



Public Document Pack

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

Committee Manager Katherine Davis (01903 737984)

20 November 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 **Tuesday 28 November 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 Monday, 20 November 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 - 8)

The Committee will be asked to approve as a correct record the Minutes of the Planning Policy Committee held on 21 September 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 MONITORING REPORT TO 30 SEPTEMBER 2023

(Pages 9 - 12)

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

7. Q2 PERFORMANCE REPORT FOR THE KEY PERFORMANCE INDICATORS (KPI'S) WHICH FORM PART OF THE COUNCIL'S VISION 2022-2026.

(Pages 13 - 18)

This report sets out the performance of the Key Performance indicators at Quarter 2 for the period 1 April 2023 to 30 September 2023.

8. DIRECTION OF TRAVEL DOCUMENT (Pages 19 - 26)
To seek Committee's approval that the draft Direction of Travel Document to be used for early engagement with key stakeholders (e.g. infrastructure providers, government agencies, interest groups and Parish and Town Councils) in the winter 2023 on preparing the Arun Local Plan Update.
9. REGULATION 19 PUBLICATION ARUN GYPSY & TRAVELLER & TRAVELLER SHOWPEOPLE DEVELOPMENT PLAN DOCUMENT (Pages 27 - 38)
This report updates the Committee on the progress to resolve objections made at Regulation 18 'Preferred Options' G&T DPD consultation which has delayed the timetable to preparing the subsequent 'Publication' G&T DPD (Regulation 19) proposed for public consultation.
10. ARUN SECONDARY SCHOOL STUDY UPDATE (Pages 39 - 46)
This report updates the Committee on the 'Arun Secondary School Study' update which has been undertaken in consultation with West Sussex County Council (the Local Education Authority). The study update is seeking to resolve the allocation of a sustainable and deliverable site for the accommodation of a '10 Form Entry Secondary School' (with room for '4 Form Expansion' and '6th Form' provision) to serve the new communities being developed in Strategic Allocations within Arun.
11. ARUN DISTRICT DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT (SPD) UPDATE (Pages 47 - 52)
The Arun District Design Guide sets out the council's expectations with regard to the design quality of new development, and for the preservation, conservation and enhancement of the built and natural environment with its distinctive character and qualities that can be found within the District.
12. ARUN HOUSING DELIVERY TEST ACTION PLAN (Pages 53 - 66)
The report seeks the Committee's agreement to the partial update of the council's Housing Delivery Test Action Plan (HDTAP) through publishing separate Annex to the HDTAP schedule of actions, to be dated 2023 and be uploaded to the evidence base web page.

13. UPDATE TO PAGHAM ACCESS MANAGEMENT AND MONITORING SCHEME (Pages 67 - 72)

This report provides an update to the S.106 contribution for the costs of the 'Pagham (Harbour) Access Management and Monitoring Scheme'. The scheme aims to mitigate disturbance on habitat and wildlife from new development affecting Pagham Harbour. The S.106 contribution needs to be updated in line with the methodology for calculating the scheme costs.

OUTSIDE BODIES - FEEDBACK FROM MEETINGS

14. WORK PROGRAMME (Pages 73 - 74)

The work programme for the municipal year 2023/24 is attached for members review and comment.

15. EXEMPT INFORMATION

The Committee is asked to consider passing the following resolution: -

That under Section 100a (4) of the Local Government Act 1972, the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act by virtue of the paragraph specified against the item.

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

185

PLANNING POLICY COMMITTEE

21 September 2023 at 6.00 pm

Present: Councillors Lury (Chair), Yeates (Vice-Chair), Elkins, Harty, Huntley, Kelly (substitute for Bower), Long, McAuliffe, Partridge, Tandy and Turner (substitute for Stainton)

Apologies: Councillors Bower and Mrs Stainton

253. DECLARATIONS OF INTEREST

No declarations of interest were made.

254. MINUTES

The Minutes of the meeting held on 8 June 2023 were approved by the Committee and signed by the Chair as a correct record.

255. 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.

256. PUBLIC QUESTION TIME

The Chair confirmed that no questions had been submitted for this meeting.

257. BUDGET 2024/25 PROCESS

The Group Head of Finance and Section 151 Officer was invited by the Chair to present the report and provided a summary of the Budget Process for 2024/25.

The Chair then invited questions and comments from members. Responding to a question, the Group Head of Finance and Section 151 Officer advised that, without knowing the exact cost, he could not give any guarantees, but he had confidence that there would be sufficient budget within the Council to deliver the Local Plan Review. The Council's reserves were relatively good, and the budget gap was being managed as part of the budget planning and medium-term financial forecast processes. With regards to the timeline for providing members with an update, further information would be available once the Council's Local Government Finance Settlement announced in December each year.

The Committee noted the Budget process for 2024/25 as outlined in the report.

Planning Policy Committee - 21.09.23

258. BUDGET MONITORING REPORT TO 30 JUNE 2023

The Group Head of Finance and Section 151 Officer was invited by the Chair to present the report. The 2023/24 forecast revenue budget outturn as at Quarter 1 was currently on budget. He committed to include additional detail in future reports, which was welcomed by members.

The Group Head of Finance and Section 151 Officer, advised members that if they had any additional questions outside of the meeting they were welcome to contact him at any time.

A typo was corrected at paragraph 1.1 replacing 'apprise' with 'appraise'.

The Committee noted the report.

259. KEY PERFORMANCE INDICATORS 2022-2026 - QUARTER 1 PERFORMANCE REPORT FOR THE PERIOD 1 APRIL 2023 TO 30 JUNE 2023

The Group Head of Planning was invited by the Chair to present the report. The report set out the performance of the Key Performance Indicator at Quarter 1 for the period 1 April 2023 to 30 June 2023.

The Chair then invited questions and comments from members.

A member asked if there were any low level actions associated with the KPI taking place behind the scenes by officers to improve performance of the number of homes completed. The Group Head of Planning replied that the Interim Housing Statement sat alongside the annual Housing Delivery Action Plan (HDAP) and looked at housing delivery performance and how any issues might be addressed to try to increase housing delivery. The HDAP would be considered by the Committee at its next meeting on 28 November 2023, along with details of proposed indicative measures in terms of the consideration of planning applications, especially speculative applications for housing.

A member raised the issue, previously discussed by the Committee, concerning the KPI and asked for the inclusion of the number of unimplemented planning permissions so as to provide a narrative that this was not within the Council's control. The Group Head of Planning replied that the Annual Monitoring report was considered by the Committee at the beginning of each year. It provided the detail concerning unimplemented planning permissions, the sites included in the land supply and those sites not included as they fell outside the five-year housing land supply. There were a number of reasons for the number of unimplemented permissions, which included outline planning permissions not having received final approval.

The Chair acknowledged that members shared the frustration with the five-year housing land supply measure being outside of the Council's control.

Members then noted the report update provided.

260. THE FUTURE OF PLANS AND PLAN-MAKING TECHNICAL CONSULTATION 2022/2023

The Planning Policy and Conservation Manager was invited by the Chair to present the report. He provided details of the Government's consultation, due to end on 18 October 2023 on plan-making reforms, which included a pilot scheme of 10 local authorities. The Council's Local Plan timetable would not allow the Local Plan to be submitted before the deadline for submission of 30 June 2025, as required under the current system. If this was the case, under the transitional arrangements, the Council would be required to prepare its Local Plan under the new system. He drew members' attention to the key issues set out at paragraphs 4.6-4.9. The Arun Local Plan was now over five years old and required updating. If the Council adopted the updated Plan but it was not submitted within the current system's timeframe it would become a front runner authority for the pilot under the new system commencing November 2024. Otherwise, the Council would incur a delay of 6-12 months before it could be included in the next wave of councils.

The Chair then invited questions and comments from members. Responding to a question about Community Land auctions, the Group Head of Planning explained that their aim was to drive down prices to make land more affordable for development and advised that the Council should observe how they operate before considering if this was a suitable option. The Planning Policy and Conservation Manager undertook to seek clarification as to whether there would be any legal implications to the Council if any Supplementary Planning Documents were made extant. He confirmed that the Council would be charged for any advice received from the Planning Independent Specialists or Inspectorate.

A member commented that community engagement was key and that submitting consultations online was not easy for some residents. He then questioned if the Council had the capacity and the ability to move at the pace required and, if the Council did not, there would be the issue of possibly having to employ outside consultants to deliver in time. The Chair referred to the Statement of Community Involvement (SOC), to be considered at agenda item 11, which he hoped would dispel some of the member's concerns about public consultation. The Planning Policy and Conservation Manager added that although the SOC was a statutory document, there was no requirement to publicly consult on its content. However, the Council had taken the decision to undertake public consultation on its content. He agreed that staff resources were a key issue. A Project Initiation Document setting out the scoping of the plan and which would be subject to examination at the Gateway 1 stage where the Council's resources would be assessed. He referred to the Arun Local Plan Update considered at the June meeting of the Committee, which had included an appendix with details of a Statement of Works Contract proposal. This set out which projects may be required to be carried out by consultants on behalf of the Council due to staffing resource issues. He assured the Committee that staff resources would be assessed to ensure that the Arun Local Plan timetable could be delivered. Responding to a question concerning

Planning Policy Committee - 21.09.23

land prices and land banking, he advised that community land banking was not an effective tool.

The Planning Policy and Conservation Manager explained that steps were taken to minimise overspends, such as staggering when studies were carried out. Any overspends were a matter for the Policy and Finance Committee to consider. The Group Head of Planning added that in theory the new system should result in a more streamlined and efficient timetable with fewer costs to the Council. It was currently not known how far the Council would be expected to go as regards to the providing of evidence and data.

In response to comments made regarding the bidding process for the pilot, the Group Head of Planning explained that Councils would find out at the end of 2024 if they had been successful. The timescale would not allow time for a response to be reported to this Committee, but any decision whether to accept would not be taken by officers in isolation and members would be informed.

The recommendations were then proposed by Councillor Lury and seconded by Councillor Yeates.

The Committee

RESOLVED that

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

261. LOCAL DEVELOPMENT SCHEME

The Planning Policy and Conservation Manager was invited by the Chair to present the report. Following the lifting of the pause to the Local Plan process in June 2023, the Local Development Scheme that set out the updated timescales for the production of the Local Plan update required updating.

A correction was made to paragraph 3.4 of the draft Local Development Scheme to replace 'Arun Environment and Leisure Working Group' with 'Environment Committee'.

The recommendations were then proposed by Councillor Lury and seconded by Councillor Yeates.

The Committee

RESOLVED that

Authority be delegated 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.

RECOMMENDATION 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.

262. REVIEW OF THE STATEMENT OF COMMUNITY INVOLVEMENT

The Chair drew members' attention to the highlighted sections of the report at pages 67, 78, 83 and 85, to assist their understanding. The Planning Policy and Conservation Manager was then invited by the Chair to present the report. A number of minor changes had been made to the document concerning references to relevant legislation, clarification of how representations would be dealt with and guidance to respondents. The consultation period would run from 28 September 2023 to 26 October 2023 and any significant amendments proposed to the Statement of Community Involvement would be reported to this Committee.

The Chair then invited questions and comments from members. A member referred to the consultation methods at Table 3 and encouraged the use of social media, which he felt would reach the majority of people.

The Planning Policy and Conservation Manager confirmed that strap lines advising where someone could obtain assistance if the document was required in braille or a different language would be set out on the consultation page on the Council's website and undertook to ensure this information was included in the document itself.

The Group Head of Planning reassured a member that planning application site notices were generally placed on the site or as close as possible. In response to concern expressed that pre-applications were not made publicly available, the Group Head of Planning explained that developers of larger sites were encouraged to undertake consultation at an early stage of their proposals. However, if pre-application documents were made public, this could dissuade planning applications coming forward. The Planning Policy and Conservation Manager added that applicants of pre-applications were encouraged to consult with the community and parish councils at this early stage.

The recommendations were then proposed by Councillor Lury and seconded by Councillor Yeates.

Planning Policy Committee - 21.09.23

The Committee

RESOLVED that

1. Approve the draft Statement of Community Involvement for a four-week period of public consultation from 28 September closing 26 October 2023;
2. 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;
3. Report the SCI back to this Committee in the event that material changes are needed, before referral to Full Council for approval.

263. INFRASTRUCTURE FUNDING STATEMENT (IFS) 2022/2023

The Planning Policy and Conservation Manager was invited by the Chair to present the report. The report provided details of the income received from S106 planning obligation contributions and CIL income and spend. He referred to the summary totals at paragraph 3.7 of the report, which showed income had doubled with the trajectory for the delivery of projects from CIL income improving year on year.

The Chair commented that it was good to hear that S106 and CIL income was increasing. The Chair then invited questions and comments from members.

A member was advised by the Group Head of Planning that any suggestions relating to specific projects concerning parks and spaces within the member's Ward could be directed to him, outside of the meeting.

The amount of CIL received to support secondary education and how much West Sussex County Council (WSSCC) had received to date was asked. The Planning Policy and Conservation Manager advised that the funding was mainly received from Section 106 contributions and the strategic allocations. However, there were other CIL liable developments that also had an impact and could contribute towards the same infrastructure. WSSCC received 70% of CIL contributions and set out as part of their investment priorities details of the projects they intended to fund through CIL. He referred to a member's question to officers asked outside of the meeting where a response was still outstanding and explained that the Council's Section 106 Officer was waiting to receive the requested information from WSSCC. However, was able to advise that he Council had received £900,000 with potentially another £4 million anticipated through agreements. The Group Head of Planning clarified that contributions towards secondary school transportation were not classed as infrastructure and therefore not delivered through CIL. The delivery of the secondary school was an infrastructure matter to be delivered from Section 106 strategic allocations as well as through CIL monies received by WSSCC. The Planning Policy and Conservation Manager undertook to provide the Committee with a copy of the WSSCC Spending Statement when available.

The Chair welcomed a suggestion that officers should monitor instances when affordable housing development had been lost and asked for this information to be reported to a future meeting of the Committee. The Planning Policy and Conservation Manager advised he would include details of these lost schemes in the Authority Monitoring report.

Responding to a question concerning Community Land Trusts (CLT), the Group Head of Planning advised that he was aware of a local CLT struggling to get off the ground due to viability issues. However, officers could investigate any opportunities to see if it was appropriate for a CLT to take over the development of land from developers where there were viability issues. The Chair suggested that the situation should be monitored and, if necessary, a letter could be sent to the Government to express the Committee's concern about any viability issues.

A member queried the contribution of £5,000 towards transport and travel, at paragraph 7.4 of the Infrastructure Funding Statement, which he considered was a small amount and the lack of projects coming forward from parish councils. The Planning Policy and Conservation Manager undertook to provide an answer to confirm if this amount included cycling, walking and mobility allocations, as well as any reasons for this this seemingly small amount, outside of the meeting.

The recommendations were then proposed by Councillor Lury and seconded by Councillor Yeates.

The Committee

RESOLVED

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).

264. OUTSIDE BODIES

The Committee received a report from Councillor McAuliffe giving an update on the South Downs National Park Authority.

265. WORK PROGRAMME

The Committee noted the work programme for 2023/24.

(The meeting concluded at 7.35 pm)

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Agenda Item 6

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| REPORT TO: | Planning Policy Committee - 28 November 2023 |
| SUBJECT: | Budget Monitoring Report to 30 September 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 2. | |

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 out turn as at Quarter 2 and anticipates an overspend of £452,000, which is an adverse movement of £452,000 against the outturn to budget position reported in Quarter 1. The variances are outlined in paragraphs 4.2 to 4.4 below.

Table 1

| Description | Last Year Actual | Original Budget | Curr Budget | Forecast | Variance (Q2) | Variance (Q1) | Change |
|--|------------------|-----------------|----------------|------------------|----------------|---------------|----------------|
| | | £ | | £ | £ | £ | £ |
| Employees | 1,677,029 | 2,126,110 | 2,126,110 | 1,450,500 | (676,000) | - | (676,000) |
| Premises | 100 | 150 | 150 | 150 | - | - | - |
| Transport | 11,741 | 18,010 | 18,010 | 18,010 | - | - | - |
| Supplies and Services | 890,653 | 535,710 | 535,710 | 1,105,710 | 570,000 | - | 570,000 |
| Support Services | 67,296 | 72,000 | 72,000 | 72,000 | - | - | - |
| Income | (1,412,888) | (1,845,500) | (1,845,500) | (1,287,500) | 558,000 | - | 558,000 |
| Planning Policy Committee - Total | 1,255,931 | 906,480 | 906,480 | 1,358,870 | 452,000 | - | 452,000 |

- 3.2. A £558,000 under achievement of planning fee income against budget is anticipated. Application fee income and workload was buoyant for a sustained period over the past three financial years prior to 2023/24. As a result, the fee income budget for 23/24 was derived based on this buoyant over-achievement during this long period of time. It was a reasonable assumption to make at the time but there has been a drop off in applications in recent months. It was hoped that the drop would be followed by a peak, but this has not happened, and the forecast has been reduced, resulting in a pressure of £558,000.
- 3.3. This is a national issue and Members will note that other West Sussex authorities are experiencing similar significant reductions in planning application fee income. The Government has recently confirmed that planning application fee increases will be applicable from the 6 December 2023. The increase will be between 25% and 35% and could have a big positive impact on fee income for the remainder of 2023/24. It could also have a big impact beyond the current financial year because application fee income is now index linked to annual increases.
- 3.4. An underspend of £676,000 is anticipated in relation to the very high level of vacancies across the planning service due to the difficulty in recruiting suitable and qualified staff. However, this is partially offset by a cost of £570,000 to cover those vacancies with the use of external companies and specialist consultants.

4. CONSULTATION

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

5. OPTIONS / ALTERNATIVES CONSIDERED

- 5.1. There are no alternative options to this report.

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

9.1 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.](#)

[Quarter 1 Budget Monitoring Report, Planning Policy Committee, Minute 258.](#)

Arun District Council

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| REPORT TO: | Planning Policy Committee – 28 November 2023 |
| SUBJECT: | Key Performance Indicators 2022-2026 – Quarter 2 performance report for the period 1 April 2023 to 30 September 2023. |
| LEAD OFFICER: | Jackie Follis |
| LEAD MEMBER: | Councillor Martin Lury, Chair 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 Q2 Performance outcome 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 Q2 Performance Outcome for the Key Performance indicators for the period 1 April 2023 to 30 September 2023.

2. RECOMMENDATIONS

- 1.2. It is recommended that the Committee notes the contents of this report and provides any questions or comments on the indicators relevant to this Committee to the Policy and Finance Committee on 8 February 2024.

2. EXECUTIVE SUMMARY

- 2.1. This report sets out the performance of the Key Performance indicators at Quarter 2 for the period 1 April 2023 to 30 September 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 September 2023 and will cover only those indicators that are due to be measured at this point.
- 3.5. There are 42 Key Performance indicators. 1 indicator relates to this Committee and this indicator is measured at Q2. Appendix A gives full commentary for this indicator.
- 3.6. No status can be given for the indicator at Q2 as this will not be known until Q4.
- 3.7. Actions to be taken

Whilst the outturn has improved since Q1 by 324 homes, occupations has shown a dip which is reflective of uncertain market conditions. The Interim Chief Executive and Director of Growth and Group Head of Planning 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. 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 8 February 2024.

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*

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| No. | Indicator | Service Committee to consider this | CMT Member | Assess by | Target 2023 | Q1 Outturn (April-June) | September 23 Outturn (Sept only) | Q2 Commentary | Q2 Outturn and status (April to Sept 2023) | Improved or not since Q1 figure (Q2 compared to Q1) |
|------|-------------------------------|------------------------------------|--------------|------------------|--|---|----------------------------------|---|---|---|
| CP36 | Number of new homes completed | Planning Policy | Karl Roberts | Higher is better | 1288 (22/23) 1247 (23/24) 1059 (24/25) | No status known until Q4 Q1 outturn 263 | 61 | Occupations has shown a dip which is reflective of uncertain market conditions. | No status known until Q4 Q2 outturn 587 | Up by 324 homes (better)  |

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| REPORT TO: | Planning Policy Committee 28 November 2023 |
| SUBJECT: | Direction Of Travel Consultation Document |
| 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; • Supporting our environment to support us; • Fulfilling Arun’s economic potential. | |
| DIRECTORATE POLICY CONTEXT: | |
| <p>Engagement and consultation on what should be within the Arun Local Plan update will ensure residents can help shape sustainable new communities and places, where new homes meet the needs of current and future generations by reducing their carbon footprint, enhancing biodiversity , promoting active healthy lifestyles through walking and cycling, leisure, arts and culture and through enhancing the quality of heritage, natural and built environments while promoting economic growth, in a sustainable manner.</p> | |
| FINANCIAL SUMMARY: | |
| <p>There are no direct financial implications arising from this Direction of Travel public consultation document.</p> | |

1. PURPOSE OF REPORT

- 1.1. To seek Committee’s approval that the draft Direction of Travel Document to be used for early engagement with key stakeholders (e.g. infrastructure providers, government agencies, interest groups and Parish and Town Councils) in the winter 2023 on preparing the Arun Local Plan Update.
- 1.2. Following early engagement, in the early February 2024 the Direction of Travel Document be revised and published for public consultation with a Regulation 18 Notice forming an Issues & Options consultation seeking views on what should be in the Local Plan.
- 1.3. This report outlines the content and purpose of the Direction of Travel document.

2. RECOMMENDATIONS

2.1 That the Committee agrees:

- i. To publish the Direction of Travel Document for early engagement on the scope and content of the Arun Local Plan Update in winter 2023;
- ii. That delegated authority be given to the Group Head of Planning in consultation with the Chair and Vice Chair of Planning Policy Committee, to refine the Direction of Travel Document for publication in the early February 2024 for public consultation forming part of a Regulation 18 Notification and Issues and Options stage consultation. (For 6 weeks).

3. EXECUTIVE SUMMARY

3.1. On 19 July 2023 Full Council approved the Planning Policy Committee's recommendation to lift the pause to the Arun Local Plan Update. Officers are now progressing work on early engagement and steps towards the first stage public consultation on Issues & Options in the early February 2024.

3.2. To aid the process of early engagement, a Direction of Travel Document (DoT) has been produced. The DoT includes the council's Vision & Objectives which scope and provide a framework for the Local Plan and identifies issues and challenges (grouped under relevant themes) followed by potential policy options across a range of planning topics, inviting views on these or whether other matters should also be included. The DoT will be used for several stakeholder workshops in the winter following which it will be refined to form part of the Issues & Options consultation in the early February 2024 alongside the statutory Regulation 18 Notice asking what should be in the plan.

4. DETAIL

4.1. Part of the process for preparing the Local Plan update requires the council to undertake early engagement and consultation with key stakeholders. How this is done is not prescribed at Regulation 18 but best practice includes publishing an Issues & Options public consultation and setting up workshops with key infrastructure providers, government agencies, interest groups, adjacent planning authorities and Parish and Town Councils. Arun's Issues & Options consultation is therefore, provided by the Direction of Travel (DoT) document. Several workshops are also planned in the winter in order to invite views on what should be in the plan, and the DoT document will form a basis for doing this.

4.2. Following this engagement, the DoT can be fine-tuned in the light of comments and then be published forming an 'Issues & Options' consultation in the early February 2024. This will include the statutory Notice under Regulation 18 of The Town and Country Planning (Local Planning) (England) Regulations 2012. The Notice must set out; the title of the Local Plan to be prepared; the Plan period; the area it covers (i.e. the Arun Local Planning Authority area); and invite representations on what the Plan should contain.

4.3. The DoT document sets out:-

- The introduction and context for preparing the Local Plan update;
- Council's Vision & Objectives for the Local Plan update and invites comment on the V&O;
- Themes based on the Vision & Objectives;
- Key challenges and issues by theme;
- Potential policy options by theme;
- Questions on the policy options and whether there are others including whether to save existing policies that are 'fit for purpose' or remain to be implemented or otherwise amend, replace or provide new policies to make them more effective.

4.4. The specific themes covered broadly following the V&O include:-

- Climate Change
- Environmental Life support Network
- Homes in the Right Places
- Economy, Health and Wellbeing
- Placemaking, Heritage & Culture
- Infrastructure to support our Needs

4.5. Some of the headline options raised include how planning policies can tackle climate change and key questions on the most sustainable spatial approach to where and how people should live and work, to meet future housing and development needs including:-

Climate Change

- Ensuring that we build communities resilient to the extremes of climate change, that avoids areas of flood risk including from river, coastal and ground/surface water and prevents flooding elsewhere;
- Delivering net zero carbon and emissions targets, e.g. via decentralised energy (e.g. solar/PV, biomass, geothermal, wind/wave and tidal/ power);
- Ensuring waste water and water supply infrastructure meets the needs of development and the environment.

Environmental Life support Network

- Making the best use of existing previously developed land before greenfield land is developed to protect conserve and enhance biodiversity;
- Delivering Biodiversity Net Gain and nature-based solutions to flooding and carbon offsetting;
- Expanding Biodiversity Opportunity Areas including connectivity via corridors and stepping stones (e.g. a potential bat corridor linking to the Singleton to Cocking Tunnels and scope for designation of any marine BOAs where appropriate (e.g. related to initiatives such as the Sussex Kelp).

Homes in the Right Places

- Ensuring that the housing target and distribution is realistic and set at a level that is supported by infrastructure capacity and which can be viably financed by new developments over the plan period to maintain housing delivery rates;
- Whether to grow existing communities and or new settlements or options between these approaches at large or smaller scales;
- Achieving higher densities at sustainable transport nodes including Active Travel routes (walking and cycling) to achieve 20-minute communities;
- Balancing housing with Jobs and to reduce commuting;
- Set out specific housing distribution for Parish and Town Councils.

Economy, Health and Wellbeing

- Identify and set out how much additional employment space is needed and where within the district to generate jobs to serve additional population, including urban and rural communities and to minimise the need for commuting or travel;
- Foster green business sectors, local enterprise, innovation and the higher skilled/technology sectors through opportunities for linking Chi University technology;
- To create healthy new communities and places that people want to live and work in ensuring that infrastructure and development reduces noise and air pollution.

Telecommunications

- Enable telecommunications infrastructure to be zero carbon and integrated within development and the environment safely, and discreetly, with minimal impact on landscapes, heritage or biodiversity;
- Ensure that policies require new developments to deliver trunking and utility space within developments e.g. to facilitate access to ultra-fast broadband network.

Placemaking, Heritage & Culture

- Provide a clear vision and expectations for the design of development in the district setting out design codes which respect local heritage, landscape and character and help to create '20-minute neighbourhoods' coordinated via Masterplans setting out a spatial approach to density based on transport nodes, supported by essential services (e.g. shops and health) and green infrastructure, including high quality digital broadband infrastructure to reduce the need to travel;
- Achieve the highest design standards possible including for energy efficiency, passive solar and renewables, decentralised and low carbon energy including climate change resilience (extreme heat/cold etc) whilst also protecting the historic built environment;

- Encourage the most to be made of Arun’s attractive features and cultural hubs (particularly on the coast and Littlehampton and Bognor Regis) to attract facilities of true excellence to raise Arun’s profile as a centre for arts and entertainment, that are sensitive to and respect the coastal environment.

Infrastructure to support our Needs

- Set out supporting policies which require strategic and local scale infrastructure to support the scale of new growth and creation of new or expanded sustainable communities;
- Create infrastructure policies that improve east-west connectivity to neighbouring areas of employment and services via the A27 and A259 including north south connectivity to Bognor Regis and Littlehampton.

5. CONCLUSIONS

- 5.1. The DoT document is meant to be a ‘thought starter’ and does not necessarily cover every single issue or policy requirement which is the purpose of engagement and consultation.
- 5.2. Some of the policy topics overlap across the themes and so there is necessarily, some repetition initially, to ensure that there is a comprehensive understanding of the potential policy relevance to the themes. As engagement progresses the DoT can be fine-tuned before the Regulation 18 Notice and public consultation in the early February 2024.
- 5.3. The Committee are asked to endorse the Direction of Travel document for the purposes of early engagement with the key stakeholders in December 2023 and consultation in early February 2024 following fine-tuning in the light of the workshops, under delegated authority.

6. CONSULTATION

- 6.1. No consultations have yet been undertaken because this document is not setting out policy, it is intended as a means of undertaking early engagement with stakeholders leading to a subsequent public consultation inviting views on what should be included in the Local Plan Update.

7. OPTIONS / ALTERNATIVES CONSIDERED

- 7.1. The options are to agree the DoT to progress with the Local Plan update or not to agree the Direction of Travel document with the risk that progress on the Local Plan update timetable is delayed.

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

- 8.1. The implementation of the recommendation accords with the key decision to lift the pause to the Local Plan update and the budget resource allocated to this task including the need to ensure that under or overspends are reported against the financial year and the councils Medium Term Financial Strategy.

9. RISK ASSESSMENT CONSIDERATIONS

- 9.1. Implementing the recommendation will help to minimise the risk that the council will fail to meet national policies and regulations for plan making.

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

- 10.1. There are no governance or legal implications arising for the recommendation in this report.

11. HUMAN RESOURCES IMPACT

- 11.1. There are no human resource implications arising from this report.

12. HEALTH & SAFETY IMPACT

- 12.1. There are no direct health and safety impacts arising from this report. As plan making progresses to adoption informed by public consultation, it is likely that health and safety associated with growth and development of Arun will improve through appropriate policies and mitigation.

13. PROPERTY & ESTATES IMPACT

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

14. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 14.1. The proposals may have a positive impact on community health and wellbeing through engaging with stakeholders and the public on what should be included in the Arun Local Plan to address specific needs of sections of the community.

15. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 15.1. The DoT document does not have direct implications climate change although as plan making progresses informed by engagement and consultation, any potential positive and negative impacts of policies in the Local Plan update should balance and mitigate being subject to Sustainability Appraisal.

16. CRIME AND DISORDER REDUCTION IMPACT

- 16.1. There are no direct adverse implications for crime and disorder.

17. HUMAN RIGHTS IMPACT

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

18. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

- 18.1. There are no implications.

CONTACT OFFICER:

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

BACKGROUND DOCUMENTS:

Background Paper 1: 'Direction of Travel Document' Arun Local Plan November 2023':-

<https://www.arun.gov.uk/arun-local-plan-update-2023-2041>

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| REPORT TO: | Planning Policy Committee 28 November 2023 |
| SUBJECT: | Regulation 19 Publication Arun Gypsy & Traveller & Traveller Showpeople Development Plan Document |
| 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 Regulation 19 Arun Gypsy & Traveller & Traveller Showpeople Development Plan Document will help promote wellbeing, housing and other needs while enhancing the quality of life in a sustainable manner.</p> | |
| FINANCIAL SUMMARY: | |
| <p>The council has made budget provision for progressing the Arun 19 Publication Gypsy & Traveller & Traveller Showpeople Regulation Development Plan Document.</p> | |

1. PURPOSE OF REPORT

- 1.1. This report seeks the Committee's approval to consult on the Arun Gypsy & Traveller & Traveller Showpeople Development Plan Document (G&T DPD) which covers the period 2018 to 2036. This G&T DPD is a Local Plan and needs to proceed to public consultation (i.e. this the 'Publication' stage under Regulation 19 of the 'Town & Country Planning (Local Planning) (England) Regulation 2012'). At 'Publication' stage, representations can only be made on legal and soundness matters.
- 1.2. The consultation period is for 8 weeks (13 December 2023 to 7 February 2024) and following the consultation the G&T DPD will be referred to Full Council for approval (13 March 2024) following which the G&T DPD will be submitted to the Secretary of State for Examination.

2. RECOMMENDATIONS

2.1. That the Planning Policy Committee resolves to:-

- i. Agree that the Regulation 19 Publication Gypsy & Traveller and Traveller Showpeople Development Plan Document (G&T DPD) consultation take place for 6 weeks from 13 December 2023 to 7 February 2024;
- ii. Following public consultation, the Regulation 19 Publication Gypsy & Traveller and Traveller Showpeople Development Plan Document be referred to Full Council for approval before submission to the Secretary of State (for Examination in Spring 2024); and
- iii. That delegated authority is given to the Group Head of Planning in consultation with the Chair and Vice Chair of Planning Policy Committee to finalise proposed submission documents for consultation and following submission, to agree modifications should they be necessary during examination.

3. EXECUTIVE SUMMARY

3.1. This report updates the Committee on the progress to resolve objections made at Regulation 18 'Preferred Options' G&T DPD consultation which has delayed the timetable to preparing the subsequent 'Publication' G&T DPD (Regulation 19) proposed for public consultation.

3.2. Officers commissioned further evidence work to address the outstanding representations and objections on site specific issues (see paragraph 4.2 below) and, in addition, have agreed with West Sussex County Council (WSCC) that objections raised concerning three sites affected by restrictive covenants, are negotiable and resolvable in principle. The sites that these relate to are:-

- Land at Limmer Road Stables (ARU049);
- Aldingbourne Farm Shop (AL4717);
- Nyton Stables (ARU046).

3.3. Therefore, the additional evidence work for site specific matters identified that:-

- The G&T DPD Publication DPD will meet the need for 9 Gypsy & Traveller (G&T) pitches and 14 Traveller Showpeople (TS) plots which will be delivered over the plan period through intensification on existing sites; and
- A shortfall of 1 pitch will be accommodated on a broad location towards the end of the plan period (previously this was to meet a shortfall of 1 plot but additional plot capacity has been found);
- The Dragonfly site (ARU051) proposed for 1 pitch and the 'Caravan Site' on the A259 (ARU_NS1) proposed for 1 pitch should no longer be proposed for intensification because of future climate change flood related (surface water only) and amenity and safety issues;
- The loss of these sites are compensated by further identified pitch and plot capacity and the broad location allocation at Little Meadow, Yapton.

3.4. Officers therefore, propose the amended G&T DPD Publication plan which addresses the above matters, should now proceed to public consultation.

4. DETAIL

4.1. The council is preparing a new Local Plan (known as the G&T DPD) to accommodate Gypsy & Traveller needs which include provision for 9 Gypsy & Traveller (G&T) pitches and 14 Traveller Showpeople (TS) plots over the Local Plan period 2018 - 2023. This provision proposed to be made in the G&T Preferred Options DPD through intensification on 5 existing G&T sites and 3 existing TS sites was as follows: -

Existing G&T Sites

- Fieldview, Junction (ARU031), Pagham Road, Pagham;
- Limmer Pond Stables (ARU049), Church Road, Aldingbourne;
- Dragonfly (ARU051), Eastergate Lane, Walberton;
- The Caravan Site (ARU_NS_1), North of A259, Angmering;
- 2 Wyndham Acres (ARU044), Northfields Lane, Aldingbourne

Existing TS Sites

- Aldingbourne Farm Shop (AL4714), Nyton Road, Aldingbourne;
- The Old Barns (ARU054) A27 Arundel Road, Aldingbourne;
- Nyton Stables (ARU046), Nyton Road, Aldingbourne.

4.2. On 15 December 2020 Planning Policy Sub-Committee (PPSC) noted representations on the G&T 'Preferred Options' DPD consultation (set out in the 'Statement of Representations') and the council's proposed response. These related broadly to:-

- Highways, access and traffic impact.
- Flood risk and sewerage.
- Landscape, heritage and amenity.

4.3. These matters have largely, been addressed through the draft Development Management (Policy G&T DM1 'Site Delivery Criteria' set out within the G&T Preferred Options DPD) following extensive Duty to Cooperate meetings and signed Statements of Common Ground with the key stakeholders and agencies (e.g. Environment agency, WSCC, Southern Water etc). However, some representations and objections were maintained.

4.4. Officers therefore, commissioned further evidence work to support the G&T DPD through resolving the outstanding issues raised. The existing evidence base comprised:-

- Joint Gypsy & Traveller & Traveller Showpeople Accommodation Assessment study (GTAA) April 2019 - which sets out future need, identifying the 9 Gypsy & Traveller pitches and 14 Traveller Showpeople plots requirement over the plan period 2018 - 36;
- G&T Site Identification Study 2019 which identified the most suitable, available, achievable (i.e.deliverable) sites while sieving out those not deliverable;
- G&T Sustainability Appraisal 2019 which assessed the sites for sustainability including economic, social and environmental considerations.

4.5. The new evidence includes: -

- G&T Site Deliverability Study 2023 (Troy Planning & Design consultants) which demonstrates feasible site layouts of pitches and plots to address landscaping and amenity and to avoid future surface water flooding (where some sites are affected by future climate change allowances), including finding additional pitch and plot capacity;
- Sustainability Appraisal 2023 (Lepus consultants) which demonstrates the sustainability of the sites economically, socially and environmentally;
- Technical Note: Gypsy, Traveller and Travelling Showmen - Access Review 2023 (WSP consultants) which demonstrates that there are no significant traffic impacts on the highway network from the sites (having minimal intensification of pitches and plots) although several sites may need visibility/safety mitigation (provision for such measures are included within the criteria for the Development Management Policy G&T DM1 'Site Delivery Criteria').
- Technical Note: Summary of flood predictions at Gypsy & Traveller site allocations 2023 (JBA consultants) which demonstrates that new Environment Agency climate change allowances do not adversely impact on sites or can be mitigated (through locating pitches and plots away from areas at risk), with the exception of Dragonfly and the Caravan site which should not be proposed for intensification;
- Explanatory Note: Arun Gypsy & Traveller and Traveller Showman Local Plan - Significance of PPG Changes with regard to Flooding and Climate Change, Sequential and Exceptions Tests, which shows that there are no reasonably available alternative sites to meet G&T needs based on the site evidence (the sites assessed can be found in the Site Identification Study 2019:-

<https://www.arun.gov.uk/gypsy-and-traveller-development-plan-document-dpd>.

- 4.6. The additional evidence work (see Background Papers 3 – 7) has therefore demonstrated that the proposed approach to meet G&T needs through intensifying on existing sites and allocating a broad location towards the end of the plan period is the correct approach with the exception of the existing Dragonfly site (ARU051); and the A259 Caravan site (ARU_NS1):-
- Dragonfly Site Eastergate was identified for intensification for 1 pitch, but it is impacted by future climate change AEP scenarios for surface water flooding across the whole site and therefore no longer being proposed for intensification. This shortfall of 1 pitch will be accommodated on the broad location at Little Meadow Bilsham Corner towards the end of the plan period.
 - The Caravan Site was identified for intensification for 1 pitch however, a further proposed pitch was not considered sustainable and although traffic impact was acceptable, there are highway safety considerations (e.g. study recommended that acceleration and deceleration lanes requiring land take be considered on the A259 highway). Therefore, no additional intensification is proposed for the Caravan site and this is offset by additional capacity being identified by the Delivery Study at Limmer Pond for an additional pitch.
 - Similarly, the Delivery Study identifies additional spare capacity for 1 TS plot at Aldingbourne Farm Shop which removes the deficit of 1 TS plot towards the end of the plan period.
- 4.7. It should be noted that the broad location at Little Meadow Bilsham has recently been identified by the Chichester to Arun model to be impacted by predicted climate change tidal/coastal flooding. Environment Agency have raised concern about this. However, the model also shows that in the defended case scenario the site is not affected (the defended case is the modelled scenario which adds the impact of flood mitigation measures). For this reason and the fact that there are no reasonable alternatives, it is considered that the site is suitable for allocation and should not prevent the G&T DPD from progressing.
- 4.8. Officers are therefore, seeking to secure a revised and specific Statement of Common Ground (SCG) with the EA and West Sussex County Council to agree the approach, as far as possible, and to resolve the outstanding technical matters.
- 4.9. The studies have been used to refine the Reg.19 Publication document to ensure the optimisation of each proposed site for intensification is deliverable and it removes the two affected sites Dragonfly Eastergate (ARU051), and Caravan Site A259 (ARU_NS1). The additional climate change surface water flood risk work has also informed some text changes to the Policy G&T DM1 'Site Delivery Criteria' i.e. criteria b), to ensure that these matters are addressed, including the need to prevent flooding elsewhere.

- 4.10. In addition, Policy 'G&T SP1 Safeguarding Existing Gypsy Traveller and Traveller Showpeople sites', clarifies that safeguarded existing sites not proposed for intensification, that are affected by flood risk or climate change are subject to review in the Arun Local Plan update. This includes those within areas at risk of flooding (e.g. FZ 2 or impacted by future Climate Change) and where consideration needs to be given to potential relocation away from flood risk areas in the longer term – as set out in updated Planning Practice Guidance (PPG). This is beyond the scope of this G&T DPD and can be addressed strategically as part of the Local Plan update.
- 4.11. National Planning Policy (NPPF 2023) states that a DPD needs to set out specific deliverable sites to meet identified needs within the first 5 years, developable sites years 6 - 10 and or broad locations for years 11 – 15. Based on the 5-year requirements set out in the G&T Site Identification Study 2019 (DLP consultants), in the first 5 years a residual of 1 pitch and 5 plots were unmet (1 April 2018 - 31 March 2023). Allowing for updated supply (Delivery Study 2023) the revised requirement for the next 5 years taking forward unmet need for deliverable sites (1 April 2023 - 31 March 2028) is calculated as follows:-

| Pitches | 2018 - 23 | 2023 - 28 | 2028 - 33 | 2033 - 36 |
|---------------------|------------------|------------------|------------------|------------------|
| Need years 1- 5 | 5 | | | |
| Implemented | 4 | | | |
| Shortfall | -1 | | | |
| Need years 6 – 11 | | 1 | | |
| Implemented | | 0 | | |
| Need Plus Shortfall | | 2 | | |
| Need year 15+ | | | 2 | |
| Implemented | | | 0 | |
| Residual | | | 2 | |
| Need years 11 – 15 | | | | 1 |
| Implemented | | | | 0 |
| Residual | | | | 1 |
| | | | | |
| Plots | 2018 - 23 | 2023 - 28 | 2028 - 33 | 2033 - 36 |
| Need First 5 yrs | 11 | | | |
| Implemented | 6 | | | |
| Shortfall | -5 | | | |
| Need years 6 - 11 | | 2 | | |
| Implemented | | 0 | | |
| Need Plus Shortfall | | 7 | | |
| Need years 11 - 15 | | | 1 | |
| Implemented | | | 0 | |
| Residual | | | 1 | |
| Need year 15+ | | | | 0 |
| Implemented | | | | 0 |
| Residual | | | | 0 |

- 4.12. There is a consequent residual need for 2 deliverable pitches in 2023 - 28 (proposed at Limmer Pond Stables bringing forward provision) and 7 deliverable permanent plots (proposed at the Old Barns, Nyton Stables and additional capacity at Aldingbourne Farm shop).
- 4.13. The Regulation 19 G&T DPD therefore proposes to meet the identified need for 9 permanent Gypsy & Traveller Pitches and 14 permanent Traveller Showpeople Plots over the period 2018 - 2036. This provision is set out through small scale intensification on existing sites and one new site as a broad location to accommodate 1 pitch, at Little Meadow, Yapton (ARU-HELAA-46b) towards the end of the plan period. The Caravan, Fieldview and Aldingbourne Farm Shop Sites have all intensified in the first 5 years since 2018 counting towards need.

Therefore, the number of sites identified for further intensification are:-

Existing G&T Sites

- Fieldview, Junction (ARU031)
- Limmer Pond Stables (ARU049)
- 2 Wyndham Acres (ARU044)

Existing TS Sites

- Aldingbourne Farm Shop (AL4714)
- The Old Barns (ARU054)
- Nyton Stables (ARU046)

- 4.14. The draft G&T DPD accordingly sets out three separate policies (Appendix 1) with an accompanying Policies Map (Background Paper 1) and Inset Maps (Background Paper 2) for each site to regulate pitch and plot provision over the first five year and remaining plan period, including delivery criteria to mitigate impacts of provision on site: -

- Policy G&T SP1 Safeguarding Existing Gypsy Traveller and Traveller Showpeople sites
- Policy G&T SP2 Provision for Pitches and Plots
- Policy G&T DM1 Site Delivery Criteria

5. CONCLUSION

- 5.1. The further evidence work undertaken concludes that the proposed reduction in intensification sites allied to the additional site capacities and broad location will accommodate the District's identified need of 9 permanent Gypsy & Traveller (G&T) pitches and 14 permanent Traveller Showpeople (TSP) plots within Arun over the plan period (from 2018 - 2036). Provision is accordingly set out in Policy G&T SP2 Provision for Pitches and Plots (Appendix 1).

6. CONSULTATION

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

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

7.1. There are no comments.

8. RISK ASSESSMENT CONSIDERATIONS

8.1. There are not likely to be any significant risks with this report.

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

9.1. There are no governance or legal implications. The report follows Regulation 19 of the Town and Country Planning (England) Regulations 2012 which require the council to issue a Notice at the commencement of the consultation and to make a copy of the proposed submission document and a statement of the representation's procedure available for consultation. The statement of representations procedure and a statement of the fact that the proposed submission documents are available for inspection and of the places and times at which they can be inspected, is sent to each of the general consultation bodies and each of the specific consultation bodies previously invited to make representations under Regulation 18(1).

10. HUMAN RESOURCES IMPACT

10.1. There are no implications arising for Human Resources.

11. HEALTH & SAFETY IMPACT

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

12. PROPERTY & ESTATES IMPACT

12.1. There are no direct implications for council property.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1. There are no direct adverse implications for Equalities/Social Value. Meeting the needs of Gypsy and Traveller and Traveller Showpeople families will have positive Equalities/Social benefits.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1. There are no direct adverse implications for Climate Change from this report and consultation. However, additional plots and pitches will likely impact the environment and biodiversity of Arun. It will therefore be important to consider climate change, sustainability and the environment in decision making and public consultation and ensure that any adverse impacts are minimised as much as possible.

15. CRIME AND DISORDER REDUCTION IMPACT

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

16. HUMAN RIGHTS IMPACT

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

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

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

CONTACT OFFICER:-

Name: Donna Moles
Job Title: Principal Planning Officer
Contact Number: 01903 737697

BACKGROUND DOCUMENTS:

The Publication G&T DPD and supporting documents (Background Papers 1 - 10 below) may be accessed on the Planning Policy web page, by navigating to the Gypsy & Traveller and Traveller Showpeople web tab:-

<https://www.arun.gov.uk/gypsy-and-traveller-development-plan-document-dpd>

Background Paper 1: Regulation 19 Publication - Arun Gypsy & Traveller & Traveller Showpeople Site Allocations Development Plan Document (G&T DPD).

Background Paper 2: G&T Submission Polices Map Reg.19 (with Insets);

Background Paper 3: G&T DPD Sustainability Appraisal 2023;

Background Paper 4: G&T Site Delivery Study 2023;

Background Paper 5: Technical Note: Gypsy, Traveller and Travelling Showmen - Access Review 2023;

Background Paper 6: Technical Note: Summary of flood predictions at Gypsy & Traveller site allocations 2023;

Background Paper 7: Explanatory Note: Arun Gypsy & Traveller and Traveller Showman Local Plan - Significance of PPG Changes with regard to Flooding and Climate Change, Sequential and Exceptions Tests, which shows that there are no reasonably available alternative sites to meet G&T needs based on the site evidence;

Background Paper 8: G&T Statement of Representations Procedure;

Background Paper 9: G&T Statement of Consultation;

Background Paper 10: G&T Duty to Cooperate Statement.

Appendix 1: G&T Publication DPD Policies

Policy G&T SP1 Safeguarding Existing Gypsy Traveller and Traveller Showpeople sites

1. Eight existing sites permitted for Gypsy and Traveller permanent pitches and five existing sites permitted for Traveller Showmen permanent plots and the Broad Location (Little Meadow), are safeguarded in perpetuity, as identified on the Policies Map (and Inset Maps).

Permanent Pitch Provision

- Fieldview
- The Caravan site
- Land at Limmer Pond Stables
- 2 Wyndham Acres
- Dragonfly
- Ryebank Carvan Park
- The Paddocks
- The Cottage Piggeries

Permanent Plot Provision

- Land at Aldingbourne Farm Shop
- Nyton Stables
- The Old Barns
- Fairfield Eastergate Lane
- The Drive
- Little Meadow, Bilsham Broad Location

2. The following existing sites that are safeguarded but affected by flood risk or climate change are subject to review in the Arun Local Plan update:-

Existing Traveller Sites

- The Caravan site
- Dragonfly
- Ryebank Carvan Park
- The Paddocks
- The Cottage Piggeries

Existing Traveller Showpeople sites

- Fairfield Eastergate Lane
- The Drive

Policy G&T SP2 Provision for Pitches and Plots

For the plan period 2018 to 2036 provision will be made to accommodate 9 permanent pitches for Gypsy and Traveller and 14 plots for Traveller Showpeople households. This required provision will be permitted and phased across the plan period taking into account unimplemented commitments, in accordance with the following sites safeguarded for intensification, as identified on the Polices Map (and Inset Maps): -

| Gypsy & Traveller Sites | Implemented 2018-23 | 2023-2028 | 2028-2033 | 2033-2036 | 2018-2036 |
|--|----------------------------|------------------|------------------|------------------|------------------|
| Fieldview Junction | 3 | 0 | 0 | 0 | 3 |
| Limmer Pond Stables | 0 | 1 | 1 | 0 | 2 |
| The Caravan site | 1 | 0 | 0 | 0 | 1 |
| 2 Wynham Acres | 0 | 2 | 0 | 0 | 2 |
| Total Permanent Pitches | 4 | 3 | 1 | 0 | 8 |
| New site - ARU_HELAA_046b Land at Little Meadow, Yapton (Bilsham Corner) in the period beyond 2028. | 0 | 0 | 0 | 1 | 1 |
| Total Permanent Pitches | 4 | 3 | 1 | 1 | 9 |

| Traveller Showmen Yards | Implemented post 2018 | 2018-2023 | 2023-2036 | 2018-2036 | 2018-2036 |
|--------------------------------|------------------------------|------------------|------------------|------------------|------------------|
| Aldingborne Farm shop | 4 | 4 | 1 | 0 | 9 |
| The Old Barnes | 1 | 1 | 0 | 0 | 2 |
| Nyton Stables | 1 | 2 | 0 | 0 | 3 |
| Total Permanent Plots | 6 | 7 | 1 | 0 | 14 |

Policy G&T DM1 Site Delivery Criteria

Proposals for the provision of permanent pitches and plots on existing sites and yards identified for intensification including extension and any new sites, will be granted where siting and layout of pitches and plots is agreed in consultation with appropriate bodies to:-

- a) Ensure that minerals reserves are not sterilised or can be won where sites fall within the minerals safeguarding zones;
- b) Prevent encroaching on Flood Zone 3a, and where affected by Flood Zone 2 or future Climate Change sources of flooding (coastal, river, rainfall and surface water), ensures that flooding is not caused elsewhere and that the finished floor level of residential buildings is restricted to an appropriate height AOD following consultation with a qualified engineer, and is in accordance with a submitted stage 2 Flood Risk Assessment;
- c) Avoid adversely impacting on ecology and natural features or achieves appropriate mitigation and seeks net gains in biodiversity within existing sites (where feasible) and secures net gains within any new or extended site allocation, in accordance with a submitted ecological survey;
- d) Achieve adequate access onto the local and strategic highway network, to an agreed standard, ensuring safe ingress and egress onto and off the highway and adequate visibility, overrun and acceleration splays;
- e) Avoid harming historic assets, their character and setting and their significance or is adequately mitigated;
- f) Minimise intrusion within the wider landscape in accordance with a landscape impact assessment and an appropriate lighting to scheme to maintain the Dark Sky's policy;
- g) Incorporate effective landscaping measures and any necessary bunding and screening within any scheme to mitigate and to minimising intrusion within the wider landscape and safeguard the setting of the nationally Designated South Downs National Park and its sensitive landscape.
- h) Ensure the developer makes adequate on-site provision of septic tank/ cess pit storage of foul sewerage water that is capable of suitable long-term maintenance by the developer and ensures that measures such as SUDs provision (on site or adjacent) to serve the development, is adequately protected from contamination and overflow and makes use of natural features and assets as far as practicable, securing net biodiversity gains and;
- i) Ensure that where any connections are to be made with the surface water and foul water drainage, the developer will make such provision and that no connection shall be made to a main sewer should one be present, without prior approval.

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| REPORT TO: | Planning Policy Committee 28 November 2023 |
| SUBJECT: | Arun Secondary School Study Update |
| 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; • Supporting our environment to support us. | |
| DIRECTORATE POLICY CONTEXT: | |
| <p>The Secondary School Site Selection Study 2023 will help promote health and wellbeing by selecting a sustainable location for a secondary school ensuring that existing and new communities have accessible education facilities while also enhancing the quality of life.</p> | |
| FINANCIAL SUMMARY: | |
| <p>There are no direct financial implications arising from The Secondary School Site Selection Study 2023.</p> | |

1. PURPOSE OF REPORT

- 1.1. This report updates the Committee on the ‘Arun Secondary School Study’ update which has been undertaken in consultation with West Sussex County Council (the Local Education Authority). The study update is seeking to resolve the allocation of a sustainable and deliverable site for the accommodation of a ‘10 Form Entry Secondary School’ (with room for ‘4 Form Expansion’ and ‘6th Form’ provision) to serve the new communities being developed in Strategic Allocations within Arun.

2. RECOMMENDATIONS

- 2.1. That the Planning Policy Committee resolves to agree:-

- i. That site Option F remains the council’s preferred site for the delivery of a 10 FE Secondary School in the district;
- ii. Support for an allocation of the preferred site Option F to be made in the update of the Ford Neighbourhood Plan;
- iii. That the four sites (Site 14 - Site to the South of Yapton; Site 5 – Land South of Yapton Road; Site 4 - Land North of Yapton Road and East of Blossom Way; and Site 3 - Land at Maypole and North End Road) are sites with the most potential to be considered as alternative sites as a contingency to the preferred site, subject to undertaking further work; and

- iv. Should the preferred site (Site Option F) not proceed, following the further work and consultation with West Sussex County Council and landowners, officers, a report back to this Committee at a future meeting, will consider the alternative best performing site for the Secondary School, so that the formal legal process can commence.

3. EXECUTIVE SUMMARY

- 3.1. Through the Secondary School evidence study 2019, the council identified a preferred central location (Option F – this is identified as site 12 west of Strategic Allocation SD8 in Appendix 1) in the district for the delivery of a new 10 Form Entry Secondary School to serve the Strategic Allocations at West of Bersted, Barnham-Eastergate-Westergate (BEW), Ford, Yapton and Climping (including Littlehampton Economic Growth Area (i.e. LEGA, when this comes on stream). However, negotiations with the landowner have not resulted in West Sussex County Council (WSSCC), being able to acquire the site because of significant differences in value expectations between both parties. The council therefore, commissioned a further evaluation study of the remaining site options, including any additional ones that may be identified that may provide a viable alternative site in the event that the preferred site 'Option F' prove undeliverable.
- 3.2. A further 8 sites have been identified and assessed through this updated study (i.e. 'Secondary School Site Selection Study 2023'). As a result, based on the evidence in this study, the four best performing alternative sites are:-
 - Site 14 - Site to the South of Yapton;
 - Site 5 - Land South of Yapton Road
 - Site 4 - Land North of Yapton Road and East of Blossom Way; and
 - Site 3 - Land at Maypole and North End Road.
- 3.3. The above sites are illustrated on the map in Appendix 1 (Site Map of Potential School Sites).

4. DETAIL

- 4.1. The requirement for a new secondary school in Arun District was identified to serve secondary school and sixth form places generated from the new communities being delivered within Strategic Housing Allocations (including cumulative/windfall developments) in the Arun Local Plan 2011 - 2031 which was adopted on 18 July 2018.
- 4.2. The first Secondary School Site Selection Study was undertaken in 2018 which identified a shortlist of suitable sites for a new 10 FE secondary school. The preferred site ('Option F') was reported to Planning Policy Sub-Committee (PPSC) on 27 February 2019 and Full Council in March 2019.

- 4.3. However, site negotiations are currently stalled regarding the value of the land, and consequently WSCC have been unable to secure it. Until this is resolved it is appropriate to update the study (i.e. 'Secondary School Site Selection Study 2023') as a contingency measure. This study is referred to as the 'Study 2023' for the purposes of this report. The 'Study 2023' was commissioned to revisit the previous potential sites and assess any other options for an alternative best performing secondary school site. This work has been set out as part of Stage 1 of the 'Study 2023'. However, it should be noted, that this work does not change the council's preferred site Option F.
- 4.4. Ford Parish Council are preparing an update to the Ford Neighbourhood Development Plan (NDP). A Regulation 14 Pre-submission consultation which is the first stage of NDP preparation, closed on 21 August 2023 and the council's response recommended that the NDP update include provision of an allocation for a secondary school at the location of the council's preferred site Option F. Currently, this is designated as a Local Green Space in the Ford NDP and it is not proposed to update this policy. However, it is the councils' view that the allocation of a secondary school would be compatible with that designation and help to secure the openness between Ford and Yapton through appropriate configuration of the school and playing fields and open space. On that basis, officers have requested that the policy be updated and an allocation be made, to be in broad conformity with the adopted Arun Local Plan 2018, Policy INF SP2 New Secondary School which seeks a school to serve the growth in the central part of the district. Allied to the council's preferred site Option F and the supporting evidence this is the most sustainable location. Should the Ford NDP not progress, the council will progress a site-specific allocation through preparing a Development Plan Document (DPD).
- 4.5. The 'Study 2023' provides a site assessment of eight newly identified sites (not considered previously in the 2018 Study) that could potentially accommodate a secondary school and is prepared by using the 2018 study as a base, applying similar assumptions and criteria. The aim is to set out the viability, accessibility and constraints assessment for the eight sites and their relationship to the Strategic Sites within the adopted Arun Local Plan 2018 (e.g. BEW, Climping and Ford) including the existing main settlements in the central area of the district. The 'Study 2023' will provide alternative evidence (which accords with the Arun Local Plan Policy INF SP2 'New Secondary School') to assist Arun District Council (ADC) should the preferred site 'Option F' be undeliverable for the new 10 FE Secondary School.

- 4.6. It is important to note that the recommended shortlist of four best performing alternative sites for further work, are based on a high level, desk-based assessment of the best performing sites. All the sites are potentially suitable for accommodating the secondary school although each performs differently under the assessment criteria, allowing the identification of the better performing sites. Any additional detailed survey and study may, however, provide evidence that changes the assessment and is likely to be required to test if there is further scope to improve the relative performance and mitigation of each site. Following agreement of the four best sites arising from the 'Study 2023', Officers from ADC and WSCC will work together to apply WSCC's 'Education Site Suitability Checklist' to the Study 2023 outputs and undertake discussions with site promoters, identify the most suitable alternative potential site for the secondary school as a contingency.
- 4.7. The brief for the Study 2023 requires the outcome to identify a shortlist of four sites, following which to undertake further work to help identify a single, contingency site as an alternative to 'Option F' to accommodate the secondary school. Based on the evidence in the Study 2023, in summary, the four preferred sites were selected as follows:-

Site 14 - Site to the South of Yapton;

- This site is located within good walking distance to strategic sites via active travel routes;
- The site is well located for bus stops;
- This site is considered suitable for cycling commuting distance;
- This site is in flood zone 1;
- The site does not have any significant heritage impacts
- The site does not appear to have any significant biodiversity impacts

Site 5 - Land South of Yapton Road

- Within reasonable walking distance of strategic sites although, the site is over the recommended walking distance for some - this can be improved through implementing active travel routes through strategic developments;
- The site is within the recommended commuting cycling distance of all the strategic sites;
- The site is within close proximity of Barnham Railway Station;
- There would be a low degree of harm identified to the significance of the identified locally Listed Buildings;
- This site is currently outside any nature designations, it does have areas of more mature boundary vegetation.
- The site is in Flood Zone 1 with some corners being slightly in Flood Zone 2.

Site 4 - Land North of Yapton Road and East of Blossom Way; and

- Within reasonable walking distance of strategic sites with potential improvement using active travel routes;
- The site is well located to Barnham Railway Station;
- The site is well located for cycling journeys to and bus journeys.
- This site is in Flood Zone 1 although would need groundwater flooding-mitigation;
- It is not affected by any nature conservation designations.
- There would be minimal impact to Non-designated assets.

Site 3 - Land at Maypole and North End Road.

- Within recommended walking distance of one strategic site and reasonable distance of others;
- The site is within the acceptable cycling commuting distance;
- The site is also quite close to Barnham Station;
- This site is in Flood Zone 1;
- There are very few heritage assets identified within the buffer area;
- The northern half of this site is located within the second buffer zone associated with Arun Valley but there have been no swans seen in the vicinity of the site in the last decade.

NEXT STEPS

- 4.8. Should the Committee agree that the four site options (section 3.2 above) are the alternative sites to be explored further and a final contingency site be identified from this list for the Secondary School, then the formal legal process can commence should the contingency site be needed. It is important to note that whichever site progresses, it will still be subject to all necessary feasibility, design, consultation, planning and statutory processes. A subsequent planning application will need to be made either by the developer of the secondary school or West Sussex County Council.
- 4.9. The new school shall be delivered through a legal agreement which sets out how and when the facility will be delivered to meet the education requirements of WSCC as the Local Education Authority (Policy INF SP2 – bullet point d) and will need to be progressed in consultation with WSCC.
- 4.10. Officers will begin addressing the further work identified in the study to progress the identification of a final contingency site, at the same time as pursuing an allocation in the Ford NP and/or a separate DPD. One process may overtake the other and will consequently cease to be progressed. The further work will include looking at the site relationships to Masterplans for Strategic Sites to ensure safe cycleways and footpaths are provided (including upgrading and extending existing routes to provide a complete and consistent cycle link route). Such pedestrian and cycling enhancements will need to be co-ordinated through Development Management decisions to secure their delivery.
- 4.11. Officers will bring this item back to Planning Policy Committee at appropriate stages throughout the process.

5. CONCLUSION

- 5.1. The brief for the Study 2023 evidence work, required the outcome to identify a shortlist of sites and then undertake further work to refine the shortlist to one contingency site as a potential alternative to the preferred 'Option F' should this not progress to accommodate a secondary school. Based on the evidence in the Study 2023, the four sites to progress are Site 14 - Site to the South of Yapton, Site 5 – Land South of Yapton Road, Site 4 - Land North of Yapton Road and East of Blossom Way and Site 3 - Land at Maypole and North End Road.
- 5.2. Following agreement of the four shortlisted sites, further work will commence that may change the assessment of each site to help select a single preferred site contingency to accommodate the Secondary School. This work will include Officers from ADC and WSCC coordinating to apply WSCC's 'Education Site Suitability Checklist' against the findings of Study 2023 and entering into discussions with site promoters as part of the refinement process.

6. CONSULTATION

- 6.1. West Sussex County Council have been consulted. There are no other external consultations on this report.

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

- 7.1. There are no comments.

8. RISK ASSESSMENT CONSIDERATIONS

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

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

- 9.1. There are no Governance or legal implications.

10. HUMAN RESOURCES IMPACT

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

11. HEALTH & SAFETY IMPACT

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

12. PROPERTY & ESTATES IMPACT

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

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

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

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1. There are no direct adverse implications for climate change from this report. However, delivering a secondary school will likely have negative impacts on the environment and biodiversity of Arun. It will therefore be essential to consider climate change, sustainability, and the environment in the development of this school and the wider site. This should include aspects such as, but not limited to the provision of onsite renewable energy, building to a standard that supports high energy efficiency and low energy usage, reducing the amount of water wasted on site, sourcing construction materials responsibly, protecting and enhancing the biodiversity and green space on site. Undertaking consultation through the plan making and decision-making process to ensure any adverse impacts are minimised as much as possible should also be undertaken.

15. CRIME AND DISORDER REDUCTION IMPACT

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

16. HUMAN RIGHTS IMPACT

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

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

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

CONTACT OFFICER:-

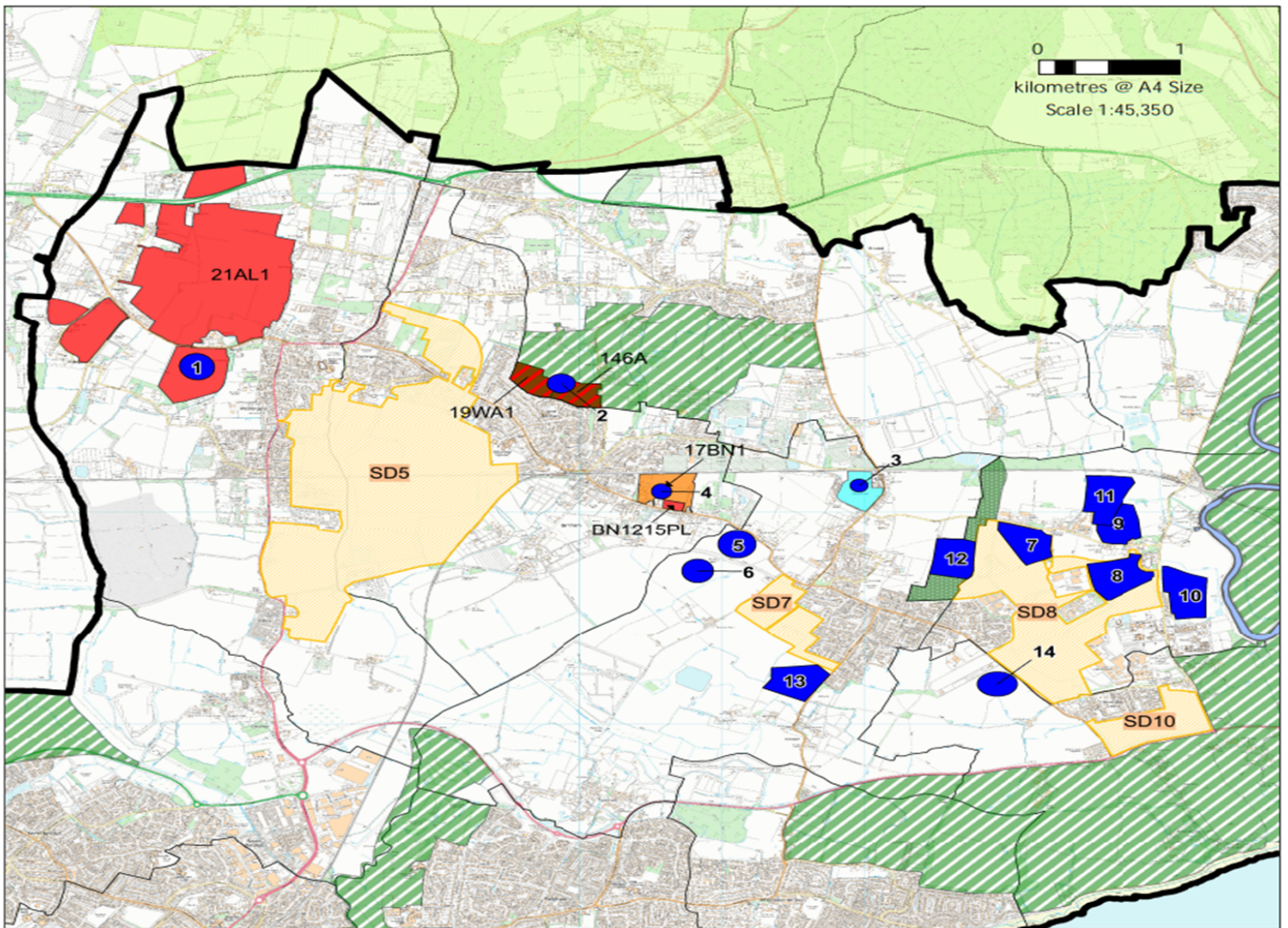
Name: Donna Moles
Job Title: Principal Planning Officer
Contact Number: 01903 737697

BACKGROUND DOCUMENTS:

Background papers

- **Background paper 1** SEDP8 Secondary School Site Selection Study- SITE STUDY (dated 05/12/2018) [Infrastructure and funding - planning policy | Arun District Council](#)
- **Background paper 2** SEDP9 Secondary School Site Selection Study- SITE SELECTION STUDY – NON-TECHNICAL SUMMARY (dated 05/12/2018) [Infrastructure and funding - planning policy | Arun District Council](#)
- **Background paper 3** SEDP3d Update to School provision in Arun District (ADC Local Plan Examination Library) [Infrastructure and funding - planning policy | Arun District Council](#)
- **Background paper 4** SEDP3c Appendix 2 Strategic Housing Secondary Education Requirements (ADC Local Plan Examination Library) [Infrastructure and funding - planning policy | Arun District Council](#)
- **Background paper 5** – Secondary School Site Selection Study 2023 [Infrastructure and funding - planning policy | Arun District Council](#)

Appendix 1: Site Map of Potential School Sites



**Map showing Potential Secondary School Sites in Arun District Council
Local Planning Authority Boundary**

Key

- The Local Planning Authority Boundary of Arun District Council
- South Downs National Park (Outside LPA Boundary of ADC)
- Gaps Between Settlements
- Arun Parishes
- Ford Neighbourhood Plan Local Gap

- HELAA Site 17BN1
- HELAA Site 19WA1
- HELAA Site 21AL1
- HELAA Site 146A
- HELAA Site BN1215PL
- HELAA Site NEWY16
- Strategic Housing Allocations
- SD5 BEW
- SD7 Yapton
- SD8 Ford
- SD10 Climping

Potential Secondary School Site Locations

- 1 - 21AL1 (Norton Grange Farm)
- 2 - Choller Farm, Barnham Lane
- 3 - NEWY16 (land at Maypole and North End Road)
- 4 - 17BN1 and BN1215PL (land north of Yapton Road and east of Blossom Way)
- 5 - Land South of Yapton Road
- 6 - Land to the South of part of the Canal
- 7 - Option A
- 8 - Option B
- 9 - Option C
- 10 - Option D
- 11 - Option E
- 12 - Option F
- 13 - 18Y2 Lambs Field Bilsham Road BN18 0JP
- 14 - Site to the south of Yapton



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|--|--|
| REPORT TO: | Planning Policy Committee 28 November 2023 |
| SUBJECT: | Arun District Design Guide Supplementary Planning Document (SPD) Update |
| 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: | |
| The recommendations supports:- <ul style="list-style-type: none"> • Improve the Wellbeing of Arun; • Supporting our environment to support us. | |
| DIRECTORATE POLICY CONTEXT: | |
| The Arun District Design Guide SPD Update will help promote wellbeing, housing and other needs while enhancing the quality of life in a sustainable manner. | |
| FINANCIAL SUMMARY: | |
| There are no direct financial implications arising from Arun District Design Guide SPD Update. | |

1. PURPOSE OF REPORT

1.1. This report presents the Committee with the update to the Arun District Design Guide Supplementary Planning Document (SPD), which will be subject to a public consultation in December 2023 to January 2024 and then subsequent agreement at Planning policy Committee on 30 January 2024. The Arun District Design Guide SPD was adopted in January 2021. Since then, there has been an update of the Highway Code, which is considered important requiring an update to the Design Guide SPD. The Highway Code includes the Local Transport Note 120 (LTN 1/20). This sets out government guidance on design standards for cycling infrastructure and the requirements for highway and junction design. Therefore, a targeted update to Chapter F of the Design Guide SPD is needed to reflect this new guidance. Because of the status of the SPD document, public consultation on these changes is required.

2. RECOMMENDATIONS

2.1. Planning Policy Committee resolves to agree:

- i. The contents of the proposed new sub chapters F.02, F.03, and F.04 of the Arun District Design Guide SPD update;
- ii. The proposed approach and timetable for the public consultation on the Draft version of the Arun District Design Guide SPD update and that it should progress to consultation from 4 December 2023 to 12 January 2024; and

- iii. That following consultation, the Design Guide be agreed (adopted) at the meeting of Planning Policy Committee on 30 January 2024 unless, in the event that significant amendments are necessary, following a further four week consultation, the Design guide be agreed at the Planning Policy meeting of 18 April 2024.

3. EXECUTIVE SUMMARY

- 3.1. The Arun District Design Guide sets out the council's expectations with regard to the design quality of new development, and for the preservation, conservation and enhancement of the built and natural environment with its distinctive character and qualities that can be found within the District.
- 3.2. The Arun District Design Guide SPD was adopted in January 2021 and since then, the Highway Code has been updated which included changes to the hierarchy of road users and several new requirements regarding cyclists. The Design Guide does not have any guidance which addresses cycle infrastructure and therefore needs to be updated to provide robust advice for designers/applicants and decision makers.
- 3.3. The new sub chapters F.02, F.03, and F.04 of the Design Guide, therefore reflects the Local Transport Note 120 (LTN 120) which is government guidance to local authorities on delivering high quality cycle infrastructure. It reflects current best practice, standards, and legal requirements. Inclusive cycling is an underlying theme throughout so that people cycling of all ages and abilities are considered. The design options include segregation from traffic, measures for cycling at junctions and roundabouts, and updated guidance on crossings, signal design and the associated traffic signs and road markings.
- 3.4. At this stage, the remainder of the Design Guide has not been reviewed so may include references that are superseded. The whole Guide will be appraised as part of the Local Plan update process.

4. DETAIL

- 4.1. Arun District Council Local Plan Policies D SP1 'Design', D DM1 'Aspects of form and design quality' and D DM4 'Extensions and alterations to existing buildings', provide a framework which sets the principles of good design across the district. Good design is an integral part of good planning; therefore, the design policies are in alignment with all other policies in the Plan including the strategic policies. The Policies provide a framework ensuring that the Design Guide SPD has material weight in decision making though explaining in more detail what is expected.
- 4.2. The Arun District Design Guide SPD amplifies the Design policies of the Arun Local Plan (i.e. set out in Chapter 13) to raise the standard of design across the district including in terms of design quality, landscape, the connections between places and spaces, the mix of uses and how buildings relate to their context, including size, shape and appearance.

- 4.3. SPD's are prepared by the council to support the Local Plan, inform the delivery of infrastructure and to aid applicants in preparing successful development proposals. Following public consultation and adoption by the council, SPDs become a material consideration in determining planning applications. This updated section of the SPD will also undergo public consultation on the proposed changes in Chapters F.02, F.03, and F.04.
- 4.4. The new sub chapter proposed in the update to the Design Guide SPD has been added to address the changes made to the Highway Code and LTN 1/20 to addresses the balance between cyclists and motorists. To achieve that, the quality of cycling infrastructure must sharply improve and hence the update of the Design Guide.
- 4.5. The aim is to ensure that we are promoting properly protected bike lanes, cycle-safe junctions, and interventions for low-traffic streets to encourage people to cycle safely.
- 4.6. This updated guidance delivers on our commitment to boost design standards and improve safety. It reflects the latest developments in cycle infrastructure design, including proven design elements pioneered by Transport for London and by the Cycle Ambition Cities and reflects the principles in the LTN 1/20.

NEXT STEPS

- 4.7. All planning decisions within the district must be made in accordance with the Development Plan, which includes the Local Plan. Once adopted, as a Supplementary Planning Document (SPD) the Arun Design Guide will become a material consideration to Guide decisions relating to planning applications and will be a vital planning tool for shaping new development in line with the policies set out in the Local Plan.
- 4.8. Prior to its adoption, including during and after the consultation and public participation period, the Arun Design Guide SPD carries weight that may be material for consideration by developers and decision makers when preparing and determining planning applications for new development.

4.9. The proposed timetable to progress the update is:

| Stage | Date |
|--|------------------------------------|
| Draft Consultation version of the Arun Design Guide SPD taken to Planning Policy Committee | 28 November 2023 |
| Advertise and public consultation on the Design Guide SPD | 4 December 2023 to 12 January 2024 |
| If following consultation, there are no significant amendments to the Design guide SPD, Policy Committee resolve to agree (adopt) the design SPD. | 30 January 2024 |
| If following consultation there are significant representations and necessary amendments to the Design guide SPD, a further four week consultation is undertaken with the Regulation 12 Statement of public participation, setting out the consultation process, a summary of main issues raised and how those issues were addressed | 12 February 2024 to 11 March 2024 |
| Policy Committee resolve to agree (adopt) the design SPD. | 18 April 2024 |

5. CONCLUSION

- 5.1. It is important to update the guide to include sub chapters F.02, F.03, and F.04 to ensure that Arun can continue to secure development that is plan led and consistent with sustainable development as well as development which would improve the wellbeing of the people through improved built and natural environments.
- 5.2. The new sub chapters of the guide contain information for applicants on cycling infrastructure design and sets a quality threshold to achieve when designing cycling and walking schemes. It is important to note that the update is only the inclusion of the new sub chapters F.02, F.03, and F.04.

6. CONSULTATION

- 6.1. West Sussex County Council has been consulted on the content of the brief and then the proposed document.

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

- 7.1. There are no comments.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1. There are not likely to be any significant risks with this proposal.

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

9.1. The Town and Country Planning (Local Planning) (England) Regulations 2012 Regulation 8(2) provides that a supplementary planning document (SPD) must contain a reasoned justification of the policies contained in it and in Regulation 8(3) any policies contained in a supplementary planning document must not conflict with the adopted development plan. Regulation 12 then sets out how the public consultation on SPD should be carried out. There are no additional governance or legal implications at this stage not already covered in the body of the report.

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, however the design guide update will reflect changes in the highway code which specifically relate to cycle infrastructure and include options such a segregation from traffic, which will offer potential improved safety outcomes.

12. PROPERTY & ESTATES IMPACT

12.1. There are no direct implications for council property.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

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

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1. There are no direct adverse implications for climate change from this report. The provision of safe and suitable cycle and walking schemes will be essential in supporting improvements to both active travel and public transport. This will also support improvements to local air quality and reduce emissions generated through petrol/diesel fueled vehicles.

15. CRIME AND DISORDER REDUCTION IMPACT

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

16. HUMAN RIGHTS IMPACT

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

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

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

CONTACT OFFICER:-

Name: Donna Moles
Job Title: Principal Planning Officer
Contact Number: 01903 737697

BACKGROUND DOCUMENTS:

Background paper

- [Supplementary planning information | Arun District Council](#)
Design Guide SPD Update Chapter F

| | |
|--|--|
| REPORT TO: | Planning Policy Committee 28 November 2023 |
| SUBJECT: | Arun Housing Delivery Test Action Plan |
| 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>There are no direct financial implications arising from the partial update to the Housing Delivery Test Action Plan.</p> | |

1. PURPOSE OF REPORT

- 1.1. The report seeks the Committee's agreement to the partial update of the council's Housing Delivery Test Action Plan (HDTAP) through publishing separate Annex to the HDTAP schedule of actions, to be dated 2023 and be uploaded to the evidence base web page.

2. RECOMMENDATIONS

- 2.1 That the Committee agrees the partial update to the council's 'Housing Delivery Test Action Plan' (HDTAP 2023) though publishing an Annex to the schedule of actions and that this be published separately on the council's evidence web page.

2 EXECUTIVE SUMMARY

- 3.1 This report updates the Committee on the council's 'Housing Delivery Test Action Plan' (HDTAP) first published in November 2019 and updated in July 2021. The HDTAP update responds to the Government's annual publication of the Housing Delivery Test (HDT) performance metric for Arun. The most recent metric published for 2021 for Arun was 65% (dividing the previous three years delivery by the previous three years housing requirement). The HDTAP records the actions that the council is undertaking to try to boost housing delivery in until an appropriate HDT test threshold is demonstrated.
- 3.2 The Government has not updated and published the HDT metric this year for 2022 – this may be because of signalled changes to the planning system under the Levelling up & Regeneration Bill (anticipated in January/February 2023). The council has, nevertheless, continued to address housing delivery performance and has sought to obtain signed housing delivery agreements with developers to progress housing schemes. A previous attempt to complete these agreements in 2022 had not been successful but a further attempt was made this summer.
- 3.3 This report, therefore, proposes that there is a partial update to the HDTAP this year, through publishing a separate Annex specifically to update the schedule of actions set out in the HDTAP (see paragraph 4.2 bullet points below).

3 DETAIL

- 4.1 The HDT metric for Arun is reported in the councils Authority Monitoring Report (AMR). In summary, it was.
- 91% November 2018
 - 68% November 2019
 - 61% November 2020 (Published 19 Jan 2021)
 - 65% November 2021 (Published 14 Jan 2022)
- 4.2 The need for the HDTAP was triggered in 2019 because the authority's 2018 HDT metric showed that housing delivery was below the Government's thresholds for housing delivery (95% being the trigger for an Action Plan). The HDTAP was therefore published in 2019 and updated in July 2021.
- 3.1 The HDTAP 2021 sets out a schedule of potential actions (i.e., Proposed Delivery Actions and Opportunities – page 13 - 14 of Background Paper 1) that the authority will undertake to see whether barriers to housing delivery could be identified and overcome to boost housing performance. This report, therefore, only updates the action related to boosting housing trajectories to improve housing performance. One way to do this is to secure signed delivery agreements with site developers, to attempt to ensure housing is delivered when housing trajectories say they will be delivered.

- 3.2 This is the second attempt to do so. The first attempt at producing delivery agreements with developers was undertaken in June and July 2022. However, this did not prove successful with minimal feedback from developers that was insufficient to progress this work.
- 4.5 A further delivery agreements exercise was undertaken by an external consultant for the council in August / September 2023 and included 8 sites that were identified by the council as requiring evidence of site deliverability (as defined in Part B of the National Planning Policy Framework (NPPF 2023 - Background Paper 3)).
- 4.6 In addition to the eight sites that were initially included in the exercise, a further site was put forward by the developers to be included. As a result, nine sites in total were included as part of the Delivery Agreement exercise. Out of these nine sites, six completed proformas were returned and one partially complete proforma.

| | Fully Completed Proforma Returned | Partially Complete Proforma Returned | No Detailed Proforma Returned |
|--------------|-----------------------------------|--------------------------------------|-------------------------------|
| No. of Sites | 6 | 1 | 2 |

- 4.7 Because the HDT metric has not been published for 2022, the HDTAP update is proposed as a partial update to the schedule of actions within the HDTAP by way of an Annex which records the council’s ‘proactive’ approach to working with developers to boost housing supply in Arun. The key action update is:-
- “... seek evidence and diligence on provision accurate housing trajectories...” (3rd bullet page 13-14 of HDTAP).
- 4.8 This action has been progressed via pursuit of signed delivery agreements through an appointed consultant (See Background Paper 4).
- 4.9 The effect of doing this work is likely to improve the evidence to support Arun’s housing land supply – in particular, the status of deliverable sites which count towards the five-year housing land supply. This is caveated in that the other land supply data is being compiled and further work needs to consider the impact of other factors – such as timescale for delivery of strategic infrastructure. The publication of the AMR in January 2024 will provide the full outcome. The delivery agreements Table 1 below summarise the potential modest improvement in 5-year supply, mainly from strategic sites without permission:-

| Table 1: Summary of Pre and Post Delivery Agreements | | |
|---|---|--|
| | Pre-Delivery Agreement Dwellings | Post Delivery Agreement Dwellings |
| 5-year Commit | 522 | 405 |
| 5-year Allocations | 1205 | 1380 |
| 5-year Total | 1727 | 1785 |
| Difference | | +58 |

Note: This table 1 shows the housing yield figures based on a five-year trajectory before and after the Delivery Agreement is signed on sites with planning permission (blue) and on site allocations without planning permission (Orange).

- 4.10 The reduction in committed supply may be due to the lead times taken from outline permission to approve Reserved Matters applications or to clear conditions that need to be undertaken prior to construction. The effect of this is to push some housing trajectories beyond the 5-year period (Appendix 1 shows tables for the sites and trajectories pre- and post-delivery agreement).

Conclusion

- 4.11 The result of the delivery agreements work is six fully completed proformas on sites which are anticipated to make a positive impact on housing supply delivery rates by providing signed agreements to evidence housing trajectories. This provides evidence which supports achieving timescales shown for delivery, including where delivery is impacted by lead times and barriers to delivery e.g. subject to critical infrastructure). This work can be used to evidence and update the five-year housing land supply when it is reported in the AMR in January 2024. However, it must be noted that further work will also be needed as part of preparing the AMR which considers sites dependent on strategic infrastructure provision coming forward which may alter stated delivery timescales.

5. CONSULTATION

- 5.1 No consultations have been undertaken.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 The council can choose to update and publish an Annex to the HDTAP 2023 and upload it to the web site or not to publish the separate Annex but this would conflict with the national policy requirement to demonstrate proactive action to boost housing delivery rates.

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

7.1 The implementation of the recommendations may require further budget resources to commissioned further actions and studies should the situation not continue to improve.

8. RISK ASSESSMENT CONSIDERATIONS

8.1 Implementing the recommendation will minimise the risk that the council will fail to meet national policies.

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

9.1 There are no governance or legal implications arising from the Annex update to the HDTAP 2023 although national policy requires the HDTAP be published until a satisfactory HDT test result is demonstrated.

10. HUMAN RESOURCES IMPACT

10.1 There are no implications arising from the annexe to the HDTAP 2023.

11. HEALTH & SAFETY IMPACT

11.1 There are no implications arising from the Annexe update to the HDTAP 2023.

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 help to improve access to housing through appropriate interventions, having a positive impact on community health and wellbeing.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 There are no direct adverse implications for climate change.

15. CRIME AND DISORDER REDUCTION IMPACT

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

16. HUMAN RIGHTS IMPACT

16.1 There are no direct adverse implications for human rights.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 There are no implications.

CONTACT OFFICER:

Name: Richard Sherman
Job Title: Senior Planning Officer (Policy & Conservation)
Contact Number: 01903 737831

BACKGROUND DOCUMENTS:

Background Paper 1: Arun Housing Delivery Test Action Plan 2021
<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n17852.docx&ver=18532>

Background Paper 2: Annex update to HDTAP
<https://www.arun.gov.uk/housing-planning-policy>

Background Paper 3: “National Planning Policy Framework 2023”
<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Background Paper 4: Residential Site Delivery Agreements Lamber Smith Hampton
October 2023
[Housing - planning policy | Arun District Council](#)

Appendix 1: Delivery Agreements 2023

Pre-Delivery Agreements - Large Site Commitments (Sites with Planning Permission at 31st March 2022)

| Parish | Planning Ref | Address | Planning App Stage | Strategic Site | Committed Yield | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 |
|----------------------|---------------|---|--|----------------|---------------------|------------|-----------|------------|------------|-----------|
| Arundel | AB/135/20/OUT | Land South of Stewards Rise | Outline Permission with Reserved Matters submitted | No | 90 | 90 | 0 | 0 | 0 | 0 |
| Barnham & Eastergate | BN/142/20/OUT | Land west of Church Lane (Rear of Cottage Piggeries) | Outline Permission with Reserved Matters submitted | No | 200 | 0 | 0 | 0 | 100 | 62 |
| Bersted | BE/81/20/OUT | SD3 - Land off New Barn Lane/Morells Farm/ Chalcraft Nurseries (Bognor Regis ECO Quarter) | Outline Permission no Reserved Matters submitted | Yes | 20 | 0 | 20 | 0 | 0 | 0 |
| Climping | CM/1/17/OUT | Land to the West of Church Lane, South of Horsemere Green Lane & North of Crookthorn Lane (A259) (SD10) | Outline Permission with Reserved Matters submitted | Yes | 300 | 0 | 25 | 100 | 100 | 25 |
| | | | | | Total | 90 | 45 | 100 | 200 | 87 |
| | | | | | 5 Year Total | 522 | | | | |

Post Delivery Agreements - Large Site Commitments (Sites with Planning Permission at 31st March 2022)

| Parish | Planning Ref | Address | Planning App Stage | Strategic Site | Committed Yield | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 |
|----------------------|---------------|---|--|----------------|---------------------|------------|-----------|------------|------------|------------|
| Arundel | AB/135/20/OUT | Land South of Stewards Rise | Outline Permission with Reserved Matters submitted | No | 90 | 0 | 18 | 50 | 22 | 0 |
| Barnham & Eastergate | BN/142/20/OUT | Land west of Church Lane (Rear of Cottage Piggeries) | Outline Permission with Reserved Matters submitted | No | 200 | 0 | 0 | 0 | 60 | 60 |
| Persted | BE/81/20/OUT | SD3 - Land off New Barn Lane/Morells Farm/ Chalcraft Nurseries (Bognor Regis ECO Quarter) | Outline Permission no Reserved Matters submitted | Yes | 20 | 0 | 10 | 10 | 0 | 0 |
| Climping | CM/1/17/OUT | Land to the West of Church Lane, South of Horsemere Green Lane & North of Crookthorn Lane (A259) (SD10) | Outline Permission with Reserved Matters submitted | Yes | 300 | 0 | 25 | 50 | 50 | 50 |
| | | | | | Total | 0 | 53 | 110 | 132 | 110 |
| | | | | | 5 Year Total | 405 | | | | |

The tables above show post-delivery agreements reduction in potential yields in the 5-year totals. This may be due to the time taken to approve Reserved Matters applications or clear conditions that need to be undertaken prior to construction with the effect of pushing yields in trajectories beyond the 5-year period.

Pre-Delivery Agreements - Strategic Allocation Housing (Sites without Planning Permission at base date 31st March 2022)

| Parish | HELA A Site Ref | Address | Pending App? | Planning App Ref | Strategic Site | Estimated Yield | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Post 5-year Period |
|----------------------|-----------------|---|--------------|------------------|----------------|-----------------|----------|-----------|------------|------------|------------|--------------------|
| Aldingbourne | WE6 | Ryefield Farm & Woodgate Centre, Oaktree Lane (Part of SD5) | Y | AL/107/21/PL | Yes | 180 | 0 | 0 | 50 | 50 | 80 | 0 |
| Barnham & Eastergate | BA11B | Fordingbridge Industrial Site & North of Barnham Road 15 Barnham Road (Part of SD5) | Y | BN/195/22/PL | Yes | 551 | 0 | 50 | 75 | 75 | 75 | 276 |
| Barnham & Eastergate | NEWE G1 | SD5/BEW site (Barnham Eastergate Westergate) | Y | BN/11/22/OUT | Yes | 1250 | 0 | 0 | 0 | 75 | 75 | 1100 |
| Bersted | 125 | Chalcroft Nursery, Chalcroft Lane Bersted (Part of SD3) | Y | BE/134/22/OUT | Yes | 2185 | 0 | 0 | 50 | 125 | 225 | 1785 |
| Ford | 71 | Land at Former Ford Airfield Ford (SD8) | Y | F/4/20/OUT | Yes | 1500 | 0 | 0 | 0 | 75 | 125 | 1300 |
| | | | | | | Total | 0 | 50 | 175 | 400 | 580 | |

| | | | | | | | | |
|--|--|--|--|--|--|-------------------------|-------------|--|
| | | | | | | 5 Year Total | 1205 | |
|--|--|--|--|--|--|-------------------------|-------------|--|

Post-Delivery Agreements - Strategic Allocation Housing (Sites without Planning Permission at base date 31st March 2022)

| Parish | HELAA Site Ref | Address | Pending App? | Planning App Ref | Strategic Site | Estimated Yield | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | Post 5-year period |
|----------------------|----------------|---|--------------|------------------|----------------|-----------------|---------|---------|---------|---------|---------|--------------------|
| Aldingbourne | WE6 | Ryefield Farm & Woodgate Centre, Oaktree Lane (Part of SD5) | Y | AL/107/21/PL | Yes | 180 | 0 | 0 | 0 | 50 | 50 | 80 |
| Barnham & Eastergate | BA11B | Fordingbridge Industrial Site & North of Barnham Road 15 Barnham Road (Part of SD5) | Y | BN/195/22/PL | Yes | 551 | 0 | 63 | 84 | 84 | 84 | 236 |
| Barnham & Eastergate | NEWEG 1 | SD5/BEW site (Barnham Eastergate Westergate) | Y | BN/11/22/OUT | Yes | 1250 | 0 | 0 | 75 | 150 | 150 | 875 |
| Bersted | 125 | Chalcroft Nursery, Chalcraft Lane Bersted | Y | BE/134/22/OUT | Yes | 2185 | 0 | 0 | 50 | 170 | 170 | 1795 |

| | | | | | | | | | | | | |
|------|----|---|---|------------|-----|---------------------|-------------|----|-----|-----|-----|------|
| | | (Part of SD3) | | | | | | | | | | |
| Ford | 71 | Land at Former Ford Airfield Ford (SD8) | Y | F/4/20/OUT | Yes | 1500 | 0 | 0 | 0 | 75 | 125 | 1300 |
| | | | | | | Total | 0 | 63 | 209 | 529 | 579 | |
| | | | | | | 5 Year Total | 1380 | | | | | |

The strategic allocation sites without planning permission at base date show increased yields from housing trajectories post-delivery agreements to come forward within the five-year period. This helps to provide further evidence of site deliverability as required by the NPPF Category B Sites based on the 'Deliverable' definition in the NPPF 2023. However, the caveat is these timescales are still dependent on the successful signing of S.106 Heads of Terms Agreements including specific strategic infrastructure provision being provided to progress site delivery.

Page 65

Summary of Pre and Post Delivery Agreements

| | Pre-Delivery Agreement | Post Delivery Agreement |
|---------------------|------------------------|-------------------------|
| 5-year Commit | 522 | 405 |
| 5-year Allocations | 1205 | 1380 |
| 5-year Total | 1727 | 1785 |
| Difference | | +58 |

The summary table above shows that the delivery agreements may enable an additional 58 dwellings (estimated yield) to be included in the 5-year HLS totals as it showed a positive commitment with landowners and developers to produce evidence of signed delivery agreements. This also demonstrates that the council has been proactive in its evidence gathering in order to meet the Category B Definition of a Deliverable Site in the NPPF 2023 and to evidence the council's actions in the HDTAP.

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| | |
|--|---|
| REPORT TO: | Planning Policy Committee 28 November 2023 |
| SUBJECT: | Update to Pagham Access Management and Monitoring Scheme |
| LEAD OFFICER: | Kevin Owen (Planning Policy & Conservation Manager) |
| LEAD MEMBER: | Cllr Martin Lury (Chair of Planning Policy Committee) |
| WARDS: | Aldwick, Bersted, Bognor, Pagham |
| CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION: | |
| <p>The recommendations support:-</p> <p>Supporting our environment to support us:-</p> <ul style="list-style-type: none"> • To consider climate change, sustainability, biodiversity and the environment in everything the council is responsible for and encourage its community and local businesses to do the same. • Protect and enhance our natural environment. • Regularly review progress toward Arun's Carbon Neutral Strategy (2022-30) as set out in the annual Climate Action and Biodiversity Work Plan. | |
| 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. Some of the relevant corporate actions to help achieve this include:-</p> <ul style="list-style-type: none"> • Develop and implement the Carbon Neutral Strategy and Climate Change and Biodiversity Strategies for the council and for the wider district through Planning Policy • Engage and incentivise businesses to commit to working practices which minimise their impact on the environment; • Ensure that climate change and sustainability is at the heart of all council services. | |
| FINANCIAL SUMMARY: | |
| <p>The proposed update to the contributions required is based on the original Pagham Access Management and Monitoring scheme cost calculation methodology (which includes indexation) and will therefore, maintain the budget for delivery of the scheme in the long term.</p> | |

1. PURPOSE OF REPORT

- 1.1 This report provides an update to the S.106 contribution for the costs of the 'Pagham (Harbour) Access Management and Monitoring Scheme'. The scheme aims to mitigate disturbance on habitat and wildlife from new development affecting Pagham Harbour. The S.106 contribution needs to be updated in line with the methodology for calculating the scheme costs.

2. RECOMMENDATIONS

2.1 That the Planning Policy Committee resolve to agree:

- i. The updated contribution of £938 for the Pagham Access Management and Monitoring Scheme commencing 29 November 2023 for new applications validated on and after this date;
- ii. The contribution be increased annually applying 1 April each financial year up to 2031 in accordance with the methodology set out in Appendix 1.

3. EXECUTIVE SUMMARY

3.1 The Pagham Access Management and Monitoring Scheme was set up in 2015 to regulate the impact of visitor numbers on Pagham Harbour arising from population household growth set out in the Adopted Arun Local Plan (2018). The scheme is supported by S.106 contributions which have not been updated for inflation. The S.106 contribution, therefore, needs periodic updating to ensure that scheme costs are being recouped.

4. DETAIL

4.1 The scheme was implemented in 2015 during the formulation of the Arun Local Plan to address the Habitat Regulations Assessment (HRA) of the Local Plan which concluded that proposed growth, taken in-combination with that of the Chichester Local Plan, was likely to result in impacts to Pagham Harbour from recreational disturbance.

4.2 The HRA identified the median distance within which visitors to the site travel, determining this to be 5km and so this distance is included in Buffer Zone B Policy ENV DM2 of the Local Plan. The Pagham Access Management and Monitoring Scheme operates within this buffer zone to implement this policy.

4.3 Since its start in 2015, for Arun, the scheme has collected £725,932 (up to 2022/23) and contributed towards the administration of the scheme, employment of rangers and publishing visitor guidance material. Further details of what actions have been delivered over the last reporting year can be found in Background Paper 2. Chichester District Council also contribute towards the scheme for the buffer zones impacted by recreational disturbance, falling within Chichester District.

4.4 The scheme contribution in 2017 (Background Paper 1) was set at £871. Indexation would increase this figure to £938 in 2023 and each future year figure is calculated up to 2031 (See Appendix 1). The components of the cost calculation made allowing for indexation include:-

- Initial cost of £55,000 based on 1.5 FTE wardens (RSPB), plus increasing of the budget for buying in dog initiatives work and monitoring from the (as per Bird Aware SRMP – i.e. Solent Recreation Mitigation Plan).

- 4.5 The methodology updates the scheme contribution each year on 1 April to reflect the applied/included indexation value going forward to ensure that the scheme cost is covered by future contributions (Appendix 1).

Conclusions

- 4.6 An updated contribution of £938 for the Pagham Access Management and Monitoring Scheme be secured for all applications validated on or after the 29 November 2023 for the remaining 23/24 financial year and updated annually applying on 1 April for each subsequent financial year, to maintain the budget for delivery of the scheme in the long term.

5. CONSULTATION

- 5.1 There have been no external consultations on this report as the contribution is based on a factual methodology previously agreed.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 The option is not to update the contribution to allow for accumulated indexation since 2017 with the risk that this will increase the financial burden on the council of operating the scheme.

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

- 7.1 The content of this report is simply taking account of the indexation built into the cost of scheme delivery and as such shall maintain the budget for the long-term delivery of the scheme.

8. RISK ASSESSMENT CONSIDERATIONS

- 8.1. Implementing the recommendation will minimise the risk to Pagham Harbour habitats or species arising from increased recreational disturbance as a result of planned growth.

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

- 9.1 The Pagham Harbour Access Management Contribution is secured through a Unilateral Undertaking given by the Developer to the council. Payment of the contribution is intended to mitigate the impact of the development and make it acceptable in planning terms in accordance with the Regulation 122 test.

10. HUMAN RESOURCES IMPACT

- 10.1 There are no human resource implications from this report, as the wardens are employed by RSPB as site managers. To date, there is agreement that no additional resource is needed beyond the 1.5FTE wardens originally agreed.

11. HEALTH & SAFETY IMPACT

- 11.1. No Health and Safety impacts have been identified in relation to the recommendations of this report.

12. PROPERTY & ESTATES IMPACT

- 12.1 There are no direct impacts resulting from this report on any Property & Estate Assets.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

- 13.1 No adverse impacts on equality would result from this proposal. Improvements both to the physical and natural environment of Pagham Harbour are anticipated to improve health and wellbeing through ease of access to nature.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

- 14.1 The recommendation of this report will be positive as it maintains the protection of Pagham Harbour from visitor disturbance resulting from the planned growth, benefitting the habitat and protected species for which it is designated. The site also has public transport access and limited parking space, contributing to lowering emissions as a result.

15. CRIME AND DISORDER REDUCTION IMPACT

- 15.1. There will be no direct impact on crime and disorder arising from this report although it is anticipated that through regulation of visitor impacts and disturbance, crime and antisocial behaviour may be reduced.

16. HUMAN RIGHTS IMPACT

- 16.1 No human rights would be impacted by this proposal.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

- 17.1 There are no data protection or freedom of information resulting from the content of this report.

CONTACT OFFICER:

Name: Charlotte Hardy
Job Title: Senior Environmental Assessment Officer
Contact Number: x37794

BACKGROUND DOCUMENTS:

Background Paper 1 – Cabinet Report dated 13 March 2017

<https://www.arun.gov.uk/download.cfm?doc=docm93jjm4n10536.pdf&ver=10466>

Background Paper 2 – Infrastructure Funding Statement Appendix 2

[Pagham Harbour and Medmerry Recreation Mitigation Strategy - community conservation ranger report \(arun.gov.uk\)](#)

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| Planning Policy Committee | Report Author | Date of Meeting | Full Council Meeting Date |
|--|---|------------------|---------------------------|
| Karl Roberts, Neil Crowther Infrastructure Levy (IL) Consultation Community Infrastructure Levy – Parish/Town Council Spend Community Infrastructure Levy - Light Touch Update First Homes Local Allocation Policy Arun Local Plan Middleton on Sea Application for Designation of a Neighbourhood Area A27 Ford Road Scheme Q4 KPI Report | K Owen K Owen K Owen K Owen D Moles K Owen | 8 June 23 | 19 July 23 |
| Arun Local Development Scheme Update Arun Statement of Community Involvement (SCI) Arun Infrastructure Funding Statement (IFS) The Future of Plans & Plan-Making Consultation Q1 KPI Report | K Owen K Owen / M White K Owen K Owen | 21 Sept | 8 Nov 23 |

| Planning Policy Committee | Report Author | Date of Meeting | Full Council Meeting Date |
|--|-----------------------|------------------------|----------------------------------|
| Karl Roberts, Neil Crowther | | | |
| Arun Secondary School Study Update | K Owen | 28 Nov 23 | 10 Jan 24 |
| Arun Gypsy & Travellers Showpeople Regulation 19 Publication DPD | K Owen / D Moles | | |
| Direction of Travel Document | K Owen | | |
| Arun Housing Delivery Test Action Plan (HDTAP) | K Owen | | |
| Update to Pagham Access Management and Monitoring Scheme | K Owen | | |
| Arun District Design Guide SPD Update | K Owen / D Moles | | |
| Q2 KPI Report | | | |
| Arun Authority Monitoring Report (AMR) | K Owen | 30 Jan 24 | 13 March 24 |
| Arun Brownfield Land Register | | | |
| Q3 KPI Report | K Owen | | |
| Revised Drainage Water Resource Management Plan (DWMP) Consultations | K Owen | 18 April 24 | 9 May 24 |
| Barnham/Eastergate/ Westergate Infrastructure Development Plan (BEWIDP) | K Owen / A Willard | | |