



Local Development Scheme 2008 - 2011

Report by the Executive Head of Planning, Regeneration and Wellbeing

1.0 Summary

- 1.1 Planning Regulations require Local Planning Authorities to produce and keep up to date a Local Development Scheme (LDS) which details the documents which comprise the Local Development Framework and the programme for producing these. An LDS for the Adur development plan (covering the period 2007 to 2010) was produced and submitted to the Government Office in 2007. The LDS now needs to be reviewed and rolled forward by one year. The document needs to be submitted to the Government Office and then made available to the public for information purposes. The LDS is a project plan for the new development plan - it is not a policy document.

2.0 Background

- 2.1 Planning Regulations require the preparation of a Local Development Scheme (LDS) to provide information on the type of documents that the local planning authority proposes to produce as part of the Local Development Framework. The LDS is also to include a timetable for producing these documents and information as to how they are to be produced covering such issues as resources, risk management and consultation. The LDS is to be made publically available so that the local community and stakeholders are clear about the preparation of the Local Development Framework.
- 2.2 The previous LDS was approved by the Council in 2007 and then submitted to the Government Office. This LDS covered the period 2007 to 2010. The review will roll forward the LDS by one year to cover the period 2008 to 2011.

3.0 Proposals

- 3.1 The previous LDS included the following documents as part of the Adur Development Plan:
- Core Strategy (a development plan document)
 - Sites Allocation (a development plan document)
 - Proposals Map (a development plan document)
 - Housing Delivery(a supplementary planning document)
 - Infrastructure (a supplementary planning document)
 - Sustainable Design (a supplementary planning document)

The LDS also made reference to the need to produce jointly with Brighton and Hove City Council and West Sussex County Council an Area Action Plan for Shoreham

Harbour to support a new policy in the Core Strategy for the regeneration of this area. However, it did not formally include this document since at that time there was not formal commitment to its funding from SEEDA.

The main changes to last year's LDS will be as follows:

- 3.2 The LDS includes the preparation of a new Statement of Community Involvement (SCI) for both Adur and Worthing to be prepared jointly with Worthing Borough Council. The new SCI will be commenced in January 2011 following adoption of the Adur and Worthing Core Strategies as well as the joint Area Action Plan for Shoreham Harbour .
- 3.3 Following the withdrawal of the Core Strategy last year on account of a number of uncertainties with regard to its deliverability, a new timetable for a new Core Strategy is included in this reviewed LDS. The timetable indicates a quicker process for its production in line with new Government guidance in PPS12 so that the Core Strategy should be adopted by this Council in September 2010.
- 3.4 The production of the joint Area Action Plan for Shoreham Harbour is now formally included in the LDS since SEEDA have committed funding to this. The Area Action Plan is to be produced in parallel with the Core Strategy with its public examination proposed to follow just behind that of the latter.
- 3.5 It is not proposed to produce a separate Site Allocations DPD since the future development needs of the district can be dealt with through strategic allocations of major sites in the Core Strategy (including Shoreham Airport and Shoreham Harbour). Criteria policies in the Core Strategy will help guide the right development to the right areas.
- 3.6 The LDS retains the preparation of an Infrastructure SPD but does not include the previous proposals for Housing Delivery and Sustainable Design SPDs. Housing delivery issues will be dealt with as part of the Core Strategy and also through the Strategic Housing Land Availability Assessment being undertaken. Whilst sustainable design remains an important issue, it is considered that sufficient guidance exists in other documents provided by a variety of agencies. New SPDS to be prepared in addition to that on Infrastructure are:
 - Guidance on internal and external space standards for new homes (to ensure good quality sustainable housing is provided)
 - Guidance for the rural areas outside of the Area of Outstanding Natural Beauty (to cover the rural areas between settlements where flood management and recreation improvements are needed).
- 3.7 The LDS needs to be submitted to the Government Office as soon as possible and then made available to the public for information purposes. The LDS is a project plan for the new development plan - it is not a policy document. The Cabinet Member is requested to approve the LDS prior to its formal submission to the Secretary of State.

4.0 Legal

4.1 The LDS has been prepared in accordance with the Planning and Compulsory Purchase Act 2004, the Planning Regulations and PPS12.

5.0 Financial implications

5.1 The production of the documents as timetabled in the LDS are to be funded by the existing service budget, through Housing and Planning Delivery Grant and by SEEDA (with respect to Shoreham Harbour planning work).

6.0 Recommendation

6.1 The Cabinet Member is recommended to approve the Local Development Scheme 2008 – 2011 for submission to the Government Office.

Local Government Act 1972

Background Papers:

Town and Country Planning Regulations
Planning Policy Statement 12: Local Spatial Planning

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Please note: The Local Development Scheme (LDS) is attached to this report as an appendix. This appendix has been printed separately and distributed to a limited number of recipients to save resources. Please contact Democratic Services on 01273 263291 or demsers@adur.gov.uk to request a copy or view the documents online at www.adur.gov.uk.

Schedule of Other Matters

1.0 Council Priority

- 1.1 The LDS and the emerging development plan will help to
- Create a clean, green and safe environment by protecting the best of Adur's environmental assets, steering development to sustainable locations and through policies to secure quality design.
 - Revitalise Adur through policies to secure economic and town centre regeneration as well as community well being.
 - Contribute to the implementation of the Community Strategy and other partnership initiatives through providing a clear spatial vision for the future of the District and through spatial policies.

2.0 Specific Action Plans

- 2.1 **(A)** Through specific policies, strategies and guidance in the LDS documents, to improve the visual appearance of the district; to ensure the provision of sufficient housing and employment; to promote regeneration including Shoreham harbour and to promote the viability and sustainability of town centres.
(B) To have an up-to-date LDS for public information.

3.0 Sustainability Issues

- 3.1 The Government requires that the all development plan documents be subject to a formal sustainability appraisal. The new plan aims to promote sustainable development .

4.0 Equality Issues

- 4.1 The new development plan aims to ensure that all groups in the district have equal access to the spatial opportunities offered by the new development plan. For example, child care, training opportunities, affordable housing and public transport are key issues being addressed through the new plan to promote equal opportunities.

5.0 Community Safety issues (Section 17)

- 5.1 The new development plan addresses community safety issues.

6.0 Human Rights Issues

- 6.1 At this stage of the development plan process, no negative issues have been identified.

7.0 Reputation

- 7.1 The LDF documents must be prepared in line with Government legislation and is subject to extensive community involvement. The delivery of the policies and strategy should meet the spatial needs of the district and therefore have a positive impact on the reputation of the Council.

8.0 Consultations

8.1 LSP Stakeholder Planning Forum, Officer and Member working groups (including a stakeholder steering group and joint Members Steering group for the joint area action plan for Shoreham Harbour) are involved in producing the development plan. The Government Office has been informally consulted on the draft LDS but will be formally consulted following Council approval of the draft.

9.0 Risk assessment

9.1 There is a statutory duty on the Council to produce the LDS and the development plan. Failure to meet the milestones as set out in the Council's Local Development Scheme could impact on a number of this council's priorities including economic and social regeneration as well as the delivery of affordable housing. Failure could also jeopardise the receipt of housing and planning delivery grant (on which the progress of the plan depends). Staffing and resources to undertake the new plan are critical.

10.0 Health & Safety Issues

10.1 Matters considered and no issues identified.

11.0 Procurement Strategy

11.1 This report complies with the Procurement Strategy.

12.0 Partnership working

12.1 The LDS identifies which LDF documents are to be produced on a partnership basis, including the joint Area Action Plan for Shoreham Harbour (in partnership with WSCC and Brighton and Hove City Council) and the joint Statement of Community Involvement (with Worthing Borough Council).



THE ADUR DEVELOPMENT PLAN

**LOCAL DEVELOPMENT
SCHEME**

2008 - 2011



**The Local Development Scheme has been prepared in
accordance with the requirements of the Planning and
Compulsory Purchase Act 2004**

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1.0 Introduction

- 1.1 The Planning and Compulsory Purchase Act 2004 requires local planning authorities to prepare and maintain a Local Development Scheme (LDS). This LDS provides the starting point for the local community to find out what our current planning policies are for the area and sets out the Council's programme for the preparation of new policies to replace these over the next three years (2008 – 2011). The new policies will form the Adur Local Development Framework (LDF). This LDS rolls forward the previous LDS.
- 1.2 The new policies will be based on a spatial planning approach – they will not just be concerned with the physical aspects of location and land use but also economic, social and environmental matters.
- 1.3 The new policies for the District will take the form of a number of Local Development Documents (LDDs). They will comprise Development Plan Documents (DPDs), and also Supplementary Planning Documents (SPDs) which will not form part of the Development Plan.
- 1.4 The DPDs along with the West Sussex Structure Plan 2001 – 2016, and then the South East Plan (the regional spatial strategy, when adopted by the South East England Regional Assembly), will comprise the statutory development plan for Adur District. These will be the basis upon which all planning decisions are made.
- 1.5 The DPDs will be published over a period of time and will therefore progressively replace the current statutory plan, the Adur District Local Plan (which covers the period to mid 2006). The Local Plan has been saved until replaced by the LDF (with the exception of policies AT12 and AT13 in relation to car parking). The West Sussex Structure Plan (covering the period 2001 – 2016) is saved until it is replaced by the South East Plan (which will cover the period up to 2026). The adopted West Sussex Minerals Local Plan (2003) and the West Sussex Waste Local Plan will be replaced by a Minerals and Waste DPD prepared by West Sussex County Council in accordance with its Local Development Scheme.
- 1.6 The adopted Local Plan has been backed up by supplementary planning guidance and other guidance documents. These will be reviewed in this LDS.

Therefore this LDS:

1. Provides the background introduction to preparing the Adur LDF.
2. Specifies the documents that are to be local development documents.
3. Provides the subject matter and geographical area to which each document relates
4. States which documents are to be development plan documents.
5. States which documents are to be supplementary planning documents.
6. Provides the timetable for the preparation and revision of the documents.
7. States the resources available for preparing the LDF.
8. States the local planning authority's proposals for monitoring the LDF and review of the Local Development Scheme.

- 1.7 The Council is committed to the programme set out in this LDS because of the benefits that an up to date and effective development plan and supplementary policies can have, including:-
- Implementing the spatial planning elements of the Adur Community Strategy, 'Your Community, Your Future'. The Community Strategy identifies 10 priority issues – Health and Social Care; Education and Training; Housing; Transport; Young People and Children, the Environment, Community Engagement, Business and the Local Economy, Crime and Community Safety and Culture and Leisure. A new Sustainable Community Strategy is currently being produced jointly with Worthing Borough Council for approval in the Summer of 2009. This Sustainable Community Strategy will identify new issues to be addressed (such as climate change and social cohesion) and be more place based with implementation through neighbourhood action plans.
 - Ensuring that the needs of the community for housing, employment and other important needs are met in a sustainable way and these are targeted at areas most in need.
 - Promoting regeneration and investment, in particular through an Area Action Plan for Shoreham Harbour (to be prepared jointly with Brighton and Hove City Council and West Sussex County Council) and through specific SPDs.
- 1.8 As part of the overall drive towards providing effective and efficient services to the local communities, Adur District Council and Worthing Borough Council services are in the process of merging. Once the main DPDs are adopted for each of the local authorities, there will be a fully merged service and consideration will be given to producing a joint Core Strategy for Adur and Worthing after 2010. Up until this time, opportunities for joint working and greater partnership arrangements will be sought, for example through the preparation of joint SPDs and a joint Statement of Community Involvement (SCI).
- 1.9 A Glossary of terms used in this Local Development Scheme can be found at the end of the Scheme.

2.1 Community Involvement

- 2.0 A fundamental requirement of the new planning system is involving the community. A Statement of Community Involvement (SCI) was approved by the Council in December 2006 following an examination. This outlines the methods of consultation we will use for the various stages in the preparation of the ADP and for different types of documents. A new Planning Policy Statement on LDFs and new Regulations has been issued by CLG (but remains to be enacted) which necessitate a number of changes to the stages of LDF production and hence consultation. Adur Council remains committed to appropriate community engagement. After 2010, is the intention to produce a joint SCI with Worthing Borough Council following adoption of the main LDF DPDs. Until this time, following some initial consultation on the changes with the main stakeholders, approval will be sought from Council Members to introduce some minor changes to the SCI to ensure it complies with the new Planning Regulations and advice in PPS12.

2.1 The main ways in which the community have previously been involved in the LDF (in order to prepare the SCI, the Issues and Options and the Preferred Options for the Core Strategy and the Issues and Options for the Site Allocations Document) include:-

- Participation in consultations on the draft Adur Community Strategy.
- Participation in consultations on key Council policies, strategies and projects relevant to the LDF, e.g. the Housing Strategy and the Shoreham Renaissance Strategy
- Article and questionnaires in the Council's free newspaper ('Adur Outlook') delivered to each household in the District
- Establishment of a member and officer Community Strategy and Development Plan Working Group in 2003 to oversee preparation of the ADP including community involvement
- Involvement of Adur Local Strategic Partnership 'Adur in Partnership' in the process, including establishment of a Stakeholder Planning Forum, which comprises some 40 organisations (public, private and voluntary)
- Introduction of planning issues in Adur Junior Citizenship events in 2003, 2004, and 2005
- Meetings with key stakeholders
- Use of the Adur Viewpoint Panel (established telephone panel of residents used corporately)
- Exhibitions, presentations and workshops
- Face to face meetings
- Use of the local press
- Letters and enclosures posted direct to database contacts
- Use of the web site and email
- Use of posters and leaflets
- Making documents available at the Civic Centre, Council sub offices, the libraries and community centres

2.2 The above methods will continue to be used for the future stages of the LDF but may need to be supplemented given the new PPS12 and new Regulations. An evaluation of the effectiveness of the methods will be assessed as part of preparing the new joint SCI after 2010.

3. What we have achieved to date

3.1 So far, the following work on the LDF has been and is currently being undertaken:

- The first Local Development Scheme was submitted to the Secretary of State in March 2005 and reviewed in June 2006 and March 2007.
- A Statement of Community Involvement was submitted to the Secretary of State in March 2006 and adopted in December 2006 following an Examination. The document was adopted ahead of the original milestone of Feb 2007.
- A Core Strategy document was produced for community consultation on Issues and Options in October of 2005. Consultation on the Preferred Options document took place in the summer of 2006. The Core Strategy was submitted to the Government

Office for the South East on the 31st January 2007. However, on account of an exploratory meeting held by the appointed Inspector in June 2007, the Council resolved to withdraw the Core Strategy from submission and a direction to this effect was issued by the Secretary of State in November 2007. The main issues of concern by the Inspector were in relation to the deliverability of the Core Strategy, particularly in regard to representations submitted by the Highways Agency concerning the impact on the A27 and by the Environment Agency concerning flood impact. Representations by SEEDA had also been submitted which raised new issues on housing capacity at Shoreham Harbour. The Secretary of State has published proposed changes to the South East Plan which includes Shoreham as a strategic development area (with an interim housing provision figure of 10,000 homes at Shoreham Harbour). The Harbour has also been awarded the status of a growth point by the Government. Accordingly, it is necessary to produce a new Core Strategy to include a strategic allocation at Shoreham Harbour and to progress this document in parallel with an Area Action Plan for Shoreham Harbour to be produced jointly by Adur District Council, Brighton and Hove City Council and West Sussex County Council. A new programme has been produced which progresses both plans within a challenging two year timetable. A draft of both documents will be made available for general community involvement in March 2009, following the completion of a number of evidence studies, review work on the Sustainable Community Strategy and additional stakeholder consultation.

- Work had previously begun on producing a Sites Allocation document. Consultation on an issues and options document in the spring of 2007. As detailed later, because of Government advice on the preparation of LDFs (including Core Strategies) as well as new housing advice in PPS3, it is considered that it is now no longer necessary to produce a separate DPD on Site Allocations. A strategic housing land availability assessment as well as a housing market assessment are being undertaken to underpin the strategy and policies in the Core Strategy and to ensure the delivery of a sufficient amount of housing to meet the identified needs in the district. All the valuable information gained from the consultation on the Site Allocations document are being fed into these studies and being used to inform the Core Strategy.
- An evidence base was assembled to inform the submitted Core Strategy and SPDs. This included technical studies on housing, open space, retailing, employment, the urban fringe, flood risk and transport. However, on account of the new Core Strategy and the joint Area Action Plan for Shoreham Harbour, a variety of new and refreshed studies are being undertaken. These new studies include two housing studies (strategic housing land availability and strategic housing market assessment) which are underway (on a joint authority basis) in accordance with PPS3.
- Sustainability appraisal/SEA work has and is still being undertaken (see below)
- The community has been engaged and informed at appropriate times in line with the SCI through direct mailing, use of the media (Adur Outlook and local newspapers), use of the Council's web site, meetings (e.g. the Stakeholder Planning Forum and topic based workshops meet regularly) and use of public exhibitions.

4. Proposed Local Development Documents, their Production and Management

Saved Plans

- 4.1 Application was made to the Secretary of State to request that a number of policies in the adopted Adur Local Plan be saved beyond the 27th September 2007 (i.e. beyond the period of three years from the commencement of the Planning and Compulsory Purchase Act 2004 which was 28th September 2004). A list of those policies to be saved and those not to be saved are identified in Annex 1. The review of the Local Development Scheme will identify which Local Plan policies are expected to be replaced by each LDD. A statement will be produced with each DPD to explain how each document relates to the Adur Local Plan. Annex 2 identifies existing Supplementary Planning Guidance documents and how they relate to saved policies of the Local Plan.
- 4.2 With the exception of 6 policies, the West Sussex Structure Plan 2001 - 2016 is 'saved' until the South East Plan is approved. The policies not to be saved are NE2 (Housing Provision), NE4 (Managing the Release of Housing Land), NE9 (Town, Village, District and Neighbourhood Centres), NE22 (Disused Transport Land), ERA7 (Energy Generation and Supply), and ERA8 (Waste).
- 4.3 With the exception of policies 23-24 (New Minerals Workings), 25 (Reclamation), 28 (Oil and Gas), 43-46 (Planning Applications) and 50 (Surveys), the West Sussex Minerals Local Plan is saved until replaced by a West Sussex Minerals and Waste Development Framework.
- 4.4 The policies of the draft South East Plan will be taken into account in preparing the LDF.

New Local Development Documents

- 4.5 Annex 3 is a schedule of the proposed new LDDs to be prepared by Adur District Council, together with their roles, conformity requirements and the main milestones to adoption. Annex 4 provides a profile of each LDD to be prepared, and also of the Strategic Environmental Assessments /Sustainability Appraisals process.
- 4.6 The current adopted Proposals Map which is part of the Adur District Local Plan will be revised as part of the Core Strategy (to allocate strategic development sites) and the joint Area Action Plan for Shoreham Harbour and then kept up to date whenever a development plan document is adopted.
- 4.7 Minerals and Waste DPDs will be prepared by West Sussex County Council in accordance with that Council's LDS.

5.0 Timescale

5.1 This Local Development Scheme details the programme up to 2010 for preparing the following documents as part of the LDF:

- A review of the **Statement of Community Involvement**

Development plan documents

- **The Core Strategy**
- **The Area Action Plan for Shoreham Harbour (to be prepared jointly with Brighton and Hove City Council and West Sussex County Council).**

Supplementary planning documents

In addition, a number of supplementary planning documents are programmed in the Local Development Scheme. These are key to achieving the Core Strategy since they will provide further guidance in support of a number of policies. These include topic based guidance and development standards for the following:

- **Infrastructure Guidance (to include affordable housing and car parking standards)**
- **Planning guidance for the rural areas outside the Area of Outstanding Natural Beauty**
- **Guidance on internal and external space standards for new homes (this is being prepared ahead of the above two documents to provide interim guidance to address concerns about inadequate living spaces within new homes and outdoor garden spaces).**

5.2 **Interim planning guidance is being prepared for Shoreham Harbour** by the three local planning authorities of Adur, Brighton and Hove and West Sussex. Until the joint Area Action Plan for the Harbour is produced, guidance is needed in the interim period to consider development proposals which continue to come forward in the Harbour area. This guidance will help to ensure that such developments do not prejudice the long term regeneration goals for the area. This guidance will not be a formal SPD (it does not provide policy details) but a document which, in support of policies on the South East Plan, indicates an approach for dealing with early development proposals. The guidance will be subject to stakeholder consultation in the Autumn of 2008 and approved in November 2008.

Adur and Worthing Joint Statement of Community Involvement (to be prepared jointly with Worthing Borough Council)

Commence review	January 2011
Consultation to identify contents of draft SCI	March 2011
Community involvement in draft SCI	June and July 2011
Approval by Councils	Sept 2011

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Core Strategy

5.3 On account of the withdrawal of the first Core Strategy from submission stage as detailed in paragraph 3.1 above, a new programme for the Core Strategy is set out below. Given the importance of the regeneration and growth proposals at Shoreham Harbour for the whole district, the joint Area Action Plan for Shoreham Harbour will be prepared in parallel with the Core Strategy allowing evidence studies and consultation exercises to inform both documents.

Commence preparation	Started beginning of 2008
Stakeholder involvement in Issues and Options	Throughout 2008 up until March 2009
Community involvement in first draft	March and April 2009
Formal consultation (Regulation 27) on pre-submission draft	December 2009 and January 2010
Submit to Secretary of State	February 2010
Pre- examination meeting	April 2010
Public Examination	June 2010
Receive Inspectors Report	August 2010
Adopt	September 2010

Joint Area Action Plan for Shoreham Harbour

5.4 The Core Strategy will include a strategic allocation for a significant amount of new jobs, homes and leisure facilities to secure the regeneration of Shoreham Harbour and to benefit the wider sub region. To help deliver this regeneration and associated infrastructure, an Area Action Plan will be produced jointly by the local planning authorities of Adur District Council and Brighton and Hove City Council and West Sussex County Council working with relevant agencies and Shoreham Port Authority. The Area Action Plan will be produced in parallel with the Core Strategy up until submission stage. SEEDA and English Partnerships is supporting the preparation of this Action Plan and contributing resources to its preparation, including the use of consultants. The timetable takes account of the following:

- The number of partners (agencies, bodies and local authorities) involved in the preparation of the Area Action Plan

- The size and complexity of the Shoreham Harbour area
- The need to ensure that the local communities have sufficient time to input and be involved in the preparation of the Area Action Plan.

Commence preparation	Started beginning 2008
Stakeholder involvement in Issues and Options	Throughout 2008 up until March 2009
Community involvement in first draft	March and April 2009
Formal consultation (Regulation 27) on pre-submission draft	December 2009 and January 2010
Submit to Secretary of State	February 2010
Pre- examination meeting	July 2010
Public Examination	Sept 2010
Receive Inspectors Report	November 2010
Adopt	December 2010

General Development Policies

5.5 It is considered that the policies proposed to be saved in the adopted Local Plan will provide robust policy coverage in order to make decisions on development proposals over the next three years. The Core Strategy will contain a select number of cross cutting policies and development control policies essential to deliver the spatial strategy. However, these policies will be kept under review and it may be necessary to programme a new document at a future date as a result of monitoring.

Infrastructure SPD

5.6 This SPD will be prepared to support the infrastructure policy (including the affordable housing policy in the Core Strategy). As part of the preparation stage, the technical study and the results of consultation on the new Core Strategy and the joint Area Action Plan for Shoreham Harbour scheduled to take place throughout 2008 and the first quarter of 2009 will be used to inform the SPD but it will not be consulted on and adopted until after the adoption of the Core Strategy.

Commence preparation	November 2010
Stakeholder input into preparation of draft	January and February 2011
Community involvement in draft	May and June 2011
Adoption	September 2011

Planning Guidance for the rural areas outside the South Downs AONB

- 5.7 This SPD will be prepared to support policies in the Core Strategy for the improvement and management for the rural areas outside of the AONB. The areas are open areas between the settlements of Shoreham and Lancing and between Sompting and Worthing. They are subject to flooding but offer potential for enhanced informal leisure opportunities and for environmental improvements. The SPD will provide details as to management of flooding in these areas as well as details as to the delivery of measures to improve the environment and to enhance recreational opportunities. As part of the preparation stage, the technical study and the results of consultation on the new Core Strategy will be used to inform the SPD but it will not be adopted until after the adoption of the Core Strategy.

Commence preparation	November 2010	
Stakeholder input into preparation of draft	January and February 2011	
Community involvement in draft	May and June 2011	
Adoption	September 2011	

Planning Guidance for internal and external space standards for new homes

- 5.8 This SPD will be prepared to support a new policy in the Core Strategy to secure well designed new homes with internal and external spaces appropriate for the size of potential household. There is a concern that a number of new homes being built are inadequate in terms of both dwelling and room size as well as in the provision of outdoor amenity space. Given the level of concern, the Council has agreed to produce a formal SPD following the adoption of a new policy in the Core Strategy at the end of 2010. However, it has also agreed that in order to address current problems, that interim guidance be produced to help in decision making until a formal SPD is adopted. This will constitute the first stages of producing a new SPD.

Commence preparation	August 2008	
Stakeholder input into preparation of draft	October and November 2008	
Community involvement in draft	January and February 2009	

Approval of interim guidance by Council	May 2009	
Review of interim guidance following adoption of Core Strategy	January 2011	
Stakeholder input into preparation of draft	March and April 2011	
Community involvement in reviewed guidance	July and August 2011	
Adoption	November 2011	

6. Sustainability Appraisal

- 6.1 A sustainability appraisal will be undertaken throughout the preparation process of all local development documents and where appropriate for SPDs. For the **development plan documents**, there are specific requirements at each stage of the process and these are detailed in the supporting statement as appended.

7.0 Format

- 7.1 The LDF will be produced in hard copy and electronic format (Adur District Council web site).

8.0 Monitoring and Review

- 8.1 The Council is required to monitor annually, the effectiveness of policies and proposals in the Local Development Framework documents in addressing Adur's spatial issues and problems. For example, we need to ensure that the policies in the Core Strategy meet the policy objectives and achieve the spatial strategy and vision. The monitoring report will cover the period 1 April – 31 March and will be published before 31 December each year.

In this, the Council will assess:-

- Whether it is meeting, or is on track to meet, the milestones set out in the LDS and, if not, the reasons why.
- What impact LDD policies are having on other targets set at national, regional or local level.
- The forward projections for housing delivery.
- Whether any policies need to be replaced to meet sustainable development objectives.
- What action needs to be taken if policies need to be replaced.
- How infrastructure providers have performed against the programmes for infrastructure set out in support of the Core Strategy.

- 8.2 LDDs will, therefore, be subject to continuous review. To ensure the annual monitoring report is 'fit for purpose', existing monitoring systems will be continued and new systems are being set up, involving joint working with West Sussex County Council (and other) officers.
- 8.3 As a result of monitoring, the Council will consider what changes, if any, need to be made to planning policy and will bring forward such changes through the review of the Local Development Scheme. For example, it may be necessary to prepare a supplementary planning document (SPD) which is not identified in this Scheme (e.g. due to a 'windfall' site requiring a development brief). In these circumstances, the following procedure will be followed:-
- Cabinet is advised of the need to prepare SPD and its approval is sought
 - Advise GOSE and obtain approval to review Scheme
 - Prepare SPD and carry out consultations
 - Council considers any representations and adopts SPD
- 8.4 Whilst the Council will keep to the timetables agreed in the LDS, in exceptional circumstances it may be appropriate to prepare revisions, for example if there is an urgent need to prepare an SPD (as above) or if there is slippage in the production of a document (for example as a result of new planning guidance being issued). In these circumstances, real time public information will be made available on the Council's web site.

Proposed policies in the adopted Adur Local Plan to be saved beyond September 2007

Policy	Subject	Comments
AG1	Location of Development	Policy to be saved as it guides development to the built up area and seeks to protect the countryside and in particular sensitive areas within the countryside.
AG3	The relationship between development and the provision of Infrastructure	Policy to be saved as it is in line with Government and regional guidance, infrastructure provision is necessary to ensure sustainable and good quality development.
AP4	Development & Land Drainage	Policy to be saved as it addresses drainage issues
AP5	Development & Land Drainage	Policy to be saved as it addresses the maintenance of water courses
AP6	Conservation of Energy	Not saved as the policy is not in the spirit of Government guidance and strategy
AP9	Minimising Pollution: Visual	Policy to be saved as it addresses local issues.
AC1	Development of the Countryside Generally	Policy to be saved as it provides a more detailed policy coverage for the countryside beyond PPS7
AC2	The Sussex Downs Area of Outstanding Natural Beauty	Policy to be saved as it provides more detailed policy coverage for AONB
AC3	The Sussex Downs Area of Outstanding Natural Beauty	Policy to be saved as it provides more detailed policy coverage for AONB
AC4	The Strategic Gaps	Policy to be saved as it provides more detailed policy coverage for Strategic Gaps
AC6	Agriculture, Horticulture and Forestry	Policy to be saved as it deals with detailed design of buildings for agriculture, forestry or horticulture
AC7	Agriculture, Horticulture and Forestry	Policy to be saved as it deals with new residential accommodation in connection with agriculture etc.
AC8	Diversification of the Rural Economy	Policy to be saved as it provides detailed criteria for new rural enterprises in the countryside
AC9	Existing Buildings in the Countryside	Policy to be saved as it provides more detailed policy coverage
AC15	Horse Riding Establishments	Policy to be saved as it deals with a local issue
AB1	Archaeology	Policy to be saved in absence of up to date Government guidance on archaeology.
AB3	Conservation areas and their enhancement	Policy to be saved as it deals with local issues regarding conservation areas.

AB4	Conservation areas and their enhancement	Policy to be saved PPG15 requires policy coverage.
AB5	Conservation areas and their enhancement	Policy to be saved as PPG15 requires policy coverage
AB6	Conservation areas and their enhancement	Policy to be saved as PPG15 requires policy coverage
AB7	Listed buildings	Policy to be saved as PPG15 requires policy coverage
AB8	Listed buildings	Policy to be saved as PPG15 requires policy coverage
AB9	Listed buildings	Policy to be saved as PPG15 requires policy coverage
AB10	Listed buildings	Policy to be saved as PPG15 requires policy coverage
AB11	Listed buildings	Policy to be saved as PPG15 requires policy coverage
AB13	Improving Town Centres	Policy to be saved as it necessary to ensure that environmental improvement proposals for the town centre are sensitively designed.
AB14	Improving Town Centres	Policy to be saved as it is important in ensuring that new shopping development in the town centres is sympathetic to the location
AB15	Improving Town Centres	Policy to be saved as it is necessary to ensure infrastructure improvements improve the shopping environment and are not detrimental on the character of the town centre
AB16	The Riverside setting of Shoreham-By-Sea	Policy to be saved as it is of local value.
AB17	Controlling Advertisements	Policy to be saved as it is needed to add weight to decisions on amenity and safety.
AB19	Controlling Advertisements	Policy to be saved as it is needed to add weight to decisions on amenity and safety.
AB20	Shopfronts	Policy to be saved as it as there is no Government guidance on shopfronts
AB21	Shopfronts	Policy to be saved as there is no Government guidance on shopfronts
AB22	Safeguarding Amenity Open Space	Policy to be saved as it is necessary to ensure protection of open spaces where it is necessary to protect them.
AB23	Trees in the Urban Area	Policy to be saved as it is of local importance and is not dealt with by Government guidance.
AB25	Trees in the Urban Area	Policy to be saved as it provides coverage for circumstances when planning permission would be granted for development which might affect existing trees.
AB26	Trees in the Urban Area	Policy to be saved as it ensures that tree planting is integral to the design of development.
AB27	Landscaping	Policy to be saved as it provides policy coverage for local issues regarding tree planting.
AB28	Satellite Television Dishes	Policy to be saved as it provides policy coverage for applications for satellite dishes.
AB29	Other Telecommunications	Policy to be saved as it provides policy coverage for applications for telecommunications masts.

	Development	
AB30	Crime Prevention	Policy to be saved as it is locationally specific.
AB32	Per Cent for Art	Policy to be saved as art is not dealt with in any detail at national and regional level.
AT1	The A259 Coast Road	Policy to be saved as it provides policy coverage for improvements to the A259.
AT2	The A283	Policy to be saved to ensure coverage for Cement Works
AT3	The South Side of the Canal	Policy to be saved as it is needed to provide policy coverage at the harbour
AT4	The North Side of the Harbour & Shoreham Beach	Policy to be saved as it is needed to provide policy coverage at the harbour
AT5	Roadside Facilities for Motorists	Policy to be saved to provide policy coverage on roadside facilities
DPAT1	Development proposal: Land at Pond Road	Policy to be saved to provide policy coverage for Pond Road car park
AT6	Development Proposal: Ropetackle	Policy to be saved to provide policy coverage for public car parks
AT7	Public Lorry Parking	To be saved to provide policy coverage for the lorry park
AT9	Shoreham Airport	To be saved for policy coverage at the Airport
AT10	Facilities for Pedestrians, Equestrians and Cyclists	To be saved for policy coverage
AT11	The Coastal Link	To be saved for policy coverage
AT12	Access, Servicing and Parking Requirements for Developments	To be saved for policy coverage
AT13	Access, Servicing and Parking Requirements for Developments	To be saved for policy coverage
AH2	Infill and Development	To be saved for policy coverage on infill and development
DPAH3	Part of Southlands Hospital Site, Upper Shoreham Road	Policy to be saved as development has not yet commenced
AH3	Housing to Meet Local Need	Policy to be saved. Although aspects of this policy have been superseded by PPS3, Adur's SPG on Affordable Housing hooks onto this policy and parts of this SPG are still necessary at a local level.
AH5	Dwelling Size	Policy to be saved to ensure dwelling size and mix is appropriate
AH6	Loss of Dwellings	Policy to be saved to prevent loss of residential dwellings
AH7	Householder Proposals	To be saved for policy coverage on householder proposals
AH9	Flat Conversions	To be saved for policy coverage on flat conversions

AH10	Residential Care & Nursing Homes	To be saved for policy coverage on residential care and nursing homes
AH11	Residential Mobile Homes	To be saved for policy coverage on mobile homes
AE2	Redevelopment Opportunities	To be saved for policy coverage
DPAE2	Land at Dolphin Road, Shoreham	Policy to be saved as although development proposal has planning permission, development has not yet commenced
AE4	Mixed Development	To be saved as it provides policy coverage for securing a mix of units
AE5	Office Development	Policy to be saved as it provides policy coverage on extensions to offices in town centres
DPAE4	Land at Ropetackle, Shoreham	Policy to be saved as development proposal has not yet been fully completed
AE6	Town centres	To be saved as it provides policy coverage on new office development in town centres
AE7	Shoreham Harbour	To be saved as policy provides coverage on Harbour
AE8	Shoreham Harbour	To be saved as policy provides coverage on Harbour
AE9	Shoreham Harbour	To be saved as policy provides coverage on Harbour
DPAE6	Land on the South Side of Canal	Policy to be saved as development proposal has not yet been completed
DPAE7	Land on the North Side of the Canal	Policy to be saved as development proposal has not yet been completed
DPAE8	Land on the North Side of the Canal	Policy to be saved as development proposal has not yet been completed
AE10 to AE14	Shoreham Airport	To be saved as policies provide coverage for Shoreham Airport
DPAE9	Land at Shoreham Airport	Policy to be saved as only part of the site has been developed
DPAE11	Heritage Aviation Museum	Policy to be saved as the visitor economy is important to Adur and the new owners of airport may be interested in such a proposal.
AE15	New Development Outside Established Business/Industrial Areas	To be saved as it provides policy coverage for new development outside established business/industrial areas.
AE16	Existing Businesses in Residential Areas	To be saved as it provides policy coverage for existing businesses in residential areas
AE17	Existing businesses in Residential Areas	To be saved as it provides policy coverage for existing businesses in residential areas
AE18	Business and Industry Outside the Built up area	To be saved as it provides policy coverage for business and industry outside the built up area
AS1	Protection of the District's Shopping Centres	To be saved as it provides policy coverage for protection of the district's shopping centres
DPAS1	Land at Ropetackle, Shoreham-By-Sea	Policy to be saved as development is not yet fully completed

AS2, AS3, AS4, AS5	Retail development outside town centres	To be saved as they provide policy coverage for retail development outside town centres
ACS1	Education	To be saved as it provides policy coverage for localised education issues
ACS2 to3	Lancing College	To be saved as it provides policy coverage for Lancing College
ACS4	Health Services	To be saved as it provides policy coverage for Health Services in the district
ACS5	Community Centres, Worship, Police, Fire Service	To be saved as it provides policy coverage for Community Centres, Worship, Police, Fire Services in the district
DPAN1	Land to South of Sompting Village	Policy to be saved as it provides specific protection for land to the southwest of Sompting Village which is allocated as a nature conservation area.
AR1, AR2, AR3, AR4, AR5 & AR6	Public Open Space, Recreation areas not owned by ADC, Allotments, New areas of public open space & Children's play areas	To be saved as it provides policy coverage for localised recreations issues.
DPAR1	Land adjacent to Sompting Cemetery	Policy to be saved as proposal yet to be implemented.
AR7	Development of Leisure & Sporting Facilities	Policy to be saved as it provides coverage for the development of leisure and sporting facilities in the district
AR8	Recreation in the Countryside	Policy to be saved as it provides coverage for recreation in the countryside
AR9	Recreation in the Countryside	Policy to be saved as it provides coverage for recreation in the countryside
DPAR4	Shoreham Cement Works	Policy to be saved as it provides policy coverage for the Cement Works until the Core Strategy is adopted
DPAR5	Land east of Lancing bounded by A27 Trunk Road and Shoreham Airport	To be saved although the development proposal has planning permission and work has commenced on site.
AR11	Coastal Recreation	Policy to be saved as it provides policy coverage on coastal recreation
AR12	Coastal Recreation	Policy to be saved as it provides policy coverage on coastal recreation
AR13, AR14, AR15, AR16, AR17,	Shoreham Harbour	Policy to be saved as it provides policy coverage on recreation within Shoreham Harbour
AR20	Tourism	Policy to be saved as it provides policy coverage for tourism in the district

Annex 2 Transition from Supplementary Planning Guidance

This table lists the Supplementary Planning Guidance documents which Adur District Council will regard as being a material consideration in the determining of planning applications and how they relate to saved policies in the Adur District Local Plan.

Title of Supplementary Planning Guidance	Date Adopted	Description of Document	Proposed to be replaced by a Supplementary Planning Document?	Saved Local Plan Policies Supplemented
Development Control Standard No. 2: Space Around New Dwellings	Sept. 1990 Updated: Sept. 1994 April 1996	This document sets out the Council's minimum standard for residential development. It is largely aimed at the provision of dwelling houses and flats on infill and redevelopment sites	Yes. This document will remain a material consideration in the determining of planning applications until an interim guidance document to cover both internal and external space standards is approved by the Council in May 2009. When new policies are adopted in the Core Strategy, the interim guidance will be replaced by SPD	AH2
Development Control Standard No. 3: Extensions and Alterations to Dwellings	Sept. 1990 Updated: Sept 1994 April 1996	This document sets out the principles used by the Council when assessing planning applications for extensions or alterations to houses or bungalows	No. This document will remain a material consideration in the determining of planning applications but will be up-dated to include new standards on garden areas arising from the new interim planning guidance on space standards above.	AH7
Development Control Standard No. 4: Flat Conversions	April 1991 Updated:	This document sets out the Council's minimum standards for flat	Yes. This document will remain a material consideration in the determining of planning	AH2

	Sep. 1994 April 1996	conversions	applications until an interim guidance document to cover both internal and external space standards is approved by the Council in May 2009. When new policies are adopted in the Core Strategy, the interim guidance will be replaced by SPD to be adopted in November 2011	
Development Brief : Southlands Hospital	July 2000	This Brief sets out the requirements of the Council for the redevelopment of the redundant site	No. The brief will remain a material consideration until the new site has been redeveloped	DP.AH3
Shoreham Waterside North Interim Planning Guidance	Sept. 2000	Provides the policy framework for the area known as Shoreham Waterside North within the Shoreham Maritime Regeneration Strategy	Will remain a material consideration in the determining of planning applications until such time as policies relating to Shoreham Harbour are updated, through the joint Area Action Plan.	AE7. AE8. AE9. AT1, AT4, AR1, AR11
Interim Supplementary Planning Guidance For Affordable Housing	Sept. 2004	This document sets out the Council's requirement for the provision of affordable housing on all suitable sites	Yes. An SPD on infrastructure will be adopted in September 2011.	AH3
Car Parking Standards for New Development	Feb. 2004	Sets out the infrastructure requirements of new development in relation to car parking. It also sets out a contributions methodology to be applied to all new	Yes, An SPD on infrastructure will be adopted in September 2011	AT12

		development across West Sussex		
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This table lists the documents which the Council regards as being a material planning consideration in the determining of planning applications. They have not, however, been formally adopted as Supplementary Planning Guidance.

Title of Document	Date Adopted	Description of Document	Proposed to be replaced or updated?	Saved Local Plan Policies Supplemented
Shoreham Maritime Strategy – Vision to Reality	Dec 1999	Provides the policy framework for the Shoreham Maritime Regeneration Strategy	Will remain a material consideration in the determination of planning applications until the interim planning guidance for Shoreham Harbour is approved by the Councils in 2008 and thereafter by the joint Area Action Plan in December 2010. .	AE7, AE8, AE9, AR13, DPAE7, DPAE8 and any other policies in the Local Plan in so far as they relate to Shoreham Harbour.
Design Bulletin No. 1: Trees and Landscaping	1991 Revised: Jan 1993 April 1996	Sets out advice on Tree Preservation Orders, tree planting and landscaping design.	This document will remain a planning consideration. If and when the policies are replaced, then the document will be updated.	AB23, AB25, AB26, AB27, AC14
Design Bulletin No. 2: Shopfronts	July 1991 Revised April 1996	Sets out design advice for shopfronts in the Shoreham by Sea conservation area	This document will remain a planning consideration. If and when the policies are replaced, then the document will be updated.	AB21
Design Bulletins No 3: Development Involving Horses in the Countryside	Sept. 1994 Revised April 1996	Sets out advice and guidance which will be used by the Council when determining planning applications	This document will remain a planning consideration. If and when the policies are replaced, then the document will be updated.	AC15
Design Bulletin No 4: Shopfront Security	1998	Describes the range of shopfront security devices	This document will remain a planning consideration if and	AB20

		which the Council considers to be acceptable in the District	when the policies are replaced, then the document will be updated.	
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Annex 3 Table of Proposed Local Development Documents

Schedule of Local Development Documents

Document Title	Status	Brief Description	Chain of Conformity	Early Stakeholder and Community Engagement	Community Participation on first draft	Formal consultation on pre-submission draft	Date for Submission to SoS	Adoption
Adur and Worthing Joint Statement of Community Involvement	Local Development Document	Sets out the methods which the Council will use to involve the local community and stakeholders in producing the LDF documents. It also identifies the types of groups involved in the process.	Must be inconformity with planning regulations	March-11	June and July-11	N/A	N/A	Sept-11
Core Strategy	Development Plan Document (DPD)	Sets out vision, objectives and district spatial development strategy and policies	General conformity with WSSP and SE Plan	Throughout 2008 up until March-09	March and April -09	Dec-09 and Jan-10	Feb-10	Sept-10
Joint Area Action Plan for Shoreham Harbour	Development Plan Document (DPD)	Sets out vision, objectives, strategies, policies and detailed site allocations for the	In conformity with SE Plan and Core	Throughout 2008 up until March-09	March and April -09	Dec-09 and Jan-10	Feb-10	Dec -10

		Shoreham Harbour area.	Strategy (to be produced in parallel)					
Proposals Map and Inset Maps	Development Plan Document (DPD)	To show new site specific policies and proposals replacing parts of the saved Local Plan	In conformity with Core Strategy and joint Area Action Plan for Shoreham Harbour DPDs	Throughout 2008 up until March-09	March and April -09	Dec-09 and Jan-10	Feb-10	Sept-10 (for Core Strategy) and Dec-10 (for JAAP)
Guidance on Infrastructure Provision	Supplementary Planning Document (SPD)	To provide guidance on securing the appropriate infrastructure to support both existing and new development in line with Core Strategy policies.	In conformity with Core Strategy	Jan and Feb-11	May and June-11	N/A	Sept-11	
Guidance for the Rural Areas outside the Sussex Downs AONB	Supplementary Planning Document (SPD)	To provide guidance on the improvement and management for the rural areas outside of the AONB in line with the strategy/policies in	In conformity with Core Strategy	Jan and Feb-11	May and June-11	N/A	Sept-11	

		the Core Strategy						
Guidance on Internal and External Space Standards for New Homes	Supplementary Planning Document (SPD)	This SPD will be prepared to support a new policy in the Core Strategy to secure well designed new homes with internal and external spaces appropriate for the size of potential household.	In conformity with Core Strategy	Mar and April-11	July and Aug-11	N/A	Nov-11	

ANNEX 4 LOCAL DEVELOPMENT DOCUMENT PROFILES

TITLE : Adur and Worthing Joint Statement of Community Involvement

Overview

Status	Local Development Document
Role and Subject	Council agreement with the community and stakeholders, covering engagement in the plan making and development control process
Geographic Coverage	Adur and Worthing
Conformity	To meet requirements of regulations

Timetable Milestones

Commencement of preparation	Jan 2011
Community input to preparation of draft	March 2011
Community participation on draft	June and July 2011
Approval by Councils	Sept 2011

Arrangements for Production

Responsibility for Production and Process	Policy Manager and policy team working with community wellbeing and communication teams.
Political Management	Relevant Member working groups will consider at each stage and refer to Cabinets for decision
Internal Resources	Policy Manager, Policy team and Communications team. Other officers across Adur and Worthing Councils.
External Resources	
Stakeholder Resources	Local Strategic Partnerships will provide link to community planning process, including consultations.
Community and Stakeholder Involvement	Community and stakeholders to be involved in defining appropriate methods of participation.

TITLE: Core Strategy

Overview

Status	Development Plan Document
Role and Subject	Strategic document setting out the Vision and Spatial Strategy for meeting known and anticipated development requirements up to 2026.
Geographic Coverage	District wide
Conformity	With the West Sussex Structure Plan 2001 – 2016, existing Regional Planning Guidance for the South East, draft SE Plan and the Adur Sustainable Community Strategy

Timetable Milestones

Commencement of preparation	Started beginning 2008
Stakeholder involvement in issues and options	Throughout 2008 to March 2009
Community involvement in first draft	March and April 2009
Formal consultation on pre-submission draft	December 2009 and January 2010
Submission	February 2010
Pre –exam meeting	April 2010
Public examination	June 2010
Adoption	September 2010

Arrangements for Production

Responsibility for Production and Process	Policy Manager and the Policy team in liaison with the Planning Director for Shoreham Harbour and the stakeholders steering group.
Political Management	Member Working Group will consider at each stage and refer to Cabinet for recommendation to Council.
Internal Resources	Executive Head of Planning, Regeneration and Wellbeing, Planning Policy Manager and Policy Team, Community Wellbeing Manager, Planning Services Manager and Executive Head of Housing, Health and Community Safety. Other officers across Adur and Worthing Councils.
External Resources	Advice from SEERA, SEEDA, Environment Agency, English Partnerships and West Sussex County Council and use of consultants
Stakeholder Resources	Local Strategic Partnership will provide link to community planning process, including

consultations and through the Stakeholder Planning Forum. Development industry will provide advice.

Community and Stakeholder Involvement

Community and stakeholders will be involved through the Local Strategic Partnership including the Stakeholder Planning Forum. Specific and general consultation bodies consulted at all stages. Consultation as part of producing the Sustainable Community Strategy will also be used to inform the Core Strategy.

TITLE: Joint Area Action Plan for Shoreham Harbour

Overview

Status	Development Plan Document
Role and Subject	To set out a vision, objectives, strategies, policies and detailed site allocations for the Shoreham Harbour area for the period up to 2026.
Geographic Coverage	To be determined through the consultation process.
Conformity	With the West Sussex Structure Plan 2001 – 2016, existing Regional Planning Guidance for the South East, the draft SE Plan, the Adur Sustainable Community Strategy and the emerging Core Strategy.

Timetable Milestones

Commencement of preparation	Started beginning 2008
Stakeholder involvement in issues and options	Throughout 2008 up until March 2009
Community involvement in first draft	March and April 2009
Formal consultation on pre-submission draft	December 2009 and January 2010
Submission of document	February 2010
Pre –exam meeting	July 2010
Public examination	September 2010
Adoption	December 2010

Arrangements for Production

Responsibility for Production and Process	Planning Director for Shoreham harbour and planning team in liaison with Policy Managers at Adur, Brighton and Hove and West Sussex Councils. Informed by the Shoreham Harbour stakeholder steering group
Political Management	Joint Member Steering Group will steer the JAAP and refer to Cabinet and when necessary to Councils for recommendation. Decision making arrangements may need to be reviewed as the JAAP progresses.
Internal Resources	Planning Director for Shoreham harbour. Executive Head of Planning, Regeneration and Wellbeing, Planning Policy Manager and Policy Team, Community Wellbeing Manager, Planning Services Manager and Executive Head of Housing, Health and Community Safety. Other officers across Adur and Worthing Councils.
External Resources	Studies by consultants. Advice from SEERA, SEEDA, Environment Agency, English

Stakeholder Resources	Partnerships (EP) and West Sussex County Council and use of consultants. Financial support from SEEDA and EP.
Community and Stakeholder Involvement	Local Strategic Partnership will provide link to community planning process, including consultations and through the Stakeholder Planning Forum. Development industry will provide advice. Community and stakeholders will be involved through the Local Strategic Partnership including the Stakeholder Planning Forum. Specific and general consultation bodies consulted at all stages. Consultation as part of producing the Sustainable Community Strategy will also be used to inform the JAAP.

TITLE: Proposals Map

Overview

Status	Development Plan Document
Role and Subject	To illustrate the Development Plan policies on an Ordnance Survey base map
Geographic Coverage	District wide
Conformity	With the Core Strategy and the JAAP

Timetable Milestones

Commencement of preparation	Beginning 2009
Community Involvement on draft	March and April 2009
Formal consultation on pre-submission draft	December 2009 and January 2010
Submission of document	February 2010
Pre –exam meeting	April 2010 (Core Strategy), July 2010 (JAAP)
Public examination	June 2010 (Core Strategy), September 2010 (JAAP)
Adoption	September 2010 (Core Strategy), December 2010 (JAAP)

Arrangements for Production

Responsibility for Production and Process	Policy Manager and JAAP team under direction of Planning Director for Shoreham Harbour
Political Management	Member Working Group will consider at each stage and refer to Cabinet for recommendation and when necessary to Council.
Internal Resources	Policy and JAAP Teams will advise on content
External Resources	Produce using external resources, including preparation of artwork, printing, and digitising (if unable to undertake internally)
Stakeholder Resources	Local Strategic Partnership will provide link to community planning process, including consultations and through the Stakeholder Planning Forum.
Community and Stakeholder Involvement	Community and stakeholders will be involved through the Local Strategic Partnership including the Stakeholder Planning Forum, and specific

and general consultation bodies will be consulted at appropriate stages.

TITLE: Infrastructure Provision (Supplementary Planning Document)

Overview

Status	Supplementary Planning Document
Role and Subject	Guidance to developers in providing infrastructure as part of new Development. This will include car-parking provision and affordable housing and as such will replace SPG on car parking standards prepared under the Adur Local Plan and the interim guidance on affordable housing.
Geographic Coverage	District wide
Conformity	With the core strategy

Timetable Milestones

Commencement of preparation	November 2010
Stakeholder input into preparation of draft	January and February 2011
Community involvement in draft	May and June 2011
Adoption	September 2011

Arrangements for Production

Responsibility for Production and Process	Policy Manager
Political Management	Member Working Group will consider at each stage and refer to Cabinet for recommendation.
Internal Resources	Executive Head of Planning, Regeneration and Wellbeing, Planning Policy Manager and Team, Community Wellbeing Manager, Street Scene Coordinator, Economic Regeneration Officers, Planning Services Manager, Executive Head of Recycling and Waste Management and Executive Head of Health, Housing and Community Safety. Other officers across Adur and Worthing Councils.
External Resources	West Sussex County Council - various services including Highways, Planning, Property and Education
External Stakeholder Resources	Local Strategic Partnership through Stakeholder Planning Forum
External Community and Stakeholder Involvement	Community and Stakeholders will be involved through the Local Strategic Partnership and its

Stakeholder Planning Forum. West Sussex County Council. Specific bodies may be consulted. General consultations.

TITLE: Guidance for the Rural Areas outside of the South Downs AONB

Overview

Status	Supplementary Planning Document
Role and Subject	The Housing Delivery SPD will be prepared to support Core Strategy policies for the improvement and management of the rural areas outside of the AONB.
Geographic Coverage	Rural areas outside of the AONB in the district
Conformity	With the core strategy

Timetable Milestones

Commencement of preparation	November 2010
Stakeholder input to preparation of draft	January and February 2011
Community involvement in draft	May and June 2011
Adoption	September 2011

Arrangements for Production

Responsibility for Production and Process	Policy Manager
Political Management	Member Working Group will consider at each stage and refer to Cabinet for recommendation.
Internal Resources	Executive Head of Planning, Regeneration and Wellbeing, Planning Policy Manager and Team, Community Wellbeing Manager, Planning Services Manager and Maritime and Land Drainage Officer. Other officers across Adur and Worthing Councils.
External Resources	Environment Agency
External Stakeholder Resources	Local Strategic Partnership through Stakeholder Planning Forum
External Community and Stakeholder Involvement	

Community and Stakeholders will be involved through the Local Strategic Partnership and its Stakeholder Planning Forum. Environment Agency, West Sussex County Council, English Nature and other appropriate bodies.

TITLE: Guidance for Internal and External Space Standards for new Homes (Supplementary Planning Document)

Overview

Status	Supplementary Planning Document
Role and Subject	Guidance to developers in support of a policy in the Core Strategy to secure well designed homes.
Geographic Coverage	District wide
Conformity	With the core strategy

Timetable Milestones

Commencement of preparation	January 2011
Stakeholder input to preparation of draft	March and April 2011
Community involvement in draft	July and August 2011
Adoption	November 2011

Arrangements for Production

Responsibility for Production and Process	Policy Manager
Political Management	Working Group will consider at each stage and refer to Cabinet for recommendation
Internal Resources	Executive Head of Planning, Regeneration and Wellbeing, Planning Policy Manager and Team, Community Wellbeing Manager, Planning Services Manager and Executive Head of Health, Housing and Community Safety. Other officers across Adur and Worthing Councils.
External Resources	None
External Stakeholder Resources	Local Strategic Partnership through Stakeholder Planning Forum
External Community and Stakeholder Involvement	Community and Stakeholders will be involved through the Local Strategic Partnership and its Stakeholder Planning Forum. Specific bodies such as English Partnerships will be consulted as well as housing associations and representatives from the house building industry.

TITLE: Strategic Environmental Assessments/Sustainability Appraisals

Overview

Status	Required under legislation
Role and Subject	To provide an assessment of the sustainability impacts of the proposals and policies contained in the Development Plan documents. This will then feed into the Development Plan process by informing revisions/amendments to the documents.
Geographic coverage	District wide
Conformity	N/A

Timetable Milestones

The publication of and the consultation on the scoping reports, the initial assessment reports and the final reports will be in line with the milestones set out in the above tables for the Core Strategy, the JAAP and the SPDs

Arrangements for Production

Responsibility for Production and Process	Planning Policy Manager
Political Management	Member Working Group will consider at each stage and refer to Cabinet for recommendation.
Internal Resources	Planning officers in Adur and Worthing
External Resources	Use of consultants with support from SEEDA
Stakeholder Resources	Local Strategic Partnership through Stakeholder Planning Forum
External Community and Stakeholder Involvement	Community and Stakeholders will be involved through the Local Strategic Partnership and its Stakeholder Planning Forum. Specific bodies will be consulted and also general consultations.

The Adur Development Plan Local Development Scheme

Supporting Statement

1.0 Introduction

1.1 This statement explains and justifies the approach set out in the Local Development Scheme. In addition, it explains how the resources (staff and finance) and evidence base will be managed.

2.0 About Adur District

2.1 Adur District covers an area of some 42 km², about half of which is Downland. The river Adur flows through the District, its lower reaches forming the commercial port of Shoreham.

2.2 The settlements of Shoreham and Southwick are located to the east of the river Adur and form part of a continuous urban belt eastwards to the city of Brighton and Hove. Lancing and Sompting are separated from Worthing to the west and Shoreham to the east by predominantly open rural areas, one of which contains Shoreham Airport.

2.3 The District has a current population of approximately 60,000 which is increasing relatively slowly. It is estimated that almost 25% of the population were over retirement age.

2.4 Parts of the district are characterised by deprivation which has been worsening over recent years with some of the main features being low skill levels, poor access to affordable housing and inadequate infrastructure provision.

3.0 Government Policy and Guidance

3.1 Preparation of the LDF will have regard to Government Planning Policy Guidance Notes, Planning Policy Statements and other planning guidance. It will have regard to the Sustainable Communities Plan 2003, including Government requirements on local authorities regarding housing (supply and affordability), sustainable transport and other issues including skill shortages. It will follow the principles and procedures in Planning Policy Statement 12 (Creating Strong, Safe and Prosperous Communities through Local Spatial Planning).

4.0 Regional and Strategic Planning Context

- 4.1 Current Regional Planning Guidance for the South East – the regional spatial strategy (RPG 9) - includes the Sussex Coast and Towns within a policy designation called a ‘Priority Area for Economic Regeneration’. This Area extends from Shoreham Harbour in the west to Hastings in the east. Policy T7 supports the sustainable development of seaports.
- 4.2 The LDF will be informed by the draft South East Plan (2006 – 2026) which when adopted will eventually replace the West Sussex Structure Plan. The draft South East Plan includes specific policies for the Sussex Coast sub-region. The housing provision figures in the Plan together with those in the Structure Plan are being taken into account as part of evidence gathering for the new LDF and in monitoring.
- 4.3 The ADP will also be informed by the SE Regional Economic Strategy prepared by the South East England Development Agency (SEEDA).
- 4.4 The West Sussex Structure Plan 2001 – 2016 requires the provision of 1745 new dwellings in Adur, with a target of all to be on previously developed land. It also requires provision of 110,000m² of new employment floorspace. Other main policies in the Structure Plan reflect the need for coastal regeneration, protecting the open areas separating settlements (‘strategic gaps’) and the countryside, providing a new access road to east Worthing (part of route is in Adur District), and supporting the evolving role of Shoreham Airport.
- 4.5 Adur Council is adjoined by Worthing borough, Brighton and Hove city and Horsham and Arun districts. The Local Plans and LDFs of these planning authorities will be taken into account. The Adur LDF will also take into account national/regional transport plans/proposals.

5.0 The Community Strategy and other Adur Council Plans and Strategies

- 5.1 In February 2001, Adur Council adopted its sustainable development strategy, ‘Our Shared Vision’, which it prepared with member, community, and officer involvement. Following this, a community strategy for Adur, ‘Your Community, Your Future’, was prepared by the Adur Local Strategic Partnership (‘Adur in Partnership’). This was adopted by Adur District Council in December 2003. It covers a five-year period but a review is currently underway to produce a new Sustainable Community Strategy. It will be subject to annual monitoring. The Partnership has prepared Action Plans and established Action Groups, with a view to each partner organisation incorporating proposals in their own plans. The LDF will address the spatial planning elements of the Strategy.

- 5.3 Other strategies adopted by Adur Council will also inform preparation of the LDF. Currently, these are the Council's Corporate Plan, statutory strategies for Housing, Air Quality, and Crime Reduction, and non- statutory strategies for Leisure, and Economic Development. A strategy to secure the Renaissance of Shoreham Town Centre was approved by the Council in 2006 and this will inform the LDF.
- 5.4 Current supplementary planning guidance linked to local plan policy and adopted by Adur District Council includes guidance for provision of affordable housing, car parking standards, part of Shoreham Harbour (Shoreham Waterside North), a development brief for surplus land at Southlands Hospital, and Development Control Standards. These will be reviewed and replaced by SPDs if necessary.
- 5.5 As noted above, consultations being carried out for other Adur plans/strategies/events are being used to inform preparation of the LDF and this approach will continue as required by the Statement of Community Involvement.

6.0 Other External Plans and Strategies

- 6.1 In addition to the plans referred to above, the LDF will be informed by a number of West Sussex County Council Plans and Strategies, including the West Sussex Local Transport Plan, and strategies for Cycling and Pedestrians.
- 6.2 The LDF will also be informed by the Selsey Bill to Beachy Head Shoreline Management Plan (1997) (currently under review), the Rivers Arun to Adur Coastal Defence Strategy (2001), the emerging Rivers Arun to Adur Draft Flood and Erosion Management Strategy (which will replace the Coastal Defence Strategy when approved), the Brighton Marina to River Adur Coastal Defence Strategy (when adopted), and plans/strategies of statutory bodies.
- 6.3 Diagram 1 shows these different plans and strategies, and how they fit in with the LDF.

7.0 Joint Working

- 7.1 The LDF will be prepared with input and advice from appropriate Adur and Worthing Council officers, West Sussex County Council, the Adur Local

Strategic Partnership, the relevant statutory bodies, local stakeholders and the community.

- 7.2 Adur Council has good working relationships with West Sussex County Council and other West Sussex Districts and Boroughs. It will continue working with the County Council through the established Planning Officers Forum, Planning Policy Officers Group, providing information for the County Councils monitoring systems on housing and business floorspace, and through day-to-day liaison.
- 7.3 A Joint West Sussex Planning Board has been established, comprising members of the County, District and Borough Councils to consider strategic planning policy issues affecting West Sussex. This Board is supported by an officer led Joint Advisory Group.
- 7.4 As planning authorities, Adur District Council, Brighton & Hove City Council, and Worthing Borough Council also have good working relationships. Adur and Worthing Council services are currently in the process of merging and although separate DPDs are being progressed at the current time, the possibility of producing a joint Core Strategy and other joint documents will be explored. Some joint working has already taken place with Worthing as part of LDF work (there are a number of similar spatial issues) which includes transport, flooding, housing and employment studies. Part of Shoreham Harbour lies within Brighton and Hove City and a joint Area Action Plan will be produced together with West Sussex County Council to secure the regeneration of Shoreham Harbour. Joint working will also take place with Horsham District Council on the former Shoreham Cement Works.

8.0 Resources

Staff

8.1 The following officers of Adur Council are preparing the LDDs:-

Policy Team

- Policy Manager
- 3 Planning Officers (two full time and one part time)
- Assistant Policy Officer (responsible for project management and community involvement)

A separate team of officers is being set up to progress the joint Area Action Plan for Shoreham Harbour to be managed by the Planning Director for Shoreham

Harbour. This team is being funded by SEEDA and it will work closely with the Core Strategy team.

Other Adur officers

8.2 Executive Head of Planning, Regeneration and Wellbeing, Executive Head of Health, Housing and Community Safety, Planning Services Manager (development control matters) and officers of other Divisions across Adur and Worthing Councils concerned with economic development, street scene, leisure and legal issues.

8.3 Assistance from West Sussex County Council planning officers will be given.

8.4 All graphics work will be out-sourced.

8.5 A Programme Officer will be appointed to administer the public examinations for the Core Strategy and the joint Area Action Plan for Shoreham Harbour.

8.6 Consultants have been and are currently being used to undertake a range of technical studies to support the Core Strategy and the joint Area Action Plan for Shoreham Harbour. A countywide study has been undertaken of gypsy and traveller needs and a strategic housing market assessment is underway.

Council Members

Members of the Council will assist in preparation of the LDF through its:

- LDF Working Group,
- Cabinet
- Cabinet Member for Regeneration
- Members Steering Group for Shoreham Harbour (3 Members each from Adur, Brighton and Hove and West Sussex County Councils sit on this Group)

Finance

8.8 Adur District Council's Revenue Budget for 2008/09 includes provision for the continued preparation of the LDF to enable:-

- Further technical studies to be undertaken by consultants, if needed
- Community and stakeholder consultations
- The public examination on the Core Strategy

8.9 SEEDA is contributing funding for staffing (for the JAAP team as well as part of the Core Strategy team), for technical studies, for the public examination and for all other work associated with the preparation of the JAAP.

8.10 The Housing and Planning Delivery Grant in the future will be used to continue to fund one of the posts in the Policy Team, some further technical studies for the Core Strategy (if not associated with Shoreham Harbour work), for the purchase of IT software to improve LDF preparation processes and public consultation.

Other

8.11 The Local Strategic Partnership has established a Stakeholder Planning Forum. This Forum meets regularly to provide advice on spatial planning issues identified in the Community Strategy, and regular dialogue on partner proposals/programmes of relevance to the LDF. It has established topic and area based workshops to inform preparation of the new Plan.

8.12 A Stakeholder Steering Group has been set up to progress the JAAP for Shoreham Harbour which includes representatives from the Government Officer for the South East, Government Agencies (including the Environment Agency and the Highways Agency), English Partnerships, Shoreham Port Authority and the three Local Authorities of Adur, Brighton and Hove and West Sussex County.

9.0 Project Management

9.1 Annex 4 provides profiles of the preparation of each LDD, and the Strategic Environmental Assessments/Sustainability Appraisals, including milestone dates and management responsibilities. The key managers are:-

Executive Head of Planning, Regeneration and Wellbeing

Corporate programme and performance management overview of both the LDF and the Sustainable Community Strategy and their links with other Council strategies. Overall responsibility for budgets of the Planning and Community Division.

Policy Manager

Overall responsibility for project managing the LDF and managing the planning policy budget. Also responsible for policy co-ordination with other Council strategies working with members and stakeholders.

Planning Director for Shoreham Harbour (contracted by the Council on a consultancy basis)

Overall responsibility for project managing the JAAP for Shoreham Harbour in consultation with the Planning Policy Manager as well as in consultation with the stakeholder and Member steering groups set up for the regeneration of Shoreham Harbour.

- 9.2 The Executive Head of Planning, Regeneration and Wellbeing and the Planning Policy Manager meet weekly and on an informal daily basis, to discuss progress of the LDF. The Policy Manager meets with members of the Policy Team informally on a daily basis and holds regular team meetings. The Planning Director for Shoreham Harbour is in regular communication with the Planning Policy Manager and once the JAAP team is in place will set up joint team meetings and day-to-day communication links.
- 9.3 Meetings with officers from adjacent local authorities and from West Sussex County Council take place when necessary to discuss issues of joint interest.
- 9.4 Detailed project plans have been produced for the Core Strategy and the JAAP for Shoreham Harbour which are continually up-dated.

10.0 Council Procedures and Reporting Protocols

- 10.1 The preparation of the LDF will be informed and monitored by Adur District Council through its:-
- Partnership Management Board (a joint Adur/Worthing corporate management team of Directors and Executive Heads of Service) headed by the Chief Executive. Preparation of the LDF is identified as a corporate priority.
 - New LDF Members Working Group
 - Members Steering Group for Shoreham Harbour (with representatives from the 3 relevant local authorities).
 - Officers Working Group to steer the LDF and the Sustainable Community Strategy and to ensure co-ordination of Council policies and strategies and to ensure proper linkages are established and maintained with external partnerships on policy and strategy matters.
 - Asset Management Working Group (officers Group established 2002 to manage Council owned land).
 - Cabinet and full Council.
- 10.2 For each Development Plan Document, Supplementary Planning Document and the Statement of Community Involvement, the levels of political responsibility are therefore:-

LDF Members Working Group

- 10.3 To advise on all LDF documents, prior to consideration and agreement by the Cabinet and when appropriate, the full Council.

Cabinet

10.4 To formally consider and approve for consultation the draft LDF documents, to consider responses, and agree submission to the Secretary of State.

11.0 Risk Management

Contingency arrangements will need to be put in place in the event that insufficient resources are available to progress the LDF documents in line with this LDS and the shorter timetable. For example, staff shortages may occur on account of sickness and turnover. Unexpected costs may arise, for example, from the need to commission additional legal advisors prior to public examinations. Contingency Actions are as follows:

- Staff resources - The Council has accorded priority to the LDF, and the Policy Team has been expanded, for a temporary period, using both the established Council budget, funding from the Planning Delivery Grant and more recently funding from SEEDA in relation to LDF work on Shoreham Harbour. In order to ensure that the core work is focused on the LDF, other work of the team (such as responding to Government consultation documents, conservation work and transport matters) may need to have a lower priority at certain times.
- Consultants will be contracted for certain aspects of work. To date, consultants have undertaken a number of technical studies for the LDF.
- Working in partnership with Worthing Borough Council will enable joint use of staff resources as well as IT systems. Also joint working with adjacent local authorities (Worthing, Brighton and Hove and Horsham) with regard to evidence gathering and cross boundary issues will help to reduce costs.

12.0 Strategic Environmental Assessment (SEA) / Sustainability Appraisal

12.1 Under the Planning and Compulsory Purchase Act 2004 (PCPA), and the Environmental Assessment of Plans & Programmes Regulations 2004 (EU Directive 2001/42/EC -Strategic Environmental Assessment Directive) Adur Council must undertake a Sustainability Appraisal (SA) of each of the Local Development Documents (LDDs) that are to be produced. Initially this work will focus on the Core Strategy and the JAAP for Shoreham Harbour and be applied to all additional LDF documents as they are developed.

12.2 The SA will ensure that the policies and proposals in all of the LDDs reflect the principles of sustainable development. The SA will 'test' the degree to which each LDD promotes sustainable development.

12.3 The SA will involve a number of stages and the preparation of three key reports: - Scoping Report, Initial SA Report, and Final SA Report.

Stage A- Scoping Report- This will establish:-

- the context in which the LDDs will be prepared,
- collection of evidence and baseline data (social, economic and environmental);
- setting of 'sustainability' objectives, which each LDD will be tested against;
- definition of the economic, social and environmental problems/issues for the Adur District which will determine the issues the LDDs should concentrate on and which options should be developed.

Consultation on the Scoping Report will be undertaken.

Stages B, C, D – Initial SA Report, Final SA Report, Developing & Refining Options & Appraising LDDs

Assessment of the various options for the future of the Adur District. From this, preferred options will be developed (Stage B) and stakeholders consulted. These options will then be appraised once more (amendments and further mitigation of sustainability implications - Stage C). Consultation with stakeholders and the community on the LDDs and accompanying SA reports (Stage D).

Stage E

Indicators and monitoring of the implementation of LDDs

Annex 4 includes a profile of this part of the process.

13.0 Evidence Base

13.1 The following studies and surveys have been carried out:-

- District Housing Needs Survey (ADC and consultants; completed in 2003 and up-dated in 2005)
- District Residential Land Availability Survey (WSCC and ADC; showing completions and commitments, continuous)
- District Urban Potential Study (ADC and consultants; completed)
- Employment (ADC and consultants; completed)
- Open Space Assessment (in accordance with Planning Policy Guidance Note 17 - ADC and consultants; completed)
- Retail Needs Assessment (ADC and consultants; completed)
- An Urban Fringe Assessment (ADC and consultants; completed)
- A Strategic Flood Risk Assessment (ADC and consultants; completed)
- A Strategic Transport Assessment (ADC and consultants; completed)
- Worthing and Adur Strategic Transport Model (WSCC, Worthing Borough Council, ADC and consultants; completed)

In order to produce the new Core Strategy as well as the JAAP for Shoreham Harbour, a number of these studies will need to be refreshed and new studies undertaken. A Strategic Housing Land Availability Assessment for Adur and a

county-wide Strategic Housing Market Assessment are currently underway and due for completion by the end of 2008.

14.0 Identified Priorities

14.1 The priorities for the LDF arise from:-

- Spatial planning requirements in the Adur Sustainable Community Strategy and through specialist projects
- Policies, proposals and priorities in the adopted Adur Local Plan, West Sussex Structure Plan 2001 – 2016, and the draft SE Plan
- The growth point status awarded by CLG to Shoreham Harbour
- New legislation and regulations
- Research, surveys, information and monitoring undertaken by the Council and consultants acting for it
- Discussions with Government Office for the South East and statutory bodies
- Known developer interest

The priorities are:-

Development Plan Documents:-

- *The Core Strategy* which will set out the vision, objectives and spatial strategy for Adur District.
- *Joint Area Action Plan for Shoreham Harbour* which will set out the vision and detailed policies for the future regeneration of the area.
- *The Proposals Map*. To illustrate the policies and proposals of the ADP.

Supplementary Planning Documents:-

- Infrastructure provision
- Guidance for the rural areas outside the South Downs AONB
- Guidance for internal and external space standards for new homes

15.0 The Local Development Documents

Annex 3 is a table of each LDD to be prepared

Annex 4 provides profiles of each of the LDDs and the SEAs/SAs

Glossary

Adur District Local Plan

A land use and transport plan for Adur District, which was required to be prepared under the previous Planning Act. It sets out policies and proposals for the use of land up to 2006.

Adur in Partnership

The Local Strategic Partnership for Adur District. (see Local Strategic Partnership)

Adur Viewpoint Panel

A sample of local residents selected by Adur Council who are contacted by the Council to give their views on various matters relating to the Adur District.

Affordable Housing

Housing which is provided with subsidy, both for rent and for low cost market housing, for people who are unable to resolve their housing requirements in the general housing markets because of the relationship between local housing costs and incomes.

Annual Monitoring Report

Provides on an annual basis, an assessment of the performance of policies and the progress made against targets in the Local Development Documents. The monitoring period is from April to March.

Sustainable Community Strategy

A strategy which promotes the economic, environmental and social wellbeing of the District and contributes to the achievement of sustainable development. It is prepared by the Local Strategic Partnership.

Core Strategy

The key part of a Local Development Framework which sets out the spatial vision for the District, the objectives and the main policies. It focuses on specific places in the district which need to be targeted for specific action in terms of development and infrastructure delivery.

Development Plan Document (DPD)

A type of Local Development Document which is subject to independent examination and which will carry significant weight in determining planning applications.

Government Office for the South East (GOSE)

Central Government's representatives in the South East. Influences and develops government policies and initiatives at regional and local level by working in partnership with appropriate organisations.

Greenfield

In planning terms, an area of land usually outside of the built up area that has never been developed.

Housing and Planning Delivery Grant

Annual grant awarded by Central Government to Local Planning Authorities based on their planning performance i.e. for the delivery of housing, handling planning applications and preparation of planning policies.

Independent Examination/Public Inquiry

An inquiry held by an independent inspector appointed by the Secretary of State into the Local Development Framework to consider whether Development Plan Documents and the Statement of Community Involvement are sound.

Inset Map

A part of the Proposals Map which shows proposals in more detail.

Key Diagram

A map that shows general planning policy issues in a diagrammatic form. It could show areas where development may generally be permitted or restricted. It is not on an Ordnance Survey base, nor to scale.

Local Development Document (LDD)

Local Development Frameworks comprise a series of Local Development Documents. These can either be Development Plan Documents (DPDs) or Supplementary Planning Documents (SPDs) The Statement of Community Involvement is also a Local development Document.

Local Development Plan (LDF)

The Local Development Framework provides the spatial planning strategies and policies for the District up to 2026. It comprises a set of policy documents (Local Development Documents) prepared under the Planning and Compulsory Purchase Act. Together with the Regional Spatial Strategy, the Local Development Framework will form the development plan for an area.

Local Development Scheme (LDS)

The timetable for the production of Local Development Documents. It will be revised when necessary, for example, as a result of the Annual Monitoring Report or if there is a need to revise and/or prepare new Local Development Documents.

Local Strategic Partnership (LSP)

A group of stakeholders involved in the production of the Sustainable Community Strategy. Includes representatives from the public, private, community and voluntary sectors.

Local Planning Authority (LPA)

A Council, such as Adur, which has responsibility for the planning of its area.

Material Consideration

Depending on particular circumstances, any matter, which relates to the development and use of land that is a relevant consideration when taking planning decisions.

National Planning Policy

See Planning Policy Guidance Note and Planning Policy Statement.

Planning and Compulsory Purchase Act (2004)

The new legislation which requires the production of Local Development Frameworks and Regional Spatial Strategies, which will supersede Structure Plans and Local Plans.

Planning for Real

A method of engaging the community in planning issues for specific areas/issues. Involves active participation with ideas helping to formulate plans.

Planning Inspector

An independent person employed by the Planning Inspectorate to consider the 'soundness' of Development Plan Documents and the Statement of Community Involvement.

Planning Inspectorate (PINS)

A Government Agency with responsibility for scrutinising planning appeals, calling in planning applications and examining the soundness of Development Plan Documents on behalf of the Secretary of State.

Planning Policy Guidance Note (PPG)

The Government's national planning guidance on specific matters, such as Housing and the Countryside.

Planning Policy Statement (PPS)

Supersedes Planning Policy Guidance Notes.

Preferred Options

A set of policy options for each Development Plan Document. Required to be published for consultation and will be followed by submission of the document to government.

Proposals Map

Detailed map showing precise boundaries for the allocation of new development. It also shows the exact boundary of designations such as Sites of Special Scientific Interest and Areas of Outstanding Natural Beauty. It has an Ordnance Survey base.

Regional Planning Guidance (RPG)

Planning policy document produced at the regional level under the previous Planning Act. It will be replaced by the Regional Spatial Strategy.

Regional Spatial Strategy

Planning policy document produced by the Regional Assembly under the new planning regime. It will form part of the development plan and the Local Development Framework will be expected to conform to it.

Saved Plan

The Planning and Compulsory Purchase Act 2004 allows for existing Development Plans to be saved for three years (to September 2007) and longer if agreed by government. They will remain a material planning consideration during this time.

Shoreham Renaissance

Preparation of a Masterplan, by consultants, for the regeneration of Shoreham Town Centre. Co-ordinated by a steering group of public and private organisations.

Soundness

Each Development Plan Document will be tested for soundness. This will include whether the document has been subject to a Sustainability Appraisal, whether it is consistent with national and regional policy and the Community Strategy, and whether it is deliverable.

South East Plan

A plan, being prepared by the South East England Regional Assembly, which will set out a vision and spatial planning policies for the region up to 2026. This will be the Regional Spatial Strategy for the South East.

South East England Regional Assembly (SEERA)

A government body set up to serve the region. Adur is within the area of SEERA. It is responsible for preparing the South East Plan.

SEEDA

A Government body responsible for the economic and social development of South East England.

Spatial Planning

Local Development Frameworks and the Regional Spatial Strategy are required to bring together and integrate policies for the development and use of land with other policies and programmes which influence the nature of places and how they function.

Stakeholder

In the context of the new development plan, a group, or individual with an interest in the future planning of the District

Stakeholder Planning Forum

A forum of stakeholders established by the Adur Local Strategic Partnership to advise on the preparation of the LDF

Strategic Environmental Assessment (SEA)

A requirement of European Directive. Plans that have a major impact on the environment need to be subject to this assessment. It is undertaken throughout the plan preparation process and incorporated into the Sustainability Appraisal.

Statement of Community Involvement (SCI)

A document setting out how the Council will involve and engage the local community and setting out how and when they will be involved in the preparation of the Local Development Documents and how they will be consulted on planning applications.

Statutory Organisations

Organisations identified by the government which have important interests in planning, and which the local planning authority must involve in preparation of the Development Plan (e.g. the Environment Agency, Countryside Agency).

Strategic Gap

A policy term for an area of mainly open land which separates settlements and helps to maintain their identity, preventing them from merging.

Strategic Housing Land Availability Assessment

This assesses the opportunities for new housing development from various sources of land supply and it identifies the actions to be taken to overcome constraints on particular sites.

Strategic Housing Market Assessment

This assesses the level of need and demand for housing in terms of affordable and market housing in an area.

Structure Plan

A planning policy document prepared by the County Council under the previous Planning Act. The West Sussex Structure Plan, with the Adur Local Plan, comprised the statutory development plan for Adur District.

Submission

A requirement under the new Planning and Compulsory Purchase Act is to submit each Development Plan Document to the government (Regulation 30) having previously allowed for representations to be made by the public under Regulation 28. The independent examination for soundness of the document follows.

Supplementary Planning Document (SPD)

One of the types of Local Development Document. Not subject to independent examination, and carrying less weight than a Development Plan Document.

Supplementary Planning Guidance

Planning guidance that supplements a policy/policies in an adopted local plan. Provides detailed guidance about specific matters e.g. affordable housing.

Sustainability Appraisal (SA)

An examination of Local Development Documents to assess how sustainable the policies are. It incorporates a Strategic Environmental Assessment.

Sustainable Development

A key requirement of the Local Development Framework is to contribute towards sustainable development. Defined as development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Government policy on sustainable development is protection of the environment and prudent use of natural resources, maintaining economic growth and employment, and social progress which recognises the needs of everyone.

Urban Potential Study

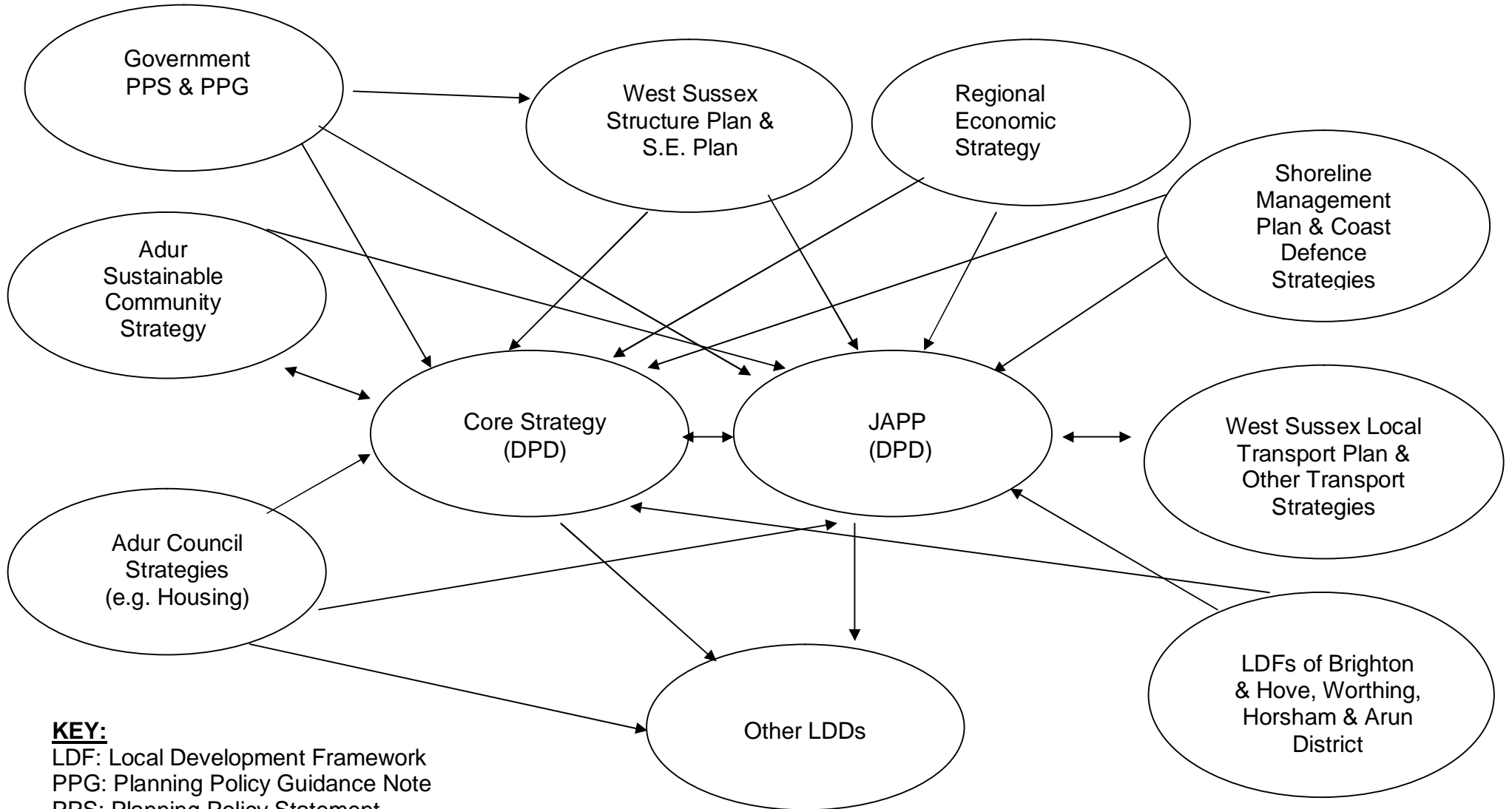
A detailed study to assess the potential of a local authority's urban areas for accommodating new housing development. These will be replaced by Strategic Housing Land Availability Assessments.

West Sussex Structure Plan

See Structure Plan.

DIAGRAM 1

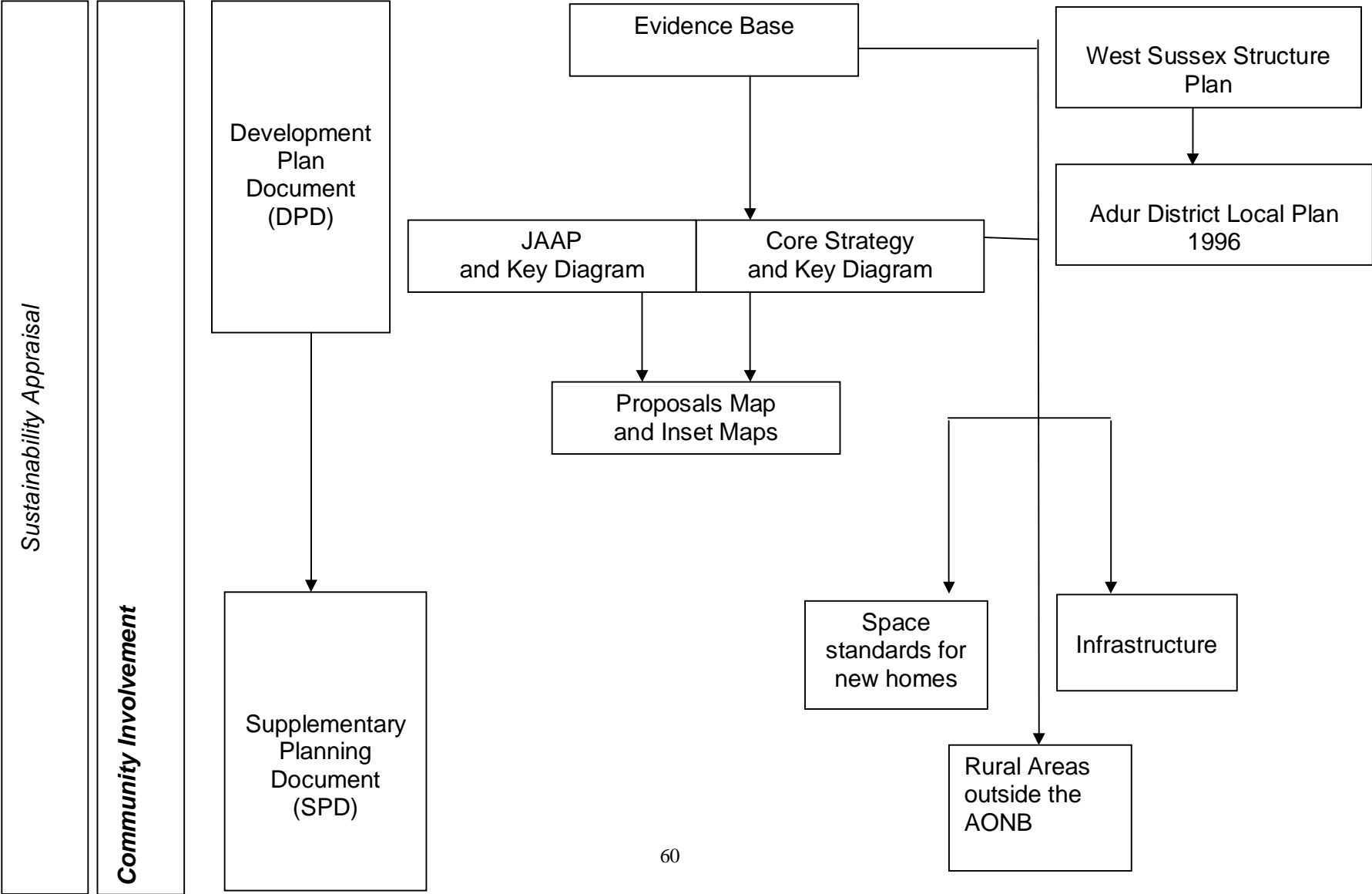
Relationship between the Adur Local Development Framework and other Strategies



KEY:

- LDF: Local Development Framework
- PPG: Planning Policy Guidance Note
- PPS: Planning Policy Statement
- LDD: Local Development Document
- DPD: Development Plan Document


DIAGRAM 2
Relationship between Local Development Documents





Date (Year Quarter)	Development Plan Documents			Supplementary Planning Documents		
	Statement of Community Involvement	Core Strategy	Joint Area Action Plan	Infrastructure	Rural Areas outside AONB	Space Standards for new housing
3rd Q 2008						Aug
4th Q 2008						Oct/Nov
1st Q 2009		Mar/April	Mar/April			Jan/Feb
2nd Q 2009						
3rd Q 2009						
4th Q 2009		Dec	Dec			
1st Q 2010		Feb	Feb			
2nd Q 2010		June	Sept			
3rd Q 2010		Sept				
4th Q 2010			Dec	Nov	Nov	
1st Q 2011	Jan			Jan/Feb	Jan/Feb	
2nd Q 2011				May/June	May/June	
3rd Q 2011	March/Apr			Sept	Sept	
4th Q 2011	Sept					Nov

KEY

Development Plan Documents

Community Involvement in first draft – (Consultation on draft SCI) 

Formal consultation on pre submission draft (Reg 27) 


SCI approved by Councils 


Submit to the Secretary of State 

Public Examination 

Adoption 

Supplementary Planning Documents

Commence preparation 

Stakeholder input into preparation draft 

Community involvement in draft 

Adoption 