

ARUN DISTRICT COUNCIL
LOCAL DEVELOPMENT SCHEME
2018 – 2021



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1. Introduction

- 1.1 This is the Local Development Scheme (LDS) for the period 2018-2021. The scheme has been prepared in conformity with the Planning and Compulsory Purchase Act 2004 (The Act), as amended by section 111 of the Localism Act 2011. The local planning authority must resolve that the scheme is to have effect and specify the date from which it will do so.
- 1.2 The Act (as amended by the Localism Act 2011) states that a Local Development Scheme must specify:-
- The local development documents which are to be development plan documents;
 - The subject matter and geographical area to which each development plan document relates;
 - Which development plan documents, if any, are to be prepared jointly with one or more other local planning authorities;
 - Any matter or area in respect of which the authority has agreed (or proposes to agree) to the constitution of a joint committee [with other local planning authorities]; and
 - The timetable for the preparation and revision of the development plan documents.
- 1.3 The LDS therefore, sets out the current Development Plan and introduces the scope and timeframe for preparing the emerging local Development Plan Documents (DPDs), which will form the Development Plan.

Recent Changes to the Planning System

- 1.4 The Local Plan must be prepared in accordance with the National Planning Policy Framework (NPPF) which was revised and published in July 2018. The NPPF must also be read alongside Planning Policy for Traveller Sites which was published in March 2012 and the Planning Practice Guidance, published in March 2014.
- 1.5 The Localism Act 2011 allows for communities to draw up Neighbourhood Development Plans. In Arun's Local Planning Authority Area, there are currently (as of March 2018) 17 Neighbourhood Development Plans (NDPs) being produced in accordance with the Neighbourhood Planning (General) Regulations 2012. Of this number, 15 have been formally adopted ('made') by Arun District Council. Once NDPs are adopted ('made'), they will sit beside the Arun Local Plan and become part of the statutory Development Plan which guides decision making in the district.
- 1.6 The Community Infrastructure Levy (CIL) Regulations came into force in 2010. The council is currently considering preparing a CIL

charging schedule based on updated viability evidence which if CIL proceeds will set a charge upon development taking place in the district.

2. Arun District Council's Development Plan

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

- Arun Local Plan 2018
- West Sussex Joint Minerals Local Plan 2018 (i.e. prepared by West Sussex County Council and South Downs National Park Authorities)
- West Sussex Waste Local Plan (2014)
- Made Neighbourhood Development Plans:
 - Aldingbourne
 - Angmering
 - Arundel
 - Barnham & Eastergate
 - Bersted
 - Bognor Regis
 - Climping
 - East Preston
 - Felpham
 - Ferring
 - Kingston
 - Littlehampton
 - Rustington
 - Walberton
 - Yapton

Arun Local Plan (2011-2031)

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

West Sussex Minerals Local Plan 2003

2.3 The West Sussex Joint Minerals Local Plan (JMLP), which was adopted in July 2018, ensures the supply of minerals to at least 2033. It sets out the vision, objectives and strategy for mineral land-use planning in West Sussex, and provides 10 strategic policies and 15

Development Management polices to provide a policy framework for determining mineral planning applications. It also sets out minerals safeguarding areas and facilities, and site allocations for minerals development. The JMLP replaces any saved policies and development management decisions must accord with the statutory development plan for West Sussex unless material circumstances indicate otherwise. The JMLP can be found on the West Sussex County Council web site:-

www.westsussex.gov.uk/mwdf.

The West Sussex Waste Local Plan

- 2.4 The West Sussex Waste Local Plan (WLP) (2014) was adopted on 11th April 2014. It sets the vision, objective and strategy for waste planning in West Sussex until 2031. It includes Use-Specific Policies, Development Management Policies and Waste Site Allocation policies. The allocation policies aim to ensure there is sufficient capacity to meet identified shortfalls in transfer, recycling and recovery capacity across the county. The WLP includes two strategic sites within Arun District at Hobbs Barn, near Climping and Site north of Wastewater Treatment Works, Ford. These are included on the Arun Local Plan Policies Maps.

Neighbourhood Development Plans

- 2.9 There are 15 Neighbourhood Development Plans within the Arun District that have been adopted. These give communities the power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. They include the location of new homes, shops and offices. They influence what those new buildings should look like and inform what infrastructure should be provided. the Ford Neighbourhood Plan has recently passed referendum and is due to be made following Full Council resolution on 9th January 2019.

3. Emerging Plans

Gypsy and Traveller and Travelling Showpeople Site Allocations Development Plan Document

- 3.1 The LDS 2014-2017 explains that the Arun Local Plan 2011-2031 (referred to as ALP) will include site allocations, development management policies and Gypsy and Traveller policies for the whole of the Arun Local Planning Authority Area (i.e. excluding that part of the South Down National Park planning authority area which falls within Arun District) . However, during preparation and examination of the Local Plan it became clear that the evidence timetable was delayed and that further site evidence work would be required. As a consequence it was agreed that a separate Gypsy & Traveler Development Plan Document would need to be prepared for the Arun Local Planning Authority area. The adopted ALP 2018 therefore provides an overview

of the current status of the evidence base including the Gypsy and Traveller and Travelling Showpeople Accommodation Assessment and Sites Study. It explains that it was considered appropriate and in accordance with national planning guidance, that ADC would work with the coastal West Sussex authorities (Worthing Borough and Adur District and Chichester District), the South Downs National Park Authority and West Sussex County Council to develop a joint evidence base.

- 3.2 It is important however, that the Gypsy and Traveller and Travelling Showpeople Sites Allocation DPD is prepared closely following the adoption of the ALP 2018 to ensure that it meets the requirements of the Planning for Traveller Sites Policy (August 2015). Further details regarding the timetable for the preparation of this DPD is provided in **Appendix 1**.

Non-Strategic Site Allocations Development Plan Document

- 3.3 The ALP 2018 (with Main Modifications) was adopted by the District Council in July 2018. Whilst the Local Plan sets out the strategic pattern of growth and development in the whole district for the Arun District Local Planning Authority area (i.e. excluding that part of the South Down National Park planning Authority area which falls within Arun District) until 2031, it also identifies that further development is required to be identified. The ALP 2018 includes a commitment to provide at least 1,250 dwellings in a separate Non-Strategic Sites DPD (NSSDPD) which will also cover the Arun Local Planning Authority area, supplemented with any new or updated Neighbourhood Development Plans.
- 3.4 The NSSDPD will allocate sites in accordance with the ALP 2018 development strategy and set a housing target for any Neighborhood Plans where appropriate. The location of these will be based upon the location strategy as defined in the ALP 2018, and the number of Neighbourhood Plans being reviewed.
- 3.5 The NSSDPD will allocate land for residential development that is classified as 'Non-strategic'. A strategic allocation is defined within the ALP as one being 300 dwellings or more. Therefore, this DPD will identify sites under that threshold although depending on circumstances it may be appropriate for some sites to be included which may deliver a housing yield above this benchmark.
- 3.6 The Council and Neighborhood Planning Groups will use the Housing & Economic Land Availability Assessment (HELAA) as a source of evidence to identify Non-Strategic sites to be allocated either through Neighbourhood Plans and/or the Non-Strategic Sites Allocations DPD. This will give the Council more control over allocating small sites within the Plan period.
- 3.7 The Council commenced work on the Non-Strategic Sites Allocation

Document immediately on adoption of the Arun Local Plan. The DPD will be prepared alongside the review of those Neighbourhood Development Plans where there has been a commitment to do this.

4. Supporting Documents

Supplementary Planning Documents

- 4.1 As well as programming work on the DPDs, the council may also choose to prepare SPDs. The SPDs do not have the status of DPDs but would be the subject of consultation and, once adopted, would form part of the LDF. Under the Planning Act 2008 there is no need for SPDs to be included within the LDS.

CIL Charging Schedule

- 4.2 The Local Plan identifies what infrastructure is needed within the District over the lifetime of the Plan, when it will be provided and how much it will cost. This is set out within the Infrastructure Delivery Plan (IDP)
- 4.3 The Community Infrastructure Levy (CIL) Regulations were introduced in April 2010 and allow charging authorities to set a charge on development in order to fund the infrastructure identified through the Infrastructure Delivery Plan (IDP). To ensure that the charging schedule is based upon the infrastructure requirements identified within the adopted ALP 2018, preparation of the CIL charging schedule follows the adoption of the ALP 2018. However, it should be noted that the CIL charging schedule, once adopted, will not form part of the development plan. Furthermore, a decision on preparation and a timetable the CIL charging schedule is yet to be agreed by the Council's Planning Policy Sub-Committee. Once a timetable has been agreed, it will be published on the ADC website

Statement of Community Involvement

- 4.4 The Statement of Community Involvement sets out the Councils process for undertaking consultation on both planning policy documents and as part of the Development Control process.
- 4.5 The SCI was last reviewed in 2012, and is being amended in 2018 to take in to account amendments to legislation. When the revised SCI is adopted, all forthcoming consultations must be carried out in accordance with that version of the SCI.

5. Process and Procedures

Resources

- 5.1 The Planning Policy and Conservation Team (3 FTE + 4 PT) are leading the production of the Local Plan and supporting DPDs and the CIL charging schedule. It will be necessary to fill vacancies arising as a priority and at particular times to employ consultants, where time constraints require it, or to produce work for which specialist expertise is required. It may also be necessary at particular times to draw in staff from other parts of the council to help with particular pieces of work.
- 5.2 A project management approach is being employed in the preparation of the documents listed above to ensure that the timescales set out in this document are met. This will enable the continual review of all of the risks associated with delivery and the effective management of resources. A risk assessment is provided in **Appendix 2**.

Monitoring and Review

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

Reviewing the Local Development Scheme

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

APPENDIX 1 – Development Plan Document (DPD) Profiles

Non-Strategic Site Allocation Development Plan Document		
Geographical Area	All parts of Arun District excluding that part within the South Downs National Park Boundary	
Subject to Independent Examination	Yes	
Produced jointly with other authorities	No, although Parish and Town Council's may wish to assist and update their NPs accordingly	
Timetable	Regulation 18(1) consultation	Summer 2019
	Regulation 18(2) consultation	Winter 2019/2020
	Pre-Submission Publication. Regulation 19	Spring/Summer 2020
	Submission	Autumn 2020
	Examination	Autumn/Winter 2020
	Inspector's Report Received	Spring 2021
	Adoption	Spring 2021
Resources	The document will require significant input from the Planning Policy Team and officers from other Council Departments	
Review	Once adopted, the policy and delivery strategy will be monitored in the Authority Monitoring Report	

CIL Charging Schedule (provisional pending decision of Planning Policy Sub-Committee)		
Geographical Area	Arun District but excluding that part within the South Downs National Park Boundary	
Subject to Independent Examination	Yes	
Produced jointly with other authorities	No	
Timetable	Evidence preparation	Summer 2018
	Preliminary Draft Charging Schedule consultation	Winter 2018
	Consultation on Draft Charging Schedule	Spring 2019
	Submit Final Charging Schedule	Summer 2019
	Examination	Autumn 2019
	Inspector's Report Received	Winter 2019
	Adoption	Spring 2020
Resources	The document will require significant input from the Planning Policy Team and officers from other Council Departments	
Review	Once adopted, the policy and delivery strategy will be monitored in the Authority Monitoring Report	

Gypsy and Traveller Sites DPD

The Gypsy and Traveller and Travelling Showpeople Sites DPD will identify a supply of specific deliverable sites sufficient to provide five years' worth of sites, to meet the locally set target which is underpinned by the Gypsy and Traveller Accommodation Assessment (GTAA). This will include provision for public and private sites. The DPD will also identify a supply of specific developable sites or broad locations for growth, for year's six to ten and years eleven to fifteen of the plan period.

It is important that the preparation of the DPD is carried out alongside, or closely following the Local Plan to ensure that the Council is meeting the objectively assessed requirements for Traveller sites.

Geographical Area	Arun District but excluding that part within the South Downs National Park Boundary	
Subject to Independent Examination	Yes	
Produced jointly with other authorities?	No, although related background evidence has been produced jointly with the Coastal West Sussex authorities and West Sussex County Council. The approach for transit provision has been agreed countywide.	
Timetable	Regulation 18 (1) consultation	Summer 2019
	Reg 18 (2) draft plan consultation	Winter 2019
	Pre-Submission publication. Regulation 19	Spring 2020
	Submission	Summer 2020
	Examination	Autumn/Winter 2020
	Inspector's Report Received	Winter 2020/Spring 2021
	Adoption	Spring 2021
Resources	The document will require significant input from the Planning Policy Team and officers from other Council Departments	
Review	Once the Gypsy and Traveller and Travelling Showpeople Sites DPD is adopted, the policy and delivery strategy will be monitored annually in the Authority Monitoring Report	

APPENDIX 2 - Risk Assessment

High to Low 1-12	Risk	Impact	Actions
1	Elections cause delays in decision making	<ul style="list-style-type: none"> - Causes slippage in programme - Possible change in emphasis in document 	<ul style="list-style-type: none"> - Ensure that timetable is flexible to change. Plan Local Plan Preparation around processes external to Planning Policy Team
2	Loss/recruitment difficulties - key staff	Slippage in programme	<ul style="list-style-type: none"> - Recruit to vacant posts as quickly as possible
3	Updates to evidence base studies and new reports undertaken by external specialists are delayed or take longer than anticipated.	<ul style="list-style-type: none"> - Causes slippage in programme - Sections of the Local Plan cannot be completed due to lack of evidence. 	<ul style="list-style-type: none"> - Ensure briefs for consultants are clear and hold regular project progress meetings. - Set clear deadlines for consultants
4	Policy Team required to do other unforeseen work, including additional appeals/work on other corporate projects	<ul style="list-style-type: none"> - Diverts team from LDF causing a slippage in programme 	<ul style="list-style-type: none"> - Local Plan made a corporate priority and other work minimised - Consider additional resources/using staff from other departments
5	Lack of in-house skills for specialised areas of policy work/Sustainability Appraisals/background studies	<ul style="list-style-type: none"> - Slow progress causing a slippage in programme - Objectives on quality compromised - Evidence base is challenged/undermined 	<ul style="list-style-type: none"> - Ensure financial resources available to commission work - Take prompt action to fill vacancies - Ensure working arrangements between teams are clear.

6	Volume of work greater than anticipated e.g. on submitted representations	- Causes slippage in programme	<ul style="list-style-type: none">- Ensure timetable is realistic but has some flexibility built in- Monitor progress against LDS- Consider additional resources
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High to Low 1-12	Risk	Impact	Actions
7	Insufficient budget provision to finance the project	<ul style="list-style-type: none"> - Work slips or cannot be progressed - Objectives on quality compromised 	<ul style="list-style-type: none"> - Budget and spending to be kept under review
8	Local Plan programme too ambitious	<ul style="list-style-type: none"> - Key milestones in programme not met and Housing and Planning Delivery Grant reduced 	<ul style="list-style-type: none"> - Ensure LDS is realistic - Monitor progress against LDS and amend if necessary - Prioritise Non-Strategic Site Allocations DPD and G&T DPD
9	Planning Inspectorate unable to meet the timescale for examination and reporting	<ul style="list-style-type: none"> - Examination and/or report is delayed - Key milestones in programme not met 	<ul style="list-style-type: none"> - Close liaison with the Planning Inspectorate to ensure early warning of any problems (e.g. consultation on LDS) - Maintain up to date Service Level Agreements with the Inspectorate
10	Local Plan fails test of "soundness"	<ul style="list-style-type: none"> - DPD has to be withdrawn and further work undertaken for resubmission - Progress on other LDD/CIL charging schedule slips 	<ul style="list-style-type: none"> - Ensure documents have a robust evidence base and well audited community and stakeholder engagement - Undertake NPPF and legal compliance self-assessment - Maintain close working relationship with the Planning Inspectorate, particularly with regard to new Local Plan examination process - Keep up-to-date on experience from elsewhere
11	Legal Challenge	<ul style="list-style-type: none"> - Adopted document quashed - Additional workload - Legal costs 	<ul style="list-style-type: none"> - Ensure procedures, Act, Regulations etc. are complied with - Undertake soundness self-assessment
12	Community Infrastructure does not pass examination or is not adopted	Pooling restrictions on S106 contributions could reduce the ability to secure sustainable development/impact mitigation.	Work with the development industry on the potential development allocations to ensure objections are minimised and appropriate joint S106 and CIL exemptions are in place.