



ADUR DISTRICT COUNCIL

29 July 2022

Adur Planning Committee	
Date:	8 August 2022
Time:	7.00 pm
Venue:	QEII Room, Shoreham Centre, Shoreham-by-Sea

Committee Membership: Councillors Carol Albury (Chair), Jeremy Gardner, Carol O'Neal, Vee Barton, Mandy Buxton, Dan Flower, Jim Funnell, Joe Pannell (Adur Vice-Chair) and Julian Shinn

NOTE:

Anyone wishing to speak at this meeting on a planning application before the Committee should register by telephone (01903 221006) or e-mail democratic.services@adur-worthing.gov.uk before **noon** on **Friday 5 August 2022**.

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 4 August 2022**.

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

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

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

4. Confirmation of Minutes

To approve the minutes of the Planning Committee meetings of the Committee held on 6 June 2022, 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 3 - 16)

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

7. Adur Local Plan Members Working Group(Pages 17 - 24)

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

Part B - Not for publication - Exempt Information Reports

None

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:
Katy McMullan Democratic Services Officer 01903 221006 Katy.mcmullan@adur-worthing.gov.uk	Caroline Parry Senior Lawyer & Deputy Monitoring Officer 01903 221081 Caroline.perry@adur-worthing.gov.uk

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

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ADUR DISTRICT
COUNCIL

Planning Committee
8th August 2022

Agenda Item 6

Ward: ALL

Key Decision: Yes / No

Report by the Director for Economy

Planning Applications

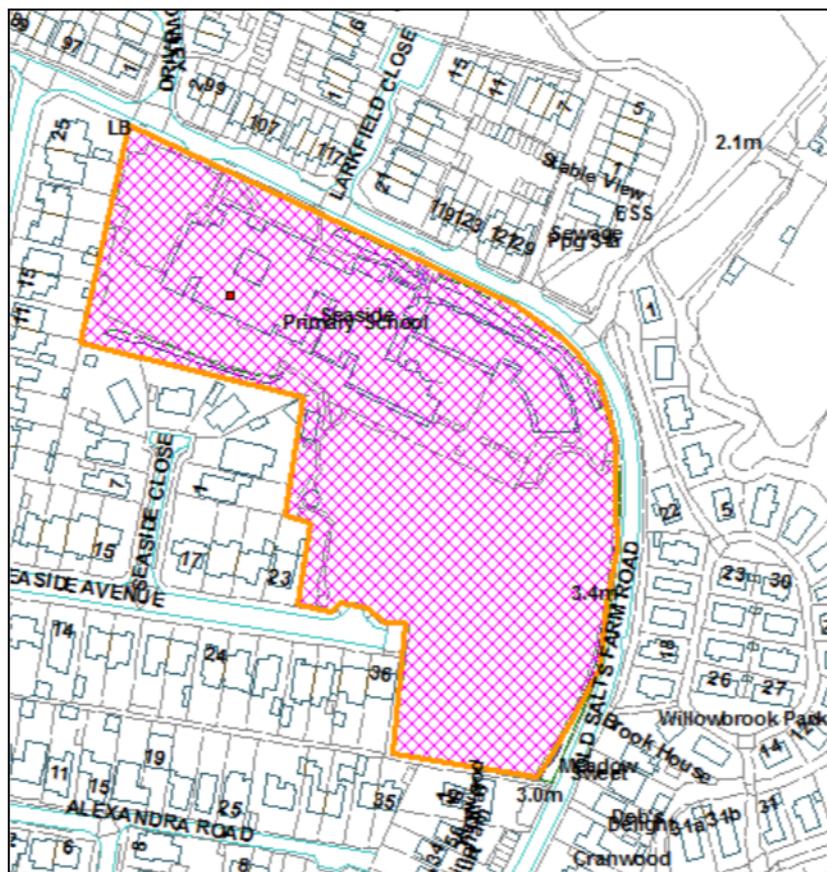
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Application Number: **AWDM/0930/22** Recommendation – Approve

Site: **Seaside Primary School, Freshbrook Road, Lancing**

Proposal: **Construction of a new sports hall with dry changing rooms, sports storage, accessible WC, and plant room, open air-source heat pump enclosure, and minor modifications to the existing footpath. Application to Vary Condition 1 (approved plans) of previously approved AWDM/1732/21. Amendments: Reduction in overall building height, additional grilles for ventilation, reduction in number but increase in size of hall ventilation units, external wall lighting, change enclosure of air source heat pumps, reduction in floor area**

Application Number:	AWDM/0930/22	Recommendation - Approve
Site:	Seaside Primary School, Freshbrook Road, Lancing	
Proposal:	Construction of a new sports hall with dry changing rooms, sports storage, accessible WC, and plant room, open air-source heat pump enclosure, and minor modifications to the existing footpath. Application to Vary Condition 1 (approved plans) of previously approved AWDM/1732/21. Amendments: Reduction in overall building height, additional grilles for ventilation, reduction in number but increase in size of hall ventilation units, external wall lighting, change enclosure of air source heat pumps, reduction in floor area	
Applicant:	New Horizons Academy Trust	Ward: Widewater
Agent:	Melissa Hitchcock - Burns Guthrie and Partners	
Case Officer:	Peter Barnett	



Not to Scale

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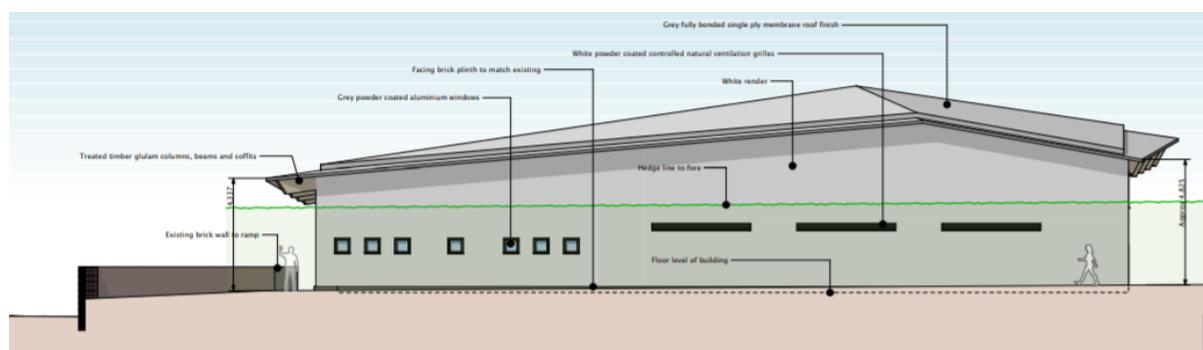
Proposal, Site and Surroundings

Planning permission was granted in December 2021 for a new sports hall on the school playing field close to the western boundary with Seaside Close (AWDM/1732/21). This application seeks approval for amendments to the design of the building comprising:

- A reduction in the overall height of the building
- The provision of additional grilles for ventilation
- A reduction in number but increase in size of hall ventilation units
- External wall lighting, and
- A change to the air source heat pumps (ASHP) enclosure
- A reduction in floor area by removing lobby

This application is therefore seeking approval only for those changes and is not revisiting the overall principle, design, appearance or siting as that has been approved.

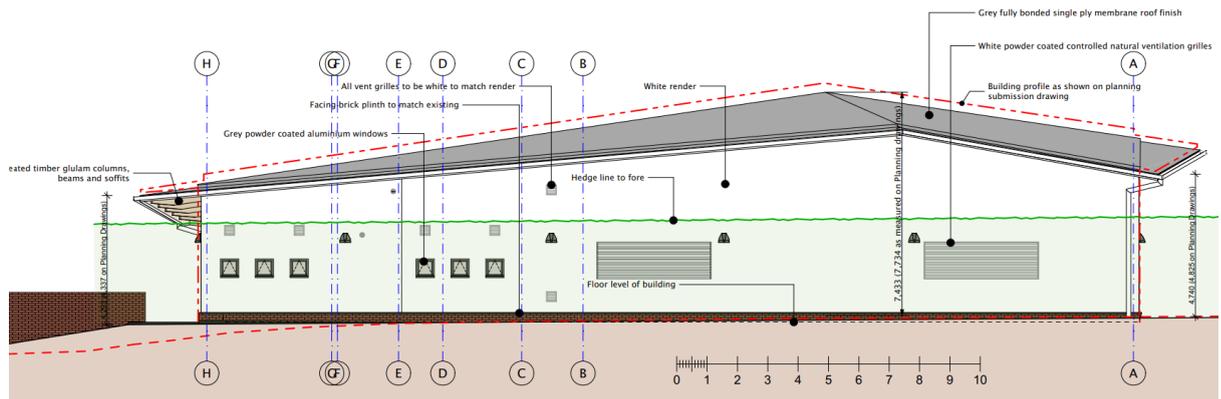
The application relates to Seaside Primary School which has an entrance off Freshbrook Road but which also backs onto residential properties in Seaside Road, Seaside Close and Seaside Avenue. It is proposed to construct a sports hall on the school playing field close to the western boundary with Seaside Close. The playing field slopes down from west to east and the hall will be located on the higher ground to the west.



Approved Plan West Elevation facing Seaside Close

The building has an irregular roof shape and measured 7.7m high at its highest point, with an eaves height of 4.8m in the SW corner, 4.3m in the NW corner, 3.6m in the NE corner and 5.8m in the SE corner. It is 31m long and 10.7m wide.

The current application proposes a number of changes:



Current Plan West Elevation

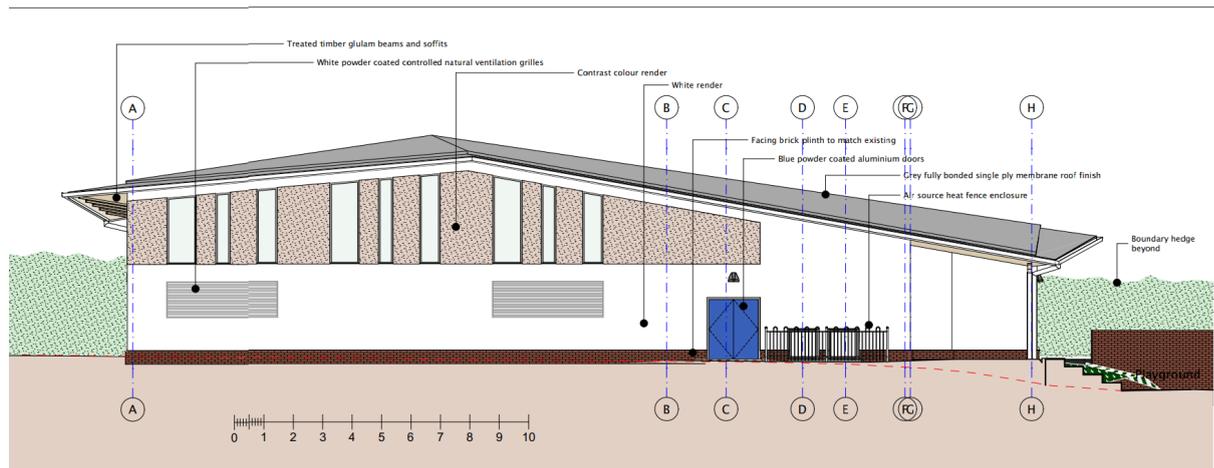
Three narrow grilles were shown on the rear elevation on the approved plans. The current plan shows this reduced to two grilles but they are larger, measuring 3.7 m x 1.2 m. Their purpose is cross ventilation and there are similar grilles on the other side of the building. They are controlled by temperature and CO2 to open so they are not open all the time. They also include sound attenuation and a revised noise assessment has been carried out, the results of which are discussed later in the report.

Additional smaller ventilation grilles are also shown. Lighting has been added to the building for the illumination of emergency escape routes as required under the Building Regulations. The light is directed downwards and sideways and will be controlled via timeclock and photocell arrangement such that lighting is held off during daylight hours and switched on and off at pre-determined times by the time clock to the permitted hours of use of the building. The applicant has stated that *“In reality, they are only going to be utilised in the darkest winter months between (say) around 16.00 to 18.00 Monday-Friday during term time.”*

The height of the building has been reduced by 300mm overall and there is a change to the design of the ASHP enclosure on the east elevation facing the playing field.



Approved East Elevation



Proposed East Elevation

Relevant Planning History

ADC/0159/07 Enlargement and re-modelling of school including extensions on east side and enlarged car park (WSCC Reg 3 application)

AWDM/1017/13 New single storey extension providing new teaching wing comprising 7 no. classrooms, 2 no. group rooms, and extension to the main hall and other ancillary works and accommodation.(West Sussex County Council Consultation)

AWDM/1732/21 Construction of a new sports hall with dry changing rooms, sports storage, accessible WC, and plantroom, open air-source heat pump enclosure, and minor modifications to the existing footpath.

Consultations

West Sussex County Council: The LHA would raise no objection to the proposed Variation of Condition 1 application as there are no Highway safety or capacity concerns associated with the amendments.

Adur & Worthing Councils: The **Environmental Health** officer has no objection. Comments that the noise assessment established the existing acoustic environment within the vicinity of nearby noise sensitive receptors which has been used as a baseline to set acoustic criteria for the plant noise assessment, as well as the noise breakout during the operation of the sports hall. The assessment reflects the minor change in the site layout and detailed choice of proposed plant. I would expect conditions; 3, 4, 5, and 15 of AWDM/1732/21 to be applied to the current application.

I am satisfied that the predicted noise level from the proposed plant will not negatively impact the amenity of nearby noise sensitive receptors, I would recommend a condition limiting their hours of use of the ASHPs and ventilation plant between 06:00hrs - 18:00hrs Monday - Friday, with no use during the weekends. I

would also recommend that the units are mounted on anti-vibration mounts.

To ensure compliance with the levels specified within the Noise Impact Assessment I would also recommend the following condition:

“The cumulative noise level from all ASHPs and ventilation plant listed in Table 5-1 of the Noise Impact Assessment (Ref: 5343_002R_2-0_PA dated 21 June 2022) hereby permitted shall comply with the levels specified within the Noise Impact Assessment. A test to demonstrate compliance with the scheme shall be undertaken within one month of the scheme being implemented. All plant shall be maintained in accordance with manufacturers guidance and any future plant shall also meet the specified levels within the approved scheme.”

With reference to the assessment of noise breakout during the operation of the sports hall, the exact type of acoustically attenuated louvred ventilators that will be used is unconfirmed. However, for the assessment a conservative assumption has been made using an example model with acoustic attenuation performance at the lowest end of the TEK Ltd range (150mm depth louvre, Dnew + Ctr 16dB). Based on this assumption, the predicted sound level at the nearest noise sensitive receptor is 10.0 dB below the minimum ambient sound level.

Appendix D provides the Noise Breakout Calculations, it is noted that a 20m distance to nearest noise sensitive facade has been inputted into the model. However, Section 2 of the Noise Impact Assessment states that the distance to the nearest noise sensitive facade is 18m. Please can this be clarified?

I would recommend the following conditions:

“The level of noise breakout from the sports hall when in use shall not exceed 37dB LAeq,15min at the nearest noise sensitive facade.

The development hereby permitted shall be carried out in full accordance with the recommendations of the Noise Impact Assessment (Ref: 5343_002R_2-0_PA dated 21 June 2022) and all works which form part of the approved scheme shall be completed before the permitted use commences.”

Subsequent Comments following receipt of an amended noise assessment incorporating 18m distance to nearest noise sensitive facade: The amended Noise Impact Assessment (ref. 5343_002R_2-0_PA dated 7 July 2022) is acceptable. Please could the document ref/date referred to in my previous recommended conditions be amended to the above to ensure the most recent Noise Impact Assessment is being referenced? Also, with reference to Section 8 of the Noise Impact Assessment, due to the predominantly residential nature of the area, we would recommend that a 'noise change' method should be followed when setting threshold noise levels for construction activities.

With reference to the lighting, I have taken a look at the isoline plot. This shows that the lights will create only 1 lux at the boundary which is well below the Obtrusive Light Limitations for Exterior Lighting Installations for a suburban area (as specified in Guidance Notes for the Reduction of Obtrusive Light GN01:2011).

The **Engineer**: We have no comments on this application to vary condition 1.

Sport England: No objection

Lancing Parish Council: No comment received

Representations

4 letters of objection received from the occupiers of 1, 2, 6 Seaside Close and 30 Seaside Avenue:

- The original Environmental Health Consultation Response queried as to why the ventilation grilles could not be positioned only on the east elevation facing away from neighbouring properties and thus minimising noise pollution. For whatever reason this was deemed unworkable and permission was granted for grilles on the western side of the building also. This we had to accept. However, the latest application sees these grilles now increased considerably in size (overall area has increased by approximately 200%) naturally resulting in an increased noise output as demonstrated by the revised noise impact statement (25% decibel increase in noise from the original noise impact statement to the current one)
- We also object to the addition of high level lighting which would of course be above fence level. We understand the need for the path around the building to be lit but why can this not be achieved by low level lights?
- Original Planning Permission was granted on certain conditions being met. It is therefore disappointing to see that once approval is granted, further applications can then be made to overwrite the original constraints. How many other planning conditions will be overwritten by future applications?
- When this application was previously approved it was passed by a majority of the planning committee after they had asked for strict conditions to be imposed on the hours of use including that the new hall should only be used between 7.30 am and 6.00 Monday to Friday. This was to include the start up and cleaning period needed at each end of the day. The hall should not be used at weekends or in school holidays. The ventilation louvres on the western elevation shall not be opened until 8am at the earliest. Can we be assured that these conditions will automatically be transferred over to this latest application?

Relevant Planning Policies and Guidance

Adur Local Plan 2017 policies 15,18,19,33

Sustainable Energy SPD (August 2019)

Adur Planning and Climate Change Checklist (June 2021)

WSCC Guidance on Parking at New Developments (Sept 2020).

National Planning Policy Framework (July 2021)

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

Policy 33 of the Adur Local Plan states that the Council will protect, and support improvements to, social and community facilities, including education facilities.

The proposed sports hall would meet an educational need and, as such, there is no objection in principle to the proposal.

Visual amenity

The sports hall will sit close to the western boundary approximately 95m from Old Salts Farm Road. The ground level is higher at that point than the road but at the distance involved it is not considered that it would be unduly intrusive or dominant. Many of the objections from residents query why the building cannot be located on the lower ground, closer to the road and further from residential dwellings in Seaside Close and Seaside Avenue. The applicants have explained their reason for discounting that as an option which is set out earlier in this report. There is no doubt that a building positioned on the lower ground would have a much greater impact on the street scene due to its proximity to the road.

The building has a contemporary design with a roof shape which has been designed to rise up to its highest point above the sports hall but which is lower at each end, particularly at the north end where the building contains changing rooms, storage and plant which do not need as much floor ceiling to height as the main hall. The hall needs to be a minimum 4.5m high internally but the building, as amended, rises to 7.4m tall.

This reduction, while small, is an improvement over the approved scheme and will help to reduce the impact on neighbouring occupiers. While it remains a relatively tall structure it is considered that its position close to the existing school buildings and set back from the road (both from Old Salts Farm Road and Seaside Avenue) reduces its impact sufficiently and it will not cause undue visual harm to the area. The small reduction in floor area results from the removal of the lobby in the NE corner facing the playing field. The reduction brings the floor area of the building below 280m² and the requirement for a fire hydrant may be able to be removed as a result.

Residential amenity

The main residents to be affected are those in the bungalows in Seaside Close to the west and Seaside Avenue to the south. The building remains at 12m from the western boundary and 6.7m from the southern boundary. 2 Seaside Close is the most affected being directly behind the proposed hall at a distance of approximately 18.9m from its ground floor extension and 27.6m from its upper floor dormer window. That property currently has a tall hedge along its boundary with the school which does provide a reasonable screen. It is outside of the applicant's control though and its retention cannot be secured by condition. The owner of 2 Seaside Close has suggested that he might wish to remove the hedge in the future but that would be their choice and the application should be assessed in the light of the existing site conditions.

The siting of the building is as previously approved but the changes have resulted in larger ventilation grilles and external lighting which have the potential to impact upon residential amenity. Residents have pointed out the increased size and subsequent increased noise breakout over the approved design. The approved scheme showed a predicted noise level of 25dBA at 4 Seaside Close while the current scheme is predicting 31dBA.

However, the ventilation grilles have been assessed in a revised noise report which concludes that:

“The results demonstrate that the predicted plant sound emission levels are significantly below the background level” and that “It is likely that the impact of activity noise breakout from the use of the sports hall would be very low and would not have any more influence on the ambient acoustic environment than the existing sports field already has. The proposed use of attenuated ventilators presents an enhanced sound insulation performance of the building envelope over the original design.”

Two air source heat pumps are proposed as before on the eastern side of the building and the results of the noise assessment have found that the predicted plant sound emission levels are significantly below the background level and, as such, will not cause noise disturbance to nearby residents. There is no change to the units other than being sited in a compound of different design.

Smaller, 300mm square, ventilation louvres are also proposed to be centred above the small windows on the west elevation which mechanically intake and discharge from the ventilation unit in each of the changing rooms.

Two other 300mm square louvres are arranged vertically to the mat store and are purely for passive smoke ventilation as required by Building Regulations. There is no mechanical plant associated with these and the mat store is not a source of noise.

The ventilation of the accessible WC is by domestic type wall mounted extract controlled by presence, and would only be used for a limited time.

The proposed lighting on the west elevation is shown as being below the level of the existing boundary hedge which, as mentioned earlier in the report, will be directed downwards and sideways and will be controlled to be switched on and off at pre-determined times only. The lights will create only 1 lux at the boundary which is well below the Obtrusive Light Limitations for Exterior Lighting Installations for a suburban area.

Consequently, while the louvres are larger and noise breakout will increase compared to the previous design, the noise levels will still be well below the ambient sound level and no harm to residential amenity will occur. The Council's Environmental Health Officer agrees and has no objection subject to a number of conditions to ensure acceptable noise levels.

It is therefore considered that the amendments to the ventilation louvres and the new lighting will not cause harm by way of noise or light pollution and the proposal is considered to be acceptable in residential amenity terms.

Accessibility and parking

Residents in Seaside Avenue in particular have previously expressed concern at increased traffic using the cul-de-sac and causing increased congestion and disturbance. However, the applicant has confirmed that the hall will serve existing pupils at the school and will not be used outside of school hours or offered to outside groups. As such, there are no changes to existing parking arrangements and the proposal will not generate any additional vehicular trips to or from the school access or on local roads. The current amendments do not alter this situation.

The use of the building can be controlled by condition to protect residential amenity and, in the absence of an objection from the local highway authority, it is not considered that there are reasonable or sustainable reasons to refuse the application on traffic or highway grounds.

A Construction Management Plan shall be required by condition to ensure there are controls over site access and deliveries, hours of working, etc in the interests of minimising the impact on residents.

Sustainability

The building will have a sustainable design and will be energy and water efficient. A 'fabric-first design approach will minimise heat loss while 2 air source heat pumps will provide a sustainable heat source, resulting in a reduction of 13.96% of CO2 emissions, in accordance with Policies 18 and 19 of the Local Plan.

Recommendation

Approve

Subject to conditions:-

1. Approved Plans

2. Standard Time Limit
3. Construction Management Plan
4. The sports hall hereby approved shall be for school use during term time only and shall not be hired out or used by external groups at any time. The hall shall only be used between 7.30am and 6pm Monday to Friday and shall not be used at weekends or during school holidays. The ventilation louvres on the western elevation shall not be opened until 8am at the earliest.
5. Works of construction or demolition, including the use of plant and machinery, necessary for implementation of this consent shall be limited to the following times.
Monday - Friday 08:00 - 18:00 Hours
Saturday 09:00 - 13:00 Hours
Sundays and Bank Holidays no work permitted
Any temporary exception to these working hours shall be agreed in writing by the Local Planning Authority at least five days in advance of works commencing. The contractor shall notify the local residents in writing at least three days before any such works.
The development shall be carried out in full accordance with the Noise Impact Assessment by Anderson Acoustics dated 7 July 2022 and all works which form part of the approved scheme shall be completed before the permitted use commences.
6. The level of noise breakout from the sports hall when in use shall not exceed 53dB LAeq,15min at the monitoring position specified in section 4.2 of the Noise Impact Assessment (Anderson Acoustics ref. 5343_002R_2-0_PA dated July 2022).
7. The cumulative noise level from all ASHPs and ventilation plant listed in Table 5-1 of the Noise Impact Assessment (Ref: 5343_002R_2-0_PA dated 7 July 2022) hereby permitted shall comply with the levels specified within the Noise Impact Assessment. A test to demonstrate compliance with the scheme shall be undertaken within one month of the scheme being implemented. All plant shall be maintained in accordance with manufacturers guidance and any future plant shall also meet the specified levels within the approved scheme
8. 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.

9. 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.
10. No development shall be carried out unless and until a schedule of materials and finishes to be used for the external walls (including windows and doors) and roof of the proposed building has been submitted to and approved in writing by the Local Planning Authority and the development shall be completed in accordance with the approved schedule.
11. No external lighting or floodlighting shall be installed except in accordance with the approved plans. The lighting shall not be switched on outside of the approved opening hours for the hall.
12. The development shall be carried out in full accordance with the Energy Statement by Delta Green dated 28th July 2021 submitted with AWDM/1732/21
13. The windows in the west elevation of the building hereby permitted shall at all times be glazed with obscured glass.
14. The door in the south elevation of the building hereby permitted shall remain closed except in emergencies and shall not be used for general access or ventilation.

8th August 2022

Local Government Act 1972

Background Papers:

As referred to in individual application reports

Contact Officers:

Peter Barnett
Principal Planning Officer
Town Hall
01903 221310
peter.barnett@adur-worthing.gov.uk

Schedule of other matters

1.0 Council Priority

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

2.0 Specific Action Plans

- 2.1 As referred to in individual application reports.

3.0 Sustainability Issues

- 3.1 As referred to in individual application reports.

4.0 Equality Issues

- 4.1 As referred to in individual application reports.

5.0 Community Safety Issues (Section 17)

- 5.1 As referred to in individual application reports.

6.0 Human Rights Issues

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

7.0 Reputation

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

8.0 Consultations

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

9.0 Risk Assessment

9.1 As referred to in individual application reports.

10.0 Health & Safety Issues

10.1 As referred to in individual application reports.

11.0 Procurement Strategy

11.1 Matter considered and no issues identified.

12.0 Partnership Working

12.1 Matter considered and no issues identified.

13.0 Legal

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

14.0 Financial implications

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



ADUR DISTRICT
COUNCIL

Adur Planning Committee
8 August 2022
Agenda Item no.7

Ward: Adur wards outside of the South Downs
National Park.

Adur Local Plan Members Working Group

Report by the Director of Economy

1.0 Summary

- 1.1 This report proposes the re-establishment of the Adur Local Plan Members Working Group to help guide the development of the Council's planning policy and guidance documents and to monitor Development Plan policies.

2.0 Background

- 2.1 Members may be aware that during the progression of the Adur Local Plan (adopted 14th December 2017) a Working Group of Members met in order to help steer the development of the Plan.
- 2.2 At the Adur Executive Meeting of 4th December 2017, it was noted by Members that a full or partial review of the Local Plan will be required within 5 years. It was agreed, therefore, that it would be appropriate to set up the Working Group again to monitor the Plan during the period and assess how successful the policies are at meeting the identified objectives of the Plan. The Working Group would then be in an informed position to help prepare for the Local Plan review. With this in mind, the Members Working Group was re-established in 2018; the last meeting was held in August 2021.

3.0 Proposals

- 3.1 It is proposed that the newly constituted Members Working Group would act as an informal group to work with Officers to help steer the Council's work programme (known as the Local Development Scheme), comment on draft Development Plan Documents, Supplementary Planning Documents and

other relevant planning policy, and assist with the review of the Adur Local Plan in due course. This would be an advisory and consultative body, but not make any formal decisions.

- 3.2 It is anticipated that the group would meet approximately 3 or 4 times per year, depending on key issues and progression of relevant documents.
- 3.3 It is proposed that the newly constituted Group should be made up of upto 8 Members, and that Membership is as inclusive as possible, including members from all political groups. Therefore, it is recommended that the membership be as follows - 4 Conservative Members, 2 Labour, 1 Independent and 1 Green. It would be appropriate for the Committee to agree to the principle of setting up the Working Group with Membership being agreed by the various political groups. The meeting would be chaired by the Cabinet Member for Regeneration.
- 3.4 The Proposed Terms of Reference are attached as Appendix One.

4.0 Legal

- 4.1 The proposed Members Working Group would be advisory only, and not make formal decisions.

5.0 Financial implications

- 5.1 No significant costs anticipated.

6.0 Recommendation

- 6.1 It is recommended that:
- (i) the Adur Local Plan Members Working Group be re-established as set out in the report;
 - (ii) the Terms of Reference at Appendix 1 are agreed; and,
 - (iii) the membership of the Group is agreed in accordance with paragraph 3.3.
 - (iv) it be noted that the Head of Legal Services and Monitoring Officer may use their delegated powers to make any necessary minor and consequential changes to the constitution arising from the formation of the Working Group.

Local Government Act 1972

Background Papers: None

Contact Officer:

Moira Hayes
Adur Planning Policy Manager
Town Hall,
Worthing
Tel: 01273-263247
moira.hayes@adur-worthing.gov.uk

Schedule of Other Matters

1.0 Council Priority

- 1.1 Financial economies - an up-to-date planning framework for Adur.

2.0 Specific Action Plans

- 2.1 (A) The Working Group will assist the development of various elements of the planning framework for Adur.
(B) The Government requires that Local Plans are reviewed every 5 years. This requirement was also set out in the Inspector's Report on the Adur Local Plan.

3.0 Sustainability Issues

- 3.1 Sustainability matters are integral to planning policy development; relevant matters are set out in national Planning Policy Guidance and assessed through Sustainability Appraisals.

4.0 Equality Issues

- 4.1 Equalities issues can be addressed, where relevant, through planning policy development. This can include the use of Equalities Impact Assessments.

5.0 Community Safety Issues (Section 17)

- 5.1 Some community safety issues can be addressed through good planning and design.

6.0 Human Rights Issues

- 6.1 No specific issues identified.

7.0 Reputation

- 7.1 The Working Group will assist in the development of planning policy and guidance to address issues in the local area, which should lead to positive outcomes.

8.0 Consultations

- 8.1 Statutory requirements for consultation on planning policy are set out in the Town and Country Planning (Local Plan) (England) Regulations 2012. Details are set out in the Adur and Worthing Statement of Community Involvement.

9.0 Risk Assessment

- 9.1 Statutory requirements relating to planning policy are set out in legislation and government guidance.

10.0 Health & Safety Issues

- 10.1 None identified.

11.0 Procurement Strategy

- 11.1 Any work commissioned to support the development of planning policy work will be subject to the Council's procurement policies.

12.0 Partnership Working

- 12.1 Adur District Council and officers will work with other local authorities and organisations as appropriate, in the development of its planning policy work.

TERMS OF REFERENCE

General remit of the Group

- An informal working group to work with Officers to help steer the Council's Local Plan, Local Development Scheme, Development Plan Documents, Supplementary Planning Documents, monitoring documents, and other relevant planning policy documents.
- To act as an advisory and consultative body but not to make formal executive decisions which is the responsibility of the Executive.
- To take account of recommendations of the Executive and views of the Overview and Scrutiny Committee.

Membership

- To reflect political make-up of Council; as at July 2022, 4 Conservative Members, 2 Labour, 1 Independent and 1 Green; specific membership to be reviewed on an annual basis.
- To be chaired by the Cabinet Member for Regeneration

Meetings

- Working Party meetings are not open to members of the public
- Meetings will be held as and when necessary

Role of the Group

- Main task is to receive and consider reports and presentations on the contents, progress and review of the Local Plan and associated documents and to provide feedback to Officers.
- To comment on any policy or guidance document which has an influence on the documents referred to above.
- To contribute to proposals for stakeholder and community involvement for the documents referred to above.

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