

## 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 Adoption Statement | £10,000           |
| <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; Polices 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/<br/>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> | Autumn 2023<br>Summer 2026<br><br>Sept 2023<br>Aug 2024<br><br>Summer 2025<br>Summer 2026 |            |              |
| <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 Standard Housing Methodology</li> <li>• PAS advice</li> <li>• NPF/LURB implications</li> </ul> | April    |        | ✓ |
| Inception   | April    |        | ✓ |
| Draft Study   | May      |        | ✓ |
| Output: high level Strategic Housing Market Assessment for Planning Policy Committee<br>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</li> </ul> | July- Sept 2023 |  | To be agreed with Policy commissioning team      |

|   |                  |                |  |
|---|------------------|----------------|--|
| bodies <ul style="list-style-type: none"> <li>• Scoping Local Plan Vision and Objectives with statutory bodies</li> <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<br>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                         |
|   |                     |            |                                      |

## 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><br>Planning Policy Team<br>(Purchaser) |
| Draft Brief   |                       |                | Included Phase 1                                       |
| ITT Tender  |                       |                | Included Phase 1                                       |
| Score Methodology and Gantt   |                       |                | Included Phase 1                                       |
| • Inception   |                       |                | Included Phase 1                                       |
| Deliverables:-<br>• Reasonable alternatives<br>• Justified Development Strategy<br>• Policies review/mitigation |                       |                | 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><br>Planning Policy Team<br>(Purchaser) |
| Draft Brief  |                     |                | Included Phase 1                                       |
| ITT Tender   |                     |                | Included Phase 1                                       |
| Score Methodology and Gantt  |                     |                | Included Phase 1                                       |
| • Inception  |                     |                | Included Phase 1                                       |
| Phase 2 Start  | <b>March 2025</b>   |                |  |
| Deliverables:-<br>• Screening Policy changes of Regulation 19<br>Publication DPD s |                     |                |  |
| 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><br>Planning Policy Team<br>(Purchaser) Contract |
| Draft Brief   |  |  | Included Phase 1  |
| ITT Tender  |  |  | Included Phase 1  |
| Score Methodology and Gantt   |  |  | Included Phase 1  |
| • Inception   |  |  | 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> |  |
|   |                 |                |  |



|   |                            |                                     |   |
|---|----------------------------|-------------------------------------|---|
| <ul style="list-style-type: none"> <li>1 x Dedicated Principal Consultant FTE in office</li> </ul>  |                            |                                     | PPO salary saving circa £40k  |
| <b>Sub total 2024/25</b>  |                            | <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<br>March 2026   | £25,500<br><br><br><br><br>£100,000 | Assumes 10 months (i.e. less 6 -7 weeks holidays etc) and 5 days/week PPO<br><br><br><br><br>Part offset by Vacant PPO salary saving circa £40k |
| <b>Sub total 2025/26</b>  |                            | <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<br>October 2026 | £17,850<br><br><br><br><br>£42,000  | Assumes 7 months to close Examination and 3 days/week PPO<br><br><br><br><br>Offset by Vacant PPO salary saving circa £40k                      |
| <b>Sub total 2026/27</b>  |                            | <b>£19,850</b>                      |   |
| <b>Output:</b> Itemised Tasks completed leading to Local Plan Adoption  | October 2026<br>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</li> </ul> |                  | <b>£25,000</b> |   |

|   |                  |                |  |
|---|------------------|----------------|--|
| 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       |                |  |
| <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:-                           | Nov-June         |                |   |
| • Carbon Neutral Target                  |                  |                |   |
| • Carbon policies                        |                  |                |   |
| • Energy efficiency                      |                  |                |   |
| • Renewables                             |                  |                |   |
| • Climate change resilience              |                  |                |   |
| 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  | Nov-June         |                |   |
| • Spatial strategy  |                  |                |   |
| • Density and accessibility                               |                  |                |   |
| Draft Study   | April 2024       |                |   |
| <b>Output:</b> Final Study                                | <b>June 2024</b> | <b>£25,000</b> |   |
|   |                  |                |   |

| <b>Retail Vitality and Health Check</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   | Nov-June         |                |   |
| <ul style="list-style-type: none"> <li>Town, Local Centre high street Vitality and Health check</li> </ul> |                  |                |   |
| Draft Study  | April 2024       |                |   |
| <b>Output:</b> Final Study   | <b>June 2024</b> | <b>£15,000</b> |   |
|  |                  |                |   |

| <b>Arun Transport Model Phase 2 -Transport Assessment - Scenario ATS model runs: baseline uncertainty log, local plan forecast am/pm peak methodology</b> |                  |                |   |
|---|------------------|----------------|---|
| <b>Tasks</b>  |                  |                | <b>External provider</b>  |
|   |                  |                | Phase 1 A259 District Model Completed.<br><br>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> |   |
|   |                  |                |   |

| <b>Arun A27 Capacity</b>    |                 |  |   |
|-----------------------------|-----------------|--|---|
| <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> <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><br><br>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><br><br>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><br><br>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<br>£10,000<br>£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><br><br>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><br><br>Commission as part of Statement of Works Contract  |
| Methodology Statement | <b>May 2024</b> |  | Agree with Policy Team.<br><br>Use Reg 18 Issues & Options/direction of Travel consultation responses to shape development options |
| Officer Review        | May             |  |  |

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

#### Year 4: 2026/27

| <b>Regulation 19 Publication Plan (DtC, Legal, Soundness) Consultation</b>  |                 |  |  |
|---|-----------------|--|--|
| Tasks   |                 |  | <b>External provider</b><br>Commission as part of Statement of Works Contract    |
| Methodology Statement   | <b>Aug 2025</b> |  | Agree with Policy Team.<br><br>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>  |
| Methodology Statement   | <b>June 2025</b> |  | Commission as part of Statement of Works Contract<br>Agree with Policy Team.<br>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<br><br>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.**