



# ADUR DISTRICT COUNCIL

26 August 2021

Adur Planning Committee	
Date:	6 September 2021
Time:	7.00 pm
Venue:	QEII Room, Shoreham Centre, Shoreham-by-Sea

**Committee Membership:** Councillors Carol Albury (Chair), Stephen Chipp (Vice-Chairman), Dave Collins, Tania Edwards, Jeremy Gardner, Paul Mansfield, Steve Neocleous and Carol O'Neal

**NOTE:**

Anyone wishing to speak at this meeting on a planning application before the Committee should register by telephone (01903 221006) or e-mail [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk) before noon on Friday 3 September 2021.

## Agenda

### Part A

**1. Substitute Members**

Any substitute members should declare their substitution.

**2. Declarations of Interest**

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

If in doubt contact the Legal or Democratic Services representative for this meeting.

Members and Officers may seek advice upon any relevant interest from the Monitoring Officer prior to the meeting.

### **3. Public Question Time**

So as to provide the best opportunity for the Committee to provide the public with the fullest answer, questions from the public should be submitted by midday on Thursday 2 September 2021.

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

Questions should be submitted to Democratic Services – [democratic.services@adur-worthing.gov.uk](mailto:democratic.services@adur-worthing.gov.uk)

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

### **4. Confirmation of Minutes**

To approve the minutes of the Planning Committee meetings of the Committee held on Monday 9 August 2021, which have been emailed to Members.

### **5. Items Raised Under Urgency Provisions**

To consider any items the Chair of the meeting considers urgent.

### **6. Planning Applications (Pages 1 - 34)**

To consider the reports by the Director for the Economy, attached as Item 6.

### **7. Planning Appeals**

None to report.

### **8. Proposed Update of the Adur Local Plan (Pages 35 - 60)**

To consider a report by the Director for the Economy, copy attached as item 8

## **Part B - Not for publication - Exempt Information Reports**

#### **Recording of this meeting**

Please note that this meeting is being live streamed and a recording of the meeting will be available to view on the Council's website. This meeting will be available to view on

our website for one year and will be deleted after that period. The Council will not be recording any discussions in Part B of the agenda (where the press and public have been excluded).

For Democratic Services enquiries relating to this meeting please contact:	For Legal Services enquiries relating to this meeting please contact:
Heather Kingston Democratic Services Officer 01903 221006 heather.kingston@adur-worthing.gov.uk	Beverley Rayner Lawyer

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

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**ADUR DISTRICT  
COUNCIL**

**Planning Committee  
6 September 2021**

**Agenda Item 6**

**Ward: ALL**

**Key Decision: Yes / No**

## **Report by the Director for Economy**

### **Planning Applications**

**1**

**Application Number: AWDM/1272/21      Recommendation – APPROVE**

**Site:            Land Between 38 And 40 And South Of 32 To 44 St Giles Close,  
Shoreham-By-Sea**

**Proposal:    Demolition of existing garage blocks and construction of 2no. 2 bed 2  
storey dwellings and 2no. 1 bed single storey dwellings**

**2**

**Application Number: AWDM/1247/21      Recommendation – APPROVE**

**Site:            Garage Compound 1 To 20 Gardner Road, Southwick**

**Proposal:    Demolition of existing garage blocks; erection of 2no. 3 bed  
semi-detached dwellings with associated works and car parking**

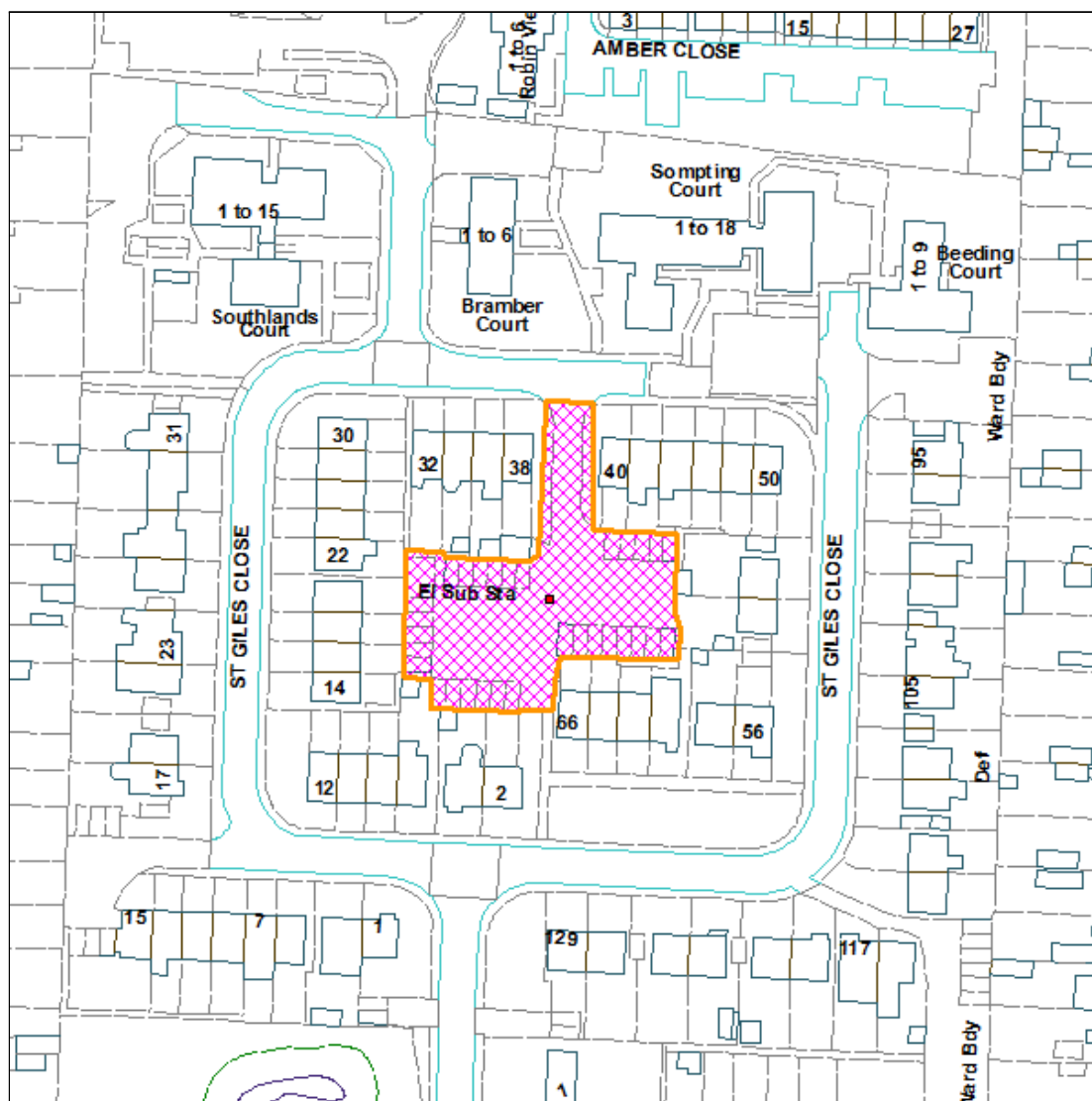
**3**

**Application Number: AWDM/1434/21      Recommendation – APPROVE**

**Site:            Garage Block 123 To 139 Wilmot Road, Shoreham-By-Sea**

**Proposal:    Demolition of existing garages and construction of a terrace of 4no. 2  
bed dwellings and 1 no. 1 bed wheelchair accessible bungalow and  
associated works**

<b>Application Number:</b>	<b>AWDM/1272/21</b>	<b>Recommendation - APPROVE</b>
<b>Site:</b>	<b>Land Between 38 And 40 And South Of 32 To 44 St Giles Close, Shoreham-By-Sea</b>	
<b>Proposal:</b>	<b>Demolition of existing garage blocks and construction of 2no. 2 bed 2 storey dwellings and 2no. 1 bed single storey dwellings</b>	
<b>Applicant:</b>	Adur District Council	Ward: St Mary's
<b>Agent:</b>	Neal Thompson, Robinson Escott Planning	
<b>Case Officer:</b>	Gary Peck	



**Not to Scale**

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## **Proposal, Site and Surroundings**

This application seeks full permission for the demolition of 5 existing garage blocks containing between 5 and 8 garages in each block and their replacement with the construction of 2no. 2 bed 2 storey dwellings and 2no. 1 bed single storey dwellings.

The respective dwellings would be in pairs with the proposed dwellings being located on the western part of the site and orientated north-south and the proposed bungalows sited on the eastern part of the site and facing east-west. 2 parking spaces would serve each dwelling in a tandem arrangement and there would be 2 further spaces for visitors.

The application site is located within St Giles Close and comprises a number of garage blocks surrounded on all sides by 2 storey terraced and semi detached houses in the close. The garages are accessed by vehicles to the north and there is also a pedestrian entrance to the south. An electricity sub station is to the north west corner of the site and would be retained as part of the development.

The existing garages are all flat roofed and appear modest in size. They appear of little visual merit and are served by a large area of hardstanding. The site is an offset rectangle in shape and is little visible from the south as the pedestrian entrance is quite narrow but more visible from the vehicular access to the north, albeit the nature of St Giles Close is such that is likely that only nearby residents would view the site from this point. The application site is not within a Conservation Area but is within walking distance of the centre of Shoreham.

At present, the Council is seeking to develop a number of garage sites across the District for residential purposes. The application was the subject of pre-application discussions with Officers which resulted in the number of dwellings being reduced and an amendment from 2 storey dwellings to bungalows on the eastern part of the site.

## **Relevant Planning History**

None relevant to the determination of the application

## **Consultations**

### **Environmental Health (Private Sector Housing)**

I have no objections on PSH grounds, but I would recommend that the bungalows should be constructed as wheelchair accessible to ensure that they are available for disabled tenants straightaway, rather than being adapted afterwards

## **Technical Services**

Thank you for consulting us on this application. We have the following comments regarding flood risk and surface water drainage.

## *Flood risk*

*The application is within flood zone 1, it includes small areas at risk from surface water flooding. We therefore have no objections on flood risk grounds.*

*Surface water drainage- the application includes a surface water drainage strategy. This is proposing on discharging at 18l/s. The proposed discharge rate is too high. Current Policy requirements are for brownfield sites to discharge for all events up to and including the 1 in 100 year plus 40% cc event at greenfield QBar, or as close to this as possible with a maximum rate equivalent to 50% of the brownfield runoff allowable. It can be seen from the plan in appendix F that there are small areas where infiltration could be used. Therefore, infiltration testing should be completed. It may be that blocks 1 and 2 can drain to soakaway, or at least some of their roofs can. This is required to be policy compliant, it will also help to reduce your required storage volume, and likely reduce construction costs. Winter groundwater monitoring is required even to support attenuation design.*

*We wish to raise a HOLDING OBJECTION to this application. It is essential to establish if there is adequate space for surface water drainage prior to agreement of site layout. Drainage should be a fundamental consideration in design. Failure to secure a robustly evidenced implementable drainage strategy at this stage will likely unduly prejudice the drainage design and result in proposals failing to meet policy requirements. A revised drainage strategy with a lower discharge rate should be provided, this should also detail that infiltration potential will be investigated and utilised. Detailed drainage design would then be the subject of pre-commencement conditions.*

*If you are however minded to approve this application prior to a revised drainage strategy be submitted then please ensure the following condition is applied:*

*“Development shall not commence, other than works of site survey and investigation, until full details of the proposed surface water drainage scheme have been submitted to and approved in writing by the Local Planning Authority. The design should follow the hierarchy of preference for different types of surface water drainage disposal systems as set out in Approved Document H of the Building Regulations, and the recommendations of the SuDS Manual produced by CIRIA. Winter groundwater monitoring to establish highest annual ground water levels and winter infiltration testing to BRE DG365, or similar approved, will be required to support the design of any infiltration drainage. No building / No part of the extended building shall be occupied until the complete surface water drainage system serving the property has been implemented in accordance with the agreed details and the details so agreed shall be maintained in good working order in perpetuity.”*

*“Development shall not commence until full details of the maintenance and management of the surface water drainage system is set out in a site-specific maintenance manual and submitted to, and approved in writing, by the Local Planning Authority. The manual is to include details of financial management and*



*arrangements for the replacement of major components at the end of the manufacturer's recommended design life. Upon completed construction of the surface water drainage system, the owner or management company shall strictly adhere to and implement the recommendations contained within the manual."*

*and the accompanying informative:*

*"Infiltration rates for soakage structures are to be based on percolation tests undertaken in the winter period and at the location and depth of the proposed structures. The Percolation tests must be carried out in accordance with BRE DG365, CIRIA R156 or a similar approved method and cater for the 1 in 10 year storm between the invert of the entry pipe to the soakaway, and the base of the structure. It must also have provision to ensure that there is capacity in the system to contain below ground level the 1 in 100 year event plus 40% on stored volumes, as an allowance for climate change. Adequate Freeboard must be provided between the base of the soakaway structure and the highest recorded annual groundwater level identified in that location. Any SuDS soakaway design must include adequate groundwater monitoring data to determine the highest winter groundwater table in support of the design. The applicant is advised to discuss the extent of groundwater monitoring with the Council's Engineers. Further Detail regarding our requirements are available on the following webpage  
<https://www.adur-worthing.gov.uk/planning/applications/submit-fees-forms>.*

*A surface water drainage checklist is available on this webpage. This clearly sets out our requirements for avoiding pre-commencement conditions, or to discharge conditions"*

## **West Sussex Highways**

### **Summary**

This proposal is for the demolition of four existing garage blocks and erection of two one-bedroom dwellings and two two-bedroom dwellings. The site is located on St Giles Close, an unclassified residential road subject to a speed restriction of 30 mph. WSCC in its role as Local Highway Authority (LHA) raises no highway safety concerns for this application.

### **Access and Visibility**

The site is served by an existing vehicular access off St Giles Close, to the north of the site. From inspection of local mapping, there are no apparent visibility issues with the existing point of access onto the maintained highway. In addition, the LHA does not anticipate that this proposal would give rise to a material intensification of use of this access.

An inspection of collision data provided to WSCC by Sussex Police from a period of the last five years reveals no recorded injury accidents within the vicinity of the site. Therefore, there is no evidence to suggest the existing access is operating unsafely

or that the proposal would exacerbate an existing safety concern.

### Parking and Turning

The applicant proposes to provide each dwelling with two parking bays, with an additional two visitor parking spaces, totalling ten parking spaces for the site. The WSCC Car Parking Demand Calculator indicates that a development of this size would require at least seven parking spaces.

Therefore, the LHA considers the proposed parking provision to be sufficient. From inspection of the plans, there is plentiful space for cars to turn on-site and exit in a forward gear.

In the interests of sustainability and as a result of the Government's 'Road to Zero' strategy for at least 50% of new car sales to be ultra-low emission by 2030, electric vehicle (EV) charging points should be provided for all new homes. Active EV charging points should be provided for the development in accordance with current EV sales rates within West Sussex (Appendix B of WSCC Guidance on Parking at New Developments) and Adur Local Plan policy. Ducting should be provided to all remaining parking spaces to provide 'passive' provision for these to be upgraded in future. Details of this can be secured via condition and a suitably worded condition is advised below.

Regarding cycles, the applicant has demonstrated cycle stores to the rear of each plot, in accordance with WSCC parking standards for cycle parking provision. The inclusion of cycle parking will help promote the use of sustainable transport methods.

The LHA is aware that 30 existing garages will be lost as part of the proposed development.

However, the LHA notes that the garages have internal dimensions of 2.5m x 5.5m, which does not meet the minimum internal specifications for single-car garages of 3m x 6m as set out in Manual for Streets (MfS). Therefore, the LHA does not consider the garages as parking provision, as they may only be large enough to accommodate a small car. It is not unreasonable for the LHA to believe they may be being used for other purposes (e.g. storage). This notion is reinforced by the Transport Note, which states that approximately three garages are being used for parking, whilst the remaining garages are void or being used for other purposes.

Notwithstanding the above, the LHA advises the LPA to consider the potential impacts of the loss of the garages on on-street parking from an amenity point of view.

### Sustainability

The site is located in a sustainable location within walking/cycle distance of local services and amenities. Cycling is a viable option for transport in the local area. The site is also well connected by public transport. Regular buses that link Shoreham and

Rottingdean are available from nearby Middle Road, whilst Coastliner services can be taken from Brighton Road, approximately 1km south of the site. Shoreham-By-Sea Train Station is located approximately 1.4km southwest of the site.

## **Conclusion**

The LHA does not consider that this proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, therefore is not contrary to the National Planning Policy Framework (paragraph 109), and that there are no transport grounds to resist the proposal.

## **West Sussex Fire and Rescue**

Having viewed planning application No. AWDM/1272/21, evidence will be required to show adequate access is provided for a fire appliance with a suitable turning facility to ensure the appliance can turn and make an exit. A fire appliance should not have to reverse more than 20 metres, identified and requirement of Approved Document - B: Volume 1 - 2019 Edition B5 section 13.

*This information has been supplied by the applicant subsequently and further comments are awaited*

## **Southern Water**

No objection subject to adequate measures being undertaken to protect public sewers.

## **Representations**

2 letters of objection have been received on the following grounds:

- overlooking and loss of privacy
- increased noise and disturbance
- adverse impact upon the visual character of the area
- loss of biodiversity

1 letter of comment has been received:

The plans should include upgraded sections of the pavement to allow for step free access for the 4 - 5 residents within the Close that use mobility aids to travel in, around and out of the Close. Additional bungalows will likely provide accommodation for individuals with environmental challenges either immediately or in the future. The plans should consider future proofing and upgrading infrastructure to prevent exclusion and further isolation.

## **Relevant Planning Policies and Guidance**

Adur Local Plan 2017 Policies 2, 15, 18, 19, 20, 22, 28, 30, 33, 34, 35, 36

‘Supplementary Planning Guidance’ comprising: Development Management Standard No.1 ‘Space Around New Dwellings and Flats’

Sustainable Energy SPD (August 2019)

West Sussex ‘Guidance on Parking at New Developments’ and ‘Parking Demand Calculator’ (WSCC 2019)

National Planning Policy Framework (February 2019)

Technical Housing Standards – nationally described space standard (DCLG 2015)

## **Relevant Legislation**

The Committee should consider the planning application in accordance with:

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

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

## **Planning Assessment**

It is considered that the main issues in the determination of the application are the effect of the proposals upon the visual character of the area, the amenities of neighbouring properties, highway safety and drainage.

The application site is within the built-up area as defined by the Local Plan and is considered to be in a sustainable location within walking distance of the town centre and close to local bus and cycle routes. The garage complex comprises previously developed land and therefore as a matter of principle, the redevelopment of the site would be in accordance with government guidance.

In the recent appeal decision at The Haven, Lancing, the Inspector gave significant weight to the lack of a 5 year housing supply in the District and that the Council had only managed to deliver 48% of the housing requirement during the measurement period of 2017-2020. He concluded that ‘...*set in this context, the need for housing is urgent and a step change in delivery is required.*’

Given the constraints of the District such as flood risk and proximity to National Park

and sea, it is clear, therefore, that a redevelopment of a site such as this should be looked at positively subject to Development Management criteria.

The garages themselves are of little visual merit, nor is the large expanse of hardstanding that serves them. The site is not especially visible from the public viewpoint and therefore it is not considered that the proposal would have any adverse impact in visual terms upon the general character of the area.

The reason, however, why the site is not particularly visible from the wider area is that it is almost entirely surrounded by the existing dwellings that form the inner part of St Giles Close which runs around each edge of the application site. While these dwellings look out at unattractive garage area at present, it is nonetheless a relatively open area consisting of single storey garages and hence the introduction of 2 houses, 2 bungalows and their associated activity will bring a change to the amenities of those properties.

The key consideration in respect of the application is that the Supplementary Planning Guidance as contained within Development Management Standard 1 requires that normally a distance of 22 metres is provided between facing windows to maintain adequate privacy. Such a distance would be impossible to achieve on the eastern portion of the site, hence the alteration from houses to bungalows at the pre-application stage, while on the western side, the separation distance is (just) achievable between the new dwellings and those existing to the north, but approximately 20 metres is achievable to the numbers 2 and 4 St Giles Close to the south if their main rear elevation is taken as the measuring point but less if the conservatory on the latter property is included.

As such, therefore, the application could be resisted on the basis of the failure to meet the overlooking standard. A simple solution could be to reduce the floorspace of the dwellings, but this in turn would result in the dwellings being below the minimum space standard for a 2 bed dwelling (they just exceed the standard of 79 square metres at present).

It is noted that 2 and 3 windows (one to the side on one of the dwellings) respectively serve the bedroom at first floor level facing the nearest dwellings. As there is more than one source of light serving these rooms, therefore, consideration could be given to partially obscure glazing the lower part of the windows which would prevent unnecessary overlooking but also allow sufficient light to serve the bedrooms concerned. Given the Inspector's comment that a step change in housing delivery is required, it is arguable that a rigid adherence to an exact overlooking distances could not always be justified if all other aspects of the application are acceptable. There would also be an opportunity to improve the boundary treatment between the respective dwellings given at present the existing dwellings look onto the back of a garage which would be replaced with a rear garden area. On balance, therefore, it is considered that subject to appropriate conditions, a refusal could not be justified on overlooking grounds.

The above consideration has concentrated on first floor level windows, since at

ground floor level, overlooking distances are less relevant given the likelihood of intervening boundary treatment and/or landscaping. This could be the case in respect of the ground floor of the proposed dwellings, which can be secured by condition.

The proposed bungalows would be about 16 metres from the rear of the dwellings to the east which would clearly be below the 22 metre overlooking standard were the properties to be 2 storey. As such, therefore, any impact in respect of overlooking would appear to be to the new bungalows instead of existing dwellings. It is noted, though, that the proposed bedrooms are located at the front of the bungalows and it is the kitchen/diner/living room area that is to the rear. While the limited size of the rear garden (there is also space to the side to serve as an amenity area) may restrict the amount of landscaping available, nonetheless there would be sufficient opportunity to limit overlooking to an acceptable degree.

The loss of the garages would naturally result in concerns in respect of additional parking pressure, but as the Highways Authority points out, it is certainly evident that few of the garages are of sufficient size to accommodate a modern car and there seems little reason to doubt the assertion that only about 10% of the garages are used for parking purposes with their use mostly being for storage instead. It is noted that the dwellings on the outer edge of St Giles Close have their own garages/hardstanding and therefore there does not appear to be any particular parking pressure resulting from these properties. It is the inner properties that would appear more affected, but the road is not subject to any parking restrictions and there would appear capacity to accommodate any additional on street parking which may result because of the loss of the garaging. In any case, national guidance states that planning applications should only be resisted if the impacts are severe, which certainly would not appear to be the case here and given the wider strategic need for housing could not be used as a basis for refusal.

The remaining issue is in respect of surface water drainage. It is noted that the Technical Services Officer states *It is essential to establish if there is adequate space for surface water drainage prior to agreement of site layout*. Although stating there is a holding objection on the details as submitted, it is also suggested that if the Committee is minded to grant permission for the application, then detailed conditions can be imposed. Your Officers are of the view that the imposition of conditions is the correct approach. Indeed, the purposes of conditions should be to secure the appropriate mitigation to serve the development. It is not suggested that the required information cannot be achieved and therefore it is the responsibility of the applicant to submit the required details prior to the commencement of development and, only when done so, can the development proceed. It is understood that the applicant has already begun addressing the issues identified which will need to be similarly addressed on the other similar sites that will soon be coming forward.

Your Officers note the comment about the condition of existing footways in St Giles Close but it is not considered that the scale of the development proposed would justify securing wider improvements to footways in the Close. Nevertheless, the applicant has been advised of the concerns and this is a matter that can be taken up

separately with the Highway Authority.

Sustainability and energy statements have been submitted as part of the application. Combining energy reduction measures and the use of renewable energy is estimated to provide a CO2 reduction of over 32%, which is a further point in favour of the scheme.

In conclusion, the site is constrained and this limits the amount of development that can be achieved and the quantum of development has already been reduced at the pre-application stage. What is not in doubt is there is a critical need for new housing in the District, and that opportunities to use a site like this must be looked at positively if the Council is going to attempt to meet its housing needs. Accordingly, therefore, subject to the imposition of appropriate conditions, the application can be supported.

## **Recommendation**

### **APPROVE**

#### **Subject to conditions:-**

1. Approved Plans.
2. Full Permission.
3. Development shall not commence, other than works of site survey and investigation, until full details of the proposed surface water drainage scheme have been submitted to and approved in writing by the Local Planning Authority. The design should follow the hierarchy of preference for different types of surface water drainage disposal systems as set out in Approved Document H of the Building Regulations, and the recommendations of the SuDS Manual produced by CIRIA. Winter groundwater monitoring to establish highest annual ground water levels and winter infiltration testing to BRE DG365, or similar approved, will be required to support the design of any infiltration drainage. No building / No part of the extended building shall be occupied until the complete surface water drainage system serving the property has been implemented in accordance with the agreed details and the details so agreed shall be maintained in good working order in perpetuity.
4. Development shall not commence until full details of the maintenance and management of the surface water drainage system is set out in a site-specific maintenance manual and submitted to, and approved in writing, by the Local Planning Authority. The manual is to include details of financial management and arrangements for the replacement of major components at the end of the manufacturer's recommended design life. Upon completed construction of the surface water drainage system, the owner or management company shall strictly adhere to and implement the recommendations contained within the manual.

5. No part of the development shall be first occupied until the car parking has been constructed in accordance with the approved site plan. These spaces shall thereafter be retained at all times for their designated purpose.

**Reason:** To provide car-parking space for the use

6. No part of the development shall be first occupied until covered and secure cycle parking spaces have been provided in accordance with plans and details to be submitted to and approved by the Local Planning Authority.

**Reason:** To provide alternative travel options to the use of the car in accordance with current sustainable transport policies.

7. No part of the development shall be first occupied until the electric vehicle charging space(s) have been provided in accordance with plans and details to be submitted to and approved by the Local Planning Authority.

**Reason:** To provide sustainable travel options in accordance with current sustainable transport policies.

8. The developer must agree with Southern Water, prior to commencement of the development, the measures to be taken to protect the public sewers.

9. No works or development shall take place until full details of all hard and soft landscaping works and the proposed times of planting have been approved in writing by the Local Planning Authority and all soft landscape works shall be carried out in accordance with those details and at those times. Any plants which within a period of five years from the time of planting die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species unless the Local Planning Authority gives written consent to any variation.

10. The windows in the first floor southern elevations of the dwellings hereby approved shall at all times be obscure-glazed and non-opening (except that part which is above 1.7 metres above the floor of the room in which the window is installed) and they shall not subsequently be altered in any way.

11. No additional windows shall be installed in the southern or western elevations of the dwellings hereby approved.

12. Approval of Materials.

13. Removal of permitted development rights for any extensions/alterations.

14. Hours of Construction to be limited to 0900 to 1700 hours Monday to Friday, 0900 hours to 1300 hours on Saturday and no working on Sundays or Bank/Public Holidays.



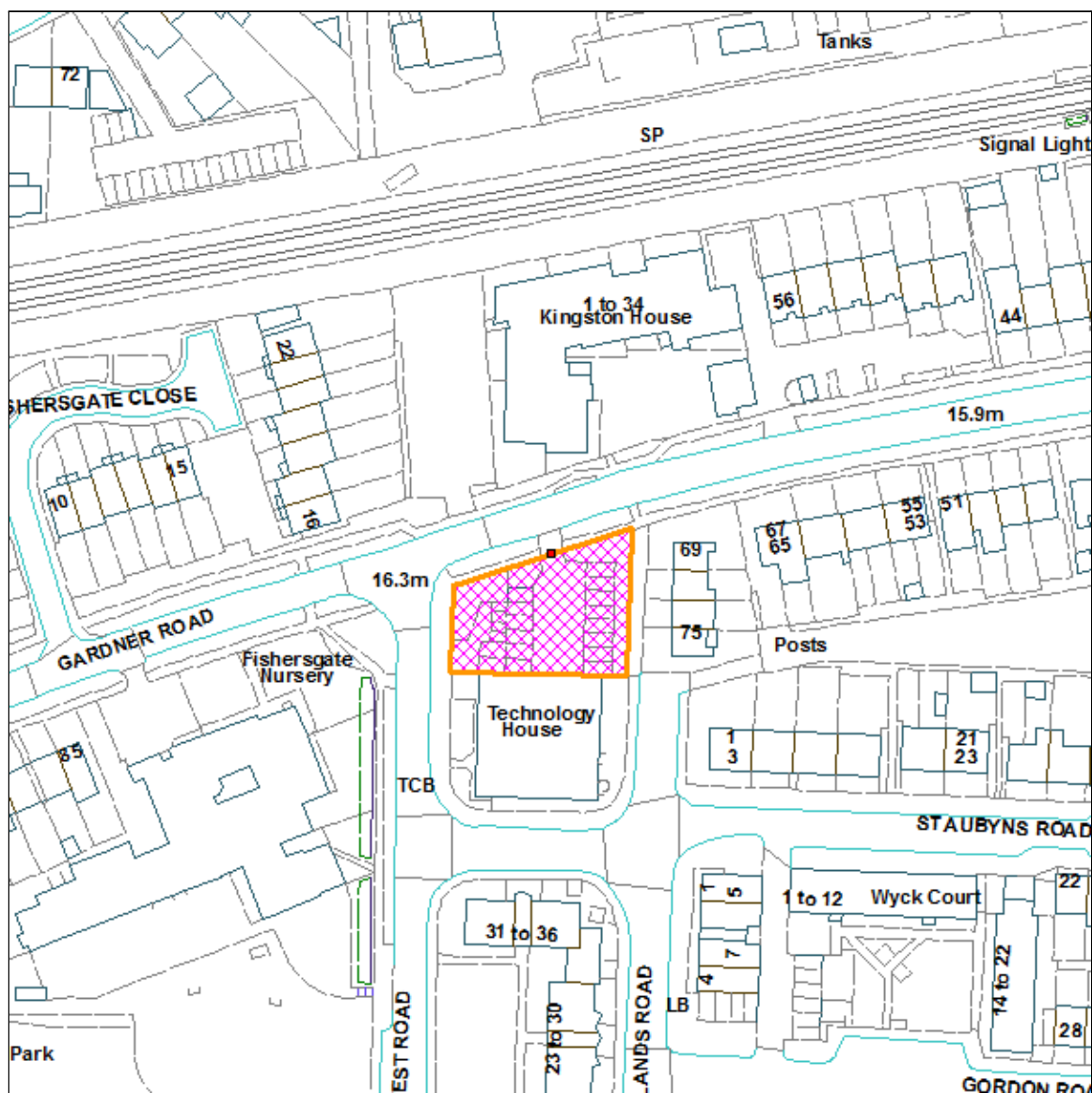
## **Informatives**

"Infiltration rates for soakage structures are to be based on percolation tests undertaken in the winter period and at the location and depth of the proposed structures. The Percolation tests must be carried out in accordance with BRE DG365, CIRIA R156 or a similar approved method and cater for the 1 in 10 year storm between the invert of the entry pipe to the soakaway, and the base of the structure. It must also have provision to ensure that there is capacity in the system to contain below ground level the 1 in 100 year event plus 40% on stored volumes, as an allowance for climate change. Adequate Freeboard must be provided between the base of the soakaway structure and the highest recorded annual groundwater level identified in that location. Any SuDS soakaway design must include adequate groundwater monitoring data to determine the highest winter groundwater table in support of the design. The applicant is advised to discuss the extent of groundwater monitoring with the Council's Engineers. Further Detail regarding our requirements are available on the following webpage

<https://www.adur-worthing.gov.uk/planning/applications/submit-fees-forms>.

A surface water drainage checklist is available on this webpage. This clearly sets out our requirements for avoiding pre-commencement conditions, or to discharge conditions"

Application Number:	AWDM/1247/21	Recommendation - Approve
Site:	Garage Compound 1 To 20 Gardner Road, Southwick	
Proposal:	Demolition of existing garage blocks; erection of 2no. 3 bed semi-detached dwellings with associated works and car parking	
Applicant:	Adur District Council	Ward: Eastbrook
Agent:	Robinson Escott Planning	
Case Officer:	Peter Barnett	



**Not to Scale**

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## Proposal, Site and Surroundings

This application, submitted by Adur District Council, relates to a block of 20 garages at the junction of Gardner Road and West Road. It is one of a number of garage sites in the District which are being redeveloped for housing by the Council.

To the south of the application site is a large two storey commercial building which faces onto West Road and to the west is Eastbrook Manor Community Centre. North of the site are three and four storey apartment buildings (Kingston House). To the east and further south is residential development which is characterised by a planned layout of two and three storey buildings.

The application proposes to demolish the garages and to replace them with a semi-detached pair of two storey, three-bedroomed, hip-roofed dwellings. The dwellings will face West Road with rear gardens backing onto Laylands Road. Vehicular access will utilise the existing access from Gardner Road, with four parking spaces to be provided.

The dwellings are shown with a traditional palette of materials including grey roof tiles and varied multi-stock red brick to blend with neighbouring properties. Entrance canopies are proposed in front of each property which will also accommodate refuse storage areas.

## Relevant Planning History

None

## Consultations

**West Sussex County Council:** No objection from a transport/highways aspect subject to conditions requiring car parking, cycle parking and electric vehicle charging spaces. Comments:

:

Access and visibility: The site is accessed via a vehicular crossover serving the existing garage compound. The proposed plans demonstrate that the existing access will be utilised for the proposed dwellings, with no alterations to the existing access arrangements. Visibility at the existing access appears sufficient for the anticipated road speeds in this location and splays are maintainable wholly within the public highway.

Trip generation: The results of TRICS analysis for the proposed development have been presented in the Transport Note, indicating that the proposal would be anticipated to generate 12 two-way movements per day. The Transport Note has taken a robust, worst case, view that the existing site does not produce any regular vehicle trips to or from the site. As such, the proposed dwellings are not anticipated to result in a material intensification of use of the site.

Parking displacement: The Transport Note sets out the results of a survey of the

existing garage use to determine the number of garages in use for car parking and therefore the potential displacement of vehicle parking as result of the proposed development. The survey indicates that the development could result in potential displacement of 4 parking spaces. A Car Parking Capacity Survey has been undertaken by an independent traffic survey company on two separate weekdays between 03:30 and 05:30 in accordance with the Lambeth Council Methodology. The survey was conducted to establish the existing on-street parking pressure within the vicinity. The survey refers to the Layland's Road parking area which is considered to provide up to 40 parking spaces. The LHA assumes that this parking area is the private access road/parking area to the rear of 37-67 Gardner Road. As this appears to be privately owned land, LHA cannot consider that it would be an alternative available parking area as it is not classified as a public highway. The survey also monitored vehicles parked within the site (not within a garage) overnight, and recorded one vehicle each night. As such, together with the estimated four garages being used for parking, there could be the potential displacement of 5 vehicles as result of the proposal. Disregarding the Laylands Road private parking area, the survey revealed there are a total of 547 available car parking spaces, of which 16 are disabled spaces and 140 are single yellow line spaces which restrict daytime parking but permit parking overnight. In total, between 206-224 spaces were available during the overnight survey period (59-63% available capacity). If the LHA were to be over-cautious and exclude the single yellow line and disabled parking spaces from the survey, there still appears to be between 50-68 (12-17% capacity) available parking spaces, which would be considered sufficient capacity for accommodating the 5 displaced vehicles from the garage compound.

Parking and turning: The proposed plans indicate that four parking spaces will be provided on site for the two dwellings. Whilst the plans and supporting documents do not specify, these spaces appear to be provided on an unallocated basis. As the proposed dwellings fall within the WSCC Parking Behaviour Zone 4, a provision of 1.7 spaces is expected per dwelling. As such, the provision of 4 unallocated spaces is considered to be sufficient for the development and provide sufficient provision for visitors. The Transport Note demonstrates, via swept path tracking, that a vehicle parked in each parking space can turn on site, enabling vehicles to enter and exit the site in a forward gear.

Sustainability: The site is sustainably located within walking distance of local shops and services, including Fishersgate train station. Secure and covered cycle storage is proposed within the rear gardens within a shed providing space for 2 cycles. In the interests of sustainability and as a result of the Government's 'Road to Zero' strategy for at least 50% of new car sales to be ultra-low emission by 2030, electric vehicle (EV) charging points should be provided for all new homes. Active EV charging points should be provided for the development in accordance with current EV sales rates within West Sussex (Appendix B of WSCC Guidance on Parking at New Developments) and Adur Local Plan policy. Ducting should be provided to all remaining parking spaces to provide 'passive' provision for these to be upgraded in future. The proposed plans demonstrate that each parking space will be provided with EV charging facilities.

**Conclusion:** The LHA does not consider that this proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, therefore is not contrary to the National Planning Policy Framework (paragraph 111), and that there are no transport grounds to resist the proposal.

**Adur & Worthing Councils:**

The **Environmental Health** Officer: To be reported

**Technical Services:** We confirm that the revised SuDS assessment is sufficient for us to remove our holding objection. If you are minded to approve this application please apply the standard condition to ensure that the site is adequately drained and does not increase flood risk elsewhere.

**Southern Water Services:** To be reported

**Representations**

1 letter of objection received from a resident of Kingston House:

The area is already too built up, the garages get used by people who need them , there are already so many flats going up. People need garages to put their cars and for storage. The site opposite is bigger and more suited and is deemed unsafe, so maybe look to build there. The garages are fit for purpose; there is a waiting list for garages so there will always be an income to the Council

**Relevant Planning Policies and Guidance**

Adur Local Plan 2017 Policies 2, 3, 15, 18, 20, 22, 28, 34, 34, 36  
'Supplementary Planning Guidance' comprising: Development Management  
Standard No.1 'Space Around New Dwellings and Flats'  
Sustainable Energy SPD (August 2019)  
WSCC Guidance on Parking at New Developments (Sept 2020).  
National Planning Policy Framework (July 2021)  
Technical Housing Standards – nationally described space standard (DCLG 2015)

**Relevant Legislation**

The Committee should consider the planning application in accordance with:

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

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

considerations indicate otherwise.

## **Planning Assessment**

### ***Principle***

The site lies within the built up area and is not allocated for any use or development. It is therefore deemed to be acceptable in principle for residential redevelopment, subject to the usual considerations.

### ***Visual amenity***

The garages themselves are of little visual merit, nor is the expanse of hardstanding that serves them. The proposed dwellings are to be sited at the western end of the site, in line with the front of Technology House. They have a simple, rather plain, form with a palette of materials which will complement the existing development in the area. Design improvements, such as adding chimney stacks, have been requested to add interest to the buildings and to be more in keeping with dwellings to the east. However, there are cost implications and the response of the applicant was awaited at the time of writing.

The low density of the development ensures that it will not appear cramped or overdeveloped with space available for soft landscaping to soften the appearance of the site. A fence is shown around the north, east and west boundaries of the dwellings which would be out of keeping. Other boundary features in the area consist of low front walls, railings or hedges. It is recommended that the front boundary should therefore have a low wall only. The side boundary would be improved with a wall rather than fence and the applicants have been asked to consider such a change. However, as stated above, there are cost implications and the response of the applicant was awaited at the time of writing. Final details can be reserved by condition. Should a wall not be viable, enhanced landscaping will help to soften the edge of the development and partially screen any fence.

Overall the development is considered to provide an enhancement to the area and is visually acceptable.

### ***Residential amenity - for proposed dwellings***

The proposed dwellings will have three bedrooms with a floor area of 98sqm. This complies with the Nationally Described Space Standards for new dwellings. Externally the dwellings will have a small front garden and a rear garden of 14m length and around 100sqm area which exceeds the Council's standard. Each garden will have a storage shed for 2 bikes.

### ***Residential amenity - effect on existing dwellings***

The buildings will be 25m from the front of the dwellings to the east and will not cause a loss of light, outlook or privacy. The flats to the north are 27m away and will

similarly not be adversely affected by the proposal.

### ***Accessibility and parking***

The development utilises the existing crossover from Gardner Road and provides 4 unallocated parking spaces. This meets the County parking standards and no highway objection has been raised.

The development will see the loss of 20 garages and the possible displacement of parking onto surrounding streets. A Transport Note was submitted with the application which states that it is evident that of the 20 garages only four are predicted to be used for the parking of cars. Furthermore, there is an area of hardstanding located off Laylands Road which provides an area of informal car parking for the surrounding area, and which has the ability to provide approximately 40 car parking spaces. A parking survey was carried out and this found that any parking lost due to the removal of the garages associated with the proposed redevelopment could be accommodated within the existing highway capacity or within the Laylands Road parking area.

West Sussex Highways are satisfied with these findings and have no highway concerns over capacity.

### ***Flood risk and drainage***

Following an initial holding objection from the Council's Engineer, a revised drainage and Suds assessment has been submitted which is understood to have overcome her concerns. A formal response withdrawing the objection was awaited at the time of writing and this will be confirmed at the meeting.

### ***Sustainable and resource efficient buildings***

An Energy Statement has been submitted which outlines the energy strategy for the proposed development.

As stated in the Planning Statement:

*"The scheme has been assessed using the Energy Hierarchy. Following this approach has resulted in an energy efficient scheme that has reduced the CO2 emissions through passive design measures, increasing insulation in the building fabric to reduce heat loss, efficient heating systems, and LED lighting with lighting controls. The Lean and Green measures result in a CO2 reduction greater than the desired 19%, providing a 35.16% reduction over the TER. The new dwellings will achieve a water efficiency standard of no more than 110 litres/person/day as required by Policy 18 of the Adur Local Plan. The proposals will incorporate new green infrastructure including front and rear gardens on a site which is currently devoid of any landscaping. This will enhance the public realm as well as create new habitats for ecology. Biodiversity enhancements including bird and bats boxes will be created into the scheme to maximise opportunities for ecology in line with Policy 31*

*of the Adur Local Plan.”*

The houses will not use gas central heating and will instead use an all electric scheme with Air Source Heat Pumps. The plans also show the potential for PV panels on the front roofslope, although these are not required in order to meet energy targets. It is considered that overall this small development will be adequately sustainable and energy efficient.

### ***Contaminated land***

A Contamination Risk Assessment and Remediation Strategy Report has been submitted which recommends a remediation strategy and this can be secured via planning conditions.

### ***Hazardous Substance***

The site lies within the Inner consultation zone for a hazardous substance site at Shoreham Harbour. However, due to the low density of the development, the Health and Safety Executive does not advise against the granting of planning permission in this instance.

### ***Conclusion***

There is a critical need for new housing in the District, and opportunities to redevelop a site like this must be looked at positively if the Council is going to attempt to meet its housing needs. Accordingly, therefore, subject to the imposition of appropriate conditions, the application can be supported.

### **Recommendation**

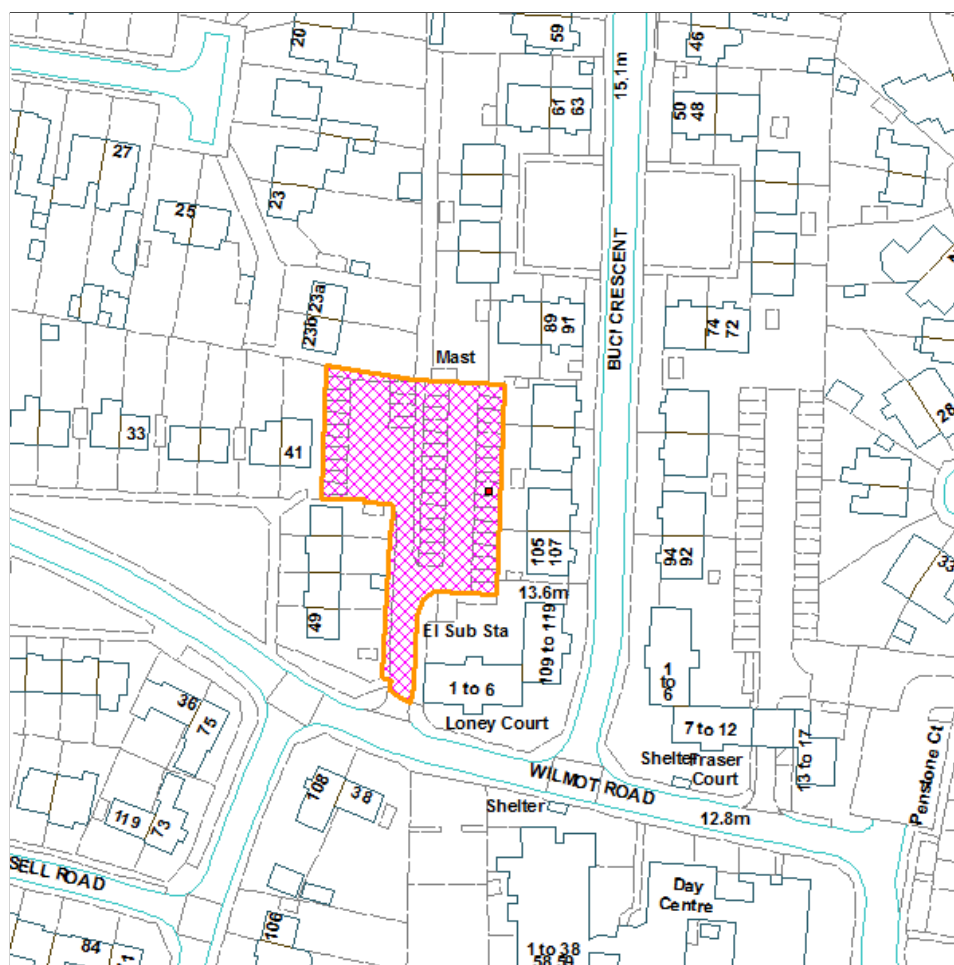
#### **Approve**

#### **Subject to conditions:-**

1. Approved Plans
2. Time limit
3. Materials
4. Boundary treatment
5. Landscaping
6. Car parking
7. Cycle parking
8. Electric vehicle charging spaces
9. Drainage
10. Contaminated land



<b>Application Number:</b>	<b>AWDM/1434/21</b>	<b>Recommendation - APPROVE</b>
<b>Site:</b>	<b>Garage Block 123 To 139 Wilmot Road, Shoreham-By-Sea</b>	
<b>Proposal:</b>	<b>Demolition of existing garages and construction of a terrace of 4no. 2 bed dwellings and 1 no. 1 bed wheelchair accessible bungalow and associated works.</b>	
<b>Applicant:</b>	Mr J Lock, Adur District Council	Ward: Southlands
<b>Agent:</b>	Neal Thompson, Robinson Escott Planning	
<b>Case Officer:</b>	Gary Peck	



**Not to Scale**

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## **Proposal, Site and Surroundings**

This application seeks full permission for the demolition of 4 blocks of existing garages and their replacement with a terrace of 4 x 2 bed dwellings and 1 x 1 bed wheelchair accessible bungalow. The site is split level and in an L shape. 2 of the houses would be on the higher level (western side) with the remainder on the lower eastern side. 9 parking spaces would be provided (2 of which would be disabled access spaces) to the front part of the site, with the residential development to the rear (north). Landscaping would be provided between the parking area and the proposed site for the houses.

The proposed dwellings would be 80 square metres, therefore meeting relevant space standards. It is stated that in order to provide privacy to existing houses to the south west of the site, the two westernmost dwellings (on the higher level of the site) have obscured / opaque glazing installed to the first floor bedroom windows.

The application site is within the built-up area as defined by the Local Plan and is located to the north of Wilmot Road. The application site is accessed between Loney Court, a 3 storey block of flats fronting Wilmot Road and numbers 43 to 49 Wilmot Road which sit at a right angle to the road, and therefore side on to the access, facing a triangular area of green space. The site widens beyond the rear curtilage of Loney Court and becomes split level with the higher level to the western side and the lower level to the east. Both parts of the site contain a run of garage blocks running north-south, generally in poor visual condition. The gap between the 2 garage blocks on the lower part of the site is below 6 metres and therefore appears quite narrow although there is a slightly greater separation distance between the blocks on the western part of the site.

The eastern part of the site is overlooked by dwellings in Buci Crescent facing across the site and as these properties have quite shallow rear gardens, they appear close to the application site. The garage blocks sit adjacent to their rear boundaries. The western part is adjacent to the aforementioned properties in Wilmot Road that run adjacent to the access. The closest dwelling to the north western part of the application site is 41 Wilmot Road which is side on to the application site. To the north of the application site are further properties in Buci Crescent that are both orientated north- south and east-west but at a slight angle to the application site and separated by their respective gardens.

The proposal has been subject of pre-application discussions which resulted in the deletion of 1 dwelling to the western side of the site which allowed greater separation distance to surrounding residential dwelling to the west and also gave greater clearance to a water main.

### **Relevant Planning History**

None relevant to the determination of the application

## **Consultations**

### **Environmental Health (Private Sector Housing)**

No objection

### **Technical Services**

Flood risk - The application is within flood zone 1, and the site has small areas shown to be at risk from surface water flooding. We therefore have no objections on flood risk grounds.

Surface water drainage- the application includes a surface water drainage strategy. This proposes investigating infiltration, and utilising soakaways and permeable surfacing. This is acceptable in principle, design must be informed by winter groundwater monitoring and winter infiltration testing.

### **Southern Water**

No objection

### **West Sussex County Council Highways**

#### **Site Background**

The proposal is for the demolition of existing garage complex then the construction of 4 no. 2 bed dwellings and 1 no. 1 bed dwelling.

The application site is located on Wilmot Road a publicly maintained, low trafficked, unclassified road subject to a 30-mph speed limit. As a result, the Local Highways Authority (LHA) will refer to the Manual for Streets (MfS) as guidance.

#### **Access**

The site will utilise the existing access point already established and used by the garage complex.

An inspection of data supplied to WSCC by Sussex Police over a period of the past five years reveals that there have been no recorded injury collisions within the vicinity of the site. Therefore, there is no evidence to suggest that the existing access is currently operating unsafely.

With all the above considered, the LHA would not anticipate that the proposal would generate a highways safety concern at the existing access.

#### **Vehicle Parking**

Under WSCC Car Parking Guidance (adopted August 2019), the LHA would expect that 9 parking spaces would be enough for a development of this size and location. For the LHA and MfS to consider parking spaces towards the provision of a site they must first meet minimum requirements of,

- Single bay parking space or carport - 2.4 x 4.8 metres,
- Single garage space - 3 x 6 metres (Internally),
- Single parallel parking space - 2 metres (obstruction free i.e. fence) or 2.4 metres x 6,
- Disabled Bay parking - 2.4 x 6 metres,
- Disabled Tandem parking - 2.4 x 6.6 metres,
- Hardstanding space abutting an exit deemed an emergency escape – 2.4 x 6 metres.

Following the above guidance, the LHA supplies the following comments.

The applicant proposes a parking provision of 9 spaces for the new dwelling(s). These are in the arrangement of 9 unallocated bay parking space(s). The dimensions of the space(s) are - Bay Parking Spaces – Measures 2.4 x 4.8 metres,

For the LHA to consider bay parking spaces towards the parking provision of the site they must first measure 2.4 x 4.8 metres (as per MfS guidance). The applicant has proved such. As a result, the LHA would consider the parking spaces to supply a provision of 9 spaces.

To summarise the LHA raises no concerns over the Vehicle Parking as the applicant has met all minimum requirements.

### Cycle Parking

Upon inspection of the plans and supporting documents the LHA concludes that the applicant proposes to supply cycle parking within Garden Sheds. This conforms to requirements set out by Manual for Streets (MfS) and WSSC guidance for covered, lockable storage.

To summarise the LHA raises no concerns over the Cycle Parking.

### Electric Vehicle (EV) Parking

In the interests of sustainability and as result of the Government's 'Road to Zero' strategy for at least 50% of new car sales to be ultra-low emission by 2030, electric vehicle (EV) charging points should be provided for all new homes. Active EV charging points should be provided for the development in accordance with current EV sales rates within West Sussex (Appendix B of WSCC Guidance on Parking at New Developments) and Adur Local Plan policy. Ducting should be provided to all remaining parking spaces to provide 'passive' provision for these to be upgraded in future. Details of this can be secured via a suitably worded condition which is advised below.

## Conclusion

The LHA does not consider that this proposal would have an unacceptable impact on highway safety or result in 'severe' cumulative impacts on the operation of the highway network, therefore is not contrary to the National Planning Policy Framework (paragraph 111), and that there are no transport grounds to resist the proposal.

## Representations

1 representation has been received from the residents at 41 Wilmot Road who comment that they are not agreeable to a fence boundary, in view of currently having a hard structure. They note that the current plans include a fence boundary. They comment they would like a masonry boundary in place and understand the boundary materials need to be confirmed at this stage in the development. A masonry boundary will allow us greater security, as well as being a similar structure/strength to what they have now.

## Relevant Planning Policies and Guidance

Adur Local Plan 2017 Policies 2, 15, 18, 19, 20, 22, 28, 30, 33, 34, 35, 36  
'Supplementary Planning Guidance' comprising: Development Management Standard No.1 'Space Around New Dwellings and Flats'  
Sustainable Energy SPD (August 2019)  
West Sussex 'Guidance on Parking at New Developments' and 'Parking Demand Calculator' (WSCC 2019)  
National Planning Policy Framework (February 2019)  
Technical Housing Standards – nationally described space standard (DCLG 2015)

## Relevant Legislation

The Committee should consider the planning application in accordance with:

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

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

## Planning Assessment

It is considered that the main issues in the determination of the application are the effect of the proposals upon the visual character of the area, the amenities of neighbouring properties and highway safety..

The application site is within the built-up area as defined by the Local Plan and is considered to be in a sustainable location close to Shoreham Academy, local bus and cycle routes and with the centres of both Southwick and Shoreham reasonably nearby. The garage complex comprises previously developed land and therefore as a matter of principle, the redevelopment of the site would be in accordance with government guidance.

In the recent appeal decision at The Haven, Lancing, the Inspector gave weight to the lack of a 5 year housing supply in the District and that the Council had only managed to deliver 48% of the housing requirement during the measurement period of 2017-2020. He concluded that '*...set in this context, the need for housing is urgent and a step change in delivery is required.*'

Given the constraints of the District such as flood risk and proximity to National Park and sea, it is clear, therefore, that a redevelopment of a site such as this should be looked at positively subject to Development Management criteria.

The garages themselves are of little visual merit, constituting a large unbroken run of buildings, most particularly on the lower eastern side of the site (the longest is in excess of 40 metres). Their removal would improve the visual character of the surroundings. It is also noted that the longest block is adjacent to the very short gardens in Buci Crescent and while they are of low height, their removal would also seem to offer an opportunity to soften the impact upon these properties.

The site is not especially visible from the public viewpoint as only the brick side ends of the garages are visible from the south, and therefore the development itself will have little impact upon the wider character of the area.

The key issue, therefore, is that the site is in close proximity to surrounding houses with different constraints to be considered, namely the short gardens of properties in Buci Crescent to the east, the split level of the site and the varied orientations of properties in Wilmot Road to the west. These issues were discussed at the pre-application stage and reflected in the application submission.

The key issue was that it would not be appropriate to locate a dwelling closest to the eastern boundary of the site and indeed there should be a gap between the side elevation of the nearest property and those in Buci Crescent. This has been achieved by siting the bungalow on the eastern side, which would be in excess of 9 metres from the nearest properties in Buci Crescent, with the roof of the bungalow being hipped away from the neighbours. There would be some opportunity for limited soft landscaping which would be an improvement upon the unbroken run of garaging at present. This element of the proposal is therefore considered acceptable and by

providing a wheelchair accessible bungalow would also provide a specialist type of accommodation.

The 2 dwellings on the eastern part of the site would then be 20 metres from the Buci Crescent properties which is considered to be an acceptable distance, as in effect only the hipped roofs of the dwellings would be visible from the existing dwellings with no facing windows.

There would be no adverse impact upon the flats in Loney Court to the south which are in excess of 14 metres from the site boundary and will additionally have the proposed parking area in between it and the proposed residential properties. The nearest property to the north east in Buci Crescent, which faces towards the application site, would be about 19 metres from the proposed bungalow, but not at a direct angle to the new dwellings and accordingly there would be no objection on overlooking grounds to this property.

The remaining issue in terms of residential amenity therefore concerns the properties to the west that run alongside the access and western part of the site. The key consideration here was to firstly ensure a sufficient gap to 41 Wilmot Road to the west, which has been achieved with a 9 metre side on separation distance between the westernmost dwelling and that property. A shorter distance could have been considered acceptable but consideration also needed to be given to 43 which sits at a right angle to the site and therefore its back garden sits adjacent to the site boundary. By leaving a 9 meter gap between the existing and new buildings to its north, it is not considered that the new development would be overbearing in terms of scale. It will be necessary, though, as set out in the applicant's supporting documentation to obscure glaze the lower part of the first floor bedroom bungalows of the 2 westernmost dwellings to prevent overlooking to rear amenity areas of number 43 and indeed the 3 other properties that sit adjacent to it.

It is noted that a representation has been received in respect of boundary treatment from the residents of number 41. This is a matter which can be controlled by planning conditions, albeit in planning terms there does not appear to be any reason why the proposed fencing would be unacceptable given the gap between number 41 and the new dwellings as explained above. The applicant can consider whether this is necessary/desirable in the interests of neighbourliness.

It is concluded that there is no objection to the development in terms of the impact upon residential amenity and it is noted that no surrounding residents have objected specifically on such a basis.

There have been no objections to the loss of the garages either, nor any concern raised by the Highways Authority. As with many of the garages constructed at the time, they do not look of a sufficient size for the parking of most modern cars and the limited gap between the two blocks on the eastern side of the site would appear to make manoeuvring difficult in any case. It appears more evident that some parking is taking place on the hardstanding instead and this will be displaced onto the road in an area seemingly of some parking pressure but also unrestricted with reasonable

capacity. As government advice is to only resist applications on highways grounds where the impacts would be severe, there would be no grounds to refuse the application given the wider housing need.

The Energy Statement outlines that the energy strategy for the proposed development scheme has been assessed using the Energy Hierarchy. Following this approach has resulted in an energy efficient scheme that has reduced the CO2 emissions through passive design measures, increasing insulation in the building fabric to reduce heat loss, efficient heating systems, and LED lighting with lighting controls. The Lean and Green measures result in a CO2 reduction of just over 33%.

In conclusion, a site like this must be looked at positively if the Council is going to attempt to meet its housing needs. Suitable amendments were discussed at the pre-application stage which have been incorporated into the application submission and accordingly it is recommended that permission is granted.

## **Recommendation**

### **APPROVE**

#### **Subject to conditions:-**

1. Approved Plans
2. Full Permission.
3. Development shall not commence, other than works of site survey and investigation, until full details of the proposed surface water drainage scheme have been submitted to and approved in writing by the Local Planning Authority. The design should follow the hierarchy of preference for different types of surface water drainage disposal systems as set out in Approved Document H of the Building Regulations, and the recommendations of the SuDS Manual produced by CIRIA. Winter groundwater monitoring to establish highest annual ground water levels and winter infiltration testing to BRE DG365, or similar approved, will be required to support the design of any Infiltration drainage. No building / No part of the extended building shall be occupied until the complete surface water drainage system serving the property has been implemented in accordance with the agreed details and the details so agreed shall be maintained in good working order in perpetuity.
4. Development shall not commence until full details of the maintenance and management of the surface water drainage system is set out in a site-specific maintenance manual and submitted to, and approved in writing, by the Local Planning Authority. The manual is to include details of financial management and arrangements for the replacement of major components at the end of the manufacturer's recommended design life. Upon completed construction of the surface water drainage system, the owner or management company shall strictly adhere to and implement the recommendations contained within the



manual.

5. No part of the development shall be first occupied until the car parking has been constructed in accordance with the approved site plan. These spaces shall always thereafter be kept for their designated purpose.

**Reason:** To provide car-parking space for the use.

6. No part of the development shall be first occupied until covered and secure cycle parking spaces have been provided in accordance with the approved site plan.

**Reason:** To provide alternative travel options to the use of the car in accordance with current sustainable transport policies.

7. No part of the development shall be first occupied until the electric vehicle charging space(s) have been provided in accordance with plans and details to be submitted to and approved by the Local Planning Authority.

**Reason:** To provide sustainable travel options in accordance with current sustainable transport policies.

8. No development shall be commenced until plans and details have been submitted to and approved in writing by the Local Planning Authority showing the site set up during construction. This shall include details for all temporary contractors' buildings, plant and stacks of materials, provision for the temporary parking of contractor's vehicles and the loading and unloading of vehicles associated with the implementation of this development. Such provision once approved and implemented shall be retained throughout the period of construction.

**Reason:** To avoid undue congestion of the site and consequent obstruction to access.

9. No works or development shall take place until full details of all boundary treatment (including fencing) and hard and soft landscaping works and the proposed times of planting have been approved in writing by the Local Planning Authority and all soft landscape works shall be carried out in accordance with those details and at those times. Any plants which within a period of five years from the time of planting die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species unless the Local Planning Authority gives written consent to any variation.

10. The windows in the first floor southern elevations of proposed plots 1 and 2 hereby approved shall at all times be obscure-glazed and non-opening (except that part which is above 1.7 metres above the floor of the room in which the window is installed) and they shall not subsequently be altered in any way.

11. No additional windows shall be installed in the southern or western elevations of the dwellings hereby approved.
12. Approval of Materials.
13. Removal of permitted development rights for any extensions/alterations.
14. Hours of Construction to be limited to 0900 to 1700 hours Monday to Friday, 0900 hours to 1300 hours on Saturday and no working on Sundays or Bank/Public Holidays.

### **Informative**

Infiltration rates for soakage structures are to be based on percolation tests undertaken in the winter period and at the location and depth of the proposed structures. The percolation tests must be carried out in accordance with BRE DG365, CIRIA R156 or a similar approved method and cater for the 1 in 10 year storm between the invert of the entry pipe to the soakaway, and the base of the structure. It must also have provision to ensure that there is capacity in the system to contain below ground level the 1 in 100 year event plus 40% on stored volumes, as an allowance for climate change. Adequate freeboard must be provided between the base of the soakaway structure and the highest recorded annual groundwater level identified in that location. Any SuDS or soakaway design must include adequate groundwater monitoring data to determine the highest winter groundwater table in support of the design. The applicant is advised to discuss the extent of groundwater monitoring with the Council's Engineers. Further details regarding our requirements are available on the following webpage <https://www.adur-worthing.gov.uk/planning/applications/submit-fees-forms>. A surface water drainage checklist is available on this webpage. This clearly sets out our requirements for avoiding pre-commencement conditions, or to discharge conditions"

6 September 2021

### **Local Government Act 1972**

#### **Background Papers:**

As referred to in individual application reports

#### **Contact Officers:**

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## **Schedule of other matters**

### **1.0 Council Priority**

1.1 As referred to in individual application reports, the priorities being:-

- to protect front line services
- to promote a clean, green and sustainable environment
- to support and improve the local economy
- to work in partnerships to promote health and wellbeing in our communities
- to ensure value for money and low Council Tax

### **2.0 Specific Action Plans**

2.1 As referred to in individual application reports.

### **3.0 Sustainability Issues**

3.1 As referred to in individual application reports.

### **4.0 Equality Issues**

4.1 As referred to in individual application reports.

### **5.0 Community Safety Issues (Section 17)**

5.1 As referred to in individual application reports.

### **6.0 Human Rights Issues**

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

## **7.0 Reputation**

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

## **8.0 Consultations**

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

## **9.0 Risk Assessment**

9.1 As referred to in individual application reports.

## **10.0 Health & Safety Issues**

10.1 As referred to in individual application reports.

## **11.0 Procurement Strategy**

11.1 Matter considered and no issues identified.

## **12.0 Partnership Working**

12.1 Matter considered and no issues identified.

## **13.0 Legal**

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

## **14.0 Financial implications**

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

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ADUR DISTRICT  
C O U N C I L

Adur Planning Committee  
6 September 2021  
Agenda Item 8

**Ward:** All Adur wards.

## **Proposed Update of the Adur Local Plan**

### **Report by the Director for the Economy**

#### **1.0 Summary**

- 1.1 The Adur Local Plan was adopted in December 2017. Following an Inspector's recommendation, the plan contains a commitment to a review within 5 years. Since adoption of the Local Plan, the Government now has a target for all Local Planning Authorities to have an 'up-to-date' plan in place by the end of 2023. It is proposed that an update of the Adur Local Plan 2017 is undertaken in order to meet these requirements (and for other reasons as set out below). A Local Development Scheme, which sets out the proposed timetable for the Local Plan update process (alongside a programme to develop other documents as part of the Adur Local Development Framework) is also attached for approval.

#### **2.0 Background**

- 2.1 The Adur Local Plan 2017 (ALP 2017) contains a commitment to undertake a review in order to ensure that policies remain relevant and effectively address the needs of the local community. Since the publication of the ALP 2017, the revised National Planning Policy Framework was updated in 2019, with further revisions made in July 2021. Paragraph 33 requires that *'Policies in Local Plans... should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary.'* This is reflected in Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012. Furthermore the Government's White Paper of March 2020 proposed a target for all local authorities to have an up-to-date Local Plan in place.

2.2 A review of policies within the ALP 2017 has been undertaken by officers using the Planning Advisory Service Toolkit. This has indicated that:

- An updated strategy will be required, to set out how the Plan seeks to meet needs (as far as possible) in terms of housing delivery and employment floorspace (see para 3.1 below).
- Widening the range of strategic policies to include strategic sustainability, climate change (see paragraph 3.5 below), ecological matters, and health,
- Taking account of recent changes to the permitted development regime, and its implications.
- An opportunity to address how planning policy can assist and support the future of Adur's town centres.

### **3.0 Proposals**

3.1 The plan will of course need to address housing matters, and take account of the Government's Standard Methodology for calculating local authority housing requirements, introduced since the adoption of the ALP 2017. This identifies a minimum annual housing need figure for each local authority (248 per annum for Adur. (This figure is based on population and does not take account of capacity constraints). Furthermore, Adur has failed the Housing Delivery Test and underdelivered against the housing requirements in the ALP for the last 3 years. (Although it should be noted that the delay to the commencement of the New Monks Farm development was due to the fact that the Government were considering whether to call-in the proposals or not). With regards to land supply, Adur had a 4.8 year supply as at monitoring year 2020 as opposed to the five-year supply required by the National Planning Policy Framework. (Figures will be updated when the latest monitoring data is available). For these reasons again, an update of the Plan is appropriate.

3.2 Given this context, it will be extremely important to ensure a rigorous assessment of all potential housing opportunities is undertaken to ensure that the maximum supply achievable can be delivered. However, Adur is of course located in a heavily-constrained area, with tightly drawn boundaries, located between the coast and the South Downs National Park. The Plan will seek to balance meeting development needs whilst protecting the environment and character of Adur.

3.3 Given that Adur is unlikely to be able to meet its housing needs in full it is vital that it continues to work constructively with other local authorities in the sub-region via the West Sussex and Greater Brighton Strategic Planning Board. The Duty to Co-operate introduced by the Localism Act 2011 requires



that local authorities work with their neighbours regarding strategic planning matters constructively, actively, and on an ongoing basis (s33 of the Planning and Compulsory Purchase Act 2004). This engagement will continue in order to address how potential shortfalls in housing delivery can be met as far as possible. (However given constraints, it is unlikely that these can be met in full).

- 3.4 Given the above, it is proposed that an update of the Adur Local Plan is carried out. Updating the plan will allow for policies and proposals to be brought into line with national planning policy and guidance (which has evolved since adoption of the Plan) and given the Government's published agenda for changes to the planning system (set out in the White Paper Planning for the Future in 2020 and the Queen's Speech in 2021) would provide a strong foundation for the Council to consider future changes to the planning system. Once adopted, the updated Plan will form part of the development plan for Adur, and supersede the Adur Local Plan 2017.
- 3.5 An update will also allow for the plan to take account of changing circumstances (such as the Declaration of a Climate Change Emergency by Adur & Worthing Councils in July 2019), new evidence, and emerging best practice. It will create an opportunity to address emerging issues such as the forthcoming Environment Act, including biodiversity net gain, nature recovery and other environmental matters, reflect Sustainable AW (where relevant to planning policy matters) and integrate the UN's Sustainable Development Goals into the Plan. (At the time of writing, the forthcoming legal requirements, policy advice or Regulations likely to result from the Environment Act are not yet known. However, it is intended to 'future proof' the plan in respect to these matters where possible). The Plan will also need to respond to the Government's 'Building Beautiful' agenda and the recently announced First Homes programme.
- 3.6 Furthermore the update will allow the plan to integrate updated Council strategies including Platforms for Our Places, Sustainable AW, 'And Then....' and other Council policies and proposals, where these would benefit from delivery through the Plan process. There will also be an opportunity to align policy approaches and wording consistent with those in the Worthing Local Plan (recently submitted for examination) where evidence and circumstances allow. The update will also provide an opportunity to refresh the plan's presentation by using more graphics and photos, for example.

## Evidence Base

- 3.7 A range of evidence will be required to ensure a robust basis for the plan update. Some work, such as the Strategic Housing Market Assessment 2020 and Strategic Flood Risk Assessment 2020, Adur & Worthing Open Space Study, Playing Pitch Strategy and Indoor/ Built Facilities Needs Assessment Report (2019), have already been completed (jointly commissioned with Worthing Borough). Other evidence which is likely to be required includes an updated employment land review and work in relation to retail and town centres. An assessment of transport implications will be required; should this require a full transport study and model update there could be significant resources in terms of costs and time required.
- 3.8 As well as updating the Plan itself, an infrastructure assessment will be undertaken through an update of the Infrastructure Delivery Plan. This will review the delivery of infrastructure anticipated in the 2016 Infrastructure Delivery Plan, assess the infrastructure needs of the updated ALP, and work with statutory providers to ensure their infrastructure requirements (as set out in the 2016 Infrastructure Delivery Plan) remain up-to-date, or are updated as necessary. A Whole Plan Viability assessment will also be required to assess the viability impacts of proposed policies to ensure that the Local Plan (when taken as a whole) is deliverable.

## **Proposed Reform of the Planning System**

- 3.9 The Government's White Paper 'Planning For The Future' (published 2020) proposed radical reforms to the planning system, which, if implemented, would have significant implications for Local Plans in terms of process and content. At the time of writing, it is not clear how or when these proposals will be implemented, and legislation and further statutory instruments will be required. Current advice is clear in that local authorities should not defer work on Local Plans in advance of any fundamental future changes at the national level. As such, it is proposed that the update of the Adur Local Plan is progressed consistent with current policy and legislation; if circumstances change it may be necessary to amend the approach to take account of new requirements.

## **Proposed Timetable**

- 3.10 Appendix 1 below contains the Adur Local Development Scheme 2021 - 2024. This sets out the proposed timetable for progressing the Adur Local Plan, including statutory consultation stages, as well as other key policy documents.

Key milestones for the update of the Adur Local Plan are as follows:

Background evidence gathering, early Regulation 18 engagement with statutory consultees	2021/ early 2022
Regulation 18 consultation	Q2 2022
Regulation 19 consultation	Q4 2022
Examination	Q3 2023
Adoption	Q4 2023

The timetable is likely to be refined over time, and updates will be published on the Council's website. However it should be noted that this timetable could be impacted due to staff resources or the need to provide further evidence. However, if a plan update is not progressed, there is a risk that Adur's policy framework will be considered partially out-of-date, particularly with regards to the housing policies; there will be greater risk of 'planning by appeal' and there will be a reduced ability to respond to the climate emergency or achieve more sustainable outcomes.

#### **4.0 Legal**

- 4.1 The Planning and Compulsory Purchase Act 2004, the Localism Act 2011 and associated regulations (in particular the Town and Country Planning (Local Planning) (England) Regulations 2012) provide the statutory framework for the review of the Local Plan and the updating of policies and the requirements for a Local Development Scheme.

#### **5.0 Financial implications**

- 5.1 The Adur Local Plan update will require the updating of relevant evidence, statutory consultation stages, and an examination process.
- 5.2 Costs will need to be incurred both in commissioning the additional studies required and on the public examination itself. Budget provision will be required both in 2022/23 and 2023/24. This will be addressed through the budget review process. However, indicative costs for the Examination are circa £75k and for evidence studies approximately £125k. Some of this can be met from

existing policy budgets but will still require an additional budget being made available for next year of approximately £150k.

## **6.0 Recommendation**

6.1 It is recommended that:

- 1) The Committee considers the principle of updating the Adur Local Plan 2017
- 2) That the Committee considers the Local Development Scheme attached at Appendix 1;
- 3) That comments are forwarded to the Executive Member for Regeneration

## **Local Government Act 1972**

### **Background Papers:**

Adur Local Plan 2017  
Sustainable AW  
Platforms for Our Places  
And Then...  
PAS Toolkit Local Plan Routemapper.

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## **Schedule of Other Matters**

### **1.0 Council Priority**

- 1.1 When adopted, the Adur Local Plan will be a key tool for supporting the local economy and addressing wellbeing and placemaking matters as set out in Platforms for Our Places.

### **2.0 Specific Action Plans**

- 2.1 Local authorities are required to prepare a Local Plan that sets out planning policies and proposals for that area. An up-to-date planning policy framework provides a strategy and policies for managing the development of our places, including the delivery of appropriate infrastructure. The Local Development Scheme provides a 3 year project plan addressing the development and delivery of the Local Plan and associated planning documents.

### **3.0 Sustainability Issues**

- 3.1 The Local Plan will seek to promote sustainable development; furthermore, the Government requires that all Development Plan Documents including Local Plans are subject to a formal Sustainability Appraisal, which will be published alongside the Plan as it develops.

### **4.0 Equality Issues**

- 4.1 Equalities impact issues will be undertaken alongside the Sustainability Appraisal process of the Local Plan.

### **5.0 Community Safety Issues (Section 17)**

- 5.1 The update of the Local Plan will consider community safety matters (as the adopted Local Plan does) and require development to incorporate the principles of securing safety and reducing crime through design in order to create a safe and secure environment.

### **6.0 Human Rights Issues**

- 6.1 It is not anticipated that the update of the Local Plan would have any adverse impacts on human rights.

## **7.0 Reputation**

- 7.1 The Local Plan will seek to meet Adur's spatial needs and therefore should have a positive impact on the Council's reputation.

## **8.0 Consultations**

- 8.1 Local Plan regulations set out statutory requirements for external consultations on the plan as it progresses. This allows opportunities for individuals, organisations and statutory consultees to comment on the emerging plan. As a minimum, consultation will be undertaken in line with the Councils' Joint Adur and Worthing Statement of Community Involvement.

## **9.0 Risk Assessment**

- 9.1 As stated in the report there is a requirement from Government to have a new plan in place by the end of 2023. Failure to update the Local Plan could impact on the delivery of a number of the Council's priorities. In addition, failure to get a new Local Plan in place in a timely manner could impact on local control when determining planning applications and increase the risk of speculative development proposals.

## **10.0 Health & Safety Issues**

- 10.1 The Local Plan update will address health matters, so far as they relate to planning policy.

## **11.0 Procurement Strategy**

- 11.1 Matter considered and no issues identified.

## **12.0 Partnership Working**

- 12.1 Development of the Plan (and associated documents such as the Infrastructure Delivery Plan) will require engagement and consultation with a wide range of organizations (statutory and non-statutory consultees) and groups and individuals. The Duty to Co-operate also places a requirement on Local Planning Authorities to work with neighbouring authorities and other statutory agencies to address strategic issues. This work is ongoing and will continue as the plan advances.

12.2 In addition, opportunities have, and will be taken to procure evidence studies jointly with Worthing Borough Council and other neighbouring authorities if and when appropriate.

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**ADUR DISTRICT COUNCIL**

# **Local Development Scheme**

**September 2021**



**ADUR DISTRICT  
COUNCIL**

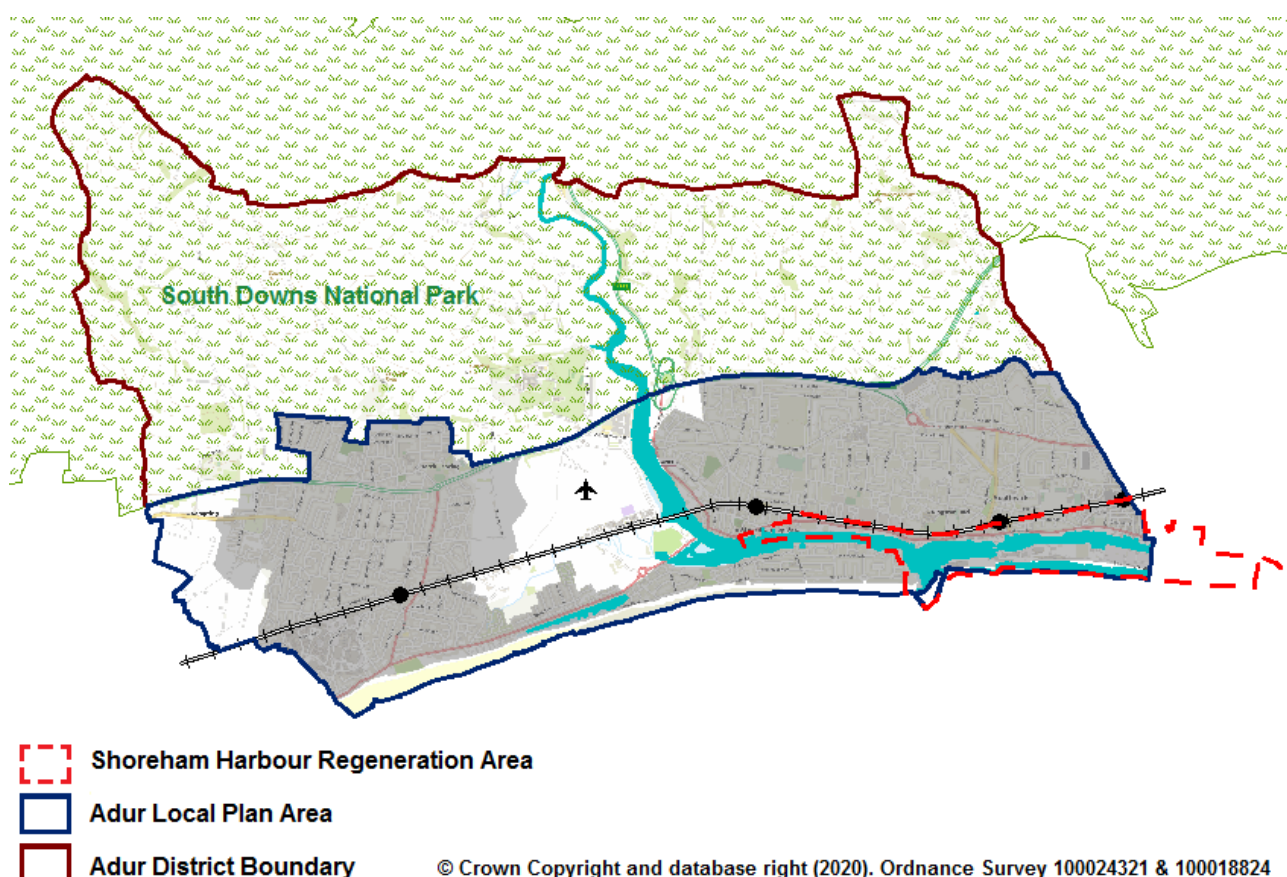
## I. Introduction

- I.1 The Planning and Compulsory Purchase Act 2004 (section 15) 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 the current planning policies are for the area and sets out the Council's programme for the preparation of new policies and guidance over the next three years.
- I.2 This LDS updates and replaces the Adur Local Development Scheme 2018 – 20 and provides information on the Development Plan Documents and Supplementary Planning Documents that the Council intends to produce, the timetable for their preparation and revision, resources available for preparing the Local Development Framework (the collective name for these planning documents), and the Local Planning Authority's proposals for monitoring the LDF.
- I.3 In 2008, Adur and Worthing Councils formally approved a programme for undertaking services on a partnership basis. Adur District Council and Worthing Borough Council services merged in 2010. Opportunities for joint working and greater partnership arrangements are sought, for example through the preparation of joint SPDs or guidance, or jointly commissioning evidence where relevant.

## Geographical Coverage of the Adur Local Plan

- I.4 On 12th November 2009 an order confirming the designation of the South Downs National Park was signed by the Secretary of State for Environment, Food and Rural Affairs (DEFRA). The South Downs National Park Authority (SDNPA) took on full powers from April 2011 and adopted its own Local Plan on 2<sup>nd</sup> July 2019. This contains planning policies for all areas within the South Downs National Park boundary. As a consequence, the Adur Local Plan and subsequent LDF documents do not cover that part of Adur District which lies within the National Park.

**Map of Adur District, showing area within South Downs National Park (green), and remaining area within planning remit of Adur District Council (in grey).**



## The Adur Development Plan

1.5 On publication of this LDS in 2021, the Development Plan consists of:

- The Adur Local Plan 2017.
- The Shoreham Harbour Joint Area Action Plan 2019.
- The West Sussex Joint Minerals Plan 2018, partially revised 2021.
- The West Sussex Waste Local Plan 2014

1.6 West Sussex County Council is responsible for preparing statutory land use plans for minerals and waste. They have worked in partnership with the South Downs National Park to produce the West Sussex Joint Minerals Plan, adopted by both authorities in July 2018. This covers the period up to 2033. This was partially revised in 2021 following work in relation to soft sand. The County Council has also prepared a Waste Local Plan jointly with the South Downs National Park Authority (adopted April 2014) which covers the period up to 2031.

1.7 The Adur Local Plan was adopted on 14<sup>th</sup> December 2017. It covers the period 2011-2032 with a commitment to review or partially review the Plan within 5 years. (See section 2 below). The Adur Local Plan sets out a strategy for development in that part of Adur which lies outside of the

South Downs National Park. It also forms the context for neighbourhood planning in Adur. It sets out the vision and objectives for the plan area, place-based site specific policies (including site allocations) and development management policies.

- I.8 Adur District Council is working in partnership with Brighton & Hove City Council, West Sussex County Council and Shoreham Port Authority to regenerate Shoreham Harbour and surrounding areas. The partnership's strategy to deliver this regeneration is set out in the Shoreham Harbour Joint Area Action Plan (JAAP) which was adopted between October – November 2019 by the three local authorities. The plan includes proposals and policies for new homes and employment space; upgraded flood defences, recreational and community facilities, sustainable travel, and environmental and green infrastructure improvements.
- I.9 Adur District Council has also produced an updated Policies Map which accompanies the Adur Local Plan. It identifies policy designations and proposals, sites allocated for particular land uses, development proposals identified in the DPDs, and will set out the areas to which specific policies apply. This was updated in 2019 to reflect the adoption of the Shoreham Harbour Joint Area Action Plan.

### **Climate Change Position Statement**

- I.10 Adur & Worthing Councils declared a Climate Emergency in July 2019 and have committed to work towards becoming carbon neutral by 2030. The planning system is one of many tools that can be used to address climate change. The way in which we shape new and existing developments can make a significant contribution to adapting and mitigating the effects of climate change through carbon reduction and sustainable design & construction.
- I.11 The Councils have prepared a Planning and Climate Change Position Statement which provides guidance on the relevant planning policies and guidance that must be taken into account when formulating development proposals. This is a live document and will be regularly reviewed to ensure that it is kept up-to-date. To view the document:

<https://www.adur-worthing.gov.uk/media/media,155941,en.pdf>

- I.12 A Sustainability Checklist is also being prepared for Adur, and will be published on the Council's website.

### **Houseboats Good Practice Guide**

- I.13 This was published in January 2021, and aims to advise existing and future houseboat owners on the type of development and changes which are appropriate to the houseboats, taking into account the need to protect and enhance the river environment whilst respecting the unique characteristics of the houseboat community. It replaces the Guide published in 2007.



## 2. Adur Local Development Documents – Timetable

- 2.1 It is anticipated that the only Local Development Document to be produced by Adur District Council within the next 3 year period is the updated version of the Adur Local Plan.

### Adur Local Plan

- 2.2 The Adur Local Plan (published in 2017) contains a commitment to review the Plan within 5 years of adoption. Since then the revised National Planning Policy Framework was published in 2019, and updated again in 2021. Paragraph 33 requires that policies within Local Plans are reviewed to assess whether or not they need updating at least once every 5 years (This clarifies the requirements of Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012). A review has indicated that it is necessary to update the Plan. This will be prepared under the Town and Country Planning (Local Planning) (England) Regulations 2012, and consistent with the Planning and Compulsory Purchase Act 2004 and the Localism Act 2011.

Review to assess whether Plan policies need updating	2021
Background evidence gathering, etc.	2021- early 2022
Regulation 18 consultation	Q2 2022
Regulation 19 consultation	Q4 2022
Examination	Q3 2023
Adoption	Q4 2023

## 3. Supplementary Planning Documents - Timetables

- 3.1 Supplementary Planning Documents (SPD) do not themselves determine policy, but instead give greater detail on the policies within the Local Plan, other DPDs or other higher level policy documents, and explain how they will be applied. These SPDs will be prepared under the Town and Country Planning (Local Planning) (England) Regulations 2012.

## Sustainable Energy SPD - Review

- 3.2 Adur's Sustainable Energy SPD was adopted on 14<sup>th</sup> August 2019, and sought to address adopted Local Plan policy and emerging policy in the Shoreham Harbour Joint Area Action Plan. The Council has explored the potential for delivering a heat network in Shoreham. It is not currently viable to do so. The SPD will be updated to reflect this. However the requirement will remain for all non-householder development in the Shoreham Harbour Regeneration Area, and all major development elsewhere in Adur to submit an Energy Statement.

Preparation, Information Gathering and Stakeholder Input	Q3 2021
Consultation on Draft Document	Q4 2021
Adoption	Q1 2022

## Green Infrastructure SPD

- 3.3 Adur & Worthing Councils are producing a joint Green Infrastructure Strategy. This document will set out the Councils' approach to protecting and restoring biodiversity, enhancing natural capital, and delivering a network of strategically planned green infrastructure across the area. The strategy will be accompanied by a Joint SPD for Adur and Worthing. It is proposed to introduce a Green Space Factor tool for assessing the environmental impact of development.

Preparation, Information Gathering and Stakeholder Input	Q3 2021
Consultation on Draft Document	Q1 2022
Adoption	Q3 2022

## 4. Other Documents

### Interim Affordable Housing Guidance Note

- 4.1 An Interim Affordable Housing Guidance Note will be prepared. This is intended to address First Homes and offsite contributions in relation to current adopted Local Plan policy, prior to an updated policy being developed through the review of the Adur Local Plan.

Preparation and Information Gathering	Q3 - 4 2021
Publication	Q1 2022

### Adur & Worthing Joint Statement of Community Involvement

- 4.2 In July 2019 Adur District Council and Worthing Borough Council adopted a joint Statement of Community Involvement (SCI). This sets out the consultation procedures for the Local Development Framework, as well as planning applications. The document can be viewed on the Councils website. This document is programmed to be reviewed in Autumn 2023. However, if the Government's proposed reforms to the planning system are implemented, it may be necessary to review this sooner. An Interim SCI was published in January 2021 to address temporary changes introduced due to the Covid pandemic; this will be updated as necessary and published on the Council's website.

### Guide to Development in a Conservation Area

- 4.3 The Council is intending to produce a guide to provide advice on carrying out development in conservation areas, in order to ensure that any proposed changes preserve or enhance the special interest of that conservation area. This is likely to be published in 2022.

### Infrastructure Funding Statements

- 4.4 The Community Infrastructure Levy (CIL) Regulations 2010 (as amended) require authorities to publish a document (an Infrastructure Funding Statement - IFS) on their website by the 31st December each year. Adur's first statement was published by 31st December 2020, and will subsequently be published each year in December. The IFS will set out the developer contributions collected over the previous financial year.

## **Neighbourhood Plans**

- 4.5 The Localism Act 2011 introduced reforms to the planning system which enables the creation of Neighbourhood Plans. Two Neighbourhood Plans are currently being progressed in Adur:

### **Sompting Neighbourhood Plan**

- 4.6 Sompting Parish Council is preparing a Neighbourhood Plan. A decision was made on 17 December 2012 by Adur District Council in liaison with the South Downs National Park Authority to approve the Neighbourhood Plan area. An examination into the Plan commenced in July 2018. However on 25th July 2018 Sompting Parish Council agreed to withdraw the Plan from Examination (as the submitted Plan was no longer the version of the Plan that the Parish Council wished to pursue). A revised Plan is currently being prepared at the time of writing this LDS (consultation on a Regulation 14 version was carried out between 7th December 2020 – 15th February 2021). Further information can be found on the Sompting Parish Council website.

### **Shoreham Beach Neighbourhood Plan**

- 4.7 Shoreham Beach residents applied to the Council for a Neighbourhood Plan Area and Forum in 2014. A decision was made on 20th November 2014 by Adur District Council to approve the Shoreham Beach neighbourhood area and designate the Shoreham Beach Neighbourhood Forum in relation to this area. The Forum was redesignated on 13th July 2021. Further information can be found on the Shoreham Beach Neighbourhood Forum website.

## **5. Other Information**

### **Monitoring and Review – The Annual Monitoring Report**

- 5.1 The Council is currently required to annually monitor the effectiveness of policies and proposals within the Local Development Framework. The monitoring period for Adur will cover the period 1st April – 31st March and will be published before 31 December each year until further notice. This will address a range of issues including whether the milestones set out in the LDS are being met, and if not, the reasons why.
- 5.2 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.
- 5.3 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 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 information will be made available on the Council's website.



## **Risk Assessment**

5.4 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 as follows:

- Staff resources - 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 and transport matters) may need to have a lower priority at certain times.
- Consultants may be contracted for certain aspects of technical work.
- Working in partnership with Worthing Borough Council (see above) enables joint use of staff resources and work processes, giving greater flexibility in terms of workload. Also joint working with other local authorities with regard to evidence gathering and cross-boundary issues, where appropriate, will help to reduce costs.
- Working with advisory groups such as the Planning Advisory Service and liaison with the Planning Inspectorate when appropriate will seek to ensure procedural matters are carried out correctly, help in developing sound DPDs, and reduce the risks of legal challenge. Liaison with other local planning authorities will assist in sharing ideas and developing best practice.

## **Publication of Documents**

5.5 DPDs including the Local Plan, as well as SPDs and the SCI will be made available on the Adur and Worthing Councils website.

## **Revisions to the Adur Local Development Scheme**

5.6 This Adur Local Development Scheme replaces the Adur Local Development Scheme. Key changes are as follows:

- Sustainable Energy SPD - this was adopted on 14th August 2019; it is to be updated
- An Interim Affordable Housing Guidance Note has been added to this LDS
- The proposed Green Infrastructure SPD has been added to this LDS.
- Demonstrating Genuine Redundancy of Employment Sites SPD: this was adopted on 26th March 2019 and therefore has been deleted from this LDS
- Shoreham Harbour Joint Area Action Plan – this was adopted in October 2019 and therefore has been deleted from this LDS
- Gypsy and Traveller DPD. This has been deleted, as following the Gypsy and Traveller Accommodation Assessment, (GTAA) it is considered that it is not required. However the situation will be reviewed when the next GTAA is undertaken.
- Policies Map - this has been updated to reflect adoption of the Shoreham Harbour JAAP.
- A Planning and Climate Change Position Statement and Checklist (emerging) have been produced. These were not included in the LDS 2018-20 but were produced as a response to the Climate Emergency.

- The Houseboats Good Practice Guide has been published, and is therefore deleted from this LDS.
- Adur Community Infrastructure Levy – a decision was taken by the Council not to proceed with CIL and the timetable has therefore been deleted. However the issue will be kept under review; the Government White Paper has indicated potential changes to the existing mechanisms for collecting developer contributions.

## Appendix I

### Current Supplementary Planning Guidance

This table lists the Supplementary Planning Guidance documents produced by Adur District Council will regard as being a material consideration in the determining of planning applications, and how they relate to proposed Supplementary Planning Documents.

Title of Supplementary Planning Guidance	Date Adopted	Description of Document	Proposed to be replaced or updated?
Development Management Standard No. 1: Space Around New Dwellings and Flats	Sept 1990  Updated: Sept 1994 April 1996  Updated again: January 2018	This document sets out the Council's minimum standards for residential development. It is largely aimed at the provision of dwelling houses and flats on infill and redevelopment sites	This document remains a material consideration in the determining of planning applications.
Development Management Control Standard No. 2: Extensions and Alterations to Dwellings	Sept 1990  Updated: Sept 1994 April 1996  Updated again: January 2018	This document sets out the principles used by the Council when assessing planning applications for extensions or alterations to houses or bungalows	This document remains a material consideration in the determining of planning applications.
Flood Risk Management Guide SPD	2015	The Partnership has prepared a Flood Risk Management Guide SPD which identifies requirements for new and improved flood defences and flood adaptation measures. It will sit alongside the JAAP and aid developers in delivering flood defence mitigation measures and ensure a consistent approach to flood defences across the regeneration area.	No proposed review at this point.

**Appendix 2:** 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?
Design Bulletin No. 1: Shopfront Design	July 1991  Revised Jan 1994, April 1996, and January 2019.	Sets out design advice for shopfronts in the Shoreham by Sea conservation area	This document was updated in January 2019 to reflect the adoption of the Adur Local Plan 2017.
Design Bulletins No 2: Development Involving Horses in the Countryside	June 1994, updated Sept. 1994, April 1996 and January 2019	Sets out advice and guidance which will be used by the Council when determining planning applications	This document was updated in January 2019 to reflect the adoption of the Adur Local Plan 2017.
Design Bulletin No 3: Shopfront Security	1998, updated January 2019	Describes the range of shopfront security devices which the Council considers to be acceptable in Adur	This document was updated in January 2019 to reflect the adoption of the Adur Local Plan 2017.
Shoreham Renaissance	2006	A strategy for the regeneration of Shoreham town centre to achieve a sustainable community with social, economic and environmental sustainability.	Please note that some site-specific details have been superseded, although other projects/ objectives are ongoing.
Good Practice Guidance for Houseboats	May 2007, updated 2021.	Sets out advice and guidance to advise existing and future houseboat owners on the type of development and changes which are appropriate to the houseboats.	This document was published in 2021
Interim Planning Guidance Note Planning Guidance for Infrastructure Provision	July 2013	This gives advice as to the contributions required towards new infrastructure provision to serve new development under existing saved policies. This includes affordable housing and refers to guidance	In due course will be replaced by other SPDs or guidance, and will respond to the Adur Local Plan update as appropriate.

		from West Sussex County Council regarding parking standards.	
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### Appendix 3: Key Milestones – DPDs and SPDs only (please see above for other documents)

	2021		2022				2023				2024			
	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<b>Adur Local Plan Update (DPD)</b>				Reg 18 consultation		Reg 19 Publication			Examination	Adoption				
<b>Sustainable Energy SPD</b>	Preparation and stakeholder engagement	Consultation	Adoption											
<b>Green Infrastructure SPD</b>	Preparation and stakeholder engagement	Preparation and stakeholder engagement		Consultation		Adoption								

Please note:

- Resources may need to be reallocated subject to development of any further Neighbourhood Plans in Adur.
- This table indicates only those DPDs and SPDs being prepared by the Adur and Worthing Planning Policy team. Other documents being led by other officers/ organisations (such as neighbourhood plans) are not indicated here.

**Adur District Council  
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