendation iv.	

## 1. PURPOSE OF REPORT

- 1.1. The report seeks the Planning Policy Committee's agreement that the pause to the Arun Local Plan Update be lifted and that steps be taken to progress engagement on the plan preparation including the commissioning of evidence and initial consultation.

## 2. RECOMMENDATIONS

The Committee is asked to discuss approve and forward the recommendations set out below to Full Council for final approval:

- i. That the Council recommence the preparation of a Local Plan Update;
- ii. Agrees the Vision and Objectives (Appendix 1 and 2) in principle, subject to stakeholder engagement and public consultation as part of a 'Direction of Travel' document to be reported to this Committee in September, prior to commencing Regulation 18 Issues & Options in the spring 2024;

- iii. The Schedule of internal (Schedule A) and external (Schedule B) commissioned Projects (Appendix 3) be progressed to prepare the Local Plan update;
- iv. That the costs of £234,347 for the current financial year 2023/24, as identified in this report, be absorbed within the existing revenue budget and any overspend be reported to Members as part of the budget monitoring reports;
- v. That the Statement of Works Contract be approved as a departure from Standing Orders;
- vi. Agree that the plan period for the update be 2023 to 2041 but subject to updated land supply data, the start date (and potentially end date) may be rolled forward as necessary;
- vii. Agree the 'Arun Housing Need Review' study be material evidence for the Local Plan Update; and
- viii. Officers update the Local Development Scheme at the next Planning Policy Committee meeting for subsequent adoption by Full Council.

### **3. EXECUTIVE SUMMARY**

- 3.1. The adopted Arun Local Plan ( 2011 to 2031) needs updating because relevant policies in the Local Plan setting out housing delivery, are out of date. The Local Plan will be 5 years old in July this year and therefore needs updating. There is also a need to plan for future housing and economic growth and at the same time, a need to tackle the significant risks generated by climate change.
- 3.2. This report seeks to secure the Committees agreement to re-start the Local Plan update which commenced in January 2020 but was paused in Autumn 2021 and this pause was confirmed again in summer 2022. The pause was in part triggered by the uncertainty that the signalled changes proposed for the planning system were causing. For example, the review of national policy set out in the recent consultation on the National Planning Policy Framework (NPPF) which forms part of changes to be introduced under the Levelling Up and Regeneration Bill (LURB).
- 3.3. Whilst the final updated version of the NPPF has yet to be published there is enough clarity on the direction of travel in national policy having regard to the LURB to consider that a restart of the Local Plan can begin. The detailed timing of when a final plan will be available will be dictated in a large part by the need to ensure this plan is one of the first under the new system of plan making rather than one of the last under the current system.



## **4. DETAIL**

### **Background**

- 4.1. Arun District Council adopted the Arun Local Plan in July 2018 (the adopted Plan) which plans for the 20-year period 2011 to 2031. This includes how the district's future development needs will be delivered and the adopted Plan is illustrated with a Policies Map showing where new development and infrastructure will or won't go because of heritage, landscape or important wildlife habitat protection. In particular, the adopted Plan sets out policies on the need for new homes supported by the economy to ensure people will have access to new jobs, as well as delivery of supporting infrastructure (e.g., roads, transport, walking and cycling facilities, schools, health services and green spaces for leisure and recreation). The adopted Plan covers the Local Planning Authority area but excludes that part of Arun District that falls within the area of the South Downs National Park authority (SDNP).
- 4.2. The adopted Plan also includes policies to ensure that future development is sustainable, that housing is balanced with jobs and sustainable travel and that the environment is protected and enhanced. This includes addressing the impact of climate change through policies on carbon reduction, renewable and decentralised energy, climate resilience and adaptation. Planning applications are determined in accordance with the adopted Plan unless other material considerations indicate otherwise.
- 4.3. The Council reviewed the adopted Plan in the winter 2019 and concluded that it needed updating (Plan Update) because it wasn't achieving sufficient progress on delivering new homes set out the Plan's housing trajectory or indeed, when measured against national policy measures (e.g., Arun demonstrates only a 2.36 year housing land supply and 65% the Housing Delivery test as reported in the Council's Action Plan 2021).
- 4.4. In addition, at this time, the Council declared a climate change emergency and a net zero carbon aspiration, wishing to see the Plan Update include environmental policies and design standards. This would ensure that the highest design standards are achieved with regard to energy efficiency, carbon reduction, biodiversity net gain, climate resilience and adaptation (e.g., to mitigate extreme temperatures and flooding).

### **The Need for the Local Plan Update**

- 4.5. The current adopted Arun Local Plan 2018 has now been in place for nearly 5 years (by July 2023). National policy requires that Local Plans are kept up to date and should be reviewed and updated within 5 years.

- 4.6. Further to the above, the council has been unable to demonstrate a forward looking 5-year housing land supply since 2019 and has not achieved the thresholds of housing delivery performance required by the Housing Delivery Test looking at performance over the previous three monitoring years. The consequences are that decision making is subject to the 'presumption in favour of sustainable development (i.e., paragraph 11d of NPPF) and that the material housing policies of the Local Plan are considered to be out of date until a 5-year housing land supply can be demonstrated or that the Local Plan housing policies are updated.
- 4.7. This means that the Council's decisions in determining planning applications may be vulnerable to appeal and risks developments being permitted that would otherwise conflict with Arun's Local Plan (Background Paper 4).
- 4.8. Preparing an up-to-date Local Plan will provide an opportunity to strengthen and update policies to ensure that decisions accord with the Local Plan. This would also address meeting housing need and to identify a revised development strategy that achieves more sustainable development pattern, scale and form of development across the district that best protects character of settlements and the environment.
- 4.9. A new plan can consider how development might be more easily delivered and to a significantly higher design standard to achieve carbon reduction, energy efficiency, decentralised energy supply, flood protection and reduced need to travel. This will be important in an area such as Arun which sits on the coastal plain sandwiched between the South Downs National Park and the coast where settlements are affected by coastal erosion and flooding or river and groundwater water flooding inland and have limited transport infrastructure.
- 4.10. It is also important to note that the proposed changes to plan making system will provide additional safeguards against 'unplanned' development, but these safeguards are only triggered if there is an up-to-date Local Plan in place. Therefore, if it is considered important to reduce the risk of speculative development being approved then the Council should progress a new Local Plan as soon as possible.
- 4.11. The Government's Standard Housing Methodology requires as a minimum, an annualised figure of 1,400 dwellings per annum (dpa) in Arun as the starting point for testing scenarios for accommodating Arun's level of housing provision over the plan period. This is explored in the 'Arun Housing Need Review' study (Background Paper 5). This study concludes that given the existing plan is approaching 5 years old, 1,400 dpa must be tested. To illustrate, taking a plan period 2022 to 2041 (19 years) this would mean a residual requirement to test circa 11,250 dwellings over the plan period (taking into account commitments and slippage).

- 4.12. In consideration of the above, the council now has the opportunity through agreeing the Vision and Objectives, the framework to steer the Local Plan policy development and evidence preparation in order to overcome difficulties associated with the current adopted Plan. For example, the role of allocating land for different uses at different sizes and locations and how allocations can be supported by infrastructure.

### **Vision and Objectives**

- 4.13. The adopted Plan sets out an overarching Vision and Objectives which describe what the council wants to achieve and how to get there. This Vision and Objectives (V&O) is used to prepare and check that the Plan Update is delivering the Council's aspirations. A draft V&O was reported in February 2021 and delegated authority was given to the Head of Planning, Chair and Vice Chair and Portfolio holder to finalise the draft V&O, to ensure that it was concise and does not include excessive detail before being reported to Full Council.
- 4.14. The final refined V&O is attached in Appendix 1 reflects further work has been undertaken on the draft V&O to reflect additional information that has become available over the intervening period (see Appendix 2). which provides the framework for scoping the Plan Update i.e., what new supporting evidence is needed and approach to the Plan Update. The committee is reminded that the V&O is not policy specific and can only address the Council's future aspirations looking ahead at least 30 years (i.e., to 2053) where large scale development is envisaged (paragraph 22 National Planning Policy Framework). In addition, the V&O will be subject to stakeholder engagement and Sustainability Appraisal screening against other relevant national/global and local sustainability and corporate objectives and programmes.

### **Strategic Policies**

- 4.15. Strategic policies are within the Plan Update however, we will need to look ahead at least 15 years by the time the Plan Update is submitted for examination (National Planning Policy Framework paragraph 22). The paused timetable, therefore, means that plan period covered by the Plan Update must be rolled forward to ensure that a 15-year period remains when it is submitted. The Plan Update will, therefore, cover the period 2023 to 2041 (18 years) with submission anticipated in 2025 (16 years remaining). As more robust housing land supply becomes available each year, the start date may be rolled forward provided a 15 year period remains on submission.

### **Early Evidence work**

- 4.16. An initial review of development management policies setting out design standards within the adopted Plan was also undertaken by the Policy & Conservation Team responsible for preparing the Plan Update. However, the changes to the planning system may remove the need for many of the local development management policies by placing them at the national level, leaving only some locally specific development management policies. When this becomes clearer, further reports will be brought to this committee.

4.17. Initial evidence preparation to inform the Plan Update was also started in 2020 and has resulted in the following being added to the evidence base that will help to inform the Local Plan update:-

- Arun A259 - District wide Transport Model Validation (Phase 1)
- Arun Active Travel Study (Phase 1)
- Arun Tourism and Visitor Accommodation Study
- Arun Biodiversity Net Gain Study
- Arun Housing Market Absorption Study
- Arun Housing Need Review May 2023 (high level Strategic Housing Market Assessment)

4.18. Work was also committed on the following study which is due to report in the summer 2023:-

- Strategic Flood Risk Assessment (Environment Agency Climate Change allowances);
- Secondary School to Serve Arun Strategic Developments

4.19. A number of other workstreams were paused as a result of the decision of the Planning Policy Committee on the 7 June 2022 (Background Paper 3). The scope and timetable for these will need to be adjusted on resumption of the Local Plan Update and to allow for an updated work programme to be set out in a Local Development Scheme (the Local Development Scheme is a document which must be approved by the council setting out the timetable and resources to deliver plan making and it must be kept up to date) and subject to further clarity on the emergent changes to the planning system:-

### **Deferred Work**

- Sustainability Appraisal/ Strategic Environmental Assessment and Habitats Regulation Assessment screening the Plan Update adverse impacts and any necessary mitigation through amended policies.
- Housing Economic Development Needs Assessment and Objectively Assessed Need showing future household and economic growth and how each will support the other.
- Climate change sustainable design policy standards to achieve net zero carbon and resilience to adverse effects arising from climate change.
- Coastal Change Management Areas to ensure communities and developments are protected from flooding.
- Place making Study (20-minute communities) to ensure people can get what they need without reliance on the private car from their homes.
- Retail – Health and vitality of centres to ensure that local retail services are improved.
- A27 Capacity to ensure that future growth of Arun is supported.
- Water cycle Study - including Waste Water Treatment Headroom and Water Neutrality to ensure that future growth protects water quality and biodiversity (wildlife and habitats).

- Transport phase 2 Local Plan scenarios base case to test future housing and employment numbers, development locations and any transport mitigations needed.
- Active Travel phase 2 to ensure that walking and cycling is joined up with new developments.
- Landscape to ensure that important landscapes are protected.
- Community Facilities to ensure that communities have access to GP surgeries, dentists, schools and leisure facilities.
- Infrastructure Development Plan setting out how and where infrastructure will be delivered.
- Development Viability to ensure that development can pay for necessary infrastructure and policy requirements such as affordable housing without becoming unviable.

### **Current position**

- 4.20. The decision to update the Local Plan was made in January 2020 (Background paper 1) although the update was paused in October 2021 and in June 2022. The pauses were to allow the signalled changes to the planning system to be understood. The National Planning Policy Framework (NPPF) is being updated under the Levelling Up and Regeneration Bill (LURB). The changes largely seek to reinforce the primacy of plans while clarifying circumstances for Local Plans to test housing need, speed up and reduce the burden of plan making with regard to the number of development management policies.
- 4.21. The consultation on the proposed changes to the NPPF were reported to this Committee in February 2023. While the outcome is yet to be reported by Government, the consultation did not propose significant changes to the likely housing requirement and the Council should proceed now with the certainty that this is the starting point.
- 4.22. The consultation on changes to the NPPF suggests that Plan preparation may be considered under the new plan making system if submitted for examination in the autumn 2024. The new system proposes that plans are simpler with fewer development management policies but a tighter preparation timetable. The Local Plan update publication and submission to examination is therefore, likely to continue according to a tight timescale (30 months) under the new system. However, the signalled changes do not prevent the resumption of the Local Plan update as the key questions around housing numbers, economy and supporting strategy are not significantly different under the current or new system. The details regarding design and development management policies can be focussed on Arun specific issues and adjusted before a draft plan is prepared early in 2024.
- 4.23. The council, therefore, needs to take a pragmatic approach to preparing the Local Plan get early basics done then review approach timetable (LDS) and trajectory re old vs new system and necessary evidence/procedures.

## **Next steps**

4.24. In order for the Local Plan update to progress the following steps need to be addressed:-

### **Summer/Autumn 2023**

- Engage stakeholders and infrastructure providers on the council's Vision and Objectives; and Arun's overall Objectively Assessed Need based on the Standard Housing Methodology);
- Duty to Cooperate – update Statements of Common Ground with stakeholders including adjacent authorities and infrastructure providers;
- Policies review check with NPPF and LURB outcomes;
- Prepare 'Direction of Travel' document which can include the Vision and Objectives) for an Issues and Options public consultation (Regulation 18 (Spring 2024)
- Commission Sustainability Appraisal scoping vision, objectives and reasonable alternatives;
- Commission evidence on Arun's housing and economic development need, climate change and carbon and energy standards, sustainable place making/development strategy and transport;

### **Summer/Winter 2024**

- Regulation 18 Issues and Options consultation (Direction of Travel Document)
- Commission further evidence on Sustainability Appraisal Transport and Infrastructure, viability and deliverability to support Draft Local Plan;
- Publish Statements of Common Ground on the Council's web site

### **Spring to Summer of 2025**

- Commission further evidence on Sustainability Appraisal Transport and Infrastructure, viability and deliverability preparation of Publication Local Plan (Regulation 19)
- Regulation 18 Public Consultation on the Draft Local Plan (Preferred Approach) under the Town & Country Planning (Local Planning) (England) Regulations 2012);

### **Spring – Winter 2026**

- Regulation 19 Publication Local Plan pre-submission public consultation with supporting evidence;
- Examination
- Examiner's report
- Main Modifications consultation
- Adoption

## **Budget and Resourcing**

4.25. The Council's Medium Term Financial Strategy (MTFS) and timetable to prepare the Local Plan update originally approved in 2020 will need to be updated (because of the slippage and pausing of the plan) to ensure that the evidence commissioning can be allocated necessary funding over the revised timescale and that it will be fit for purpose with the new plan making regime. As well as the projected overspend of £234,347 in 2023/24, an additional budget allocation of £618,350 will be required across 2024/25, 2025/26 and 2026/27 to ensure the

delivery of phased evidence studies and those which run over the plan making cycle (e.g., the SWC will be contracted to be delivered in phases each financial year subject to performance). This will be addressed in the MTFS strategy, which will be reported to Policy & Finance Committee later in the current financial year.

- 4.26. In addition, because of existing Policy & Conservation Team workloads (e.g., Gypsy & Traveller Local Plan, Neighbourhood Planning, Community Infrastructure Levy Infrastructure Investment Plan and land supply monitoring) and capacity constraints posed by persistent recruitment difficulties, it is proposed to outsource the majority of the Local Plan work. This is necessary to ensure the new Local Plan timetable is delivered. It will be necessary to package up the evidence and work under a purchaser provider model which will mean members will be working with consultants alongside officers. The Policy & Conservation Team will focus existing working commitments as well as providing a management interface with a consultancy using a Statement of Works Contract (SWC) which will be prepared with the individual work streams itemised for external provider delivery (See Appendix 3). This will need authority as it will depart from Standing Orders.

## **5. CONCLUSION**

- 5.1. The council now has an opportunity to progress an update to its Local Plan with confidence that preparation will be flexible enough to ensure it will be fit for purpose under the signalled new planning system. This will bring significant benefits in being able to tackle significant housing and infrastructure delivery issues in Arun incumbent with the current Local Plan and to ensure that scope for adverse appeal decisions is reduced in future.
- 5.2. A decision to recommence the local Plan update will necessitate an update to the Local Development Scheme (this is the council's plan making programme which it must adopt and publish and monitor). The LDS is a document to inform all stakeholders including the Planning Inspectorate about resources and the plan making timetable and progress in Arun. This enables stakeholder resources to be aligned e.g. an Inspector allocated for examination for example. The Statement of Community Involvement (SCI) may also need updating. These matters will be reported to the next meeting in September 2023.
- 5.3. The plan making budget and supplementary estimate reflect the typical global cost of plan making but at a time of rising inflation it is necessary to ensure that contingency is built in. At the same time the simplification of some aspects of the plan making system may mean that there are savings from the projected budget. This committee will be regularly update on the financial position and progress.

## **6. CONSULTATION**

- 6.1. No external consultations have been undertaken.

## **7. OPTIONS / ALTERNATIVES CONSIDERED**

- 7.1. The Council can choose not to update the Local Plan. However, this would risk not complying with national policy and regulations and may trigger sanctions.

## **8. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER**

- 8.1. As stated in recommendation (iv), the 2023/24 costs laid out in this report and detailed in Appendix 3 will need to be met from within the current revenue budget. Officers from the Planning and Finance Groups will discuss how this can be achieved and should this not be possible, an overspend will be reported to Members in due course. This action is in accordance with Part 6, section 3, paragraph 3.3.2.2 of the Council's constitution, which states that wherever possible additional cost pressures should be met from within existing budgets.
- 8.2. The impact on the Council's MTFS will also be addressed by Officers as part of the process to update the current Strategy and will be reported back to Policy & Finance Committee.

## **9. RISK ASSESSMENT CONSIDERATIONS**

- 9.1. Implementing the recommendation will minimise the risk that the Council will fail its statutory duty.

## **10. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

- 10.1. Committee is being asked to resume the update of the Local Plan which would be in accordance with national legislation, regulations and policy to ensure that there is an up-to-date development plan for decision making.

## **11. HUMAN RESOURCES IMPACT**

- 11.1. There is a need to ensure that staff are continually engaged in this process.

## **12. HEALTH & SAFETY IMPACT**

- 12.1. No additional health and safety risks have been identified in relation to the proposals.

## **13. PROPERTY & ESTATES IMPACT**

- 13.1. There are no direct implications for council estate arising from this report. However, as part of plan making, future statutory stages on preparing the Local Plan Update may contain proposals affecting Arun's land portfolio and such matters will be reported at the time should this arise.

## **14. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

- 14.1. There are no direct equalities implications arising from a decision to restart the Local Plan update. The Local Plan itself will set out positive policies to improve opportunities for all sections of the community and will be subject to sustainability and equalities appraisal ensuring that any adverse impacts of plan making are mitigated.



## **15. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

15.1. The local plan will have major environmental impacts to Arun but has the ability to ensure policies and protections are put in place to safeguard significant negative impacts. As referenced throughout the report and highlighted further within Appendix 3 lots of work is being included within this update to ensure that climate change and biodiversity is considered throughout this process. At each stage it will be important to ensure consultation and review takes place to ensure this is kept high on the agenda of this work.

## **16. CRIME AND DISORDER REDUCTION IMPACT**

16.1. There are no direct implications arising from this report. However, as part of plan making, future statutory stages on preparing the Local Plan Update may contain policies and proposals that impact on crime and the environment and such matters will be reported at the time should this arise.

## **17. HUMAN RIGHTS IMPACT**

17.1. There are no direct implications arising from this report.

## **18. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

18.1. There are no implications.

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### **CONTACT OFFICER:**

Name:	Kevin Owen
Job Title:	Planning Policy & Conservation Manager
Contact Number:	01903 787853

### **BACKGROUND DOCUMENTS:**

Background Paper 1 Full Council decision Minute 394 to Update the Arun Local Plan  
15 January 2020

<https://democracy.arun.gov.uk/ieListDocuments.aspx?CId=141&MId=771>

Background Paper 2: Planning Policy Sub-Committee Minute 35 – Local Plan Update  
- Vision and Objectives 23 February 2021

<https://democracy.arun.gov.uk/ieListDocuments.aspx?CId=182&MId=1329>

Background Paper 3 Minute 53 – Arun Local Plan Update 6 Month Review

<https://democracy.arun.gov.uk/ieListDocuments.aspx?CId=349&MId=1644>

Background Paper 4 – Minute 773 Appeal Performance & Cost 2022

<https://democracy.arun.gov.uk/documents/s14497/Appeals%202022%20Report.pdf>

Background Paper 5 - 'Arun Housing Need Review' study May 2023

<https://www.arun.gov.uk/housing-planning-policy>



## **Appendix 1 Arun Vision and Objectives**

### **Vision**

Draft Arun Planning Vision: By 2053 Arun residents will share in a sustainable, higher quality of life for all. Achieved by living in quality designed places, safe from flooding and resilient to the impacts of a changing climate, all generations will live securely in the years to come. Local people will enjoy rich heritage, diverse culture and leisure. They will achieving more sustainable, inclusive, healthier lives through access to a range of skilled and higher-paying jobs; modern learning opportunities, convenient, accessible healthcare, transport and secure local food & energy production, with proximity to open rural environments. Arun will have a greener, diverse and regenerated economy focussed in centres and accessible and sustainable locations, as we progress towards achieving net-zero carbon emissions.

### **Objectives**

#### **Economy & Infrastructure**

- Regenerating high streets and the towns of Littlehampton and Bognor Regis, the historic attraction of Arundel and the rural economy;
- Securing high quality infrastructure including high quality advanced digital;
- Supporting local business including innovation, green enterprise and start up sectors;
- Welcoming inward investment and quality new employers;
- Establishing a thriving visitor, culture and leisure sector with first-class visitor and hospitality destinations;
- Retaining and diversifying local skills, by forging new innovation and enterprise partnerships with schools, colleges and universities, including new campus facilities;
- Focussing economic investment in locations where high skilled networks can flourish;

#### **Place making and travel**

















































- Reducing the need to travel and promoting sustainable forms of transport;
- Ensuring neighbourhoods have access to all they need, easily with 20-minutes;
- Respecting distinct local character, culture, diversity and heritage.
- Ensuring people can access quality housing that they can afford which meets their needs flexibly through their lifetime;
- Ensuring that Arun's heritage and the local identity of existing settlements are protected and conserved;

- Insisting on high quality design of buildings, streets and places particularly greening and tree planting, in order to enhance the character of Arun;
- Securing development that is resilient to the adverse effects of climate change (e.g. extreme heating, cooling) and is protected from flooding;
- Requiring construction at the highest available energy efficiency standards and to be carbon neutral.

## **Environment**

- Protecting and conserving outstanding landscapes and the separate character and setting of villages, the coast, high quality farmland and areas of historic character;
- Protecting and conserving key wildlife and natural habitats through securing biodiversity net gains with new development;
- Delivering effective coastal change management to ensure that people, places and natural habitats are protected;
- Seeking opportunities to promote and allocate land for offsetting purposes to achieving combined flood alleviation, nature recovery and carbon sequestration (e.g. via native tree planting or wetland creation ) and to help to achieve water quality standards and carbon emissions' targets.

**Appendix 2: Vision and Objectives Checklist:** The following schedule shows the broadly consistent relationship of the proposed Local Plan Update Vision and Objectives with the UN Vision and objectives and the council's Corporate Vision and Objectives.

United Nations Sustainability Goals									
LP Group Heading	Greenspace & Environment	Arts, Culture & Heritage	Economy	Health & Wellbeing	Living & Housing	Getting Around	Education & Learning	Infrastructure	community
UN Sustainability Goal  Page 37	        		       	       	      		   	       	 
ADC Corporate Vision									
ADC Strategic themes	Supporting our environment to support us	Improving the wellbeing of Arun	Fulfilling Arun's economic potential	Improving the wellbeing of Arun	Delivering the right homes in the right places	Supporting our environment to support us	Fulfilling Arun's economic potential		

	Delivering the right homes in the right places  Fulfilling Arun's economic potential	Fulfilling Arun's economic potential					Delivering the right homes in the right places  Supporting our environment to support us		
ADC Strategic Objectives	<p>Maximise opportunities to improve the energy efficiency of homes in the District.</p> <p>To consider climate change, sustainability, biodiversity and the environment in everything the Council is responsible for and encourage its community and local businesses to do the same</p> <p>Protect and enhance our natural environment.</p> <p>Regularly review progress toward Arun's Carbon Neutral Strategy (2022-30) as set out in the annual Climate Action and Biodiversity Work Plan</p> <p>Make low carbon transport including walking, cycling, travel by public transport and electric vehicle easy, convenient and pleasant and a fundamental part of our placemaking</p> <p>Make best use of our natural assets to help drive the economy.</p>	<p>Champion leisure, culture and the Arts in Arun and encourage our community to embrace healthy and active lifestyles</p> <p>Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend</p>	<p>Increase opportunities for more high-quality, well-paid employment, encouraging more people to live, work, study and visit Arun.</p> <p>Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend</p> <p>Use regeneration opportunities to attract new and relocating businesses to the district.</p> <p>Make best use of our natural assets to help drive the economy.</p>	<p>Promote and support a multi-agency response to tackle the causes of health inequality in Arun's areas of greatest deprivation</p> <p>Champion leisure, culture and the Arts in Arun and encourage our community to embrace healthy and active lifestyles</p>	<p>Provide a mixed housing economy within the district for all, regardless of age or circumstances, where different types of homes are available, and people can choose to rent or buy.</p> <p>Support those in our community that need help, providing a safety net where necessary and working with people and organisations to meet different needs.</p>	<p>Make low carbon transport including walking, cycling, travel by public transport and electric vehicle easy, convenient and pleasant and a fundamental part of our placemaking</p>	<p>Support those in our community that need help, providing a safety net where necessary and working with people and organisations to meet different needs.</p> <p>Increase opportunities for more high-quality, well-paid employment, encouraging more people to live, work, study and visit Arun.</p>		<p>Work with partners to provide advice, support and activities that promote community wellbeing where it will have the greatest impact</p>

## Arun Vision for the Local Plan Update

Draft Arun Planning Vision: By 2053 Arun residents will share in a sustainable higher quality of life for all. Achieved by living in quality designed places, safe from flooding and resilient to the impacts of a changing climate, all generations will live securely in the years to come. Local people will enjoy rich heritage, diverse culture and leisure. They will achieving more sustainable, inclusive, healthier lives through access to a range of skilled and higher-paying jobs; modern learning opportunities, convenient, accessible healthcare, transport and secure local food & energy production, with proximity to open rural environments. Arun will have a greener, diverse and regenerated economy focussed in centres and accessible and sustainable locations, as we progress towards achieving net-zero carbon emissions.

UN Sustainability Goals	Greenspace & Environment	Arts, Culture & Heritage	Economy	Health & Wellbeing	Living & Housing	Getting Around	Education & Learning	Infrastructure	community
<b>Local Plan Vision &amp; UN Goals Match</b>  <div>Page 39</div>	higher quality of life for all...  quality designed places...  safe from flooding and resilient to the impacts of a changing climate...  proximity to open rural environments...  Greener diverse and	Local people will enjoy rich heritage, diverse culture and leisure...	secure local food & energy production...  greener, diverse and regenerated economy...  range of skilled and higher-paying jobs; modern learning opportunities  progress towards achieving net-zero	higher quality of life for all.  By living in quality designed places, safe from flooding and resilient to the impacts of a changing climate...  all generations will live securely in	quality designed places...  convenient, accessible healthcare, transport and secure local food & energy production... ... focussed in centres and accessible and sustainable locations...	focussed in centres and accessible and sustainable locations...  convenient, accessible healthcare, transport ...  accessible and sustainable locations	range of skilled and higher-paying jobs; modern learning opportunities...  convenient, accessible healthcare, transport and secure local food & energy production ...	modern learning opportunities...  convenient, accessible healthcare, transport and secure local food & energy production ...	all generations will live securely...  Local people will enjoy rich heritage, diverse culture and leisure...  convenient, accessible healthcare, transport and secure local food & energy production...

	regenerated economy...  progress towards achieving net-zero carbon emissions...		carbon emissions...	the years to come...  convenient, accessible healthcare ...	progress towards achieving net-zero carbon emissions...				focussed in centres and accessible and sustainable locations,
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## Appendix 3: Local Plan Update Projects Delivery Schedules

### Brief setting Out Project Requirements

This paper sets out the split of internal projects and external commissioned projects needed to support the Local Plan Update (e.g. commissioning evidence and/or Local Plan document preparation).

The internal projects to be provide or commissioned in-house are in schedule A) Local Plan spend.

The external projects will be packaged and managed by a consultancy as part of a Statement of Works Contract (SWC) is set out in the form of schedule B) Local Plan spend which will follow a 'purchaser provider' model.

Each project will be separately itemised and a separate fee cost allocated (where applicable). An Invitation to Tender (ITT) will form the basis of assessing bids to supply the external projects listed collectively in Schedule B) to be included in a SWC aggregating to the full value of the SWC i.e. circa £573,000.

However. where projects are omitted from any SWC ITT bid, these will be deducted from the scope for the SWC and may be pursued separately under council ITT procurement procedures.

At any time unless individual project work has been approved and commenced the Council will hold the right to terminate the remainder or parts of the SWC.

### Budget

The budget provision for plan making (LDF1) which includes the Local Plan and Gypsy & Traveller Local Plan and other work commitments (2023/24 financial year period 01) is as follows:-

<b>Year 2023/24</b>	<b>Budget</b>
<b>Budget</b>	<b>£293,000</b>
<b>Actual spend/Commitments*</b>	£63,963
<b>Residual budget</b>	<b>£229,083</b>
<b>Planning Policy Other Work Commitments</b>	
Gypsy & Traveller Viability work	£15,000
G&T Examination	£30,000
Secondary School	£30,000
LEGA	£50,000
Local Strategic Statement	£25,000
Conservation Areas Review	£10,000
Local Plan Engagement Strategy	£7,800
<b>Sub total</b>	<b>£167,800</b>
<b>Schedule A Local Plan Spend</b>	
Strategic Flood Risk Assessment* (Stage 1) [In Actual Commitments]	(£31,500)
High Level OAN Scenarios	£5,330
Critical Friend Review	£2,000
Sustainability Appraisal SEA/HRS Screening and scoping	£15,000
Sustainability Appraisal SEA/HRS Environmental Report 1	£15,000
Sustainability Appraisal SEA/HRS Environmental Report 2	£30,000
Sustainability Appraisal SEA/HRS Environmental Final Report and	£10,000

Adoption Statement	
<b>Sub total</b>	<b>£77,330</b>
<b>Schedule B Local Plan Spend</b>	
Statement of Works Contract	£206,150
Housing Economic Development Needs Assessment	£83,000
Climate change – Design Standards	£30,000
Placemaking (20 minute Communities)	£25,000
Retail vitality & Health Check	£15,000
Arun Transport Model (Phase 2) Scenarios/methodology	£50,000
A27 Capacity	£30,000
Arun Transport Model (Phase 3) Transport Assessment/mitigation	£50,000
Whole plan Viability Allocations and Policies (Phase 1)	£30,000
Strategic Flood Risk Assessment (Stage 2) Sequential/exceptions	£15,000
Coastal Change Management Area (Engineers £30,000)	£0
Landscape Assessment	£10,000
Infrastructure Development Plan (Phase 1)	£45,000
Water cycle Strategy	£30,000
<b>Regulation 18 Draft Local Plan and Policies Map</b>	<b>£12,500</b>
Arun Transport model (Phase 4)	£30,000
Whole plan Viability (Phase 2)	£25,000
Infrastructure Development Plan (Phase 2)	£20,000
Arun Active Travel (Phase 2)	£15,000
<b>Regulation 19 Publication Plan &amp; Policies Map</b>	<b>£10,000</b>
Regulation 19 submission and Examination	£5,000
Market Contingency(Inflation etc)	£100,000
<b>Sub total</b>	<b>£836,650</b>
<b>Residual Budget</b>	<b>£229,083</b>
<b>Planning Policy Other Work Commitments</b>	<b>£167,800</b>
<b>Schedule A Local Plan Spend</b>	<b>£77,330</b>
<b>Schedule B Local Plan Spend</b>	<b>£836,650</b>
<b>Total spend</b>	<b>£1,081,780</b>
<b>Less residual Budget</b>	<b>£852,679</b>
<b>Annual Breakdown of above</b>	
<b>Year 1 Spend 2023/24</b>	<b>£463,430</b>
<b>Year 1 Spend Less Residual budget</b>	<b>£234,347</b>
<b>Year 2 Budget Allocation in 2024/25</b>	<b>£303,000</b>
<b>Year 3 Budget Allocation in 2025/26</b>	<b>£245,500</b>
<b>Year 4 Budget Allocation in 2026/27</b>	<b>£69,850</b>

Current residual budget for plan making is £229,083. Total plan making projected spend is £1,081,780 (this include Gypsy & Traveller Local Plan). Therefore, taking onto account the residual budget, there will need to be budget provision for circa £852,679 over the plan making cycle.

Year 1 2023/24 projected spend of £463,430 less Year 1 residual budget projects a potential overspend of £234,347 which will need to be managed within existing budget, savings, efficiencies and update of the Mid Term Financial Strategy. Going forward, the remaining budget requirement of £618,350 for Years 2-4 is to be approached above, will take the same approach.

**In house Projects** (to be provided by the Planning Policy Team (including commissioning of work))

- Early evidence commissioning (Objectively Assessed Need Scenarios based on Standard Housing Methodology)
- Sustainability Appraisal SEA/HRA Commissioning
- Early stakeholder engagement on Arun Local Plan, Visioning and Objectives;
- Regulation 18 First Notice and Issues and Options consultation (i.e. Direction of Travel document)

**Year 1: 2023/24**

<b>Schedule A) Arun In-house Projects and task components.</b>			
<b>Project</b>	<b>Timescale</b>	<b>Cost/ Unit Price</b>	<b>Comment</b>

<b>Critical friend review of proposed Local Plan Update Timetable and Work programme</b>			
<b>Tasks</b>			<b>External provider</b>  Commission as part of Statement of Works Contract
Draft Brief	April		
Fee proposal	April		
Score Methodology and Gantt	May		
Inception	May		
Draft Study	June		
Methodology <ul style="list-style-type: none"> <li>• best practice and</li> <li>• PAS advice/roadmap,</li> <li>• NPF/LURB implications</li> <li>• Resource implications/requirements</li> </ul>	June		
Draft Timetable and Work programme	July		To be agreed with the commissioning team
<b>Output:</b> final timetable and Work Programme (use to inform Local Development Scheme)	July	<b>£2,000</b>	

<b>Prepare and Commission Arun Statement of Works Contract for Local Plan Update</b>			
<b>Tasks</b>			<b>Internal Purchaser</b> Planning Policy Team
Draft Invitation to Tender	May		
Issue ITT	June		
Score Methodology and Gantt	July		
Inception	Sept		
Deliverables:-	Page 43		

<ul style="list-style-type: none"> <li>• Progress management</li> <li>• Meetings (Lead Consultant)</li> <li>• 1 x Dedicated Principal Consultant FTE in office</li> <li>• Schedule B package of Evidence Studies procurement and delivery process</li> <li>• Policies review check with NPPF and LURB outcomes;</li> <li>• Consultation response analysis</li> <li>• Topic/Background Papers and Matter Statements</li> <li>• Examination hearings</li> <li>• Reg 18 Draft Local Plan and engagement officers and members</li> <li>• Reg 19 Submission Local Plan and engagement officer and members</li> </ul>	<p>Autumn 2023 Summer 2026</p> <p>Sept 2023 Aug 2024</p> <p>Summer 2025 Summer 2026</p>		
<b>Output:</b> Itemised Tasks completed leading to Local Plan Adoption	Summer 2026	<b>N/A</b>	Officer time

<b>Strategic Flood Risk Assessment (Phase 1) Update</b>			
<b>Tasks</b>			<b>Internal Planning Policy Team (Purchaser)</b>
Draft Brief	June 2022		✓
ITT Tender	July		✓
Score Methodology and Gantt	July		✓
Inception	Sept		✓
Deliverables:- <ul style="list-style-type: none"> <li>• Baseline model with EA allowances</li> <li>• Coastal</li> <li>• Rivers</li> <li>• Rainfall</li> </ul>	May 2023		To be agreed with Policy commissioning team
Output: Final Baseline Report		<b>(£31,500)</b>	Within existing actual/commitments

<b>High level Objectively Assessed Need scenarios for the Local Plan Update</b>			
<b>Tasks</b>			<b>Internal Planning Policy Team (Purchaser)</b>
Draft Brief	March 2023		✓
Fee proposal	April		✓
Methodology and Gantt <ul style="list-style-type: none"> <li>• best practice and</li> </ul>	April		✓

Standard Housing Methodology			
<ul style="list-style-type: none"> <li>PAS advice</li> <li>NPF/LURB implications</li> </ul>			
Inception	April		✓
Draft Study	May		✓
Output: high level Strategic Housing Market Assessment for Planning Policy Committee 8 June	May 2023	£5,330	✓

Call for sites			
Tasks			Internal Planning Policy Team (Purchaser)
Update Eforms with Comms team	April		✓
Call for sites Press	May		
Call for <ul style="list-style-type: none"> <li>HELAA sites</li> <li>G&amp;T sites</li> <li>Biodiversity net Gain sites</li> <li>Tourism &amp; Visitor Accommodation sites</li> <li>Custom and Self-build sites</li> </ul>	May - Sept		This work is reported annually as part of monitoring land supply. It will provide a resource base for assessment of options as part of the Local Plan scoping of alternatives for the development strategy
Methodology <ul style="list-style-type: none"> <li>Refresh HELAA decision tree - site selection criteria</li> </ul>	June-July		
<b>Output:</b> HELAA Update	Jan 2024	N/A	Officer time

SA/SEA/HRA Screening of Council's Vision and Objectives and Baseline			
Tasks			Internal Planning Policy Team (Purchaser)
Draft Brief	Complete		✓
ITT Tender evaluation/appoint	June		✓ (paused)
Inception	June		
Deliverables:- <ul style="list-style-type: none"> <li>Screening policies programmes</li> <li>Environmental/human baseline</li> <li>HRA Screening Assessment with statutory bodies</li> <li>Scoping Local Plan Vision and Objectives with</li> </ul>	July- Sept 2023		To be agreed with Policy commissioning team

statutory bodies <ul style="list-style-type: none"> <li>• Sustainability Appraisal Framework and objectives scoring</li> <li>• Refine Direction of Travel Document for Reg 18 Issues and Options</li> </ul>			
Output: Final Scoping Report	<b>Sept 2023</b>	<b>£15,000</b>	

<b>Stakeholder Engagement Vision and Objectives for the Local Plan update</b>			
<b>Tasks</b>			<b>Internal Planning Policy Team (Purchaser)</b>
Draft SA screened V&O /Draft Direction of Travel Document material	Sept		
PAS Facilitator	Sept	£3,000	
Plan Venue and send invites	Sept	£2,000	
Methodology Workshops <ul style="list-style-type: none"> <li>• DtC bodies</li> <li>• Neighbouring authorities</li> <li>• Parish &amp; Town Councils</li> <li>• Infrastructure Providers</li> <li>• Community groups</li> </ul>	Oct	£2,000	Assisted by Communications Team
Direction of Travel Document and Printing		£800	
<b>Output:</b> Final V&O Direction of Travel	Oct	<b>£7,800</b>	+Officer time

<b>Regulation 18 Issues and Options Notice (and Direction of Travel document) Consultation</b>			
<b>Task</b>			<b>Internal Planning Policy Team</b>
Direction of Travel document (V&O)	Oct 2023		
Deliverables:- <ul style="list-style-type: none"> <li>• Questionnaire</li> <li>• Press Notice/advert</li> </ul>	Oct		
Planning Policy Committee Approval	November		
Reg 18 Notice	Jan 2024 6 Weeks		
Undertake collation and analysis of responses	Feb		
<b>Output:</b> Summary Analysis and Report of Responses	March	<b>N/A</b>	Officer time

**Year 2: 2024/25**

**SA process not required until Reg 18 Draft Consultation Year 3 (2025/26)**

### Year 3: 2025/26

Sustainability Appraisal/SEA/HRA First Environmental Report			
<b>Tasks</b>			<b>Internal</b> Planning Policy Team (Purchaser)
Draft Brief			Included Phase 1
ITT Tender			Included Phase 1
Score Methodology and Gantt			Included Phase 1
• Inception			Included Phase 1
Deliverables:- • Reasonable alternatives • Justified Development Strategy • Policies review/mitigation			To develop the Draft DPD for consultation
Output: First Environmental Report	<b>Feb/March 2025</b>	<b>£15,000</b>	

Sustainability Appraisal/SEA/HRA (Second Environmental Report)			
<b>Tasks</b>			<b>Internal</b> Planning Policy Team (Purchaser)
Draft Brief			Included Phase 1
ITT Tender			Included Phase 1
Score Methodology and Gantt			Included Phase 1
• Inception			Included Phase 1
Phase 2 Start	<b>March 2025</b>		
Deliverables:- • Screening Policy changes of Regulation 19 Publication DPD s			
Draft Report	July/Aug		
Output: Second Environmental Report	<b>Oct/Nov 2025</b>	<b>£30,000</b>	

### Year 4: 2026/27

Sustainability Appraisal/SEA/HRA (Final Report and Adoption Statement)			
<b>Tasks</b>			<b>Internal</b> Planning Policy Team (Purchaser) Contract
Draft Brief			Included Phase 1
ITT Tender			Included Phase 1
Score Methodology and Gantt			Included Phase 1
• Inception			Included Phase 1
Deliverables:- • Screening Adoption Draft of Regulation 19 Publication DPD s			

Draft Report	Dec		
Planning Policy Committee recommendation to Adopt	December		
Output: Final EA Report and Adoption Statement	<b>Jan 2027</b>	<b>£10,000</b>	



## External Provider Projects

- Evidence commissioning (Quanta of housing and employment, Transport Model Policy and mitigation, deliverability and viability)
- Regulation 18 Daft drafting Policy, supporting text and for the Development Plan Document and Policies Map; and evidence commissioning
- Regulation 19 Publication and Pre submission consultation

Seeking Tender submissions which align with the proposed delivery items and timescales as task and finish outputs that should be individually priced. ITT will be on the basis that the SWC is a call off order against which task components may be charged to up to the value of each output delivered. Work will not proceed on any individual task component before prior agreement in writing with the commissioning authority according to the following project schedule.

**Section:** Employing Authority and Terms & Conditions to be attached during procurement.

**Year 1: 2023/24**

Schedule B) Arun External Commissioned Projects and task components.			
Project	Timescale	Cost/ Unit Price	Comment

Arun Statement of Works Contract for Local Plan Update 2023			
Tasks			<b>External provider</b> Commission as part of Statement of Works Contract
Deliverables:-			
<ul style="list-style-type: none"> <li>• Lead consultant (Part time)</li> <li>• Project Management of Schedule B Studies ITT procurement</li> <li>• Assist in consultation response analysis</li> <li>• Progress meetings</li> <li>• Budget spend monitor</li> <li>• 1 x Dedicated Principal Consultant FTE in office</li> </ul>	Sep/Oct – 2023 March 24	£15,300	Contract to set out deliverables for initial 6 months. Based on market daily rate (3 days per month Lead and initially 3 day/week Principal)
		£36,000	Offset by Vacant PPO salary saving
Sub total 2023/24		<b>£15,300</b>	
Deliverables			
<ul style="list-style-type: none"> <li>• Lead consultant (Part time)</li> <li>• Project Management of Schedule B package of Evidence Studies</li> <li>• Assist in consultation response analysis</li> <li>• Progress meetings</li> <li>• Budget spend monitor</li> <li>• 1 x Dedicated Principal</li> </ul>	April 2024 March 2025	£25,500	Assumes 10 months (i.e. less 6 -7 weeks holidays etc) and 5 days/week PPO
		£100,000	Part offset by Vacant PPO salary saving circa



<ul style="list-style-type: none"> <li>Strategic housing Market Update</li> <li>Functional economic Market Area employment forecasts and Travel to Work</li> <li>Affordable housing target and tenure split (e.g. first Homes); and Special needs (elderly, students, disability, private rented*)</li> </ul>		£10,000	
		£38,000	
		£10,000	
Draft Study	April 2024		
<b>Output:</b> Final HEDNA Report	<b>June 2024</b>	<b>£83,000</b>	

Climate Change – Design Standards			
Tasks			External provider
			Commission as part of Statement of Works Contract
Draft Brief	<b>Sept 2023</b>		✓
ITT Tender	Oct		
Score Methodology and Gantt	Nov		
Inception	Nov		
Deliverables:- <ul style="list-style-type: none"> <li>Carbon Neutral Target</li> <li>Carbon policies</li> <li>Energy efficiency</li> <li>Renewables</li> <li>Climate change resilience</li> </ul>	Nov-June		
Draft Study	April 2024		
<b>Output:</b> Final HEDNA Report	<b>June 2024</b>	<b>£30,000</b>	

Placemaking (20-minute communities) Urban Capacity			
Tasks			External provider
			Commission as part of Statement of Works Contract
Draft Brief	<b>Sept 2023</b>		
ITT Tender	Oct		
Score Methodology and Gantt	Nov		
Inception	Nov		
Deliverables <ul style="list-style-type: none"> <li>Spatial strategy</li> <li>Density and accessibility</li> </ul>	Nov-June		
Draft Study	April 2024		
<b>Output:</b> Final Study	<b>June 2024</b>	<b>£25,000</b>	

Tasks			External provider
			Commission as part of Statement of Works Contract
Draft Brief	<b>Sept 2023</b>		
ITT Tender	Oct		
Score Methodology and Gantt	Nov		
Inception	Nov		
Deliverables <ul style="list-style-type: none"> <li>Town, Local Centre high street Vitality and Health check</li> </ul>	Nov-June		
Draft Study	April 2024		
<b>Output:</b> Final Study	<b>June 2024</b>	<b>£15,000</b>	

**Arun Transport Model Phase 2 -Transport Assessment - Scenario ATS model runs: baseline uncertainty log, local plan forecast am/pm peak methodology**

Tasks			External provider
			Phase 1 A259 District Model Completed.  Commission Phase 2 as part of Statement of Works Contract
Draft Brief	<b>Sept 2023</b>		
ITT Tender	Oct		
Score Methodology and Gantt	Nov		
Inception	Nov		
Deliverables:- <ul style="list-style-type: none"> <li>Uncertainty Log</li> <li>Local Plan transport Scenarios</li> <li>Am/pm peak</li> </ul>			
Draft Study	April 2024		
<b>Output:</b> Final Phase 2 Transport Report	<b>June 2024</b>	<b>£50,000</b>	

**Arun A27 Capacity**

Tasks			External provider
			Commission as part of Statement of Works Contract
Draft Brief	<b>Sep 2023</b>		
ITT Tender	Nov		
Score Methodology and Gantt	Dec		
Inception	Dec		
Deliverables:- <ul style="list-style-type: none"> <li>A27 Capacity Constraints</li> </ul>			

<ul style="list-style-type: none"> <li>• Mitigation</li> <li>• Funding options</li> </ul>			
Draft Study	April 2024		
<b>Output:</b> Final Report	<b>June 2024</b>	<b>£30,000</b>	

Arun Transport Model Phase 3 -Transport Assessment – scenarios/mitigation			
Tasks			<b>External provider</b>  Commission as part of Statement of Works Contract
Draft Brief	<b>May 2024</b>		Agree with Policy Team
ITT Tender	May		
Score Methodology and Gantt	June		Agree with Policy Team
Inception	June		
Deliverables			
<ul style="list-style-type: none"> <li>Local Plan forecast scenarios</li> <li>Am/pm peak</li> <li>Uncertainty log</li> </ul>			
<b>Output:</b> Interim Study	<b>Feb 2025</b>	<b>£50,000</b>	

Whole Plan, Allocations, and Policies Viability Study			
Tasks			<b>External provider</b>  Commission as part of Statement of Works Contract
Draft Brief	<b>May 2024</b>		Agree with Policy Team
ITT Tender	May		
Score Methodology and Gantt	June		Agree with Policy Team
Inception	June		
Deliverables:-			
<ul style="list-style-type: none"> <li>Strategic allocation viability</li> <li>Policy mitigation viability</li> <li>Whole plan development viability</li> </ul>			
Draft Study	Jan 2025		
<b>Output:</b> Phase 1 Viability Study	<b>Feb 2025</b>	<b>£30,000</b>	(Part of £50,000)

Strategic Flood Risk Assessment (Phase 2) Sequential and Exceptions Tests			
Tasks			<b>External provider</b>  Commission as part of Statement of Works Contract
Draft Brief	<b>May 2024</b>		Agree with Policy Team
ITT Tender	May		
Score Methodology and Gantt	June		Agree with Policy Team
Inception	June		
Deliverables:-			
<ul style="list-style-type: none"> <li>Level 1 Flood risk assessment of sites</li> <li>Sequential and exceptions</li> </ul>			

test			
• Climate change risk			
Draft Study	Jan 2025		
<b>Output:</b> Final Phase 2 Transport Report	<b>Feb 2025</b>	<b>£15,000</b>	

Coastal Change Management Area (CCMA)			
<b>Tasks</b>			<b>External provider</b>
			Commission as part of Statement of Works Contract
Draft Brief	<b>May 2024</b>		Agree with Policy Team & Engineers
ITT Tender	May		
Score Methodology and Gantt	June		Agree with Policy Team & Engineers
Inception	June		
Deliverables:-			
• Coastal Change Map areas at risk of flooding e.g. Pagham			
• Permitted Development Regime for affected area			
Draft Study	Jan 2025		
<b>Output:</b> Final Phase 2 Transport Report	<b>Feb 2025</b>	N/A	(Engineers £30,000 Budget)

Landscape Assessment			
<b>Tasks</b>			<b>External provider</b>
			Commission as part of Statement of Works Contract
Draft Brief	<b>May 2024</b>		Agree with Policy Team
ITT Tender	May		
Score Methodology and Gantt	June		Agree with Policy Team
Inception	June		
Deliverables:-			
• Landscape character Assessment update			
• Mitigation			
Draft Study	March 2025		
<b>Output:</b> Final Phase 2 Transport Report	<b>April 2025</b>	<b>£10,000</b>	

Infrastructure Development Plan (Phase 1)			
<b>Tasks</b>	Page 55		<b>External provider</b>

			Commission as part of Statement of Works Contract
Draft Brief	<b>May 2024</b>		Agree with Policy Team
ITT Tender	May		
Score Methodology and Gantt	June		Agree with Policy Team
Inception	June		
Deliverables:- <ul style="list-style-type: none"> <li>Community Facilities (Leisure, Sport, &amp; Health, Education)</li> <li>Green Infrastructure</li> <li>Infrastructure Development Plan refresh</li> </ul>	£15,000 £10,000 £20,000		
Draft Study	Jan 2025		
<b>Output:</b> Final Phase 2 Transport Report	<b>Feb 2025</b>	<b>£45,000</b>	(IDP refresh £20k)

<b>Water Cycle Strategy (including WwTW Headroom Capacity)</b>			
<b>Tasks</b>			<b>External provider</b>
			Commission as part of Statement of Works Contract
Draft Brief	<b>May 2024</b>		Agree with Policy Team
ITT Tender	May		
Score Methodology and Gantt	June		Agree with Policy Team
Inception	June		
Deliverables:- <ul style="list-style-type: none"> <li>Water efficiency targets</li> <li>WwTW Infrastructure capacity and headroom</li> <li>Mitigation costs</li> </ul>			
Draft Study	Jan 2025		
<b>Output:</b> Final Phase 2 Transport Report	<b>Feb 2025</b>	<b>£30,000</b>	

<b>Regulation 18 Public Consultation Draft Local Plan (Development Plan Document)</b>			
<b>Tasks</b>			<b>External provider</b>
			Commission as part of Statement of Works Contract
Methodology Statement	<b>May 2024</b>		Agree with Policy Team.
			Use Reg 18 Issues & Options/direction of Travel consultation responses to shape development options
Officer Review	May		



Development Strategy Options	June		SA/SEA/HRA Alternatives/Options: this would require testing objectives against the SA framework, input into defining and refining reasonable alternatives; appraising the alternatives and the production of a final report outlining this ready for public consultation alongside a Regulation 18 Draft Local Plan update document
<ul style="list-style-type: none"> <li>Officer review</li> <li>Member workshops</li> </ul>			
Preferred strategy/Options	July		SA/SEA/HRA
Draft Reg 18 DPD	Sept		
<ul style="list-style-type: none"> <li>Strategic Policies</li> <li>DM Policies</li> <li>Policies Map</li> </ul>			
Officer Review	Oct		
Member Workshop	Oct		
Refine Policies	Nov		
Draft Local Plan DPD formatted to ADC Objective Consultation Software	Jan 2025		
Evidence Base 1 & 2 tranche Input reporting	Jan/Feb		
Sustainability Appraisal /SEA/HRA refine policies	Feb/March		
Amend Reg 18 Draft Plan	March		
Report to PPC	April 2025		
Objective Live consultation event	May		
Summary and Analysis of Results	July		Officers and consultancy support
Deliverables:- <ul style="list-style-type: none"> <li>Draft Local Plan</li> <li>Strategic and Local policies</li> <li>Policies Map</li> <li>Notices</li> <li>Analysis and summary of representations</li> <li>Schedule of Minor and Major Mods</li> </ul>			
<b>Output:</b> Final Reg 18 DPD	<b>April 2025</b>	<b>£12,500</b>	25 extra days daily rate at Consultancy PPO + SWC

Arun Transport Model (Phase 4) -Transport Assessment – amended mitigation			
Tasks			External provider
			Commission as part of Statement of Works Contract
Draft Brief	<b>March 2025</b>		N/A if included Phase 2
ITT Tender	March		N/A if included Phase 2
Score Methodology and Gantt	April		N/A if included Phase 2
Inception	April		N/A if included Phase 2
Deliverables:- <ul style="list-style-type: none"> <li>Assessment of amended mitigation measures</li> <li>Mitigation costs</li> </ul>			
Draft Study	July/Aug		
<b>Output:</b> Final Study	<b>Sept 2025</b>	<b>£30,000</b>	

Whole Plan, Allocations, and Policies Viability Study (Phase 2)			
Tasks			External provider
			Commission as part of Statement of Works Contract
Draft Brief	<b>March 2025</b>		N/A if included Phase 1
ITT Tender	March		N/A if included Phase 1
Score Methodology and Gantt	April		N/A if included Phase 1
Inception	April		N/A if included Phase 1
Deliverables:- <ul style="list-style-type: none"> <li>Amended Reg 19 mitigation infrastructure</li> <li>Amended costs</li> <li>Development Viability</li> </ul>			
Draft Phase 2 Study	July/Aug		
<b>Output:</b> Phase 2 Viability Study	<b>Sept 2025</b>	<b>£25,000</b>	(Part of £50k)

Infrastructure Development Plan (Phase 2)			
Tasks			External provider
			Commission as part of Statement of Works Contract
Draft Brief	<b>March 2025</b>		N/A if included Phase 1
ITT Tender	March		N/A if included Phase 1
Score Methodology and Gantt	April		N/A if included Phase 1
Inception	April		N/A if included Phase 1
Phase 2 start	<b>March 2025</b>		
Deliverables:- <ul style="list-style-type: none"> <li>Amended reg 19 Infrastructure Mitigations</li> </ul>			
Draft Study Phase 2	July/Aug		

<b>Output:</b> Final Phase 2 Transport Report	<b>Sept 2025</b>	<b>£20,000</b>	(Part of £40k)

<b>Arun Active Travel (Phase 2) Study</b>			
Tasks	<b>March 2025</b>		<b>External provider</b>  Commission as part of Statement of Works Contract
Draft Brief	<b>March 2025</b>		Agree with Policy Team
ITT Tender	March		
Score Methodology and Gantt	April		Agree with Policy Team
Inception	April		
Deliverables:- <ul style="list-style-type: none"> <li>Additional Active Travel Schemes serving new development</li> </ul>			
Draft Study	July/Aug		
<b>Output:</b> Final Study	<b>Sep 2025</b>	<b>£15,000</b>	

#### Year 4: 2026/27

<b>Regulation 19 Publication Plan (DtC, Legal, Soundness) Consultation</b>			
Tasks			<b>External provider</b>  Commission as part of Statement of Works Contract
Methodology Statement	<b>Aug 2025</b>		Agree with Policy Team.  Use Reg 18 Draft Local Plan Consultation Response
Officer Review	Aug		
Draft policy amendments including Policies Map and illustrated changes  <ul style="list-style-type: none"> <li>Officer review</li> <li>Member workshops</li> </ul>	Sept		
Refine polices and Policies Map	Sept		
Evidence base 3 tranche input reporting	Sept		
Sustainability Appraisal /SEA/HRA amended policies	Oct-Nov		
Draft Reg 19 Publication Plan and Policies Map changes in ADC Objective platform	Dec		
Planning Policy Committee	Jan 2026		
Full Council	Jan/Feb		

Government Model Questions Profoma for soundness	Feb		
Live Objective consultation event	Feb		
Summary and Analysis of Soundness Representatives Results	Apr - May		
Deliverables:- <ul style="list-style-type: none"> <li>• Regulation 19 Notice</li> <li>• Publication Local Plan</li> <li>• Amended Policies Map</li> <li>• Map showing amendments</li> <li>• Analysis and summary of soundness representations</li> </ul>			
Draft Publication Plan			
<b>Output:</b> Final Reg 19 Publication Plan	<b>Jan 2026</b>	<b>£10,000</b>	20 extra days daily rate at Consultancy PPO + SWC

<b>Regulation 19 Submission and Examination support and Further Main Mods</b>			
<b>Tasks</b>			<b>External provider</b>
			Commission as part of Statement of Works Contract
Methodology Statement	<b>June 2025</b>		Agree with Policy Team.  Use Reg 18 Draft Local Plan Consultation Response
Officer review	June		
Appoint Programme Officer	June		Lead consultant, PPO consultant
Secure book Examination Venue	June		Lead consultant, PPO consultant
Examination Web site	July		Lead consultant, PPO consultant
Submission documents and Evidence Library	Aug		Lead consultant, PPO consultant and Policy Team
Submission Notice	Aug		Lead consultant, PPO consultant
Letter Inviting Main Mods	Aug/Sept		Policy Team
Draft Background Paper and Matter Statements	Sept		After Inspector issue Matters and Issues Statement  Lead consultant, PPO consultant and Policy Team
Evidence at Examination	Oct		Lead consultant, PPO consultant and Policy Team

Main and Minor Mods Schedule	TBC		Lead consultant, PPO consultant and Policy Team
Main Mods and Minor Mods Schedule consultation and Notices	TBC		Lead consultant, PPO consultant and Policy Team
MM ands MM responses analysis and summary	TBC		Lead consultant, PPO consultant and Policy Team
Deliverables:- <ul style="list-style-type: none"> <li>• Background Papers</li> <li>• Matter Statements</li> <li>• Evidence at Examination</li> <li>• Following Inspector's Report - further Main Mods representations analysis and summary</li> </ul>			Lead consultant, PPO consultant and Policy Team
Draft DPD			
Sustainability Appraisal /SEA/HRA Final report and Adoption statement	TBC		In schedule A
<b>Output:</b> Final Adoption Local Plan		<b>£5,000</b>	10 extra days daily rate at Consultancy PPO + SWC

**Terms and conditions to be attached during procurement.**

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<b>REPORT TO:</b>	<b>Planning Policy Committee, 8 June 2023</b>
<b>SUBJECT:</b>	<b>A27 Ford Road Scheme</b>
<b>LEAD OFFICER:</b>	<b>Kevin Owen, Planning Policy &amp; Conservation Manager</b>
<b>LEAD MEMBER:</b>	Chair of Planning Policy Committee
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b> The recommendations supports:- <ul style="list-style-type: none"> <li>• Improve the Wellbeing of Arun;</li> <li>• Delivering the right homes in the right places;</li> <li>• Supporting our environment to support us;</li> <li>• Fulfilling Arun's economic potential.</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b> Supporting the delivery of infrastructure helping to promote active healthy lifestyles, housing and other needs while enhancing the quality of heritage and the natural and built environments and promoting economic growth, in a sustainable manner.	
<b>FINANCIAL SUMMARY:</b> There are currently no financial implications as this completed technical design scheme document produced by West Sussex County Council as Highway Authority on behalf of National Highways.	

## 1. PURPOSE OF REPORT

- 1.1. This report updates provides an update on the A27 Ford Road Junction Feasibility Study prepared by West Sussex County Council. The purpose of the study was to provide evidence to inform future discussions on the design of A27 Arundel Bypass, future Local Plan reviews and funding applications. The study was commissioned following requests from stakeholders.
- 1.2. The A27 Ford Road Junction Feasibility Study is proposed to form part of the evidence base for plan making purposes.

## 2. RECOMMENDATIONS

- 2.1. Planning Policy Committee resolves: -

That the A27 Ford Road Junction Feasibility Scheme be noted and added to the council's evidence web pages.

### **3. EXECUTIVE SUMMARY**

- 3.1. Consultant WSP were commissioned by West Sussex County Council (WSCC) to assess the potential to incorporate a new junction between Ford Road and the proposed A27 Arundel Bypass led by National Highways.
- 3.2. The preferred route for the A27 Arundel bypass which runs east west - intersects Ford Road (near Tortington) which runs north south and connects the A27 to the A259 at Climping. The current design proposes that the bypass will be built on a raised viaduct that will pass over Ford Road. However, WSCC consider it appropriate to assess the feasibility of a future junction connection (which would be a material change to the design), before the scheme advances to planning permission and statutory authority stages when it would be too late to accommodate a change.
- 3.3. The Ford Road Junction Feasibility Study has now been published by WSP/WSCC explaining the transport assessment methodology and economic case for the proposed junction.

### **4. DETAIL**

- 4.1. The Ford Road Junction Feasibility Study (Background Paper 1) sets out:-
  - The modelling approach;
  - Scenarios Appraisal;
  - Modelling Outputs;
  - Scheme economic benefits.
- 4.2. The methodology adopted a version of the A27 Bypass SATURN model approved by National Highways but with more recent development validation for Arun District. The output forecast scenarios for 'do something' (with a junction) and 'do nothing' (without a junction) included the am and pm peak with a base year of 2015 looking to 2026 (opening year), 2041 and 2051.
- 4.3. Figure 1-1 (Background Paper 1) shows the feasibility stage, layout of the proposed Ford Road / A27 bypass junction. This has been selected for assessment because it is the option that is considered most likely to be viable.
- 4.4. The scheme accommodates access from the proposed A27 Arundel Bypass east and west-bound carriageways onto Ford Road but with restrictive reservations only providing access to travel south.
- 4.5. Whereas access from Ford Road onto the A27 Bypass slips eastbound and westbound is only available to traffic travelling northbound on Ford Road turning left onto the bypass
- 4.6. The economic assessment shows that the scheme produces a Build Cost Ratio (BCR) of 5.67. This represents very high value for money. Although, some caution should be applied because of unexpectedly the high level of external traffic modelled in the scheme (up to 50%). This may overstate the benefits in this assessment.



- 4.7. The reasons for high external traffic component could be because the transport model may not fully reflect delays in the close vicinity of the scheme which would make it less attractive. Excluding this component is expected to substantially reduce the economic benefit from the scheme. Therefore, a further sensitivity assessment is needed to quantify this impact.

### **Further Work**

- 4.8. It is suggested that the next stage to tackle the limitations with the A27 Arundel Bypass model would be to commission further work to increase the resolution of the model in the area south of the Arundel Bypass for future assessment.
- 4.9. However, WSCC have also provided an A27 Arundel Bypass / Ford Rd Junction Feasibility Study Stakeholder Briefing Note May 2023 (Appendix 1). This sets out further analysis and data components forming part of the study and provides information on design options, environmental constraints, land take and scheme costs and benefits, including discussions with National Highways. In particular, this considers the feasibility of the potential design options:-
- Option 1: Full Grade Separated Junction
  - Option 2: Compact Grade Separated Junction
  - Option 3: Compact Grade Separated Junction (Minimum Horizontal Values)
- 4.10. This concluded that none of the above design options is feasible or viable because of safety, environmental and engineering constraints. The findings from this feasibility study and technical work by National Highways were presented at a roundtable meeting with Elected Representatives on 20 February 2023.

## **5. CONCLUSION**

- 5.1. The Ford Road Junction Feasibility Study shows that there is considerable merit in considering the feasibility of a junction connection onto Ford Road from the A27 Arundel Bypass. The business case demonstrates value for money based largely on transport user benefits although this is based on the assumptions about scheme cost and planned development, with a high likelihood that this would reduce at later stages of the project due to increases in cost to benefits. The economic benefits would need to be further sensitivity tested.
- 5.2. However, the further work discussed above suggests that there are insurmountable cost and engineering constraints such that none of the junction design options being considered will be taken forward.
- 5.3. When the full impacts of the A27 Arundel Bypass on the local highway network and communities is set out in a Transport Assessment and Environmental Statement, there may be scope to look at other potential solutions in the affected areas.

## **6. OPTIONS/ALTERNATIVES CONSIDERED**

- 6.1. The council can choose not to note the report. However, this would risk that relevant evidence material to plan making and decision making is omitted and increase the risk of subsequent objection and appeal.

## **7. CONSULTATION**

- 7.1. The findings from this feasibility study and technical work by National Highways were presented at a roundtable meeting with Elected Representatives on 20 February 2023.

## **8. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER**

- 8.1. There are no immediate implications arising from the outcomes of the A27 Ford Road Junction Feasibility Study and accompanying WSCC Briefing Note.

## **9. RISK ASSESSMENT CONSIDERATIONS**

- 9.1. There are no risk assessment considerations with this document.

## **10. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

- 10.1. This report is for noting and there are no Governance or legal implications.

## **11. HUMAN RESOURCES IMPACT**

- 11.1. There are no implications arising for Human Resources.

## **12. HEALTH & SAFETY IMPACT**

- 12.1. There are no direct implications for Health & Safety.

## **13. PROPERTY & ESTATES IMPACT**

- 13.1. There are no direct implications for Council property.

## **14. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

- 14.1. There are no direct adverse implications for Equalities/Social Value.

## **15. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

- 15.1. There are no direct adverse implications for Climate Change however, in future, junction solutions associated with the A27 Arundel Bypass may make significant contributions either towards mitigation or increased adverse effects of climate change and will need careful consideration, especially in areas such as air quality, pollution and emissions production from transportation. It should be noted that this is only in reference to this junction and not the entire A27 bypass rework.

## **16. CRIME AND DISORDER REDUCTION IMPACT**

16.1. There are no direct adverse implications for Crime and Disorder.

## **17. HUMAN RIGHTS IMPACT**

17.1. There are no direct adverse implications for Human Rights.

## **18. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

18.1. There are no implications for FOI/Data Protection.

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### **CONTACT OFFICER:-**

Name:	Kevin Owen
Job Title:	Planning Policy & Conservation Manager
Contact Number:	01903 737853

### **BACKGROUND DOCUMENTS:**

[Background Paper 1: The Ford Road Junction Feasibility Study Transport Modelling and Economic Report March 2023](#)

# **Appendix 1: A27 Arundel Bypass / Ford Rd Junction Feasibility Study Stakeholder Briefing Note May 2023**

## **Introduction**

1. West Sussex County Council (WSCC) and Arun District Council (ADC) have recently completed a study to assess the feasibility of a junction between the A27 Arundel Bypass and Ford Road. The purpose of the study was to provide evidence to inform future discussions on the design of A27 Arundel Bypass, future Local Plan reviews and funding applications. The study was commissioned following requests from stakeholders, notably including elected representatives.
2. This briefing note presents the key findings from the study.

## **Environmental Constraints**

3. As part of the feasibility study, a series of environmental features have been identified. There are a range of environmental features in the area of the proposed Ford Road junction, some of which will act as constraints. For any scheme to come forward, its impacts on the environment would need to be fully assessed and taken into account in the design and all relevant statutory processes.
4. Key environmental features to be aware of are:
  - a) There are Habitats of Principal Importance (HPI) of note to arboriculture, specifically deciduous woodland and traditional orchard that are likely to be inhabited by protected species (it is known from other studies that bats have been observed in the study area).
  - b) There is at least one veteran tree.
  - c) The River Arun is located to the east of the study area.
  - d) The majority of the study area is located in Flood Zone 1. Flood Zones 2 and 3 are located in the far east (associated with the River Arun) and west of the study area.
  - e) There are a number of unnamed ordinary water courses within the study area.
  - f) The study area comprises arable and horticultural land, improved grassland suburban areas and broadleaved mixed and yew woodland areas.
  - g) There are two designated assets within the study area: the Tortington priory scheduled monument and the Grade II\* listed Tortington Priory Barn, both of very high heritage significance.
  - h) There is a moderate to high potential for archaeological remains given the proximity to the Tortington Priory scheduled monument.
  - i) Four Public Rights of Way (PRoW) pass through the study area, with one passing directly through the proposed scheme.
  - j) The study area contains the residential settlement of Tortington, individual properties, commercial buildings/small businesses and farms. Residential properties are predominantly noted to the south in Tortington.

## Options

5. Three design options were initially developed; the main constraint considered for all three options in terms of highway geometry was the location of the proposed expansion joint on the viaduct. Each option included features at the junctions between Ford Road and the slip roads that would restrict use of the junction to traffic travelling to/from the south of the proposed junction. This was to minimise the potential impact on Ford Road in Arundel which is physically constrained. The three options were:
  - Option 1: Full Grade Separated Junction (Dwg: 70094749-WSP-GEN-WHL-DR-CH-301001)
  - Option 2: Compact Grade Separated Junction (Dwg: 70094749-WSP-GEN-WHL-DR-CH-301002)
  - Option 3: Compact Grade Separated Junction (Minimum Horizontal Values) (Dwg: 70094749-WSP-GEN-WHL-DR-CH-301003)
6. An initial sift was conducted to narrow down the options for the purpose of further assessment. This sift concluded that Option 2 would be the most likely to be feasible taking account of the likely usage, environmental constraints and compatibility with the A27 Arundel Bypass scheme.
7. Option 1 was discounted from further assessment because it is fundamentally incompatible with the Tortington Lane Overbridge structure proposed as part of the A27 Arundel Bypass scheme.
8. Option 3 was discounted from further assessment because it would not be suitable for the level of traffic seeking to access/egress the A27 and would be likely to result in highway safety issues.

## Traffic Impacts

9. Option 2 was assessed using the A27 Arundel PCF Stage 2 traffic model developed by National Highways and used to support the identification of a preferred route for the A27 Arundel Bypass scheme. This is a fixed demand highway model that is capable of assessing changes in traffic routing in the AM, Inter Peak (IP) and PM peak periods. This was the most up-to-date model available for use at the time of the assessment. The impacts of a Ford Road junction were assessed by comparing a 'Do Minimum' scenario that includes committed highway schemes (including A27 Arundel Bypass) against a 'Do Something' scenario that includes committed highway schemes plus a Ford Road junction.
10. The area that is shown to benefit most from a Ford Road junction is Littlehampton (particularly A259 and A284) and to a lesser extent Yapton Lane. These areas would see a reduction in traffic as users alter their routes to minimise journey times.
11. The assessment also demonstrates that a Ford Road junction would increase the amount of traffic that uses Ford Road south of the proposed junction as all traffic that uses the junction is expected to travel to/from the south.

12. The biggest differences in traffic flows appear in the PM peak when it appears the junction would be most beneficial. In 2026, the modelled usage is 624 vehicles in the AM peak hour compared to 929 vehicles in the PM peak hour.
13. A significant proportion of trips using the junction start/end in the Bognor Regis area as using the junction would provide a faster alternative than travelling to Crossbush via A284.
14. Traffic travelling to/from the east are the greatest users of the junction (usage in the hundreds during peak hours). The model for 2026 indicates that the combined usage of the westbound off-slip and eastbound on-slip is 9,444 Annual Average Daily Traffic (AADT) compared to a combined usage of the westbound on-slip and eastbound off-slip of 1,396 AADT.
15. Traffic travelling from the west is significantly higher in the PM peak than at other times when other routes (e.g. via A259) are shown to be faster. In 2026, the modelled usage of the eastbound off-slip is 177 vehicles in the PM peak hour and 40 vehicles in the AM peak hour.

### **Key Design Issues**

16. The proposed scheme would require third party land outside the current boundary of the A27 Arundel Bypass scheme. In order for the proposed scheme to come forward, this land would need to be acquired, ideally through negotiation but if not, this may require use of compulsory land acquisition powers. No investigations have taken place into land ownership as part of the feasibility study so if the scheme proceeds, sufficient time and resource should be allowed in the project plan for land acquisition.
17. Compliance with relevant design standards was considered as part of the feasibility study. Design standards are used to ensure the Strategic Road Network performs safely and applies a consistent approach to design. Following completion of the traffic modelling, National Highways expressed concern about the suitability of the proposed design due to the forecast traffic flows on the A27 main line and the slip roads. This is because the design criteria in the Design Manual for Roads and Bridges (DMRB) (CD122) states that compact grade separated junctions should not be used on dual and single carriageway roads when mainline flows are above 30,000 AADT. The traffic model indicates that the mainline flow on this section of A27 Arundel Bypass is expected to be above this level.
18. It may be possible to make a junction acceptable in design and safety terms, subject to a justification and safety risk assessment and support from National Highways. However, as part of the feasibility study National Highways SES Safer Roads Team indicated that they would not support a compact grade separated junction design.

### **Economic Appraisal**

19. An initial economic appraisal was undertaken using information from the base year (2015), design year (2041), future year (2051) forecasts from the traffic model.

20. The economic appraisal used planning assumptions provided by ADC in late 2021 which takes account of recently permitted developments in the Yapton, Ford and Clymping area. The planning assumptions for this study assume a significantly higher level of development in the area than assumed by National Highways. The main reasons for the differences are the timing of the assessments (planning permissions have been granted since the National Highways assessment) and the method for applying DfT growth forecasts. For the purpose of this study, a higher level of future growth was assumed in the area because this more closely aligns with the adopted Arun Local Plan.
21. The initial cost estimate for the scheme used in the economic appraisal is £10.3m. However, it should be noted that this is an initial feasibility stage cost estimate which is based on desktop information only and would be likely to increase once further detailed investigations are undertaken. National Highways have indicated based on their site investigations that ground conditions in this location would require significant strengthening/stabilisation works that have not been included in the initial cost estimate.
22. The initial Benefit Cost Ratio is 5.67 which represents very high value for money. However, it should be noted that if the cost of the scheme increased, this would be likely to reduce the BCR and could even negate the benefits unless additional benefits can be identified.

## **Conclusions**

23. A business case that demonstrates that a Ford Road junction could provide value for money based largely on transport user benefits does appear to be possible. This is based on the assumptions about scheme cost and planned development that have been used as part of the economic appraisal. There is a high likelihood that this would reduce at later stages of the project due to increases in cost that are unlikely to be matched by commensurate increases in the scheme benefits.
24. Fundamental concerns with the proposed compact grade separated junction (Option 2) design have been identified through the feasibility study because the proposed design does not comply with aspects of the Design Manual for Roads and Bridges (CD122). Discussions took place between WSCC, National Highways and the designer to explore whether there are potentially ways to change the design to make the design acceptable. However, it has been concluded that based on the information available about likely traffic flow on A27 Arundel Bypass, a compact grade separated junction in this location is not feasible.
25. Following the discussions with National Highways, consideration was given to revisiting Option 1 (full grade separated junction) as part of the feasibility study. However, this would conflict with the Tortington Lane overbridge that is proposed as part of the A27 Arundel Bypass. This structure is needed to maintain access to local properties and provide habitat connectivity in an area of activity for protected species, notably bats. It is not considered feasible to remove the Tortington Lane Overbridge from the A27 Arundel Bypass design as this is critical to mitigating the impacts of the Bypass on

bats. Initial investigations indicate that it would be prohibitively costly (£50-80m) to build a Tortington Lane Overbridge that is large enough to span a full grade separated junction. For these reasons, Option 1 is not feasible.

26. As it has been concluded that the options identified are not feasible, none of the options are expected to be taken forward.
27. The findings from this feasibility study and technical work by National Highways were presented at a roundtable meeting with Elected Representatives on 20 February 2023.
28. The impacts of the A27 Arundel Bypass on the local highway network and communities are expected to be set out in a Transport Assessment and Environmental Statement. This information is expected to show how the Bypass is forecast to affect the distribution and volume of traffic in the future. This information should be reviewed to explore whether there are other potential ways to mitigate the impacts of the Bypass on the local highway network and affected communities in the absence of a junction with Ford Road.

West Sussex County Council  
Arun District Council



<b>REPORT TO:</b>	<b>Planning Policy Committee, 8 June 2023</b>
<b>SUBJECT:</b>	<b>Community Infrastructure Levy Light Touch Update</b>
<b>LEAD OFFICER:</b>	<b>Kevin Owen, Planning Policy &amp; Conservation Manager</b>
<b>LEAD MEMBER:</b>	Chair of Planning Policy Committee
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b> The recommendations supports:- <ul style="list-style-type: none"> <li>• Improve the Wellbeing of Arun;</li> <li>• Delivering the right homes in the right places;</li> <li>• Supporting our environment to support us;</li> <li>• Fulfilling Arun's economic potential.</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b> The Community Infrastructure Levy receipts and priority spend within the council's Infrastructure Investment Plan (IIP) will help to deliver infrastructure through working together with agencies and partners investing in delivering facilities. This will promote active healthy lifestyles, including leisure, arts and culture and deliver housing and other needs while enhancing the quality of heritage and the natural and built environments and promoting economic growth, in a sustainable manner.	
<b>FINANCIAL SUMMARY:</b> There are no direct financial implications arising from this Infrastructure Investment Plan light touch update. However, there may be implications for allocation of CIL funding priorities.	

## 1. PURPOSE OF REPORT

This report is a light touch update to the councils Infrastructure Investment Plan 2022-2024 (IIP 2022/24). The IIP 2022/24 sets out the council's Community Infrastructure Levy funding priorities over 3 years and a light touch update consultation was undertaken in March 2023 to identify any emergent matters that may require amendment to the IIP 2022/24. A full IIP update is schedule for 2024.

## 2. RECOMMENDATIONS

### 2.1. Planning Policy Committee resolves:-

That the Infrastructure Investment Plan (IIP) be updated with any new information received for existing projects and new projects that providers would like to be considered following the light touch update consultation;

### **3. EXECUTIVE SUMMARY**

- 3.1. Arun District Council became a Community Infrastructure Levy (CIL) Charging Authority in April 2020 and in 9 March 2022 adopted an Infrastructure Investment Plan setting out the council's CIL project spending priorities over 3 years (i.e. IIP 2022-24). The CIL Governance process (Background Paper 1) which sets out how CIL infrastructure proposals will be assessed and prioritised allows a light touch update in year 2 of the IIP.
- 3.2. Arun District Council has therefore, undertaken consultations with infrastructure providers and Town/Parish Councils, inviting information on changes to existing IIP projects or evidence supporting new projects that meet the definition of infrastructure that could be eligible for funding and prioritisation assessment for inclusion in the IIP.
- 3.3. No changes have been identified for new projects on the IIP short list (i.e. priority list) although West Sussex County Council have requested that the existing Westhampnett Waste Transfer priority project be moved from the priority list to the baseline list (because of delays ) but that it is replaced as a switch with the Littlehampton Household Waste Facility Expansion (because of progress).
- 3.4. There are 10 new projects proposed for inclusion on the baseline list (i.e. long list) because project funding and delivery information show that the projects are not yet ready for prioritisation; 8 projects promoted by NHS England for health and GP surgeries; two Arun Green Space projects for Sport Hub and Adventure facility.
- 3.5. Two existing IIP projects have additional information of project status for including on the baseline list.

### **4. DETAIL**

- 4.1. The Community Infrastructure Levy is a financial levy that Arun as a CIL charging authority, applies to new developments (the charge is set out in the council's CIL Charging Schedule for different types of land use and zones in Arun and is calculated based on the amount of new floorspace to delivered).
- 4.2. To spend CIL monies received the authority has approved the IIP 2022/24 which includes infrastructure projects prioritised for funding over the 3 years delivery period of the IIP or if not ready, for adding to a baseline list for future update and prioritisation. Between 3 March and 31 March 2023, a light touch update consultation to the IIP 2022-24 was carried out for a period of 4 weeks with all stakeholders including Town and Parish Councils.
- 4.3. For existing and new project proposals for CIL funding to be assessed under the light touch approach, they must meet the definition of Infrastructure (e.g. provision of footpaths/cycle routes, play areas etc.) and support the delivery of the Local Plan or Neighbourhood Development Plan and mitigate the impacts of development.
- 4.4. Promoters of new or existing projects (with update information) for CIL funding, and assessment must share the information with the relevant project provider(s)

(e.g. West Sussex County Council (WSCC), Town or Parish Council, Fire, Police or Health authority/body). They should then coordinate to put the information correctly into an IIP project pro forma. This was sent out as part of the light touch consultation but is also on the Councils CIL pages.

4.5. Where the promoter has a new project that they want to be included on the IIP they must:-

- Gather up relevant information for the project as far as they can (the information required is specified in the IIP Proforma (see Background Paper 1);
- Share the information with the relevant infrastructure provider(s) if the project falls within a particular authority function (e.g. WSCC if the project relates to highways) including the relevant Town or Parish Council;
- Carry out consultation/engagement with the public and community affected by their infrastructure project to gauge support.

4.6. A key further assessment consideration includes: -

- Whether an infrastructure project can realistically be delivered within the IIP 3-year programme, given that there is one year remaining, providers will need to include robust evidence on the business case, detailed design stages achieved, contractual arrangements, and delivery timescale.
- Whether there are enough CIL income receipts available to advance or add a new project on the priority list without adversely impacting on existing IIP priorities. The CIL apportionment allows WSCC schemes a 70% pot, ADC and 20% pot and other providers 10%. There is currently a figure of circa £900k of district CIL income available to be spent on projects included in the IIP allowing for recent spends.
- Infrastructure projects must be vetted by the joint 'Arun Member and Officer CIL Liaison Meeting' and recommended for approval by Planning Policy Committee. Those that exceed £25,000 cost will need to be approved as a Planning Policy Committee recommendation to Full Council. The next Arun Member and Officer Liaison Meeting is taking place on 11 May 2023.

4.7. The following table summarises the light touch consultation responses received from stakeholders and town and parish councils:

69NHS	Croft (Eastergate GP Surgery) New Build	£7m
70NHS	Yapton (Avisford GP surgery) New Build	£5.4m
71NHS	Willow Green (GP Surgery)	£230k
72NHS	Littlehampton Health Centre (extension)	£2,26m
73NHS	North Littlehampton Fitzalan (GP Surgery)	£4.5m
74NHS	Angmering (GP Surgery)	£2m
75NHS	Grove House, Bersted (GP Surgery)	£3.6m
76NHS	Bognor Health Centre	£1.25m
ADC GI	Palmer Road Sports Hub, Angmering	£5.08m
ADC GI	Brookfield Adventure Park, Rustington	£80k
Climping PC/CM	Horsemere Green Lane Improvements	TBC

WSCC	Littlehampton Waste Recycling Centre	£3.645m
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- 4.8. It should be noted that the above Table of CIL project bid cost figures are for the total project costs and are not necessarily the CIL amount being sought. This will need to be determined through further work on an appropriate CIL contribution which is net of any existing s.106 contributions (for example, many of the NHS projects are to be funded by significant scale s.106 contributions from strategic developments such as Barnham/Eastergate/Westergate). In addition, there may be other shared contributions from providers (e.g. CIL match funding and or grants etc).
- 4.9. Twelve project bids were received on IIP proforma and assessed in accordance with the agreed Governance procedure (Background Paper 1):-
- 8 x NHS Projects
  - 2 x Greenspace projects
  - 1 x Climping Parish Council (existing project)
  - 1 – WSCC (existing and replacement project)
- 4.10. There are no newly promoted projects for inclusion on the priority list that will be deliverable or fundable within the current 3-year programme. This means that together with the other supporting information supplied, considered against the prioritisation assessment, that these infrastructure projects have all been added to the IIP baseline list (long list) with a Red RAG rating (Red, Amber, Green status).
- 4.11. However, WSCC have requested that the existing Westhampnett Waste Transfer priority project be moved from the priority list to the baseline list (because of delays) but that it is replaced as a switch with the Littlehampton Household Waste Facility Expansion (because of significant progress). This request was reported to Committee in January 2023 (Background Paper 4). This project forms one of the several existing projects forming part of Arun District Council's Waste Transfer Infrastructure delivery to support the Local Plan as is set out in the Infrastructure Delivery Plan 2017. As such this is considered to be an existing project in the IIP priority list. In principle the swap is assumed in terms of the current CIL funding allocation within the WSCC CIL pot.
- 4.12. Therefore, except for the Westhampnett project swap, it is unlikely that any significant changes are to be applicable to the priority list this year. This will, however, need consideration and confirmation following the joint the ADC and WSCC liaison meeting on 11 May 2023.
- 4.13. The outcome of this liaison meeting will be reported verbally as an update to this item although following the liaison meeting, should there be any significant changes that cannot be agreed under group head delegation (e.g. projects exceeding £25,000 need to be approved as a Planning Policy Committee recommendation to Full Council), these will be reported back to this committee in September.

## **Delivery**

- 4.14. One IIP priority project has received CIL funding in 2023. A master contract was drawn up, sealed and appended with the project pro forma evidencing delivery. The transfer of £5,560 was then sent to Arundel Town Council for their project at Priory Pocket Park that was included on the original 'short list'.

## **5. CONCLUSION**

- 5.1. The level of CIL funding income while increasing year on year is significantly behind previous estimates. It is clear that larger projects are not likely to be 100% fundable without other contributions e.g. s.106 contributions or other external grants or capital programmes. As the number of projects grow this is likely to remain the case and funding allocations will therefore, need to be realistic, proportionated and caveated that CIL project funding is dependant on actually accruing the CIL receipts.
- 5.2. The 8 promoted new projects and the 2 existing project updates will be added to the IIP baseline list and considered at the liaison meeting (under the Governance procedure). The Westhampnett Waste Transfer priority will move to the baseline long list and the Littlehampton Household Waste Facility Expansion will be added to the priority list on the assumption of current CIL apportionment and subject to further liaison meeting consideration.
- 5.3. A verbal update on this item will be made following the liaison meeting and if necessary, a further report to this Committee will be made in September should there be any subsequent matters requiring a recommendation to Full Council.

## **6. OPTIONS / ALTERNATIVES CONSIDERED**

The Council can choose not to address the light touch consultation response changes to the IIP as set out in the report. However, this risks being non-compliant with the Council's Governance procedures.

## **7. CONSULTATION**

- 7.1. The light touch consultation exercise was an informal level of consultation (in accordance with governance procedures). Consultations were undertaken in March 2023 with infrastructure stakeholders and Town and Parish Councils. This ran for 4 weeks.

## **8. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER**

- 8.1. There are no comments.

## **9. RISK ASSESSMENT CONSIDERATIONS**

- 9.1. There are no risk assessment considerations.

## **10. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

10.1. There are no Governance or legal implications.

## **11. HUMAN RESOURCES IMPACT**

11.1. There are no implications arising for Human Resources.

## **12. HEALTH & SAFETY IMPACT**

12.1. Whilst no direct health and safety impacts have been identified, there is potential for the new projects for inclusion on the baseline list to offer health benefits to the community.

## **13. PROPERTY & ESTATES IMPACT**

13.1. There are no direct implications for Council property.

## **14. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

14.1. There are no direct adverse implications for Equalities/Social Value.

## **15. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

15.1. There are no direct adverse implications for Climate Change in the allocation of this funding. However each project should consider how it impacts the environment, both directly and indirectly, when taken forward and ensure sustainability and biodiversity improvements are prioritised. This could include but is not limited to the installation of heat pumps over gas boilers, ensuring building is to a high standard resulting in more energy efficient developments, increase and protection of biodiversity on site, and the provision of facilities to encourage active travel. The installation of renewables on site (where possible) should also be included in developments along with considerations around flooding reductions. Future consultation to ensure impacts are limited and mitigated when required should be taken.

## **16. CRIME AND DISORDER REDUCTION IMPACT**

16.1. There are no direct adverse implications for Crime and Disorder.

## **17. HUMAN RIGHTS IMPACT**

17.1. There are no direct adverse implications for Human Rights.

## **18. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

18.1. There are no implications for FOI/Data Protection.

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**CONTACT OFFICER:-**

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**BACKGROUND DOCUMENTS:**

Background Paper 1: Governance:-

<https://www.arun.gov.uk/cil-adoption>

Background Paper 2: Shortlist:-

<https://www.arun.gov.uk/download.cfm?doc=docm93jjjm4n18288.pdf&ver=19494>

Background Paper 3: Long List:-

<https://www.arun.gov.uk/download.cfm?doc=docm93jjjm4n18481.pdf&ver=19734>

Background Paper: 4: 26 January PPC Report – Infrastructure Investment Plan Update (including WSCC Littlehampton Waste Facility)

<https://democracy.arun.gov.uk/ieListDocuments.aspx?CId=349&MId=1648>

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<b>REPORT TO:</b>	<b>Planning Policy Committee, 8 June 2023</b>
<b>SUBJECT:</b>	<b>Community Infrastructure Levy – Parish/Town Council Spend</b>
<b>LEAD OFFICER:</b>	<b>Kevin Owen, Planning Policy &amp; Conservation Manager</b>
<b>LEAD MEMBER:</b>	Chair of Planning Policy Committee
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b> The recommendations supports:- <ul style="list-style-type: none"> <li>• Improve the Wellbeing of Arun;</li> <li>• Delivering the right homes in the right places;</li> <li>• Supporting our environment to support us;</li> <li>• Fulfilling Arun’s economic potential.</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b> The Community Infrastructure Levy receipts will help to deliver infrastructure through working together with agencies and partners investing in delivering facilities. This will promote active healthy lifestyles, including leisure, arts and culture and deliver housing and other needs while enhancing the quality of heritage and the natural and built environments and promoting economic growth, in a sustainable manner.	
<b>FINANCIAL SUMMARY:</b> There are no direct financial implications arising from reporting factual Community Infrastructure Levy (CIL) income and expenditure collated by Parish and Town Councils through published monitoring data. However, the monitoring may identify potential implications for future CIL receipt repayments to the council where CIL money is not being spent in accordance with regulations.	

## 1. PURPOSE OF REPORT

- 1.1 This report seeks to update members of Planning Policy Committee on the Council’s Community infrastructure Levy (CIL) receipts and the apportionment of CIL payments to Parish/Town Councils for delivering their projects, including how the money is being used and reported (in accordance with the CIL regulations).

## 2. RECOMMENDATIONS

- 2.1. This report is an information paper for the Committee to note. There are no recommendations to consider.

## 3. EXECUTIVE SUMMARY

- 3.1. Arun District Council (ADC) became a Community Infrastructure Levy (CIL) Charging Authority in April 2020.

- 3.2. ADC is responsible for collecting and allocating the 'Neighbourhood CIL' element of CIL receipts to Town & Parish Councils that fall within the Arun District Charging Authority Area. This covers the local planning authority area that falls within Arun District but excludes that part of the district which falls within the South Downs National Park Authority area.
- 3.3. Regulation 59A (of the 2010 CIL regulations as amended) requires a portion of the CIL income raised from development, within a charging authority area to be paid to the Town & Parish Council (local council) where the development has taken place. This is referred to as 'Neighbourhood CIL' and the percentage will also depend on whether a local council has a 'made' Neighbourhood Development Plan (NDP) in place or not.
- 3.4. The following table sets out the percentage proportion of CIL that should be paid to local councils depending on whether it has a 'made' NDP or not:

Neighbourhood Plan?	Portion of Levy
Yes	25% uncapped, paid to parish/town council
No	15% capped at £100/dwelling, paid to parish/town council

- 3.5. There are only four parishes within Arun District Charging Authority Area that the 15% rule applies to:
- Middleton on Sea
  - Poling
  - Aldwick
  - Pagham
- 3.6. The table shows the cumulative total (£293,360 rounded) and individual CIL funds transferred to each Town and Parish Council's up until March 2023 (i.e. since CIL charging was introduced in April 2020):-

Town/Parish	Totals up to April 2023
Aldingbourne	£55,309.00
Aldwick	£583.00
Angmering	£46,940.00
Arundel	£0.00
Bersted	£3,050.00
Bognor Regis	£4,352.00
Climping	£23,331.00
East Preston	£3,771.00
Felpham	£2,075.00
Ferring	£8,738.00
Ford	£0.00
Kingston	£0.00
Littlehampton	£2,612.00

Lyminster	£0.00
Middleton-on-Sea	£570.00
Pagham	£23,853.00
Rustington	£2,975.00
Walberton	£0.00
Yapton	£47,526.00
Barnham & Eastergate	£67,675.00
Poling	£0.00
<b>Total</b>	<b>£293,360.00</b>

#### 4. DETAIL

- 4.1. CIL receipts are to be spent by local councils within five years of receipt and it must be spent on: providing, replacing, improving, operating or maintaining infrastructure that supports development in the area; or anything else concerned with addressing the demands that development places on the area (see Regulation 59C of the CIL Regulations 2010 as amended).
- 4.2. The CIL Officer will record income from CIL receipts from developments in each local council area and will instruct payment of either 15% (capped) or 25% to each local council as appropriate. Unless agreed otherwise, the Council will make these payments twice a year based on Regulation 59D of the CIL Regulations 2010 (as amended).
- 4.3. CIL income received between 1 April and 30 September is paid by 28 October and CIL income received between 1 October and 31 March is paid by 28 April.
- 4.4. CIL received by local councils **must** be spent within 5 years. This is a requirement of Regulation 59E of the CIL Regulations. Arun District Council may serve a notice on the local council to repay some or all the neighbourhood CIL receipts that are not spent in accordance with the Regulations.
- 4.5. Local councils **must** also record all CIL receipts, expenditure and CIL receipts carried over to the following monitoring year. They **must** prepare an Annual CIL Report for each financial year (1 April to 31 March) they receive CIL. In accordance with Regulation 121B of the CIL Regulations 2010 (as amended).
- 4.6. The further provisions of Regulation 121B of the Community Infrastructure Levy Regulations 2010 (as amended) requires a local council to report total CIL receipts for the reported year; including
  - Details and total value of any CIL repayment notices.
  - Total CIL expenditure and a summary of CIL expenditure on each project and the amount.
  - Any retained payments unspent at the end of the reporting year, including from previous years.

## **Summary of Parish/Town Council Spend**

- 4.7. The table shows that 15 Towns and Parishes have received CIL income to date (March 2023). Only two councils have currently spent from their CIL income received.
- 4.8. Bersted Parish Council's total spend to date is £2,562 on play park repairs in the financial monitoring year 2021-2022
- 4.9. Barnham & Eastergate Parish Council's total spend to date is £9,103 but in the financial year to March 2022. This includes £3,810 the purchase of a vehicle activated sign to monitor vehicle volumes and speeds within the parish due to increased traffic volumes generated by new developments and £5,293 in the on a replacement swing at Eastergate playground – due to increased use from residents from new developments.
- 4.10. Currently 15 Towns and Parishes have received CIL income to date (March 2023). However, based on the reporting years (April 2020- March 21 & April 2021- March 22) only 10 CIL spending reports from the Towns and Parishes who received CIL income within those years are published. The remaining 5 local councils who received income in 2022 to 2023 financial monitoring year, will publish in the next monitoring year so that there will be 15 financial reports.
- 4.11. We expect the CIL spending reports to increase over the coming years as more chargeable development is commenced in other areas and Neighbourhood Plans are 'made', and those Towns and Parishes start to receive their CIL.

## **5. CONCLUSION**

- 5.1. There has been modest CIL expenditure by the Parish/Town councils since the commencement of CIL charging (as described above) and consequently funds are building up in local councils. The key explanation for this is the delay between CIL liability (when planning applications are submitted) and CIL payments triggered when development commences. This gives rise to long lead times for implementing CIL projects through CIL spend in addition to time spent identifying and assessing projects and managing them from inception to design and delivery stage. While modest and local in nature, these reported projects are nevertheless important to local communities addressing the impact of developments in their area. As expertise and CIL receipts accrue, in local councils, it is anticipated that CIL expenditure will increase and include a wider range of local needs.
- 5.2. Further to the above, all local councils must submit their CIL Annual Monitoring Reports to Arun District Council by 1 October following the reported year, so that projects can be checked for compliance with the regulations, and consistency with financial records. The reports can then all be published updated on Arun District Council and the local council's website for ease of reference (please see Background Paper 1).

## **6. OPTIONS/ALTERNATIVES CONSIDERED**

- 6.1. Members can choose not to note the report. However, this is a factual update and is part of the existing monitoring function that is reported through CIL regulations annually by this council and the Parish and Town councils.

## **7. CONSULTATION**

- 7.1. No external consultations were sought for this report which is reporting factual information obtained in accordance with CIL regulations.

## **8. COMMENTS BY THE GROUP HEAD OF CORPORATE SUPPORT/SECTION 151 OFFICER**

- 8.1. There are no legal implications arising from this report which is being made in accordance with existing statutory regulations.

## **9. RISK ASSESSMENT CONSIDERATIONS**

- 9.1. There are no risk assessment considerations.

## **10. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

- 10.1. There are no Governance or legal implications arising from this update and legal support will be provided throughout the life of the CIL Infrastructure Levy implementation in Arun.

## **11. HUMAN RESOURCES IMPACT**

- 11.1. There are no implications arising for Human Resources.

## **12. HEALTH & SAFETY IMPACT**

- 12.1. There are no direct implications for Health & Safety.

## **13. PROPERTY & ESTATES IMPACT**

- 13.1. There are no direct implications for Council property.

## **14. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

- 14.1. There are no direct adverse implications for Equalities/Social Value.

## **15. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

- 15.1. There are no direct adverse implications for Climate Change however, the improvement of infrastructure provision to address the impacts of development will help to address the need for local community facilities and improve amenity and wellbeing which may also lead to reduced need to travel or increase walking and cycling, carbon and energy efficiency. Climate change and sustainability should

be considered in the future and consultation undertaken to ensure adverse impacts are minimised or removed.

## **16. CRIME AND DISORDER REDUCTION IMPACT**

16.1. There are no direct adverse implications for Crime and Disorder. However, the Council has a legislative obligation to consider the impact on crime and disorder in all development plans and projects within the district.

## **17. HUMAN RIGHTS IMPACT**

17.1. There are no direct adverse implications for Human Rights.

## **18. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

18.1. There are no implications for FOI/Data Protection.

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### **CONTACT OFFICER:-**

Name:	Julie Grieves
Job Title:	Community Infrastructure Levy Officer
Contact Number:	01903 737947

### **BACKGROUND DOCUMENTS:**

Background Paper 1: Town and Parish Council Monitoring Reports:  
<https://www.arun.gov.uk/ifs-and-developer-contributions>

<b>REPORT TO:</b>	<b>Planning Policy Committee, 8 June 2023</b>
<b>SUBJECT:</b>	<b>Council Vision 2022-2023 Annual Report</b>
<b>LEAD OFFICER:</b>	<b>Jackie Follis, Group Head of Organisational Excellence</b>
<b>LEAD MEMBER:</b>	Chair of Planning Policy Committee
<b>WARDS:</b>	<b>All</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b>  <p>The Council Vision 2022-2026 was agreed by Full Council in 2022 and sets out the Council's priorities divided into four key themes against which to measure progress. That is:</p> <ul style="list-style-type: none"> <li>a) Improving the wellbeing of Arun District Council</li> <li>b) Delivering the right homes in the right places</li> <li>c) Supporting our environment to support us</li> <li>d) Fulfilling Arun's economic potential</li> </ul>	
<b>DIRECTORATE POLICY CONTEXT:</b>  <p>This report updates the council on progress towards key objectives within each theme for the year 2022-2023. The full report will be presented to committees as an important overview of council performance and sits alongside the key performance indicators (KPIs) for 2022-2023 which form the Corporate Plan. The relevant KPIs are presented in separate reports to committees.</p>	
<b>FINANCIAL SUMMARY:</b>  <p>Not required</p>	

## 1. PURPOSE OF REPORT

- 1.1. This report is to update the committee on the end of year performance of the Vision indicators for the period 1 April 2022 to 31 March 2023. The full report will go to the committees that normally receive reports on corporate plan indicators so that members have a comprehensive overview of performance across the council. The Policy and Finance Committee has overall responsibility for performance.
- 1.2. However, it will not be possible for officers representing all areas of the council to attend each committee meeting, so members are asked to limit questions at the meetings to those areas that each committee is responsible for. Any other questions should be addressed directly to the relevant manager or to the Group Head of Organisational Excellence who will pass these on to those able to best provide the answer.

## 2. RECOMMENDATIONS

- 1.3. As this report is an information paper there are no recommendations for the committee to consider.

### 3. EXECUTIVE SUMMARY

- 1.4. The Council Vision 2022-2026 was approved at Full Council in March 2022. To support the Vision, we have a comprehensive set of measurable performance indicators which allow us to identify how well we are delivering across a full range of services. Two kinds of indicators were agreed at the Policy and Finance Committee on 17 March 2022. The first of these are the subject of this report, the 'Vision Indicators' and this is the first annual report on them. These annual indicators primarily update the progress against strategic milestones.
- 1.5. Covered in a separate report are the Key Performance Indicators which are primarily numeric and measured and reported quarterly to committees.

### 4. DETAIL

- 1.6. The Vision was developed with elected members at a series of workshops and agreed by Full Council. It is an important and living document in that it sets out our goals and will guide our decision making for the period 2022- 2026. This builds on the good things that we already do and aims to make improvements where this could be better.
- 1.7. The Vision sets out four key themes with overall aims for each and more information on how we will achieve them. The Vision is attached at appendix 1. The key themes are:
- a) Improving the wellbeing of Arun District Council
  - b) Delivering the right homes in the right places
  - c) Supporting our environment to support us
  - d) Fulfilling Arun's economic potential
- 1.8. This report looks back at performance over the last year and informs members about progress towards the Vision. It is also part of a complex web of information which will help to inform work on priorities and future service decisions.
- 1.9. The committee meetings that will receive the Annual Vision Report are as follows:

<b>Committee meeting</b>	<b>2023/24 date</b>
Planning Committee	7 June 2023
Planning Policy Committee	8 June 2023
Economy Committee	13 June 2023
Environment Committee	15 June 2023
Housing & Wellbeing Committee	20 June 2023
Licensing Committee	23 June 2023
Corporate Support Committee	27 June 2023
<b>Policy &amp; Finance Committee</b>	<b>11 July 2023</b>

- 1.10. Appendix 2 is the detail of progress against Vision indicators that were agreed by Council. The appendix shows each indicator, which Vision theme it sits under, the service area primarily responsible for its achievement, the



responsible director, detailed specific targets if applicable, the end of year outturn and commentary explaining the background to the outturn.

- 1.11. There are 41 Council Vision indicators which have been set for the four-year period of the Council Vision, primarily because these are strategic in nature and will not normally be achieved in one year. In some instances, they will not be achieved within the four years, but the Council should be able to demonstrate progress towards important longer-term objectives.
- 1.12. There are also indicators on targets where work is still to be started, where this will happen within the four years, but not necessarily the first year.
- 1.13. In other instances, for example CV8, particular initiatives which relate to the indicator will emerge throughout the period. These will generally have been reported to individual committees during the year, but the annual report is a useful summary for all councillors.
- 1.14. Councillors are invited to ask questions but are reminded that these should be limited to the area of responsibility of the committee to which the report is being made.

## **5. CONSULTATION**

- 1.15. No consultation has taken place.

## **6. OPTIONS / ALTERNATIVES CONSIDERED**

- a. To review the report
- b. To request further information and/or action

## **7. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER**

None required.

## **8. RISK ASSESSMENT CONSIDERATIONS**

None required.

## **9. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

None required.

## **10. HUMAN RESOURCES IMPACT**

Not applicable

## **11. HEALTH & SAFETY IMPACT**

Not applicable

**12. PROPERTY & ESTATES IMPACT**

Not applicable

**13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

Not applicable

**14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

Not applicable

**15. CRIME AND DISORDER REDUCTION IMPACT**

Not applicable

**16. HUMAN RIGHTS IMPACT**

Not applicable

**17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

Not applicable

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**CONTACT OFFICER:**

Name: Jackie Follis

Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

**BACKGROUND DOCUMENTS:** None

# **Our vision: A better future**

## **2022 - 2026**



ARUN





# Introduction

**As Leader of the council I am delighted to share our new Council Vision 2022-2026 with you.**

As a district council our role is to make Arun a better place to live, work and visit as well as delivering public services. The Vision sets out how we are going to do this.

It is divided into four key themes covering wellbeing, housing, the environment and the economy, each of which has a number of aims and statements about how we will achieve them.

It won't all happen on day one, but the important thing is that the Vision sets out our goals and will guide our decision making for the next four years. This will build on the good things that we already do and make improvements where things could be better. We not only want Arun to be a great place to live, but want to attract new businesses and job opportunities and create a great tourist destination that makes the most of our natural environment.

We'll tell you what progress we're making and continue to listen to our community and businesses.

**Cllr Shaun Gunner**  
**Leader of Arun District Council**



# Improving the wellbeing of Arun

## Overall aims



Promote and support a multi-agency response to tackle the causes of health inequality in Arun's areas of greatest deprivation.



Champion leisure, culture and the Arts in Arun and encourage our community to embrace healthy and active lifestyles.



Work with partners to provide advice, support and activities that promote community wellbeing where it will have the greatest impact.

## How will we achieve this?

- 1** Develop and implement a Wellbeing Strategy to plan services, resources, amenities, activities, and places to help our community thrive
- 2** Prepare an annual community engagement plan to promote healthy and active lifestyles and encourage participation in a wide ranged of wellbeing activities
- 3** Work with key partners to ensure that we deliver council wellbeing services that are complementary to their own, rather than duplicate effort
- 4** Support the NHS Clinical Commissioners to provide primary care medical and dental facilities to meet the growing needs of our community
- 5** Support the voluntary and community sector to provide services that help the most vulnerable in our community
- 6** Provide infrastructure that supports wellbeing, e.g. more opportunities for cycling and walking and easily accessible and safe greenspace
- 7** Support those who are homeless, street homeless or at risk of homelessness in emergency or temporary accommodation to improve health outcomes

# Delivering the right homes in the right places

## Overall aims



Provide a mixed housing economy within the district for all, regardless of age or circumstances, where different types of homes are available, and people can choose to rent or buy.



Maximise opportunities to improve the energy efficiency of homes in the District.



Support those in our community that need help, providing a safety net where necessary and working with people and organisations to meet different needs.

## How will we achieve this?

- 1** Support households with complex needs to secure suitable accommodation
- 2** Maximise the delivery of affordable housing including utilising the council's own resources and commercial expertise to ensure that our social housing is energy efficient
- 3** Improve the energy efficiency of homes across all tenures
- 4** Use our expertise to influence the local housing market, working with the right partners from all sectors, to develop the housing and infrastructure that we need
- 5** Use the planning system to create great new places and improve our existing places, where new homes meet the needs of current and future generations
- 6** Ensure the existing housing stock in the district (private sector and council owned) is maintained to a high standard
- 7** Continue to bring empty homes back into use for the benefit of the community

# Supporting our environment to support us

## Overall aims



To consider climate change, sustainability, biodiversity and the environment in everything the council is responsible for and encourage its community and local businesses to do the same.



Protect and enhance our natural environment.



Regularly review progress toward Arun's Carbon Neutral Strategy (2022-30) as set out in the annual Climate Action and Biodiversity Work Plan.



Make low carbon transport including walking, cycling, travel by public transport and electric vehicle easy, convenient and pleasant and a fundamental part of our placemaking.

## How will we achieve this?

- 1** Develop and implement the Carbon Neutral Strategy and Climate Change and Biodiversity Strategies for the council and for the wider district through Planning Policy
- 2** Review the council's estate and seek to maximise the use of renewable or alternative energy generation, including the installation of Electric Vehicle (EV) chargepoints
- 3** Engage and incentivise business to commit to working practices which minimise their impact on the environment
- 4** Support information campaigns that promote carbon reduction and funding opportunities
- 5** Working with our community improve waste reduction and recycling to meet future targets of 55% recycling by 2025 and 60% by 2030
- 6** Ensure that climate change and sustainability is at the heart of all council services
- 7** Support the Sussex Bay Project to restore marine, coastal and intertidal habitats to improve the biodiversity and carbon footprints of the district

# Fulfilling Arun's economic potential

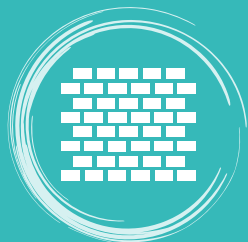
## Overall aims



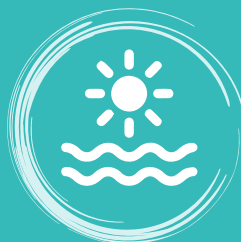
Increase opportunities for more high-quality, well-paid employment, encouraging more people to live, work, study and visit Arun.



Encourage the development of the district as a key tourist destination, supporting and enabling improvements and activities to increase visitor spend.



Use regeneration opportunities to attract new and relocating businesses to the district.



Make best use of our natural assets to help drive the economy.

## How will we achieve this?

- 1** Create the conditions that will support high tech businesses including the creative digital sector and green businesses, reducing the need for the workforce to commute out of the district.
- 2** Use the planning system to set aside sites for larger business growth and support and create employment space for smaller start-ups, using Arun-owned land to stimulate the market
- 3** Encourage a digital infrastructure that will support businesses and changing ways of working, as well as the needs of local people
- 4** Work with partners to support a district-wide skills audit, to understand what businesses need and what skills we have in the community. Work with local colleges and the University of Chichester to assist them to run courses that will match local skill needs for those at all stages in their working life
- 5** Work closely with our towns and other organisations on strategies which support vibrant and attractive town centres
- 6** Positive and focused promotion of Arun's tourist destinations as more than a 'day trip'
- 7** Support the delivery of more accommodation for visitors to the district



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Arun Civic Centre  
Maltravers Road  
Littlehampton  
West Sussex  
BN17 5LF



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No.	Indicator	Council Vision Theme	Service Area	CMT Member	Target 2022-2026	April 22 - March 23 Outturn	April 22 - March 23 Commentary
CV1	Wellbeing clients satisfaction rating	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	90%	98%	Google forms survey conducted. 94 responses received. Questions asked were How satisfied were you with the advice and information given to you to improve your health and Wellbeing? Average score: 4.93/5 How satisfied were you with your experience of the Arun Wellbeing team? Average score: 4.92/5 (1 being not at all satisfactory, 5 being very satisfactory)
CV2	Wellbeing clients reporting that one or more of their lifestyle goals has been achieved (3 months after the conclusion of the intervention)	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	80%	73.90%	17 people have achieved all or part of their goals out of the 23 people successfully contacted (73.9%)
CV3	Upgrade to BR Leisure Centre wetside	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	Key 2022/23 Milestones		Project underway at Arun Leisure Centre and due for completion Summer 23, currently project running on time and within budget
CV4	Upgrade to Alexandra theatre	Improving wellbeing of Arun	Regeneration	Karl Roberts	Key 2022/23 Milestones	Ongoing	The project has progressed with agreement reached with Whitbreads regarding the release of the existing lease and the creation of a new hotel. Work is now progressing on the submission of a planning application and demolition of those parts which are to be replaced with new works.
CV5	Adopt public art strategy	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	Key 2022/23 Milestones		Not a priority within current budget and staff resources
CV6	Develop and adopt a Wellbeing Strategy and Action Plan	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	Key 2022/23 Milestones		Onhold pending arrival of Community and Wellbeing Manager, work will then progress in due course
CV7	Agree a statement on the future provision of medical and dental services across the District	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	Key 2022/23 Milestones		This is not a District Council function and we have little ability to influence. Suggest that members consider removing this when indicators are reviewed
CV8	Specific initiatives with partners (Age UK, CAB, Safer Arun Partnership, Artwork, Freedom Leisure etc)?	Improving wellbeing of Arun	Wellbeing & Communities	Philippa Dart	Key 2022/23 Milestones		A significant initiative with local partners was the cost of living responses, supported by the Council, a report went to the Nov Housing and Wellbeing committee meeting. Secured the Littlehampton Community Warden project and expansion to include an Run West scheme within parish communities. Implementation of a new project between ADC, and local domestic abuse support service My Sisters House to provide support for victim/survivors in Council provided temporary accommodation. Implementation of the Arun Community Engagement Project at Bersted Hub and Chilgrove House, local numbers accessing both centres is high with wide range of wellbeing activities on offer.
CV9	Number of council housing fraud cases prevented or properties recovered	Improving wellbeing of Arun	Housing	Philippa Dart	15 cases/properties	recovered 10 properties; prevented 4 fraudulent mutual exchanges	Total savings for the council equated to £1,302,000
CV10	Average length of stay in temporary accommodation – 15 months/64 weeks	Improving wellbeing of Arun	Housing	Philippa Dart	15 months/64 weeks	39 weeks	Based on 49 households in Temporary accommodation on 31 March 2023
CV11	Average length of stay in emergency accommodation – 3 months/12 weeks	Improving wellbeing of Arun	Housing	Philippa Dart	3 months/12 weeks	19 weeks	Based on 117 households in EA as at 31 March 2023. The number of household in EA far outstrip the supply of HRA owned temporary accommodation units (over double) with the Private rented sector becoming increasingly unaffordable and out of reach for applicants

CV12	% of council homes that are SAP C rating and above	Improving wellbeing of Arun	Housing	Philippa Dart	For social housing aim is to achieve SAP C rating by 2030. We will measure progress year on year. Start with a <b>baseline of the number of properties that are SAP C and above</b> and every year over the course of the corporate plan report the revised number. Milestones will be incremental increase year on year until we meet 2030 target	49.85%	129 properties have a Band B rating 1566 properties have a Band C rating 646 properties have a Band D rating 135 properties have a Band E or lower rating 924 properties have not been assessed
CV13	Complete Annual Community Engagement Plan and implement Work Plan to encourage participation completed	Improving wellbeing of Arun	Wellbing & Communities	Philippa Dart	Annual Community Engagement Plan completed and Work Plan implemented		Currently being reviewed due to staff changes
CV14	Improve our green spaces	Improving wellbeing of Arun	Environment & Climate Change	Philippa Dart	Number of green spaces improved	Improvements to 27 parks and greenspaces	the following projects have been delivered to improve 27 parks and greenspaces - Full details in separate document as too much detail to fit here.
CV15	Number of new affordable homes built or purchased per year (this will include the number of homes delivered through the Housing Revenue Account)	Delivering right homes in the right places	Housing	Philippa Dart	Number of new homes built	22	The 22 are new affordable homes built these were the last 5 on the Cinders development at Yapton and the first 17 houses at Yapton.
CV16	Number of new homes that are suitable for wheelchair users	Delivering right homes in the right places	Planning	Karl Roberts	Number of new homes that are suitable		33 wheelchair friendly homes have been secured via a planning permission over the last 2 years. Nearly 800 homes have been secured as accessible homes during the same period. Not all will be delivered because not all permissions will be implemented.
CV17	Commission reports on 5 year housing supply and Market Absorption and implement recommendations	Delivering right homes in the right places	Planning	Karl Roberts	Reports commissioned		Presented to Planning Policy Committee - Feb 23. Will be used to inform future Local Plan work
CV18	Satisfaction survey of residents in completed developments (at least 12 months)	Delivering right homes in the right places	Planning	Karl Roberts	Undertake survey of residents on selected sites		A lack of resources has meant that priority has had to be given to other matters. This will carry over as an action for 23/24.
CV19	Number of households supported with complex needs	Delivering right homes in the right places	Planning	Karl Roberts	Number of households supported		155 Disabled Facilities Grant adaptations delivered by ADC plus a number of minor adaptations and deep cleans delivered by our contractors.

CV20	Number of empty homes bought back into use	Delivering right homes in the right places	Technical Services	Karl Roberts	Number of empty homes bought back into use		Annual target of 50 has been exceeded, the recruitment of a part time Admin resource specifically for Empty Homes work in June 2022 has provided significant support to the Empty Homes Officer.
CV21	Number of Council homes that meet the current statutory minimum standard for housing	Delivering right homes in the right places	Housing	Philippa Dart	Number of Council homes that meet the required standard	3372	Based on stock total of 3400 less: 7 units at 29 New Road 21 units at Flaxmean House
CV22	Annual reduction in CO2e	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	Year Annual Reduction CO2E (T) 2022-2023 1,961.9 2023-2024 1,765.7 2024-2025 2,383.7 TOTAL 7,143.8		Confirmation of the 2022-2023 (financial year) carbon emissions will be available once the annual audit review has taken place in Autumn/Winter 2023. At this stage it is predicted that the KPI will not be met due to difficulty with reducing procurement related emissions. To rectify this there will be a focus going forward on engagement with suppliers around their emissions and what can be done to reduce these, as well as undertaking a deep dive on the council's procurement emissions to highlight next steps around projects that will allow for a more significant reduction in emissions. This will take place during the 22-23 emission audit.
CV23	Achieve Green Flag awards for Council parks	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	8	6	6 Green Flags retained for the period of 2022-23. Hotham, Old Rectory, Marine Park Gardens, Mewsbrook, Brookfield and Norfolk Gardens. The agreed performance target is 8 for 2024/25 and 10 for 2026/27.
CV24	3000 trees to be planted per year	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	3000	6062	We have continued the success of year one of the Council's adopted Tree Planting Strategy with another successful planting season in year two. We have planted 62 standards, with a focus on broad leaved, native species, across 16 sites. This includes Wild Cherry, Hornbeam, Wild Service, Oak, Lime, Field Maple, Beech, Bird Cherry and Crab Apple  We will have planted over 6000 whips this planting season 2022/2023 over 11 different sites. This includes Hawthorne, Blackthorne, Oak, Alder, Hazel, Field Maple, Whitebeam, Crab Apple, Dog Rose, Privet, Guelder Rose, Buckthorn, Spindle, Wayfarer, Goat Willow. All trees are locally sourced.
CV25	Inspection of all Arun District Council coastal defence assets	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	Completion of an inspection programme at frequency determined by risk, reported annually		Inspections all complete and recorded, undertaken annually
CV26	Removed as a duplicate of CV12						

CV27	Climate Action and Biodiversity Work Plan	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	Including any key milestones for 2022/23		The second iteration of this report has now been adopted by the council. Key milestones include: undertaking audits for a number of the council's estate (Civic Centre (including Phoenix house), Littlehampton Wave, Arun Leisure Centre, Bognor Regis Town Hall being completed). Continued support and project development has also taken place with with a consultant (Anthesis) in their Area based insetting (ABI) project. The main aim of this is looking at emission reduction opportunities within the boundary of the District. The development of a e-learning module around climate change has also taken place. Additionally the council became bronze carbon literate as Carbon Literacy training was undertaken by a number of senior officers, more training of this type has also taken place and will continue to take place throughout the year. Work has also started on hiring an additional officer to support the Climate Change and Sustainability Manager.
CV28	Recruit ecologist to support implementation of Biodiversity Net Gain and create and implement workplan	Supporting our Environment to support us	Environment & Climate Change	Karl Roberts	Successful recruitment, creation of workplan	Ongoing	In the process of preparing advertisement for an Ecology Officer post.
CV29	Other climate related strategies and milestones for 2022/23 including: • Engaging and incentivising businesses to commit to working practices which minimise their impact on the environment • Supporting information campaigns that promote carbon reduction and funding opportunities • Supporting the Sussex Bay Project to restore marine, coastal and intertidal habitats to improve the biodiversity and carbon footprints of the district.	Supporting our Environment to support us	Environment & Climate Change	Philippa Dart	Number of strategies created and milestones achieved		Several public events were attended, including: Angmering school career fair, Littlehampton AGM and the Arundel climate change launch. Work also continued around supporting the Sussex Bay/Sussex Kelp restoration project. Numerous comms (internal and external) around climate change and the council's activity was also shared when relevant.
CV30	Change committee report template to consider climate change and sustainability	Supporting our Environment to support us	Law & Governance	Dan Bainbridge	Reports changed and adhered to	Completed	Standard report template now includes section on Climate change and environment impact/social value



CV31	Number of Electric Vehicle Charging points installed	Supporting our Environment to support us	Technical Services	Karl Roberts	Number of sockets installed as part of county network within Arun		<p>Phase 1 car parks: No chargepoints were installed in car parks, primarily due to amendments made to the lease template which needed to be agreed by all partners and their legal teams. This delayed the installation by approximately 3 months. Installation of chargepoints started in Arun DC Car Parks, in March 2023 in Hothampton Car Park, but these are not yet commissioned as they still require the grid connection and a new meter to be installed. Regis Centre car park was taken out of scope of the project until master planning has established where future development may take place. In the first quarter of 23/24 EV chargepoints will be installed in Manor House, River Road and Surrey Street car parks in Littlehampton and Arundel &amp; Downland Leisure Trust have been offered the opportunity to have chargepoints installed at the Lido car park.</p> <p>Phase 1 on-street: Five sites were selected for Phase 1 of the on-street chargepoint rollout in Arun, each with six chargepoints, aiming to provide an additional 30 chargepoints in Arun. Following the TRO (Traffic Regulation Order) consultation with residents and local stakeholders in November 2022, two sites received over 20 objections, and were withdrawn from the delivery plan. Three sites were approved following the TRO process, due to the low number of objections received. However, when the contractors were on-site to start the installation of the chargepoints, a significant number of residents objected and Connected Kerb decided to withdraw this site. As a result, we are only installing 12 chargepoints across two sites in Arun in the first phase of the rollout. The installation of the chargepoints at the two sites was completed in Q4 of 22/23 and both sites now await meter installations before they can be commissioned. It is anticipated that these 12 chargepoints will be commissioned by the end of April 2023.</p> <p><u>Phase 2 proposals (subject to further engagement with stakeholders):</u> Up to 12 Seeking information from West Sussex County Council.</p>
CV32	Number of metres of new cycleway	Supporting our Environment to support us	Planning	Karl Roberts	Number of metres of cycleway delivered		
CV33	Amount (HA) of employment land developed for employment uses	Fulfilling Arun's economic potential	Planning	Karl Roberts	2	There has been an increase in site area (ha) of employment land developed (completed and occupied) for employment uses (Use Class B2, B8, E (g) - Formerly B1)	Checked the WSCC CILLA (Commercial, Industrial and Leisure Land Availability Survey) Commercial Land Availability Commitments and Completions data for 2020/21 and 2021/22. There has been an increase in site area (ha) of completed and occupied employment land (Use Class B2, B8, E(g) (Formerly Revoked Class B1) developed for employment uses over the last monitoring year from 0.19 ha in 2020-21 to 0.42ha in 2021-22.
CV34	Number of jobs created	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Number of jobs created	1000	As at 2021 there were 48000 employees recorded, this is a 1000 increase since 2020. This is from Business Register and Employment Survey - publicly available on Nomis
CV35	Increase to average wages and household income	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Improvement on previous year	£546.5 gross weekly pay	ASHE (Annual Survey for Hours and Earnings) 2022 data of FT workers by residence. This is the lowest in West Sussex. 2021 data shows Arun at £574.5 gross per week. Publicly available in Nomis
CV36	Increase in number of economically active population	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Improvement on previous year	83,000 or 86.7%	Oct-Sept 2022 publicly available on Nomis. This is an increase from 80,300 recorded in Jul 2021 to Jun 2022. This has been increasing year on year since Oct 2020-Sept 2021 data
CV37	Commission and carry out tourism marketing campaign	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Campaign completed	in progress	1 year Campaign commissioned - will complete June 2023. Impact / results will be evaluated and reported to Economy Committee June 2023.

CV38	Increase in number of visitors, length of stay and visitor spend	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Improvement on previous year	As in the rest of the UK, the pandemic had a negative effect on Arun's visitor economy; impacting spend and visitor numbers by approximately a third in Arun in 2021. Jobs remained slightly more robust, falling by a quarter. There is evidence that the visitor economy has been building back up with indications that 2022 looks to have delivered growth on 2021 – though still far short of where it was in 2019. Brexit and the rising cost of living are also having an impact on consumer confidence and	Headline figures: 2021 vs 2019 (pre pandemic) - data is available annually in retrospect with 2022 figures available in the Autumn of 2023  Economic Impact 2021: £247m v 2019 £380m (-35%)  Visitors 2021: 2.8m v 2019: 4.4m (-35%)  Average length stay (nights x trip) 2021: 3.37 v 2019: 3.61 (-6.7%)  Source: Economic Impact Study (2021) plus the recently commissioned Hotel Study (2022) and soon to be published Visitor Strategy (2023)
CV39	Number of new hotel and new holiday accommodation beds provided	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Improvement on previous year	No new hotel or holiday accomodation beds provided (C1 Use Class)	Hotel / Accommodation study completed. One new hotel Premier Inn Bognor Regis (102 beds) planning permission expected spring 2023.  239 accommodation establishments offering over 16,000 bedspaces, and 344 other visitor economy linked businesses. Source: the recent (2022) Tourism Hospitality & Visitor Economy Study and associated reports to PPC & Economy Committees  Checked the WSCC CILLA Commercial Land Availability Commitments and Completions data for 2020/21 and 2021/22. No new hotel or new holiday accomodation beds (C1 Use) provided according to data.
CV40	Develop business support programme to move to digital and modern ways of working	Fulfilling Arun's economic potential	Organisational Excellence	James Hassett	Workplan achieved		This programme would be supported through the business rates pooling game - research is being undertaken to identify the priorities to be supported in partnership with other local authorities in the County
CV41	Review town centre masterplans and support high streets	Fulfilling Arun's economic potential	Business and Economy	Karl Roberts	Spend of allocations in annual budget	ongoing	work has been delayed by other priorities



<b>REPORT TO:</b>	<b>Planning Policy Committee – 8 June 2023</b>
<b>SUBJECT:</b>	<b>Key Performance Indicators 2022-2026 – Quarter 4 End of year performance report for the period 1 April 2022 to 31 March 2023.</b>
<b>LEAD OFFICER:</b>	<b>Jackie Follis, Group Head of Organisational Excellence</b>
<b>LEAD MEMBER:</b>	Chair of Planning Policy Committee
<b>WARDS:</b>	<b>N/A</b>
<b>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:</b> The Key Performance Indictors support the Council's Vision and allows the Council to identify how well we are delivering across a full range of services.	
<b>DIRECTORATE POLICY CONTEXT:</b> This report is produced by the Group Head of Organisational Excellence to give an update on the Q4 and end of year Performance outturn of the Key Performance Indicators.	
<b>FINANCIAL SUMMARY:</b> Not required.	

## 1. PURPOSE OF REPORT

- 1.1. This report is to update the Committee on the Q4 and end of year Performance Outturn for the Key Performance Indicators (KPIs) which make up the Corporate Plan, for the period 1 April 2022 to 31 March 2023. The process is described in section 4. of this report.

## 2. RECOMMENDATIONS

- 1.2. As this report is an information paper, there are no recommendations for the Committee to consider. This report is to be taken as read only with Members having the opportunity to ask questions at the meeting on service performance. Members can also submit questions or comments on the indicators relevant to their Committee and these will be considered by the Policy and Finance Committee on 11 July 2023.

## 2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance indicators at Quarter 4 and end of year for the period 1 April 2022 to 31 March 2023.

## 3. DETAIL




- 3.1. The Council Vision 2022-2026 was approved at Full Council in March 2022. To support the Vision we need a comprehensive and meaningful set of performance measures which allow us to identify how well we are delivering across a full

range of services. Two kinds of indicators were agreed at the Policy and Finance Committee on 17 March 2022. The first of these are annual indicators and will primarily update the progress against strategic milestones. In addition to this 'key performance indicators' (KPIs) will be reported to committees every quarter. These KPIs are known as our Corporate Plan.

- 3.2. A short report and appendix will go to each of the other Committees in the cycle of meetings after each quarter has ended. This appendix will only contain the indicators which are relevant to each Committee.
- 3.3. A full report showing quarterly performance against all indicators (which are measured at that quarter) will go to the relevant Policy and Finance Committee meeting at the end of the cycle of the other Committee meetings. Members of the other Committees will be able to give comments or ask questions of officers about the KPI indicators that are relevant to their Committee and these can be referred to the Policy and Finance Committee for consideration if deemed necessary.
- 3.4. The Committee meetings that will receive Q4 KPI reports are as follows.

<b>Committee meeting</b>	<b>2023/24 date</b>	<b>Indicators to receive report on</b>
Planning Committee	7 June 2023	10 (CP26, CP27, CP28, CP29, CP30, CP31, CP32, CP33, CP34, CP35)
Planning Policy Committee	8 June 2023	1 (CP36)
Economy Committee	13 June 2023	2 (CP41, CP42)
Environment Committee	15 June 2023	10 (CP12, CP13, CP37, CP38, CP39, CP40, CP22, CP23, CP24, CP25)
Housing & Wellbeing Committee	20 June 2023	8 (CP11, CP15, CP16, CP17, CP18, CP19, CP20, CP21)
Licensing Committee	23 June 2023	1 (CP14)
Corporate Support Committee	27 June 2023	10 (CP1, CP2, CP3, CP4, CP5, CP6, CP7, CP8, CP9, CP10)
<b>Policy &amp; Finance Committee</b>	<b>11 July 2023</b>	<b>All 42 indicators</b>

- 3.5. This is the last quarterly report for 2022/23 covering performance from 1 April 2022 to 31 March 2023.
- 3.6. Thresholds are used to establish which category of performance each indicator is within.

	Achieved target	100% or above target figure
	Didn't achieve target but within 15% range	85%-99.9% below target figure
	Didn't achieve target by more than 15%	85% or less target figure

- 3.7. There are 42 Key Performance indicators. 1 of these indicators are reportable to the Planning Policy Committee.

- 3.8. This report gives the status of all indicators at Q4. Appendix A gives full commentary for this indicator. This appendix shows the figures for Q1, Q2 and Q3 and the figures and commentary for Q4 and end of year.

Status	Number of Key Performance indicators in this category at the end of 2022/23
Achieved target	0
Didn't achieve but within 15% range	0
Didn't achieve target by more than 15%	1
<b>TOTAL</b>	<b>1</b>

- 3.9. The number of homes occupied is greater than the level of overall provision last year, however, it still remains significantly below our required housing delivery trajectory. The recently published report, Arun Housing Market Assumption Study provides a helpful insight into why the level might not be as desired.

#### **4. CONSULTATION**

- 4.1. No consultation has taken place.

#### **5. OPTIONS / ALTERNATIVES CONSIDERED**

- 5.1. To review the report  
5.2. To request further information and/or remedial actions be undertaken

#### **6. COMMENTS BY THE GROUP HEAD OF FINANCE/SECTION 151 OFFICER**

- 6.1. None required.

#### **7. RISK ASSESSMENT CONSIDERATIONS**

- 7.1. None required

#### **8. COMMENTS OF THE GROUP HEAD OF LAW AND GOVERNANCE & MONITORING OFFICER**

- 8.1. None required

#### **9. HUMAN RESOURCES IMPACT**

- 9.1. Not applicable.

#### **10. HEALTH & SAFETY IMPACT**

- 10.1. Not applicable.

#### **11. PROPERTY & ESTATES IMPACT**

- 11.1. Not applicable.

## **12.EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE**

12.1. Not applicable.

## **13.CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE**

13.1. Not applicable.

## **14.CRIME AND DISORDER REDUCTION IMPACT**

14.1. Not applicable.

## **15.HUMAN RIGHTS IMPACT**

15.1. Not applicable.

## **16.FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS**

16.1. Not applicable.

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### **CONTACT OFFICER:**

Name: Jackie Follis

Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

**BACKGROUND DOCUMENTS:** *None*

No.	Indicator	Service Committee to consider this	CMT Member	Assess by	Target 2022-2026	Q4/end of year Outturn	Q4/end of year Commentary	Q1 status	Q2 status	Q3 status	Q4 or End of Year status (depending on which is applicable for each indicator)	2021/22 Q4 Performance
CP36	Number of new homes completed	Planning Policy	Karl Roberts	Higher is better	1288 (22/23) 1247 (23/24) 1059 (24/25)	<b>Q4:</b> 226 <b>End of year:</b> 871	<b>Q4</b> - The number of homes occupied is consistent with Q2 and Q3.  <b>End of Year</b> - The number of homes occupied is greater than the level of overall provision last year, however, it still remains significantly below our required housing delivery trajectory. The recently published report, Arun Housing Market Absorption Study provides a helpful insight into why the level might not be as desired ( <a href="https://democracy.arun.gov.uk/ieDecisionDetails.aspx?Allid=7546">https://democracy.arun.gov.uk/ieDecisionDetails.aspx?Allid=7546</a> )	Not achieving  Outturn for Q1 115	Not achieving  Outturn for Q2 290	Not achieving  Outturn for Q3 240	Didn't achieve  Total at end of year 871	653

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<b>Planning Policy Committee</b>	<b>Report Author</b>	<b>Date of Meeting</b>	<b>Full Council Meeting Date</b>
Karl Roberts, Neil Crowther			
Infrastructure Levy (IL) Consultation	K Owen	<b>8 June 23</b>	19 July 23
Community Infrastructure Levy – Parish/Town Council Spend	K Owen		
Community Infrastructure Levy - Light Touch Update	K Owen		
First Homes Local Allocation Policy	K Owen		
Arun Local Plan	K Owen		
Middleton-on-Sea Application for Designation of a Neighbourhood Area	D Moles		
A27 Ford Road Scheme	K Owen		
Q4 KPI Report			
Q1 KPI Report		<b>21 Sept</b>	8 Nov 23
Biodiversity Net Gain Implementation	C Hardy	<b>28 Nov 23</b>	10 Jan 24
Q2 KPI Report			
Q3 KPI Report		<b>30 Jan 24</b>	13 March 24
		<b>18 April 24</b>	9 May 24

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