



Public Document Pack

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

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[Arun District Council](#)

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

e-mail: committees@arun.gov.uk

10 July 2023

COUNCIL MEETING

To all Members of the Council

You are summoned to attend a meeting of the ARUN DISTRICT COUNCIL to be held on **Wednesday 19 July 2023** at **6.00 pm** in the **Council Chamber, Arun Civic Centre, Maltravers Road, Littlehampton, BN17 5LF** to transact the business set out below:

A handwritten signature in black ink, appearing to read "KAR", with a horizontal line underneath.

A handwritten signature in black ink, reading "Philippa Dart." in a cursive style.

Karl Roberts/Philippa Dart
Joint Interim Chief Executive

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 **Wednesday, 12 July 2023** in line with current Council Meeting Procedure Rules.

For further information on the items to be discussed, please contact Committees@arun.gov.uk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations 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 item 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 and/or prejudicial interest
- c) the nature of the interest
- d) if it is a pecuniary or prejudicial interest, whether they will be exercising their right to speak under Question Time

3. PUBLIC QUESTION TIME

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

4. QUESTIONS FROM MEMBERS WITH PECUNIARY/PREJUDICIAL INTERESTS

To receive questions from Members with pecuniary/prejudicial interests (for a period of up to 15 minutes)

5. PETITIONS

To consider any petitions received from the public.

6. MINUTES (Pages 1 - 10)

To approve as a correct record the Minutes of the Annual Meeting of the Council held on 31 May 2023, which are *attached*.

7. CHAIR'S ANNOUNCEMENTS

To receive such announcements as the Chair may desire to lay before the Council.

8. URGENT MATTERS

To deal with business not otherwise specified in the Council summons which, in the opinion of the Chairman of the Council (in consultation with the Chief Executive), is business of such urgency as to require immediate attention by the Council.

OFFICER REPORTS

9. EXTENSION OF APPOINTMENT OF INDEPENDENT PERSON (Pages 11 - 14)

This report seeks Full Council approval of the extension of the appointment of one of the Council's Independent Persons under the Localism Act 2011.

RECOMMENDATIONS FROM SERVICE COMMITTEES, REGULATORY AND STANDARDS COMMITTEES AND FROM WORKING PARTIES

10. PLANNING POLICY COMMITTEE - 8 JUNE 2023 (Pages 15 - 74)

The Chair of the Planning Policy Committee, Councillor Lury, will present recommendations from the meeting of the Planning Policy Committee held on 8 June 2023.

The recommendations for the Council to consider are set out below:

- Minute 40 [First Homes Local Allocation Policy]. The minutes along with the Officer's report are attached.
- Minute 41 [Middleton-on-Sea Application for Designation of a Neighbourhood Area] – the Officer's report is attached.
- Minute 43 [Arun Local Plan Update] – the Officer's report is attached.

11. POLICY & FINANCE COMMITTEE - 11 JULY 2023

The Chair of the Policy & Finance Committee, Councillor Stanley, will present recommendations from the meeting of the Policy & Finance Committee to be held on 11 July 2023.

The minutes from this meeting will be circulated separately with recommendations being reported to Full Council via those minutes.

12. MOTIONS

The following Motion has been submitted in accordance with Council Procedure Rules 15.1 and 15.2:

MOTION 1

Proposer: Councillor Greenway

Seconder: Councillor Lloyd

Arun District Council recognises the importance of making defibrillators accessible and having them registered, especially in public places, sports grounds and Government-funded facilities.

This Council understands the role that it has in facilitating the delivery of new defibrillators across the Arun District.

The Council supports and welcomes the planned rollout of defibrillators by the Government to all state-funded schools that currently do not have one, with over 20,000 expected to be delivered to almost 18,000 schools by the end of the academic year.

This Council asks the Leader of the Council to:

(1) Commit to working with the local community to find suitable places to place defibrillators, acknowledging that they are most effective within three minutes of a person collapsing, and to support finding funding for defibrillators in public places and community spaces;

(2) Seek to register defibrillators held within District Council facilities with 'The Circuit', The National Defibrillator Network, supported by the British Heart Foundation; and

(3) Promote via the Council's publications (including on social media) the benefits of having a defibrillator in the community and explaining how they can be used in an emergency situation.

13. QUESTIONS FROM MEMBERS

To consider general questions from Members in accordance with Council Procedure Rule 14.3.

14. COMMITTEE MEMBERSHIPS

Any changes to Committee Memberships that need noting by the Council will be reported at the meeting.

15. REPRESENTATION ON OUTSIDE BODIES

The Council is asked to approve any changes to its representation on Outside Bodies.

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.pdf \(arun.gov.uk\)](#).

Public Document Pack Agenda Item 6

Subject to approval at the next Full Council meeting

1

MINUTES OF THE ANNUAL MEETING OF THE ARUN DISTRICT COUNCIL HELD IN THE ARUN CIVIC CENTRE ON 31 MAY 2023 AT 6.00 PM

Present: Councillors Staniforth (Chair), Mrs Cooper (Vice-Chair), Ayling, Batley, Bence, Bicknell, Birch, Blanchard-Cooper, Mrs Bower, Bower, Brooks, Butcher, Cooper, Elkins, English, Goodheart, Greenway, Gunner, Hamilton, Harty, Haywood, Huntley, Jones, Kelly, Lawrence, Lloyd, Long, Lury, Madeley, May, McAuliffe, McDougall, Nash, Needs, Northeast, O'Neill, Oppler, Partridge, Patel, Pendleton, Penycate, Purser, Stainton, Stanley, Tandy, Turner, Wallsgrove, Walsh, Warr, Wiltshire, Woodman, Miss Worne, Mrs Worne and Yeates.

Honorary Alderman, Mr Dingemans, was also in attendance at the meeting.

[Note: The following Councillors were absent from the meeting during consideration of the matters detailed in the Minutes indicated – Councillor Greenway – Minute 1 to Minute (2); Councillors Lury, Yeates, Penycate; Lloyd, McDougall and Pendleton – Minute 1 to 7 (Part); Councillor Brooks – Minute 1 to 8 (Part); and Councillor Goodheart – Minute 1 to Minute 11 (Part)].

1. WELCOME

The Chair welcomed newly elected and re-elected Councillors, representatives of the public, press and officers to the Annual Meeting of the Council.

A special welcome was extended to Mr Norman Dingemans as the Council's Honorary Alderman.

2. FORMER MEMBER OF STAFF SHARON PEARCE

The Chair stated that it was with great sorrow that she had to commence the meeting by announcing some very sad news which was the death of former member of staff Sharon Pearce.

Sharon had lost her fight with cancer on 25 April 2023, and this had come as a huge shock to many Arun staff who had known Sharon as a friend or had worked with her in the past.

Sharon had first joined the Council on 2 March 1992 and left on 7 January 2018 having completed 26 years' service. Sharon was a great character and lived life to the full and would be very fondly remembered by many at Arun especially her huge personality which would be greatly missed.

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The Council's condolences were extended to Sharon's family, friends and colleagues.

The Council then undertook a minute's silence to her memory.

3. APOLOGY FOR ABSENCE

An Apology for Absence had been received from Councillor Edwards.

4. DECLARATIONS OF INTEREST

There were no Declarations of Interest made.

5. MINUTES

The minutes from the last meeting of the Council held on 15 March 2023 were approved by the Council as a correct record and would be signed by the Chair at the end of the meeting.

6. URGENT MATTERS

The Chair confirmed that there were no urgent items for this meeting.

7. APPOINTMENT OF CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2023-2024

The Chair reminded Members that Councillor Alison Cooper had been nominated for the position of Chair of the Council for 2023-2024 at the Annual Meeting of the Council held on 18 May 2022.

Councillor Gunner was invited to propose this and in doing so confirmed that he was delighted to be able to propose Councillor Alison Cooper be Chair of the Council for 2023-24. Her hard work and dedication to the community meant that she would be an excellent Chair for Arun.

Councillor Stanley seconded the proposal outlining that Councillor Cooper, since her first election to the Council in May 2019, had been an active and constructive Vice-Chair of the Housing & Wellbeing Committee and had also acted passionately as the Council's nominated representative on the Safer Arun Partnership and the Arun Wellbeing and Health Partnership. As Vice-Chair of the Council she had very successfully chaired a number of Full Council meetings as well as covering various civic engagements. He therefore fully supported her nomination.

The Council

RESOLVED

That Councillor Alison Cooper be elected as Chair of the Council for 2022-2023.

Councillor Cooper then made the Declaration of Acceptance of Office.

8. VOTE OF THANKS FOR THE RETIRING CHAIR

The new Chair extended her thanks to the past Chair, Samantha-Jayne Staniforth, for her year as Chair of the Council and particularly for the advice and support that she had provided whilst being Vice-Chair. This had put her in good stead to now be Chair. The Chair praised Samantha-Jayne Staniforth for her work over the year in the community representing the Council at numerous events.

Other words of thanks were presented by Councillor Gunner, as Leader of the Conservative Group. He particularly highlighted the contributions that had been made to the Council by Samantha-Jayne Staniforth in covering critical areas such as mental health which would be a positive and lasting legacy for the Council.

In response, Samantha-Jaye Staniforth, thanked those that had spoken for their kind words stating that it had been a positive year following covid-19 with more events now taking place. This had meant that she had been able to meet a wide range of people from many different Councils and the community and this had been a real joy. Having focused on the highlights of what had been a year of change for many, with the passing of Her Majesty the Queen, she extended final thanks to Councillor Alison Cooper for her support and for stepping in and chairing several Council meetings when her sone had been very poorly in hospital.

Samantha-Jayne Staniforth then received her Past Chair's badge.

9. APPOINTMENT OF VICE-CHAIR OF THE COUNCIL FOR THE MUNICIPAL YEAR 2023-2024 AND CHAIR ELECT FOR 2024-2025

The Chair confirmed that in line with the Council's Constitution at Part 3, Responsibility for Functions, Rule 13, it was necessary to now appoint the Vice-Chair of the Council.

The Chair invited Councillor Huntley who proposed that Councillor Walsh be appointed as Vice-Chair of the Council for 2023 to 2024.

Councillor Northeast seconded this nomination.

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The Chair therefore proposed to proceed in confirming this appointment by going straight to the vote.

The Council

RESOLVED

That Councillor James Walsh be elected as Vice-Chair of the Council for 2023-2024 and Chair Elect for 2024-2025.

Councillor Walsh then made the Declaration of Acceptance of Office.

10. NEW CHAIR'S ANNOUNCEMENTS

The Chair thanked Councillors for giving her the honour of being Chair of the Council stating that she felt that it would be a real privilege to represent Arun over the next civic year. She extended her thanks again to the Past Chair for fulfilling the role over 2022-2023.

The Chair stated that she wished to have recorded the Council's thanks to all Councillors who had either chosen not to stand for election or who had not been successful in being elected on 4 May 2023. The Chair felt strongly that their service and dedication needed to be formally recognised by the Council.

Turning to her chosen charity for her year, the Chair confirmed that she would be announcing this at her Civic Reception to be held on 14 June 2023. She hoped that as many Councillors as possible would be able to attend and to show their support to a very worthwhile cause.

The Chair confirmed that she was really looking forward to the year ahead which commenced tomorrow with her first engagement.

Finally, the Chair outlined that although this was her first meeting, it was the Council's Chief Executive's last meeting as he would be starting his new position and new career tomorrow. The Chair thanked Mr Hassett for his time at Arun and for the enthusiasm he had brought. She wished him good luck with his new venture and for the firm stepping stones he had left in place to move the council forward.

Councillors Gunner and Stanley echoed these words and also wished Mr Hassett well, sharing the Chairs thanks for some very noticeable improvements that he had made during his 18 months at Arun.

11. APPOINTMENT OF THE LEADER AND DEPUTY LEADER OF THE COUNCIL

Councillor Northeast formally proposed the appointment of Councillor Stanley to be Leader of Arun District Council. The proposal was then seconded by Councillor Wallsgrove.

The Council

RESOLVED

That Councillor Stanley be appointed Leader of Arun District Council.

Councillor Wallsgrove then formally proposed that Councillor Nash be appointed Deputy Leader of the Council, and this was seconded by Councillor Huntley.

The Council

RESOLVED

That Councillor Roger Nash be appointed as Deputy Leader of the Council.

12. REVIEW OF ENTITLEMENT OF POLITICAL GROUPS AND NON-ALIGNED COUNCILLORS TO SEATS ON COMMITTEES

Before inviting the Leader of the Council to present this report, the Chair referred Councillors to the supplement pack that had been published earlier in the day and sent to all Councillors via email. A hard copy of this supplement pack had also been circulated to the meeting.

The Leader of the Council presented this report and formally proposed the allocation of seats to Committees for 2023/2024. The proposals were then seconded by Councillor Nash.

In debating the report, the following amendments were proposed:

- By Councillor Northeast confirming that he wished to replace Councillor May with Councillor Butcher on the Housing & Wellbeing Committee; and
- By Councillor Wallsgrove confirming that she wished to replace herself with Councillor Ayling on the Standards Committee.

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Councillor Stanley confirmed that he would be happy to second these amendments.

The Council

RESOLVED

That the appointments to Committees, Working Parties and Panels for 2023-24, together with the confirmation of the Chair and Vice-Chair where relevant, as set out in Appendix 1, as amended at the meeting, be approved.

13. REPRESENTATION ON OUTSIDE BODIES

Before inviting the Leader of the Council to present this report, the Chair referred Councillors to the supplement pack that had been published earlier in the day and sent to all Councillors via email. A hard copy of this supplement pack had also been circulated to the meeting.

The Leader of the Council presented this report setting out the proposed nominations to representations to Outside Bodies for 2023/2024. The proposed nominations were then seconded by Councillor Nash.

The Council

RESOLVED

That the schedule of Appointments of Representatives to Outside Bodies for 2023/24, be approved, a copy of which is *attached* to the signed copy of the Minutes.

14. APPOINTMENT OF COUNCILLOR DIRECTORS OF ANY COUNCIL OWNED PROPERTIES

The Chair confirmed that there were no appointments to confirm.

15. APPOINTMENT OF GROUP LEADERS

The Council noted the appointment of the other Group Leaders. A copy of which is *attached* to the signed copy of the Minutes.

16. REPORT FROM THE RETURNING OFFICER OF THOSE PERSONS ELECTED AS DISTRICT COUNCILLORS FOR ARUN DISTRICT COUNCIL ON 4 MAY 2023

The Council received and noted the report of the Returning Officer of those persons nominated as District Councillors for the Arun District on 4 May 2023.

17. FORD PARISH COUNCIL AND LYMINSTER AND CROSSBUSH PARISH COUNCIL - CO-OPTION OF DISTRICT COUNCIL MEMBERS

The Group Head of Law & Governance and Monitoring Officer presented this report confirming that following 4 May 2023 Town and Parish Elections, there were two Parish Councils, being Ford and Lyminster and Crossbush Parish Councils, who had found themselves being in the position of having too few Councillors to be quorate. This meant that they were not able to continue to fulfil their duties to their residents.

Section 91 of the Local Government Act 1972 entitled 'Temporary appointment of members of parish and community councils' provided a temporary solution which the Council had used last year with Clapham Parish Council. The proposal was to appoint, temporarily, one district Councillor to Ford Parish Council and two District Councillors to Lyminster and Crossbush Parish Council for six months to make them quorate and to ensure that they were fully functional. Having undertaken consultation it was proposed that the District Councillors appointed be from the Yapton Ward, covering the Parish of Ford, and from the Arundel & Walberton Ward, covering the Lyminster and Crossbush Parish. Councillors Henry Jones, Mel Penycate and Stephen McAuliffe had given their agreement to take on this role.

Councillor Wallsgrove then proposed the recommendations which were seconded by Councillor Batley.

The Council

RESOLVED – That

- (1) To temporarily appoint Councillor Henry Jones to Ford Parish Council, to make it quorate and therefore fully functional, for six months; and
- (2) To temporarily appoint Councillors Mel Penycate and Stephen McAuliffe to Lyminster and Crossbush Parish Council to make it quorate and therefore fully functional, for six months.

Full Council - 31.05.23

18. ARRANGEMENTS FOR THE APPOINTMENT OF AN INTERIM HEAD OF PAID SERVICE AND CHIEF EXECUTIVE OFFICER

(Prior to the commencement of this item, both the Director of Environment and Communities and the Director of Growth left the meeting for the consideration of this item).

Prior to inviting the Leader of the Council to present this report the Chair referred Members to an additional appendix that had been provided to Members via the supplement pack published earlier in the day and emailed to all Councillors. This appendix contained additional and revised recommendations for Members to consider.

The Leader of the Council outlined that the report and appendix were in relation to the upcoming vacancy for the post of Head of Paid Services, and as this was the last day in post for the current Chief Executive and Head of Paid Service, James Hassett. The report explained that the Council was legally required to always have a Head of Paid Service in post. Due to the urgency of the situation, it was recommended that the Council's two Directors, Philippa Dart, Director of Environment and Communities and Karl Roberts, Director of Growth, be jointly appointed as Interim Head of Paid Service and Chief Executive.

Under the proposed arrangements both Directors would continue to have operational and line management responsibility for half of the organisation, in addition to full accountability for their decisions as Head of Paid Service and Chief Executive. It was not deemed to be practical to backfill any of their roles due to the timescales involved as Director posts would also require Member involvement. Essentially, the three most senior roles in the organisation would be carried out by two individuals until the start date of a new Chief Executive. It was for this reason that the remuneration arrangements had been confirmed in Appendix 1.

The report also clarified that the role of Returning Officer and Electoral Registration Officer would be undertaken jointly, and the recommendations were asking Members to confirm this.

Councillor Stanley emphasised that the decisions today were solely interim arrangements, with a permanent solution to follow with a formal process involving the Chief Executive's Recruitment and Selection Panel and The Chief Executive's Remuneration Committee, with both the Panel and the Committee having been appointed earlier in the meeting, and then ultimately Full Council.

Councillor Stanley then formally proposed the revised recommendations as set out in Appendix 1 to the report and these were seconded by Councillor Gunner.

The Council

RESOLVED – That

- (1) Philippa Dart, Director of Environment and Communities and Karl Roberts, Director of Growth, are jointly appointed as Interim Head of Paid Service and Chief Executive Officer until such time as the Council agrees alternative interim arrangements and/or a permanent replacement is in post. Should either of the individuals resign from the interim post the other one will continue until an alternative is agreed;
- (2) The remuneration for the interim post for each director will be the same as the current Chief Executive's salary, that is £126,925;
- (3) The Chief Executive's Recruitment and Selection Panel and the Chief Executive's Remuneration Committee are convened once their membership has been confirmed at the Annual Council Meeting on 31 May 2023, with their terms of reference set out in the Constitution; and
- (4) Philippa Dart, Director of Environment and Communities and Karl Roberts, Director of Growth, are jointly appointed as Returning Officer and Electoral Registration Officer until such time as the Council agrees alternative interim arrangements and/or a permanent replacement is in post. Should either of the individuals resign from the interim post the other will continue until an alternative is agreed.

(The meeting concluded at 6.37 pm)

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Arun District Council

REPORT TO:	Full Council – 19 July 2023
SUBJECT:	Extension of Appointment of Independent Person
LEAD OFFICER:	Daniel Bainbridge, Group Head of Law & Governance
LEAD MEMBER:	Councillor David Huntley, Chair of Standards Committee
WARDS:	All
CORPORATE PRIORITY / POLICY CONTEXT / CORPORATE VISION:	
<p>The Council must have in place three Independent Persons in order to support the functions of the Standards Committee and to ensure good governance within the authority.</p>	
DIRECTORATE POLICY CONTEXT:	
<p>The Group Head of Law & Governance is responsible for maintenance of the Constitution and advising the Standards Committee and Full Council in relation to matters concerning the Constitution and Members' Code of Conduct.</p>	
FINANCIAL SUMMARY:	
<p>The Independent Persons' allowances are set out within the Members' Allowances Scheme and no changes are proposed as a result of this report.</p>	

1. PURPOSE OF REPORT

- 1.1 This report seeks Full Council's approval of the extension of the appointment of one of the Council's Independent Persons under the Localism Act 2011.

2. RECOMMENDATIONS

It is recommended that the Council agrees to extend the appointment of John Thompson as an Independent Person up to and including 14 July 2024.

3. EXECUTIVE SUMMARY

- 3.1 Independent Persons are appointed for a maximum of four years, and the Council must have three Independent Persons in position at any time. John Thompson was appointed as an Independent Person in July 2019, with his term ending on 18 July 2023. Sandra Prail and John Cooke were appointed as Independent Persons in July 2020, with their terms ending on 14 July 2024.
- 3.2 It is necessary to extend Mr Thompson's appointment now in order for the Council to then undertake a full recruitment process for all three Independent Persons during 2023/24 for the next four-year terms.

4. DETAIL

- 4.1 Independent Persons are appointed for a maximum of four years, and the Council must have three Independent Persons in position at any time. John Thompson was appointed as an Independent Person in July 2019, with his term ending on 18 July 2023. Sandra Prail and John Cooke were appointed as Independent Persons in July 2020, with their terms ending on 14 July 2024.
- 4.2 The functions of the Independent Person set out in the Council's constitution are:
- a) They will have a consultative role when the Standards Committee or Assessment Panel makes decisions on complaints made against councillors.
 - b) They will be invited to meetings of the Standards Committee and may remain in meetings for all items to be considered unless they have a conflict of interest. Where they do, the Chair and Vice-Chair will have authority to decide if they may take part in the debate or request that they leave the meeting.
 - c) They will not be entitled to vote at or chair meetings.
- 4.3 Following confirmation from Mr Thompson in discussion with the Monitoring Officer that he would be happy to continue in the role until 14 July 2024, this report is being presented direct to Full Council in consultation with the Chair of Standards Committee, Councillor David Huntley. Ordinarily a report would be presented to the Standards Committee with a recommendation being made to Full Council by the Committee, but with the last meeting of the Committee having been in February 2023 and the next meeting post-dating Full Council this report is exceptionally being brought directly to Full Council.
- 4.4 Extension will enable the Standards Committee and Monitoring Officer to undertake the next scheduled recruitment process during 2023/24 with a view to fresh appointments being confirmed by Full Council at its meeting on 15 May 2024.
- 4.5 The Group Head of Law & Governance will in due course bring forward a report to the Standards Committee later in 2023 to commence that recruitment process.

5. CONSULTATION

- 5.1 Consultation has taken place with the Independent Persons and the Chair of the Standards Committee.

6. OPTIONS / ALTERNATIVES CONSIDERED

- 6.1 In accordance with the Standards Committee's Responsibility for Functions, the Council must have in place three Independent Persons to undertake the role of Independent Persons set out within Part 3 of the Constitution.

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

7.1 There are no financial implications associated with this report. The Members' Allowances Scheme prescribes the allowances for Independent Persons and no changes are proposed, and any changes would fall within the remit of the Independent Remuneration Panel and any future report it might present to Full Council.

8. RISK ASSESSMENT CONSIDERATIONS

8.1 None associated with this report.

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

9.1 The legal position is set out within the body of the report, with the statutory requirement under the Localism Act 2011 for the Council to appoint at least one Independent Person and the Constitution requiring three appointments.

10. HUMAN RESOURCES IMPACT

10.1 None associated with this report.

11. HEALTH & SAFETY IMPACT

11.1 None associated with this report.

12. PROPERTY & ESTATES IMPACT

12.1 None associated with this report.

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

13.1 None associated with this report.

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

14.1 None associated with this report.

15. CRIME AND DISORDER REDUCTION IMPACT

15.1 None associated with this report.

16. HUMAN RIGHTS IMPACT

16.1 None associated with this report.

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

17.1 None associated with this report.

CONTACT OFFICER:

Name: Daniel Bainbridge

Job Title: Group Head of Law & Governance

Contact Number: 01903 737607

BACKGROUND DOCUMENTS: None.

Public Document Pack Agenda Item 10

Subject to approval at the next Planning Policy Committee meeting

19

PLANNING POLICY COMMITTEE

8 June 2023 at 6.00 pm

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

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

Apologies: Councillors Harty

35. DECLARATIONS OF INTEREST

No declarations of interest were made.

36. MINUTES

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

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

The Chair confirmed that there were no urgent items to consider at this meeting.

38. PUBLIC QUESTION TIME

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

39. START TIMES

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

The Committee

RESOLVED

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

Planning Policy Committee - 8.06.23

40. FIRST HOMES LOCAL ALLOCATION POLICY

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

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

The Committee

RECOMMEND TO FULL COUNCIL – That

1. The 'Interim Affordable Housing Policy' statement (to accommodate First Homes Policy) be adopted to include the local connections criteria, as set out under paragraph 4.7;
2. Should the criteria be further updated by Housing and Wellbeing Committee on 20 June that delegated authority be given to Officers to amend the criteria in accordance with paragraph 4.8;
3. The amended policy be uploaded to the Council's website and reviewed annually.

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

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

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

The Committee

RECOMMEND TO FULL COUNCIL

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

42. INFRASTRUCTURE LEVY (IL) TECHNICAL CONSULTATION

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

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

The Committee

RESOLVED

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

43. ARUN LOCAL PLAN UPDATE

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which sought the Committee's agreement that the pause to the Arun Local Plan Update be lifted and that steps be taken to progress engagement on the plan preparation including the commissioning of evidence and initial consultation. The

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

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

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

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

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

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

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

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

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

The Committee

RECOMMEND TO FULL COUNCIL – That

1. The Council recommence the preparation of a Local Plan Update;
2. The Vision and Objectives (Appendix 1 and 2) be agreed in principle, subject to stakeholder engagement and public consultation as part of a 'Direction of Travel' document to be reported to this Committee in September, prior to commencing Regulation 18 Issues & Options in the spring 2024;
3. The Schedule of internal (Schedule A) and external (Schedule B) commissioned Projects (Appendix 3) be progressed to prepare the Local Plan update;

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4. The costs of £234,347 for the current financial year 2023/24, as identified in this report, be absorbed within the existing revenue budget and any overspend be reported to Members as part of the budget monitoring reports;
5. The Statement of Works Contract be approved as a departure from Standing Orders;
6. The plan period for the update be 2023 to 2041 but subject to updated land supply data, the start date (and potentially end date) may be rolled forward as necessary;
7. The 'Arun Housing Need Review' study be material evidence for the Local Plan Update;
8. Officers update the Local Development Scheme at the next Planning Policy Committee meeting for subsequent adoption by Full Council;
9. The Group Leaders write a joint letter to government about the current situation in Arun and the issues it was experiencing due to current planning policy.

44. A27 FORD ROAD SCHEME

Upon the invitation of the Chair, the Planning Policy Team Leader presented the report which provided an update on the A27 Ford Road Junction Feasibility Study prepared by West Sussex County Council. It was explained that the purpose of the study was to provide evidence to inform future discussions on the design of the A27 Arundel Bypass, future Local Plan reviews and funding applications, and had been commissioned following requests from stakeholders.

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

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

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

The Committee

RESOLVED

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

45. COMMUNITY INFRASTRUCTURE LEVY – LIGHT TOUCH UPDATE

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

The Committee

RESOLVED

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

46. COMMUNITY INFRASTRUCTURE LEVY – PARISH AND TOWN COUNCIL SPEND

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

47. COUNCIL VISION 2022-2023 ANNUAL REPORT

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

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

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

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

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

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

49. OUTSIDE BODIES

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

50. WORK PROGRAMME

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

(The meeting concluded at 7.44 pm)

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REPORT TO:	Planning Policy Committee, 8 June 2023
SUBJECT:	First Homes Local Allocations Policy
LEAD OFFICER:	Kevin Owen, Planning Policy & Conservation Manager
LEAD MEMBER:	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 'Interim Affordable Housing Policy' (to accommodate First Homes) statement update to accommodate local allocations criteria, will help promote wellbeing, housing and other needs while enhancing the quality of life in n a sustainable manner.</p>	
FINANCIAL SUMMARY:	
<p>There are no direct financial implications arising from this 'Interim Affordable Housing Policy' (to accommodate First Homes) amendment.</p>	

1. PURPOSE OF REPORT

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

2. RECOMMENDATIONS

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

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

3. EXECUTIVE SUMMARY

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

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

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

4. DETAIL

- 4.1. The 'Interim Affordable Housing Policy' (to accommodate First Homes) was approved in January 2022 (Background Paper 1). The statement requires that the council's affordable housing policies in the adopted Arun Local Plan 2018 must include 25% 'First Homes' as an affordable housing product within the affordable housing mix (in accordance with national policy).

- 4.2. The Affordable Housing Policy (AH SP4) in the adopted Arun Local Plan 2018 sets out a 30% affordable housing contribution on developments of 11 units or above. The 30% target includes a tenure split 75% rent and 25% intermediate housing. However, accommodating the First Homes 25% required by Government resulted in an amended tenure mix as follows:-

- 25% First Homes
- 8% Intermediate
- 67% Rent

- 4.3. The 25% First Homes requirement is a minimum which can be exceeded where there is supporting plan-based evidence that this would be viable, and affordable to eligible residents. Further to this, the Governments First Homes Policy sets out national house price thresholds and eligibility criteria. These are a minimum but can be also exceeded where there is local evidence.

- 4.4. The council's 'Interim Affordable Housing Policy' statement is, therefore, a transitional step, until an updated or new Local Plan policy can be prepared to accommodate First Homes.

- 4.5. National Planning Policy Guidance (PPG) sets out further guidance on the application of 'First Homes' policy. This includes arrangements for ensuring the product is sold to people who meet the local eligibility criteria and that the discount and other restrictions are passed on to successors in title (secured though s.106 and model legal restriction on title via the land registry).

- 4.6. The council's Housing Services are responsible for negotiating and securing the affordable housing mix contributed by housing developments via section 106 agreements. These are legal agreements with developers securing the percentage of affordable housing approved in any planning consent. To ensure that affordable housing is meeting the needs of Arun residents and people with a demonstrable

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

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

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

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

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

5. CONCLUSION

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

6. CONSULTATION

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

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

- 7.1. There are no comments.

8. RISK ASSESSMENT CONSIDERATIONS

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

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

- 9.1. There are no Governance or legal implications.

10. HUMAN RESOURCES IMPACT

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

11. HEALTH & SAFETY IMPACT

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

12. PROPERTY & ESTATES IMPACT

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

13. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

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

14. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

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

15. CRIME AND DISORDER REDUCTION IMPACT

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

16. HUMAN RIGHTS IMPACT

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

17. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

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

CONTACT OFFICER:-

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

BACKGROUND DOCUMENTS:

Background Paper 1: Minute 481 - First homes Policy
<https://democracy.arun.gov.uk/ieListDocuments.aspx?CId=141&MId=1605>

Background Paper 2: Affordable Rent Allocations Policy:-
[Allocations_Scheme_2014-amended-2018.docx \(live.com\)](#)

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

1. PURPOSE OF REPORT

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

2. RECOMMENDATIONS

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

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

3. EXECUTIVE SUMMARY

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

4. DETAIL

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

5. CONCLUSION

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

6. CONSULTATION

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

7. OPTIONS / ALTERNATIVES CONSIDERED

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

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

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

9. RISK ASSESSMENT CONSIDERATIONS

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

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

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

11. HUMAN RESOURCES IMPACT

11.1. There are no human resources implications.

12. HEALTH & SAFETY IMPACT

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

13. PROPERTY & ESTATES IMPACT

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

14. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

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

15. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

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

16. CRIME AND DISORDER REDUCTION IMPACT

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

17. HUMAN RIGHTS IMPACT

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

18. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

18.1. There are no implications.

CONTACT OFFICER:

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

BACKGROUND DOCUMENTS:

Application form and map

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

REPORT TO:	Planning Policy Committee- 8 June 2023
SUBJECT:	Arun Local Plan Update
LEAD OFFICER:	Kevin Owen (Team Leader Policy & Conservation)
LEAD MEMBER:	Chairman 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>The proposals in an update Arun Local Plan will help to promote joined up working with agencies and partners championing active healthy lifestyles through leisure, arts and culture, while meeting housing and other needs and enhancing the quality of the heritage, natural and built environments and promoting economic growth, in a sustainable manner.</p>	
FINANCIAL SUMMARY:	
<p>There are financial implications arising Local Plan Update which will need to be managed from within the existing departmental revenue budget as set out in the recommendation iv.</p>	

1. PURPOSE OF REPORT

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

2. RECOMMENDATIONS

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

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

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

3. EXECUTIVE SUMMARY

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

4. DETAIL

Background

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

The Need for the Local Plan Update

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

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

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

Vision and Objectives

4.13. The adopted Plan sets out an overarching Vision and Objectives which describe what the council wants to achieve and how to get there. This Vision and Objectives (V&O) is used to prepare and check that the Plan Update is delivering the Council's aspirations. A draft V&O was reported in February 2021 and delegated authority was given to the Head of Planning, Chair and Vice Chair and Portfolio holder to finalise the draft V&O, to ensure that it was concise and does not include excessive detail before being reported to Full Council.

4.14. The final refined V&O is attached in Appendix 1 reflects further work has been undertaken on the draft V&O to reflect additional information that has become available over the intervening period (see Appendix 2). which provides the framework for scoping the Plan Update i.e., what new supporting evidence is needed and approach to the Plan Update. The committee is reminded that the V&O is not policy specific and can only address the Council's future aspirations looking ahead at least 30 years (i.e., to 2053) where large scale development is envisaged (paragraph 22 National Planning Policy Framework). In addition, the V&O will be subject to stakeholder engagement and Sustainability Appraisal screening against other relevant national/global and local sustainability and corporate objectives and programmes.

Strategic Policies

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

Early Evidence work

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

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

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

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

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

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

Deferred Work

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

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

Current position

4.20. The decision to update the Local Plan was made in January 2020 (Background paper 1) although the update was paused in October 2021 and in June 2022. The pauses were to allow the signalled changes to the planning system to be understood. The National Planning Policy Framework (NPPF) is being updated under the Levelling Up and Regeneration Bill (LURB). The changes largely seek to reinforce the primacy of plans while clarifying circumstances for Local Plans to test housing need, speed up and reduce the burden of plan making with regard to the number of development management policies.

4.21. The consultation on the proposed changes to the NPPF were reported to this Committee in February 2023. While the outcome is yet to be reported by Government, the consultation did not propose significant changes to the likely housing requirement and the Council should proceed now with the certainty that this is the starting point.

4.22. The consultation on changes to the NPPF suggests that Plan preparation may be considered under the new plan making system if submitted for examination in the autumn 2024. The new system proposes that plans are simpler with fewer development management policies but a tighter preparation timetable. The Local Plan update publication and submission to examination is therefore, likely to continue according to a tight timescale (30 months) under the new system. However, the signalled changes do not prevent the resumption of the Local Plan update as the key questions around housing numbers, economy and supporting strategy are not significantly different under the current or new system. The details regarding design and development management policies can be focussed on Arun specific issues and adjusted before a draft plan is prepared early in 2024.

4.23. The council, therefore, needs to take a pragmatic approach to preparing the Local Plan get early basics done then review approach timetable (LDS) and trajectory re old vs new system and necessary evidence/procedures.

Next steps

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

Summer/Autumn 2023

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

Summer/Winter 2024

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

Spring to Summer of 2025

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

Spring – Winter 2026

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

Budget and Resourcing

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

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

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

5. CONCLUSION

5.1. The council now has an opportunity to progress an update to its Local Plan with confidence that preparation will be flexible enough to ensure it will be fit for purpose under the signalled new planning system. This will bring significant benefits in being able to tackle significant housing and infrastructure delivery issues in Arun incumbent with the current Local Plan and to ensure that scope for adverse appeal decisions is reduced in future.

5.2. A decision to recommence the local Plan update will necessitate an update to the Local Development Scheme (this is the council's plan making programme which it must adopt and publish and monitor). The LDS is a document to inform all stakeholders including the Planning Inspectorate about resources and the plan making timetable and progress in Arun. This enables stakeholder resources to be aligned e.g. an Inspector allocated for examination for example. The Statement of Community Involvement (SCI) may also need updating. These matters will be reported to the next meeting in September 2023.

5.3. The plan making budget and supplementary estimate reflect the typical global cost of plan making but at a time of rising inflation it is necessary to ensure that contingency is built in. At the same time the simplification of some aspects of the plan making system may mean that there are savings from the projected budget. This committee will be regularly update on the financial position and progress.

6. CONSULTATION

6.1. No external consultations have been undertaken.

7. OPTIONS / ALTERNATIVES CONSIDERED

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

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

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

9. RISK ASSESSMENT CONSIDERATIONS

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

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

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

11. HUMAN RESOURCES IMPACT

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

12. HEALTH & SAFETY IMPACT

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

13. PROPERTY & ESTATES IMPACT

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

14. EQUALITIES IMPACT ASSESSMENT (EIA) / SOCIAL VALUE

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

15. CLIMATE CHANGE & ENVIRONMENTAL IMPACT/SOCIAL VALUE

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

16. CRIME AND DISORDER REDUCTION IMPACT

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

17. HUMAN RIGHTS IMPACT

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

18. FREEDOM OF INFORMATION / DATA PROTECTION CONSIDERATIONS

18.1. There are no implications.

CONTACT OFFICER:

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

BACKGROUND DOCUMENTS:

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

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

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

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

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

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

Background Paper 4 – Minute 773 Appeal Performance & Cost 2022

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

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

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

Appendix 1 Arun Vision and Objectives

Vision

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

Objectives

Economy & Infrastructure

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

Place making and travel

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

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

Environment

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

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

United Nations Sustainability Goals

LP Group Heading	Greenspace & Environment	Arts, Culture & Heritage	Economy	Health & Wellbeing	Living & Housing	Getting Around	Education & Learning	Infrastructure	community
UN Sustainability Goal Page 49									
ADC Corporate Vision									
ADC Strategic themes	Supporting our environment to support us	Improving the wellbeing of Arun	Fulfilling Arun’s economic potential	Improving the wellbeing of Arun	Delivering the right homes in the right places	Supporting our environment to support us	Fulfilling Arun’s economic potential		

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

Arun Vision for the Local Plan Update

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

UN Sustainability Goals	Greenspace & Environment	Arts, Culture & Heritage	Economy	Health & Wellbeing	Living & Housing	Getting Around	Education & Learning	Infrastructure	community
Local Plan Vision & UN Goals Match Page 51	higher quality of life for all...	Local people will enjoy rich heritage, diverse culture and leisure...	secure local food & energy production...	higher quality of life for all.	quality designed places...	focussed in centres and accessible and sustainable locations...	range of skilled and higher-paying jobs; modern learning opportunities...	modern learning opportunities...	all generations will live securely...
	quality designed places... safe from flooding and resilient to the impacts of a changing climate... proximity to open rural environments... Greener diverse and	rich heritage, diverse culture and leisure...	greener, diverse and regenerated economy... range of skilled and higher-paying jobs; modern learning opportunities progress towards achieving net-zero	By living in quality designed places, safe from flooding and resilient to the impacts of a changing climate... all generations will live securely in	convenient, accessible healthcare, transport and secure local food & energy production... focussed in centres and accessible and sustainable locations...	convenient, accessible healthcare, transport and secure local food & energy production... accessible and sustainable locations	convenient, accessible healthcare, transport and secure local food & energy production...	convenient, accessible healthcare, transport and secure local food & energy production...	Local people will enjoy rich heritage, diverse culture and leisure... convenient, accessible healthcare, transport and secure local food & energy production...

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

Brief setting Out Project Requirements

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

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

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

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

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

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

Budget

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

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

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

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

Year 1 2023/24 projected spend of £463,430 less Year 1 residual budget projects a potential overspend of £234,347 which needs to be managed within existing budget, savings, efficiencies and update of the Mid Term Financial Strategy. Going forward, the

remaining budget requirement of £618,350 for Years 2-4 is to be apportioned as above, will take the same approach.

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

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

Year 1: 2023/24

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

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

Prepare and Commission Arun Statement of Works Contract for Local Plan Update			
Tasks			Internal Purchaser
			Planning Policy Team
Draft Invitation to Tender	May		
Issue ITT	June		
Score Methodology and Gantt	July		

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

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

High level Objectively Assessed Need scenarios for the Local Plan Update			
Tasks			Internal Planning Policy Team (Purchaser)
Draft Brief	March 2023		✓

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

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

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

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

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

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

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

Year 3: 2025/26

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

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

Year 4: 2026/27

Sustainability Appraisal/SEA/HRA (Final Report and Adoption Statement)			
Tasks			Internal Planning Policy Team (Purchaser) Contract
Draft Brief			Included Phase 1
ITT Tender			Included Phase 1
Score Methodology and Gantt			Included Phase 1
• Inception			Included Phase 1
Deliverables:-			

• Screening Adoption Draft of Regulation 19 Publication DPD s			
Draft Report	Dec		
Planning Policy Committee recommendation to Adopt	December		
Output: Final EA Report and Adoption Statement	Jan 2027	£10,000	

External Provider Projects

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

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

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

Year 1: 2023/24

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

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

<ul style="list-style-type: none"> 1 x Dedicated Principal Consultant FTE in office 			PPO salary saving circa £40k
Sub total 2024/25		£85,500	
Deliverables			
<ul style="list-style-type: none"> Lead consultant (Part time) Project Management of Schedule B package of Evidence Studies Progress meetings Assist in consultation response analysis Budget spend 1 x Dedicated Principal Consultant FTE in office 	April 2025 March 2026	£25,500	Assumes 10 months (i.e. less 6 -7 weeks holidays etc) and 5 days/week PPO
		£100,000	Part offset by Vacant PPO salary saving circa £40k
Sub total 2025/26		£85,500	
Deliverables			
<ul style="list-style-type: none"> Lead consultant (Part time) Project Management of Schedule B package of Evidence Studies Topic/Background Papers Matter Statements Examination hearings Progress meetings Budget spend monitor 1 x Dedicated Principal Consultant FTE in office 	April 2026 October 2026	£17,850	Assumes 7 months to close Examination and 3 days/week PPO
		£42,000	Offset by Vacant PPO salary saving circa £40k
Sub total 2026/27		£19,850	
Output: Itemised Tasks completed leading to Local Plan Adoption	October 2026 2024	£206,150	

HEDNA (Housing Economy Development Needs assessment)			
Tasks			External provider
			Commission as part of Statement of Works Contract
Draft Brief	Sept 2023		
ITT Tender	Oct		
Score Methodology and Gantt	Nov		
Inception	Nov		
Deliverables:-			
<ul style="list-style-type: none"> Housing and Employment Balance (Quanta), Commuting, Population projections, OAN special 		£25,000	

needs*			
• Strategic housing Market Update		£10,000	
• Functional economic Market Area employment forecasts and Travel to Work		£38,000	
• Affordable housing target and tenure split (e.g. first Homes); and Special needs (elderly, students, disability, private rented*)		£10,000	
Draft Study	April 2024		
Output: Final HEDNA Report	June 2024	£83,000	

Climate Change – Design Standards			
Tasks			External provider
			Commission as part of Statement of Works Contract
Draft Brief	Sept 2023		✓
ITT Tender	Oct		
Score Methodology and Gantt	Nov		
Inception	Nov		
Deliverables:-	Nov-June		
• Carbon Neutral Target			
• Carbon policies			
• Energy efficiency			
• Renewables			
• Climate change resilience			
Draft Study	April 2024		
Output: Final HEDNA Report	June 2024	£30,000	

Placemaking (20-minute communities) Urban Capacity			
Tasks			External provider
			Commission as part of Statement of Works Contract
Draft Brief	Sept 2023		
ITT Tender	Oct		
Score Methodology and Gantt	Nov		
Inception	Nov		
Deliverables	Nov-June		
• Spatial strategy			
• Density and accessibility			
Draft Study	April 2024		
Output: Final Study	June 2024	£25,000	

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

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

Arun A27 Capacity			
Tasks			External provider
			Commission as part of Statement of Works Contract
Draft Brief	Sep 2023		
ITT Tender	Nov		
Score Methodology and Gantt	Dec		
Inception	Dec		
Deliverables:-			

<ul style="list-style-type: none"> • A27 Capacity Constraints • Mitigation • Funding options 			
Draft Study	April 2024		
Output: Final Report	June 2024	£30,000	

Year 2: 2024/25

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

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

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

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

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

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

Infrastructure Development Plan (Phase 1)			
Tasks			External provider

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

Water Cycle Strategy (including WwTW Headroom Capacity)

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

Regulation 18 Public Consultation Draft Local Plan (Development Plan Document)

Tasks			External provider Commission as part of Statement of Works Contract
Methodology Statement	May 2024		Agree with Policy Team. Use Reg 18 Issues & Options/direction of Travel consultation responses to shape development options
Officer Review	May		

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

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

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

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

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

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

Year 4: 2026/27

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

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

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

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

Terms and conditions to be attached during procurement.

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