Statement of Consultation

This statement has been prepared in order to comply with the requirements of the Planning and Compulsory Purchase Act 2004, for the adoption of Supplementary Planning Documents by Local Planning Authorities and under Regulation 12(a) of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Published by

Arun District Council
Planning Policy

May 2020
Content

1. Name of Supplementary Planning Document (SPD)

2. Purpose and Background of the SPD

3. Consultation overview

4. Appendices

- Appendix 1: Modification Table
- Appendix 2: Parish and Town Council Questionnaire
- Appendix 3: Questionnaire responses, neighbourhood plans and village design guides
- Appendix 4: Parish and Town Council Stakeholder Consultation Summary
- Appendix 5: Member and Officer Workshop
- Appendix 6: Newspaper consultation notice
- Appendix 7: Consultation letter
- Appendix 8: Press release
- Appendix 9: Strategic Environmental Assessment Screening
- Appendix 10: Consultation boards
1. Name of Supplementary Planning Document (SPD)

1.1 The name of the document is Arun District Design Guide Supplementary Planning Document (SPD) and is often referred to as the Design Guide SPD.

2. Purpose and Background of the SPD

2.1 This consultation statement has been prepared in accordance with Regulation 12(a) of the Town and Country Planning (Local Planning) (England) Regulations 2012, which states that, before a local planning authority adopts a supplementary planning document it must prepare a statement setting out:

- The persons the local planning authority consulted when preparing the supplementary planning document;
- A summary of the main issues raised by those persons; and
- How those issues have been addressed in the supplementary planning document.

2.2 The Council has prepared a Statement of Community Involvement which shows how it will involve the community in its plan and policy-making process. This document can be viewed on the Council’s website.

2.3 The Planning and Compulsory Purchase Act 2004 sets out the requirements for preparing SPDs as part of the planning process. SPDs should build upon and provide more detailed advice or guidance on the policies in the Local Plan.

2.4 The SPD does not create new policy. The adopted Arun Local Plan 2011-2031 sets the planning framework up to 2031 with the Arun District Design Guide SPD providing a further level of detail to guide development proposals.

2.5 The SPD will be a material consideration in the determination of planning applications alongside the Local plan and other planning policies.

2.6 Within the revised NPPF 2019 Government policy places increased emphasis on the importance of good design and within paragraph 126 states that “to provide maximum clarity about design expectations at an early stage, plans or supplementary planning documents should use visual tools such as design guides and codes.”
Policy Context

Arun Local Plan

2.7 The adopted Arun Local Plan 2011-2031 (ALP) contains Chapter 13 specifically relating to aspects of design and contains linkages throughout various other policies to design aspects and the chapter as a whole. The Arun Design Guide is intended to provide further supplementary information to assist landowners, developers and applicants and planners to assess the quality of the designs proposed. It is seen as the key document for delivering high quality, well designed places in Arun.

2.8 Policies D SP1 ‘Design’, D DM1 ‘Aspects of form and design quality’ and D DM4 ‘Extensions and alterations to existing buildings’ provide a framework which sets the principles of good design across the District. Good design is an integral part of good planning, therefore the design policies are in conjunction with all other policies in the Plan including the strategic policies. They also require development to comply with the Arun District Council Design Guide which will be brought forward through the Design Guide SPD.

2.9 It is useful to note Arun’s Local Plan strategic objectives for Design is:

"To plan for climate change and work in harmony with the environment to conserve natural resources and increase biodiversity."

"To create vibrant, attractive, safe and accessible towns and villages that build upon their unique characters to provide a wide range of uses and which are a focus for quality shopping, entertainment, leisure, tourism and cultural activities."

"To plan and deliver a range of housing mix and types in locations with good access to employment, services and facilities to meet the District’s housing requirements and the needs of Arun’s residents and communities both urban and rural, ensuring that issues of affordability and the provision of appropriate levels of affordable housing are addressed while supporting the creation of integrated communities."

National Planning Policy Framework

2.10 Good quality design is an integral part of sustainable development. The National Planning Policy Framework recognises that design quality matters and that planning should drive up standards across all forms of development. As a core planning principle, plan-makers and decision takers should always seek to secure high quality design.

2.11 Planning has a critical role to play in the delivery of good design. The Government's recent reforms (e.g. National Planning Policy Framework (NPPF 2019)) have ensured that good design and good planning should be indivisible and have set a policy framework that facilitates the delivery of good quality places on the ground. The NPPF
2019 promotes the principles of good design throughout the framework but it is particularly addressed in Chapter 12 – Achieving well-designed places.

Paragraph 126 is of significance to producing the Design Guide SPD ‘To provide maximum clarity about design expectations at an early stage, plans or supplementary planning documents should use visual tools such as design guides and codes. These provide a framework for creating distinctive places, with a consistent and high quality standard of design. However their level of detail and degree of prescription should be tailored to the circumstances in each place, and should allow a suitable degree of variety where this would be justified.’

2.12 The SPD is aimed at all those involved in the planning, design and development of the built environment. It is likely to be useful to practitioners of differing levels of interest and skills – ranging from those with a general interest and without a design or development background, to those considering, or actively involved in, the preparation and use of the documents. Its audience however is wider than the specialist professions, and it will also be of interest to local communities and local authority elected Members.

**Strategic Environmental Assessment Screening**

2.13 Prior to producing the SPD a Strategic Environmental Assessment Screening Report in line with European Directive 2001/42/EC and Part 9 of the Environmental Assessment of Plans and Programmes 2004, as to the need for an environmental assessment of the SPD, was produced. This highlighted the Council’s intentions and described the scope of the Screening to be carried out for the SPD.

2.14 The screening process is based upon consideration of standard criteria to determine whether the plan or programme (in this case the Design Guide SPD) is likely to have “significant environmental effects”. This has been split down into 2 stages, the first in terms of determining the need and the second in terms of the significance.

2.15 This Report was circulated to the 3 statutory environmental bodies – Environment Agency, Natural England and Historic England – from 2nd December 2019 until 6th January 2020. They agreed with the determination that no “significant environmental effects” may be triggered and therefore there is no requirement for a full SEA. These responses can be viewed in Appendix 9.
3. **Consultation overview**

3.1 **Consultation undertaken during the preparation of the Draft SPD**

Details of key consultations undertaken during the development of the draft Arun District Design Guide SPD are provided below:

3.2 **Town and Parish Stakeholder Consultation – July and August 2019**

Comments were invited from all 21 town and parish councils in the District, with Littlehampton, Bognor Regis and Arundel invited to a meeting and all others invited to complete a questionnaire and/or phone interview. Refer to Appendix 3 and 4 for these documents.

3.3 **Member and Officer Workshop – October 2019**

A workshop was held for all Members and Planning Team Leaders on 3rd October 2019 to explain the key findings to date, discuss the structure and content of the Guide and to get feedback of any areas of guidance which should be included in the document. Appendix 5 provides more detail about this workshop. Following this workshop, Members and Officers provided comments on the working draft prior to the document being refined to be taken to Planning Policy Sub Committee.

3.4 **Planning Policy Sub Committee (PPSC)**

The Consultation draft document was taken to PPSC on 17th December 2019. This report updated members on the preparation of the Arun Design Guide Supplementary Planning Document (Design Guide SPD) – which will then be subject to a four-week consultation in the new year and then subsequent adoption by Full Council.

The Subcommittee RESOLVED – That

1. the proposed approach and timetable for the public consultation on the Consultation Draft version of the Design Guide Supplementary Planning Document, which will be published for public consultation from 9 January 2020 to 21 February 2020, be agreed;

2. the Group Head of Planning, in consultation with the Planning Portfolio Holder and the Chairman, be granted delegated authority to finalise the Design Guide SPD Consultation document for publication; and

3. following consultation, any responses be reported back to the Subcommittee to agree any further changes prior to the Design Guide being referred to Full Council for adoption.

3.5  **Strategic Environmental Assessment Screening**

The SEA screening report was sent to the 3 statutory environmental bodies – Environment Agency, Natural England and Historic England – from 2nd December 2019 until 6th January 2020. They agreed with the determination that no “significant environmental effects” may be triggered and therefore there is no requirement for a full SEA. This can be viewed in the Appendix 9.

3.6  **Formal Public Consultation on the Draft SPD – January / February 2020**

Formal public consultation on the draft SPD was undertaken from 9th January to 21st February 2020.

3.7  **Consultees**

The following people/bodies were consulted:

- The general public
- All ADC Members
- ADC Town and Parish Councils
- Neighbourhood planning groups
- All consultees on the ADC Planning Policy consultation database
- Environment Agency, Natural England and Historic England
- Planning Agents
- ADC Planning Officers and other key service areas of the Council

3.8  **Representations**

Consultees were strongly encouraged to respond using the Council’s consultation portal as the most efficient and accurate way to capture your representation:

http://arun.objective.co.uk/portal

If this was not possible, we also accepted written responses by post using a response form ADDG Consultation Response Form.pdf [pdf] 147KB, or email responses using the response form submitted to: localplan@arun.gov.uk

3.9  **Consultation methods**

A number of methods was used to seek responses as follows:

- The documents were available for viewing throughout the consultation period between 9am and 4pm at the Council Offices in Arun Civic Centre (Littlehampton) and Bognor Regis Town Hall. Consultation boards were displayed at both venues throughout the consultation period, see Appendix 10 for the consultation boards.
Available at the libraries within Arun District

<table>
<thead>
<tr>
<th>Library &amp; Opening Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angmering</td>
</tr>
<tr>
<td>Arundel</td>
</tr>
<tr>
<td>Bognor Regis</td>
</tr>
<tr>
<td>East Preston</td>
</tr>
<tr>
<td>Ferring</td>
</tr>
<tr>
<td>Littlehampton</td>
</tr>
<tr>
<td>Rustington</td>
</tr>
<tr>
<td>Willowhale Aldwick</td>
</tr>
</tbody>
</table>


• Two drop-in consultation events were held so the public could speak to officers about the Design Guide on Monday 13th January 2020 between 3:30 and 5:30pm at Bognor Regis Council Chamber and on Saturday 25th January 2020 between 10am and 12:30pm at Bizspace Littlehampton, Courtwick Lane, BN17 7TL. Along with the copies of the actual document, there were consultation boards displayed and copies of these can be found in Appendix 10.

3.10 Notices were also placed in the Gazette and on the Council website and social media. Statistics of online usage are below:

3.11 Statistics of the consultation on Arun District Social Media

Posted on:
Facebook 9 times
Twitter 9 times
Instagram grid 3 times
Instagram stories 6 times

Posted to:
Facebook 2,730 followers
Twitter 4,747 followers
Instagram 400 followers
Facebook posts were reached by an average of 1000 people over the duration of the consultation. Instagram stories were viewed by an average of 70 people each time.

3.12 Website traffic data during the Design Guide consultation
Due to the size of the document it was split into sections on the Arun District Council web page and was accessed as follows:

- Part 1 207 times
- Part 2 153
- Part 3 119
- Part 4 110

A full PDF of the document was uploaded on the objective consultation portal.

3.13 Consultation Representations and Modifications
A total of 29 people/bodies made representations on the SPD, with 19 in general support of the document, 9 in neither agreement nor disagreement but providing useful suggestions and clarifications to help strengthen the document and 1 objection from East Preston and Kingston Preservation Society. There were also internal comments from Officers who were all supportive of the Guide. **A summary of all the representations received during the consultation and the proposed modifications can be viewed in Appendix 1.**

3.14 The Arun Design Guide SPD – Final Draft April 2020 incorporates all the proposed changes as identified in Appendix 1 and is now interactive. This means that when you pass your cursor over a button it changes colour, before you press it to go to the actual location.

Buttons can be found at the following locations:
- Table of Contents: Buttons before each section and letters-buttons before each chapter.
- Cover of each section: Letter-buttons before each chapter title and round button next to the section title bringing you to the beginning of the document.
- At each page at the top right corner: Section indication leading you to the beginning of the section and chapter-letter buttons getting you to the beginning of each additional chapter.
- Round icons at the beginning of the abbreviation table, the reference list and the glossary linking you to the beginning of the document.
- At the reference list all document titles are linking to the additional resources.
4. Appendices

- **Appendix 1**: Modification Table
- **Appendix 2**: Parish and Town Council Questionnaire
- **Appendix 3**: Questionnaire responses, neighbourhood plans and village design guides
- **Appendix 4**: Parish and Town Council Stakeholder Consultation Summary
- **Appendix 5**: Member and Officer Workshop
- **Appendix 6**: Newspaper consultation notice
- **Appendix 7**: Consultation letter
- **Appendix 8**: Press release
- **Appendix 9**: Strategic Environmental Assessment Screening
- **Appendix 10**: Consultation boards