

## Appendix 3: Local Plan Update Projects Delivery Schedules

### Brief setting Out Project Requirements

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

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

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

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

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

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

### Budget

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Year 2: 2024/25**

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

### Year 3: 2025/26

<b>Sustainability Appraisal/SEA/HRA First Environmental Report</b>			
<b>Tasks</b>			<b>Internal</b> Planning Policy Team (Purchaser)
Draft Brief			Included Phase 1
ITT Tender			Included Phase 1
Score Methodology and Gantt			Included Phase 1
<ul style="list-style-type: none"> <li>Inception</li> </ul>			Included Phase 1
Deliverables:- <ul style="list-style-type: none"> <li>Reasonable alternatives</li> <li>Justified Development Strategy</li> <li>Policies review/mitigation</li> </ul>			To develop the Draft DPD for consultation
Output: First Environmental Report	<b>Feb/March 2025</b>	<b>£15,000</b>	

<b>Sustainability Appraisal/SEA/HRA (Second Environmental Report)</b>			
<b>Tasks</b>			<b>Internal</b> Planning Policy Team (Purchaser)
Draft Brief			Included Phase 1
ITT Tender			Included Phase 1
Score Methodology and Gantt			Included Phase 1
<ul style="list-style-type: none"> <li>Inception</li> </ul>			Included Phase 1
Phase 2 Start	<b>March 2025</b>		
Deliverables:- <ul style="list-style-type: none"> <li>Screening Policy changes of Regulation 19 Publication DPD s</li> </ul>			
Draft Report	July/Aug		
Output: Second Environmental Report	<b>Oct/Nov 2025</b>	<b>£30,000</b>	

### Year 4: 2026/27

<b>Sustainability Appraisal/SEA/HRA (Final Report and Adoption Statement)</b>			
<b>Tasks</b>			<b>Internal</b> Planning Policy Team (Purchaser) Contract
Draft Brief			Included Phase 1
ITT Tender			Included Phase 1
Score Methodology and Gantt			Included Phase 1
<ul style="list-style-type: none"> <li>Inception</li> </ul>			Included Phase 1
Deliverables:- <ul style="list-style-type: none"> <li>Screening Adoption Draft of Regulation 19 Publication DPD s</li> </ul>			

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



## External Provider Projects

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

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

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

**Year 1: 2023/24**

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

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

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

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

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

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

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

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

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

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

**Arun A27 Capacity**

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

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

**Year 2: 2024/25**

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

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

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

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

<b>Coastal Change Management Area (CCMA)</b>			
<b>Tasks</b>			<b>External provider</b>
			Commission as part of Statement of Works Contract
Draft Brief	<b>May 2024</b>		Agree with Policy Team & Engineers
ITT Tender	May		
Score Methodology and Gantt	June		Agree with Policy Team & Engineers
Inception	June		
Deliverables:- <ul style="list-style-type: none"> <li>• Coastal Change Map areas at risk of flooding e.g. Pagham</li> <li>• Permitted Development Regime for affected area</li> </ul>			
Draft Study	Jan 2025		
<b>Output:</b> Final Phase 2 Transport Report	<b>Feb 2025</b>	N/A	(Engineers £30,000 Budget)

<b>Landscape Assessment</b>			
<b>Tasks</b>			<b>External provider</b>
			Commission as part of Statement of Works Contract
Draft Brief	<b>May 2024</b>		Agree with Policy Team
ITT Tender	May		
Score Methodology and Gantt	June		Agree with Policy Team
Inception	June		
Deliverables:- <ul style="list-style-type: none"> <li>• Landscape character Assessment update</li> <li>• Mitigation</li> </ul>			
Draft Study	March 2025		
<b>Output:</b> Final Phase 2 Transport Report	<b>April 2025</b>	<b>£10,000</b>	

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

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

#### Water Cycle Strategy (including WwTW Headroom Capacity)

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

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

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



Development Strategy Options  <ul style="list-style-type: none"> <li>Officer review</li> <li>Member workshops</li> </ul>	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"> <li>Strategic Policies</li> <li>DM Policies</li> <li>Policies Map</li> </ul>	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"> <li>Draft Local Plan</li> <li>Strategic and Local policies</li> <li>Policies Map</li> <li>Notices</li> <li>Analysis and summary of representations</li> <li>Schedule of Minor and Major Mods</li> </ul>			
<b>Output:</b> Final Reg 18 DPD	<b>April 2025</b>	<b>£12,500</b>	25 extra days daily rate at Consultancy PPO + SWC

**Year 3: 2025/26**

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

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

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

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

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

#### Year 4: 2026/27

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

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

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

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

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