



Public Document Pack

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

Committee Manager Katherine Davis (01903 737984)

8 September 2023

PLANNING POLICY COMMITTEE

A meeting of the Planning Policy Committee will be held in **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** on **Thursday 21 September 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, Mrs Stainton and Tandy

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 **by 5.15 pm on Thursday, 14 September 2023** in line with current Committee Meeting Procedure Rules.

It will be at the Chief Executive's/Chair's discretion if any questions received after this deadline are considered.

For further information on the items to be discussed, please contact 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 - 10)

The Committee will be asked to approve as a correct record the Minutes of the Planning Policy Committee held on 8 June 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. BUDGET 2024/25 PROCESS

(Pages 11 - 16)

The report provides a summary of the budget process for 2024/25. The Committee is asked to approve the budget process for 2024/25 as outlined in this report, noting that it was approved by Policy & Finance Committee on 11 July 2023.

7. BUDGET MONITORING REPORT TO 30 JUNE 2023

(Pages 17 - 20)

The report sets out in further detail the Committee's Revenue budget performance projections to the 31 March 2024.

8. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 1 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2023 TO 30 JUNE 2023 (Pages 21 - 26)

This report sets out the performance of the Key Performance indicators at Quarter 1 for the period 1 April 2023 to 30 June 2023.

9. THE FUTURE OF PLANS AND PLAN-MAKING TECHNICAL CONSULTATION 2022/2023 (Pages 27 - 38)

The Government's key driver for planning reform is for simple, speedier plans which clearly show what is planned in an area and which are updated frequently, are more digitally accessible and shaped by local communities while they are being drawn up.

10. LOCAL DEVELOPMENT SCHEME (Pages 39 - 56)

The council is required to produce, and keep up to date, a Local Development Scheme (LDS). The LDS provides a work programme for the production of those Development Plan Documents to be prepared over a three-year period and is monitored in the Authority Monitoring Report and used for resource planning by PINS (the Planning Inspectorate).

11. REVIEW OF THE STATEMENT OF COMMUNITY INVOLVEMENT (Pages 57 - 104)

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

12. INFRASTRUCTURE FUNDING STATEMENT (IFS) 2022/2023 (Pages 105 - 170)

The Community Infrastructure Levy (CIL) Regulations 2010 (as amended) includes a requirement for all planning obligation collecting authorities to prepare an annual Infrastructure Funding Statement (IFS) to be published on the council's website by the end of each calendar year. For CIL charging authorities, the IFS must set out S.106 contributions together with CIL income and how each has been spent on the council's Infrastructure List (see Background Paper 2: Arun CIL Infrastructure Charging Schedule) or held by the authority, for the monitoring year 2022/23.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

13. WORK PROGRAMME

(Pages 171 -
172)

The Committee is required to note the Work programme for 2023/24.

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](#)

Agenda Item 3

Subject to approval at the next Planning Policy Committee meeting

19

PLANNING POLICY COMMITTEE

8 June 2023 at 6.00 pm

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

Councillors Bicknell, Stainton and Stanley were also in attendance for all or part of the meeting.

Apologies: Councillors Harty

35. DECLARATIONS OF INTEREST

No declarations of interest were made.

36. MINUTES

The Minutes of the Special meeting on 21 February 2023 were approved by the Committee and signed by the Chair. Only those Members present at the previous meeting voted. All other Members abstained from the vote.

37. 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 to consider at this meeting.

38. PUBLIC QUESTION TIME

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

39. START TIMES

It was proposed by the Chair and seconded by Councillor Yeates that the start time for the remaining meetings of Planning Policy Committee for 2023/24 be 6pm.

The Committee

RESOLVED

That the start time of all remaining meetings of the Committee for 2023/24 would be 6pm.

Planning Policy Committee - 8.06.23

40. FIRST HOMES LOCAL ALLOCATION POLICY

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which sought approval for the Council's Interim Affordable Housing Policy statement (to accommodate the First Homes Policy) to be updated to include local allocations policy criteria to ensure consistency with the Council's published Housing Allocations Scheme. It was noted that the Housing Allocations Scheme was to be reviewed and the local connection criteria amended [on page 9 of the Agenda Pack] at the Housing and Wellbeing Committee meeting on 20 June 2023. One Member sought further information on the impact of the changes to those already on the housing waiting list and how the policy would be measured to ensure it did not have a significant adverse impact. Another Member asked about whether the 'close relative' as defined in the third bullet point under 4.7 of the Officer report [on page 9 of the Agenda Pack] should be expanded to include legal dependents and guardians.

The Planning Policy Team Leader explained that the policy previously had what was considered a high bar for residency requirements and in lowering the thresholds would be less restrictive, and that any review would be undertaken via the Housing and Wellbeing Committee. The Group Head of Planning clarified that the purpose of this report was to align the First Homes Local Allocations Policy with the Housing Allocations Scheme which was being considered by the Housing & Wellbeing Committee at its next meeting. As the Housing Allocations Scheme was outside the remit of the Planning Policy Committee, Officers confirmed that they would bring points raised by Members to the attention of Housing Officers. The recommendations were then proposed by Councillor McAuliffe and seconded by Councillor Elkins.

The Committee

RECOMMEND TO FULL COUNCIL – That

1. The 'Interim Affordable Housing Policy' statement (to accommodate First Homes Policy) be adopted to include the local connections criteria, as set out under paragraph 4.7;
2. 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;
3. The amended policy be uploaded to the Council's website and reviewed annually.

41. MIDDLETON-ON-SEA APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which sought the Committee's agreement that Middleton-on-Sea was an appropriate area to be designated as a Neighbourhood Area and recommend to Full Council that Middleton-on-Sea be designated a neighbourhood area and not a business

area. The recommendations were then proposed by Councillor Bower and seconded by Councillor Long.

The Committee

RECOMMEND 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.

42. INFRASTRUCTURE LEVY (IL) TECHNICAL CONSULTATION

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which briefed the Committee on the technical consultation to the proposed new Infrastructure Levy (IL) under the Levelling Up and Regeneration Bill. It was explained that, if introduced, the Infrastructure Levy would change how development contributions were secured in Arun; contributions currently being secured via the Community Infrastructure Levy (CIL) and Section 106 Agreements.

The Members' discussion of the report primarily focussed on what the benefits of the new process were compared to the current charging regimes. It was explained that the current charging schedules were based on local land values and the proposed high level response would urge that the benefit of the new system should retain such local land and viability data and not just be subject to national data. It was also anticipated that charging the levy for floor area created on completion rather than at approval should lead to an increase in receipts due to rising prices over time and at the same time encourage developers to build out sooner. Section 106 Agreements being subject to inflation whilst the CIL charging schedule was updated for indexation only annually and not retrospectively was also highlighted, so this could mean that delays in charging until completion could also remove any inflationary differences between approval and completion. The recommendation was then proposed by Councillor Bower and seconded by Councillor Yeates.

The Committee

RESOLVED

That the proposed response under paragraph 4.11 of the report be agreed.

43. ARUN LOCAL PLAN UPDATE

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which sought the 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. The

Planning Policy Committee - 8.06.23

Planning Policy Team Leader provided some background to the report, including the decision to update the Local Plan having been taken in January 2020 largely on the basis on housing delivery performance but that there were also a number of national policy indicators (5-year housing land supply, housing delivery test) Arun was not achieving. He then noted National Planning Policy Framework (NPPF) paragraph 11d and its presumption in favour of sustainable development, and the tilted balance in favour of development as the housing policies in Arun's Local Plan were effectively being deemed out of date due to national policy requirements.

He highlighted the consequences of this for decision-making and appeals, and that decisions may not accord fully with the Local Plan. Arun's declaring of a climate emergency and a desire to see energy performance and carbon reduction policies amongst others within an updated Local Plan were also noted but that work was further paused following signals to changes to the planning system. He concluded that a new consultation on the NPPF indicated the direction of central Government with regards the planning system and that, given the tilted balance, there was therefore a need for Arun to begin a Local Plan update. The Group Head of Planning clarified that the scope of the decision for the Committee at this meeting was only whether to commence or not the process of beginning work on restarting the Local Plan update.

Before inviting discussion, the Chair brought particular paragraphs of the Officer report to Members' attention - 4.5 (national policy requiring Local Plans are reviewed and updated within 5 years with Arun's being nearly 5 years old), 4.9 (development being more easily delivered and to a higher design standard), 4.10 (safeguards against unplanned development only being triggered if there was an up-to-date Local Plan), and 4.11 (housing requirement over the plan period).

Most Members that spoke supported recommencing of the Local Plan Update. Many mentioned a danger in not acting putting greater control into the hands of developers and central government, and acknowledged that due to the tilted balance and presumption in favour of development Arun was already seeing the consequences of planning by appeal. One Member commented that this was getting worse. It was suggested that the need for a Local Plan update had been triggered previously and that Members had chosen to do nothing but that this was no longer an acceptable course of action. Being unable to challenge housing numbers without an up-to-date Local Plan was discussed, as was the limited control Members felt they had now. With fears that the tilted balance would evermore favour developers and planning inspectors, Members considered whether some control was better than none.

The figure of over 6000 unimplemented permissions was used both to highlight the developers' failure to build or the numbers being in excess of what the market could actually deliver, and also to question whether it was indeed local need that was not being met. One Member suggested approved permissions counting towards housing delivery targets would take some power away from developers. It was agreed and hoped by many that a Local Plan update would provide evidence to support claims around housing need and numbers in the District. The length of timescales involved in plan making was suggested as a reason to recommence this process sooner rather than later. The need for policy to recognise and appreciate the limiting geography of

Arun (located between a National Park and the sea) was something many Members mentioned.

One Member that spoke did raise concerns with recommencing the update. He noted that any failure to deliver lay at the hands of developers not building out approved permissions rather than the Council not approving applications. The current Local Plan needed to be made to work and the infrastructure mentioned within it to accompany development needed to be delivered. To this end, it might be more beneficial to seek policies that would aim to get developers fulfilling existing approvals and resolving issues of infrastructure, acknowledging that infrastructure providers worked on a different cycle to Arun's plan period, rather than beginning the process of a Local Plan update. It was felt that there was still a lot to be considered before committing the Council to this process and making decisions before infrastructure was delivered, especially whilst there was still uncertainty over central government policy.

Another Member sought reassurances from Officers that this approach would be beneficial to Arun and its residents. Officers explained that the plan-led system was evidence based and needed robust evidence upfront in order to support any challenges to targets. All Members agreed that they and residents wanted to protect the District from overdevelopment and maintain the environment it had.

The Chair suggested that he write to government about the current situation in Arun and the issues it was experiencing due to current planning policy. Councillor Bower suggested that this would carry more weight as a joint letter from all Group Leaders at Arun. This additional recommendation for a joint letter from all Group Leaders to government was then recommended by Councillor Lury and seconded by Councillor Bower. After the vote, the motion was declared CARRIED and recommendation 9 was added to the substantive recommendations which were then proposed by Councillor McAuliffe and seconded by Councillor Yeates. Recommendation 1 was voted on separately, with recommendations 2 to 9 voted for en bloc.

The Committee

RECOMMEND TO FULL COUNCIL – That

1. The Council recommence the preparation of a Local Plan Update;
2. The Vision and Objectives (Appendix 1 and 2) be agreed 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;
3. The Schedule of internal (Schedule A) and external (Schedule B) commissioned Projects (Appendix 3) be progressed to prepare the Local Plan update;

Planning Policy Committee - 8.06.23

4. 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;
5. The Statement of Works Contract be approved as a departure from Standing Orders;
6. 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;
7. The 'Arun Housing Need Review' study be material evidence for the Local Plan Update;
8. Officers update the Local Development Scheme at the next Planning Policy Committee meeting for subsequent adoption by Full Council;
9. The Group Leaders write a joint letter to government about the current situation in Arun and the issues it was experiencing due to current planning policy.

44. A27 FORD ROAD SCHEME

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which provided an update on the A27 Ford Road Junction Feasibility Study prepared by West Sussex County Council. It was explained that 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, and had been commissioned following requests from stakeholders.

Members who spoke raised concerns that accepting this report into evidence was in some way endorsing its content and conclusions and could limit future actions or representations of the Council. Some additional wording to be added to the Officer recommendation was then read to the Committee to make clear the Committee's intentions in this regard. The wording was:

Whilst the Council is accepting the study into evidence, it does not necessarily endorse the report and it does not preclude the Council from continuing to press for further improvements for the good of the Arun District.

The Officer recommendation with this additional wording was proposed by Councillor Lury and seconded by Councillor Huntley.

The Committee

RESOLVED

That the A27 Ford Road Junction Feasibility Scheme be noted and added to the Council's evidence web pages. Whilst the Council is accepting the study into evidence, it does not necessarily endorse the report and it does not preclude the Council from continuing to press for further improvements for the good of the Arun District.

45. COMMUNITY INFRASTRUCTURE LEVY – LIGHT TOUCH UPDATE

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which provided a light touch update to the Council's Infrastructure Investment Plan 2022-2024 which set out the Council's Community Infrastructure Levy funding priorities over 3 years and following a light touch update consultation undertaken in March 2023 to identify any emergent matters that might require amendment to the plan. A full Infrastructure Investment Plan update was scheduled for 2024. The swap of Littlehampton Waste Recycling Centre to the Westhampnett Waste Scheme, agreed on the basis that there was no change to the project costs to be apportioned from CIL, was noted. The number of NHS projects on list, especially in light of previous discussions about infrastructure providers, was highlighted by one Member. The recommendation was then proposed by Councillor Lury and seconded by Councillor Huntley.

The Committee

RESOLVED

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.

46. COMMUNITY INFRASTRUCTURE LEVY – PARISH AND TOWN COUNCIL SPEND

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which sought to update Members on the Council's Community Infrastructure Levy (CIL) receipts and the apportionment of CIL payments to Parish and Town Councils for delivering projects. The Committee noted the report.

47. COUNCIL VISION 2022-2023 ANNUAL REPORT

Upon the invitation of the Chair, the Group Head of Organisational Excellence presented the report which sought to update the Committee on the end of year performance of the Vision indicators for the period 1 April 2022 to 31 March 2023. It was explained for the benefit of new Councillors that the Council Vision for the period 2022-26 had been developed with Councillors at a series of workshops and then agreed by Full Council. The Vision was divided into 4 key themes - 'Improving the

Planning Policy Committee - 8.06.23

wellbeing of Arun’, ‘Delivering the right homes in the right places’, ‘Supporting our environment to support us’, and ‘Fulfilling Arun’s economic potential’. There were overall aims for each of these themes and some specific objectives to be achieved over the four year period, and, though Policy and Finance Committee was responsible for overseeing performance across the Council, the full report was coming to the Committee so that Members had a comprehensive overview of performance across the Council.

The Committee noted the report. Some Members raised issues with KPIs under the remit of other Committees that were not relevant to the business of this Committee. It was explained that these comments would be formally recorded in the Minutes and responses from Officers in the relevant service areas would be sought. These included:

- CV14 [Improve our green spaces] – how was ‘improve’ defined? For example, metre squared reverted to habitat creation or maintained in a certain way for wildflower meadows etc. Where would Members find this information?
- CV19 [Number of households supported with complex needs] – is part of the target the number of Disabled Facilities Grants delivered? Is that the only measure used? How are the Disabled Facilities Grants being measured? What were the timescales and over what period were they being measured?
- CV21 [Number of Council homes that meet the current statutory minimum standard for housing] – concern that the aspirate of the Council was to meet minimum statutory standards. Why has the bar not been set higher?
- CV24 [3000 trees to be planted per year] – concerns over planting targets without accompanying maintenance targets given the known annual die back of new planting. Is data collected on how many plants are still alive after the 5 year period?

48. Q4/END OF YEAR KEY PERFORMANCE INDICATORS (KPIs) PERFORMANCE REPORT

Upon the invitation of the Chair, the Group Head of Organisational Excellence presented the report which sought to update the Committee on the Quarter 4 and end of year Performance Outturn for the Key Performance Indicators (KPIs) which made up the Corporate Plan, for the period 1 April 2022 to 31 March 2023. It was explained that these indicators were measures of operational performance and the same indicators would be measured each year for the four year period to allow for comparison and trends to be measured both in-year and between years. One Member raised the same issue that came up at every meeting of the Committee when its only KPI - CP36 [Number of new homes completed] – was discussed, that this KPI was reactive to the actions of developers building out or not and there was nothing Arun could do about it. The figure of over 6000 unimplemented housing permissions was given in support of this. The Committee then noted the report.

49. OUTSIDE BODIES

The Chair confirmed that there were no reports from Outside Bodies for this meeting.

50. WORK PROGRAMME

The Group Head of Planning confirmed that there were items to be added to the Committee's Work Programme. Some items had been dependent on decisions taken at this evening's meeting. The Committee noted the Work Programme.

(The meeting concluded at 7.44 pm)

This page is intentionally left blank

Arun District Council

REPORT TO:	Planning Policy Committee – 21 September 2023
SUBJECT:	Budget 2024/25 Process
LEAD OFFICER:	Antony Baden, Group Head of Finance and Section 151 Officer
LEAD MEMBER:	Cllr Martin Lury, Chair of Planning Policy Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The Council’s budget promotes all of the Council’s Corporate Priorities.	
DIRECTORATE POLICY CONTEXT: The Council’s budget impacts all Directorates of the Council.	
FINANCIAL SUMMARY: There are no direct financial implications arising from this report.	

1. PURPOSE OF REPORT

1.1. The purpose of this report is to inform Members of the budget process for 2024/25 as required by Part 6, Section 2 of the Council’s Constitution.

2. RECOMMENDATIONS

1.2. The Committee is recommended to note the Budget process for 2024/25 as outlined in the report.

2. EXECUTIVE SUMMARY

2.1. The report provides a summary of the budget process for 2024/25. The Committee is asked to approve the budget process for 2024/25 as outlined in this report, noting that it was approved by Policy & Finance Committee on the 11 July 2023.

3. DETAIL

3.1. The budget for 2023/24 was the second one to be completed under the Committee system form of governance. The relevant budgets were considered by each Service Committee before the full Budget was considered by Policy & Finance Committee on 9 February 2023 before approval by Special Council on 9 March 2023.

3.2. Members will be aware that the Council continues to face cost pressures and increasing demands on service delivery. The situation has worsened over the last year or so due to inflationary pressures and other global factors and is exacerbated by continuing uncertainty over longer term Government funding.

- 3.3. Members will be provided with a high-level update when the Financial Prospects Report is considered by this Committee later this year. The Financial Prospects Report will confirm the budget parameters for 2024/25.
- 3.4. It is accepted that within the resource constraints there is the requirement for some resource switching to enable the Council's priorities to be progressed and to meet new statutory requirements. Similar to 2023/24, Committees will be consulted on the budget, taking account of the medium-term requirement to make savings and that any growth should be minimised and met from resource switching where possible.
- 3.5. The budget guidelines issued will run parallel with any other initiatives that are being worked on. The budget resource switching parameters for 2024/25 are that growth will only be allowed in essential/priority areas and where alternative funding sources cannot be identified.
- 3.6. It should be noted that reports that require resource switching can be considered by Committees at any time during the year. However, significant permanent resource switching requires approval by Full Council as part of the formal budget setting process.
- 3.7. The key dates for the Budget 2024/25 process are summarised below:

Budget Consultation Reports	Date
Environment Committee	7 September 2023
Housing and Wellbeing Committee	12 September 2023
Planning Policy Committee	21 September 2023
Economy Committee	5 October 2023
Corporate Support Committee	12 October 2023
Financial Prospects Report General Fund (Policy and Finance Committee)	6 December 2023
Budget Reports	Date
Environment Committee	23 January 2024
Housing and Wellbeing Committee	25 January 2024
Planning Policy Committee	30 January 2024
Corporate Support Committee	31 January 2024
Economy Committee	1 February 2024
Policy and Finance Committee	8 February 2024
Special Council	21 February 2024

4. CONSULTATION

4.1.No consultation has been undertaken with external bodies.

5. OPTIONS / ALTERNATIVES CONSIDERED

5.1.No other options are available.

6. COMMENTS BY THE GROUP HEAD OF COPROPRATE SUPPORT/SECTION 151 OFFICER

6.1. The budget will form the main reference point for financial decisions made in 2024/25 and the process must comply with the Constitution.

7. RISK ASSESSMENT CONSIDERATIONS

7.1.The main risks arising from the process are:

- The statutory deadline for setting the budget including setting the Council tax is not met;
- The budget is not considered within statutory guidance and the Constitution.

7.2.Current processes and financial controls mitigate against these risks.

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

8.1.The Council has a legal duty to ensure its expenditure can be met by its income, inclusive of reserves. The process outlined above must comply with relevant legislation.

9. HUMAN RESOURCES IMPACT

9.1. This is a report about process. It expected that as the reports go to each committee attention will be drawn to any Human Resources impact on the committee's functions.

10.HEALTH & SAFETY IMPACT

10.1.This is a report about process. It expected that as the reports go to each committee attention will be drawn to any Health and Safety impact on the committee's functions.

11.PROPERTY & ESTATES IMPACT

11.1.This is a report about process. It expected that as the reports go to each committee attention will be drawn to any Property & Estates impact on the committee's functions.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. This is a report about process. It expected that as the reports go to each committee Members will have regard to the Public Sector Equality duty in making their recommendations.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. This is a report about process. It expected that as the reports go to each committee attention will be drawn to any to any Climate Change environmental impact and social value impact on the committee's functions.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. This is a report about process. It expected that as the reports go to each committee attention will be drawn to any Crime and Disorder reduction impact on the committee's functions.

15. HUMAN RIGHTS IMPACT

15.1. This is a report about process. It expected that as the reports go to each committee attention will be drawn to any Human Rights impact of the committee's functions.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. This is a report about process. It expected that as the reports go to each committee attention will be drawn to any FOI/Data Protection impact on the committee's functions.

CONTACT OFFICER:

Name: Antony Baden

Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

Council Constitution

**Budget Process 2024/25
Flowchart**



This page is intentionally left blank

REPORT TO:	Planning Policy Committee - 21 September 2023
SUBJECT:	Budget Monitoring Report to 30 June 2023
LEAD OFFICER:	Antony Baden – Group Head of Finance & Section 151 Officer
LEAD MEMBER:	Councillor Martin Lury – Chair of Planning Policy Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
The Council’s budget supports all the Council’s Objectives.	
DIRECTORATE POLICY CONTEXT:	
Budget monitoring and forecasting are key in ensuring sound financial control and control of spending is in place. It is also a major part in ensuring sound governance arrangements.	
FINANCIAL SUMMARY:	
The report shows the Committee’s Revenue budget forecast out turn position for 2023/24 as at the end of Quarter 1.	

1. PURPOSE OF REPORT

1.1. The purpose of this report is to apprise the Planning Policy Committee of its forecast out turn against the 2023/24 budgets, which were approved by Full Council at its meeting of the 9 March 2023.

2. RECOMMENDATIONS

1.2. To note the report.

2. EXECUTIVE SUMMARY

2.1. The report sets out in further detail the Committee’s Revenue budget performance projections to the 31 March 2024.

3. DETAIL

3.1. Table 1 below details the 2023/24 forecast revenue net budget out turn as at Quarter 1 and anticipates outturn will be on budget.

Table 1

Table 1			
Planning Policy Committee			
	Net Budget	Forecast	Variance
	2023-24	Outturn (Net)	
Description	£'000	£'000	£'000
Planning Services	1,016	1,016	-
Community Infrastructure Levy (CIL)	(110)	(110)	-
Total for Planning Policy Committee:	906	906	0

4. CONSULTATION

4.1. Consultation with other stakeholders is not required for this report.

5. OPTIONS / ALTERNATIVES CONSIDERED

5.1. n/a.

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

6.1. There are no additional financial implications arising from the matters set out in this report. Committee will note that the Group Head of Finance & Section 151 Officer will work throughout the financial year with other Group Heads to mitigate any overspends that have been highlighted in the report and to maximise potential income generation opportunities/cost avoidance efficiencies.

7. RISK ASSESSMENT CONSIDERATIONS

7.1. Regular budget monitoring and forecasting mitigates against the risk of poor financial control and ensures that Members are informed when corrective action is required and what action has been taken.

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

8.1. None.

9. HUMAN RESOURCES IMPACT

9.1. None.

10. HEALTH & SAFETY IMPACT

10.1. None.

11. PROPERTY & ESTATES IMPACT

11.1. None.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

12.1. None.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. None.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. None.

15. HUMAN RIGHTS IMPACT

15.1. None.

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. None.

CONTACT OFFICER:

Name: Antony Baden

Job Title: Group Head of Finance and Section 151 Officer

Contact Number: 01903 737558

BACKGROUND DOCUMENTS:

Budget Book 2023/24

Minute 779, Full Council 9 March 2023 – Arun District Council budget 2023/24.

This page is intentionally left blank

Arun District Council

REPORT TO:	Planning Policy Committee – 21 September 2023
SUBJECT:	Key Performance Indicators 2022-2026 – Quarter 1 performance report for the period 1 April 2023 to 30 June 2023.
LEAD OFFICER:	Jackie Follis
LEAD MEMBER:	Councillor Martin Lury, Chairman of Planning Policy Committee
WARDS:	N/A
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The Key Performance Indicators support the Council's Vision and allows the Council to identify how well we are delivering across a full range of services.	
DIRECTORATE POLICY CONTEXT: This report is produced by the Group Head of Organisational Excellence to give an update on the Q1 Performance outturn of the Key Performance Indicators.	
FINANCIAL SUMMARY: Not required.	

1. PURPOSE OF REPORT

- 1.1. In order for the Committees to be updated with the Q1 Performance Outturn for the Key Performance indicators for the period 1 April 2023 to 30 June 2023.

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 26 October 2023.

2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance indicators at Quarter 1 for the period 1 April 2023 to 30 June 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 about the KPI indicators that are relevant to their Committee and these will be submitted to the Policy and Finance Committee for consideration.
- 3.4. This is the quarterly report covering performance from 1 April 2023 to 30 June 2023 and will cover only those indicators that are due to be measured at this point.
- 3.5. 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

- 3.6. There are 42 Key Performance indicators. 1 indicator relates to this Committee and this indicator is measured at Q1. Appendix A gives full commentary for this indicator.

Status	Number of Key Performance indicators in this category at Q1
Achieved target	0
Didn't achieve but within 15% range	0
Didn't achieve target by more than 15%	1
TOTAL	1

- 3.7. Actions to be taken

The commentary for this indicator highlights the current position of the performance of this indicator. The Interim Chief Executive and Director of Growth will continue to monitor this indicator during 2023/24.

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 CORPORATE SUPPORT/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.

CONTACT OFFICER:

Name: Jackie Follis

Job Title: Group Head of Organisational Excellence

Contact Number: 01903 737580

BACKGROUND DOCUMENTS:

None

No.	Indicator	Council Vision Theme	Service Committee to consider this	CMT Member	Assess by	Target 2023	Q1 Status	Q1 Commentary
CP36	Number of new homes completed	Fulfilling Arun's economic potential	Planning Policy	Karl Roberts	Higher is better	1288 (22/23) 1247 (23/24) 1059 (24/25)	Not achieving Outturn for Q1 263 homes	Recent monthly figures demonstrate the significant fluctuations in occupations which could be down to a whole range of factors; we need to look at longer trends. However, we are still delivering below our required Local Plan target. The number of homes occupied has seen a reduction which could be down to the normal fluctuations or perhaps represents a reflection of the current interest rate increases.

This page is intentionally left blank

REPORT TO:	Planning Policy Committee 21 September 2023
SUBJECT:	The Future of Plans and Plan Making Technical Consultation 2022/2023
LEAD OFFICER:	Kevin Owen (Planning Policy & Conservation Manager)
LEAD MEMBER:	Cllr Martin Lury, Chair of Planning Policy Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>The recommendations supports: -</p> <ul style="list-style-type: none"> • Improve the Wellbeing of Arun; • Delivering the right homes in the right places 	
DIRECTORATE POLICY CONTEXT:	
<p>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 economic growth in a sustainable manner, striking a balance between the need for development and the protection of scarce resources.</p>	
FINANCIAL SUMMARY:	
<p>Plan making costs including any transition towards a new plan making regulatory framework, 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 the Committee in due course.</p>	

1. PURPOSE OF REPORT

- 1.1 To update Planning Policy Committee and agree a broad response to the Government’s further public consultation on plan-making reforms published 25 July (running for 12 weeks until the 18 October). The consultation document called ‘The Future of Plans and Plan-making: a Non-technical Summary’ sets out many of the proposals signalled in earlier reform consultations, associated with the Levelling up and Regeneration Bill (LURB) e.g., National Planning Policy Framework, Infrastructure Levy etc.

2. RECOMMENDATIONS

- i. That the Council bids to become a front runner authority for progressing the Local Plan update in November 2024 when new regulations are published;
- ii. That a high-level response is submitted to the consultation as set out in sections 4.6 to 4.12.

3. EXECUTIVE SUMMARY

- 3.1 The Government's key driver for planning reform is for simple, speedier plans which clearly show what is planned in an area and which are updated frequently, are more digitally accessible and shaped by local communities while they are being drawn up. The Government's key concerns is summarised as follows:-

“The current way of preparing plans is not optimised for community participation. Plans can be lengthy, hard to read and difficult for those without specialist planning knowledge to engage with. They also often take a long time to prepare, at least seven years on average, which means they can be out of date too quickly, and communities struggle to understand the many different consultation phases. As a result, only approximately 35% of local planning authorities have adopted a local plan in the last five years, and few are at an advanced stage of preparing a new one. This creates uncertainty for communities and holds back development where it is needed.”

4. DETAIL

- 4.1. The following section broadly summarises the key proposals under the following topics:-

Plan content

- A single plan with content based on core principles and a standard template;
- Shorter plans focused on locally important matters with sustainable development to run as a golden thread throughout the plan, with growth directed to suitable locations, supported by infrastructure and good design fostering 'beautiful places';
- A set of national Development Management Policies;
- A narrative on how the area will develop supported by a key diagram showing the strategy and vision;
- A digitally accessible interactive Policies Map that foster stakeholder engagement and policy transparency;
- A detailed approach to monitoring including how the Vision and development strategy is delivered.

30-month timetable

- A speeded-up process with preparation to be undertaken within 30 months (2.5 years) when typically plans take 5 - 7 years to prepare or longer;
- 4-month notification and Project Initiation Document prior to 30-month preparation (23 months will be for plan making processes and 6 months for examination and 1 month to adopt i.e. 30 months – See Appendix 1);
- Based on a Project Initiation Document (PID) setting out the scope of the plan, programme and consultation dates (effectively replacing the Statement of Community Involvement);
- Based on a locally distinctive and strategic Vision, developed closely with local communities and stakeholders including monitoring progress through measurable outcomes; ensuring communities shape the local plan at the earliest stages to meet their needs over time;
- Proportionate evidence;
- Early participation and 2 formal consultation stages with stakeholders;
- 6-month planning Examination;
- Requirements to start updating the Local Plan every 5 years;
- The published timetable will be in a digital format published online to be kept up to date at least every 6 months.

Digital plans

- To make documents more visual, efficient and accessible through mapping and electronic/online tools and maps.

Evidence and the tests of soundness

- Evidence to be proportionate and reflect core principles (with open standardised data/metrics, templates and data standards);
- A distinction between evidence to support the plan and evidence to demonstrate 'soundness' at examinations;
- Housing Target based on Standard Housing Methodology to be 'advisory' and remain based on 2014 based population projections;
- Maximised opportunities to protect the environment, human health and deliver government environmental targets and commitments (water, flood, landscape air quality, Local Nature Recovery Strategies); and
- Accommodate new Environmental Outcomes Reports (to replace Strategic Environmental Assessment).

Mandatory Gateway assessments (See Appendix 2)

4.2. To ensure that the plan making process can progress quickly, and the scope of the plan moves in the right direction, the Government proposes 3 gateways that the plan must proceed through (the first two advisory before each mandatory consultation and last one mandatory before submission for examination) in order to minimise problems and issues faced at Examination and thereby allow a swift examination process within 6 months. These gateways are as follows:-

commencement of Gateway 1 (Advisory 4 weeks)

- Scoping and early engagement consultation, will be subject to Planning Independent Specialists or Inspectorate (PINS) advice;
- First mandatory consultation window (8 weeks)

commencement of Gateway 2 (Advisory 4 weeks)

- Plan formulation
- Second mandatory consultation window (6 weeks)

commencement of Gateway 3 (Mandatory 4 weeks)

- Planning Inspectorate (PINS) advice before Examination.
- Submission for independent Examination
- Anticipated adoption date
- The PINS advice will be chargeable to ensure quality decision making.

Plan Examination

- Anticipate that successful passage through the 3 x Gates will reduce and minimise scope for contentious issues at examination stage and speed up the process which should take 6 months (with potentially an additional 3 months if Main Modifications are needed including consultation);
- Inspectors power to pause Examinations for (6 months) for matters to be resolved outside the examination.

Community Engagement

- Project Initiation Document sets out early engagement (PID);
- 'Notify' and 'invite' 'early participation on matters to include to ensure communities shape the plan and strategic vision for growth of the area (Notification happens now in the current system);
- Traditional engagement methods supported by digital methods and best practice;
- Undertake two formal consultation stages (as happens now in the current system);
- Template for representations;
- Requirement for prescribed bodies to assist in plan making;
- Establish a national network of Digital plans through incremental testing and learning.

Monitoring

- Monitoring of delivery of plan objectives and environmental outcomes;
- Light touch annual monitoring reporting with 4-year detailed monitoring return after adoption;
- The LURB proposes removal of requirement to maintain a rolling 5-year Housing Land supply where plans are up to date (i.e. adopted within the last 5 years) and whether the buffers should be removed as part of the calculation;
- The LURB proposes a permissions-based Housing Delivery Test will allow removal of the presumption in favour of sustainable development where it can be demonstrated that permissions are sufficient to meet local need.

Supplementary plans

- ‘Supplementary Plans’ allow quick reaction to change and prepared subject to consultation and examination will be part of the development plan to replace Supplementary Planning Documents (SPD);
- Existing SPD and Area Action plans will be extant until a local plan review commences under the new system.

Infrastructure Delivery Strategies

- Alongside the signalled introduction of an Infrastructure Levy, Infrastructure Delivery Strategies will ensure a strategic and unified approach to infrastructure supporting delivery of the plan and to be introduced under the LURB.

Community Land auctions

- Pilot Community Land auctions to identify land available for allocation in ways which seek to optimise land value capture through ‘price discovery’;
- Land price becomes legally binding if the land is allocated following review by piloting authority;
- Options can be sold by the authority once sites are allocated or develop the land themselves.

Transitional arrangements

- 4.3. A phased roll out is anticipated with Regulations, policy and guidance being in place to permit the new local plans system to commence in November 2024.
- 4.4. Plans being prepared under the current system have deadline for submission on 30 June 2025 and adoption on 31 December 2026 (paragraph 235). If plans that are more than 5 years old are being prepared under the current system and are not aimed at submission by 30 June 2025 the authority should immediately prepare plans under the new system (paragraph 238) when it becomes live (November 2024).

- 4.5. The consultation invites 10 front runner authorities in November 2024 and further waves of authorities in 6-month intervals, thereafter, based on age of plan to keep plan review numbers manageable and on a rolling basis. Acceptance as a front runner would allow the authority to commence under any new regulations in November 2024 while ensuring the capacity of the Planning Inspectorate is allocated to achieve the 3 gateway assessments. Front runner status would also allow for learning and best practice is trialling the new system of plan making, benefitting from Government allocated expert plan making support.

Key Issues

- 4.6. The above summary of proposed changes and transitional arrangements poses potential issues for Arun's Local Plan update which was resumed on 19 July 2023. The Local Plan timetable will not achieve the first milestone for submission by 30 June 2024 because of the consultation stages and phased evidence commissioning programme will not allow it. The consequence would be that a plan would have to then be prepared under the new system when it becomes live in November 2024. This would require Arun to become a 'front runner' authority commencing in November 2024 – unless, following this consultation, the Government permitted authorities which have already started updates, to progress under transitional arrangements beyond the proposed submission deadline. To ensure that work is not wasted under the current Local Plan update, it is expected that this work could continue and be used to transition towards the new system as far as possible.
- 4.7. Some elements of the proposed system will also depend on the results of several further consultations (e.g. National Development Management Polices) and refinement of the consultation proposals - such as promised digital tools for mapping and engagement as well as advice principles and templates for the Local Plan, including defining what is meant by 'proportionate evidence', and formulating locally grounded Vision & Objectives. These uncertainties will require the council to follow a close watching brief in preparing its local Plan update.
- 4.8. Several proposals listed after paragraph 4.1 above, are already a feature of the current planning system although, they are given added emphasis and technical amplification on the basis that they are not being consistently delivered in the right way. In particular, early scoping of the plan and the need for community engagement to shape locally distinctive Visions and Objectives. Rather than just focussing on an authority's long-term aspirations, the new system, may require measurable outcomes (running like a 'golden thread') that that the polices of the plan must aim to achieve. A user tested template/model Vision is to be developed for this purpose for authorities to use.
- 4.9. Given the uncertainties and constraint on resources, officers propose a high-level response to the consultation focused on these matters relevant to Arun (rather than attempting to answer 43 specific questions). In particular, the Government is urged to:

- Recognise the position of those authorities which have already commenced plan making under the current system at considerable expense, where plans are more than 5 years old and consequently, communities are subject to speculative development;
- Those authorities that do not meet the submission deadline but aim to achieve adoption by December 2026 should be given the opportunity to progress plans accordingly under the current system under the transitional arrangements;
- Alternatively, Government is urged to allow evidence work that is already started and underway including early engagement, to be banked and if necessary refined subsequently, to aid transition for the November 2024 start date and that these should be added to the 'front runner' programme of 10 authorities.
- Clarify that the 30-month timetable for plan making should be advisory, to accommodate the Governance and committee cycles that local authorities need to comply with before critical consultations stages and policy proposals can be consulted on which may significantly impact on achieving 30 months.

4.10. Officers recommend to Planning Policy Committee that Arun should put itself forward as a front runner authority.

CONCLUSIONS

4.11. Arun's Local Plan update needs to progress while keeping a close eye out for potential changes and how this may impact upon the process. Should proposed changes be implemented with new regulations the Local Plan update is brought into a position to adapt and transition to the new requirements. It would be prudent to signal now, the authority's desire to become a 'front runner' authority commencing the Local Plan update under the new system from November 2024 should the proposed, changes be implemented.

4.12. Officers will continue to operate with legal guidance on the proposed approach to Arun's Local Plan update. At this stage Officers propose to make a high-level response (addressing only some of the more relevant questions for Arun) because of the level of uncertainty.

5. CONSULTATION

5.1. No consultations have been undertaken because of this Government consultation.

6. OPTIONS / ALTERNATIVES CONSIDERED

6.1. The council can choose to respond to the national consultation to encourage proposed changes to the planning system that best serve Arun and its communities or not to respond and risk the implementation of planning proposals that are not informed by the council's views.

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

- 7.1. Plan making costs including any transition towards a new plan making regulatory framework, 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. Any overspend that cannot be mitigated will reduce the Council's level of Usable Reserves.
- 7.2. The impact on the Council's Mid Term Financial Strategy 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

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1. Implementing the recommendation will minimise the risk that the Council will fail to meet national policies and regulations.

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

- 9.1. The governance and legal implications.

10. HUMAN RESOURCES IMPACT

- 10.1. There are no direct implications of this report however, the proposals for the new plan making framework, if brought into effect, may generate additional work streams and remove some work streams which will need effective resource planning.

11. HEALTH & SAFETY IMPACT

- 11.1. There are no direct implications of this report.

12. PROPERTY & ESTATES IMPACT

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

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1. The proposals may have a positive impact on community health and wellbeing through supporting sustainable policies within the development plan to meet identified housing and economic and environmental needs through placemaking and infrastructure delivery.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1. The update of the Local Plan through the current or new plan making system if introduced, may have positive and negative implications for Climate Change although these should balance and mitigate being subject to Sustainability Appraisal and environmental outcomes.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1. There are no direct adverse implications for crime and disorder however, preparing an up-to-date development plan may benefit designing out crime through placemaking policies.

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.

CONTACT OFFICER:

Name: Kevin Owen

Job Title: Planning Policy & Conservation Manager

Contact Number: 01903 787853

BACKGROUND DOCUMENTS:








Background Paper 1: The Future of Plans and Plan Making Technical Consultation 2022/2023

<https://www.gov.uk/government/consultations/plan-making-reforms-consultation-on-implementation>

Appendix 1: 30-month Plan Making Timetable following 4 Months' Notice



Appendix 2 Gateways

	 Gateway 1 (Advisory)	 Gateway 2 (Advisory)	 Gateway 3 (Stop/Go)
 Focus	<ul style="list-style-type: none"> • Ensuring the plan sets off in the right direction • Supporting early diagnosis of potential issues – legal and procedural requirements and soundness 	<ul style="list-style-type: none"> • Supporting early resolution of potential soundness issues, where possible • Ensuring legal and procedural compliance • Monitoring and tracking progress 	<ul style="list-style-type: none"> • Checking the plan is ready to proceed to examination • Ensuring legal and procedural compliance • Monitoring and tracking progress
 Role	<ul style="list-style-type: none"> • Advising, observing and supporting 	<ul style="list-style-type: none"> • Advising, observing and supporting 	<ul style="list-style-type: none"> • Validating that key requirements have been met (a “stop/go” check)
 Duration	<ul style="list-style-type: none"> • 4 weeks (up to 6 by exception) 	<ul style="list-style-type: none"> • 4 weeks (up to 6 by exception) 	<ul style="list-style-type: none"> • 4 weeks (up to 6 by exception)
 Assessor	<ul style="list-style-type: none"> • Independent, specialist hands-on support • May involve Planning Inspectors (as required) 	<ul style="list-style-type: none"> • Planning Inspectors • Optionally supported by technical specialists 	<ul style="list-style-type: none"> • Planning Inspectors

REPORT TO:	Planning Policy Committee – 21 September 2023
SUBJECT:	Local Development Scheme
LEAD OFFICER:	Kevin Owen (Planning Policy & Conservation Manager)
LEAD MEMBER:	Cllr Martin Lury, Chair of Planning Policy Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>The recommendations support:-</p> <ul style="list-style-type: none"> • Improve the Wellbeing of Arun; • Delivering the right homes in the right places. 	
DIRECTORATE POLICY CONTEXT:	
<p>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 economic growth in a sustainable manner, striking a balance between the need for development and the protection of scarce resources.</p>	
FINANCIAL SUMMARY:	
<p>The plan making costs will need to be met from within the current revenue budget. and should this not be possible, an overspend will be reported to Members in due course. Any overspend that cannot be mitigated will reduce the council’s level of Usable Reserves.</p>	

1. PURPOSE OF REPORT

- 1.1. This report seeks the Committees agreement to recommend to Full Council, adoption of an updated Local Development Scheme (LDS September 2023). This is with respect to the lifting of the pause to the Local Plan Update and to set out the recommenced work programme.

2. RECOMMENDATIONS

- 2.1. The Planning Policy Committee is requested to:-
- i. Recommend to Full Council that the draft Local Development Scheme September 2023 for the period 2023-2025 as amended (and set out in Background Paper 2) be adopted; and
 - ii. Delegate authority to the Group Head of Planning, in consultation with the Chair of Planning Policy Committee, to undertake minor updating and drafting of any amendments required to the LDS prior to publication on the council’s website.

3. EXECUTIVE SUMMARY

- 3.1. The council is required to produce, and keep up to date, a Local Development Scheme (LDS). The LDS provides a work programme for the production of those Development Plan Documents to be prepared over a three-year period and is monitored in the Authority Monitoring Report and used for resource planning by PINS (the Planning Inspectorate).
- 3.2. The current LDS was recently updated and adopted 15 March 2023 (Background Paper 1) with respect to the Gypsy & Traveler Local Plan timetable and the paused Local Plan update. However, with the lifting of the pause to the Local Plan update, the LDS needs updating again.
- 3.3. The revised LDS (Background Paper 2) includes the updated timescales for the production of the Local Plan update.

4. DETAIL

- 4.1. In January 2022 Planning Policy Committee considered the updated LDS to set out the G&TDPD timescale and work programme (Background Paper 1) which had been delayed because of objections but had been sufficiently resolved to resume. The LDS update also confirmed the continuing pause to the Arun Local Plan.
- 4.2. However, the lifting of the pause to the Arun Local Plan (Full Council 19 July 2023) requires the LDS be further updated. The LDS therefore, sets out revised proposed key dates for the Arun Local Plan update including the Regulation 18 Issues & Options and Draft Local Plan consultation stages, Regulation 19 Pre-submission consultation, Submission and Examination and Adoption in 2026/27.
 - Spring 2024 Issues & Options consultation.
 - Spring/Summer 2025 Draft Local Plan consultation (and phase 3 evidence).
 - Spring/Winter 2026 Regulation 19 Pre-submission consultation.
 - Submission summer 2026.
 - Examination Autumn 2026.
 - Adoption Winter/Spring 2026/27.

5. CONCLUSION

- 5.1. The update to the LDS will help to ensure that Arun maintains effective and timely preparation of its development plan so that development management decisions relating to development within the District accord with up to date development plans consistent with national policy and sustainable development.

6. CONSULTATION

- 6.1. The council is not required to consult on the LDS which is the authority's plan making timetable.

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

- 7.1. The plan making costs 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. Any overspend that cannot be mitigated will reduce the council's level of Usable Reserves.
- 7.2. The impact on the council's Mid Term Financial Strategy 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.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1. The range of options available are to; approve the LDS September 2023 to ensure a 'sound' development plan is prepared to guide future growth and infrastructure provision; or not to approve the LDS September 2023 with the risk that planning decisions are not in accordance with an up-to-date development plan and determined by appeal.

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

- 9.1. Section 15 of the Planning and Compulsory Purchase Act, 2004 as amended by the Localism Act 2011 requires the council to prepare and maintain a Local Development Scheme, and the report sets out the procedure to enable it to be updated. There are no Governance or legal implications arising from this update.

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 arising from preparing and adopting the LDS for Equalities/Social Value. However, the programmed plan making may give rise to such positive and adverse implications but is subject to Sustainability Appraisal and Equalities Appraisal during plan preparation and community consultation, to ensure that adverse effects are mitigated.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1. There are no direct adverse implications arising from preparing and adopting the updated LDS for Climate Change. However, the associated plan making may give rise to such positive and adverse implications but is subject to Sustainability Appraisal Environment Assessment and Habitats Regulation Assessment during its preparation and community consultation, to ensure that adverse effects are mitigated.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1. 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.

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.

CONTACT OFFICER:-

Name: Kevin Owen

Job Title: Principal Planning Officer

Contact Number: 01903 737697

BACKGROUND DOCUMENTS:

Background Paper 1: LDS January 2023:-

<https://www.arun.gov.uk/local-development-scheme-lds>

Background Paper 2: Draft Local Development Scheme September 2023:-

<https://www.arun.gov.uk/local-development-scheme-lds>

ARUN DISTRICT COUNCIL
LOCAL DEVELOPMENT SCHEME

2023 – 2025



September 2023

ARUN DISTRICT COUNCIL
LOCAL DEVELOPMENT SCHEME

CONTENTS

1. Introduction	3
2. Arun District Council's Development Plan	4
3. Emerging Plans	6
4. Supporting Documents	7
5. Process and Procedures	8
APPENDIX 1 – Development Plan Document (DPD) Profiles	10
APPENDIX 2 - Risk Assessment.....	13

DRAFT

1. Introduction

- 1.1 This further update to the Local Development Scheme (LDS) is necessary to explain that the pause to the Local Plan Update has been lifted through Full Council resolution on 19 July 2023.
- 1.2 The updated LDS 2023 has been prepared in conformity with the Planning and Compulsory Purchase Act 2004 (The Act), as amended by section 111 of the Localism Act 2011. The local planning authority must resolve that the scheme is to have effect and specify the date from which it will do so. The LDS will be adopted and come into effect following resolution of Full Council, on 8 November 2023.
- 1.3 The Act (as amended by the Localism Act 2011) states that a Local Development Scheme must specify:-
- The local development documents which are to be development plan documents;
 - The subject matter and geographical area to which each development plan document relates;
 - Which development plan documents, if any, are to be prepared jointly with one or more other local planning authorities;
 - Any matter or area in respect of which the authority has agreed (or proposes to agree) to the constitution of a joint committee [with other local planning authorities]; and
 - The timetable for the preparation and revision of the development plan documents.
- 1.4 The LDS therefore, sets out the current Development Plan and introduces the scope and timeframe for preparing the emerging local Development Plan Documents (DPDs), which will form the Development Plan.

Recent Changes to the Planning System

- 1.5 The Local Plan must be prepared in accordance with the National Planning Policy Framework (NPPF) which was revised and published in July 2021. The NPPF must also be read alongside Planning Policy for Traveller Sites August 2015. In additional updates to the Government's Planning Practice Guidance (PPG) were published in August 2022 (Flood Risk and coastal Change). This may impact on existing and emerging Development Plan Documents. Further signaled changes are set out in the Levelling Up and Regeneration Bill progressing through Parliament.
- 1.6 The Localism Act 2011 allows for communities to draw up Neighbourhood Development Plans (NDPs). Arun's Local Planning Authority Area is parished with 21 Parish/Town Councils. Up to 15th November 2022, there are 17 'made' (adopted) NDPs in the District, prepared in accordance with the Neighbourhood Planning (General)

Regulations 2012. Several of these made NDPs are undergoing a review. There are 2 Parish Councils not preparing NDPs. The Table below shows the current position with regard to made NDP, those subject to review and those updated. Once NDPs are adopted ('made') by the Council, they will sit beside the Arun Local Plan and become part of the statutory Development Plan which guides decision making in the district.

- 1.7 The Community Infrastructure Levy (CIL) Regulations came into force in 2010 and have been amended successively, the latest amendment being in September 2019. The approved Arun CIL Charging Schedule was implemented coming into effect on 1st April 2020.

2. Arun District Council's Development Plan

- 2.1 All planning applications in Arun District Council must be considered against the Development Plan which within the Arun local planning authority area (i.e. outside of the South Downs National Park area – SDNP - that falls within part of Arun District) currently consists of the following adopted plans:-

- Arun Local Plan 2018;
- West Sussex Joint Minerals Local Plan 2018 (i.e. prepared by West Sussex County Council and South Downs National Park Authorities);
- West Sussex Waste Local Plan (2014);
- Made Neighbourhood Development Plans;
- Marine Plan.

	'Made' NDP	Currently Preparing a NDP	Currently reviewing or updating 'Made' NDP	Updated NDP 'Made'
Aldingbourne	Y	N	N	Y
Aldwick	N	N	N	N
Angmering	Y	N	Y	N
Arundel	Y	N	N	Y
Barnham & Eastergate	Y	N	N	Y
Bersted	Y	N	N	N
Bognor Regis	Y	N	N	N
Climping	Y	N	N	N
East Preston	Y	N	N	N
Felpham	Y	N	N	Y
Ferring	Y	N	N	N
Ford	Y	N	Y	N
Kingston	Y	N	N	N
Littlehampton	Y	N	N	N
Middleton – On-	N	Y	N	N

Sea				
Pagham	N	Y	N	N
Rustington	Y	N	N	N
Walberton	Y	N	N	Y
Yapton	Y	N	Y	N
Lyminster & Crossbush	Y	N	N	N
Poling	N	N	N	N

Arun Local Plan (2011-2031)

- 2.2 The Arun Local Plan was adopted by Full Council on 18th July 2018 (incorporating Main Modifications), and it replaces the Local Plan 2003 (in its entirety within Arun local planning authority area) and all of the saved policies from the 2003 plan. Decisions on planning applications will need to accord with the Adopted Arun Local Plan 2018 unless other material circumstances indicate otherwise.

West Sussex Minerals Local Plan 2018

- 2.3 The West Sussex Joint Minerals Local Plan (JMLP), which was adopted in July 2018, ensures the supply of minerals to at least 2033. It sets out the vision, objectives and strategy for mineral land-use planning in West Sussex and provides 10 strategic policies and 15 Development Management policies to provide a policy framework for determining mineral planning applications. It also sets out minerals safeguarding areas and facilities, and site allocations for minerals development. The JMLP replaces any saved policies and development management decisions must accord with the statutory development plan for West Sussex unless material circumstances indicate otherwise. The JMLP can be found on the West Sussex County Council (WSCC) web site:-

www.westsussex.gov.uk/mwdf.

The West Sussex Waste Local Plan

- 2.4 The West Sussex Waste Local Plan (WLP) (2014) was adopted on 11 April 2014. It sets the vision, objective and strategy for waste planning in West Sussex until 2031. It includes Use-Specific Policies, Development Management Policies and Waste Site Allocation policies. The allocation policies aim to ensure there is sufficient capacity to meet identified shortfalls in transfer, recycling and recovery capacity across the county. The WLP includes two strategic sites within Arun District at Hobbs Barn, near Climping and Site north of Wastewater Treatment Works, Ford. These are included on the Arun Local Plan Policies Maps. In accordance with national policy, West Sussex Mineral Planning authority reviewed the WLP 2014 in 2020 and concluded that the policies were fit for purpose and did not need updating.

Neighbourhood Development Plans

- 2.5 2.9 There are 17 Neighbourhood Development Plans within the Arun District that have been 'made'. These give communities the power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They include the location of new homes, shops and offices. They influence what those new buildings should look like and inform what infrastructure should be provided. The Arundel Neighbourhood Plan is the first 'made' NDP to be reviewed and pass referendum (December 2019) and was 'made in January 2020.

3. Emerging Plans

Gypsy and Traveller and Travelling Showpeople Site Allocations Development Plan Document

- 3.1 The adopted ALP 2018 provides polices for allocation and safeguarding sites to accommodate both Gypsy and Traveller and Traveller Showmen households based on needs identified and updated with successive publications of the 'Joint Gypsy and Traveller and Travelling Showpeople Accommodation Assessment May 2015 (GTAA) commissioned by the SDNP and authorities within West Sussex County under the 'duty to cooperate'.
- 3.2 The ALP 2018 also provides that, because of changes to national policy during plan preparation, work should commence immediately on a separate 'Gypsy and Traveller and Travelling Showpeople Sites Allocation DPD'. Preparation should follow an update of the evidence base (jointly with SDNP, WSCC, Worthing Borough and Adur District and Chichester District) to ensure that accommodation provision meets the requirements of the Planning for Traveller Sites Policy (August 2015). Further details regarding the timetable for the preparation of this DPD is provided in **Appendix1`**.

Arun Local Plan Update DPD

- 3.3 On 15 January 2020 Arun District Council resolved to update the Arun Local Plan following a review of housing policies and housing delivery performance (in 2019). In addition the council declared a 'Climate Change Emergency' which included the need to develop a new planning framework to improve the level of sustainability and infrastructure and to revise the existing development management policies.
- 3.4 The 'Climate Change Emergency' is a priority requiring the impact and mitigation of climate change to be considered and incorporated into all policies, key decision making and officer's work. The Arun Environment and Leisure Working Group is tasked with producing an action plan with milestones to make the activities of the council carbon neutral by 2030.

- 3.5 Consequently, preparation of a Non-Strategic Sites Allocations DPD (NSSA DPD) to support the existing ALP 2018 was abandoned to ensure that the resources and timetable for the Local Plan review are prioritized within the context of the Climate Change Emergency and key priorities of the council.
- 3.6 The ALP 2018 commitment to provide at least 1,250 dwellings for the period to 2031 will mean that contributions from Neighbourhood Development Plan reviews will be expected to deliver a proportion of the ALP 2018 dwelling requirement to 2031 as currently agreed with those Parish Neighborhood Development bodies.
- 3.7 The council does not have a 5-year housing land supply and has failed the Government's Housing Delivery Test published in 2018, 2019, 2020, 2021 and 2022. For those Parishes not preparing NDP reviews (or NDPs) that would have been subject to development allocations via the abandoned NSSDPD the council will operate a policy of inviting applications from deliverable Housing Sites within the HELAA. This is set out in the Action Plans published in 2019 and 2021 and an 'Interim Housing Statement' published in 2021. Applications will be determined in accordance with presumption in favour of sustainable development (set out in paragraph 11d) of the National Planning Policy Framework 2019, until a 5-year housing land supply is re-established and or the Local Plan update or NDPs preparation and review, together, identify planned provision to meet requirements.
- 3.8 In October 2021 the council paused work on the Local Plan update because of signaled changes to national planning policy and the need to ensure that plan making was fit for purpose and cost effective. The pause was reconsidered but maintained June 2022. However, in July 2023 the council resolved to lift the pause to the Local Plan update on the basis that the impending changes are broadly understood and there was a need to progress plan making to address the significant housing economic and infrastructure needs of the area sustainably. The Adopted Arun local plan 2018 is now 5 years old (July 2023). Further details regarding the timetable for the preparation of this DPD is provided in **Appendix 1**.

4. Supporting Documents

Supplementary Planning Documents

- 4.1 As well as programming work on the DPDs, the council may also choose to prepare SPDs. Adopted SPDs do not form part of the statutory development plan but following public consultation and, once adopted are a material consideration for development management decisions. Recently adopted SPD include: -
- Open space, Playing Pitches, Indoor and Built Sports Facilities SPD;
 - Arun Parking Standards (including eVehicles) SPD;
 - Arun Design Guide SPD.

- 4.2 Under the Planning Act 2008 there is no longer a requirement for SPDs to be included within the LDS. For reference the authority has prepared: -
- Single Local List of Non-Designated Heritage Assets;
 - Masterplan principles e.g. for the Strategic Allocations at Barnham Eastergate and Westergate and at West of Bersted.

Infrastructure Funding Statement

- 4.3 The Local Plan identifies what infrastructure is needed within the District over the lifetime of the Plan, when it will be provided and how much it will cost. This is set out within the Infrastructure Delivery Plan (IDP). The IDP sets out infrastructure that is to be provided by s.106 contributions and via Community Infrastructure Levy (CIL) receipts.
- 4.4 The Community Infrastructure Levy Regulations ('CIL Regulations') were introduced in April 2010 and have been amended. Arun implemented and approved an Arun CIL Charging Schedule on 1st April 2020. However, it should be noted that the CIL charging schedule is not part of the development plan. Under the CIL Regulations (as amended) Arun will be required to prepare an Infrastructure List together with an Infrastructure Funding Statement to monitor CIL income and spend for the calendar year annually. Arun approved a 3-year CIL Infrastructure Investment Plan in March 2022.

Statement of Community Involvement

- 4.5 The Statement of Community Involvement (SCI) sets out the council's process for undertaking consultation on both planning policy documents and as part of the Development Control process.
- 4.6 The SCI was adopted in 2018 to take into account amendments to legislation. Public consultations and engagement must be carried out in accordance the SCI. At the time of writing the SCI is being reviewed and will be updated following report to Planning Policy Committee on 21 September and a period of public consultation. A revised SCI is anticipated for Full Council approval in the new year 2024.

5. Process and Procedures

Resources

- 5.1 The Planning Policy and Conservation Team (7 FTE) are leading the production of the Local Plan and supporting DPDs, SPD and monitoring including of housing delivery. The CIL officer FTE post is responsible for implementation and monitoring of CIL receipts and spend. Two

vacant posts are difficult to recruit i.e. 1 FTE Monitoring & GIS Officer and 1 FTE Principal Planning Officer. Neighborhood Plan support is grant funded. It will be necessary to fill vacancies or cover those posts as a priority through procuring consultants (e.g. through commissioning a Statement of Works contract where resource time constraints require it) to produce work for which specialist expertise is required. It may also be necessary at particular times to draw in staff from other parts of the council to help with particular pieces of work.

- 5.2 A project management approach (i.e. Project Initiation Document or PID) is being employed in the preparation of the documents listed above to ensure that the timescales set out in this document are met. This will enable the continual review of all of the risks associated with delivery and the effective management of resources. A risk assessment is provided in **Appendix 2**.

Monitoring and Review

- 5.3 The Localism Act removed the requirement for Local Planning Authorities to submit Annual Monitoring Reports to the Secretary of State. Instead, authorities are now required to prepare an Authority Monitoring Report and make this available to the public. This report monitors details such as the progress of the preparation and implementation of Local Development Documents including the Local Plan and Supplementary Planning Documents (all data to be included within the authority's monitoring report is set out in Regulation 34 of the Town and Country Planning, (Local Planning) (England) Regulations 2012. Arun District Council's most up to date monitoring report can also be accessed on the ADC Evidence and Monitoring website using the following link:

<https://www.arun.gov.uk/supporting-documents>

Reviewing the Local Development Scheme

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

APPENDIX 1 – Development Plan Document (DPD) Profiles

Arun Local Plan Update Development Plan Document		
Geographical Area.	All parts of Arun District excluding that part within the South Downs National Park Boundary.	
Subject to Independent Examination.	Yes.	
Produced jointly with other authorities.	No, although Parish and Town Council's may wish to assist and update their NPs accordingly.	
Timetable.	Regulation 18(1) consultation Issues & Options.	Spring/Summer 2024.
	Reg 18 (2) Draft DPD consultation.	Spring/Summer 2025.
	Regulation 19 Publication consultation.	Spring 2026.
	Reg 22 Submission.	Summer 2026.
	Examination.	Autumn 2026.
	Inspector's Report Received.	Winter 2026.
	Adoption.	Winter 2026.
Resources.	The document will require significant input from the Planning Policy Team and officers from other council Departments.	
Review.	Once adopted, the policy and delivery strategy will be monitored in the Authority Monitoring Report.	

Gypsy and Traveller Sites Development Plan Document (DPD)

The Gypsy and Traveller and Travelling Showpeople Sites DPD will meet needs identified 2018 – 2036 by the joint Gypsy and Traveller Accommodation Assessment (GTAA 2019). The DPD will identify a supply of specific deliverable sites for years 1 to 5; specific developable sites or broad locations for year's 6 to 10; and where possible years 11 to 15 of the plan period.

Geographical Area.	Arun District but excluding that part within the South Downs National Park Boundary.	
Subject to Independent Examination	Yes.	
Produced jointly with other authorities?	No, although related background evidence has been produced jointly with the Coastal West Sussex authorities and West Sussex County Council. The approach for transit provision has been agreed countywide.	
Timetable.	Regulation 18 (1) consultation	Summer 2019.
	Reg 18 (2) draft plan consultation	Winter 2020.
	Regulation 19 Publication.	Summer 2023.
	Submission	Autumn 2023.
	Examination	Winter 2023.
	Inspector's Report Received	Spring 2024.
	Adoption	Spring 2024.
Resources.	The document will require significant input from the Planning Policy Team and officers from other council Departments.	
Review.	Once the Gypsy and Traveller and Travelling Showpeople Sites DPD is adopted, the policy and delivery strategy will be monitored annually in the Authority Monitoring Report.	

APPENDIX 2 - Risk Assessment

High to Low 1-11	Risk	Impact	Actions
1	Elections cause delays in decision making.	<ul style="list-style-type: none"> - Causes slippage in programme. - Possible change in emphasis in document. 	<ul style="list-style-type: none"> - Ensure that timetable is flexible to adapt and adopt new requirements and priorities. <p>Plan Local Plan preparation around processes external to Planning Policy Team.</p>
2	Loss/recruitment difficulties - key staff.	Slippage in programme.	<ul style="list-style-type: none"> - Recruit to vacant posts as quickly as possible or consider contracting support, secondments.
3	Updates to evidence base studies and new reports undertaken by external specialists are delayed or take longer than anticipated.	<ul style="list-style-type: none"> - Causes slippage in programme. - Sections of the Local Plan cannot be completed due to lack of evidence. 	<ul style="list-style-type: none"> - Ensure briefs for consultants are clear on inputs and output requirements. - Hold regular project progress meetings. - Set clear deadlines for consultants.
4	Policy Team required to do other unforeseen work, including additional appeals/work on other corporate projects.	<ul style="list-style-type: none"> - Diverts team from LDF causing a slippage in programme. 	<ul style="list-style-type: none"> - Service Business Plan to make Local Plan corporate priority and other work minimized or stopped. - Consider additional resources/using staff from other services.
5	Lack of in-house skills for specialised areas of policy work/Sustainability Appraisals/background studies.	<ul style="list-style-type: none"> - Slow progress causing a slippage in programme. - Objectives on quality compromised. - Evidence base is challenged/undermined 	<ul style="list-style-type: none"> - Ensure financial resources available to commission work -Take prompt action to fill vacancies. -Ensure working arrangements between teams are clear.

DRAFT

6	Volume of work greater than anticipated e.g. on submitted representations.	- Causes slippage in programme.	<ul style="list-style-type: none">- Ensure timetable is realistic but has some flexibility built in.- Monitor progress against LDS.- Consider additional resources.- Use a project management approach e.g., PID with Project sponsor and Board.
---	--	---------------------------------	---

High to Low 1-11	Risk	Impact	Actions
7	Insufficient budget provision to finance the project	<ul style="list-style-type: none"> - Work slips or cannot be progressed. - Objectives on quality compromised. 	<ul style="list-style-type: none"> - Secure provision of base budget for the plan preparation period - Base budget spending monthly monitoring and review.
8	Local Plan programme too ambitious	<ul style="list-style-type: none"> - Key milestones in programme not met and Housing and Planning Delivery Grant reduced. 	<ul style="list-style-type: none"> - Ensure LDS is realistic. - Monitor progress against LDS and amend if necessary. - Delete Non-Strategic Site Allocations DPD.
9	Planning Inspectorate unable to meet the timescale for examination and reporting	<ul style="list-style-type: none"> - Examination and/or report is delayed. - Key milestones in programme not met. 	<ul style="list-style-type: none"> - Close liaison with the Planning Inspectorate to ensure early warning of any problems (e.g. consultation on LDS). - Maintain up to date Service Level Agreements with the Inspectorate.
10	Local Plan fails test of "soundness"	<ul style="list-style-type: none"> - DPD has to be withdrawn and further work undertaken for resubmission. - Progress on other LDD/CIL charging schedule slips. 	<ul style="list-style-type: none"> - PAS toolkit and critical friend. - Ensure documents have a robust evidence base and well audited community and stakeholder engagement. - Undertake NPPF and legal compliance self-assessment. - Maintain close working relationship with the Planning Inspectorate. - Keep up to date on experience from elsewhere. - Keep up to date with NPPF and test of soundness. - Retain Counsel Opinion.
11	Legal Challenge	<ul style="list-style-type: none"> - Adopted document quashed. - Additional workload. - Legal costs. 	<ul style="list-style-type: none"> - Ensure procedures, Act, Regulations etc. are complied with. - Undertake soundness self-assessment. - Retain Counsel Opinion.

REPORT TO:	Planning Policy Committee
SUBJECT:	Review of the Statement of Community Involvement
LEAD OFFICER:	Kevin Owen (Planning Policy & Conservation Manager)
LEAD MEMBER:	Councillor Martin Lury, Chair of Planning Policy Committee
WARDS:	All
<p>CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: The production of an up-to-date Statement of Community Involvement (SCI) is required as part of the Local Plan Update. The SCI is therefore an important part of the process to achieving the corporate vision of Delivering the right homes in the right places.</p>	
<p>DIRECTORATE POLICY CONTEXT: Community involvement is a key element in the planning system in order to ensure that all of those with an interest are actively involved. The Statement of Community Involvement sets out how and when local communities, businesses and organisations will be involved in the planning process.</p>	
<p>FINANCIAL SUMMARY: There are no financial implications arising from this report. Consultation costs will be met from within the Planning Policy Budget.</p>	

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to seek authority to publish the amended Statement of Community Involvement for public consultation.

2. RECOMMENDATIONS

- 2.1 That Planning Policy Committee agrees to:-
- i. Approve the draft Statement of Community Involvement for a four-week period of public consultation from 28 September closing 26 October 2023;
 - ii. Delegate authority to the Group Head of Planning in consultation with the Chair of Planning Policy Committee to make any minor or factual drafting changes to the SCI and should no material changes be needed, refer the SCI to Full Council for approval;
 - iii. Report the SCI back to this Committee in the event that material changes are needed, before referral to Full Council for approval.

3. EXECUTIVE SUMMARY

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

- 3.2 The document provides guidance on how the planning system works and how the council will inform, consult and involve people in planning decisions within the Arun District Local Planning Authority Area (i.e. excluding that part of the District covered by the South Downs National Park Planning Authority).
- 3.3 The current SCI was last reviewed in 2018 (although temporary updates were introduced during the Covid pandemic to cover public inspection and social distancing which have now finished). Given the time interval, and the decision to recommence the update of the Arun Local Plan, the SCI has now been checked and amended to account for changes in the planning system. The revised version of the SCI also includes a number of factual updates related to the handling of any personal information received during a period of public consultation e.g. as part of the determination of a planning application, or in the process of preparing a Local Plan or Neighbourhood Plan.
- 3.4 A draft Statement of Community Involvement (attached at Appendix 1) has been prepared, and the council is required to publish it for public consultation.

4. DETAIL

- 4.1 The Local Planning Authority is required to produce a Statement of Community Involvement (SCI) in accordance with section 18 of the Planning and Compulsory Purchase Act 2004. The purpose of the SCI is to set out how the council will engage with the public, developers, businesses and other agencies with an interest in the development of the District, as part of the planning system.
- 4.2 This includes the preparation and revision of Local Plans, and Supplementary Planning Documents (SPDs). The SCI is also required to be in conformity with The Town and Country Planning (Development Management Procedure) Order 2015 which establishes requirements for consultation on planning applications. As a result, the SCI also includes procedures for consulting the public on planning, listed building and other applications. Essentially, the SCI also sets out standards and arrangements as to how the council will consult and report back to those engaged in the process.
- 4.3 The council considers that having clear arrangements for carrying out consultation will help to establish a two-way process between the community and the council, especially in terms of the creation of the Local Plan. It will provide the community with opportunities to help shape their local areas and create a transparent, fair and open planning process.
- 4.4 The SCI contains:-
- Information on who and how we will consult when drafting planning documents, and at what stage.
 - Information on when, who and how we will consult on planning, listed building and other types of applications.
 - The techniques available and likely to be used during consultation. It is important that methods can be appropriately tailored to the planning document in question, to allow for changes in the regulations or best practice guidance, and to reflect that new methods of communication and

engagement may become available over the life of the document.

Current Position

- 4.5 Regulation 4 of the Town and Country Planning (Local Planning) (Amendment) Regulations 2017 requires an SCI to be reviewed every five years starting from the date of adoption of the SCI. The current SCI was last reviewed in 2018, with temporary changes made in 2020 to reflect the restrictions caused by the Covid 19 pandemic.
- 4.6 The SCI will be used in the production of the Local Plan Review and form part of the Local Plan examination process during which compliance with the SCI will be checked in order to ensure that all those with an interest will have been involved at the appropriate time and in the best way possible. It is, therefore, important to ensure that it remains current and up to date.
- 4.7 Following the recommendation by the Planning Policy Committee on 8 June 2023 to lift the pause on the review of the Arun Local Plan (approved by Full Council on 19 July) the SCI has been reviewed. The need for a small number of changes has been identified and now made to the content. These changes ensure that it reflects the relevant legislation, ADC procedures and is fit for purpose. A number of key alterations have been highlighted in yellow within the draft SCI document.
- 4.8 The small number of amendments to the SCI include:-
- Information regarding the legal framework for preparing the SCI and amendments to the relevant legislation.
 - Information regarding the status of the SCI.
 - Factual updates regarding the process for submitting applications and reviewing plans.
 - A factual update on how consultation responses are handled by the department e.g. when determining applications or reviewing local plan representations. This includes how personal information received is to be handled and advice to consultees.
- 4.9 Following any amendments, the SCI should be published for a period of consultation to allow any interested individual to make representations. If agreed, the draft SCI will be published for a four-week period of consultation from 28 September to 26 October 2023.
- 4.10 All representations received will be reviewed and amendments incorporated, where appropriate, into the final SCI. Should there be only minor drafting or factual changes, this report seeks delegated authority for the Head of Planning in consultation with the Chair of Planning Policy Committee to make such changes otherwise any material changes will be reported back to Committee.

5. CONSULTATION

- 5.1 No external consultations have yet been undertaken. However, internal consultations have been undertaken including with officers from Legal services, Development Management and the Technical Support.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 The council can choose not to update the Statement of Community Involvement. However, this would risk impacting upon the Local Plan when it reaches examination.

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

- 7.1 There are no financial implications arising from this report. Consultation costs will be met from within the Planning Policy Budget.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1 Implementing the recommendation will minimise the risk that the council will fail its statutory duty.

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

- 9.1 The current system of plan making is contained in the Planning and Compulsory Purchase Act 2004 (PCPA) (as amended) and the Town & Country Planning (Local Planning) (England) Regulations 2012 (as amended) and supported by the National Planning Policy Framework and Planning Practice Guidance.

- 9.2 The Authority has a statutory duty pursuant to Section 18 of the PCPA 2004 to prepare a statement of community involvement which is a local development document that sets out the authority's policies on giving advice and guidance for neighbourhood planning and on how it will involve those persons with an interest in matters relating to development in their area on the preparation of specified planning documents.

- 9.3 The Local Planning Authority has reviewed and updated the SCI in order to ensure compliance with regulation 4 of the Town and Country Planning (Local Planning) (Amendment) Regulations 2017 which requires it to be reviewed every five years starting from the date of its adoption.

10. HUMAN RESOURCES IMPACT

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

11. HEALTH & SAFETY IMPACT

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

12. PROPERTY & ESTATES IMPACT

12.1 There are no direct implications for council estate arising from this report.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 The council has a legal requirement to make sure its policies, and the way it carries out its work, do not discriminate against anyone. The SCI ensures that all those with an interest in the planning process are involved at the appropriate time using the most suitable methods in order to ensure that they are genuinely involved.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 There are no implications.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 There are no implications.

16. HUMAN RIGHTS IMPACT

16.1 There are no implications.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 There are no implications.

CONTACT OFFICER:

Name: Kevin Owen

Job Title: Planning Policy & Conservation Team Leader

Contact Number: 01903 737853

BACKGROUND DOCUMENTS:

The Draft Statement of Community Involvement:

<https://www.arun.gov.uk/statement-of-community-involvement-sci-and-engagement>

This page is intentionally left blank



ARUN DISTRICT COUNCIL

Statement of Community Involvement 2023

Contents

INTRODUCTION	5
What is a Statement of Community Involvement (SCI)?.....	5
Review of the SCI.....	6
PLANNING POLICY.....	7
Introduction.....	7
Statement of Community Involvement.....	7
The Development Plan Process.....	8
Duty to co-operate.....	10
Who will be consulted?.....	10
When we will undertake consultation.....	11
Methods of consultation.....	12
Specific Consultation Information.....	15
How do I get involved?.....	16
Neighbourhood Development Plans.....	17
Neighbourhood Development Plans (NDP).....	17
Community Right to Build Order (CRBO).....	18
Neighbourhood Development Order.....	19
DEVELOPMENT MANAGEMENT.....	20
Introduction.....	20
Pre-application.....	20
Planning applications.....	22
Decision Making.....	23
Appeals.....	24
Developer/Agent/Promoter Consultation.....	24
Planning Performance Agreements.....	26
Planning Aid.....	27
Introduction.....	27
What type of service is provided by Planning Aid?.....	27
Monitoring and review of the Statement of Community Involvement.....	28
Introduction.....	28
Monitoring and Planning Policy.....	28
Monitoring and Development Management.....	29
Reviewing the Statement of Community Involvement.....	29

Abbreviations.....30
Glossary of Terms31
APPENDIX 1 - Who we will involve in each Plan document33
APPENDIX 2 – Consultation Methods36
APPENDIX 3 – Legislative Summary.....42

DRAFT

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

Kevin Owen,
Planning Policy Team Leader
Arun District Council,
Arun Civic Centre,
Maltravers Road,
Littlehampton,
West Sussex,
BN17 5LF

Or: localplan@arun.gov.uk

Or contact the Planning Policy and Conservation Team on 01903 737500

The Statement of Community Involvement is also available on the council website www.arun.gov.uk/planning-policy

INTRODUCTION

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

The National Planning Policy Framework (NPPF) sets out the Government's planning policies and must be taken into account in the preparation of development plans and planning application decisions. The NPPF states that the planning system should be easier to understand, more accessible and include a commitment to involving all who are interested in planning. Paragraph 16 of the NPPF (2021) states "Plans should..... be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees".

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

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

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

What is a Statement of Community Involvement (SCI)?

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

The council is required by section 18 of the Planning and Compulsory Purchase Act 2004 to publish a Statement of Community Involvement (SCI) and is required to undertake a review of the SCI every five years.

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

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

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

Supplementary Planning Document (SPD)

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

Neighbourhood Development Plans and Development Orders

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

Community Infrastructure Levy (CIL)

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

Review of the SCI

The SCI was last reviewed in 2018 (temporary changes were made in 2020/21 arising from the Covid-19 Pandemic and need for social distancing but no longer apply) , and it is required to be reviewed again to reflect recent legislative and Arun District Council procedural changes.

PLANNING POLICY

Introduction

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

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

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

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

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

Statement of Community Involvement

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

- Identify how and when local communities and stakeholders will be involved in the preparation of the documents for Arun's Local Plan or a Strategic Plan.
- Set out community involvement in the consideration of planning applications, both minor and major. Arun District Council is using the Government's definition for 'major' development (as defined in the GDPO 1995 as amended¹) which includes applications for planning permission relating to:-

¹ See Development Management Procedure Order 2015

‘Residential development comprising 10 or more dwellings, or a site area of 0.5 hectares and other uses where the proposed floor space exceeds 1,000m² or the site area exceeds 1 hectare’.

The Development Plan Process

The Arun Development Plan

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

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

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

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

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

Development Plan Document Production

For each Development Plan Document there are seven preparation stages. These are explained in Table 2, below.

Table 2 The Stages involved in the preparation of a Development Plan Document.	
Stage	Brief explanation of process
1 Evidence Gathering.	Obtaining relevant information and producing studies that will form part of the evidence base.
2 Sustainability Appraisal (SA), Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA) – Scoping Report.	<p>Consulting the statutory bodies on the SA, SEA and HRA which appraises the social, economic and environmental effects of the document. These are a key part of the evidence base and will help with the evaluation of reasonable alternatives. The scoping report is the first stage in the preparation of the SA, SEA and HRA.</p> <p>The appraisal and assessments are subject to consultation and take place alongside the preparation of the Development Plan Documents (DPD).</p>
3 Regulation 18* Consultation.	When preparing a Development Plan Document (DPD) the council must notify certain stakeholders and individuals that they are producing the document whilst also inviting them to make representations on what the DPD should include.
4 Publication of a Local Plan (Reg 19*).	Before submitting a Strategic or Local Plan to the Secretary of State, the council will make a copy of each of the proposed submission documents and a statement of representations procedure available for inspection at various times and places.
5 Representations relating to a Local Plan (Reg 20*)	Any person may make representations to the council about a Local Plan. Any representations must be received by a specified date.
6 Submission of the Development Plan Document (Reg 22*).	The Development Plan Document is submitted to the Secretary of State along with a statement of representations procedure, summary of representations and how they were taken into account at Regulation 18 and summary of key issues arising from any representations at Regulation 19.
7 Independent Examination (Reg 24*)	An independent inspector will be appointed by the Secretary of State to consider the representations and the 'soundness' of the document. The Inspector will then prepare a report which may include any changes (Main Modifications) to be made to the Development Plan Document in order to make it 'sound'.

8 Adoption (Reg 26*).	The council may adopt the plan with the Inspector's Modifications or choose not to.
-----------------------	---

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

Duty to Co-operate

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

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

Who will be consulted?

The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended by the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017) sets out the legal requirements for consultation and public participation during the preparation of any planning policy documents.

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

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

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

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

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

The council aims to ensure that all sections of the community are involved in the Plan process, treated with fairness and respect and that their views are taken into account. The Equalities Act 2010 bans unfair treatment of people on the grounds of protected characteristics they may have or are alleged to have. It also introduces a 'Public Sector 'Equality Duty' (section 149) which requires the council to consider how different people will be affected by its decisions and activities and 'specific duties', including to monitor and publish relevant information on fulfilling its duty.

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

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

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

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

When we will undertake consultation

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

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

Methods of consultation

Arun District Council wishes to engage as many individuals and groups as possible in the Plan making process. Table 3 below identifies a series of consultation methods that the council will consider using in this regard. The tables included in Appendix 2 clearly set out how the council intends to undertake consultation, in an attempt to engage as many sections of society as possible in the Plan making process. Additional survey methods may also be used, depending on the type of Development Plan Document being prepared.

Table 3 Consultation methods	
Advertising	<p><u>Newspapers and newsletters</u> The council will advertise the various stages of the Development Plan Documents produced, in local newspapers and newsletters.</p> <p><u>Posters</u> Posters shall also be used at suitable locations e.g. community notice boards, local shops, supermarkets, train stations, bus stations and leisure centres.</p> <p><u>Press Releases</u> As a further advertising method, Arun District Council may inform the public of key stages in the planning process through press releases, either on local radio or in printed form.</p> <p><u>Arun Times</u> The council magazine, 'Arun Times', is delivered to households in the district on a regular basis. It is used to inform the community of issues being discussed, as well as document production, and to raise the overall profile of the Local Plan. In the past, this has proven extremely useful in alerting the community to any forthcoming publications and updating individuals and groups of the results of consultation and involvement exercises.</p>
Web	Websites and social media are a popular and efficient way of communicating planning issues to individuals and groups. The planning pages of the Arun District Council website will be regularly updated with all the latest planning developments and with opportunities for online consultation. Social media sites will also be used as appropriate.
'Objective' Consultation Software	This is a tool that provides the user with a unique username and password which allows them to access and comment on 'live' consultation documents online.

	The user is able to provide comments on a specific paragraph or policy text being consulted on.
Letters and/ or Emails	Letters and/or emails shall be sent out to particular people and groups at particular stages of the Plan making process to advise of the publication of a consultation document. An overview of the document shall be provided and the locations at which any consultation documents can be viewed will be identified.
Presentations and/ or Public Meetings	When planning public meetings the council will always make sure that the venues are accessible, not only in terms of public transport, but also in terms of access to the building itself. Timing can be difficult because different groups have different needs. The council will try to ensure that meetings are held at a time when it is considered most people will be able to attend.
Stakeholder Engagement <i>(including Town and Parish Councils)</i>	The council may consider it necessary to hold meetings/ workshops with particular individuals or groups of people, where it is considered that further information in relation to a particular topic could be gathered to better inform the plan making process.
Community Representatives	As part of the consultation process the council will consider using community representatives and community networks including neighbourhood planning groups.
Unstaffed displays	This method is less resource intensive than some forms of consultation but will be limited to those individuals visiting the particular location. Displays will stay in each location for a number of days so that the largest number of people has the opportunity to view them. The display will then move on to other parts of the district. Publicity will be the key to getting a good attendance and there will be opportunities for individuals to respond, e.g. digital method of consultation.
School Councils and/ or Youth Council	School Councils and the Arun Youth Council mirror the council's own democratic processes. Arun Youth Councillors have a standing item on the agenda if they wish to report to Full Council Meetings. In presenting Development Plan Documents to the School Councils and/ or Youth Council it is hoped that the council will be able to make the planning process interesting enough to encourage younger people particularly, to take an active part in Development Plan Document production.
Survey Methods	<u>Wavelength</u>

	<p>This panel contains a representative sample of 1200 residents who the council may involve in certain consultation exercises.</p> <p><u>One to one interviews</u> The council will undertake one to one interviews at particular locations where it is considered that a particular category of society would otherwise perhaps not engage in the Plan making process. Such locations could include leisure centres, train stations, bus stations, shopping centres.</p>
<p>Consultation Documents (which may include Summary Leaflets)</p>	<p>The council will produce consultation documents and make them available at various locations (including the Arun Civic Centre, Bognor Regis Town Hall and libraries within the district). Additionally, paper copies of the document, for which the council reserves the right to charge, will be made available on request from the Arun Civic Centre’s Reception. Where it is considered that the preparation of a summary document would assist, these may be made available. In addition, the following practice will be used as appropriate;</p> <ul style="list-style-type: none"> • Using a font size of at least 12 point, preferably 14 point; • Using plain English; • Using clear fonts such as Arial; • Avoiding the use of italicised fonts. • Using an even type spacing; • Only justifying the left margins; • Avoiding the use of a background image; • Using diagrams that add to the clarity of the document. <p>Summary leaflets may also be provided which can provide a useful ‘quick step’ approach to obtaining information on the relevant Development Plan Document.</p>

Supplementary Planning Document (SPD) production will follow a slightly different process. This is highlighted in Table 4 below.

<p>Table 4 Consultation Methods involved at the various stages of the SPD Production.</p>					
Stage	Informal Consultation	Formal	Consultation on draft SPD document	Report to Full Council	Adopted
SPDs	Discussions with	Report to Planning	Document sent to statutory and any		

	Town and Parish Councils and Parish Meetings, and consultation with other stakeholders as appropriate.	Policy Sub Committee.	general consultees the council thinks will be affected by the document, the general public and Town and Parish Councils .		
--	--	-----------------------	---	--	--

Specific Consultation Information

Consultation Database – The policy team maintains a consultation database which it uses to inform all interested individuals or organisation when a consultation is taking place provided that they have given their express consent for necessary details to be added and used for the purposes described and, on the terms, set out in a Privacy Notice, in accordance with the UK General Data Protection Regulation (UK GDPR). Such information will only be retained in so far as to comply with the councils data retention policies.

Consultation Documents -

During periods of public consultation, documents will be made available for viewing at the following locations between 9am to 4pm (week days) with the exception of Wednesdays (when the receptions open at 11am).

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

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

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

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

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

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

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

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

- (i) West Sussex Gazette;
- (ii) The Littlehampton Gazette;
- (iii) The Bognor Regis Observer;
- (iv) The council's own magazine 'Arun Times' (if timetabling permits);
- (v) www.arun.gov.uk.

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

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

Except in very exceptional circumstances, responses will be open to the public. Therefore respondents will be advised not to include material that they do not wish to be in the public domain.

How do I get involved?

Any person or group, who would like to get involved in the Plan making process as outlined above, can enter their details directly onto the consultation software (Objective), or request that their details be added to the Policy consultation database (in accordance with the UK GDPR requirements) by contacting the Planning Policy and Conservation Team.

Neighbourhood Development Plans

Neighbourhood Development Plans (NDP)

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

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

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

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

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

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

deems necessary. Following conclusion of the consultation, the plan will progress to an independent examination.

The examiner makes a report which will recommend either:

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

Once a NDP has successfully passed referendum it will come into effect as a statutory plan (as set out in the Planning Practice Guidance (PPG) even though it remains to be made through a Council decision.

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

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

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

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

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

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

Community Right to Build Order (CRBO)

The 'Community Right to Build Order' enables community organisations to progress new local developments without the need to go through the normal planning application process, as long as the proposals meet certain criteria and there is community backing in a local referendum. Communities may wish to build new homes or new community amenities, and providing they can

demonstrate overwhelming local support, the 'Community Right to Build Order' will give communities the powers to deliver this directly. All profits derived from a Community Right to Build Order proposal must be used for the benefit of the community, for example to provide and maintain local facilities such as village halls. The production process and bringing it into force is the same as it is for NDPs.

Neighbourhood Development Order

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

DEVELOPMENT MANAGEMENT

Introduction

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

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

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

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

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

Pre-application

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

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

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

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

Please note: pre application information, files, and advise is confidential to the applicant and is not a file open to the public.

Fees

For pre-application enquiries there are varying charges for different categories of development dependent upon type and sizes. A schedule of pre-application charges is provided on the council's website at [Pre-application advice | Arun District Council](#).

How can I use the pre-application advice service?

The pre-application enquiry form can be completed from the council's website [Pre-application advice | Arun District Council](#). While it is not essential to provide formal plans, the more information that is provided (as detailed on the form), the better informed the council's responses will be. Sketch plans with dimensions will suffice for household and other categories. For large development proposals, plans and drawings will be extremely useful. Photographs of the site along with photographs of other similar developments, where possible, should be provided.

Pre application proposals must be accompanied by the correct fee and should be made on-line using the council's website.

What service will I receive?

From the date of receipt of an enquiry with the correct fee, the applicant will be contacted by letter and given details of the Case Officer within five working days. The Case Officer will assess the enquiry, undertake a site visit if necessary and provide a written response (full details are on the council's website).

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

- the planning history of the site;
- all relevant policies;
- internal consultee advice;
- recommended contact list of external consultees;
- Officer's opinion on the acceptability of the development proposal (such advice does not constitute approval);
- checklist of information to be submitted with a planning application.

In certain circumstance a meeting with officers is possible, subject to the payment of an additional fee.

Planning applications

Publicity for planning applications

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

In accordance with legislation which specifies the statutory consultation period depending on the type of application, interested parties will have a minimum number of days to make representations. Comments received after the date given for consultation may not be considered.

Where required planning applications will be publicised by:-

- A site notice displayed in at least one place on or near the development site for at least 21 days plus any additional days if the period includes a bank holiday. The site notice will set out how to comment on the application; and
- An advertisement in a local newspaper - in accordance with statutory requirements applications are advertised in the local press; this is known as the weekly list; and
- A weekly list of applications available to view on line on-line at [View weekly lists | Arun District Council](#).

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

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

How to view an application

Applications can be viewed on the council's online planning register [Planning application search | Arun District Council](#). You can search by looking up either the reference number, address or by parish.

You can register to receive notification of planning applications in your area using the Planning Application Finder service. Please go to <https://www1.arun.gov.uk/planning-application-finder> for further information.

How to comment on an application

Anyone can comment on an application; however we cannot accept confidential or anonymous comments. Comments for current applications can be submitted online via our website [Planning application search | Arun District Council](#), or by email to planning@arun.gov.uk. Comments must be submitted within the consultation deadline specific to the application which will be published on the website, in the planning weekly list and on the site notice.

Please quote the planning application reference in all correspondence. Further information on how to comment on planning applications is available on the Arun District Council website [Comment on a planning application | Arun District Council](#).

If you submit your comments online, using the online facility you will receive an acknowledgement. If you comment in any other way (including directly to officers) you will not get an acknowledgement, but you can check we have received it by looking to see if your comments have been published online.

Please note that except in very exceptional circumstances, responses will be open to the public. Therefore respondents will be advised not to include material that they do not wish to be in the public domain. The contents of all responses received will be summarised and included in the officers or committee report.

Decision Making

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

Most applications are dealt with under 'delegated' powers where a decision is made by a planning officer. Some applications are referred to the Planning Committee for determination by elected members. The operation of the council's planning services is controlled through the Constitution. **The Constitution makes provision for public speaking at Planning Committee as an additional opportunity for public involvement.**

Neighbourhood Development Plans

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

Planning Application Decision Notices

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

All those who make a representation on planning applications will be written to, informing them of the decision. Decision notices can be viewed on the council's website as part of the planning file. Anonymous respondees cannot by definition be advised of the outcome.

Appeals

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

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

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

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

The Inspector will make a decision to dismiss or allow the appeal, or send a report to the Secretary of State. A copy of the decision notice will be sent to the appellant, the council and any interested person who has requested a copy. Further, a copy will also be included as part of the planning file.

Developer/Agent/Promoter Consultation

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

It should be noted that the council can only encourage that applicants carry out pre-application consultation. The council cannot refuse to accept planning applications because an applicant has not undertaken pre-application consultations. Detailed pre-application guidance notes are available for viewing on the council's website at www.arun.gov.uk.

Table 5 Pre-Application consultation methods		
Approach	Major Applications	Minor Applications
Public meetings – on more controversial schemes, a wider audience can debate and discuss proposals.	✓	
Public exhibitions – exhibitions held locally to the proposal can provide information and raise interest.	✓	
Workshops – allow stakeholders and community groups to discuss in detail particular issues at an early stage of a development proposal. Professional independent facilitators may be considered as part of this process.	✓	
Planning for Real – uses simple models as a focus for people to put forward and prioritise ideas on how their area can be improved.	✓	
Town & Parish Councils – important way of raising interest locally and provides access to a network of local community groups.	✓	✓
Media – radio and local press can enable a wide audience to be reached. Documents and processes can be explained in simple, appropriate language.	✓	✓
Mail drop – this would provide communities with information on proposed future involvement events.	✓	
Street survey questionnaires – important method of obtaining the views of individuals or groups that would otherwise be difficult to obtain e.g. full time employed at transport nodes and leisure centres.	✓	
Specialist community involvement consultant - this should be considered in order to devise overall strategy and run specific events.	✓	
Notify neighbours – this can address concerns early on in the process and applications may be revised having regard to legitimate concerns raised.	✓	✓
Website – all relevant documents can be provided online through dedicated web pages facilitated by the council or applicant, keeping residents informed of	✓	✓

consultation events etc. This method may also include web-based questionnaires.		
---	--	--

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

Planning Performance Agreements

A Planning Performance Agreement (PPA) is a project management tool which the local planning authority and applicants can use to agree timescales, actions and resources for handling particular applications. It should cover the pre-application and application stages but may extend through to the post-application stage.

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

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

PPA's provide an ideal opportunity for identifying the preferred approach to community engagement, including the identification of the communities to involve, the process of engagement and the best approach to incorporating their views. It should be noted that that PPAs should not be seen as support for the application before a decision is made.

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

Planning Aid

Introduction

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

What type of service is provided by Planning Aid?

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

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

In addition to Planning Aid, information about the planning system can also be found on the Royal Town Planning Institute website [RTPI | About us](#).

Monitoring and review of the Statement of Community Involvement

Introduction

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

It is the intention of the council to monitor the use of consultation methods contained in this Statement of Community Involvement where practicable, through the Authority Monitoring Report. This will help to ensure that engagement and consultation remains successful and effective in order to help shape policy and decision making.

Monitoring and Planning Policy

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

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

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

Monitoring and Development Management

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

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

Reviewing the Statement of Community Involvement

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

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

Abbreviations

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

Glossary of Terms

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

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

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

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

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

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

Local Plan A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.

Policies Map – The adopted Policies Map illustrates all of the policies and proposals in the Development Plan Documents.

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

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

Statement of Community Involvement – This is Arun District Council’s formal policy to identify how and when local communities and stakeholders will be involved in the preparation of the documents to be included in the Arun District Local Plan. The Statement also deals with the planning applications that the Arun Local Planning Authority (LPA) is responsible for determining.

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

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

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

APPENDIX 1 - Who we will involve in each Plan document

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

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

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

✓ Depending on the subject matter of the Planning Document

APPENDIX 2 – Consultation Methods

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

(a) REGULATION 18 CONSULTATION

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

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

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

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

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

(b) PUBLICATION OF PRE-SUBMISSION DOCUMENT

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

20–50-year age category.	✓	✓						✓			✓
Rural communities/ Groups representing rural communities.	✓	✓	✓					✓			✓
Minority ethnic groups/ groups representing minority ethnic groups.	✓	✓	✓					✓			✓
Groups with Protected Characteristics as set out under the Equalities Act and Equalities Duty 2010.	✓	✓						✓			✓
Businesses.	✓	✓	✓					✓			✓
Other Stakeholders			✓								✓

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

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

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

(c) EXAMINATION AND SUBMISSION

	Method of Consultation*				
	Advertising	Web	Letters and/ or Emails**	Meetings***	Consultation Documents (which may include Summary Leaflets)****
Specific Consultees	✓	✓	✓		✓
General Consultees	✓	✓	✓		✓
Local	✓	✓	✓		✓
Hard to Reach					
Younger people/ groups representing younger people.	✓	✓	✓		✓
People with disabilities/ groups representing the disabled.	✓	✓	✓		✓
People with learning difficulties.	✓	✓	✓		✓
Older people.	✓	✓	✓		✓
20–50-year age category.	✓	✓	✓		
Rural communities/ groups representing rural communities.	✓	✓	✓		✓

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

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

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

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

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

APPENDIX 3 – Legislative Summary

Legislation

The relevant legislation is the Planning and Compulsory Purchase Act 2004 ('the PCPA 2004'), and the Town and Country Planning (Local Planning) (England) Regulations 2012 as amended by the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 which set out minimum standards for community engagement in the development of planning policy. Further the Town and Country Planning (Development Management Procedure) Order 2015 establishes requirements for consultation on planning applications. In addition, the Localism Act 2011 introduced a legal duty on local planning authorities to engage constructively, and on an ongoing basis on strategic cross District/Borough issues, and to support neighbourhood forums wishing to take forward neighbourhood plans.

Section 18 PCPA 2004 requires that the local planning authority must prepare a statement of community involvement. The statement of community involvement is a statement of the authority's policy as to the involvement in the exercise of the authority's functions under Part III Control of Development of the Town and Country Planning Act 1990 as amended of persons who appear to the authority to have an interest in matters relating to development in their area.

A statement of community involvement must set out the local planning authority's policies for giving advice or assistance under

- (a) paragraph 3 of Schedule 4B to the 1990 Act (advice or assistance on proposals for making of neighbourhood development orders), and
- (b) paragraph 3 of Schedule A2 to the PCPA (advice or assistance on proposals for modification of neighbourhood development plans).

The statement of community involvement is a local development document. The statement of community involvement must not be specified as a development plan document in the local development scheme Section 18 (3A) of the PCPA 2004. There is therefore no longer a requirement for the SCI to be examined by an independent Planning Inspector, nevertheless consultation processes for plan and decision making must comply with regulations and the requirements for community involvement as set out in the SCI document and this is a matter considered at Local Plan Examination.

The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 introduced the requirement to review a statement of community involvement every five years, starting from the date of adoption. This statutory instrument sets a period of five years within which an authority should undertake an assessment of whether its development plan documents, and its Statement of Community Involvement remain up to date.

REPORT TO:	Planning Policy Committee 21 September 2023
SUBJECT:	Infrastructure Funding Statement (IFS) 2022/2023
LEAD OFFICER:	Kevin Owen (Planning Policy & Conservation Manager)
LEAD MEMBER:	Cllr Martin Lury, Chair of Planning Policy Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>The recommendations support: -</p> <ul style="list-style-type: none"> • Improve the Wellbeing of Arun • Delivering the right homes in the right places 	
DIRECTORATE POLICY CONTEXT:	
<p>The proposals will help to: -</p> <ul style="list-style-type: none"> • Work with key partners to ensure that we deliver council wellbeing services that are complementary to their own, rather than duplicate effort. • Support the NHS Clinical Commissioners to provide primary care medical and dental facilities to meet the growing needs of our community. • Provide wider infrastructure that supports wellbeing, e.g., more opportunities for cycling and walking and easily accessible and safe greenspace. • 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. • 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. <p>Use the planning system to create high quality new places and improve our existing places, where new homes meet the needs of current and future generations.</p>	
FINANCIAL SUMMARY:	
There are no direct financial implications arising from this Infrastructure Funding Statement.	

1. PURPOSE OF REPORT

- 1.1. To update Planning Policy Committee on the publication of the council’s annual Infrastructure Funding Statement (IFS) setting out S.106 planning obligation contributions and CIL income and spend on the council’s infrastructure list from the previous financial year, in accordance with ‘The Community Infrastructure Levy (CIL) Regulations 2010 (as amended).
- 1.2. This report summarises the factual update to the Arun District IFS which is available as Background Paper 1.

2. RECOMMENDATIONS

- i. That the Arun Infrastructure Funding Statement 2022/23 be published on the Arun District Council website in accordance with Regulation 121A of the Community Infrastructure Regulations 2010 (as amended).

2. EXECUTIVE SUMMARY

- 2.1. The Community Infrastructure Levy (CIL) Regulations 2010 (as amended) includes a requirement for all planning obligation collecting authorities to prepare an annual Infrastructure Funding Statement (IFS) to be published on the council's website by the end of each calendar year. For CIL charging authorities, the IFS must set out S.106 contributions together with CIL income and how each has been spent on the council's Infrastructure List (see Background Paper 2: Arun CIL Infrastructure Charging Schedule) or held by the authority, for the monitoring year 2022/23.

3. DETAIL

- 3.1. The council first published an Infrastructure Funding Statement for the year 2019/20. It is a factual update setting out the position of infrastructure funding for the year 2022/23. The IFS must be published annually on the council's web site by 31 December. The Community Infrastructure Levy (CIL) Regulations 2010 (as amended) requires the IFS to set out:-
 - A statement of the infrastructure projects or types of infrastructure which the charging authority will be or may be or partly funded by CIL.
 - A report about CIL in relation to the previous financial year.
 - A report about planning obligations in relation to the reported year.
- 3.2. The publication of the IFS helps to ensure developer contributions are fully transparent and shows how they are to be used or have been used, and they must be set out in an accessible standard digital format.

INFRASTRUCTURE FUNDING STATEMENT (IFS) AND HEADLINE FIGURES

- 3.3. As mentioned above, the IFS must report on the council's infrastructure list (what it intends to spend CIL on) including reporting on CIL and S.106 income and expenditure. It is important to note that not all receipts held are spent or allocated in any given reporting year because of the status of the infrastructure project (e.g., whether a project is sufficiently funded or progressed to justify handing over funds).
- 3.4. It is also important to note that when reviewing the Arun IFS, it should be read together with the West Sussex County Council (WSCC) IFS to get a complete picture of infrastructure delivery in the district. The WSCC IFS will be made available on this page of their website:

<https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/section-106-planning-obligations/>

- 3.5. CIL receipts and S.106 and play a critical role in supporting growth in the district and delivering the aims and objectives and housing growth (20,000 dwellings), set out in the Arun Local Plan (ALP). The ALP is supported by the infrastructure mitigations set out in the supporting Infrastructure Capacity Study Delivery Plan 2017: -
- £215 million in S.106 would be required to support and mitigate the delivery of eleven strategic housing allocations in the district.
 - an estimated £30 million in CIL may be able to contribute towards meeting additional infrastructure requirements, to support the development of the area.
- 3.6. Planning application decision making has continued to increase, and a significant number of developments have commenced in the last couple of years. There has also been a significant number of completions this year and we have also agreed 43 new S.106 agreements with a value of around £2.172m (rounded) in contributions. Overall S.106 contributions from all developments have returned significantly more S.106 receipts this year at £2.560m (compared to £1.3m last year and £1.4m the previous year). On the other hand, while the number of CIL liabilities issued is similar to last year, the CIL receipts following demand notices, increased significantly at £799k compared to £359k last year.
- 3.7. The Arun IFS is provided in Background Paper 1 and is supported by a number of appendices that provide all the data to support the headline figures (rounded) summarised below: -

SUMMARY TOTAL S.106 AND CIL INCOME

- **£3.359m** was received in total in Arun from S.106 and CIL developer contributions combined in the year 2022/23; of which
- **£2.560m** was received from S.106 developer contributions and
- **£799k** was received from CIL Demand Notices on CIL liable planning permissions.

S.106 INCOME & EXPENDITURE (Rounded)

- **£2.172m** is due to be received by the council, once triggers are reached, following the approval of **43** new planning applications in 2022/23
- **£10.320m** was the total amount of money, received under any planning obligation before 1 April 2022 which had not been formally allocated or spent by the end of March 2023 (see paragraph 7.12 of the IFS document)
- **£1.179m** was spent by Arun or transferred (handed over to a third party) for spending on infrastructure projects (further details on the year's activity will be found under sections 7 - 9 of the IFS document)
- **£1.739m** was allocated prior to 1 April 2022 but not spent in 2022/23 (Allocated is defined as when the funds have been received and formally committed to be spent on a project by the relevant committee or delegated authority)
- **395** new affordable housing units and **7** new areas of public open space or play areas were agreed and are due to be delivered on development sites once triggers are reached (see paragraph 8.2 of the IFS document)

- **264** new affordable homes and **1** new public open space have been completed in 2022/23 (see paragraph 8.3 of the IFS document)

3.8. Further details on non-monetary contributions are set out in section 8 of the IFS.

CIL INCOME & EXPENDITURE

- **£799k** was received in 2022/23 from CIL Demand Notices on CIL liable planning permissions this year.
- **£187k** of those receipts will be transferred or have already been transferred to the Parish/Town Councils.
- **230** CIL liability notices (approximately) have been issued since 2020.
- **£1.5m** secured in demand notices in 2022-23.
- **£2.5m** total CIL relief granted.
- **£41.6k** was spent from District CIL 'pot' on 2 projects identified on the council's Infrastructure Investment Plan. **£5.7k** was spent Priory Pocket Park, Arundel. This project was to provide natural oak play equipment for an area that was previously just open greenspace. A further **£36k** was spent by Parks and Greenspace on a project at the Keystone Centre, Eldon Way, Littlehampton for the provision of a MUGA and landscape improvements.
- CIL spend priority is set out in the Infrastructure Investment Plan covering a 3-year period (i.e. IIP 2022 - 2024) which was adopted by Full Council on 9 March 2022;
- **£138k** was transferred to Town or Parish Councils (paragraph 5.3 of IFS document) and details of any expenditure will be set out in the equivalent Parish/Town Council IFS.

CONCLUSIONS

- 3.9. The Arun IFS provides a comprehensive overview of CIL and S.106 income and expenditure within the district and how it has or will be spent on specifically defined projects that benefit the local community through mitigating the impact of development.
- 3.10. In the IFS 21/22 it was noted that there was a fund of approx. £10.952mil of S.106 money held on deposit at the end of March 2022 identified for specific infrastructure, but which was not formally allocated for spend on a specific project. This year the unallocated and unspent fund has reduced to around £10.320m. This slight reduction is likely to be the effect of due diligence undertaken by officers with developers in reviewing all the unallocated funds as per the Action Plan.
- 3.11. Another highlight this year is the significant increase in the number of affordable dwelling contributions to be delivered in new S.106 agreements (83 last year and 395 this year) and the number of new affordable homes completed (58 last year and 264 this year, although at least 65 of these were provided in 2021-22 but were missed from being reported in that IFS).

4. CONSULTATION

- 4.1. No consultations have been undertaken because this is a factual monitoring report.

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. The options are to agree to publish the IFS or to not publish the IFS on the council's web site.

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

- 6.1. The implementation of the recommendations does not require budget or resources to be allocated.

7. RISK ASSESSMENT CONSIDERATIONS

- 7.1. Implementing the recommendation will minimise the risk that the council will fail to meet national polices and regulations.

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

- 8.1. This report asks that the Arun Infrastructure Funding Statement 2022/23 be published on the Arun District Council website in accordance with Regulation 121A of the Community Infrastructure Regulations 2010 (as amended).
- 8.2. There are no specific legal or governance implications arising from this recommendation.

9. HUMAN RESOURCES IMPACT

- 9.1. There are no implications arising from the IFS 2022/23.

10. HEALTH & SAFETY IMPACT

- 10.1. No direct health and safety impacts have been identified as arising from the IFS 2022/23.
- 10.2. No changes necessary for health and safety impact.

11. PROPERTY & ESTATES IMPACT

- 11.1. There are no direct implications for council property.

12. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 12.1. The proposals may have a positive impact on community health and wellbeing though supporting infrastructure delivery.

13. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

13.1. The infrastructure proposals may have positive and negative implications for Climate Change although these should balance and mitigate supporting the Arun Local Plan 2018 being subject to Sustainability Appraisal.

13.2. Where needed individual projects should undertake review on environmental impacts and their contribution to climate change and emission production.

14. CRIME AND DISORDER REDUCTION IMPACT

14.1. There are no direct adverse implications for crime and disorder.

15. HUMAN RIGHTS IMPACT

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

16. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

16.1. There are no implications.

CONTACT OFFICER:

Name: Kevin Owen

Job Title: Planning Policy & Conservation Manager

Contact Number: 01903 787853

BACKGROUND DOCUMENTS:

Background Paper 1: 'Arun Infrastructure Funding Statement 2022/23':-

<https://www.arun.gov.uk/ifs-and-developer-contributions>

Background Paper 2: 'Arun CIL Infrastructure Charging Schedule':-

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



Arun District Council Infrastructure Funding Statement (IFS) 2022/23

1. Introduction

- 1.1 This is the Arun District Council Infrastructure Funding Statement (IFS) 2022/23. The aim of this statement is to provide an update on the council's Community Infrastructure Levy (CIL) and Section 106 (S.106) income and spend during the last financial year (2023/24), in accordance with Regulation 121A of the CIL Regulation 2010 (as amended).
- 1.2 Arun District Council is a Contribution Receiving Authority (CRA) because it receives developer contributions which include S.106 planning obligations and CIL receipts (although the council only commenced implementation of CIL on 1 April 2020).
- 1.3 The requirement for CRA's to prepare an IFS was introduced by the CIL Regulations in 2019. The regulations state that no later than 31 December in each calendar year a contribution receiving authority must publish an IFS which includes:
 - An Infrastructure List (a statement of projects or types of infrastructure which the charging authority intends will be, or may be, wholly or partly funded by CIL¹);
 - A report about CIL, in relation to the previous financial year (the 'reported year'); and
 - A report about planning obligations in relation to the reported year.
- 1.4 All requirements relating to the type of information published regarding CIL and planning obligations, is set out in Schedule 2 of the CIL Regulations 2010 (as amended).

2. About this Statement

- 2.1 The Arun IFS 2022/23 provides all information required under the CIL Regulations. It also highlights the key infrastructure projects delivered by developer contributions during the last financial year.

¹ See Adopted Arun CIL Charging Schedule (Table 4.1 and Appendix 2):-
<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n15245.pdf&ver=24112>

- 2.2 The IFS is an important way of demonstrating how the council's housing target set out within the Arun Local Plan is being delivered alongside developer contributions, which will be used to support the delivery of essential supporting infrastructure.
- 2.3 Finally, CIL Guidance requires that Developer Contribution data is prepared in a specific digital format (using CSV files), so that it can be submitted to a central government 'digital hub' and reproduced on a standardised IFS template. The 3 csv files are available on our website here:

<https://www.arun.gov.uk/developer-agreement-latest>
<https://www.arun.gov.uk/developer-agreement-contribution-latest>
<https://www.arun.gov.uk/developer-agreement-transaction-latest>

3. IFS 2022/23 - Key Headlines

Arun Local Plan (2011-2031) Strategic Development Approach

- Adopted in July 2018;
- Aim to deliver 20,000 homes by 2031;
- Vision:

“By 2031 Arun will be a safer, more inclusive, vibrant and attractive place to live, work and visit. Arun's residents will be healthier and better educated, with reduced inequalities between the most and least affluent.”.

The council's Infrastructure Capacity Study Delivery Plan 2017 (known as the IDP) sets out the infrastructure needed to support the Arun Local Plan strategic housing allocations. It is a starting point for S.106 negotiations for strategic housing allocations and has informed the council's CIL Infrastructure List (see footnote 1 above):-

[Arun District Council's Infrastructure Capacity Study and Delivery Plan](#)

The following webpage gives further details regarding each of the strategic allocations and current planning status:

[Strategic Development Sites Progress](#)

Arun CIL

Arun adopted its CIL Charging Schedule in January 2020 and it came into effect on 1 April 2020. [The Arun CIL Charging Schedule.](#)

In 2022/23, the council received a total of **£799k** from CIL Liable applications. A total of **£41.6k** was spent in 2022/23 towards infrastructure projects identified in the Infrastructure Investment Plan (IIP).

On 9 March 2022, Arun's [Infrastructure Investment Plan 2022-2024](#) was approved at Full Council. The IIP sets out the shortlist of our priority projects for funding together with a CIL apportionment across each of the 3 years. It also includes a

baseline (long list) of projects which may secure funding in future years. These lists will be updated in year 3 although a light touch approach to ensuring the IIP is up to date will take place in year 2.

Section 106 (S.106)

In 2022/23, the council received a total of **£2.560m** from S.106 planning obligations. This total amount is related to specifically defined infrastructure projects, associated with each planning permission, and will be spent once sufficient funds are available to deliver each defined project.

In 2022/23, a total of **£1.179m** was spent by Arun or transferred (passed to third parties to spend) towards infrastructure projects.

4. The Arun Local Plan

- 4.1 The Arun Local Plan 2018 vision shows that by 2031, the district must aim to deliver 20,000 new homes to address housing need and the 'Arun District Council Housing Delivery Test – Action Plan (July 2021)' compares recent past three years performance on delivering the housing trajectory on pages 10 and 11².
- 4.2 One of the main ways that the council will achieve the Local Plan vision is through the delivery of homes that are part of high quality, master-planned developments and neighbourhoods. Also, through the delivery of the right infrastructure to support growth at the right time. By achieving this, the council hopes to create healthier places for people at the same time as reducing carbon emissions.
- 4.3 Funding mechanisms are required to ensure that the council's vision is achieved. In Arun, S.106 planning obligations remain an important tool in infrastructure provision. Strategic housing allocations are zero rated for CIL (meaning that they will not pay CIL but will enter into S.106 planning obligations instead) and will therefore be required to pay S.106 to deliver all infrastructure requirements.
- 4.4 Table 4.1 of the Arun CIL Charging Schedule shows that, over the plan period, a total of £215 million in S.106 will be required to support the delivery of the eleven strategic housing allocations in the district, alongside all on-site (non-monetary policy requirements such as provision of public open space and affordable housing units). There will, however, be an £85m funding shortfall on the total cost of infrastructure and CIL is therefore, necessary to help to reduce the funding gap. Nevertheless, there will be a significant reliance on S.106 into the future to fund essential infrastructure, required by the Arun Local Plan.
- 4.5 S.106 also plays an important role in achieving the council's policy requirement for 30% affordable housing on sites of 10 units or more.

²² <https://www.arun.gov.uk/download.cfm?doc=docm93jjjm4n17852.docx&ver=18532>

- 4.6 CIL will play an increasing role in making provision for a range of infrastructure projects to support development in the area. In the preparation of the CIL Charging Schedule, it was estimated that CIL could raise approximately £30 million by the end of the plan period (although this very broad estimate based on HELAA sites, many of which are unlikely to come forward).
- 4.7 Alongside S.106 and CIL, the council is also in receipt of grant funding from bodies such as the Local Economic Partnership and Transport for the Southeast. This funding stream is identified within the Arun Infrastructure Capacity Study and Delivery Plan which supports the ALP.

5. Community Infrastructure Levy (CIL) Income & Expenditure and Infrastructure Investment Plan (IIP) List

- 5.1 CIL is a charge on new development (Strategic Allocations are zero rated) to help fund infrastructure such as transport schemes and schools, which the council, local community and neighbourhoods require to support growth from development. CIL is governed by the 'CIL Regulations 2010' (as amended).

The following section sets out how much income we received from CIL Liable applications from 1st April 2022 - 31st March 2023. It also sets out how much relief the council granted and how much the council transferred to Town and Parish Councils.

5.2 Headline figures

- CIL invoiced (set out in Demand Notices) in 2022/23 – **£1.5m**;
- CIL received in 2022/23 – **£799k**;
- CIL receipts that CIL regulations 59E and 59F applied to (neighbourhood CIL) – **£187k** (£187k of the £799 received will or has already been transferred to the parish & Town Council to spend);
- CIL expenditure in 2022/23 – **£41.6k**;
- Total relief granted in 2022/23 - **£2.5m**.

The chart shows a comparison of the types of relief granted and amounts.



5.3 The CIL Regulations require a proportion of CIL receipts to be transferred to the Town & Parish Council in the area where CIL liable development takes place. The CIL share to be passed to the Town/Parish Council is set at 15% of the relevant CIL receipts with a cap of £100 per existing Council Tax dwelling each year. Where a Neighbourhood Development Plan has been made the CIL share will be 25% (uncapped). The Town and Parish Councils are required to publish their own monitoring reports for any financial year that it receives levy receipts.

- In the year 2022/23, a sum of around **£138k** in CIL receipts were passed to the Town or Parish Councils. Town and Parish Councils are required to publish their own Infrastructure Monitoring Reports on their websites by the end of December 2022. Arun will also publish a link to them from our website and anticipate they will be available from January – see [Town and Parish Monitoring Reports](#).

CIL infrastructure expenditure in 2022/23 (District and ‘other’ pot)

5.4 Summary details of the items of infrastructure on which CIL (including land payments) has been spent in 2022/23, and the amount of CIL spent on each item:

- Priory Pocket Park – Arundel – Total £5,660 This project was to provide natural oak play equipment for an area that was previously just open greenspace. It includes oak tunnels, steppingstones, balancing and climbing structures.

Priory Pocket Park – Before



Priory Pocket Park – After



Eldon Way – Littlehampton – Total £36,000. This project was for the provision of Multi Use Games Area (MUGA) and landscape improvements. The project is still under construction and has yet to be completed. Funds were also spent on this project from S106 receipts.

Eldon Way MUGA – Before



Eldon Way MUGA – Latest May 2023



Other CIL expenditure in 2022/23 (passed to Town and Parish Councils and spent on administration expenses)

- 5.5 Total amount of CIL spent in 2022/23 on repaying money borrowed, including any interest, and details of the items of infrastructure which that money was used to provide (wholly or in part): **£0 (zero)**
- 5.6 Total amount of CIL spent on administrative expenses in 2022/23 and that amount expressed as a percentage of the total CIL received in 2022/23:
- **£40k** was spent on CIL Administration
 - This is **5%** of the total amount of CIL received this year.
- 5.7 The amount of CIL transferred to any Parish or Town Council under CIL regulations 59A and 59B or transferred to external organisations (other than Parish/Town Councils) under CIL regulation 59(4): **£138k**.

The table below sets out the amount of CIL transferred to any Town or Parish Council in 2022/23:

Town/Parish Council	CIL Amount Provided
Aldingbourne	£25,020.00
Aldwick	£583.25
Angmering	£8,639.40
Bognor Regis	£1,209.38
Climping	£11,386.52
East Preston	£1,271.18
Felpham	£2,075.00
Ferring	£1,997.87
Littlehampton	£2487.50
Pagham	£15,869.35
Rustington	£991.50
Yapton	£19,375.00
Barnham & Eastergate	£47,721.00
Total transferred to Parish/Town Councils	£138,626

The CIL Infrastructure List

- 5.8 The list below gives an indication of what CIL receipts could be spent on. This list has been prepared based on the Infrastructure Capacity Study and Delivery Plan 2017 (ICDP 2017), the Infrastructure Funding Gap Update 2019 and Appendix 2 of the Arun CIL Charging Schedule: -
- Public transport services improvements.
 - Education contributions to meet the education capacity shortfall that non-strategic sites create beyond cumulative impact of the strategic housing allocations.
 - Leisure and Recreation projects including a new leisure centre to make up capacity shortfall that non-strategic sites create beyond the cumulative impact of strategic housing allocations.

- Green Infrastructure Priority projects, including Active Travel route priorities and Arundel to Littlehampton Walking and Cycling Route (Policy T SP2 Littlehampton to Arundel Green Link).
 - Waste Management projects: Contributions towards the Districts Household Waste Recycling Sites and a joint project between Arun District Council and Chichester District Council to reconfigure the Westhampnett Transfer station/Household Waste Recycling Site to increase capacity.
 - Emergency services, including expansion and improvements to Bognor Police Station and Littlehampton Police Station; Relocation or redevelopment of Littlehampton Fire Station; [Note: A bid for an ‘Ambulance Community Response Post and Community First Responder Facilities’ was identified in the ICDP 2017 Study. This has since been confirmed as being delivered through S.106 monies under P/134/16/OUT].
 - Strategic flood alleviation schemes and flood prevention measures; maintain Black Ditch flood defences; maintain Arundel to Littlehampton flood defences; sustain flood defences at Arundel; Adaptive management measures at Pagham Beach; SuDS implementation other than site specific requirements.
- 5.9 It should be noted that there are infrastructure projects listed on the CIL Infrastructure list which will also be funded through S106 obligations from Strategic sites. However, the contributions made through S.106 will be directly related to the impact of the strategic housing allocations and will be proportionate to the impact of sites, in accordance with Reg 122 of the CIL Regulations 2010.
- 5.10 For example, strategic housing sites are required and expected to make a proportionate contribution towards a new secondary school in the district. However, housing numbers (over and above strategic allocations) will also impact upon secondary education and therefore a proportion of CIL receipts may be spent on supporting secondary education alongside S.106 from strategic sites.
- 5.11 Our [Infrastructure Investment Plan](#) (IIP) was approved at Full Council on 9 March 2022. This document shows what projects have been shortlisted for our IIP period 2022 – 2025. It also includes the base line list (long list) of projects which may secure funding in future years.
- 5.12 A light touch update consultation was undertaken in March 2023 to identify any emergent matters that may require amendment to the IIP 2022/24. Infrastructure providers and Town/Parish Councils were invited to submit 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. A full IIP update is scheduled for 2024.
- 5.13 No changes have been identified for new projects on the IIP short list (i.e. priority list). However, West Sussex County Council requested that the existing Westhampnett Waste Transfer priority project be removed from the priority list to the baseline list (because of delays). Instead, that project is switched and

rplaced with the Littlehampton Household Waste Facility Expansion on the short list (because the project is making demonstrable progress). This switch was agreed subject to the project amounting to the same overall project cost envelope.

- 5.14 There are 9 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; 1x Westhampnett Waste facility; 6 x new projects are promoted by NHS England for health and GP surgeries (note: one project is S.106 fully funded so no CIL contribution required and is not therefore, included); two Arun Green Space projects for Sport Hub and Adventure facility. One proposal from Climping Parish Council for highway improvements is already on the long list and so is not included.
- 5.15 Two existing IIP projects have additional information of project status for including on the baseline list.

6. Section 106 Agreements – Collection and Expenditure

- 6.1 The council collects S.106 to make provision for new infrastructure including affordable housing, greenspace (including the provision and maintenance of parks, open spaces and playgrounds), sporting and leisure facilities etc. Relevant officers meet regularly to discuss the spending priorities of these held funds.
- 6.2 The council also collects S.106 on behalf of external infrastructure providers such as the NHS, Sussex Police and National Highways. A collaborative approach is used to ensure that S.106 funds for these services are transferred over at the appropriate time and all in accordance with Deeds of Agreement which ensure the council can claw back any unspent funds. The council liaises and meets regularly with the third-party spending managers to discuss s106 receipts, projects and spending priorities to align with development.
- 6.3 The council does not generally collect S.106 for the provision of schools, highways, libraries or the fire service, such categories of infrastructure are the responsibility of West Sussex County Council (WSCC). However, there are some cases where Arun is the Collecting Authority so those funds will be spent in liaison with the County Council. It is important that this IFS is read in conjunction with the WSCC IFS to identify how S.106 from specific development sites have been received and spent across both Authorities. The WSCC IFS will be published on their website:-

<https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/section-106-planning-obligations/>

7. Section 106 Agreements and Income for 2022/23

- 7.1 The following section sets out more details on S.106 funds agreed, received, held and spent. The data is reported using the council's S.106 monitoring system after reconciliation with finance records.

7.2 The total amount of money to be provided under any planning obligations which were entered into during 2022/23 (to be provided once development triggers are reached)

7.3 The council entered into S.106 agreements as part of the approval of **43** planning applications. In signing up to those agreements, the council is due to receive around **£2.172m** once triggers are reached on those development sites. In some cases, the triggers will have already been reached and some money collected but it should also be recognised that if a planning permission is not fully implemented potentially, not all the money agreed will be received.

7.4 All the S.106 Agreements clearly define how the S.106 money will be spent, and a summary breakdown of the amounts agreed towards the different purposes is provided below:

Contribution Purpose	Amount Agreed
Community facilities	£374,706
Green Infrastructure	£215,224
Health	£45,730
Highways	£1,100,377
Monitoring Charge	£35,397
Open Space and Leisure	£395,902
Transport and travel	£5,000
Total	£2,172,336

7.5 The sums for Highways are quite significant and cover obligations to collect contributions on behalf of National Highways towards improvements to the A27 network.

7.6 The total amount of money under any planning obligation which was received in 2022-23

It should be noted that the council monitors planning obligations which were agreed as long ago as 2005. In the case of large or strategic housing sites, trigger dates for payments may not be met until many years after agreement as a development builds out over many phases and years. Monitoring officers in the Strategic Team ensure that, when triggers are reached on a development site, monetary and non-monetary contributions are collected or provided for as promptly as possible.

7.7 In 2022/23, several S.106 payment triggers were reached on a range of planning applications (with planning obligation agreements going back to 2013 and up to 2023). The total amount received from those S.106 obligations was **£2.560m**. A breakdown of this figure is provided below: -

Contribution Purpose	Received
Community-Facilities	£898,187
Flood-and-Water-Management	£15,461
Green-Infrastructure	£32,397

Health	£492,482
Highways	£33,266
Monitoring-fees	£35,357
Open-Space-and-Leisure.	£1,053,083
Total	£2,560,234

S.106 money that is yet to be formally allocated for spending.

- 7.8 As mentioned above, the council monitors S.106 obligations which may go back as far as 2005. In all cases, S.106 obligations clearly set out what they will deliver and pay for. However, sometimes it may take many years for the full amount of S.106 money to be received and for the infrastructure providers to have secured all funding necessary to deliver a specific infrastructure project.
- 7.9 It is important to note that the term 'allocated' in this IFS is defined as when the received funds have been formally committed to spend on a project usually by the relevant committee or delegated authority. Funds are not generally put forward for allocation until evidence has been provided from the relevant infrastructure provider that the project is close to fruition, and it meets the requirements already approved in the S.106.
- 7.10 The council is holding a substantial amount of S.106 funds which are clearly related to the provision of specific infrastructure projects as defined in the approved S.106. In most cases funds have already effectively been allocated or 'earmarked' for a project but they may still be waiting to be formally recorded as allocated on the S.106 monitoring system.
- 7.11 Where S.106 funds have not been recorded as formally allocated on the S.106 monitoring system, it does not mean that they will not be spent on a specifically defined project, it just means that the total amount of money, required to deliver a clearly defined project has not yet been received, the infrastructure provider is not in a position to confirm that the project is ready to start drawing down funds or we still require a further authorisation to spend or transfer. All S.106 funds held are constantly being monitored to help enable infrastructure providers to spend within the time limits.
- 7.12 The total amount of money, under any planning obligation which was received before 1 April 2022 and has not been formally allocated or spent is **£10.320m**. This is broken down between categories as follows:

Contribution Purpose	Sum of Amount Held
Affordable-Housing	£2,955,958
Community-Facilities	£643,551
Education	£1,854,595
Green-Infrastructure	£226,642
Health	£2,000,991
Highways	£2,117,198
Open-Space-and-Leisure	£297,728
Transport-and-Travel	£223,805

Total	£10,320,467
--------------	--------------------

A more detailed breakdown of these amounts can be found under Appendix 1

7.13 S.106 Money Formally Allocated but Not Spent

The amount of money (received under any planning obligation) which was allocated but not spent in 2022-23 is **£1.739m**. The list below shows details of allocated projects and the remaining amounts to be spent:-

Application	Location	Category	Amount	Spend Comments
BE/100/15/PL	Richmond Lodge Shripney Road.	Open-Space-and-Leisure.	£1.7k	£9K allocated under delegated authority to spend on improvements to the Berghestede play area 28/5/2021. £7,323.60 spent 19/5/21 so £1,676.40 remaining.
BE/122/10/	Site 6 Bersted.	Community-facilities.	£6.4k	C/012/220713 allocated to Sports Facilities at Site 6 Bersted. Part Spent with £6,397.89 left to spend.
EG/15/07/	12 Downview Road.	Open-Space-and-Leisure.	£11k	ICM/045/220813 for refurbishment of the playground at Eastergate Recreation (This will be transferred to Barnham & Eastergate PC).
EG/52/11/	The Old Rectory.	Open-Space-and-Leisure.	£4k	ICM/045/220813 to refurbish Eastergate Recreation Field (This – will be transferred to Barnham & Eastergate PC).
LU/116/13/	Hollyacre, Toddington.	Open-Space-and-Leisure.	£4.4k	ICM/045/220813 or ICM16817122020 to Worthing Recreation field for play area and open space improvements. Part spent in 2020-21 only £4,461 is still allocated but not spent.

LU/271/11/	The Wick Site (Former Body Shop HQ).	Economic-Development.	£22k	C/029/100912 superseded by ICM/067/280219 to be used towards Littlehampton Town Centre Activities.
LU/295/09/	Hampton House.	Open-Space-and-Leisure.	£16.5k	ICM/045/220813 for Eldon Way play area improvements.
LU/355/10/	Courtwick Lane.	Community-facilities.	£115.5k	C/034/16112020 for the Keystone centre rebuild project (Funds to be transferred to Littlehampton Town Council).
LU/355/10/	Courtwick Lane.	Community-facilities.	£86.4k	C/034/16112020 for the Keystone centre rebuild project (Funds to be transferred to Littlehampton Town Council).
LU/355/10/	Courtwick Lane.	Community-facilities.	£61.6k	C/034/16112020 for the Keystone centre rebuild project (Funds to be transferred to Littlehampton Town Council).
LU/93/10/	Wickbourne Swan.	Open-Space-and-Leisure.	£12k	ICM/045/220813 for Eldon Way play area improvements.
LU/93/10/	Wickbourne Swan.	Open-Space-and-Leisure.	£12k	No spend by restriction, General project of Open Space in Littlehampton. Committed to spend on Eldon Way (7069.49) & Sunken Lane (5000) play areas under ICM/045/220813.

8. Non-Monetary Obligations

- 8.1 The CIL Regulations identify that S.106 can include 'non-monetary contributions. This means that developers enter into an agreement which obliges them to provide infrastructure such as affordable housing units on-site;

or open spaces and children's play areas for example, rather than paying a contribution to the council to deliver.

- 8.2 In the reported year, the council agreed to **395** new Affordable homes which are due to be delivered once triggers are reached (Approx. 66 of which could be [First Homes](#) – a new specific kind of discounted market sale dwelling which is considered to meet the definition of 'affordable housing' for planning purposes) and **7** new Open Spaces & Play areas. The details of these Non-Monetary S.106 contributions, can be seen below:

Application	Location	Category	No. of Affordable Units	No. of First Homes
A/129/21/PL	Rustington Golf Centre Golfers Lane.	Affordable-Housing.	43	14
A/153/22/OUT	Broadlees Dappers Lane.	Affordable-Housing.	4	2
A/168/21/PL	Land South of Littlehampton Road and East of Worthing Road.	Affordable-Housing.	18	5
A/45/22/PL	Rustington Golf Centre Golfers Lane.	Affordable-Housing.	38	12
AL/113/21/OUT	Land at Bayards Level Mare Lane.	Affordable-Housing.	15	5
AL/129/21/OUT	Land adjacent to Woodgate Nurseries Lidsey Road.	Affordable-Housing.	21	7
BR/238/22/PL	2-10 The Hatters Inn Queensway.	Affordable-Housing.	10	3
LU/116/21/PL	Land South of The Littlehampton Academy Fitzalan Road.	Affordable-Housing.	34	
LU/238/20/OUT	Land west of Bridge Road Roundabout Littlehampton.	Affordable-Housing.	8	
P/178/21/OUT	Land West of Pagham Road Pagham.	Affordable-Housing.	24	8
WA/2/22/OUT	Land West of Yapton Lane Walberton	Affordable-Housing.	14	tbc
WA/68/20/OUT	Land west of Tye Lane Walberton.	Affordable-Housing.	47	tbc
WA/80/21/OUT	Land East of Yapton Lane Walberton	Affordable-Housing.	23	
Y/3/22/OUT	Land West of Bilsham Road Yapton.	Affordable-Housing.	32	10
A/168/21/PL	Land South of Littlehampton Road and East of Worthing Road.	Public-Open_Space.	1	
AL/129/21/OUT	Land adjacent to Woodgate Nurseries Lidsey Road	Public-Open_Space.	1	
WA/2/22/OUT	Land West of Yapton Lane Walberton.	Public-Open_Space.	1	
WA/68/20/OUT	Land west of Tye Lane Walberton.	Public-Open_Space.	3	

WA/80/21/OUT	Land East of Yapton Lane Walberton.	Public-Open_Space.	1
--------------	-------------------------------------	--------------------	---

8.3 Also, **264** new affordable homes were completed on sites and **1** new Open Space. The details of these Non-Monetary S.106 provided, can be seen below:

Application	Location	Category	Units
A/142/16/OUT	Merry England Nursery Dappers Lane Angmering.	Affordable-Housing.	5
A/99/17/OUT	Land South of Water Lane Angmering.	Affordable-Housing.	23
AL/3/19/PL	Nyton Nursery Nyton Road Westergate.	Affordable-Housing.	7
AL/61/13/	Land at Nyton Road and Northfields Lane and Land off of Fontwell Avenue Aldingbourne.	Affordable-Housing.	65
BE/77/16/OUT	Land West of New Barn Lane Bersted.	Affordable-Housing.	15
BN/32/15/OUT	Rear of The Lillies Yapton Road .Barnham.	Affordable-Housing.	11
BN/84/20/PL	Land at Angels Nursery Yapton Road Barnham.	Affordable-Housing.	28
LU/47/11/	Land north of Toddington Lane Littlehampton.	Affordable-Housing.	4
P/58/15/OUT	Land at Summer Lane Pagham	Affordable-Housing.	8
WA/22/15/OUT	Land to the East of Fontwell Avenue Fontwell.	Affordable-Housing.	60
WA/44/17/OUT	Land East of Tye Lane Walberton	Affordable-Housing.	15
Y/19/16/OUT	Land off Burndell Road Yapton.	Affordable-Housing.	9
Y/44/17/OUT	Land at Stakers Farm North End Road Yapton.	Affordable-Housing.	11
Y/88/18/OUT	Land North of Yapton C of E Primary School North End Road Yapton.	Affordable-Housing.	3
LU/355/10/	Courtwick Lane Land South of Railway Littlehampton.	Open-Space-and-Leisure.	1

NB the figure is a bit higher this year as it includes completed projects which were omitted in error from a previous IFS.

9. S.106 Expenditure

9.1 As highlighted previously, this IFS reports on S.106 expenditure on infrastructure items that are the responsibility of the District Council to collect and deliver. For S.106 expenditure on items such as highways, transport and travel, education, library services, fire service and waste/recycling provision, please refer to the WSCC IFS, which will be published on its website by 31

December 2023 at the latest. However, it should be noted that the District Council does hold some Highways, Education, Transport and travel funds which will be spent at the appropriate time on the allocated projects in liaison with WSCC or National Highways.

9.2 In 2022/23, **£1.179m** was spent or transferred to be spent on infrastructure projects. As set out previously, this includes money from historic S.106 obligations agreed prior to 2019/20, as it takes time to deliver projects and ensure sufficient sums of money are available to spend on specific projects. The amount spent includes money transferred to other bodies such as West Sussex County Council & Chichester District Council for the Pagham Harbour mitigation contributions. Further details of this spend is provided below:

Application	Contribution Purpose	Obligation Details	Amount Spent or Transferred	Spend Comments
AW/279/10/	Affordable-Housing.	Pay £10,345.00 for AH indexed.	£10,345	Can only be spent in Aldwick or adjoining parishes. Allocated under delegated authority 30-01-2020. Spent on Council House Development Project in Chichester Road 2022-23.
AW/295/10/	Affordable-Housing.	Pay £108,320 for Affordable Housing (68852.40 left to pay).	£37,494	Allocated under delegated authority Jan 2020. Spent on Council House Development Project in Chichester Road 2022.
BE/128/10/	Affordable-Housing.	Pay £1876 (indexed)No indexation applied.	£1,782	Remaining 1782.20 spent on Council House Development Project in Chichester Road. (Allocated under delegated authority Jan 2020).
BR/125/13/	Affordable-Housing.	Affordable housing within the whole of the Arun District.	£1,104	Spent on the Chichester Road Council house Project 2022.
BR/143/13/	Affordable-Housing.	Affordable Housing Contribution - £1,104.	£1,104	Spent on Chichester Road Council house Project 2022 (Allocated under delegated authority Jan 2020).

BR/153/09/	Affordable-Housing.	Pay £195,000 for Affordable Housing provision (index linked).	£48,552	48552.26 remaining spent on Council House Development Project in Chichester Road. (Allocated under delegated authority Jan 2020).
BR/24/11/	Affordable-Housing.	Pay £1,656 for AH.	£1,656	Spent on the council House Development Project in Chichester Road 2022 (Allocated under delegated authority Jan 2020)
BR/242/13/	Affordable-Housing.	Affordable Housing Contribution - £1,104 to provide affordable Housing as in Annex 2.	£1,104	Spent on Chichester Road Council house Project 2022 (Allocated under delegated authority in Jan 2020)
BR/288/15/PL	Affordable-Housing.	Affordable Housing Contribution (paid).	£1,104	Spent on Chichester Road Council house Project 2022. (Allocated under delegated authority Jan 2020).
BR/297/10/	Affordable-Housing.	Pay £2,208 plus indexation.	£2,097	Spent on the council House Development Project in Chichester Road 2022 (Allocated under delegated authority Jan 2020).
BR/324/10/	Affordable-Housing.	Pay £3,532 subject to indexation.	£3,355	Spent on the council House Development Project in Chichester Road 2022 (Allocated under delegated authority Jan 2020).
BR/38/12/	Affordable-Housing.	Affordable housing within the whole of the Arun District.	£36	No spend restrictions (But aim to spend within 10 years – 10-12-23). £36.91 spent on the council House Development Project in Chichester Road 2022 (delegated authority Jan 2020) so £1,079.24 left.
BR/91/13/	Affordable-Housing.	Affordable housing within the whole of the Arun District.	£1,104	Spent on the council House Development Project in Chichester Road 2022. (Allocated under delegated authority Jan 2020).

FP/185/10/	Affordable-Housing.	Pay 9,128 (indexed).	£9,160.	9160.41 Spent on Council House Development Project in Chichester Road 2022 (Allocated under delegated authority Jan 2020).
A/144/15/PL	Community-Facilities.	Public Art Contribution towards delivery and maintenance of a new item of public art in the vicinity of the site - Prior to occupation of 100 th dwelling.	£6,760	Remaining 6760.84 allocated 15/03/22 under delegated authority (under a DoA dated 28/7/22) and transferred to APC for the maintenance of the Rainbow Bench Public Art installation.
A/144/15/PL	Community-Facilities.	4.1-2 Contribution towards Police to be paid by 100 th occupation to be used towards promoting and financing community policing and crime reduction and security initiatives within the vicinity of the site.	£72,879	Transferred to Sussex Police to spend on Community Policing/Crime Reduction initiatives – Project at Littlehampton Police Station. NPT officers have been recruited at this site and they will expand the office space and improve some of the welfare/wellbeing facilities.
BE/37/19/PL	Community-Facilities.	1 st Sch. 5.1 Pay the leisure Pool Contribution within 3 months of the grant of planning permission.	£42,252	Allocated under committee report Sept 2022 to spend as part of a £987k refurb of Arun Leisure Centre Wet Change.
BN/84/20/PL	Community-Facilities.	Pay Community Facilities contribution for drainage, levelling, re-seeding, pitch set out & access works to Murrells Field.	£160,528	Transferred to Barnham & Eastergate PC to enhance drainage, levelling, re-seeding, pitch set out and access to Murrells Field.

LU/355/10/	Community-Facilities.	Community Centre Contribution (1 of 3) – To apply the Community Centre Contribution towards the Keystone Centre and thereafter towards Community facilities within Littlehampton. Formula to be followed to calculate contribution payable upon first occupation of each phase.	£115,509	Approval for spend agreed by Cabinet Nov 2018 and C/034/16112020 Transferred to LTC to spend this amount on the Keystone Centre/Eldon Way project.
LU/355/10/	Community-Facilities.	Community Centre contribution (2 of 3) based on LU/44/14 Phase 2 based on Formula in Schedule 3 (below) payable on first occupation within this phase. To be used for the Keystone Centre and thereafter towards Community facilities within Littlehampton.	£86,359	Approval for spend agreed by Cabinet Nov 2018 and C/034/16112020 Transferred to LTC to spend this amount on the Keystone Centre/Eldon Way project.
LU/355/10/	Community-Facilities.	Community Centre contribution (3 of 3) based on LU/318/14/RES Phase 2a based on Formula in Schedule 3 (below) payable on first occupation within this phase. To be used for the Keystone Centre and thereafter towards Community facilities within Littlehampton.	£61,595	Approval for spend agreed by Cabinet Nov 2018 and C/034/16112020 Transferred to LTC to spend this amount on the Keystone Centre/Eldon Way project.

WA/22/15/OUT	Community-Facilities.	Schedule 1 Pt A 2.1 Prior to Occupation of the 50 th Dwelling to pay the council 50% of the Swimming Pool Contribution (£119,279 Index Linked) towards upgrading and improving wet side changing rooms at Arun Leisure Centre Swimming Pool within the council's administrative area.	£73,575	Spent as part of a £987k spend to refurb ALC Wet Change.
A/125/13/	Economic-Development.	Rustington Village Contribution (5 of 5) of £100,000 to be paid in 5 instalments towards the implementation of the measures outlined in the retail report – to be paid on the opening of trade of the retail development and each anniversary.	£20,000	Transferred to RPC - Regeneration Rustington Village Contribution.
A/99/17/OUT	Flood-and-Water-Management.	Schedule 3. Clause 9 To pay to the District Council the Flood Alleviation Measures Contribution prior to the occupation of the 1 st housing unit towards the Angmering Flood Risk Management Project to deliver sustainable water management for the Black Ditch catchment through Angmering.	£15,461	Towards the Angmering Flood Risk Management Project to deliver sustainable water management for the Black Ditch catchment through Angmering. Transferred to WSCC 23/11/22.
A/46/19/PL	Open-Space-and-Leisure.	Prior to 20 th occupation pay Mayflower Park Contribution re: improvements at Mayflower Park.	£33,350	Transferred to APC for play equipment, skate bowl and BMX track and eventually potentially creation of a café within the park.

BE/100/15/PL	Open-Space-and-Leisure.	The creation and equipping of and effecting improvements to the Public Open Space and Child Play Area Equipment at Berghestede in Bersted.	£1,676	£9K delegated allocation to spend on improvements to the Berghestede play area 28/5/2021. 7323.60 spent 19/5/21 and remaining 1676.40 spent in 2022-23.
BE/60/15/PL	Open-Space-and-Leisure.	ANOGS – Accessible Natural Open Green Spaces.	£7,000	£16K S106 funding, including £7K from planning reference BE/60/15 and £9K from BE/74/17/PL, for play improvements at Bersted community centre. Noted a £7k spend in 2022-23 year.
BE/74/17/PL	Open-Space-and-Leisure.	Children’s play area Contribution (to be spent in the area of the development to upgrade/equip and child play area serving the development).	£9,000	Must be spent in the area of development. Allocated for play improvements at Bersted community centre 1/11/22.
BN/32/15/OUT	Open-Space-and-Leisure.	7.1 To pay Public Open Space Contribution to provide improvements and play equipment for public open spaces serving the development in the parishes of Barnham Eastergate Ford.	£42,293	Transferred to BN & EG PC to deliver enhanced play and open-space facilities at Murrells Field.
EG/15/07/	Open-Space-and-Leisure.	To pay to ADC £10,000 (index linked) towards the laying out and equipping of children’s play areas in the area of and which serves the development.	£11,024	Transferred to BN & EG PC to back fund recently installed new swings at Eastergate Play Area and inclusive roundabouts at each of playground facilities in BN & EG plus also to upgrade a fence at Eastergate Park).

EG/52/11/	Open-Space-and-Leisure.	Public Open Space contribution – To serve the area of the development or adjacent areas.	£4,000	Transferred to BN & EG PC to back fund recently installed new swings at Eastergate Play Area and inclusive roundabouts at each of playground facilities in BN & EG plus also to upgrade a fence at Eastergate Park).
EG/63/10/	Open-Space-and-Leisure.	Childrens Play Equipment to serve a play space within the area of the development.	£13,000	Transferred to BN & EG PC to back fund recently installed new swings at Eastergate Play Area and inclusive roundabouts at each of playground facilities in BN & EG plus also to upgrade a fence at Eastergate Park).
EP/135/12/	Open-Space-and-Leisure.	Child Play Area Contribution £7000 – To provide child play areas to serve the development.	£7,000	Delegated authority given for entering into a contract and carrying out the refurbishment works at Lashmar Play Area, including installation of new play equipment.
EP/63/16/PL	Open-Space-and-Leisure.	Play facilities and Equipment at Lashmar Recreation Ground.	£9,417	Delegated authority given for entering into a contract and to carry out the refurbishment works at Lashmar Play Area, including installation of new play equipment.
LU/116/13/	Open-Space-and-Leisure.	9.1 On or before the occupation of the 20 th unit pay £21595.77 public open space contribution.	£22,326	No spend by restriction, General project of Open Space in Littlehampton Committed to the delivery of a MUGA at Eldon Way public open space under ICM/045/220813.
LU/295/09/	Open-Space-and-Leisure.	Pay £15,000 to ADC for play area contribution (indexation).	£16,527	Committed to spend on Eldon Way play area under ICM/045/220813.

LU/315/15/PL	Open-Space-and-Leisure.	2.2 Pay the Open Space contribution on commencement of development.	£10,000	OSW - Provision & Equipping of Water Lane POS To authorise expenditure of £10K S106 funding from developer play contributions to spend this on improvements to the public open space at Water Lane. Virement to Parks noted 24/5/23 RB.
LU/330/18/PL	Open-Space-and-Leisure.	Pay the local play contribution prior to the occupation of 50% of the units.	£125,849	Funding to LTC for refurbishment of Rosemead Open Space Play.
LU/93/10/	Open-Space-and-Leisure.	Children Play Area Contribution to be spent within Littlehampton Parish - £12,000.	£471	Committed to spend on the new Eldon Way play area under ICM/045/220813 Leaving £11,598.28.
LU/93/10/	Open-Space-and-Leisure.	Public Open Space Contribution to be spent within Littlehampton Parish - £12,000.	£7,069	No spend by restriction, General project of Open Space in Littlehampton. Committed to spend on Eldon Way (7069.49) & Sunken Lane (5000) play areas under ICM/045/220813 £5000 left unspent still allocated to Sunken Lane POS.
Y/22/14/	Open-Space-and-Leisure.	Off Site Childrens Play Area and POS Contribution - £36,000 To make good a deficiency in such provision resulting from the development.	£39,183	Transferred to the Yapton PC to be spent on enhancing George V play area.
Y/30/13/	Open-Space-and-Leisure.	Childrens play area Contribution to make good a deficiency in public open space provision arising from the development.	£34,622	Transferred to Yapton PC to be spent on enhancing George V play area.

Y/30/13/	Open-Space-and-Leisure.	POS Contribution to make good a deficiency in public open space provision arising from the development.	£10,386	Transferred to Yapton PC to be spent on enhancing George V play area.
----------	-------------------------	---	---------	---

9.3 Further details on Pagham Harbour Access Mitigation Management delivery in 2022/23

Pagham Harbour is designated as a Special Protection Area (SPA) and Ramsar site, meaning it is recognised for the important role it plays in the movement of species, particularly overwintering, wading and wildfowl birds.

9.4 As proposed by the Local Plan any development taking place within a specific distance from Pagham Harbour, must pay an Access Management contribution, via S.106 or unilateral undertaking if it is considered the impact of new residents from the development will impact the Pagham Harbour area. The funds can then be used to strategically manage the area (see Policy ENV DM2 – Pagham Harbour in the Arun Local Plan).

9.5 1.5 full time equivalent RSPB Wardens have been employed in the area using developer contributions and they monitor the birds at the site to try and reduce any impacts on species for which the site is designated for, from any disturbance events. Signage was also produced to help to raise awareness in the local community. Wardens meet with visitors to Pagham Harbour and visit local schools and groups, to raise awareness about of these issues and ways in which even minor changes to behaviour can reduce impact on the area.

9.6 The latest ranger report can be viewed at Appendix 2

9.7 Further details of enhancements to play areas funded by s106 contributions.



Photo of the new Keystone Centre and MUGA in Eldon Way Littlehampton under construction



New Swings in Eastergate playground



Photo of new zip wire and swing under construction at Bersted Park



Photo of enhanced Lashmar Road play area



Photo of new play equipment at Berghestede Play area.



Photo of the new George V play area in Yapton



Photo of Worthing Road Littlehampton play area funded in 2021-22

Further details of new Affordable Housing funded by Section 106



Photo of 8 new Council homes at 283-285A Chichester Road, Bognor Regis.

Further details of Community facilities funded by Section 106



Photo of improvements to Walberton Village Hall and Sports pavilion



Photo of construction of the new Keystone Centre.



Photo of refurbished wet change at Arun Leisure Centre

10. S.106 Monitoring Fees

10.1 Historically, the council included a S.106 monitoring fee on planning applications. However, this ceased in 2015 as a result of legal advice received. However, in September 2019, amendments to the CIL Regulations allowed

planning authorities to set monitoring fees to recover some of the costs in monitoring S.106 cases. The council subsequently prepared a Planning Obligations Monitoring Fees Policy which is available on the council's website: <https://www.arun.gov.uk/planning-obligations>

- 10.2 In the monitoring year, the council received **£35.4k** in monitoring fees. These fees were all spent in covering the administrative costs of monitoring the obligations and producing the IFS document. The following funds were received from the following S.106 obligations:-

Application	Location	Amount
A/168/21/PL	Land South of Littlehampton Road and East of Worthing Road Angmering.	£6,600
A/64/21/PL	Former Shrublands Nursery Roundstone Lane Angmering.	£800
AL/113/21/OUT	Land at Bayards Level Mare Lane Eastergate.	£1,350
AL/20/21/PL	Land At Wings Nursery Lidsey Road Woodgate.	£2,700
BN/135/20/PL	Boweries Barnham Road Eastergate.	£6,600
BN/153/20/PL	Warwick Nursery Barnham Road Eastergate.	£6,600
BR/156/22/PL	62-64 High Street Bognor Regis.	£600
-LU/116/21/PL	Land South of The Littlehampton Academy Fitzalan Road Littlehampton.	£5,247
Y/62/18/OUT	Clays Farm North End Road Yapton.	£3,660
Y/91/17/OUT	Land at Bilsham Road Yapton.	£250
Y/91/17/OUT	Land at Bilsham Road Yapton.	£950

11. Long Term Maintenance Sums on Deposit

- 11.1 In some cases, when a development site includes public open space and play space, the developer asks that the council takes responsibility for the spaces once they are complete. In these cases, the developers pay maintenance or "commuted sums" upon transfer of the land which are held on a long-term basis for us to maintain our open spaces.

- 11.2 The total amount received and effectively spent by the council on long-term maintenance in 2022-23 is **£620.4k** from the following applications:

Application	Location	Obligation Description	Received
-------------	----------	------------------------	----------

BR/114/20/PL	13-17 Abbeyfield Richmond Avenue Bognor Regis.	Schedule 1 Clause 9 (payment 1 of 20 due 25th May 2022) To pay the Playing Pitch (Avisford Park) Maintenance Contribution every year at the same date as the First Instalment for a period of twenty years. Towards improvements to the grass playing surface of football pitches at Avisford Park Recreation Ground Bognor Regis.	£243
BR/114/20/PL	13-17 Abbeyfield Richmond Avenue Bognor Regis.	Schedule 1 Clause 12 (Payment 1 of 20 due 25-05-22) To pay the Playing Pitch (Rugby Club) Maintenance Contribution every year at the same date as the First Instalment for a period of twenty years.	£86
BR/114/20/PL	13-17 Abbeyfield Richmond Avenue Bognor Regis.	Schedule 1 Clause 15 (Payment 1 of 20 due 25-05-22) To pay the Playing Pitch (Queensfield) Maintenance Contribution every year at the same date as the First Instalment for a period of twenty years towards improvements to the grass playing surface of cricket pitches at Queensfield, Bognor Regis.	£177
BR/114/20/PL	13-17 Abbeyfield Richmond Avenue Bognor Regis.	Schedule 1 Clause 18 (Payment 1 of 20 due 25-05-22) To pay the Playing Pitch (3G) Maintenance Contribution every year at the same date as the First Instalment for a period of twenty years towards surfacing 3G pitches at West Bersted.	£44
BR/114/20/PL	13-17 Abbeyfield Richmond Avenue Bognor Regis.	Schedule 1 Clauses 9, 12, 15 & 18 To pay the Playing Pitch Maintenance Contributions (For Avisford, Rugby Club, Queensfield & 3G Pitches West of Bersted) every year at the same date as the First Instalment for a period of twenty years. Towards improvements to the grass playing surface of football pitches at Avisford Park Recreation Ground Bognor Regis (Payment 2 of 20).	£536
LU/355/10/	Courtwick Lane Land South of Railway Littlehampton.	Maintenance Contribution - Playing Fields £24,144 plus £7.31 per sqm payable on transfer to ADC.	£33,548
LU/355/10/	Courtwick Lane Land South of Railway Littlehampton.	Maintenance Contribution upon transfer - Changing Facilities £16,324 + £7.31 per square metre.	£22,682
LU/355/10/	Courtwick Lane Land South of Railway Littlehampton.	NEAP Maintenance Contribution of £24,000 + £7.31 per square metre only payable upon transfer to ADC.	£33,348

LU/355/10/	Courtwick Lane Land South of Railway Littlehampton.	Pay £7.31 per sqm for open space to cover the sports pitch, changing rooms and NEAP.	£465,213
A/76/20/PL	Land at Dappers Lane, Angmering.	SCHEDULE 3 Clause 3.1 To pay to the District Council 50% of the Sports Contribution (towards the MAINTENANCE for 20 years of a natural grass pitch at a new facility at Palmer Road prior to the Occupation of the forty second (42 No) Housing Unit to be Occupied.	£64,607

12. Conclusion

- 12.1 The development industry must deliver a significant quantum of housing supported by necessary infrastructure over the period covered by the Arun Local Plan (2011 to 2031). This will, therefore, need to be supported by an increasing amount of S.106 developer contributions particularly from the strategic housing allocations as they build out over the next few years.
- 12.2 This IFS shows that, the amount of all developer contributions received (£3.359m) has risen significantly since last year (£1.7m). This is due to a significant number of sites commencing and building out this year. It looks set to be one of the highest years for completions. Spending and allocation have also increased following the action plan to review all older funds we are holding. The work of the planning monitoring officers is helping developers provide their items of infrastructure on their sites and to try and ensure contributions are being received on time. Monitoring officers have played a key part in working with site developers to try and prevent them breaching pre-commencement and pre-occupation conditions and obligations. It has been noticeable again over this year (as per the previous year) that a lot of developers have been very keen to start several developments across the district.
- 12.3 The amounts received in CIL receipts increased significantly from £99k in 2020/21, £359k in 2021/22 to £799k this year. We were also able to transfer more funds to the Town and Parish Councils for them to spend on infrastructure needs within their local areas and Arun has spent £41.6k on infrastructure to benefit the district.
- 12.4 Finally, this IFS provides a snapshot of S.106 & CIL income and expenditure in the Arun District in 2022/23. The data in relation to specific developments is updated on a constant basis in our monitoring system so data quoted in this report is subject to potential updates and corrections over time. Our IFS should always be read together with the WSCC IFS to see how developments in the district have contributed towards County infrastructure such as highways, education, libraries etc. and with any Town/Parish Council IFS to show how CIL receipts have funded infrastructure at that local level.

Glossary

Affordable Housing – affordable housing which is provided that meets all of the conditions set out within Annex 2: Glossary of the National Planning Policy Framework 2019. First Homes are also counted as affordable dwellings under the IFS.

Allocated S.106 – where spending S.106 money has been formally approved via delegated or committee authority. S.106 that has not been 'allocated' is still related specifically to an item of infrastructure defined within the relevant S.106 but has just not been formally allocated to be spent. This may be because further development triggers are required to raise the right level of income to deliver the defined project.

Contribution Trigger – As part of a S.106 agreement, a developer agrees to pay/contribute towards an item of infrastructure (or build an item of infrastructure on site) once the development has reached a particular delivery point. For example, "to pay the council on or before the occupation of the 225th Market Unit at the development the final 30% of the Leisure Pool contribution...".

Intermediate Housing – Housing at prices and rents above those of social rent, but below market prices or rents. It often includes shared ownership for example. (Raise the Roof, Housing Strategy for Arun District Council 2010-2015).

Spent S.106 – indicates funds that have been moved from a reserve or deposit account into the spending managers budget or transferred to an external infrastructure provider.

March 22 – March 23



Pagham Harbour and Medmerry Recreation Mitigation Strategy

Community Conservation Ranger Report



Ranger's Report

Summary

This report provides a summary of the work conducted by the two Community Conservation Rangers (1.5FTE) funded by the Pagham Harbour and Medmerry Recreation Mitigation Strategy. This report covers the dates from 31st March 2022 – 31st March 2023 and includes information around the range of activities conducted by the ranger team, including patrols, signage, events, and social media. A summary of breeding success at the RSPB Pagham Harbour and RSPB Medmerry nature reserves have also been included to provide some great context on the impact of the ranger team in helping to reduce recreational pressures to support the Special Protection Area feature species.

Recruitment

Our new full time Community Conservation Ranger, Gail Richens, commenced in post 21/3/22. A new part time Assistant Conservation Ranger, Georgia Warren, also began working in the team on 23/7/22. Georgia's part time post was advertised as primarily a weekend post to ensure that ranger cover is available at busy weekend times. Gail's full-time ranger role also includes some weekend working days; but having the part time ranger working on weekend days specifically has ensured ranger cover is available throughout the week.

There is a core group of volunteer rangers that also patrol the site, but this tends to be during the week which again shows the need for the weekend Assistant Conservation Ranger post. Currently, we have 20 volunteer rangers who are a great asset to the team. The combination of the ranger team resourced through staffing and volunteering is a fantastic example of a novel approach to mitigating recreational disturbance impacts on a coastal SPA.

Spring/Summer 2022

Patrols

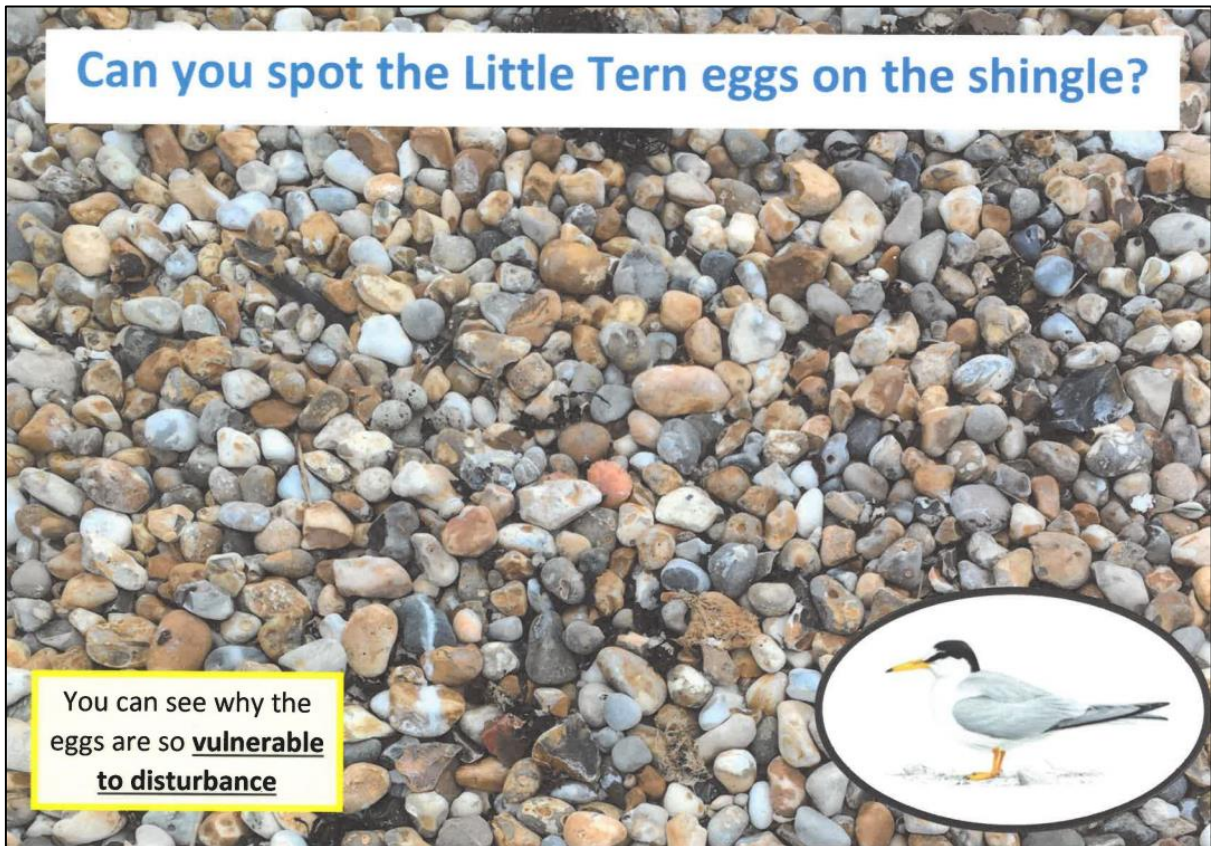
Due to IT issues patrol reports from 21/3/22 to 28/4/22 have not been captured but were undertaken by the new ranger from around approximately 30/3/22 onwards. During the period 28/4/22 to 27/8/22 the conservation rangers recorded 32 patrols across the reserves with 181 interactions with visitors.

Please note: This period contained a significant amount of pre-booked annual leave used by the conservation ranger who was also undertaking induction and training as a new starter with the RSPB. The assistant conversation ranger did not commence employment until 23/7/22 by which time the main breeding season for shorebirds/seabirds had finished.

During the period 1/4/22 to 31/8/22 the volunteer rangers recorded 171 patrols across the reserves. The number of interactions has not been recorded due to ongoing IT issues, but they were out and about across the reserves talking to visitors about the birds and advising them on how to avoid disturbing the breeding shorebirds and seabirds. The conservation rangers and volunteer rangers carried with them a pack containing pictures of the relevant birds, a life sized model of a Little Tern and leaflets about disturbance and dog walking to help educate visitors about the breeding birds and how they can help them. The pack also contained some “spot the eggs” and “spot the chicks pictures” showing visitors just how hard it can be to see the eggs and chicks.



Visitor pack including “spot the chicks” (above) and “spot the eggs” (below)



Summer breeding results

The patrols undertaken by both the conservation rangers and the volunteer rangers helped to produce some of the highest recorded fledge counts on record for both Little Terns and Mediterranean Gulls. Little Terns are one of Pagham Harbours SPA species so this result is brilliant news and evidence that all the work done by the ranger team has assisted with this result. The colony pair numbers and the fledge counts are listed below:



Little Tern



Common Tern



Sandwich Tern



Mediterranean Gull



Black-headed Gull

Species	Colony (pairs)	No. fledged	
Little Tern*	31	26	(highest on record)
Sandwich Tern	335	148	(3 rd highest on record)
Common Tern*	4	1	
Mediterranean Gull	282	269	(highest on record)
Black-headed Gull	1434	473	

**Pagham Harbour SPA feature species*

Fledge counts for breeding Ringed Plovers have not yet been fully confirmed but there were 8 pairs overall spread between Church Norton spit, Breach Island and Pagham spit. We saw at least 4 young birds with parents when out on patrols, so we know that at least 4 fledged from 8 nests. Predation was a factor with breeding Ringed Plovers in 2022 with a high number of Crows in attendance on Church Norton spit. We know we lost one nest on Church Norton spit but do not know the cause, but this was most likely predation from Crows.



Little Tern eggs taken under licence on Breach Island



Little Tern chick and egg taken under licence on Breach Island

Autumn/Winter 2022/23

Patrols

During the period 01/09/22 to 31/03/23 the conservation rangers undertook 57 patrols across the reserves and recorded 259 interactions with visitors. These figures include 6 pop up events held across the Pagham Harbour reserve which have been trialled as new ways to engage with visitors. A number of volunteer rangers have helped out with some of the pop-up events too which offers them a chance to engage in a slightly different way.

During the period 01/9/22 to 31/03/22 the volunteer rangers completed 175 patrols across the reserves. As noted previously, due to IT issues we do not have a count of the number of interactions the volunteer rangers had while out on patrol.

The first 3 pop-up events were held in conjunction with the Great Coastal Birdwatch – a cross partnership event with Bird Aware Solent who have run the birdwatch as the Great Solent Birdwatch in previous years. The pop-up events were run to encourage visitors to take part in the birdwatch which is similar to the RSPB Big Garden Birdwatch but involved counting coastal birds for one hour instead of garden birds.

The conservation rangers and some of the volunteer rangers set up in locations where visitors were likely to be able to easily spot birds and were on hand with spotting scopes and binoculars to point the birds out. This was a great way to engage with all visitors and took place during October half term meaning that lots of families could be involved. We received lots of verbal feedback at the pop ups as to how educational they were and lots of visitors, particularly children were excited to look through the spotting scopes and see the birds close up. Through these pop ups we were able to talk to visitors about the overwintering birds and how everyone can reduce disturbance to overwintering birds. The Great Coastal Birdwatch was advertised on our Facebook and Twitter pages and via a poster in the visitor centre and a board outside.



Display board advertising the Great Coastal Birdwatch at the RSPB Pagham Harbour Visitor Centre



Advert for the Great Coastal Birdwatch, a cross partnership event hosted by Bird Aware Solent, Bird Wise North & East Kent, and now Pagham Harbour and Medmerry



RSPB Pagham Harbour

Published by Gail Richens · October 13, 2022 ·



The Great Coastal Birdwatch is coming to RSPB Pagham Harbour between 22nd-30th October 2022. 🐦🦅

We are teaming up with our friends and coastal partners [Bird Aware Solent](#) to get involved in this exciting citizen science project, raise awareness of the over wintering birds in the harbour and advise how everyone can help them by giving them the space they need to feed and rest.

Come along to one of our pop up events on the reserve, grab a form and count all the coastal birds you see in an hour. There will be friendly rangers on site to help with bird ID and collect your completed forms. Alternatively, if you can't get to a pop up event, collect a form from the Visitor Centre during the week and return it after your count. Remember to stick to the paths to avoid disturbing the birds and move further away if they become alert.

Please see below for pop up dates and locations (please check our social media on the day for any changes due to bad weather)

Wednesday 26th October 10am-12pm by the Ferry Channel

Friday 28th October 10.30am-12.30pm by the benches at Church Norton

Saturday 29th October 11.30am-1.30pm on the North Wall



RSPB Pagham Harbour

Published by Gail Richens · October 28, 2022 ·



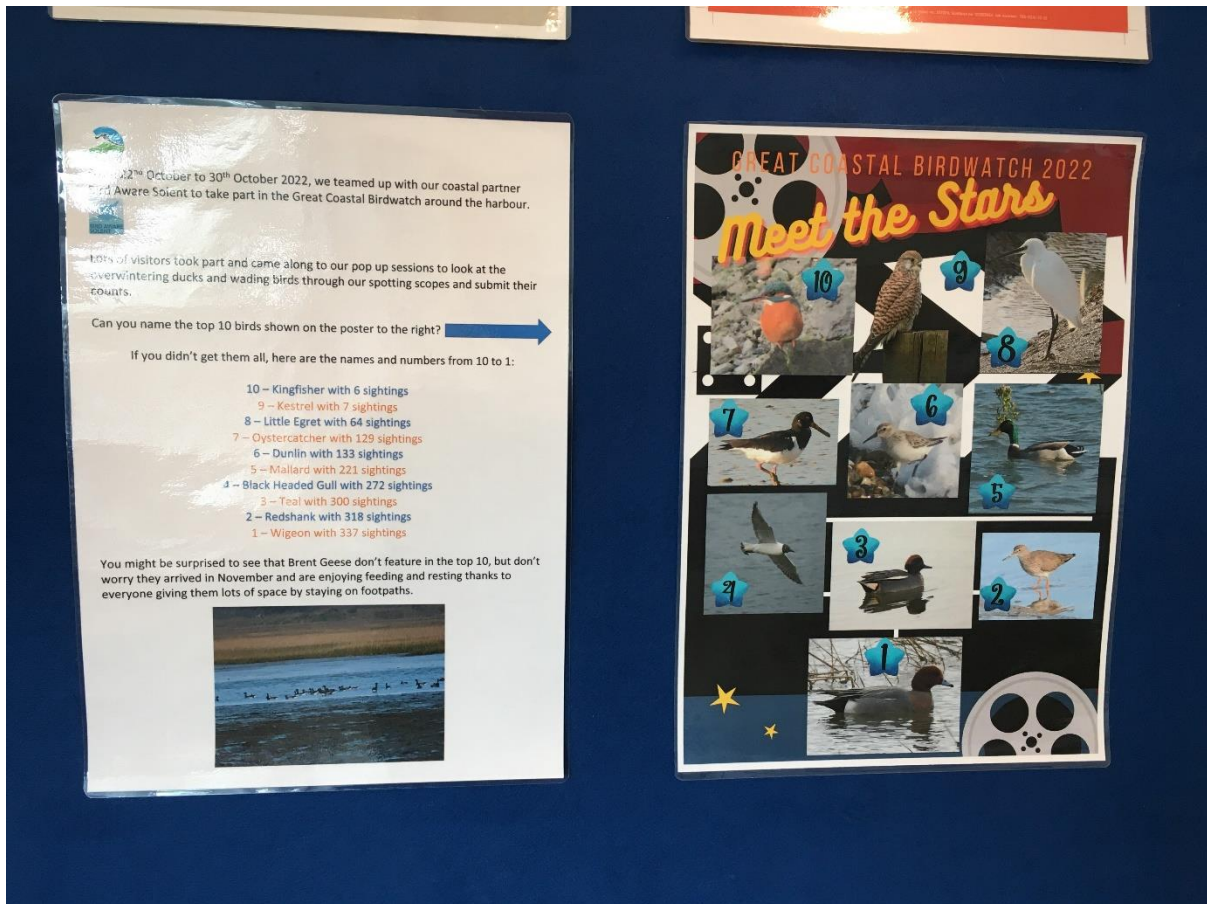
Thanks to everyone who has taken part in the Great Coastal Birdwatch so far this week at the reserve. You still have until Sunday to come down and take part. We will be on the North Wall (near Breach Pool) tomorrow (29/10/22) from 11.30am to 1.30pm so come down and see us. The turnstone in the photo below is just one of the many birds you might spot. The birds are busy feeding during low tides and then resting at high tides, so they really appreciate everyone sticking to the paths to avoid disturbing them. If birds become alert and stop feeding or resting, you can help them by moving a little further away. Remember to keep your furry friends close to you when you are on the reserve too and avoid them running onto the saltmarsh or mudflats as they could disturb the birds but also get stuck!

[Bird Aware Solent](#)



Social media was also updated during the week to encourage more visitors to take part and to promote the messages on how to avoid disturbing the birds and to keep dogs under close control on the reserves.

The Great Coastal Birdwatch week and pop ups were an excellent way of engaging with lots of visitors and encouraging good behaviour on the coast. We analysed all the data from the forms submitted and displayed the results in the Visitor Centre at Pagham Harbour.



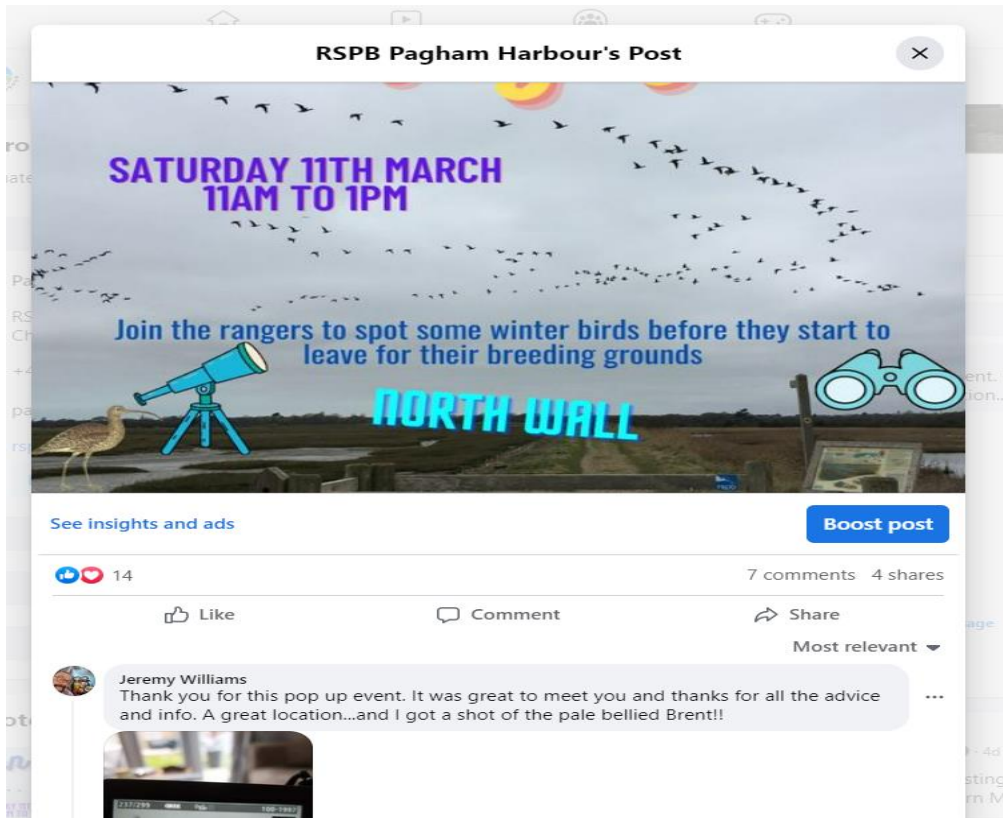
From the success of the Great Coastal Birdwatch pop ups we have continued to hold these free events that visitors can just turn up to without the need to book. These have been really popular community engagement events with lots of visitors coming along and seeing the birds through the spotting scopes and binoculars. We find that people are more likely to care about something if they can see it and these events have provided that opportunity. We have engaged with lots of different users of the reserves including dog walkers, birdwatchers, photographers, walkers, and lots of families. All the pop ups have been advertised on our Facebook and Twitter pages and the pop-up areas selected for the likelihood of seeing the birds easily.

We plan to hold more pop-up events throughout the breeding season in 2023 to promote good behaviour around the areas of the reserve where our ground nesting and

shore nesting birds are located. We hope to educate visitors about the breeding birds and how important it is that they are not disturbed from their nests.



Example social media posts and posters used to advertise the pop ups



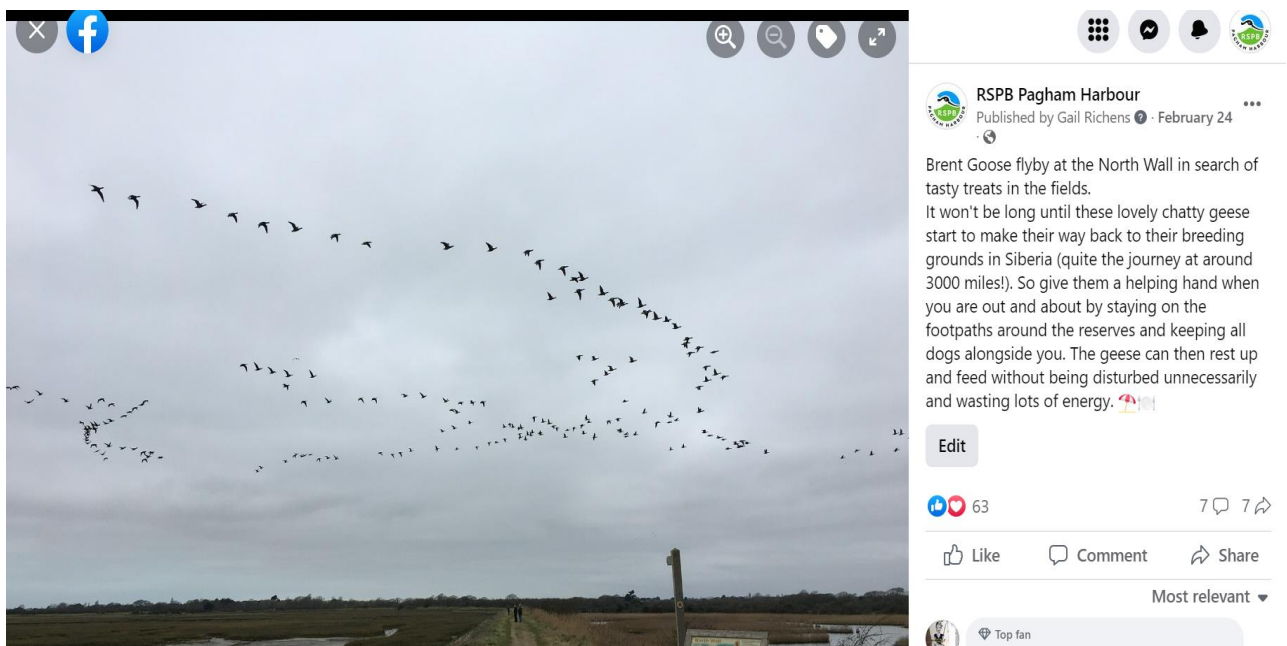
Feedback from someone who had seen the pop up advertised on our Facebook page and came along to the reserve specifically for the event.



Photos from North Wall Bon Voyage to the winter birds pop up.

Social media

Both the conservation rangers have aimed to raise the Social Media profile of the reserve over the last few months. We have tried to make some of the posts interactive by asking questions or asking followers to name how many species they can spot in photos or let us know what they have seen on the reserve. We have taken the conscious decision not to add disturbance messaging to every post to avoid saturating followers with the same messages. We feel followers may switch off from our posts if we bombard them with the same type of message so have chosen key times or posts to add guidance on how to avoid disturbing the birds.









 **RSPB Pagham Harbour**
Published by Georgia Warren · March 5 at 3:20 PM · 🌐

This Water Rail has been showing well recently, and is best seen just down from our visitor centre at low tide. They're secretive individuals, particularly in the breeding season, and are usually heard before they're seen (their call is similar to a squealing pig 🐷). Thank you to all our visitors that stick to the paths and allow the birds, including the Water Rail, to feed in peace and gain as much energy as possible without needing to fly away 🙌🐦🐸



0:10 / 0:13



RSPB Pagham Harbour
Published by Georgia Warren · February 18 · 🌐

This Spotted Redshank has made regular appearances in the Ferry Channel this month - it's almost like it knew it was Ferry February! It has been feeding very well, with their usual diet being insect larvae, worms, and small crustaceans and fish 🐛🐛🐛

Spotted Redshanks are a scarce winter visitor to the UK, making them an amber-listed bird. They are slightly larger than Redshanks with a longer bill, darker eye stripe and no white wing bars. More information can be found on our website: <https://www.rspb.org.uk/.../bird-a-z/spotted-redshank/>

#ferryfebruary See less

Edit

👍❤️ 46 5 💬 2 ➦



RSPB Pagham Harbour

Published by Gail Richens · December 6, 2022 ·



With chilly weather now arriving, remember our birds and wildlife can't put a hat and scarf on to keep warm. So please help them out by giving them lots of space to feed and rest when you see them.

Small actions like sticking to the footpaths to avoid disturbing them can really help to make a difference to our winter birds. They need to save lots of energy to keep warm and survive.

If you are walking dogs on the reserve, please remember to keep them under close control and don't let them venture off the footpaths.



RSPB Pagham Harbour

21

1 comment 5 shares

RSPB Pagham Harbour
Published by Georgia Warren · February 14 ·

This one is for all you pLOVERS out there...
If you've ever wondered about the love life of a plover (who hasn't right..?) then this post is for you:

🥰 We have 5 species from the plover family that visit the reserve, three of which breed in the area. These are:

- UK breeders: Ringed Plover, Little Ringed Plover, Lapwing, Golden Plover (North of England, Scotland, Wales)
- Winter visitor to UK: Grey Plover (breed in Alaska, Canada & Russia)

💕 Ringed Plovers and Little Ringed Plovers are monogamous... sort of! They will stick with the same mate for an entire breeding season, but they may change partners each year. This is the same for Lapwings, although some individuals are polygamous. Grey Plovers and Golden Plovers are monogamous for several years, and sometimes for a lifetime.

🥰 Golden Plovers and Little Ringed Plovers perform captivating aerial displays with butterfly-like movements as well as songs during the breeding season to impress the opposite sex. Male Lapwings also carry out impressive aerial displays with dives and rolls to excite the ladies and ward off any rival males.

💕 In all of these 5 plover species, the females lay around 4 eggs and both the males and females take turns incubating them on the nest, and both help to raise the chicks.

🥰 Plovers make great parents – nests are vulnerable to predators as they're on the ground, and several plover species have been observed pretending to have a broken wing to lead potential predators away from the nest and protect their chicks.

Now that you've learnt a bit about the plovers, why not visit our reserve today and see if you can spot any of them! 👁️

LAPWING – RED LISTED

Labels: Fun hairdo (crest), Black bill, Black on face, White front, Pink legs.

RINGED PLOVER – RED LISTED

Labels: Brown back and top of head, No ring around the eye, Orange bill with black tip, Distinctive black & white face and neck, White front, Orange legs.

GREY PLOVER – AMBER LISTED

Labels: Dark legs, White rump, Brown back.

WINTER PLUMAGE

LITTLE RINGED PLOVER – GREEN LISTED

Labels: Brown back and top of head, Yellow ring around the eye, Black bill, Distinctive black.

GOLDEN PLOVER – GREEN LISTED

Labels: Distinctive white stripe, Black gold and black back and head, Black front, Dark legs, Pale buff/white front, Paler colouration back and head.

SUMMER PLUMAGE **WINTER/JUVENILE PLUMAGE**

[See insights and ads](#) [Boost post](#)

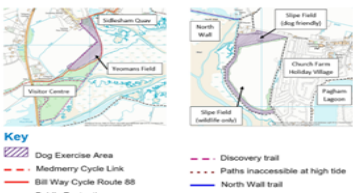
👍❤️ 34 3 comments 8 shares

We have also focussed on some educational social media posts regarding some of the birds that can be seen on the reserves along with having some fun with a play on words for a St Valentine's Day post.




Leaflets


From 1st April 2022 to 31st March 2023, 960 leaflets have been distributed in leaflet holders around the reserve. The Guide for Dog Walkers leaflets are placed in known dog walking areas to promote good behaviour for dog walkers.

<h3>Protecting birds</h3> <p>It is easy to accidentally get too close to birds and scare them. Dogs may bark at, chase or attack birds, as well as eat their eggs and young.</p> <ul style="list-style-type: none"> When disturbed, birds can easily abandon their nest or not return to feed their chicks regularly enough. To survive the winter, birds must feed constantly and a lot of energy is lost from flying away. In cold weather it is difficult to replace this lost energy and so they can die. Saltmarshes are a treasure trove of food. If disturbance makes birds leave here, there may be nowhere else for them to feed. <p>Please help us offer birds a stable home and keep them coming back.</p> <ul style="list-style-type: none"> Keep an eye out for feeding, resting and nesting birds. Try not to disturb them and move further away if they become alert. Ensure your dog keeps to the paths. Always follow requests on signs. They are there for a reason, including your safety. 	<h3>Summary</h3> <p>Thank you for reading this leaflet. Here is a reminder of our guidelines. Please:</p> <ul style="list-style-type: none"> Make sure your dog stays on the paths under close control or on a lead. Show respect to others. Clean up after your dog. Look out for birds and livestock. Remember that birds may not be where you expect, many nest on the ground! Contact us if you see people or their dogs disturbing livestock/wildlife. Visit the Kennel Club or Natural England's websites for more information about The Countryside Code.  <h3>Contact us</h3> <p>Telephone: 01243 641508 Email: pagham.harbour@rspb.org.uk Website: rspb.org.uk/paghamharbour Facebook: @RSPBPaghamHarbour Twitter: @RSPBPagham</p> <p><small>The RSPB is a registered charity in England & Wales 207076, in Scotland SC037654</small></p>	 <h2>A Guide for Dog Walkers</h2>  <h3>Pagham Harbour & Medmerry Reserves</h3>
--	--	---




<h3>Giving nature a home</h3> <p>We want our nature reserves to be accessible to everyone.</p> <ul style="list-style-type: none"> Your support and cooperation helps us protect these special places. Often unintentional actions can negatively impact the wildlife these places are designed to protect. The following guidelines are here to make your visit safe and enjoyable, while allowing other visitors the same experience. <h3>Keeping your dog safe</h3> <p>Dogs can easily become lost or injured. You can help prevent this by:</p> <ul style="list-style-type: none"> Keeping them under 'close control' or on a lead if this is not possible. Steering clear of hazardous machinery, livestock and electric fencing. Staying alert for natural dangers like adders and ticks. Worming your dog regularly. They love to investigate and can easily pick up parasites such as worms. 	<h3>Protecting grazing animals</h3> <p>Dog attacks have injured or killed sheep on the reserves many times in the past few years. Please help us prevent this from happening again.</p> <ul style="list-style-type: none"> Keep to the signposted Rights of Way and observe the 'wildlife only' areas. Take advantage of the off-lead areas (map below). These may sometimes be grazed by livestock. If your dog likes to chase animals, please keep them on a lead. Livestock worrying is illegal and dangerous for all parties involved. <div data-bbox="619 1568 973 1646" style="border: 1px solid black; padding: 5px;"> <p>What is 'close control'? The dog responds to their owner's commands and is kept close at heel.</p> </div> 	<h3>Cleaning up</h3> <p>Dog waste can cause diseases which lead to stomach upsets, asthma and blindness! It can also contribute to the spread of worms.</p> <ul style="list-style-type: none"> Please bag it and bin it / take it home. Please do not leave bagged waste on site. This is littering and can result in a fine from the council. Become a 'Green Dog Walker'. Take a leaflet from our dispensers or visit: www.chichester.gov.uk/greendogwalkers. <h3>Keeping others safe</h3> <p>While you love your dog, some visitors may feel intimidated. Therefore please:</p> <ul style="list-style-type: none"> Be respectful of other dogs, especially those on a lead. Prevent your dog from approaching or jumping up at people. Keep your dog away from horse riders and cyclists, as they may be tempted to bark or chase them! Set a good example. If you are trespassing, others will think it is okay and follow suit.
--	---	--


During autumn/winter a leaflet on how to avoid disturbing overwintering birds was placed in locations including by the shore at Church Norton where many winter birds gather to feed and rest, in the bird hide and in the visitor centre.

<p>About the reserves</p> <p>Both nature reserves are very special places for people and wildlife.</p> <p>Pagham Harbour is a historic area and first became a nature reserve in 1964. It is well known for its variety of wildlife and is a beloved walking and bird watching spot.</p> <p>Medmerry is truly unique. Completed as a flood defence in 2013, it is establishing itself wonderfully as a nature reserve and is a peaceful area for birds and visitors alike.</p> <p>There are many protections in place across the reserves, including:</p> <p>Local Nature Reserve (LNR) - a protected site of local significance.</p> <p>Special Protected Area (SPA) - for internationally important bird populations.</p> <p>Marine Conservation Zone (MCZ) - to protect seagrass beds and two very rare invertebrates.</p> <p>Site of Special Scientific Interest (SSSI) - to allow the scientific study of the wildlife, habitats and geology.</p> <p>RAMSAR Site</p>	<p>How can you help?</p> <p>Please help us give nature a home by:</p> <ul style="list-style-type: none"> • Keeping an eye out for feeding and resting birds. • Trying not to disturb them and moving further away if they become alert. • Always following requests on signs and sticking to the Rights of Way. • Not walking onto the saltmarsh. • Keeping your dog on a lead or under close control at all times. • Calling the police immediately on 999 or 101 if you see an attack on wildlife. Then informing the Visitor Centre.  <p>Contact us</p> <p>Telephone: 01243 641508 Email: pagham.harbour@rspb.org.uk Website: rspb.org.uk/paghamharbour Facebook: @RSPBPaghamHarbour Twitter: @RSPBPagham</p> <p><small>The RSPB is a registered charity in England & Wales 207076, in Scotland SC037654</small></p>	 <p>Reducing Disturbance to Migratory and Wintering Birds</p>  <p>Pagham Harbour and Medmerry Reserves</p>
---	--	--

<p>What is disturbance?</p> <p>'The interruption of a settled and peaceful condition'.</p> <ul style="list-style-type: none"> • For birds, this means an environmental change disrupting their normal behaviour. These could be natural, such as predation, or man-made. • Many human recreational activities can seem very scary to birds. • Disturbance can make them fly away or stop feeding to look for danger. <p>Disturbing a bird may not seem like a big deal. After all they usually come back, right?</p> <ul style="list-style-type: none"> • But remember, someone else could do the same thing five minutes later, and someone else after that. The cycle could continue all day. • Constant, small-level disturbance reduces their time for feeding and prevents them from resting. • Saltmarshes and mudflats are a treasure trove of food, but are quickly disappearing from our coastline. If disturbance makes birds leave a wetland area, they may not be able to find another like it! 	<p>Overwintering birds</p> <p>Many birds spend their winters here after a long migration from the Arctic.</p> <p>These include up to:</p> <ul style="list-style-type: none"> • 3,000 Dark-bellied Brent Geese. • 2,000 Wigeon • 1,000 Black-tailed Godwit <p>The reserves are internationally important wintering grounds for Northern Pintail and Dark-bellied Brent Geese. They are also used by passing migrants, like Common Sandpiper, as refuel stations.</p>  <ul style="list-style-type: none"> • Migratory species are especially vulnerable to disturbance. They may not have seen many people where they come from and large amounts of human activity can come as a shock. • Resident birds living near busy areas like footpaths can get used to regular human activity: but only when people stick to those areas! • Not only is walking on the saltmarsh prohibited due to the amount of disturbance it causes, you would put you or your loved ones in significant danger! It is very easy to get stuck in the mud or caught by the tide. 	<p>Feeding challenges</p> <p>The major challenge at this time of year is building up enough fat reserves to survive the winter, and migration in spring.</p> <ul style="list-style-type: none"> • Saltmarshes and mudflats are only accessible at low tide. This limits birds' feeding time, especially with the shorter daylight hours in winter. • The more time birds spend flying away and looking for danger, the less time they have to feed. <p>Birds need to rest and save energy when not feeding. They often shelter in areas where they cannot be seen.</p> <ul style="list-style-type: none"> • This means people can easily get too close and scare them away, without realising there is anything to disturb. • Many species are well camouflaged, so are tricky to see on saltmarshes, mudflats or riverbanks. • At high tide they can move to higher ground, including nearby fields to rest or feed some more on winter crops. • Please be aware that birds may not be where you expect.
--	---	--

For the spring/summer breeding season, a leaflet about nesting birds replaced the winter leaflet in the same locations.

<p>About the reserves Both nature reserves are very special and very different.</p> <p>Pagham Harbour is a historic area and first became a nature reserve in 1964. It is a well-known for its variety of wildlife and is a beloved walking and bird watching spot.</p> <p>Medmerry is truly unique. Completed as a flood defence in 2013, it is establishing itself wonderfully as a nature reserve and is a peaceful area for birds and visitors alike.</p> <p>There are many protections in place across the reserves, including:</p> <p>Local Nature Reserve (LNR) - a protected site of local significance.</p> <p>Special Protected Area (SPA) - for internationally important bird populations</p> <p>Marine Conservation Zone (MCZ) - to protect seagrass beds and two very rare invertebrates.</p> <p>Site of Special Scientific Interest (SSSI) - to allow the scientific study of the wildlife, habitats and geology.</p> <p>RAMSAR Site - one of 2372 wetland sites worldwide protected by an international treaty.</p>	<p>How can we help?</p> <p>Please help us give nature a home by:</p> <ul style="list-style-type: none"> • Keeping an eye out for feeding, resting and nesting birds. • Trying not to disturb them and moving further away if they become alert. • Always following requests on signs and sticking to the Rights of Way. • Not walking onto the saltmarsh. • Keeping your dog on a lead or under close control at all times. • Keeping your dog on a lead near areas fenced off for nesting. • Calling the police immediately on 999 if you see an attack on wildlife or the destruction/removal of active nests. Then inform the Visitor Centre.  <p>Contact us Telephone: 01243 641508 Email: pagham.harbour@rspb.org.uk Website: rspb.org.uk/paghamharbour Facebook: @RSPBPaghamHarbour Twitter: @RSPBPagham</p> <p><small>The RSPB is a registered charity in England & Wales 207076, in Scotland SC037654</small></p>	 <p>Reducing Disturbance to Nesting Birds</p>  <p>Pagham Harbour and Medmerry Reserves</p>
---	---	---

<p>What is disturbance?</p> <p>'The interruption of a settled and peaceful condition'.</p> <ul style="list-style-type: none"> • For birds, this means an environmental change disrupting their normal behaviour. • These changes could be natural, such as predation, or man-made. • Many human recreational activities can seem very scary to birds. • Disturbance can make them fly away or stop feeding to look for danger. <p>Disturbing a bird may not seem like a big deal. Once you leave they usually come back, right?</p> <ul style="list-style-type: none"> • But remember, someone else could do the same thing five minutes later, and someone else after that. The cycle could continue all day. • This constant, small-level disturbance often greatly impacts birds' survival – possibly even more than major disturbance events! • The nesting season can coincide with nicer weather and more people spending time outside, leading to more unintentional disturbance. 	<p>Nesting birds</p> <p>Just because no birds are visible, this does not mean they are not there.</p> <ul style="list-style-type: none"> • Birds often nest in unexpected places: burrows, reedbeds, riverbanks or even shingle. So look around before you lay down your beach towel! • Eggs and chicks, like those of the little tern (pictured) are often well camouflaged. • Please remember that if your dog is not under close control, they can easily disturb nesting birds or even eat the eggs or chicks before you notice anything is there. • Attacks on wildlife and the destruction or removal of nests which are in use are all illegal. <p>Pictured: little tern egg and chick.</p> 	<p>What is the big deal?</p> <p>Birds can be especially sensitive when tending to young.</p> <ul style="list-style-type: none"> • Disturbance can lead to parent birds leaving their nests more frequently and for longer periods of time. • Eggs may be left cooling for longer than they usually would be, which can reduce the growth of the embryo. • Chicks may not be fed regularly enough, reducing their chances of survival. • The longer eggs and chicks are left alone, the greater chance they could fall victim to predators like foxes. • If the threat is great enough, birds can abandon their nest altogether. • In the summer we fence off some otherwise accessible areas for SPA species (see 'about the reserves') like little and common terns, which are trying to nest. • Please keep your dog on a lead near these fenced off areas • This is one of the only areas on the South coast that allows seabirds the opportunity to raise their young free of disturbance. Please help us give these birds the best chance of survival.
--	--	--

Signage

New sign design to aimed at dog walkers aiming to encourage good behaviour on the reserve. This sign has been placed on the gate by the entrance to the North Wall. A leaflet holder with Guide to Dog Walking leaflets is also in the same location.

CALLING ALL DOG WALKERS!

All visitors are welcomed onto our reserves, including your furry four-legged friends! To ensure you, your dog(s), and all other visitors enjoy their day please:



Keep them under close control



Stick to the paths



Clean up after them


Why is it important to keep dogs under close control and stick to the paths?



1. In the summer there will be nesting birds in the shrubs and on the shoreline, and in the winter many birds will rest and feed on the mudflats – if they are disturbed energy will be wasted flying away from perceived danger that could have been used for feeding chicks in the summer or themselves in the winter
2. In warmer weather there are adders out on the reserve in places you cannot see from the paths
3. The salt marsh and mud can be a dangerous habitat


Happy Walking!






Shhh... we're sleeping...

You might not be able to see us, but we rest up on the shore during high tides to save energy for finding food later, and we are easily disturbed




Thank you to all humans **and dogs** for sticking to the paths and protecting our overwintering birds



High tide rest area ahead

Z Z Z Z Z Z Z Z

Thank you for giving us space to rest on this spit at high tide by choosing to stay on the path.



Andy Hay (rspb-images.com)

Examples of winter disturbance signage placed at Church Norton particularly focussed on the spit/beach area for high tide roosts.



New sign designed and installed at Medmerry.

We do not have photos of 2022 breeding season signage unfortunately.

Events

The conservation rangers have attended 3 community events in the last year. In August 2022 the conservation rangers attended the Selsey RNL Day with a small display stand alongside an RSPB fundraiser. This provided the opportunity to engage with locals and tourists to promote the reserve and talk to people about the breeding birds at Pagham and Medmerry.



Display stand at RNL Day (above); advertising chalkboard for display stand (below)



In November 2022 the conservation rangers were invited to give a talk about the Pagham and Medmerry reserves to Pagham Chestnuts who are a group of over 55's that meet once a month for activities and social events. We designed a powerpoint presentation to showcase the reserves throughout the year which included details on the breeding shorebirds and the overwintering birds. We also included other wildlife that can be seen along with birds generally seen on migration. We invited questions from the audience and received really positive feedback from the group on the day and again when we met the leader of the group out on the reserve several months later. We really enjoyed giving the presentation and it was nice to meet some of the local residents (no photos available from this talk).

We were invited to attend the Selsey Town Council meeting in March 2023 to have a small stand to engage with the local community about the reserve. We interacted with a good amount of the attendees during the networking time and then stayed on for the meeting to show support for the local community and discover more about our neighbours. We were able to promote volunteering opportunities at the reserve as the theme of the meeting was volunteering and hope that we encouraged a few people to take part. We also gained some good contacts from the meeting and will be looking to work together on some small projects in the future.



Brent Goose and Wader Surveys

Due to Covid 19 lockdowns, no surveys have been performed around the reserves since the winter of 2018-19. We were able to organise 2 surveys to be undertaken in February 2023 and 1 survey for March 2023 before the geese and waders started to leave for their breeding grounds. The conservation rangers reviewed previous areas the geese have been seen using and also knowledge of the areas they have been using this winter. We sent a message to all reserve volunteers asking for help with the surveys and were able to cover a large amount of both Pagham and Medmerry reserves due to the good uptake of surveyors. This was a chance for some of the volunteer rangers to get involved in something different to site patrols.

The data from the surveys has not yet been analysed due to preparation for the 2023 breeding season, but we know good numbers of Brent Geese have been using areas around the reserve for feeding and resting, along with other wildfowl and waders. This information could prove exceptionally useful when any planning applications are submitted that may impact these crucial areas. Both conservation rangers are new to arranging surveys on this large scale, but now feel confident that we can start these surveys much earlier for autumn/winter 2023 with the aim to commence when the Brent Geese arrive in numbers.

Analysis of the winter 22/23 survey will be completed once the busy breeding season has settled. Repeat survey efforts across multiple winters will provide a more robust and clearer picture of brent goose use of functionally linked land to Pagham Harbour SPA and Medmerry.



Dark-bellied Brent Geese flying over Pagham Harbour - Georgia Warren

Final thoughts

Having a uniformed RSPB presence on site has proved to be a positive for another year helping to ensure that visitors are complying with guidance on signage to help the birds. Unfortunately, out of hours antisocial behaviour continues to be reported and we are working with the Police regarding motorised vehicles on footpaths and hare coursing. We recently had to alert the Police to illegal wildfowling taking place within the reserve at Medmerry after a report from a member of the local birdwatching community. We were in constant contact over the phone with the Police to provide the What3Words location and photos of the wildfowler via email. They were able to locate and intercept the wildfowler who had unfortunately already killed a duck. We advised the Police that he did not have permission to be inside the reserve and shooting wildfowl. We are awaiting further information from the Police regarding the outcome and have asked to be kept informed. Our positive relationship with the local birdwatching community has been very valuable over the last year and we will look to build on this further going forward.

We have had some contact with Sussex IFCA regarding angling issues around the reserves, particularly during the 2022 breeding season at Church Norton. We obtained some leaflets regarding the Marine Conservation Zone and where fishing is prohibited from 1st April to 31st August and gave these out to anglers and other interested visitors. We had several issues with anglers ignoring the closure of spit for the breeding season and the no fishing zone between those dates in 2022 and have designed specific signage for the 2023 breeding season regarding this. We also hope to conduct some joint patrols with Sussex IFCA during the season to advise anglers of the byelaw.

We are currently trying to contact CDC Environmental Protection Team regarding concerns about certain professional dog walkers and their behaviour on the reserves recently. Dog fouling is also an issue we have noticed more of over the winter and will be aiming to address this further going forward.

Image credit

Front page: Little Tern (*Sterna albifrons*) – Ben Andrew (rspb-images.com)



Stay connected

Keep up to date with the latest thinking, news, events, and information from the RSPB in your local community.



@natures_voice



@TheRSPB



@rspb_love_naure

Head Office

RSPB The Lodge
Potton Road
Sandy
Bedfordshire SG19 2DL

Planning Policy Committee	Report Author	Date of Meeting	Full Council Meeting Date
Karl Roberts, Neil Crowther			
Infrastructure Levy (IL) Consultation	K Owen	8 June 23	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			
Arun Local Development Scheme Update	K Owen	21 Sept	8 Nov 23
Arun Statement of Community Involvement (SCI)	K Owen / M White		
Arun Infrastructure Funding Statement (IFS)	K Owen		
The Future of Plans & Plan-Making Consultation	K Owen		
Q1 KPI Report			
Biodiversity Net Gain Implementation	K Owen / C Hardy	28 Nov 23	10 Jan 24
Arun Secondary School Study Update	K Owen		

Planning Policy Committee Karl Roberts, Neil Crowther	Report Author	Date of Meeting	Full Council Meeting Date
Arun Gypsy & Travellers Showperson Regulation 19 Publication DPD Revised Drainage Water Resource Management Plan (DWMP) Consultations Direction of Travel Document Arun Housing Delivery Test Action Plan (HDTAP) Barnham/Eastergate/ Westergate Infrastructure Development Plan (BEWIDP) Q2 KPI Report	K Owen / D Moles K Owen K Owen K Owen K Owen / A Willard		
Arun Authority Monitoring Report (AMR)	K Owen	30 Jan 24	13 March 24
Arun Brownfield Land Register	K Owen		
Q3 KPI Report		18 April 24	9 May 24