ADUR DISTRICT COUNCIL

28 February 2019

Adur Planning Committee

Date: 11 March 2019

Time: 7:00pm

Venue: Queen Elizabeth II Room, Shoreham Centre, Shoreham-by-Sea

Committee Membership: Councillors Carol Albury (Chairman), Pat Beresford (Vice-Chair), Les Alden, George Barton, Stephen Chipp, Brian Coomber, Lee Cowen and Robin Monk.

NOTE:
Anyone wishing to speak at this meeting, on a planning application before the Committee, should register by telephone (01903 221006) or e-mail democratic.services@adur-worthing.gov.uk before noon on Friday 8 March 2019.

Agenda

Part A

1. Substitute Members

Any substitute members should declare their substitution.

2. Declarations of Interest

Members and Officers must declare any disclosable pecuniary interests in relation to any business on the agenda. Declarations should also be made at any stage if such an interest becomes apparent during the meeting.

If in doubt contact the Legal or Democratic Services representative for this meeting. Members and Officers may seek advice upon any relevant interest from the Monitoring Officer prior to the meeting.

3. Confirmation of Minutes

To approve the minutes of the Planning Committee meeting held on 11 February 2019, which have been emailed to Members.

4. Items Raised Under Urgency Provisions

To consider any items the Chairman of the meeting considers to be urgent.

5. Planning Applications

To consider a report by the Director for the Economy, attached as Item 5.

6. Public Question Time

So as to provide the best opportunity for the Committee to provide the public with the fullest answer, questions from the public should be submitted by midday on Thursday 7 March 2019.

Where relevant notice of a question has not been given, the person presiding may either choose to give a response at the meeting or respond by undertaking to provide a written response within three working days.

Questions should be submitted to Democratic Services - democratic.services@adur-worthing.gov.uk

(**Note:** Public Question Time will last for a maximum of 30 minutes)

7. Draft Adur Sustainable Energy Supplementary Planning Document (SPD)

To consider a report by the Director for the Economy, attached as Item 7.

8. Appointments to the Adur District Conservation Advisory Group

To consider a report by the Director for the Economy, attached as Item 8.

Part B - Not for publication - Exempt Information Reports

None.

Recording of this meeting
The Council will be voice recording the meeting, including public question time. The recording will be available on the Council's website as soon as practicable after the meeting. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Heather Kingston Democratic Services Officer 01903 221006 heather.kingston@adur-worthing.gov.uk	Louise Mathie Senior Lawyer 01903 221050 louise.mathie@adur-worthing.gov.uk

Duration of the Meeting: Four hours after the commencement of the meeting the Chairperson will adjourn the meeting to consider if it wishes to continue. A vote will be taken and a simple majority in favour will be necessary for the meeting to continue.

ADUR DISTRICT COUNCIL

Planning Committee
11 March 2019

Agenda Item 5
Ward: ALL

Key Decision: ~~Yes~~ / No

Report by the Director for Economy

Planning Applications

1
Application Number: AWDM/1682/18 **Recommendation – APPROVE**

Site: **7 Mill Hill Close, Shoreham-By-Sea**

Proposal: **Retention of single-storey rear extension and dormer roof extension to west elevation (retrospective)**

2
Application Number: AWDM/0125/19 **Recommendation – APPROVE**

Site: **34 Leconfield Road, Lancing**

Proposal: **Access ramp and platform to front entrance**

3
Application Number: AWDM/0127/19 **Recommendation – APPROVE**

Site: **16 Park Way, Southwick**

Proposal: **Provision of ramp to front (west) elevation**

4
Application Number: AWDM/0213/19 **Recommendation – APPROVE**

Site: **152 Church Green, Shoreham-by-Sea**

Proposal: **Proposed modular platform and ramp with handrails to front (west) elevation**

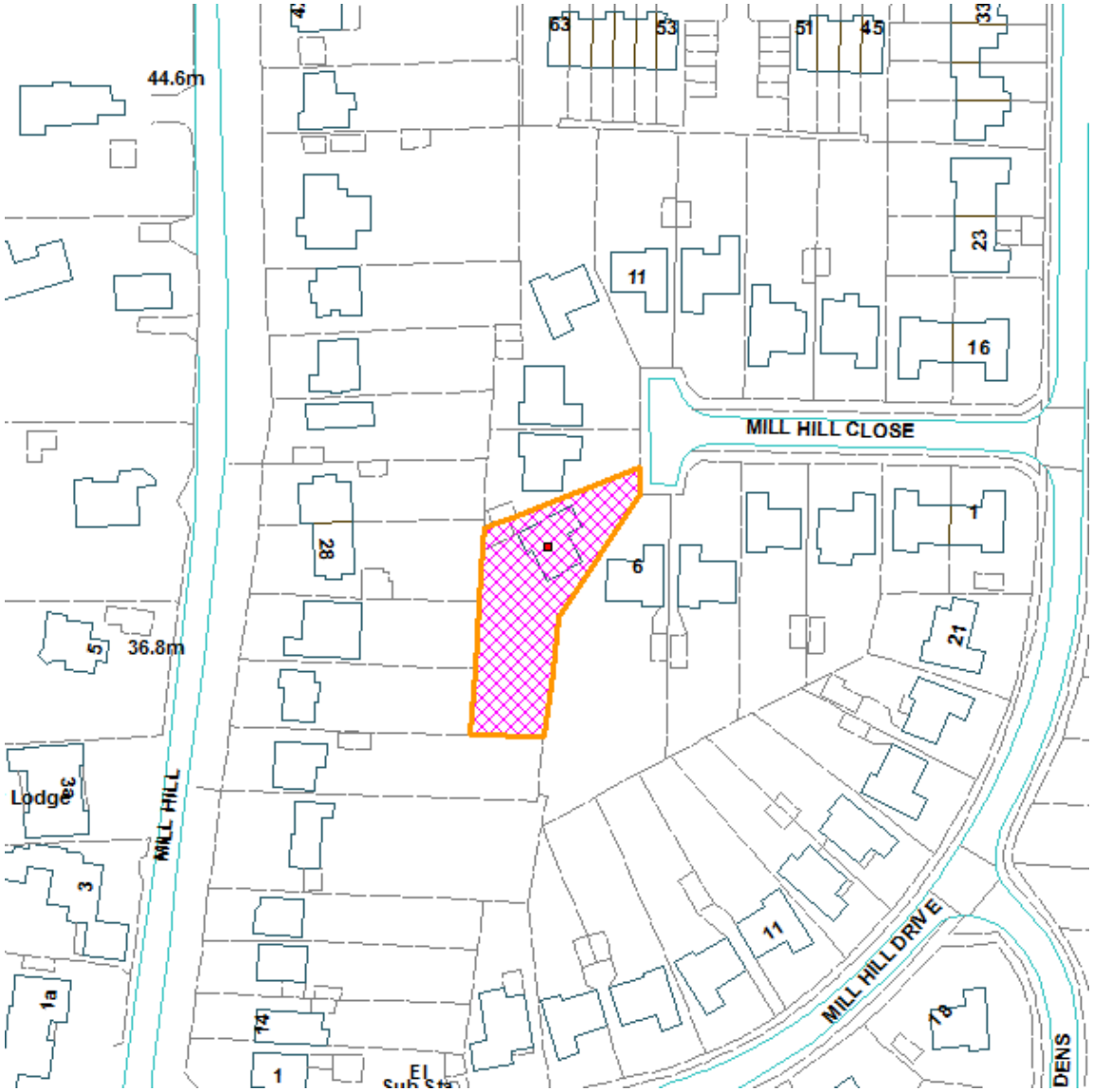
1

Application Number: AWDM/1682/18 **Recommendation: APPROVE**

Site: **7 Mill Hill Close, Shoreham-By-Sea**

Proposal: **Retention of single-storey rear extension and dormer roof extension to west elevation (retrospective)**

Applicant: Mr O'Neill Ward: Buckingham
Case Officer: Gary Peck



Not to Scale

Proposal

This application seeks retrospective permission for the retention of a single storey rear extension and roof alteration incorporating a flat roofed dormer window in the rear roofslope.

The application is retrospective as works have already commenced but not completed pending the determination of the application

Site & Surroundings

The application site sits at the western end of Mill Hill Close, a cul de sac accessed via Mill Hill Drive. The subject property is a bungalow positioned at an angle to much of the surrounding development because of its position at the end of the cul de sac and consequently the rear of the property faces in a south westerly direction. The neighbouring properties in the cul de sac are number 6, which has a quite large extension running along the mutual boundary and to the north is number 8 which has a small dormer in its rear roofslope, number 9 which is further to the north has a more substantial roof addition. The subject property has a larger garden area than its neighbours to the north and because of the angle of the siting of the property, the garden is situated to the south.

To the west are properties in Mill Hill and numbers 26 and 28 are clearly visible from within the application site as the mutual boundary consists largely of a low brick wall which does not appear to be much over a metre in height. There are some large trees on the mutual boundary, but these have high crowns and were not in leaf at the time of the site visit meaning that this property, a chalet bungalow with a small rear dormer (understood to serve a landing) and conservatory to the rear, was clearly visible despite the trees. To the north of this property are numbers 28 and 30 Mill Hill a pair of semi detached houses. While 28 is also visible from within the application site, the angle of the subject property and some boundary screening means that number 30 is far less visible.

Relevant Planning History

None relevant

Consultations

No comments received

Representations

2 letters of objection and 1 letter of comment have been received on the following grounds:

- The Council originally advised that planning permission was not required – either this was incorrect or the applicant did not advise the Council of his true intentions
- Suffered through the summer with noise and disturbance from the building works
- The upstairs windows of the development now look directly into the rear of the neighbouring property to the rear resulting in a loss of privacy
- As the works are nearly complete, the Council will not take any notice of concerns raised
- The description of the application as 'retention of single storey extension' is incorrect. A dormer has also been added and as the dormer extension and single storey extension link together and the works have been carried out as a single operation, then the dormer also requires planning permission
- Although the dormer would have been permitted development if it had been constructed on its own, such developments can still be harmful particularly given the layout of the properties
- Changes to the permitted development criteria were made with the need to respect neighbour amenity in mind
- The dormer has introduced new windows directly overlooking and in close proximity to rear gardens which were not previously overlooked at all
- The property no longer has an adequate garden depth
- The dormer window could have been located to the front of the property where it would have had less harm

Relevant Planning Policies and Guidance

Adur Local Plan 2017: Policy 15
Development Management Standard No2 Extensions and Alterations to Dwellings
National Planning Policy Framework (CLG 2018)
Planning Practice Guidance (CLG 2014)

Relevant Legislation

The Committee should consider the planning application in accordance with:

Section 70 of the Town and Country Planning Act 1990 (as amended) that provides the application may be granted either unconditionally or subject to relevant conditions, or refused. Regard shall be given to relevant development plan policies, any relevant local finance considerations, and other material considerations

Section 38(6) Planning and Compulsory Purchase Act 2004 that requires the decision to be made in accordance with the development plan unless material considerations indicate otherwise.

Planning Assessment

The works are to the rear of the subject property and therefore not apparent from the public viewpoint. Because of the angle of the subject property, there is also little impact upon the immediately neighbouring properties in Mill Hill Close and therefore the main issue in the determination of the application is the impact of the proposal upon numbers 26 and 28 Mill Hill.

The circumstances relating to this application are a little unusual in that a complaint was initially received by the Council relating to the initial construction of a rear dormer which was the first part of the proposal to be erected. Upon investigation, it was found that the cubic volume of the dormer was in itself within permitted development rights and hence the complaint file was initially closed.

The applicant then began to construct a single storey extension about which a further complaint was received. Following investigation, it was found that planning permission was required since the depth of the extension was greater than 4 metres (it being just under 5 metres in depth).

The application was therefore originally submitted for the retention of the single storey extension. However, as the extension joins onto the dormer, the latter is subject to the following requirement as set out in the DCLG Technical Guidance relating to Permitted Development Rights for Householders:

In order to be permitted development, a proposal must meet all the limitations and conditions under each Class relevant to the proposal. It is therefore essential that any proposed household development is considered in the context of the permitted development rules as a whole in order to determine whether it benefits from permitted development rights and therefore does not require an application for planning permission.

For example, where a proposed two storey extension at the rear of a house has a roof that joins onto the main roof of the original house, the works will need to meet the requirements of both Class A (which covers the enlargement of the house) and Class C (which covers any alterations to the roof) in order to be permitted development. If the works also include the creation of a dormer window to enlarge the roof space, either in the extension or the original roof space, then they would also need to meet the requirements of Class B.

In essence, the above means that because the ground floor extension is not permitted development and joins onto the dormer, the latter requires planning permission as well, even though had it been constructed on its own, permission would not have been required.

The single storey extension is considered to be acceptable. While extending quite deeply into the part of the garden in which it is situated, the substantial garden area to the south means there is still sufficient amenity space to serve the property. The host

dwelling angles away from its neighbour to the north, while the properties in Mill Hill Close are sited well in excess of 20 metres distant from the extension.
The main issue is therefore the dormer as it introduces accommodation at first floor level where previously there was none. Rear dormers do not normally require planning permission although many of them can be unsightly in appearance and overlook neighbouring properties to an extent that can affect their amenity. There are numerous examples of such dormers in Mill Hill Close and Mill Hill Drive to the east which would not have required planning permission since the area consists predominantly of chalet bungalows where such roof extensions are commonplace. The generally larger dwellings in Mill Hill to the west have fewer examples, and where there are additions to the roof such as at number 26 which faces the site, these are much smaller in size and so subservient to the overall roofslope.

The dormer which is part of the application cannot be described as subservient to the roofslope given that it takes the majority of the roof. As such, it does not represent a high quality of development but given there are many such examples across the District and it cannot be seen from the public viewpoint means that it would be difficult to justify a refusal on design grounds alone.

The effect on neighbours is therefore the key issue and it is evident that the dormer does offer a clear view to neighbouring properties rear gardens and windows. However, the distance between the respective windows exceeds 30 metres and therefore well above the Council's standard of 22 metres. The overlooking effect is perhaps exacerbated by the relatively open boundary between the respective properties but this also means that the windows and rear gardens of the neighbouring properties were clearly visible from the rear garden of the host dwelling, albeit that overlooking from a rear garden could be considered as somewhat different to overlooking from a physical building operation at first floor level. In this respect, it is therefore considered difficult to demonstrate material harm in additional overlooking as a result of the proposal. However, it is considered that some additional boundary screening could mitigate the impact upon the garden and ground floor windows of numbers 26 and 28. This could be secured by condition.

The fallback position is also relevant in the determination of the application. Were the application to be refused, and enforcement action pursued, it is possible that the applicant could remove or amend the single storey extension with the consequent result that the dormer could then remain as permitted development (as was the original position at the start of the construction of the development). This would not lead to any improvement in the amenities of the neighbouring properties, therefore.

Your officers do not believe there was any deliberate intent from the applicant to flout planning regulations although it appears there was little prior dialogue with neighbours regarding the works which is always to be encouraged where possible. However, on the strict planning merits of the proposal, it is not considered there is sufficient justification to resist the application and accordingly approval is recommended.

Recommendation

To GRANT planning permission

Subject to Conditions:-

01 Approved Plans
02 Details of screening to be submitted and approved by the LPA

11th March 2019

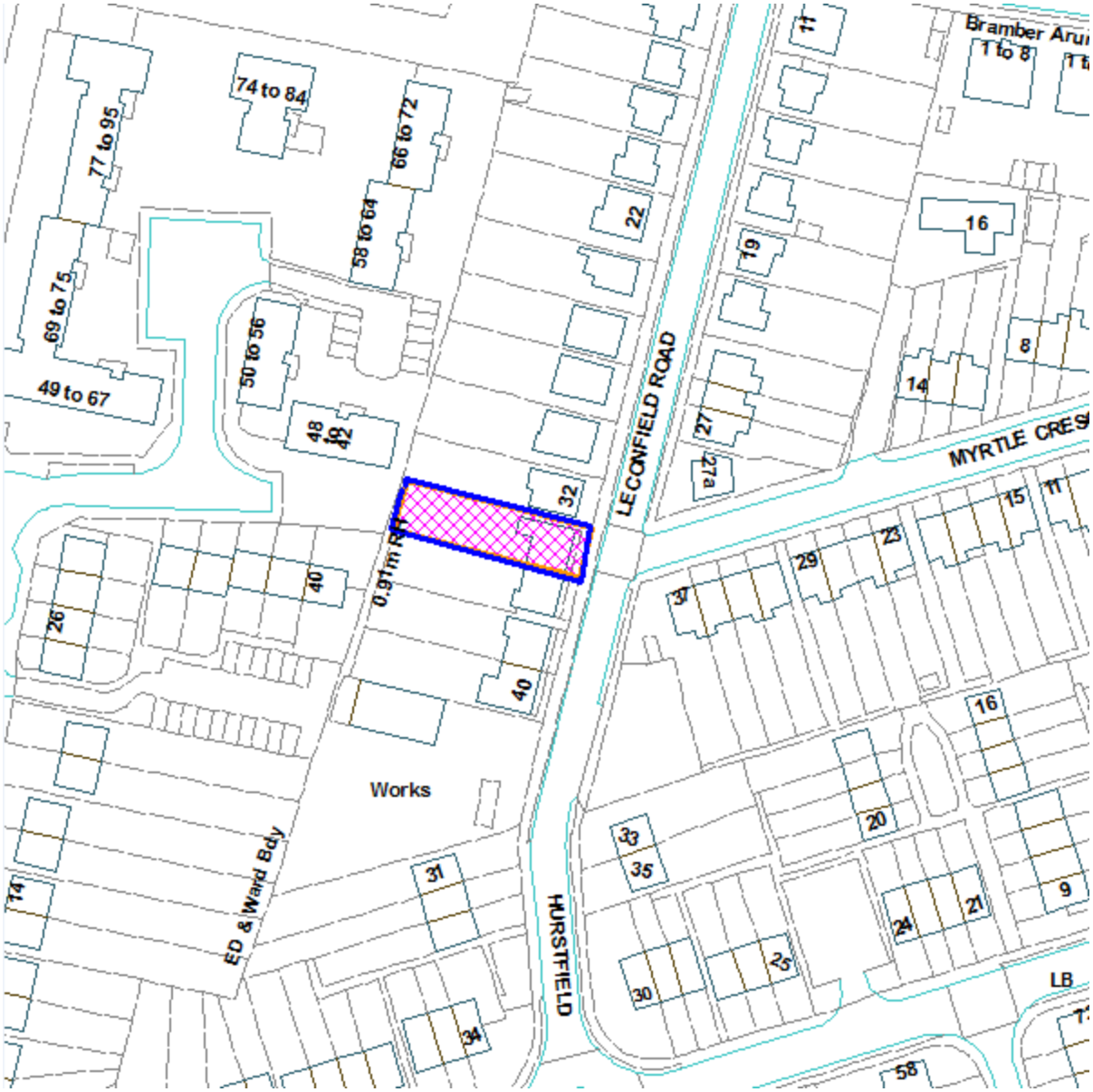
2

Application Number: AWDM/0125/19 **Recommendation – APPROVE**

Site: **34 Leconfield Road, Lancing, BN15 9JB**

Proposal: **Access ramp and platform to front entrance**

Applicant: Mrs Angela Marchant Ward: Churchill
Case Officer: Eve Hearsey



Not to Scale

This application is presented to the Committee as it has been submitted by Adur District Council with regard to a Home Improvement Assistance Grant.

Proposal, Site and Surroundings:

The proposal seeks permission to provide a ramp with a platform directly from the front door, across the site frontage and then down to the pavement area. The ramp will be positioned within the confines of the existing dwelling. Railings will also be supplied on the outside edges of the ramp

The application site relates to a semi-detached bungalow located on the west side of Leconfield Road, Lancing. Leconfield Road comprises a mix of housing types.

Relevant Planning History: None

Consultations: None undertaken

Representations:

Lancing Parish Council

No comment

Relevant Planning Policies and Guidance

Adur Local Plan 2017
'Supplementary Planning Guidance' No.2 'Extensions and Alterations to Dwellings'
National Planning Policy Framework (2019)

Relevant Legislation

The Committee should consider the planning application in accordance with:

Section 70 of the Town and Country Planning Act 1990 (as amended) that provides the application may be granted either unconditionally or subject to relevant conditions, or refused. Regard shall be given to relevant development plan policies, any relevant local finance considerations, and other material considerations; and

Section 38(6) Planning and Compulsory Purchase Act 2004 that requires the decision to be made in accordance with the development plan unless material considerations indicate otherwise.

Planning Assessment

Principle

The relevant issues are the effects on the amenities of neighbouring residential occupiers and the effect on the character and appearance of the dwelling and its surroundings.

Visual amenity

The proposed ramp from the front gate to the platform outside of the front door will not be excessively high; it would be to purely to provide an incline to combat the step up to the front door, for ease of access for wheelchair use.

The ramp and platform together with the railings will be within the confines of the existing dwelling next to the pathway and thereby will not compromise the visual amenities of the locality.

Residential amenity

It is not considered that the access ramp, platform and railings will have any material effect on the residential amenities of neighbouring properties.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Standard 3 year time limit

11th March 2019

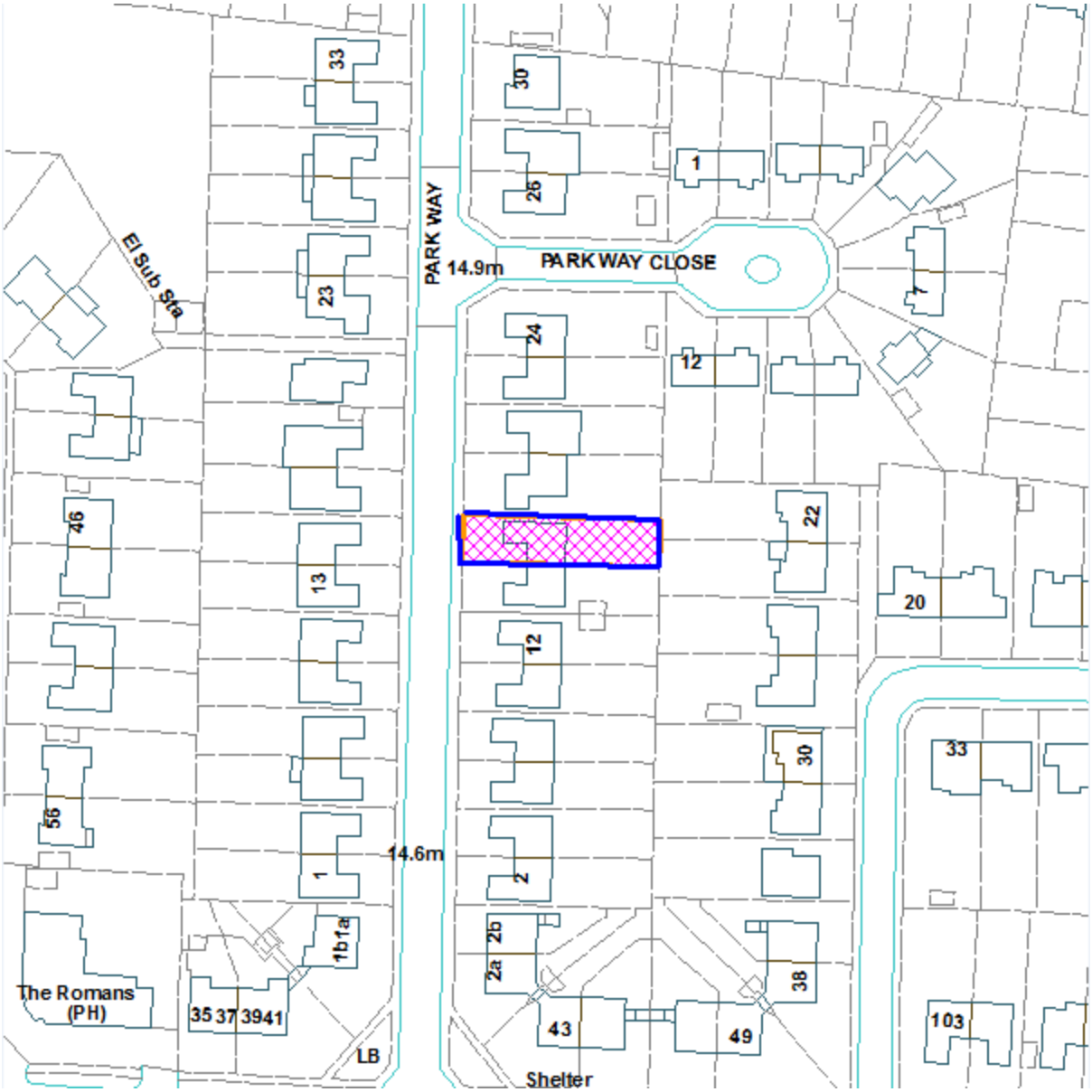
3

Application Number: AWDM/0127/19 **Recommendation – APPROVE**

Site: **16 Park Way, Southwick**

Proposal: **Provision of ramp to front (west) elevation**

Applicant: Mr Paul Witchell Ward: Eastbrook
Case Officer: Eve Hearsey



Not to Scale

This application is presented to the Committee as it has been submitted by Adur District Council with regard to a Home Improvement Assistance Grant.

Proposal, Site and Surroundings:

The proposal seeks permission to provide a ramp with a platform directly from the front door down to the gate at the front of the property. The ramp will be positioned within the confines of the existing railings.

The application site relates to a semi-detached bungalow located on the east side of Park Way. Park Way comprises predominantly semi-detached bungalows. Currently the property has railings positioned on either side of the path leading from the gate to the door of the front porch. The porch will be removed in order to provide the level platform in front of the entrance door. The existing door is located to the side of the proposal, and thereby, in order for ease of access for the wheelchair user, the front door is being relocated to be fronting onto the new ramp area.

Relevant Planning History: None

Consultations: None undertaken

Relevant Planning Policies and Guidance

Adur Local Plan 2017
'Supplementary Planning Guidance' No.2 'Extensions and Alterations to Dwellings'
National Planning Policy Framework (2019)

Relevant Legislation

The Committee should consider the planning application in accordance with:
Section 70 of the Town and Country Planning Act 1990 (as amended) that provides the application may be granted either unconditionally or subject to relevant conditions, or refused. Regard shall be given to relevant development plan policies, any relevant local finance considerations, and other material considerations; and
Section 38(6) Planning and Compulsory Purchase Act 2004 that requires the decision to be made in accordance with the development plan unless material considerations indicate otherwise.

Planning Assessment

Principle

The relevant issues are the effects on the amenities of neighbouring residential occupiers and the effect on the character and appearance of the dwelling and its surroundings.

Visual amenity

The proposed ramp from the front gate to the platform outside of the new relocated front door will not be excessively high; it would be to purely to provide an incline to combat the step up to the front door; and is being provided for ease of access for wheelchair use.
The ramp and platform will be within the confines of the existing railings next to the pathway and thereby will not compromise the visual amenities of the locality.

Residential amenity

It is not considered that the ramp will have any material effect on the residential amenities of neighbouring properties.

Recommendation

APPROVE

Subject to Conditions:-

3. Approved Plans
4. Standard 3 year time limit

11th March 2019

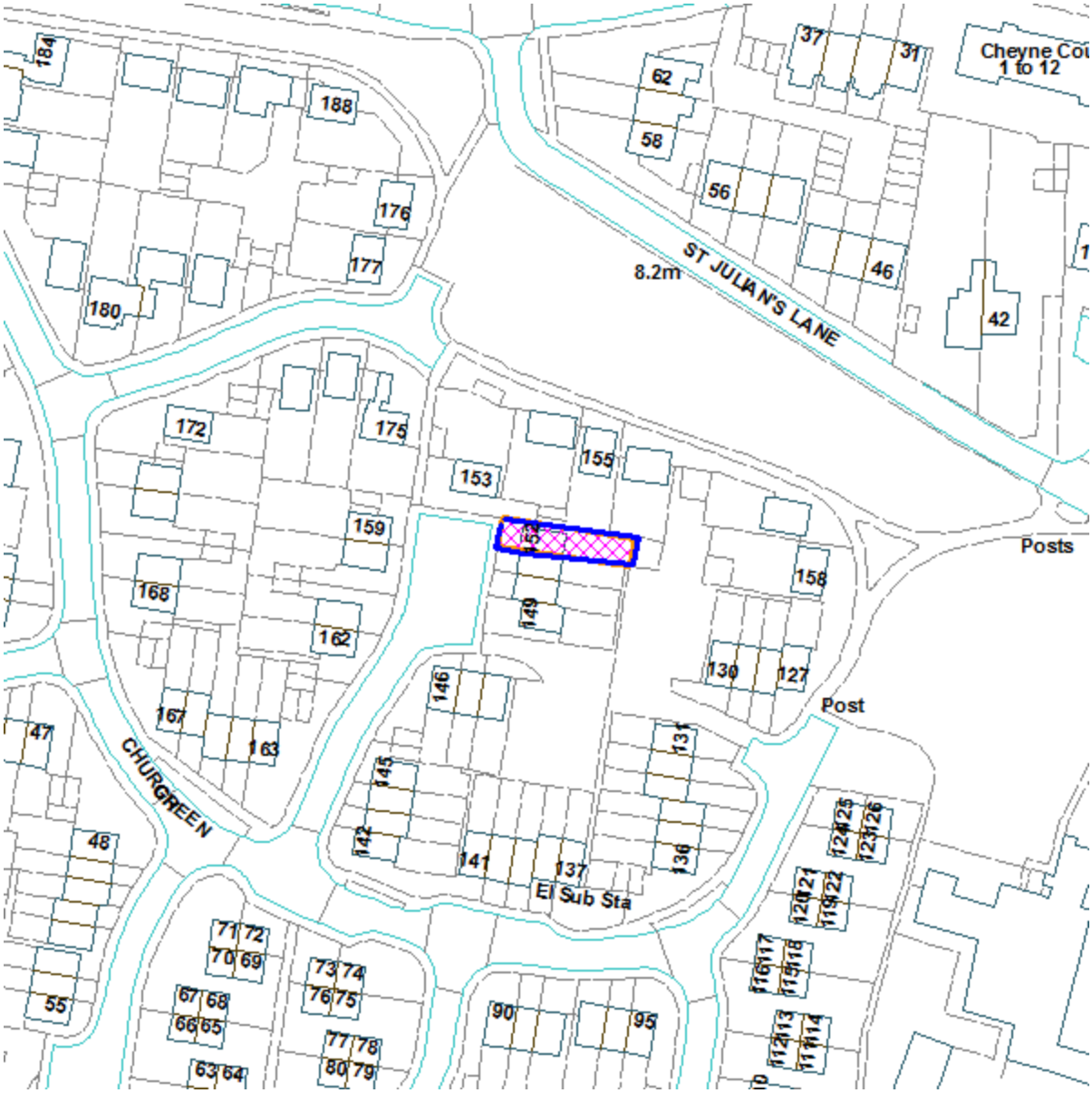
4

Application Number: AWDM/0213/19 Recommendation – APPROVE

Site: 152 Church Green, Shoreham-by-Sea, BN43 6JW

Proposal: Proposed modular platform and ramp with handrails to front (west) elevation

Applicant: Mrs Betty Hedges Ward: Southwick Green
Case Officer: Eve Hearsey



Not to Scale

This application is presented to the Committee as it has been submitted by Adur District Council with regard to a Home Improvement Assistance Grant.

Proposal, Site and Surroundings:

The proposal seeks permission to provide a modular ramp with a platform directly from the front door down to the pedestrian footpath. The ramp will be made from powder coated steel. The modular platform and ramp requires no ground works and has a slip resistant surface.

Relevant Planning History: None

Consultations: None undertaken

Relevant Planning Policies and Guidance

Adur Local Plan 2017
'Supplementary Planning Guidance' No.2 'Extensions and Alterations to Dwellings'
National Planning Policy Framework (2019)

Relevant Legislation

The Committee should consider the planning application in accordance with:

Section 70 of the Town and Country Planning Act 1990 (as amended) that provides the application may be granted either unconditionally or subject to relevant conditions, or refused. Regard shall be given to relevant development plan policies, any relevant local finance considerations, and other material considerations; and

Section 38(6) Planning and Compulsory Purchase Act 2004 that requires the decision to be made in accordance with the development plan unless material considerations indicate otherwise.

Planning Assessment

Principle

The relevant issues are the effects on the amenities of neighbouring residential occupiers and the effect on the character and appearance of the dwelling and its surroundings.

Visual amenity

The proposed platform and ramp will be put into position forward of the front door to allow a wheelchair user to gain access to the pavement area, which is slightly lower than the entrance door. The entrance door will be changed and will have a level threshold suitable for wheelchair use.

The ramp will be noticeable within the street scene, but it is not considered to result in unacceptable visual harm to the amenities of the area.

Other than a side boundary between no. 152 and its direct neighbour no. 151, there is no boundary treatment to the front of the property, however, the ramp will be within the confines of the curtilage of the residential property and will not protrude out onto the public pavement area.

Residential amenity

It is not considered that the modular ramp and rails will have any material effect on the residential amenities of neighbouring properties.

Recommendation

APPROVE

Subject to Conditions:-

5. Approved Plans
6. Standard 3 year time limit

11th March 2019

Local Government Act 1972
Background Papers:

As referred to in individual application reports

Contact Officers:

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Planning Services Manager (Development Management)
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01903 221406
gary.peck@adur-worthing.gov.uk

Eve Hearsey
Planning Officer
Portland House
01903 221233
eve.hearsey@adur-worthing.gov.uk

Schedule of other matters

1.0 Council Priority

1.1 As referred to in individual application reports, the priorities being:-
- to protect front line services
- to promote a clean, green and sustainable environment
- to support and improve the local economy
- to work in partnerships to promote health and wellbeing in our communities
- to ensure value for money and low Council Tax

2.0 Specific Action Plans

2.1 As referred to in individual application reports.

3.0 Sustainability Issues

3.1 As referred to in individual application reports.

4.0 Equality Issues

4.1 As referred to in individual application reports.

5.0 Community Safety Issues (Section 17)

5.1 As referred to in individual application reports.

6.0 Human Rights Issues

6.1 Article 8 of the European Convention safeguards respect for family life and home, whilst Article 1 of the First Protocol concerns non-interference with peaceful enjoyment of private property. Both rights are not absolute and interference may be permitted if the need to do so is proportionate, having regard to public interests. The interests of those affected by proposed developments and the relevant considerations which may justify interference with human rights have been considered in the planning assessments contained in individual application reports.

7.0 Reputation

7.1 Decisions are required to be made in accordance with the Town & Country Planning Act 1990 and associated legislation and subordinate legislation taking into account Government policy and guidance (and see 6.1 above and 14.1 below).

8.0 Consultations

8.1 As referred to in individual application reports, comprising both statutory and non-statutory consultees.

9.0 Risk Assessment

9.1 As referred to in individual application reports.

10.0 Health & Safety Issues

10.1 As referred to in individual application reports.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership Working

12.1 Matter considered and no issues identified.

13.0 Legal

13.1 Powers and duties contained in the Town and Country Planning Act 1990 (as amended) and associated legislation and statutory instruments.

14.0 Financial implications

14.1 Decisions made (or conditions imposed) which cannot be substantiated or which are otherwise unreasonable having regard to valid planning considerations can result in an award of costs against the Council if the applicant is aggrieved and lodges an appeal. Decisions made which fail to take into account relevant planning considerations or which are partly based on irrelevant considerations can be subject to judicial review in the High Court with resultant costs implications.

ADUR DISTRICT COUNCIL

Adur Planning Committee
11 March 2019

Agenda Item no. 7

Ward: All outside of the South Downs National Park

Draft Adur Sustainable Energy Supplementary Planning Document (SPD)

Report by the Director for the Economy

1.0 Summary

1.1 The Sustainable Energy Supplementary Planning Document (SPD) is intended to provide guidance to developers on meeting the energy policies set out in the adopted Adur Local Plan 2017 (Adur LP) and the emerging Joint Area Action Plan (JAAP) for Shoreham Harbour. It should be noted that the SPD does not set new policy; it advises how policy requirements in the adopted Adur Local Plan 2017 and emerging Shoreham Harbour Joint Area Action Plan can be met.

1.2 Specifically, the draft Sustainable Energy SPD provides clarification guidance on:

- Adur LP, Policy 19: Decentralised Energy, Stand-alone Energy Schemes and Renewable Energy; and
- Adur LP Policy 8: Shoreham Harbour Regeneration Area
- Shoreham Harbour JAAP Policy SH1: Climate change, energy and sustainable building

1.3 The Draft SPD is presented for the Planning Committee to note. Any comments will be passed to the Executive Member for Regeneration, who will be asked to approve a six week public consultation period.

2.0 Background

2.1 The energy policies in the above plans seek to ensure that development delivers secure, affordable, low carbon growth, increases future energy

resilience, and helps to deliver the strategic objectives of the government's National Planning Policy Framework (2018), Industrial Strategy (2017) and the Clean Growth Strategy (2017).

2.2 Adur District Council is committed to increasing renewable and low carbon decentralised energy through the Local Plan. In addition, the Council has committed to the UK100 Cities target of 100% clean energy by 2050 (see JSC report 6 Nov Agenda item 8). The requirement for renewable and low carbon energy in proposed development is aligned with the National Planning Policy Framework expectation for radical reductions in greenhouse gas emissions and supporting low and zero carbon. Similarly, policy in the emerging Shoreham Harbour JAAP seeks to minimise carbon emissions, address the challenges of climate change and create a renewable energy hub.

2.3 The SPD will apply to:

- new major residential and non-residential developments proposed in the Adur LP area;
- new development in the Shoreham Harbour Regeneration Area (excluding householder applications).
- new development in the proposed Shoreham Heat Network Area (excluding householder applications).

However, this SPD encourages all developments to submit energy statements to demonstrate how they are delivering clean, smart sustainable, development, in the spirit of the wider sustainability objectives of the Plans.

3.0 Proposals

3.1 The SPD aims to clarify existing policy in Adur LP and draft policy in the JAAP. It presents clear guidance on how how applicants can comply with policy and submit information to the planning authority in a way which can easily be assessed by development management.

3.2 It is intended that training sessions will be offered to development management officers to help them review energy statements on adoption of the draft SPD. A crib sheet will also be produced for officers.

3.3 The SPD includes five sections which cover:

1) What is the policy background?
2) What is renewable and decentralised energy?
3) What are the principles for meeting planning requirements on energy?
4) How should an Energy Statement be structured?
5) What good practice examples are there locally?

Additionally appendices include:

- An Energy Statement Template
- Additional information required for energy technologies
- A glossary and sources of further information
- A map of Shoreham Harbour Regeneration Area and Shoreham Heat Network

3.4 All new development must produce an assessment of energy use and carbon emissions produced by professional energy assessors as part of the Building Control process. For larger developments a team of Mechanical and Engineering support would usually be commissioned by the developer to produce details of energy strategy. Adur LP and emerging JAAP policy require standards above national Building Regulations. The SPD explains how calculations for Building Control can be incorporated into energy statements for the planning process. This would usually be undertaken by professionals with appropriate technical knowledge.

3.5 Sections 3 and 4 on Energy Statements explain the technical requirements for energy, how to undertake assessment of energy demand, best practice guidance and how to use energy statements to support planning applications. These sections are technically complex; colour coding is used to help take the applicant and planning officer through the process of producing the Energy Statement.

3.6 The document describes renewable energy technologies (including photovoltaics, solar water heating, wind turbines, biomass technology, ground source heat pump technology, district heating, decentralised energy, and explains what type of development they are most compatible with.

Proposed Timetable

3.7 The proposed timetable, subject to approval, is as follows:

Commence public consultation (6 weeks)	8th April – 17th May 2018
Assessment of consultation responses and amendment of draft SPD (4 weeks)	20th May - 17th June
Executive sign off or report to committee	June/July (date TBC)

Consultation

3.8 The Draft SPD has been produced collaboratively by Adur Planning Policy Team, the Shoreham Harbour Regeneration Partnership Project Manager and the councils' Sustainability Manager.

3.9 An Internal consultation has been undertaken via email and in a workshop with Development Control, Planning Policy, Building Control and Environmental Health officers. Responses were overwhelmingly positive. The findings were as follows:

- stated the document was user friendly (100% 'yes')
- stated the document had the right ambition (33% 'yes'; 67% 'yes very much')
- stated *Section 2: Renewable and decentralised energy* helped to understand what the technologies are and how they can be applied (67% 'yes'; 33% 'yes very much')
- stated the flowchart is helpful (100% 'yes')
- stated that if training was offered and a crib sheet was produced for development management officers this would help them assess applications (100 'yes' to both questions)
- Responded to the question: 'will the SPD help developers understand what to submit and how to comply with policy' 50% 'yes'; 50% 'neutral'.

3.10 Feedback from the consultation affirms the approach of the SPD. Suggestions for improvements have been incorporated into the draft. Some consultees were not sure the draft SPD would help applicants understand what to submit (50% neutral). This will be investigated further to see how the document can be improved.

3.11 External consultation was undertaken with the 'Sustainability Professionals Action Group' in summer 2018. Consultation confirmed:

- 100% support for the approach that sought the 10% renewable energy and wanted the council to be 'bold' in its policymaking.
- 30% of consultees sought a renewables target higher than 10% target, one referring to a 20% target
- 100% of consultees responded that smaller developments should also be encouraged to install renewable energy or low carbon technologies.
- There was a consensus that all developments should be 'encouraged' or 'required' to meet a renewable energy target.
- Consultees sought strong enforcement of the SPD, and an ambitious approach (over 10% target).

3.12 The external consultation affirmed the approach as set out in the draft SPD. The Draft has responded to the consultation, encouraging all development to meet high standards of energy. However, Supplementary Planning Documents cannot create new policy, therefore higher standards (e.g. 20% renewable energy) cannot be set in the draft document.

3.13 It is proposed to make the Draft SPD available for a period of six weeks public consultation. This will be carried out in accordance with the councils' Statement of Community Involvement and Regulations 11 to 16 of The Town and Country Planning (Local Planning) (England) Regulations 2012.

4.0 Legal

4.1 The content of the Draft SPD reflects the following legislation: Planning and Compulsory Purchase Act 2004, Climate Change Act 2008, Planning and Energy Act 2008. It also reflects the National Planning Policy Framework (NPPF) (2018) and Planning Practice Guidance (PPG).

4.2 The National Planning Policy Framework confirms that SPDs should only be used where justified and where they can help applicants make successful applications. Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012 sets out statutory requirements for the preparation of SPDs, which includes an obligation to consult.

5.0 Financial implications

5.1 The cost of preparing the Supplementary Planning Document will be funded from within existing budgets.

6.0 **Recommendation**

6.1 That the Committee note the Draft SPD, and forward any comments to the Executive Member for Regeneration to consider prior to approving the document for consultation.

Local Government Act 1972

Background Papers:

- Adur Local Plan 2017
- Draft Shoreham Harbour Joint Area Action Plan

- JSC report 6 Nov Agenda item 8 (Sustainable Adur & Worthing including the 100% Clean Energy Commitment.

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Schedule of Other Matters

1.0 Council Priority

1.1 Platform 3: Stewarding our natural resources .

2.0 Specific Action Plans

2.1 Adur District Council is committed to increasing renewable and low carbon decentralised energy through the Local Plan. In addition, the Council has committed to the UK100 Cities target of 100% clean energy by 2050 (see JSC report 6 Nov Agenda item 8).

3.0 Sustainability Issues

3.1 The relevant policies of the Adur Local Plan 20917 and emerging Shoreham Harbour Joint Area Action Plan have been subject to Sustainability Appraisal.

4.0 Equality Issues

4.1 Matter considered and no issues identified.

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified.

6.0 Human Rights Issues

6.1 Matter considered and no issues identified.

7.0 Reputation

7.1 The Draft SPD, once adopted, will facilitate the Council in implementing Policy 19 of the Adur Local Plan 2017, and therefore to contribute to carbon reduction. In addition it reflects, and helps to implement, the Council's commitments made in the Environmental Framework (JSC 6th November 2018).

8.0 Consultations

8.1 This report seeks member endorsement of a proposed public consultation, which is a statutory requirement in the production of a Supplementary Planning Document.

8.2 Initial internal and external consultation has been undertaken as detailed in the report.

9.0 Risk Assessment

9.1 By not having a SPD explaining how the relevant planning policy operates, there may be a lack of understanding amongst potential planning applicants as to what information they will need to provide to support applications. The SPD will clarify requirements in advance of applications being submitted.

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership Working

12.1 The Shoreham Harbour JAAP has been developed through the Shoreham Harbour Regeneration Partnership, which includes West Sussex County Council, Brighton & Hove City Council, and other partner organisations.

ADUR DISTRICT COUNCIL

Draft Supplementary Planning Document;

Sustainable Energy

Public Consultation

March 2019

ADUR DISTRICT COUNCIL

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HOW TO HAVE YOUR SAY

This SPD has been prepared to help people including prospective applicants to better understand the intentions of Policies 8 and 19 of the Adur Local Plan and Policy SH1 of the Shoreham Harbour Joint Area Action Plan. It sets out the steps applicants will need to go through, and the information they will need to supply to demonstrate compliance with the councils policies on sustainable energy. It will also assist Officers and Members by giving them a framework against which relevant applications can be assessed. Once adopted, the SPD will form a material consideration in planning decisions.

How to have your say

Public consultation runs from XXXX to XXXX.

The Council will consider the comments received and where appropriate will make amendments before adopting the Supplementary Planning Document

Where can I view this document?

You can view the document online at:

https://www.adur-worthing.gov.uk/adur-ldf/spd-and-guidance

Paper copies of the document are also available for inspection at the Council Offices at Portland House, Worthing, The Shoreham Centre[1], and Lancing, Shoreham and Southwick libraries.

How do I comment?

Comments will be accepted by email or letter.

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Worthing
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Email: adurplanningpolicy@adur-worthing.gov.uk

Telephone: 01273 263000

If you have any queries please contact the Planning Policy Team using the details above.

[1] The Shoreham Centre, Pond Road, Shoreham-by-Sea, BN43 5WU

Data Collection - What we collect and how it is used

Adur District Council is the data controller of your personal data for the purposes of applicable data protection legislation in relation to statutory plan making and associated Planning Policy work. In relation to your personal data we are committed to collecting, using and protecting it appropriately.

The Planning Policy Team collects personal data to fulfil our statutory duty and help us deliver sustainable development. Processing this data is necessary for the performance of a task (statutory plan making and associated policy work) carried out in the public interest or in the exercise of official authority vested in the Council. The Councils will process comments in accordance with the General Data Protection Act (Article 6(1)(a) & (e)) 2018.

We collect names, addresses and other contact details. However, when publishing the representations received during a consultation we will only publish the name of the individual respondent or the organisation that they represent. All other personal information will be omitted or redacted - this includes the contact details and signatures of individuals. Records are kept in accordance with the Council's disposal schedule and we will not keep your information for longer than necessary.

On rare occasions, the Council might decide that it is necessary, justified and lawful to disclose some personal data but in these circumstances we will let you know our intention before publication. We may share personal data with other departments within the Councils. We will not provide personal data to anyone else or use the data about you for any other purpose unless the law allows or requires us to.

All interested parties can request to be added to the Adur Planning Policy Consultee Database. All those on the database will receive a Newsletter and will be notified when any relevant documents are published. Contact details will be stored confidentially, in accordance with the GDPR 2018 and you will be offered the opportunity to unsubscribe at any time through the documentation you receive.

For further information, please refer to the Planning Policy Privacy Notice:

https://www.adur-worthing.gov.uk/planning-policy/privacy-notice/

CONTENTS

Appendices

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INTRODUCTION

This Sustainable Energy Supplementary Planning Document (SPD) is intended to provide helpful guidance to developers on meeting the energy policies set out in Adur Local Plan 2017 (Adur LP) and the Submission Shoreham Harbour Joint Area Action Plan (JAAP).

The document includes clarification of the policies in the two development plan documents. It describes how developers can demonstrate that policies have been met by proposed development, through; undertaking assessments of energy demand; developing strategies to reduce and meet the energy demand; and developing Energy Statements to support planning applications.

This document relates to:

- new major residential and non-residential developments proposed in the Adur Local Plan area
- all new development in the Shoreham Harbour Regeneration Area (excluding householder applications)
- all new development in the proposed Shoreham Heat Network Area (excluding householder applications)
-

These developments are required to meet energy policy requirements and submit Energy Statements.

However, this SPD encourages *all developments* to submit Energy Statements to demonstrate how they are delivering clean, smart sustainable, development, in the spirit of wider sustainability objectives of the Plans.

The purpose of the energy policies in the plans are to ensure that development delivers secure, affordable, low carbon growth, increases future energy resilience, and helps to deliver the strategic objectives of the government's National Planning Policy Framework (2018), Industrial Strategy (2017) and the Clean Growth Strategy (2017).

Adur District Council is committed to increasing renewable and low carbon decentralised energy through the Local Plan. The Council has committed to the UK100 Cities target of 100% clean energy by 2050. The requirement for renewable and low carbon energy in proposed development is aligned with the National Planning Policy Framework which requires all local planning authorities to deliver radical reductions in greenhouse gas emissions and support renewable and low carbon energy.

SECTION 1

1 What is the policy background?

Legislation and national policy

1.1 The following legislation provides the national and international context for the local policies:

The **Planning and Compulsory Purchase Act 2004** sets out the legislative framework for development planning in England. The Act requires that:

Development plan documents must (...) include policies designed to secure that the development (...) contribute to the mitigation of, and adaptation to, climate change.[1]

1.2 The **Climate Change Act 2008** introduced a statutory target to reduce carbon dioxide and other greenhouse gas emissions by at least 80% below 1990 levels by 2050[2]. To meet this target, the UK will need to reduce emissions by at least 3% a year. Five carbon budgets have been set in law which set out interim targets for the UK. The current budget requires a minimum 57% reduction in carbon emissions by 2030.

1.3 The **Planning and Energy Act 2008** allows local planning authorities to impose reasonable requirements for:

a) a proportion of energy used in development in their area to be energy from renewable sources in the locality of the development;
b) a proportion of energy used in development in their area to be low carbon energy from sources in the locality of the development;
c) development in their area to comply with energy efficiency standards that exceeds the energy requirements of building regulations.[3]

1.4 A Written Material Statement (2015) proposed the removal of Part (c) to exempt residential dwellings. However this has not been brought into force, and the provisions of the act remain in place. The government has stated that local planning authorities are not restricted in their ability to require energy efficiency standards above building regulations.[4]

[1] Section 19 (1A) of the Planning and Compulsory Purchase Act 2004, as amended by Section 182 of the Planning Act 2008.
[2] Section 1 of the Climate Change Act 2008.
[3] Section 1 (1) of the Planning and Energy Act 2008.
[4] Government response to the draft revised National Planning Policy Framework consultation (p.48) (2018)

National policy

1.5 The **National Planning Policy Framework (NPPF) (2018)** sets out the government's planning policies for England and how these are expected to be applied. The NPPF expects the planning system to support the transition to a low carbon future in a changing climate, and to contribute to *"radical reductions in greenhouse gas emissions"*.

1.6 The NPPF requires plans to adopt proactive strategies to mitigate and adapt to climate change, in line with the provisions and objectives of the Climate Change Act 2008.[5]

The NPPF sets out how, to support the transition to a low carbon future in a changing climate, the planning system should:

- ***help to: shape places in ways that contribute to radical reductions in greenhouse gas emissions, minimise vulnerability and improve resilience (...); and support renewable and low carbon energy and associated infrastructure* (paragraph 148).**
- ***help increase the use and supply of renewable and low carbon energy and heat, plans should: provide a positive strategy for energy from these sources, that maximises the potential for suitable development, while ensuring that adverse impacts are addressed satisfactorily (including cumulative landscape and visual impacts); (...) and identify opportunities for development to draw its energy supply from decentralised, renewable or low carbon energy supply systems and for co-locating potential heat customers and suppliers* (paragraph 151).**

In determining planning applications, local planning authorities should expect new development to:

a) ***comply with any development plan policies on local requirements for decentralised energy supply unless it can be demonstrated by the applicant, having regard to the type of development involved and its design, that this is not feasible or viable; and***

b) ***take account of landform, layout, building orientation, massing and landscaping to minimise energy consumption* (paragraph 153).**

1.7 The **Planning Practice Guidance (PPG)**[6] is an online resource which provides additional and detailed guidance on aspects of the NPPF. The PPG highlights the importance of addressing climate change as one of the key land use planning principles.[7] Increasing the amount of energy generated from renewable and low carbon technologies is important to ensure future energy security, and to reduce greenhouse gas emissions to

[5] Paragraphs 148-149 (including footnote 48) of the National Planning Policy Framework (2018).
[6] The Planning Practice Guidance may be updated to reflect the new NPPF and therefore this section of the draft Energy SPD May be updated prior to adoption.
[7] Paragraphs 6-001 - 6-002 of the Planning Practice Guidance.

slow down climate change. The PPG highlights the importance of enabling and encouraging decentralised energy opportunities, such as district heating and cooling.[8]

1.8 The **UK Clean Growth Strategy** '*Leading the way to a low carbon future*' (2017) sets out the government's ambition to deliver growth that is clean and an energy system that is low carbon, resilient, smart and secure. It states that we *need to reduce the emissions created by heating our homes and businesses, which account for almost a third of UK emissions. If done in the right way, cutting emissions in these areas can benefit us all through reduced energy bills, which will help improve the UK's productivity, and improved air quality, while the innovation and investment required to drive these emissions down can create more jobs.*

1.9 The Clean Growth Strategy (2017) recognises that Local Authorities can play an important role in improving the energy performance of buildings in line with Government ambition. In addition, the Government's Industrial Strategy (2017) includes a goal to enable business and industry to improve energy efficiency by at least 20 per cent by 2030. The revised NPPF states that any local requirements for the sustainability of buildings should reflect the Government's policy for national technical standards.

Local Policy

Adur Local Plan 2017

1.10 The **Adur Local Plan** (adopted December 2017) provides a comprehensive vision and strategy for the future of Adur until 2032. Key challenges for the Plan include the need to: improve infrastructure; address climate change; work towards achieving sustainability; and to balance development and regeneration requirements against the limited physical capacity of Adur without detriment to environmental quality.

Adur Local Plan Vision statement includes that the following will be achieved by 2032:

V6: High standards of design will have become an essential part of all new development

V10: Progress will have been made towards a low carbon, sustainable community through sustainable construction, energy efficiency, the use of renewable energy, (...) and to make a significant contribution to low and zero carbon energy production.

[8] Paragraph 6-009 of the Planning Practice Guidance.

1.11 To meet its obligations under the legislation and national policy context set out above, Adur Local Plan includes the following Policy 19 on Energy Schemes and Renewable Energy:

ALP Policy 19: Decentralised Energy, Stand-alone Energy Schemes and Renewable Energy

An assessment of the opportunities to use low carbon energy, renewable energy and residual heat/ cooling for both domestic and non-domestic developments must be provided with any major planning application. This must include details of:

- Any new opportunities for providing or creating new heating/cooling networks.
- The feasibility of connecting the development to existing heating / cooling / CHP networks where these already exist.
- Opportunities for expansion of any proposed networks beyond the development area over time, and to plan for potential expansion.

Where viable and feasible, commercial and residential developments in areas identified in the Shoreham Harbour Heat Network Study (2015) will be expected to connect to district heating networks where they exist.

Stand-alone energy schemes will also be supported subject to compliance with other policies in this Plan.

All new major development will be expected to incorporate renewable/low carbon energy production equipment to provide at least 10% of predicted energy requirements.

1.12 This supplementary planning document provides further detail on how to prepare an Energy Statement to accompany planning applications for major development.[9] The purpose of an Energy Statement is to demonstrate that climate change mitigation measures comply with Policy 19 of the Adur Local Plan. It also ensures sustainable energy is an integral part of the development's design and evolution. Smaller developments are also encouraged to meet the standard and submit an Energy Statement.

Heating and cooling networks

1.13 Decentralised heating and cooling systems and networks can provide an extremely cost effective approach to minimising CO_2 emissions, especially where networks can be expanded to accommodate new and existing developments over time. Heating and hot water for buildings account for 40% of UK energy use and 20% of greenhouse gas

[9] Major development is defined in the **Town & Country Planning (Development Management Procedure) (England) Order 2015** as 10 or more dwellinghouses, or sites of 0.5 hectares or more where it is not known if the development will have 10 or more dwellinghouses; the provision of a building or buildings where the floorspace to be created is 1,000m^2 floorspace or more, or development on sites of 1 hectare or more.

emissions. The Climate Change Committee estimates that district heating can meet 20% of domestic heating and hot water needs by 2030. The Clean Growth Strategy (2017) includes policies to roll out low carbon heating, and phase out the installation of high carbon fossil fuel heating.

1.14 **All proposals for major development must include an assessment of the opportunities for decentralised heating and cooling networks.** See Section 3 for guidance on how to address decentralised energy, heating and cooling networks in the Energy Statement.

Shoreham Heat Network

1.15 Shoreham Heat Network Partnership[10] is exploring the potential for a heat network serving parts of Shoreham-by-Sea town centre and Shoreham Harbour. **All development in these areas will be required to connect to the network once it is complete. Heating/cooling systems must therefore be designed to be compatible with future connection to a network.**

Renewable and low carbon energy generation

1.16 Building related energy consumption is a significant contributor to greenhouse gas emissions. The hierarchy of reducing demand; using energy efficiently; supplying energy efficiently and then using appropriate on-site renewable/low carbon energy generation is the most cost-effective means of reducing energy consumption and greenhouse gas emissions for new developments. Section 2 sets out the different technologies this may include.

1.17 **All major development is expected to incorporate renewable/low carbon generation of a minimum of 10% of predicted energy requirements. Best practice is to use total energy requirements (regulated and unregulated).**

1.18 **The total energy demand should only be calculated after:**

- **the scheme is compliant with Part L 2013 Building Regulations;**
- **reductions from energy efficiency measures have been calculated and deducted; and**
- **reductions achieved by connecting to a heat network have been calculated and deducted**

1.19 See Section 5 for guidance on how to address low and zero carbon energy generation in the Energy Assessment.

[10] The partnership members are: Shoreham Harbour Regeneration, Adur District Council, West Sussex County Council, Shoreham Port Authority

Shoreham Harbour Joint Area Action Plan

1.20 Adur District Council is working in partnership with Brighton & Hove City Council and West Sussex County Council to regenerate Shoreham Harbour and surrounding areas to prepare the **Shoreham Harbour Joint Area Action Plan**. The Councils intend to adopt the plan in summer 2019. Policy SH1: Climate change, energy and sustainable building requires all new development within the regeneration area to incorporate low and zero carbon decentralised energy opportunities.

JAAP Policy 8: Shoreham Harbour Regeneration Area (excerpt)
New development at the harbour will be expected to meet high standards of environmental efficiency and a Sustainability Statement will be required as supporting information to accompany all development proposals in the parts of the Shoreham Harbour Regeneration Area within Adur. The Sustainability Statement should be set out in accordance with the Sustainability Statements Guidance Note for Shoreham Harbour Regeneration Area. Development will be expected to incorporate low and zero carbon decentralised energy generation, in particular heat networks, and required to either connect, where a suitable system is in place (or would be at the time of construction) or design systems so they are compatible with future connection to a network.

1.21 **All development proposals within the Shoreham Harbour Regeneration Area are required to submit a Sustainability Statement.** The energy assessment required by Policy 19 of the Adur Local Plan, should be incorporated into this Sustainability Statement. See the Shoreham Harbour Sustainability Statement Guidance for further details.

2 What is renewable and decentralised energy?

2.1 **Detailed below, is information on a range of renewable energy technologies, some of which should be included as part of the proposed scheme so that at least 10% of the proposed development's predicted energy requirements are provided by renewable energy, in accordance with Policy 19 of the Adur Local Plan. See Section 4 'How should an Energy Statement be structured'.**

For details on the information you should submit with your application for selected technologies, please refer to the table in Appendix 2

Renewable energy	
(Image to be added)	**What is it?** Energy derived from a source that is continually replenished, such as wind, wave, solar, hydroelectric and energy from plant material, but not fossil fuels or nuclear energy. Although not strictly renewable, geothermal energy is generally included.
Where is this technology appropriate?	Can be utilised at a variety of scales, on both residential and non-residential developments. Where they are suited will be dependent upon the technology type (refer to technologies listed below).

Decentralised energy	
	**What is it?** Decentralised energy is produced close to where it will be used, rather than at a large remote power station and sent through the national grid. This local generation reduces transmission losses and lowers carbon emissions. Decentralised energy can refer to energy from waste plants, CHP, district heating/cooling, geothermal, biomass or solar energy generation. Decentralised energy generation schemes can have various different ownership models so the economic benefits can be shared with various and potentially local stakeholders.
Where is this technology appropriate?	Can be utilised at a variety of scales, on both residential and non-residential developments. Where they are suited to will be dependent upon the technology type (refer to technologies listed below).

What Renewable Energy Technologies are there?

Photovoltaics (PV)	
	**What is it?** Photovoltaics (PV) or photovoltaic cells capture solar radiation from the sun converting it into electrical energy. PV requires daylight to work, however does not require direct sunlight. The amount of energy produced will be greater during the summer months due to longer periods of daylight. The amount of energy produced is also diminished by overcast weather and/or if the array is shaded. The optimum orientation of PV cells is within 45° of south, and can be roof mounted, roof integrated or building integrated.
Where is this technology appropriate?	Any type of residential or non-residential development. It can be roof mounted or ground mounted.

Solar water heating (SWH)

What is it?

As with photovoltaics, solar hot water (SHW) systems utilise the sun's solar radiation. However, instead of converting it to electrical energy, SHW utilises the solar radiation to heat water. SHW systems can either be closed or open. In a closed system, a heat transfer fluid is heated at the collector or plate and then is transferred to a hot water tank. In an open system, the water is directly heated at the collector or plate. SHW panels or collectors should be orientated within 45° of south with an optimum roof pitch of 30°. There are two main types of SHW: evacuated tubes (shown) or panels. Evacuated tubes have higher efficiency.

Where is this technology appropriate?	All development: residential and non-residential where there is appropriate hot water demand. It can be roof-mounted or ground-mounted.

Wind turbines

What is it?

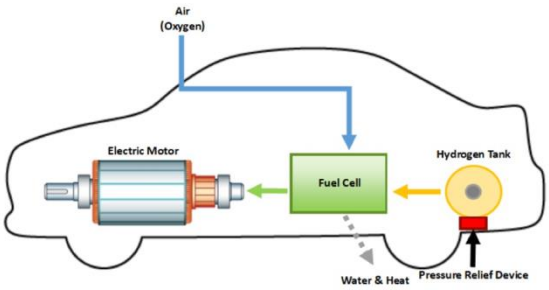
Wind turbines work by the blades of the turbine, turned by the wind, turning a generator, which then converts the kinetic energy into electrical energy. Energy generated can either be used in development, stored in batteries or exported to the grid in times of surplus.

Wind speed is critical to the performance of wind turbines. In order to assess wind speeds, ideally a site wind survey should be undertaken which covers a period of at least 12 months, in order to demonstrate that wind speed at a given site can supports wind technology.

Where is this technology appropriate?	All development: both residential and non-residential. Can be roof-mounted or ground-mounted. However, onshore turbines can only

	be permitted where identified in a local plan. This currently applies only to the South Quayside area of Shoreham Harbour.

Fuel cells



What is it?
A cell that acts like a constantly recharging battery, electrochemically combining hydrogen and oxygen to generate power. For hydrogen fuel cells, water and heat are the only by-products and there is no direct air pollution or noise emissions.

Where is this technology appropriate?

Fuel cell technology can be applied as a transport energy solution but also stationary fuel cells can be used for commercial, industrial and residential primary and backup power generation.

Biomass fuelled electricity and heat generating plant

What is it?
Biomass technology uses organic materials, either directly from plants or indirectly from industrial, commercial, domestic or agricultural products to generate heat. Biomass does not include fossil fuels. Biomass products can include:

- Woody biomass – such as logs, wood chips, wood pellets and energy crops;
- Non woody biomass – such as animal waste, industrial waste and biodegradable products from food processing.

Biomass is considered to be carbon neutral as the energy released from biomass on burning is the same as that absorbed during its production. The most common biomass technologies are biomass boilers, where the fuel can be fed manually or automatically. Internal or external storage areas will be required to store biomass products.

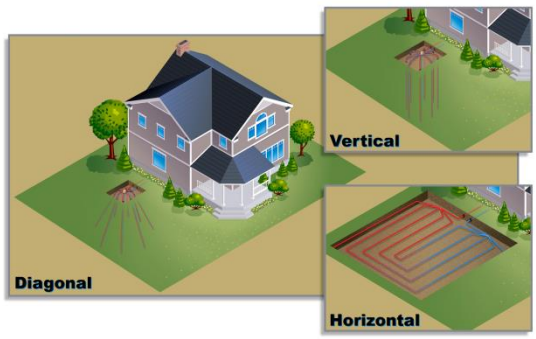
Where is this technology appropriate?	All development: both residential and non-residential. However, biomass is not suitable within Air Quality Management Areas.

Air source heat pump

What is it?
Air source heat pumps extract the ambient heat energy in outside air and use this for heating or cooling and to produce domestic hot water. These systems can be used in new development or retrofitted. They can be used where the ground conditions and limited space preclude the use of ground source heat pumps which generally have higher levels of efficiency. Heat pumps are most efficient in well insulated properties with high levels of airtightness.

Where is this technology appropriate?	All development: both residential and non-residential.

Water/Ground source heat pump



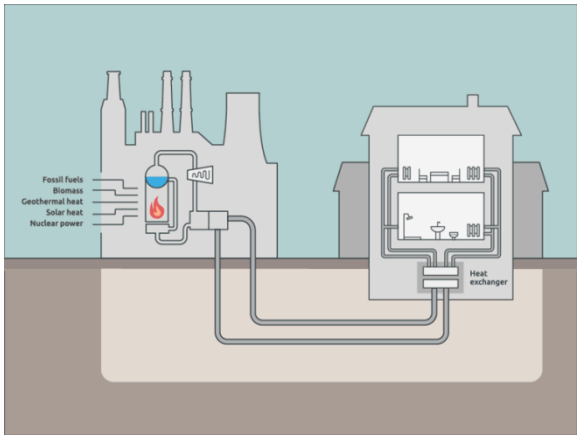
What is it?
Underground pipes are used to absorb heat from the ground which is transferred to a heat distribution system that can provide heating as well as preheated domestic hot water. A large space is required for the pipes to be buried underground at a depth of around 1m with the majority of the heat exchanger under open land with exposure to sunlight. Alternatively vertical heat exchangers (bore holes) may be used at a depth of 15 to 150 m where space is limited.

- Vertical heat exchangers are expensive. Permission to drill boreholes may be required.
- Feasibility depends on the ground conditions

Where is this technology appropriate?	All development: both residential and non-

	residential. There may be archaeological reasons which would make this technology unsuitable in certain locations.

District heating

	**What is it?** District heating utilises a network of highly insulated pipes to capture and transfer heat from a variety of energy sources (such as an energy centre that includes heat generating plant, or heat produced as a by-product of industrial processes) to heat both residential and non-residential properties (space heating and hot water). District heating offers a much more efficient, and low carbon, way of heating properties.
Where is this technology appropriate?	District heating is very expensive to install, therefore it would be more suited to densely concentrated developments, such as blocks of flats.

Combined Heat & Power (CHP) and Combined Cooling, Heat & Power (CCHP)

Image to be added	**What is it?** CHP units burn gas or oil to generate both heat and power and are therefore a much more efficient way of producing energy. CHP can provide significant carbon emission reductions however unless it is powered by bio-fuel it is not considered to be a renewable technology.
Where is this technology appropriate?	CHP can be used for a variety of scales. The main markets for CHP tend to be those with high heat requirements, for example flats, high density housing, supermarkets, leisure centres, hospitals and industrial sites which will require larger scale CHP units. The Council will particularly encourage schemes of 10 dwellings or 1,000m^2 or more to consider the potential for CHP.

3 What are the principles for meeting planning requirements on sustainable energy?

Principle 1: The Energy Statement

A. The Council requires an Energy Statement to be submitted for:
   - all development proposals within the Shoreham Harbour Regeneration Area (as part of the Sustainability Statement) (see Map, Appendix 4)
   - all development proposals within the Shoreham Heat Network Area (see Map, Appendix 4)
   - major development proposals in the Adur Local Plan area.

B. The Council strongly encourages an Energy Statement to be submitted for all other development proposals demonstrating carbon reductions beyond current Building Regulations compliance.

C. The Energy Statement should demonstrate the proposal's contribution to reducing carbon dioxide emissions in accordance with the following energy hierarchy:
   1. Be lean: use less energy
   2. Be clean: supply energy efficiently
   3. Be green: use renewable energy.

D. As a minimum, the Energy Statement should include:
   - a calculation of the regulated energy demand and associated carbon dioxide emissions at each stage of the energy hierarchy
   - proposals to reduce carbon dioxide emissions through the energy efficient design of the site, buildings and services (Stage 1: Be lean)
   - proposals to further reduce carbon dioxide emissions through the use of decentralised energy, heating and cooling (Stage 2: Be clean)
   - proposals to further reduce carbon dioxide emissions through the use of on-site renewable energy technologies (Stage 3: Be green).

IMPORTANT:

A draft Energy Statement should be prepared during design stages. If the proposal is subject to pre-application advice, it is recommended that a draft Energy Statement be submitted for pre-application stage discussions.
A full Energy Statement should be submitted with the full planning application.

Principle 2: Energy demand assessments

A. In accordance with current Building Regulations (Part L), the Council requires that developments involving both new and existing buildings calculate and assess their energy demand and carbon emissions.

B. The Energy Statement should set out the building fabric and services measures specific to the scheme, and demonstrate the extent to which they exceed building regulations. Baseline emissions should also take account of emissions associated with uses not covered by Building Regulations including all internal lighting, cooking and all electrical appliances.

C. Baseline emissions for dwellings should establish:

- A Target Emissions Rate (TER) calculated through the standard Building Regulations 2013 methodology SAP 2009 (unless superseded)
- Additional emissions associated with 'unregulated' energy.

D. Baseline emissions for non-domestic development should establish:

- A Target Emissions Rate (TER) calculated through the standard Building Regulations 2013 methodology (unless superseded) established through dynamic modelling
- Additional emissions associated with 'unregulated' energy.

Principle 3: Use less energy (be lean)

A. The design of developments should prioritise passive measures to minimise energy demand by reducing the need for heating, cooling and ventilation systems, and reducing the reliance on mechanical lighting, heating and cooling. Passive design measures should take account of landform, layout, building orientation, massing and landscaping.

B. All development is expected to meet the requirements of Part L Building Regulations (2013 or subsequent update) solely from energy efficiency measures.

C. Non-domestic development proposals must achieve the following minimum BREEAM standards:
- Excellent: for all development proposals within the Shoreham Harbour Regeneration Area
- Very good: for all development proposals elsewhere in the Adur Local Plan area

D. Development proposals are strongly encouraged to achieve a minimum 19% reduction in CO_2 emissions in dwellings over Part L Building Regulations requirements (2013 or subsequent update) solely from energy efficiency measures.

How much carbon reduction should housing development achieve?

The Written Ministerial Statement of 25 March 2015 (HCWS488) set out the government's new national planning policy on the setting of technical standards for new dwellings. The Ministerial Statement stated that Local Authorities would continue to be able to require energy performance standards higher than Building Regulations up to the equivalent of Code for Sustainable Homes Level 4 (Code for Sustainable Homes Level 4 equates to 19% below Part L Building Regulations 2013). More recently, the government confirmed in its response to the draft revised NPPF consultation that local authorities' powers to require energy efficiency standards from new housing above Building Regulations (Planning and Energy Act 2008) are unrestricted by the Framework.

All development is strongly encouraged to achieve a 19% reduction on the Dwelling Emission Rate (DER) against the Target Emission Rate (TER) based on the 2013 Edition of the 2010 Building Regulations (Part L), whilst meeting the TER solely from energy efficiency measures as defined within the Standard Assessment Procedure (SAP) calculation model.

This requirement is equivalent to the energy performance requirements in the Code for Sustainable Homes Level 4 and ensures an energy demand reduction first approach in line with the energy hierarchy. A 19% improvement beyond Part L (2013) can be achieved entirely through energy efficiency measures (such as enhanced insulation, glazing, airtightness and high efficiency heating and hot water heat recovery). Developers will be expected to provide evidence of the level of carbon reduction achieved in the dwellings through submission of SAP calculation reports at the design and built stages.

Principle 4: Supply energy efficiently (be clean)

A. As part of the energy statement, an assessment of the opportunities for connection to a heat network must be submitted for:
    - all development proposals within the Shoreham Harbour Regeneration Area as part of the sustainability statement
    - all development proposals within the Shoreham Heat Network Area
    - major development proposals elsewhere in the Adur Local Plan area.

B. Submission of an assessment of the opportunities for connection to a heat network is strongly encouraged for other development proposals.

C. The energy statement should demonstrate that heating and cooling systems and technology have been selected in accordance with the following hierarchy:

Heating and cooling hierarchy

System:

1. Connection to existing heating/cooling network (most preferred)
2. Site-wide heating/cooling network
3. Building-wide heating/cooling network
4. Individual heating/cooling systems (least preferred)

Technology:

1. Renewable/waste energy sources (such as biomass, heat pumps, solar thermal) (most preferred)
2. Low carbon technologies (such as gas-CHP)
3. Conventional systems (such as gas or direct electric) (least preferred)

Principle 5: Renewable energy

A. As part of the Energy Statement, an assessment of the opportunities for renewable energy generation must be submitted for:
   - all development proposals within the Shoreham Harbour Regeneration Area as part of the sustainability statement
   - major development proposals elsewhere in the Adur Local Plan area.

B. Submission of an assessment of the opportunities for renewable energy generation is strongly encouraged for other development proposals.

C. The Energy Statement must demonstrate a 10% saving in CO_2 emissions from onsite renewable energy generation. This will be calculated after compliance with Building Regulations (Part L), energy efficiency savings and connection to a heating/cooling network.

D. The Energy Statement must provide the rationale for the chosen renewable energy technologies, and demonstrate that they are the most suitable options for the proposed development scheme. Appendix 2 'Additional information required for energy technologies' provides further details of the information requirements.

Principle 6: Alternative solutions

A. Energy and carbon dioxide reduction targets should be met on-site. Where it is clearly demonstrated that these cannot be fully achieved on-site, the council will consider alternative solutions in the vicinity of the development. The Energy Statement should set out any proposed alternatives, and provide evidence that these would deliver an equivalent saving of CO_2.

Principle 7: Monitoring and addressing building energy performance

A. The Energy Statement must set out the proposed measures to monitor the energy performance of the development.

B. The Energy Statement must set out the proposed measures to address any gap between predicted and actual energy performance of the development.

Principle 8: Feasibility and viability

A. If an applicant does not consider it feasible to meet any of the requirements of this SPD, the Energy Statement must demonstrate that all options have been explored and appraised.

B. If an applicant does not consider it viable to meet the requirements of this SPD, the Energy Statement must be accompanied by a full open-book viability appraisal clearly demonstrating that this is the case. The viability appraisal must:
   - Be completed by a suitably qualified, independent individual.
   - Include baseline energy consumption and carbon emissions calculations for regulated and unregulated energy use
   - Compare the financial viability of a compliant scheme with the proposed scheme
   - Provide a breakdown of the cost estimates and assumptions used for the assessment
   - Present Internal Rate of Return (IRR), capital expenditure, cost and carbon savings as outputs.

C. The Council may seek independent advice to review the feasibility and/or viability evidence submitted. The cost of this review will be borne by the applicant.

D. The Council will consider the potential benefits of a development by weighing these against the resulting harm from non-compliant development.

E. The Council will expect applicants to identify and install those measures that are feasible and/or viable.

F. Where development is phased, the Council may require a review of viability and/or feasibility evidence.

Principle 9: Retrofitting existing buildings

A. The requirement for an Energy Statement (as set out in Principle 1) also applies to the development, extension and/or change of use of existing buildings.

B. As part of the Energy Statement, an assessment of the opportunities to retrofit energy efficiency measures; decentralised energy, heating and cooling; and renewable energy generation must be submitted.

C. Where retrofitting measures are not identified at application stage, the Council will seek to secure the implementation of retrofit measures through planning conditions and/or obligations.

Why retrofit existing buildings?

To achieve the reduction in greenhouse gas emissions required by the Climate Change Act 2008 a significant improvement to the energy performance of the existing building stock is essential. The Government's Clean Growth Strategy (2017) recognises the importance of retrofitting existing buildings with energy efficiency measures. Installing decentralised energy, heating and cooling, and renewable energy generation can make a significant contribution to reducing greenhouse gas emissions.

Sustainable refurbishment is important because the majority of older buildings do not meet current energy performance standards. Retrofitting such buildings makes them appropriate for current and future use. The Principles in this SPD apply to proposals for development, extension and/or change of use of existing buildings as well as to new development. The Energy Statement should set out the retrofit measures to be delivered as part of the scheme

The Council recognises that there may be challenges in adapting some existing buildings. Where this is the case the Energy Statement should demonstrate if it is not feasible and/or viable to achieve the standards as set out in Principle 8.

Principle 10: Historic buildings and conservation areas

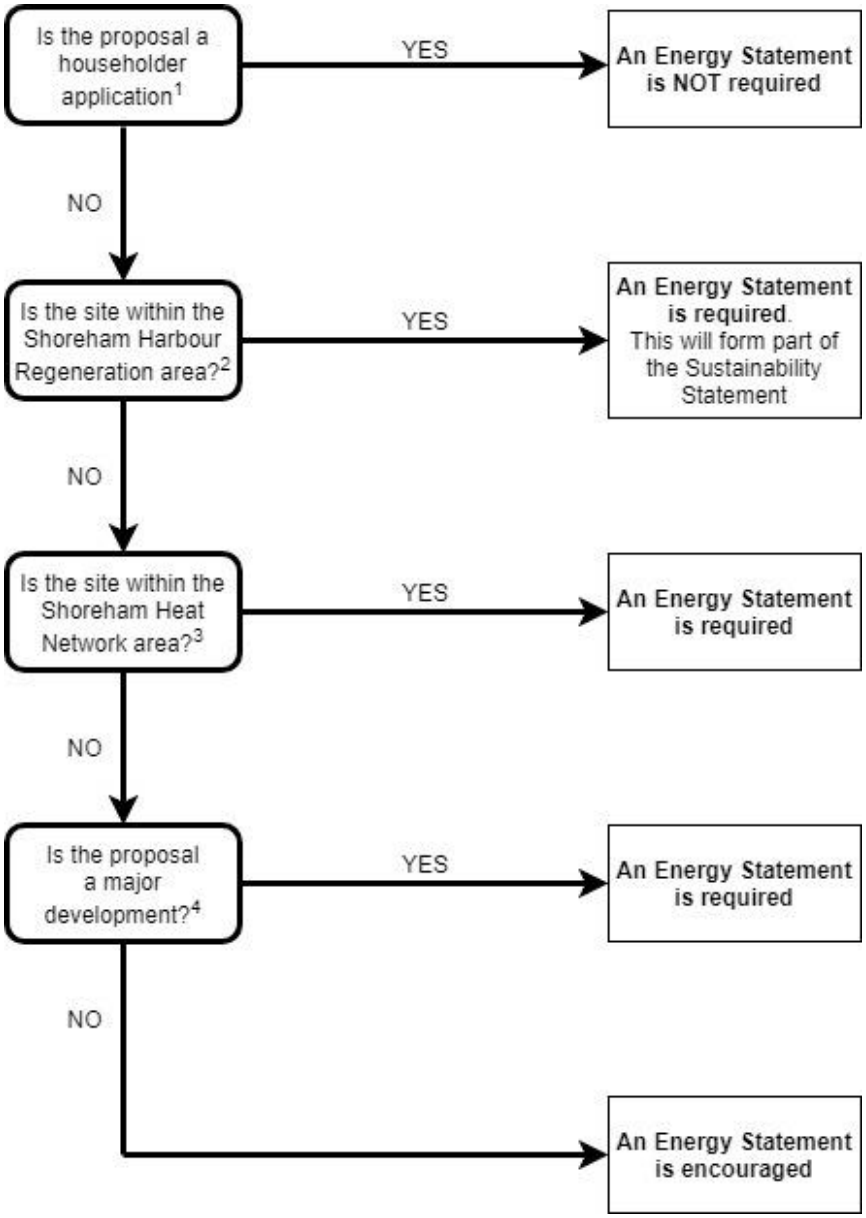
A. Development affecting a historic building, or its setting, and/or a conservation area is expected to comply with the principles of this SPD. The Energy Statement should set out the proposals for meeting the requirements sympathetically.

B. The Council will consider the evidence in the Energy Statement alongside Policies 16 and 17 of the Adur Local Plan which address the historic environment, and the impact on the heritage asset and/or its setting.

4 Is an Energy Statement required?

Please use this flowchart to identify how the requirements apply to your proposed scheme:

Start here:



[1] Householder applications include works to a domestic dwelling house, including, extensions, loft conversions, conservatories, dormer windows, new or altered access, garages and outbuildings, garden fences or walls and satellite dishes.
[2] See Appendix 4 map
[3] See Appendix 4 map
[4] Major development is 10 or more dwellinghouses, or sites of 0.5 hectares or more where it is not known if the development will have 10 or more dwellinghouses; the provision of a building or buildings where the floorspace to be created is 1,000 sqm or more, or development on sites of 1 hectare or more).

5 How should an Energy Statement be structured?

5.1 This section explains how Energy Statements should be developed. It sets out what information will be expected by Adur District Council.

5.2 The Energy Statement should calculate the energy demand and CO_2 emissions from the scheme using dynamic modelling and then demonstrate the proposal's contribution to reducing carbon dioxide emissions in accordance with the following energy hierarchy:

1. Be lean: use less energy
2. Be clean: supply energy efficiently
3. Be green: use renewable energy

5.3 In alignment with the energy hierarchy, the Energy Statement should include the following information, step by step:

1. a calculation of the regulated energy demand and associated carbon dioxide emissions at each stage of the energy hierarchy
2. proposals to reduce carbon dioxide emissions through the energy efficient design of the site, buildings and services (Be lean)
3. proposals to further reduce carbon dioxide emissions through the use of decentralised energy, heating and cooling (Be clean)
4. proposals to further reduce carbon dioxide emissions through the use of on-site renewable energy technologies (Be green)

The Council requires an Energy Statement to be submitted for:

- all development proposals within the Shoreham Harbour Regeneration Area (as part of the Sustainability Statement) (see Map, Appendix 4)
- all development proposals within the Shoreham Heat Network Area (see Map, appendix 4)
- major development proposals elsewhere in the Adur Local Plan area

The Council strongly encourages an Energy Statement to be submitted for <u>all</u> other development proposals.

Energy Statement Suggested Outline Structure and Graph

5.4 The following outline summary table is a suggested format that developers can use to submit their Energy Statement (one for each building and one for the scheme as a whole). Each element of the suggested outline Energy Statement is explained in the following pages.

Energy Statement Suggested Outline Structure

	Energy Statement Summary	Energy demand (kWh/yr)	Energy consumption savings (%)	CO_2 emissions (kg/yr)	CO_2 emission savings (%)
Step 1	**Calculate the baseline scheme compliant with 2013* Building Regulations**				
Step 2	**Calculate the proposed scheme after energy efficiency measures**				
Step 3	**Calculate the proposed scheme after connection to a heating/cooling network**				
Step 4	**Calculate the CO_2 emission savings target (10% of CO_2 emissions after Stage 3)**				10%
		Energy generation (kWh/yr)	**Energy generation savings (%)**	**CO_2 emissions (kg/yr)**	**CO_2 emission savings (%)**
Step 5	**Calculate the proposed scheme after renewables savings to meet the 10% reduction target as a minimum**				
		Net energy demand (kWh/yr)	**Net energy consumption savings (%)**	**Net CO_2 emissions (kg/yr)**	**Net CO_2 emission savings (%)**
Step 6	**Calculate the net energy demand and CO_2 emissions from the baseline scheme after all reductions**				
Step 7	**Show this information in graph form**				
Step 8	**Summarise the measures taken under Step 2, 3 and 4 to achieve the total savings**				

*The baseline scheme must be a 2013 Building Regulations compliant building (please note that use of the building regulation backstops/software default is not equivalent to a compliant building and is therefore not acceptable)

Step 1
Calculate the baseline scheme compliant with 2013* Building Regulations

5.5 Current Building Regulations (Part L) requires that developments involving new and existing buildings (including extensions greater than 100m^2 and greater than 25% of existing floor area) calculate and assess their energy demand and carbon emissions. Different methodologies apply to different types of building - **the most effective way of calculating these emissions is to hire a qualified professional to do the calculation using the relevant methodology.**

5.6 Part L Building Regulations 2013 currently provide the baseline standard that all new buildings must meet.

5.7 Planning policies are not in place to duplicate regulations. Energy Statements should therefore set out the building fabric and services measures specific to the scheme and demonstrate the extent to which they exceed building regulations. Benchmark estimates are not acceptable. Applicants are encouraged to demonstrate site-specific or innovative measures that show energy efficiency is fundamental to a scheme's design.

5.8 Baseline emissions should also take account of emissions associated with uses not covered by Building Regulations 'unregulated energy' including all internal lighting, cooking and all electrical appliances.

5.9 Baseline emissions for dwellings should establish: A Target Emissions Rate (TER) calculated through the standard Building Regulations 2013 methodology SAP 2009. Additional emissions associated with non Building Regulations elements can be established by using BREDEM (BRE Domestic Energy Model). The modelling should be completed for a representative sample of domestic properties.

5.10 Baseline emissions for non-domestic development should establish: A Target Emissions Rate (TER) calculated through the standard Building Regulations 2013 methodology established through dynamic modelling. Additional emissions associated with non Building Regulations elements should be established by using individual end use figures (for example catering and computing) from CIBSE guide baselines (e.g. CIBSE Guide F), Energy Consumption Guide 19, or evidence established through previous development work. A short summary of the modelling work output (e.g. a BRUKL report) should be provided in an appendix of the energy assessment.

Step 2
Calculate the proposed scheme after energy efficiency measures

5.11 Applicants should then explore energy efficiency measures that could be installed to help to reduce energy use in the scheme through efficiency measures applied to space and water heating, space cooling and electricity demand.

5.12 By reducing energy demand through energy efficiency first, a more efficient scheme will be delivered, and the proportion of renewable energy provision for Step 4 will also be reduced.

Step 3
Calculate the proposed scheme after connection to a heat and cooling network

5.13 As part of the Energy Statement, an assessment of the opportunities for decentralised energy, heating and cooling must be submitted for:

- all development proposals within the Shoreham Harbour Regeneration Area as part of the sustainability statement
- all development proposals within the Shoreham Heat Network Area
- major development proposals elsewhere in the Adur Local Plan area

5.14 Submission of a decentralised energy, heating and cooling assessment is strongly encouraged for **all** other development proposals.

5.15 The energy statement should demonstrate that heating and cooling systems and technology have been selected in accordance with the following heating and cooling hierarchy:

System:

1. Connection to existing heating/cooling network (most preferred)
2. Site-wide heating/cooling network
3. Building-wide heating/cooling network
4. Individual heating/cooling systems (least preferred)

Technology:

1. Renewable/waste energy sources (such as biomass, heat pumps, solar thermal) (most preferred)
2. Low carbon technologies (such as gas-CHP)
3. Conventional systems (such as gas or direct electric) (least preferred)

5.16 Centralised communal wet heating systems are encouraged rather than individual gas boilers or electric heating, particularly in locations within or near to identified heat network priority areas. In order to safeguard future connection to heating/cooling networks, individual heating/cooling systems will not normally be permitted, unless it can be demonstrated that it is not feasible and/or viable to do so.

5.17 All developments should seek to minimise such CO_2 emissions as far as possible, including through designing out the need for heating and cooling as far as possible.

Connecting to existing heating/cooling networks

5.18 Developments are required to connect to existing decentralised energy (DE) networks where these exist or are proposed in the vicinity of the scheme. A map of the Decentralised Energy Network proposed for the Shoreham Harbour Area is shown in Appendix 4.

Developing new heating/cooling networks

5.19 Opportunities for developing new decentralised energy (district heating/cooling) networks should also be explored through an assessment of the feasibility of linking a development's heating system with neighbouring buildings with significant and complementary heat loads to create a local DE network. To achieve this, the development itself could become an energy 'hub' which provides heat, via a district heating network, to one or more existing neighbouring buildings; alternatively the development could be supplied with heat from an energy centre within a nearby building or development. Such a system would be likely to be more efficient, particularly where it makes use of Combined Heat and Power (CHP), may become viable where it may not have been previously, or where it allows a greater proportion of a building's heat load to be met via CHP. Reductions in CO_2 emissions made to existing buildings as a result of shared networks can be included within a development's CO_2 savings.

Ensuring on-site heating and cooling systems minimise CO_2 emissions

5.20 Where a connection to a wider energy network is not possible, onsite heating (and cooling) systems should be designed to minimise CO_2 emissions. To enable this and to ensure schemes are future proofed for future connection to district heating/cooling networks, all major schemes, and minor developments where feasible, should incorporate a communal heating network linking all elements of the development. Communal systems are the preferred heating and hot water solution because they satisfy three key criteria. That is, they: i) provide one point of external connection enabling heat and hot water supply from a future decentralised energy system; ii) future proof a development by facilitating alternative onsite low carbon/renewable heating solutions; iii) maximise energy efficiency and minimise CO_2 emissions.

5.21 Following the energy hierarchy, Combined Heat and Power (CHP) or Combined Cooling, Heat and Power (CCHP) should also be incorporated wherever viable.

Future proofed design which should enable a future connection

5.22 All developments and minor developments where reasonably possible should be designed to be future proofed to allow connection to a district heating network if/when such a network becomes available in the future. Technical design standards to enable connection are set out in Appendix 2.

Overheating and active cooling demand

5.23 The need for active cooling should be reduced as far as possible. The extent to which the cooling demand has been minimised – through use of passive design features (e.g. solar shading to control heat gains, thermal mass to manage heat, building massing, orientation

and layout) and passive ventilation (e.g. passive stack ventilation) – should be specified. Where the use of passive ventilation is not sufficient to guarantee building occupants' comfort, proposals for mechanical ventilation and/or cooling should include details of the infrastructure being proposed, including energy/carbon efficiencies and any opportunities to take advantage of free cooling and/or renewable cooling sources. Where appropriate, opportunities should be investigated to improve cooling efficiencies through the use of locally available sources such as ground cooling and canal water cooling.

5.24 The early involvement of services engineers is encouraged to ensure that opportunities for low/zero carbon heating, cooling and ventilation systems are optimised as an intrinsic part of the building design.

5.25 Given the projected rise in summertime temperatures due to climate change, which will also be exacerbated by the urban heat island effect, applications should demonstrate how a development has been designed to prevent overheating.

Step 4
Calculate the CO_2 emission savings target (10% of CO_2 emissions after Stage 3)

5.26 Calculate the CO_2 emissions savings target. This is 10% of the emissions calculated at Step 3.

Step 5
Calculate the proposed scheme after renewables savings to meet the 10% reduction target as a minimum

5.27 Developments should maximise the use of renewable energy in order to meet the overall CO_2 reduction target as a minimum.

5.28 Energy assessments should set out consideration of each renewable energy technology in Section 3 of this SPD. All these technologies are considered potentially technically feasible in West Sussex (according to the West Sussex Energy Study). Full details of the proposed renewable technologies should be provided, including how they will be integrated into any communal heating network.

5.29 When calculating the contribution that ASHPs make towards onsite carbon reduction, clear calculations should demonstrate which portion of the heat load met by the ASHP is actually renewable (i.e. the electrical energy used to operate the pump, and the associated CO_2, should be subtracted from calculations of energy provided and CO_2 saved by renewables).

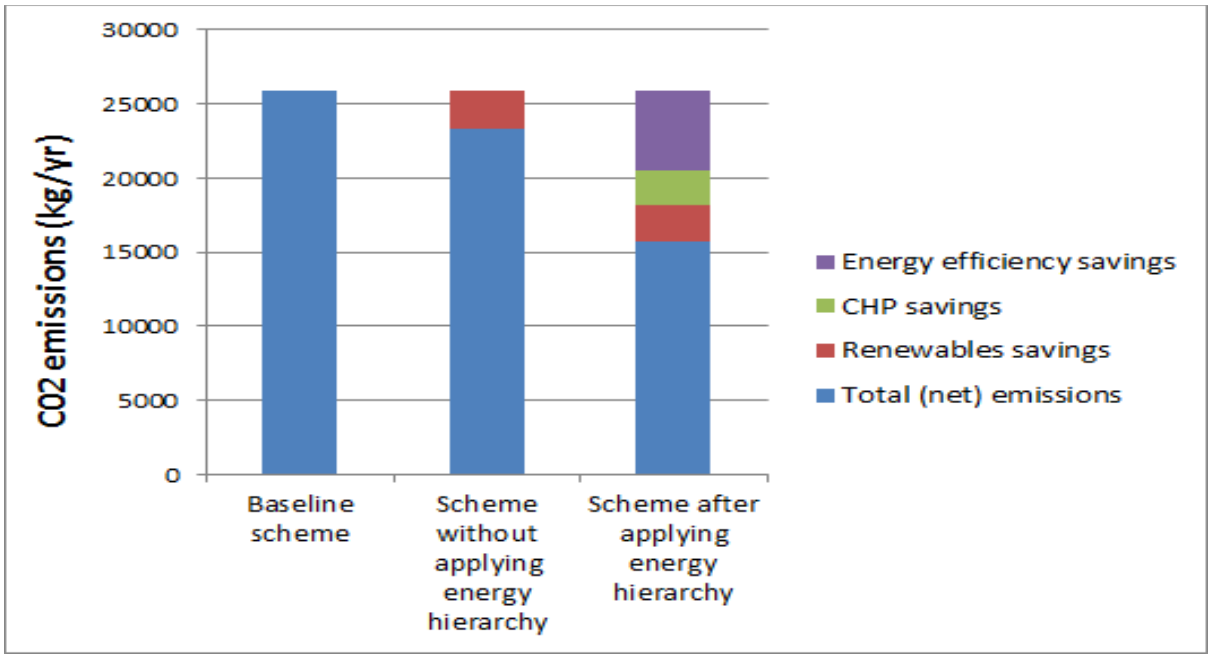
Step 6
Calculate the net energy demand and CO_2 emissions from the baseline scheme after all reductions

5.30 Subtract the generated energy and CO_2 emissions savings calculated at Step 5 from the energy demand and CO_2 emissions calculated at Step 3. This is the net energy demand and CO_2 from the scheme after all reductions, and allowance for renewable energy generation.

Step 7
Show this information in graph form

5.31 It is suggested that this information should also be represented in graphic form. This should show all reduction in emissions against the 2013 compliant baseline, clearly showing CO_2 savings from energy efficiency, Combined Heat and Power or district heating (CHP/DH) and then renewables, as per the example below (savings shown are illustrative only):

CO_2 savings from following energy hierarchy



5.32 As the above graph demonstrates, if the energy hierarchy is followed, the scheme can provide a lower renewable energy provision to meet the 10% target. Importantly, the scheme will also be more energy efficient with lower carbon emissions, and lower energy bills.

Step 8
Summarise the measures taken under Step 2, 3 and 4 to achieve the total savings

5.33 This should include:

- Which energy efficiency measures are proposed
- Heating/cooling network connection proposed for which aspects of the scheme
- Which renewable energy technologies are proposed.

5.34 This summary will help the planning authority when considering the planning application, in the reporting process to Planning Committee, and in annual monitoring.

What good practice examples are there locally?

Here are some examples of local good practice:

Shoreham Harbour Eco Port	**Website:** https://www.shoreham-port.co.uk/
One of only eleven ports in the UK to hold Eco-Port status, Shoreham Harbour is leading the way by continually assessing its environmental impact and developing strategies that will reduce its carbon footprint. In 2015, planning permission was granted for the erection of two Norvento nED100 wind turbines which are now in full operation. Together they generate 475,000 kWh of electricity per year saving over 134 tonnes CO_2. The amount of energy generated is more than enough to power the port's Pump House. Shoreham Harbour has also made major strides forward in large scale solar energy, having installed over 9,000 solar panels on Port Authority owned buildings. Its first array was completed at Hove Enterprise Centre in 2012. More recently, the port has seen much larger installations, having worked in partnership with Brighton Energy Co-op. In total, the port generates 2.2 mega watts of electricity annually through these technologies.	

Eco Open Houses - Portland House, Richmond Road, Worthing. (Worthing Eco Open Houses 2018 by Transition Town Worthing)	**Website:** http://worthing.greenopenhomes.net/homes/portland-house-richmond-road-2024
Adur & Worthing Councils have committed to reducing their carbon footprint having installed 154 solar panels on the roof of Portland House in Worthing. The scheme will generate 40,000 kWh of electricity each year, helping to reduce their fuel bills and saving them 11.4 tonnes of CO_2/year. The Council have also replaced all lighting with low-energy LED lighting, and have introduced electric vehicle charging points and safe bicycle storage to encourage low carbon forms of transport.	

Energy efficiency: Commercial LED lighting retrofit - East Sussex National Hotel and Golf Club	**Website:** http://www.eastsussexnational.co.uk/
East Sussex National Hotel and Golf Club saved £970/year on their energy bills by switching 70 fluorescent lamps situated in each of their building's stairwells to low-energy LEDs. These were switched on 24 hours/day and were therefore an obvious place to begin saving energy. They also installed sensor light switches in each of the stairwells so that the lights only switched on when they sensed movement in the stairwells. Through lighting improvements only, CO_2 emissions were reduced by 1.8tonnes/year.	

Solar PV, Electric vehicle and Battery Storage domestic retrofit: Juniper Walk, Shoreham. **(Worthing Eco Open Houses 2018)**	**Website:** http://worthing.greenopenhomes.net/homes/juniper-walk-shoreham-2027
A private home in Shoreham installed an ideal energy combination of the future: Solar PV, battery storage and a home charging point for an Electric Vehicle. The system includes a roof mounted 6.27kW PV array; a 14kW Tesla Powerwall 2 battery and 32amp home charge point for electric vehicles. In the Winter the Powerwall battery is used to store cheap energy at night from the national grid and is used to power the house during the day when there is peak load on the grid. The EV can also be charged overnight to avoid peak electrical demand. In the Summer the Powerwall battery stores electricity from the Solar PV and is used to power the house when there is no sun. For 6 months through summer over 90% of the power for the house and the EV comes from the Solar PV. For a few weeks all the power for the car comes from the PV and Powerwall 2 so driving the car is Zero Emission and Zero Cost. The annual generation from solar PV is 6MWh. The annual household consumption is 6.5MWh (House = 5.5MWh + 1 Car = 1MWh). This means the house is carbon neutral for electricity, and 50% carbon neutral for the EV. With these, plus lighting and heating upgrades, the EPC rating for the house in 2018 is A (93), the previous rating in 2015 was D (62).	  

APPENDIX 1 – ENERGY STATEMENT TEMPLATE

Name of proposal:	*[INSERT TEXT HERE]*
Type of application (pre-application, outline, full, condition discharge, reserved matters)	*[INSERT TEXT HERE]*

Is the site within the Shoreham Harbour regeneration Area? YES/NO
Is the site within the Shoreham Heat Network Area? YES/NO

Table 1: Energy Statement Summary

	Energy Statement Summary	Energy demand (kWh/yr)	Energy consumption savings (%)	CO_2 emissions (kg/yr)	CO_2 emission savings (%)
Step 1	**Calculate the baseline scheme compliant with 2013* Building Regulations**				
Step 2	**Calculate the proposed scheme after energy efficiency measures**				
Step 3	**Calculate the proposed scheme after connection to a heating/cooling network**				
Step 4	**Calculate the CO_2 emission savings target (10% of CO_2 emissions after Stage 3)**				10%
		Energy generation (kWh/yr)	**Energy generation savings (%)**	**CO_2 emissions (kg/yr)**	**CO_2 emission savings (%)**
Step 5	**Calculate the proposed scheme after renewables savings to meet the 10% reduction target as a**				

	minimum				
		Net energy demand (kWh/yr)	**Net energy consumption savings (%)**	**Net CO_2 emissions (kg/yr)**	**Net CO_2 emission savings (%)**
Step 6	**Calculate the net energy demand and CO_2 emissions from the baseline scheme after all reductions**				

*The baseline scheme must be a 2013 Building Regulations compliant building (please note that use of the building regulation backstops/software default is not equivalent to a compliant building and is therefore not acceptable)

Step 7	**Show this information in graph form**
[INSERT GRAPH HERE]	

Step 8	**Summarise the measures taken under Step 2, 3 and 5 to achieve the total savings**
[INSERT TEXT HERE]	

TABLE 2: Energy Strategy

The Executive Summary must be accompanied by a full energy strategy for the development. Please provide full details of how the scheme complies with the principles of this SPD and the relevant policies in the Adur Local Plan and/or Shoreham Harbour Joint Area Action Plan. Please see information requirements below:
1. **Passive design** - Provide details of passive design measures included in the development, explaining how these measures will reduce energy demand. These include: • Building form (eg. internal layout, building materials used. etc.) • Orientation and shading - including orientation of roofs to maximise solar energy potential. • The positioning of openings - to allow the penetration of solar radiation, visible light, and for ventilation. • Thermal mass (to reduce the need for heating during winter)
[Insert text here]
2. **Energy efficiency** - Provide details of physical measures to ensure the energy efficient use of the building, explaining how these measures will reduce energy demand. These include: • Use of insulating materials (with a high energy performance) - eg. levels of roof insulation, wall insulation, air tightness, etc. • Minimisation of thermal bridging

- Use of materials with a high energy performance (low U-values)
- Electrical appliances
- Low-energy fixtures (eg. LED lighting)

[Insert text here]

3. **Heating, cooling and hot water** - Provide details of measures to minimise the amount of energy and carbon dioxide emissions used to heat and/or cool the building and provide hot water (in accordance with the heating hierarchy). These include:

System:

- Connection to existing heating/cooling network (most preferred)
    - Protected pipe routes
    - Plant room location
    - Plant room design
- Site-wide heating/cooling network
- Building-wide heating/cooling network
- Individual heating/cooling systems (least preferred)

Technology:

- Renewable/waste energy sources (such as biomass, heat pumps, solar thermal) (most preferred)
- Low carbon technologies (such as gas-CHP)
- Conventional systems (such as gas or direct electric) (least preferred)

[Insert text here]

4. **Overheating** - Provide details of measures to minimise the amount of energy and carbon dioxide emissions used to prevent the building from overheating during warm weather. These include:

- Ground cooling
- Canal water cooling
- Minimise internal heat generation through energy efficient design
- Reducing the amount of heat entering the building in summer
- Use of thermal mass and high ceilings to manage the heat within the building
- Ventilation - Passive (most preferred); Mechanical (least preferred)

[Insert text here]

5. **Renewable technologies** - Provide details of renewable energy technologies used to generate energy used onsite in the table below. These include:

- Solar PV (Photovoltaics)
- Solar Thermal (Solar Water Heating)
- Wind turbines
- Biomass fuelled electricity and heat generating plant
- Air source heat pump
- Water/Ground source heat pump
- District heating
- Combined Heat & Power (CHP) and Combined Cooling, Heat & Power (CCHP)

Technology type (eg. PV, solar thermal, biomass)	**Description**	**Capacity from this technology (kW)**	**Estimated annual generation (kWh)**	**Total CO_2 saving from this technology (kg CO_2/m^2)**
Example: *Solar PV*	*28m² of 345W PV panels, 16% efficiency*	*3kWp*	*2550 kWh*	*1045*
[Add lines as needed]				
TOTAL				

Please provide the rationale for the chosen renewable energy technologies, and demonstrate that they are the most suitable options for the proposed development scheme below:

6. **Energy Performance Gap** - Note how the Performance Gap will be addressed following construction of the building. This must include:

- The proposed measures to monitor the energy performance of the development.
- The proposed measures to address any gap between predicted and actual energy performance of the development.

[Insert text here]

7. **Feasibility and viability** - As per Principle 8 in the Supplementary Planning Document, if you do not consider it feasible to meet any of the above

requirements please use this section to provide the following:

A. Demonstrate that all options have been explored, and the reasons why the meeting the requirement/s is not feasible.
B. Outline which measures meeting the requirements that are feasible.

Please note: If it is considered that any of the requirements are not feasible, a full open-book viability appraisal should be submitted alongside this Energy Statement which clearly demonstrates that this is the case. The viability appraisal must:

- Be completed by a suitably qualified, independent individual.
- Include baseline energy consumption and carbon emissions calculations for regulated energy use
- Compare the financial viability of a compliant scheme with the proposed scheme
- Provide a breakdown of the cost estimates and assumptions used for the assessment
- Present Internal Rate of Return (IRR), capital expenditure, cost and carbon savings as outputs.

[Insert text here]

APPENDIX 2

Additional information required for energy technologies

For each technology selected to deliver the minimum 10% target, the information listed below will be required. This must be set out in your Energy Statement and submitted with the planning application. The information will then be assessed as part of the decision-making process to establish whether the policy requirements of Policy 19 of the Adur Local Plan have been met.

Technology	Information required
Photovoltaics (PV)	• Description of technology • Capacity-electrical output (kWp) • Estimated energy generation (kWh/yr) • Design of the module or array • Elevations to show proposed location • Orientation/roof pitch • Roof plans and detail of roof mounting arrangement and methods of fixing, if applicable. • Potential shading from trees and other buildings • Visual impact assessment • Landscape Character • Biodiversity impacts
Solar Water Heating (SHW)	• Description of the technology • Capacity i.e. number of panels or tubes, total area • Estimated energy generation (kWh/yr) • Elevations to show proposed location • Orientation/roof pitch • Roof plans and detail of roof mounting arrangements and methods of fixing, if applicable • Potential shading from trees and other buildings • Visual impact assessment • Landscape Character • Biodiversity impacts
Wind turbines	• Description of technology • Capacity- electrical output (kW) • Estimated energy generation (kWh/yr) • Layout plan showing the site size, boundary and location of infrastructure (e.g. location of turbines, substation, access tracks) • Elevation plan • Roof plan to show location of wind turbine (if roof mounted) • Average site wind speed (minimum 12 months) and further justification to fully demonstrate that the proposed wind

	turbine would actually deliver the wind output claimed • Grid connection • Proximity to dwellings • Noise, vibration and visual impact assessment • For large wind turbines further information will be required, including topple zones, radar interference, microwave transmission buffers, archaeological assessment, consideration of impact on birds/bats, etc. & Air Traffic Control • Evidence of consultation with appropriate bodies such as Network Rail, the Highways England, the Health and Safety Executive to establish if there would be any potential impacts on rail, road, rivers or other infrastructure or development, e.g. topple zones, cabling, and vibration impacts. radio/signalling impacts, shadow flicker • Visual impact assessment • Landscape Character • Biodiversity impacts
Fuel Cells	• To Be Added
Biomass fuelled electricity and heat generating plant	• Description of technology and fuel supply • Capacity – boiler specification (kW) • Estimated energy generation (kWh/yr) • Floor plans and elevations showing the location and design of the plant, flue and storage facilities; • Details of vehicle access to and from the plant and estimated vehicle movements • Source of fuel supply, principal transport routes to and from the supply • Landscaping and visual impact of plant • Details of noise emissions • Details of air pollution impacts and mitigation measures • Evidence of consultation with appropriate bodies such as DEFRA / Natural England Biodiversity impacts
Air source heat pump	• Description of technology e.g. air-to air, air-to water system • Capacity-for heating and cooling (kW) • Estimated energy generation (kWh/yr) • Elevations to show location and design • Visual impact assessment • Noise report (should be available from the manufacturer) to include localized background noise too
Water/Ground source heat pump	• Description of technology • Capacity-for heating and cooling (kW) • Estimated energy generation (kWh/yr)

	• Number and location of boreholes/trenches • Location of pipe work • Connection details to the building • Plan showing tree locations and their potential rooting zones • Archaeological assessment, where applicable • Evidence of consultation with appropriate bodies such as the EA, as regards potential soil contamination, and Natural England as regards potential ecological issues
District heating	• Description of technology including fuel type to be used • Capacity – plant specification, electrical output (kWe), heat output Wth) • Estimated energy generation (kWh/yr) for electricity and heat separately • Layout plan showing site size, boundary and location of infrastructure (e.g. location of boiler house, CHP units and boilers, storage area, pipe networks) • Floor plans and elevations • Details of connection to distribution network • Noise and visual impact assessment • Details of operation and management of installations • Where appropriate, source of fuel supply, principal transport routes to and from the supply • Details of vehicle access to and from the plant and estimated vehicle movements • Biodiversity impacts
Combined Heat & Power (CHP) and Combined Cooling, Heat & Power (CCHP)	• Description of technology including fuel type to be used • Capacity – plant specification, electrical output (kWe), heat output Wth) • Estimated energy generation (kWh/yr) for electricity and heat separately • Layout plan showing site size, boundary and location of infrastructure (e.g. location of boiler house, CHP units and boilers, storage area, pipe networks) • Floor plans and elevations • Details of connection to distribution network • Noise and visual impact assessment • Details of operation and management of installations • Where appropriate, source of fuel supply, principal transport routes to and from the supply • Details of vehicle access to and from the plant and estimated vehicle movements • Biodiversity impacts

APPENDIX 3 – GLOSSARY & FURTHER INFORMATION

GLOSSARY	
Biomass	Biomass is the total dry organic matter or stored energy of plant matter. As a fuel it includes energy crops and sewage as well as forestry and agricultural residues
Clean Growth	**(to be added)**
Combined Heat and Power	The combined production of electricity and usable heat is known as Combined Heat and Power (CHP). Steam or hot water, which would otherwise be rejected when electricity alone is produced, is used for space or process heating.
Community heating	Community heating is the distribution of steam or hot water through a network of pipes to heat a large area of commercial, industrial or domestic buildings or for industrial processes. The steam or hot water is supplied from a central source such as a heat-only boiler or a combined heat and power plant.
Energy efficiency	This is about making the best or most efficient use of energy in order to achieve a given output of goods or services, and of comfort and convenience. This does not necessitate the use of less energy, in which respect it differs from the concept of energy conservation.
Fuel cell	A cell that acts like a constantly recharging battery, electrochemically combining hydrogen and oxygen to generate power. For hydrogen fuel cells, water and heat are the only by-products and there is no direct air pollution or noise emissions. They are suitable for a range of applications, including vehicles and buildings.
Heating/Cooling network	**(to be added)**

Major Development	Major development is defined in the **Town & Country Planning (Development Management Procedure) (England) Order 2015** as 10 or more dwellinghouses, or sites of 0.5 hectares or more where it is not known if the development will have 10 or more dwellinghouses; the provision of a building or buildings where the floorspace to be created is 1,000m^2 floorspace or more, or development on sites of 1 hectare or more.
Photovoltaics	The direct conversion of solar radiation into electricity by the interaction of light with electrons in a semiconductor device or cell.
Renewable energy	Energy derived from a source that is continually replenished, such as wind, wave, solar, hydroelectric and energy from plant material, but not fossil fuels or nuclear energy. Although not strictly renewable, geothermal energy is generally included.

Sources of further information

Heat Networks Delivery Unit: Support and guidance for local authorities developing heat networks.

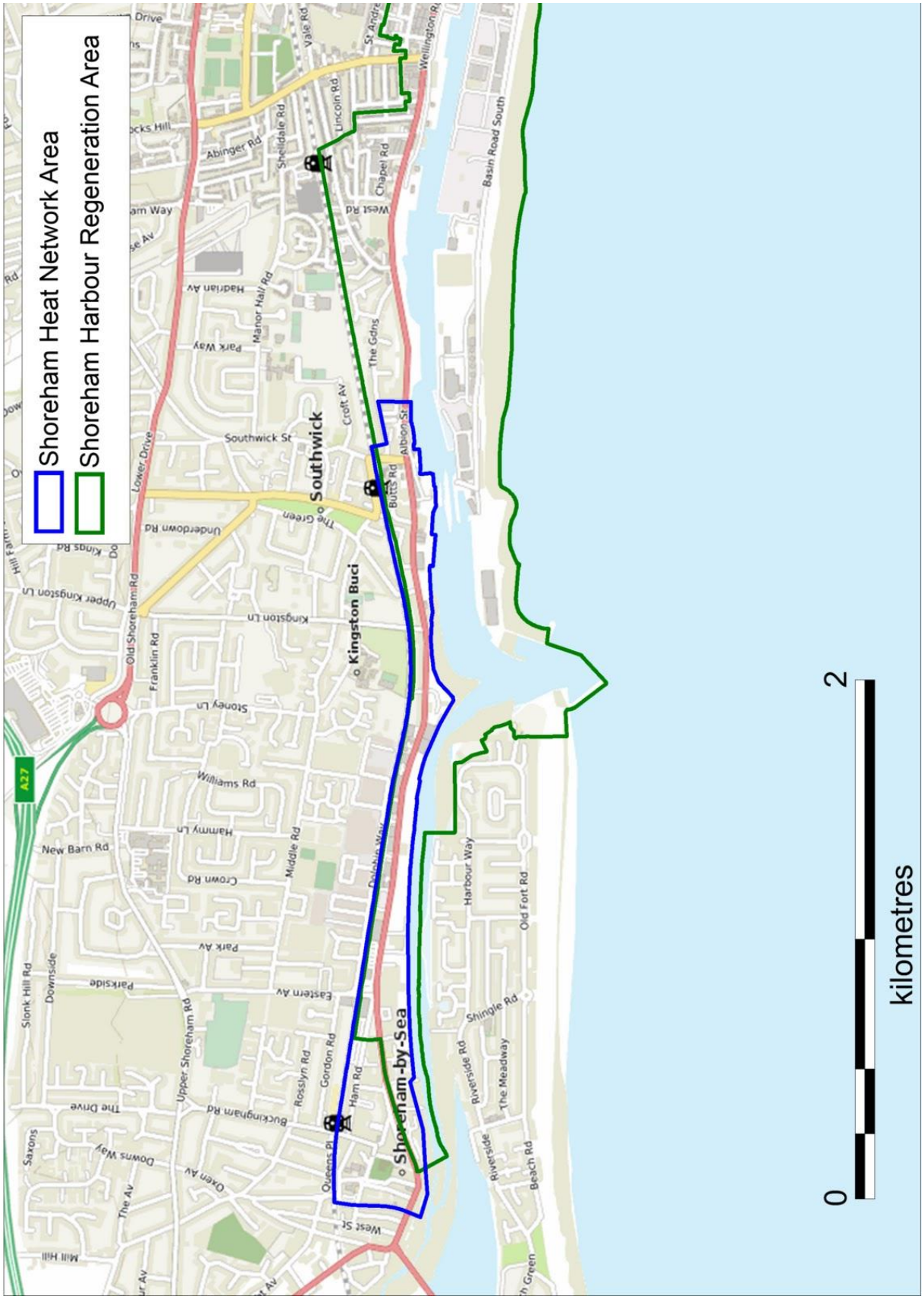
CIBSE Heat Networks Code of Practice:

Domestic Renewable Heat Incentive: The Domestic Renewable Heat Incentive (Domestic RHI) is a government financial incentive to promote the use of renewable heat. Switching to heating systems that use eligible energy sources can help the UK reduce its carbon emissions and meet its renewable energy targets.

Non-Domestic Renewable Heat Incentive: The Non-Domestic Renewable Heat Incentive (RHI) is a government environmental programme that provides financial incentives to increase the uptake of renewable heat by businesses, the public sector and non-profit organisations.

UK Green Building Council: UKGBC is a national member organisation uniting the UK building industry using sustainability as a catalyst to positively transform the places people use every day.

APPENDIX 4 - MAP



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Adur District Council
Planning Policy
Portland House
44, Richmond Road
Worthing
West Sussex
BN11 1HS

ADUR DISTRICT COUNCIL

ADUR DISTRICT COUNCIL

Planning Committee
11 March 2019

Agenda Item 8

Ward: All

Appointments to the Adur District Conservation Advisory Group

Report by the Director for the Economy

1.0 Summary

1.1 As members will be aware, appointments to the Adur District Conservation Advisory Group (ADCAG) are notified to the Committee for its approval

1.2 Officers have been advised that the Clerk to Sompting Parish Council, Carol Stephenson, recently contacted the Chair of ADCAG, Beryl Ferrers-Guy, to ascertain membership of the group, since at present there is no representative from the Sompting Parish serving on the group.

1.3 Having been given further details of ADCAG's responsibilities, Sompting Parish Councillor Caroline Baxter FIMI has been nominated to join the group. Ms Baxter would offer particular knowledge on applications affecting Sompting Conservation Area.

2.0 Background

2.1 The constitution of ADCAG states:

a) maximum of eight residents of Adur District with a common concern for the protection or enhancement of the Adur conservation areas, historic built environment, urban landscapes, listed buildings/structures.

b) ideally a 50-50 balance of professional & lay members from the district in its entirety (definition of professionals being in this case, related to architecture, construction, urban landscape, conservation or local history)

c) official representatives from relevant local historic societies would be desirable but be limited to one per organisation. Membership of other relevant groups or societies must be notified to the Group.

3.0 Financial Implications

3.1 There are no financial implications to the Council arising from this report.

4.0 Legal

4.1 There are no legal implications to the Council arising from this report.

5.0 Recommendation

5.1 It is considered that ADCAG continues to provide valuable input into the determination of planning applications which may affect the built environment as set out in 2.1 a) of the ADCAG constitution and it is therefore in the interests of the District that there are a sufficient number of members to consider relevant issues. From the information submitted, it would appear that Ms Caroline Baxter would be able to add value to the group and represent a part of the District that is currently under represented. Members are therefore requested to endorse her nomination.

Local Government Act 1972

Background Papers:

E-mail from Beryl Ferrers-Guy to Gary Peck 26 February 2019

Contact Officer:
Gary Peck
Planning Services Manager
gary.peck@adur-worthing.gov.uk

Schedule of other matters

1.0 Council Priority

1.1 To ensure that ADCAG continues to provide comments on planning applications

2.0 Specific Action Plans

2.1 Matter considered and no issues identified

3.0 Sustainability Issues

3.1 Matter considered and no issues identified

4.0 Equality Issues

4.1 Matter considered and no issues identified

5.0 Community Safety Issues (Section 17)

5.1 Matter considered and no issues identified

6.0 Human Rights Issues

6.1 Matter considered and no issues identified

7.0 Reputation

7.1 Participation from local amenity groups is seen as an important part of the consultation process relating to planning applications and is seen as evidence that the Council promotes consultation with the community.

8.0 Consultations

8.1 None further necessary

9.0 Risk Assessment

9.1 Matter considered and no issues identified

10.0 Health & Safety Issues

10.1 Matter considered and no issues identified

11.0 Procurement Strategy

11.1 Matter considered and no issues identified

12.0 Partnership Working

12.1 Matter considered and no issues identified