



ADUR DISTRICT
C O U N C I L

31 January 2020

Adur Planning Committee	
Date:	10 February 2020
Time:	7.00 pm
Venue:	QEII Room, Shoreham Centre, Shoreham-by-Sea

Committee Membership: Councillors Carol Albury (Chair), Pat Beresford (Vice-Chairman), David Balfe, Stephen Chipp, Brian Coomber, Lee Cowen, Joss Loader and Paul Mansfield

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 February 2019.

Agenda

Part A

1. Substitute Members

Any substitute members should declare their substitution.

2. Declarations of Interest

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

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

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

3. Confirmation of Minutes

To approve the minutes of the Planning Committee meetings of the Committee held on Monday 13 January 2020, which have been emailed to Members.

4. Items Raised Under Urgency Provisions

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

5. Planning Applications (Pages 1 - 10)

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

6. Public Question Time

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

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

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

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

7. Clarification of Adur Affordable Housing Threshold (Pages 11 - 20)

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

8. Adoption of the West Sussex County Council Parking Guidance (Pages 21 - 50)

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

9. Air Quality and Emissions Mitigation Guidance for Sussex 2019 (Pages 51 - 78)

To consider a report by the Director for the Economy, attached as Item 9.

Part B - Not for publication - Exempt Information Reports

None.

Recording of this meeting

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

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

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

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ADUR DISTRICT COUNCIL

Report by the Director for Economy

Planning Applications

1

Application Number: AWDM/1842/19

Recommendation – APPROVE

Site: Lancing Horticultural Society, The Street, Lancing

Proposal: Regulation 4 application for Change of Use of 'The Barn' currently used for Council storage to a workshop and 'The Garage' to ancillary storage area

Planning Committee
10th February 2020
Agenda Item 5
Ward: ALL

Key Decision: Yes / No

Proposal, Site and Surroundings

The application relates to two buildings, known as The Barn and The Garage, at the north end of Manor Park which are owned by the District Council and were previously used for storage of grounds maintenance equipment. They form part of a small group of buildings with a hardsurfaced parking area to the west, accessed from The Street. The site lies to the east of the North Lancing Conservation Area. There are residential dwellings directly to the north at The Moorings.

The proposal is to use the buildings in connection with a community group known as “Men In Sheds”. The supporting information submitted with the application states that the group was set up:

“to challenge isolation by providing a space for the local residents of Lancing & Sompting, where they can under guidance, carry out craft works, woodworking, work on community projects or projects of their own or simply come in for some company, a chat and a cup of tea – all with the aim of boosting well-being.”

The Council has offered a 10 year lease on the buildings for use as a workshop and storage. Planned works are to install new electrics, internal toilet facilities and maintenance work on the buildings as and when needed. The buildings will also be made secure.

It is proposed to make items such as planters, bird boxes, bug houses, bird feeders, bird tables, owl and bat boxes, etc. They will also offer a free repair service to residents for items such as benches, seats, tables, chairs, etc. Some items are refurbished and put back into community use at local nursing homes, for example.

The ‘sheds’ are to be open on Mondays, Tuesdays and Thursday mornings but the applicants are seeking longer opening hours, including Saturday mornings, to allow the completion of projects and deliver items on days that are not the usual shed session days.

Members would be able to park in the car park to the west or on street. They encourage car sharing and sustainable means of travel.

Standard hand and machine tools will be used, common to a domestic environment, rather than industrial machinery.

Relevant Planning History

AWDM/0650/17 - Conversion of existing groundsman's stores into coffee shop – refused for the reason:

“The proposal, by reason of the associated activity, increased traffic and resulting pressure for on street parking spaces in the vicinity of the site during peak times,

would be harmful to the residential amenities of local residents and detrimental to the residential character of the area. The proposal is therefore contrary to saved policy AG1 of the Adur District Local Plan, policies 15 and 29 of the Submission Adur Local Plan and the relevant policies of the National Planning Policy Framework.”

Consultations

West Sussex County Council: No objection from a **transport/highways** aspect. Comments that no alterations to the existing site access are proposed. The workshop will be in use by clients on Mondays, Tuesdays and Thursdays between 9.30am and 1.30pm. The proposed opening hours will be Monday-Friday 9.30am-2pm and Saturdays 9am-12pm to enable staff to be present on site during these times when client sessions are not running. No details pertaining to the number of clients have been provided, however, as the project is aimed at local residents of Lancing and Sompting, the LHA do not anticipate that any highway capacity concerns would be raised to the potential trips that could be generated by the proposed use. Given the existing use of the site, the proposal is not anticipated to result in a material intensification of use of the access.

The proposed storage building will be used for timber storage and as such, is not anticipated to result in a material intensification of use. Although there are parking spaces on site, no designated parking will be provided to the proposed storage and workshop use. Clients are encouraged to car share, walk, or utilize public transport. The LPA are advised to consider the potential impacts of this proposal on on-street parking from an amenity point of view. The LHA would not raise a highway safety concern to the proposed nil parking provision.

The **Archaeologist** has no objection.

Adur & Worthing Councils: The **Environmental Health** officer has no adverse comments to make

Sussex Police: No major concerns, however additional measures to mitigate against any identified local crime trends and site specific requirements should be considered, such as making the buildings as secure as possible.

Lancing Parish Council: No objection

Representations

1 letter of support received from a resident in Tower Road:

“Having first hand experience of this community group I fully support their application to use said building for their workshop. They work closely within the community and help support local elderly gentlemen and women and protect them from isolation and boost their well-being. The group runs as a workshop making numerous items and also take on projects for the community as well making items for local organisations

such as Lancing & Sompting Lions & Chesham House amongst others. They also work closely with the Council's park rangers department and refurbish benches that would normally be disposed of and refurbish them and put them back into the community at nursing homes and the like. A great local community group working within the community for the community. It will be a great addition to Manor Ward and the residents who can use the repair services this group offers and also drop by for some advice or perhaps to even enjoy some time in the workshop. They are a very friendly, helpful group and always willing to help with a project whether it be a personal project or a community project. The Men In Sheds will always help if they can."

1 letter received from the occupier of 21 The Street:

- What will happen when current applicants cease using the building?
- Will a more commercial operation take over, resulting in problems with parking, noise, etc?
- Permission should be made personal to Men in Sheds
- Clarification on parking needed
- If car park is full there could be overspill on to The Street, impacting on local residents

Relevant Planning Policies and Guidance

Adur Local Plan 2017 Policies 15, 17, 33
National Planning Policy Framework (February 2019)

Relevant Legislation

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

Planning Assessment

Principle

Leasing public land for commercial enterprise is an accepted practice for the Council's Parks and in this case it will result in redundant buildings being re-used for community purposes.

The application is therefore considered to be acceptable in principle, subject to consideration of amenity and traffic impacts of the proposal and an assessment of whether the use adversely affects the public's enjoyment of the Park.

Visual amenity

The existing buildings are a mix of brick and flint with unsympathetic corrugated metal roofs. No external changes are specified within the application but reference has been made to carrying out maintenance work and making the buildings more secure. Such works may involve alterations which require planning permission but this can be assessed at the time such works are proposed, as no details currently exist.

It is unlikely therefore that the application will result in harm to the visual amenities of the locality as all activity will be limited to within the buildings, with external working and storage prohibited by condition.

Residential amenity

The workshop use and increased activity associated with the use may have some impact on the amenities of local residents. However, noise from the workshop is not anticipated to be excessive, with a maximum noise level of 72 decibels predicted, which is equivalent to a vacuum cleaner. Opening hours will generally be between 9.00am and 1.30pm and the use is expected to be reasonably 'low-key.' A condition is proposed to prevent retail sales from taking place. A further condition is recommended to make this permission personal to 'Men In Sheds' only in order to control future use of the buildings.

No objection has been raised by the Council's Environmental Health Officer and it is striking that no objections have been received from local residents (compared with 200 objections received to a previous proposal for a café in the buildings).

The proposal is considered to be acceptable in terms of impact on residential amenity.

Accessibility and parking

There is a car park immediately to the west of the buildings which would be available to the applicants and park users alike. No designated parking is provided however, and there may be some overspill on to the local roads. However, the applicants encourage sustainable travel and car sharing and it is not anticipated that the proposal will cause traffic problems or impact on residential amenity.

Recommendation

APPROVE

Subject to Conditions:-

1. Approved Plans
2. Standard 3 year time limit
3. No external working or storage
4. Opening hours
5. Use as workshop and storage by Men In Sheds only
6. No external alterations to buildings without prior consent
7. No retail sales from shed

10th February 2020

Local Government Act 1972

Background Papers:

As referred to in individual application reports

Contact Officers:

Peter Barnett
Principal Planning Officer
Portland House
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.

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ADUR DISTRICT
C O U N C I L

Adur Planning Committee
10 February 2020
Agenda Item no. 7

Ward: All wards outside of South Downs National
Park Authority

Clarification of Adur Affordable Housing Threshold

Report by the Director for the Economy

1.0 Summary

1.1 This report seeks to clarify the threshold for seeking affordable housing for development in the Adur Local Plan area. Although the Adur Local Plan (adopted in 2017) includes such a threshold (11 dwellings), the National Planning Policy Framework published subsequent to this in 2018 has provided a national minimum level at which contributions can be sought (10 dwellings). This report therefore recommends an approach which would see the Adur threshold being slightly revised to fall in line with national policy.

2.0 Background

2.1 To help understand how the adopted Local Plan threshold was arrived at, it is worth setting out a brief summary of the national policy context at the time the plan was developed, and adopted.

2.2 Prior to the adoption of the Adur Local Plan in 2017, draft versions of the document proposed an affordable policy with 'stepped' thresholds - that is, seeking a range of affordable contributions from all developments which included housing. This was phased as follows:

- 1-5 dwellings - a 10% affordable housing contribution
- 6-14 dwellings - a 20% affordable housing contribution
- 15 dwellings or more - a 30% affordable housing contribution would be sought.

- 2.3 This stepped approach aimed to ensure that a disproportionate burden was not placed on smaller developments, and the approach was fully supported by viability work.
- 2.4 Prior to this, in 2014, the Government had published a Written Ministerial Statement (WMS 28th November 2014), which stated that ‘tariff-style’ section 106 contributions should not be sought on sites of 10 dwellings or less. This was designed to incentivise house building, particularly for smaller sites and local builders, and brownfield development. This WMS was subject to several legal challenges and appeals and a High Court judgement clarified that it was still up to the ‘decision maker’ to decide how much weight should be given to the national policy in light of local circumstances, and that there may be cases where an exception would be justified.
- 2.5 Whilst this Council acknowledged that there are many areas of the country with high levels of affordable need, given the high level of affordable housing need in Adur, and the significant contribution smaller sites make to housing delivery in the area, it was considered that evidence existed to justify an exception to the national approach, and therefore to continue to seek contributions from smaller developments (10 or less). Unfortunately the Inspector examining the Adur Local Plan did not consider there were any compelling circumstances or sufficient weight to justify an exception to national policy, and recommended an amendment to the Plan accordingly. The adopted Adur Local Plan 2017 therefore states that affordable housing contributions will be sought from developments of **11 dwellings or more, consistent with the 2014 WMS**. (Policy 21 of the Adur Local Plan 2017).
- 2.6 In July 2018 the Government published an update to their planning policy guidance within the revised National Planning Policy Framework (NPPF). This reaffirmed their view that contributions should not be sought from smaller developments. Paragraph 63 of the NPPF 2018 states:

‘Provision of affordable housing should not be sought for residential developments that are not major developments.’

(Major developments are defined in the Glossary to the NPPF as ‘development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more). In other words, affordable housing cannot be sought from minor development (9 units or less). As such this allows affordable housing to be sought for developments of 10 or more dwellings, and differs from the WMS and adopted Adur Local Plan wording. The NPPF

is, of course, the Government's planning policy guidance, and a material consideration in the assessment of planning applications.

3 Proposals

- 3.1 Given that the national policy context has changed it seems appropriate to clarify how the approach to affordable housing in Adur will operate. Given that high levels of affordable need still exist, that small sites continue to play a valuable role in Adur's housing supply, and that previous viability work supported contributions from developments as small as 1 unit, it is proposed that the contributions threshold set out in the NPPF (10 dwellings or more) will be used as a revised threshold for securing affordable housing contributions, for development management purposes.
- 3.2 This is proposed as an interim measure prior to the review of the Adur Local Plan. Attached at Appendix 1 is a proposed Interim Statement which sets out the suggested approach. (All other elements of Policy 21 would remain the same).
- 3.3 To ensure that there are no adverse impacts on development, where viability constraints can be robustly demonstrated the Council will continue to apply a degree of flexibility against this requirement to ensure that appropriate and sustainable development continues to come forward in Adur.
- 3.4 It should be noted that the NPPF is a statement of policy, rather than legislation; while there is no requirement for the Council to change its approach at this stage it is considered appropriate to take an approach which falls in line with the national position and is supported by local evidence and need.

4.0 Legal

- 4.1 Affordable housing contributions are secured under Section 106 of the Town and Country Planning Act 1990 (as amended) and the Community Infrastructure Levy Regulations 2010 (as amended)

5.0 Financial implications

- 5.1 There are no direct financial implications arising from the proposed change to the Local Plan. Viability matters affecting individual housing proposals will be assessed on a case-by-case basis.

6.0 Recommendation

- 6.1 It is recommended that members of the Planning Committee forward any comments to the Executive Member for Regeneration with regards to the adoption of a revised threshold for affordable housing to be amended to 10 dwellings in line with national policy, as set out in the attached Interim Policy Statement which revises the affordable housing policy threshold.

Local Government Act 1972

Background Papers:

Written Ministerial Statement 28th November 2014.

National Planning Policy Framework July 2018 (and 2019 update)

Adur Local Plan 2017.

Contact Officer:

Moira Hayes

Adur Planning Policy Manager

Portland House

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Schedule of Other Matters

1.0 Council Priority

1.1 Platform 2 - Our Social Economy.

2.0 Specific Action Plans

2.1 (A) 2.2: Enabling and increasing the number of affordable and suitable homes in our communities.

(B) The Government seeks to increase the supply of affordable homes of all tenures.

3.0 Sustainability Issues

3.1 No specific issues identified; Policy 21 of the Adur Local Plan 2017 was subject to Sustainability Appraisal as part of the Local Plan process.

4.0 Equality Issues

4.1 No issues identified.

5.0 Community Safety Issues (Section 17)

5.1 No issues identified.

6.0 Human Rights Issues

6.1 No issues identified.

7.0 Reputation

7.1 This proposal will have a positive benefit by securing a higher number of affordable homes.

8.0 Consultations

8.1 Policy 21 of the Adur Local Plan 2017 was subject to several statutory stages of consultation.

9.0 Risk Assessment

9.1 None identified.

10.0 Health & Safety Issues

10.1 None identified.

11.0 Procurement Strategy

11.1 No issues identified.

12.0 Partnership Working

12.1 None identified.

DRAFT ADUR INTERIM AFFORDABLE HOUSING POSITION STATEMENT 2020

Policy 21 of the Adur Local Plan 2017 states that affordable housing contributions will be sought from developments of 11 dwellings or more.

Since adoption of the Local Plan, the Government has published a revised version of the National Planning Policy Framework. Paragraph 63 of the National Planning Policy Framework (NPPF) 2019 states:

‘Provision of affordable housing should not be sought for residential developments that are not major developments.’

Major developments are defined in the Glossary to the NPPF as *‘development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more’*.

National policy therefore allows affordable housing to be sought from developments of 10 or more dwellings. This is a material consideration for development management purposes and it is considered appropriate to review the Council’s position.

As such, from XXDATEXX Adur District Council will use the NPPF threshold of 10 dwellings for seeking affordable housing contributions. The justification for this approach is based on:

- The importance of small sites in contributing to Adur’s housing supply;
- The high levels of need for affordable homes in Adur;
- Previous viability work which supports this approach, together with assessments of viability on a case-by-case basis.

This is an interim position statement that establishes the Council’s approach in advance of a review of Policy 22 of the Adur Local Plan. This interim approach would help to deliver some additional affordable homes in Adur and ensure a consistent approach with national planning policy. It is not considered that this will have an adverse impact on the viability of development in Adur. However, it should be noted that where viability matters can be robustly demonstrated the Council will continue to apply a degree of flexibility against this requirement to ensure that appropriate and sustainable development continues to come forward in Adur.

Date.

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DRAFT ADUR INTERIM AFFORDABLE HOUSING POSITION STATEMENT 2019

Policy 21 of the Adur Local Plan 2017 states that affordable housing contributions will be sought from developments of 11 dwellings or more.

Since adoption of the Local Plan, the Government has published a revised version of the National Planning Policy Framework. Paragraph 63 of the National Planning Policy Framework (NPPF) 2019 states:

‘Provision of affordable housing should not be sought for residential developments that are not major developments.’

Major developments are defined in the Glossary to the NPPF as *‘development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more’*.

National policy therefore allows affordable housing to be sought from developments of 10 or more dwellings. As this is a material consideration for development management purposes it is considered appropriate to review the Council’s position.

As such, from XXDATEXX Adur District Council will use the NPPF threshold of 10 dwellings for seeking affordable housing contributions. The justification for this approach is to ensure the approach taken is consistent with the National Planning Policy Framework, in addition to local factors as follows:

- the importance of small sites in contributing to Adur’s housing supply;
- the high levels of need for affordable homes in Adur
- previous viability work which supports this approach, together with case-by-case assessments of viability.

This is an interim position statement that establishes the Council’s approach in advance of a review of Policy 22 of the Adur Local Plan. This interim approach would help to deliver some additional affordable homes in Adur and ensure a consistent approach with national planning policy. It is not considered that this will have an adverse impact on the viability of development in Adur. However, it should be noted that where viability constraints can be robustly demonstrated the Council will continue to apply a degree of flexibility against this requirement to ensure that appropriate and sustainable development continues to come forward in Adur.

Date.



ADUR DISTRICT
C O U N C I L

Adur Planning Committee
10 February 2020
Agenda Item no. 8

Ward: All

Adoption of the West Sussex County Council Parking Guidance

Report by the Director for the Economy

1.0 Summary & Background

- 1.1 In August 2019, West Sussex County Council (WSCC) produced a guidance note '*Guidance on Parking at New Developments*' outlining their approach to parking at new developments (both residential and non-residential). WSCC states that the guidance '*is needed to help determine the County Council's response to consultations on planning applications and the preparation of planning policies*'. It goes on to say that it is WSCC's 'ambition' to ensure that sufficient parking is provided at new developments to meet the needs of the development while maintaining highway network operations, protecting surrounding communities and pursuing opportunities to encourage sustainable modes of transport, but also that '*this ambition is not intended to replace relevant national and local planning policy on this issue*'.
- 1.2 The guidance replaces the County Council's previous guidance: 'Standards and Transport Contributions Methodology' (2003) and 'Guidance for Parking in New Residential Developments' (2010).
- 1.3 The note states that '*Each LPA will decide how to take forward parking policies. Some authorities are expected to use the County Council's new guidance, while others will prepare their own supplementary planning documents based on the County Council's guidance or similar evidence. In cases where LPA's have their own parking standards, these will also be referred to, but the County Council would only consider objecting to development on parking grounds where the proposed parking arrangements do not comply with WSCC guidance as this could result in a highway safety or capacity issue*'.

1.4 National guidance is set out within the National Planning Policy Framework (NPPF). At paragraph 106 it states *‘Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport’*. At paragraph 109, it is stated: *‘Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe’*.

1.5 Policy 28 of the adopted Adur Local Plan 2017 states:

In order to secure significant improvements to transport and mobility in Adur, new development should... incorporate levels of car and cycle parking having regard to West Sussex County Council guidance, taking into consideration the impact of development upon on-street parking.

1.6 The emerging Worthing Local Plan will reflect the need to ensure that developments reflect the WSCC parking standards.

1.7 Both Adur and Worthing Councils adopted the previous guidance as a material consideration in 2012. It is similarly proposed, therefore, that this updated guidance is approved for use by Adur & Worthing Councils as a material consideration to inform decision making.

2.0 Structure of the Guidance

2.1 The County Council’s approach to parking at new developments is detailed in a set of Guiding Principles and Overarching Guidance.

2.2 Principle A relates to ‘Accommodating Parking Demand’ stating *‘Parking provision should be sufficient to accommodate parking demand while exploiting the potential for sustainable travel, minimising adverse effects on road safety, and avoiding increased on-street parking demand’*. If parking is expected to take place on existing streets then a parking capacity survey should be undertaken to demonstrate there is sufficient capacity to accommodate the demand from the development.

2.3 Principle B relates to Electric Vehicle Charging Infrastructure and notes that *‘Active’ charging points for electric vehicles should be provided at a minimum of 20% of all parking spaces with ducting provided at all remaining spaces where appropriate to provide ‘passive’ provision for these spaces to be*

upgraded in future. The likelihood of needing to update this guidance further as vehicle manufacturing and sales progress is also acknowledged.

- 2.4 Principle C relates to Sustainable Transport and states that in some locations, limiting parking provision should form part of a strategy to exploit the potential for sustainable transport. In order to '*realistically*' promote lower levels of car ownership it would be necessary to make available or provide:
- ❑ *travel plan measures, targeted at reducing vehicle ownership levels such as car clubs;*
 - ❑ *high levels of accessibility to non-car modes of travel and to local amenities and facilities; and*
 - ❑ *comprehensive parking controls; i.e. Controlled Parking Zone.*
- 2.5 Principle D explores the use of Traffic Regulation Orders (TRO) where it may be necessary to regulate on street parking to mitigate the impact of development. It may be necessary to prevent residents of new developments qualifying for permits in Controlled Parking Zones (CPZ).
- 2.6 Principle E is entitled 'Design Considerations' stating that '*Good parking design is as important as providing the appropriate number of spaces. Therefore, developers will be expected to provide balanced, mixed, and flexible parking provision and ensure that all spaces are useable without creating highway safety issues such as vehicles overhanging footways*'. Detailed consideration should be given to design features such as sufficiently sized garaging, adequate visitor parking, provision of electric vehicle charging points, likely cycle ownership, disability space provision (should be at least 5% or a minimum of 1 space), motorcycle parking and storage bin provision.
- 2.7 The last principle relates to Sustainable Drainage requiring parking areas to adopt sustainable drainage systems (SuDS).
- 2.8 The parking standards are based on Parking Behaviour Zones (PBZ), using Census data and projected future growth, zoned 1-5 where parking requirements are highest in Zone 1 (typically serving more outlying areas) and lowest in Zone 5 (the most central locations). For example, a typical 3 bed property would be expected to provide an equivalent of 2.1 spaces in Zone 2 and 1.6 spaces in Zone 5. A 1 bed unit would be expected to provide 1.4 spaces in Zone 2 and 0.6 in Zone 5.
- 2.9 In Adur, Peverel ward is in Zone 1, Cokeham, Manor, Buckingham and Hillside in Zone 2, Churchill, Widewater, Mash Barn, Marine, Southlands,

Southwick Green and Eastbrook in Zone 3 and St Nicolas and St Mary's in Zone 4.

- 2.10 In Worthing, Northbrook, Salvington and Offington wards are in Zone 2, Goring, Tarring and Selden in Zone 3, Castle, Durrington and Broadwater in Zone 4 and Gaisford, Marine, Heene and Central in Zone 5.
- 2.11 There is some flexibility in the guidance in respect of applying an increase or decrease in the target parking provision on a site by site basis. The guidance states that consideration may be given to varying the expected parking demand by 10% above or below the standards. In such cases the applicant will need to provide evidence to justify a variation. Consideration can also be given to reducing the level of parking demand by 10% where sustainable travel choices are available.
- 2.12 In respect of non residential uses, the guidance acknowledges that *The land use will mean that the amount of commercial vehicle parking will vary greatly between one site and another* and therefore bases parking requirements upon the land use, predicted trip rate and the user group of staff/visitors on the site in question.

3.0 Assessment and Application of new Parking Standards

- 3.1 Members of both Planning Committees will have been aware of the many applications which attract objections from local residents in respect of inadequate parking provision. Members will also be aware that national guidance as set out in the NPPF gives little scope for such objections to be supported without a very robust evidence to justify such concerns. The adoption of the new guidance, therefore, is important in updating the evidence base for parking provision as well as setting out necessary guidance in particular for the provision of Electric Vehicle Charging Infrastructure which will clearly be critical in the provision of ultra low emission vehicle (the guidance references the governments 'Road to Zero Strategy' which sets out an ambition for at least 50% of new car sales to be ultra-low emission by 2030)
- 3.2 Members will also be aware that a refusal of an application on parking grounds is very difficult to justify without WSCC support. The WSCC statement in the guidance that *'the County Council would only consider objecting to development on parking grounds where the proposed parking arrangements do not comply with WSCC guidance as this could result in a highway safety or capacity issue'* also exemplifies the importance of adopting such guidance.

- 3.3 Although adopted last year, the guidance is still in its early stages and it remains to be seen whether it can be used sufficiently against national policy to achieve the 'ambition' set out within it. Your Officers are concerned that set against the challenges of climate change the guidance still places too much emphasis on car parking provision and car ownership. In this respect it is considered that parking standards are too high both in very urban locations and on greenfield sites.
- 3.4 Often brownfield redevelopments already have limited parking provision and it is not possible to meet the new parking standards and there is a need for greater reliance on providing sustainable alternatives in terms of car clubs, cycle provision and other Travel Plan initiatives. In practise the County Council has accepted a reduction of more than 10% below its standards. This is particularly important across Adur and Worthing where there are significant concerns regarding air quality.
- 3.5 The standard for greenfield sites (2.1 and 2.7 spaces for 3 and 4 bed houses) may be acceptable for very rural locations but the more sustainable albeit limited greenfield sites in Adur and Worthing should be seeking lower provision to encourage less car ownership and more sustainable modes of transport.
- 3.6 The guidance relating to EV charging points has also been overtaken in many respects following the consultation on changes to the Building Regulations with the consultation last year seeking all new dwellings to provide EV charging points. If this measure is introduced it would replace the current WSCC suggest of 20% of parking spaces to install EV charging points.
- 3.7 Whilst, there are concerns about the new standards it does at least provide an up to date evidence background against which to assess planning applications and still provides flexibility in the application of the standards across Adur and Worthing. In practise WSCC has been willing to accept lower parking standards than suggested where the applicant has demonstrated the implementation of other measures to promote more sustainable modes of transport.

5.0 Legal

5.1 None identified

6.0 Financial implications

6.1 There are no additional resource implications associated with adopting or using the revised standards.

7.0 Recommendation

7.1 It is recommended that members of the Planning Committee forward any comments to the Executive Member for Regeneration.

Local Government Act 1972

Background Papers:

Guidance on Parking at New Developments, West Sussex County Council, August 2019.

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Schedule of Other Matters

1.0 Council Priority

- 1.1 Platforms for Our Places - Our Financial Economies - Establish an up-to-date framework to guide future developments and ensure the provision of appropriate supporting infrastructure.

2.0 Specific Action Plans

- 2.1 Our Financial Economies - Establish an up-to-date framework to guide future developments and ensure the provision of appropriate supporting infrastructure. In addition, the National Planning Policy Framework (NPPF 2019) highlights the need to consider transport in plan-making and in the determination of planning applications.

3.0 Sustainability Issues

- 3.1 The Standards address the issue of electric vehicle charging points in new developments.

4.0 Equality Issues

- 4.1 No issues identified

5.0 Community Safety Issues (Section 17)

- 5.1 No issues identified

6.0 Human Rights Issues

- 6.1 No issues identified.

7.0 Reputation

- 7.1 No issues identified

8.0 Consultations

- 8.1 The standards have been subject to consultations with planning officers in local authorities in West Sussex.

9.0 Risk Assessment

9.1 These revised standards have already been agreed for use by West Sussex County Council in their comments on planning applications.

10.0 Health & Safety Issues

10.1 No issues identified.

11.0 Procurement Strategy

11.1 No issues identified.

12.0 Partnership Working

12.1 The Standards seek to achieve a consistent approach to parking standards across West Sussex.

West Sussex County Council Guidance on Parking at New Developments August 2019



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1. Introduction

- 1.1 The County Council, in its role as the local highway authority, is a statutory consultee on planning applications that affect the highway. The parking guidance is needed to help determine the County Council's response to consultations on planning applications and the preparation of planning policies. The County Council provides advice to Local Planning Authorities (LPA) on the transport implications of developments to inform their decision-making. The County Council is also consulted during the preparation of local and neighbourhood plans and may provide advice on the soundness of policies that relate to parking in new developments.
- 1.2 The County Council's overall ambition for parking at new developments is to ensure that sufficient parking is provided to meet the needs of the development while maintaining highway network operations, protecting surrounding communities and pursuing opportunities to encourage use of sustainable modes of transport. This ambition is not intended to replace relevant national and local planning policy on this issue.
- 1.3 This guidance note outlines the County Council's approach to parking at new developments (both residential and non-residential). It should be used to help determine the level of parking at new developments and provides the basis for the County Council's advice to the LPAs in West Sussex on planning applications and the soundness of policies relating to parking at new developments.
- 1.4 It replaces the County Council's previous guidance: 'Standards and Transport Contributions Methodology' (2003) and 'Guidance for Parking in New Residential Developments' (2010).
- 1.5 This guidance has been produced in consultation with the Local Planning Authorities in West Sussex, following a review of the County Council's previous guidance. This guidance was approved by the Cabinet Member for Highways and Infrastructure for use from the 22 July 2019¹.
- 1.6 It should be noted that a number of the LPAs have adopted or draft local plans that set out their approach to parking. Similarly draft or 'made' neighbourhood (or town) plans outline local conditions and, in some cases, propose local parking standards. Each LPA will decide how to take forward parking policies. Some authorities are expected to use the County Council's new guidance, while others will prepare their own supplementary planning documents based on the County Council's guidance or similar evidence. In cases where LPA's have their own parking standards, these will also be referred to, but the County Council would only consider objecting to development on parking grounds where the proposed parking arrangements do not comply with WSCC guidance as this could result in a highway safety or capacity issue.

2. Background

National Context

¹ <https://westsussexintranet.moderngov.co.uk/ieDecisionDetails.aspx?id=651&LLL=0>

- 2.1 Section 9 of the National Planning Policy Framework 2019 (NPPF) highlights the need to consider transport in plan-making and in the determination of planning applications. Paragraph 105 of the NPPF states that if LPAs set parking standards, they should take account of the following:
- a) the accessibility of the development;
 - b) the type, mix and use of development;
 - c) the availability of and opportunities for public transport;
 - d) local car ownership levels; and
 - e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.
- 2.2 Paragraph 106 of the NPPF places the onus on LPAs to justify the use of maximum parking standards, stating that “*Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport*”.

Local Context

- 2.3 West Sussex is a large county with significant variation in local characteristics from dense urban hubs and large coastal towns to small rural hamlets of three or four dwellings. This variation contributes to wide-ranging demographics, economic situations, and consequently car ownership and parking behaviours amongst West Sussex residents.

3. Structure of the Guidance

- 3.1 The County Council’s approach to parking at new developments is detailed in a set of Guiding Principles and Overarching Guidance in section 4 together with either Guidance on Parking at New Residential Developments in section 5 or Guidance on Parking at New Non-Residential Developments in section 6.

4. Guiding Principles and Overarching Guidance

- 4.1 The following principles set out the County Council’s recommended approach to parking in new residential and non-residential developments and should be used to inform the design of new developments and decision-makers’ consideration of proposals for new development. Unless clearly specified, the Guiding Principles apply to both residential and non-residential developments.

Principle A: Accommodating Parking Demand

- 4.2 Parking provision should be sufficient to accommodate parking demand while exploiting the potential for sustainable travel, minimising adverse effects on road safety, and avoiding increased on-street parking demand.
- 4.3 If parking could reasonably be expected to take place in existing streets, then it

will be necessary to demonstrate through a parking capacity survey (see Section 7) that there is sufficient capacity to accommodate the expected parking demand.

- 4.4 Expected levels of parking demand in residential developments should be determined, where appropriate taking account of; location (parking behaviour zone), dwelling size (rooms), parking provision (allocated or unallocated), and arrangements for control/enforcement (charges, etc). Calculation of expected levels of parking demand should normally be based on local or comparable data taking account of forecast changes in demand for the local plan period. Table 2 (Residential Parking Demand) should be used to calculate the parking demand for each development.
- 4.5 Calculation of demand for parking at non-residential developments should normally be based on the land-use; the trip rate associated with the development (including base and forecast mode share); and, the user group of staff/visitors of the site (including shift patterns).
- 4.6 In some areas of the County, parking of commercial vehicles (e.g. Light Goods Vehicles) that are not for private use, can lead to an increase in parking demand. The evidence-base used for calculating parking demand is Census 2011 data which only includes vehicles that are for private use so other commercial vehicles will not be represented in the calculation. Therefore, where relevant, the calculation of parking demand should include an allowance for commercial vehicles that are not for private use but are expected to require parking spaces. Where relevant, the allowance will be based on location-specific evidence provided by the developer.

Principle B: Electric Vehicle Charging Infrastructure

- 4.7 'Active' charging points for electric vehicles should be provided at a minimum of 20% of all parking spaces with ducting provided at all remaining spaces where appropriate to provide 'passive' provision for these spaces to be upgraded in future.
- 4.8 Due to the unprecedented scale of change in vehicle manufacturing and sales, the guidance of electric vehicle car parking places should be reassessed when local plans and supplementary planning documents are reviewed to take account of any recent developments in this technology.

Principle C: Sustainable Transport

- 4.9 In some locations, limiting parking provision should form part of a strategy to exploit the potential for sustainable transport. In order to realistically promote lower levels of car ownership and use whilst avoiding unacceptable consequences, all of the following should be available or provided:
 - travel plan measures, targeted at reducing vehicle ownership levels such as car clubs;
 - high levels of accessibility to non-car modes of travel and to local amenities and facilities; and
 - comprehensive parking controls; i.e. Controlled Parking Zone.

Principle D: Traffic Regulation Orders

- 4.10 In some circumstances, it may be necessary to regulate on-street parking to manage or mitigate the impact of development. If Traffic Regulation Orders (TRO) are required, developers will be expected to fund administration and works costs. In some circumstances, it may be necessary to undertake consultation on TROs to establish the principle of any changes before this can be relied upon.
- 4.11 It may be necessary to prevent residents of new development within Controlled Parking Zones from qualifying for residents and visitors parking permits. Residents could qualify for permits, provided spare on-street capacity exists and the issue of permits will not undermine planning policies and travel plan measures.

Principle E: Design Considerations

- 4.12 Good parking design is as important as providing the appropriate number of spaces. Therefore, developers will be expected to provide balanced, mixed, and flexible parking provision and ensure that all spaces are useable without creating highway safety issues such as vehicles overhanging footways. This should reflect best practice as set out in national guidance and best practise, such as 'Manual for Streets', and 'Car Parking: What Works Where', to ensure high quality design of parking provision.
- 4.13 The layout of on-street parking must also comply with 'Traffic Signs Regulations and General Directions (2016)' and, where reasonably practicable, accommodate changes for accessible lifestyle changes.
- 4.14 To ensure that developments function efficiently and as intended, detailed consideration needs to be given to the following at the design stage:
- (a) Providing garages of sufficient size at new residential developments - If garages are provided they should be at least 6m x 3m internally. If garages meet this requirement, they will be regarded as an allocated parking space of 0.5 and calculations of parking demand will take this into account.
 - (b) Providing adequate visitor parking at new residential developments - Adequate visitor parking is required and this will be influenced by the level of unallocated parking. Table 2 (Residential Parking Demand) should be used to ensure sufficient visitor parking is provided.
 - (c) Where 'active' electric vehicle charging points are provided, if these spaces are dedicated to electric vehicles only, they should be included in the 'total demand' as allocated spaces (see Principle B).
 - (d) Likely cycle ownership and storage – Although good cycle storage facilities are important, requirements should take account of dwelling size and type, and have regard to existing levels of cycle ownership. The minimum levels of cycle provision are set out in Table 1. The distinction has been made for cyclists on the basis of space requirements, availability of secure communal storage facilities, and the anticipated occupants of flats.

Table 1: Minimum levels of cycle provision		
Type	Dwelling Size	Cycle Provision (per unit)
Houses	Up to 4 rooms (1 & 2 bed)	1 space
Houses	5+ rooms (3+ bed)	2 spaces
Flats	Up to 3 rooms (1 & 2 bed)	0.5 space (if communal storage otherwise same as 1 & 2 bed house)
Flats	4+ rooms (3+ bed)	1 space

- (e) Spaces for people with disabilities – Provision should be consistent with guidance in 'Manual for Streets'.
- (f) Motorcycle parking - Provision should be consistent with guidance in 'Manual for Streets'.
- (g) Space for storage bins at new residential developments – Part H of the Building Regulations suggests storage areas dimensions which are suitable for refuse and recycling bin storage. Development may be required to demonstrate suitable storage to ensure parking provision is available at all times.

Principle F: Sustainable Drainage

- 4.15 Parking areas should adopt sustainable drainage systems (SuDS) to minimise the risk of flooding in the County, as part of a drainage strategy for the development. This should conform to the SuDS Hierarchy, as follows:
- discharge into the ground (infiltration);
 - controlled discharge to a surface water body;
 - controlled discharge to a surface water sewer.

Disabled Persons Parking Overarching Guidance

- 4.16 Disabled persons parking spaces should be provided at a minimum of 5% of the total number of parking spaces being provided on the site. For sites with no or low parking provision due to site constraints, justification of exclusion of disabled person parking places should be clearly set out in planning applications. However, it is advisable that a minimum of one disabled parking space is provided.
- 4.17 Where specific facilities are likely to attract a higher level of disabled visitors, this should be identified during the planning application process and detailed in transport assessments or access statements. Disabled persons parking should be suitably designed and located to cater for the needs of disabled people. The location of suitable drop-off points should also be specified in transport assessments or access statement to demonstrate how the needs of disabled people have been addressed and to inform planning decisions.

Electric Vehicle Charging Overarching Guidance

- 4.18 The changing nature of car sales and usage has seen a rise in the sales of vehicles that require electric plug in charging. Although the sales of Electric Vehicles (EVs) in West Sussex in 2018 was 1,593 (depending on source data), which equates to overall vehicle sales of 1% of the overall vehicle fleet (dependent on source data), this is expected to change over time. Actual sales are expected to remain on the same trajectory as the DfT published in 2008; the increasing popularity of these vehicle types has seen the DfT forecast that plug in vehicles will make up between 3% and 7% of all new car sales in 2020.
- 4.19 In order to respond to changing needs, it is important that developers consider the likely demand for electric charging points within new developments, and how this is likely to change over time. Developers should identify ways to cater for this demand within the design of new developments as part of the overall provision of parking facilities. This could include; for example, a mix of spaces with active charging facilities and passive provision, i.e. ducting to allow facilities to be brought into use at a later stage.
- 4.20 The values in Table 2 include provision of EV spaces at new residential developments. To allow for increased sales in EVs over time and an increasing proportion of the overall vehicle fleet, it is proposed that current base levels of EV car sales in West Sussex be used as an index to base levels of active provision for EVs at new developments as set out in Principle B.
- 4.21 The Governments 'Road to Zero Strategy' sets out an ambition for at least 50% — and as many as 70% — of new car sales to be ultra-low emission by 2030, alongside up to 40% of new vans. Taking a starting percentage of 20% active EV provision and using a linear growth between 2018 and 2030, produces a set of yearly EV provision indexes as set out in Appendix B. These values should be used as a guide to the level of 'active' EV spaces to be provided in the year of construction.
- 4.22 As the demand for electric vehicle charging points is expected to change rapidly over time, any standard for electric vehicle charging points is likely to become quickly out of date. Therefore, there is no specific standard for electric vehicle charging points but developers should consider the Guiding Principles when designing parking provision. This guidance will be subject to review in line with the development of technology and relevant legislation.
- 4.23 Developers should ensure that any EV strategy documents at local authority level have been consulted when applying level of EV spaces, for example, Arun District Council's Vehicle Infrastructure Study, January 2018.

5. Guidance for New Residential Developments

- 5.1 In order to take account of expected future growth in the demand for parking, growth factors have been identified using the Department for Transport's (DfT) National Trip End Model dataset (i.e. TEMPro) for a forecast year of 2033, as this broadly aligns with the end of current local plan periods. The growth factors were applied to 2011 census data to provide expected levels of parking

demand in 2033 for different sizes of dwelling in each Parking Behaviour Zone PBZ - see Appendix A).

- 5.2 Accordingly, the expected parking demand per dwelling in Table 2 should be used to calculate the number of parking spaces that should be provided in the design of new residential developments. In general, the choice of PBZ should correspond to the location of the development. However, if the location is not regarded as typical of the PBZ; for example, sites near transport hubs, then consideration can be given to using a different PBZ that more closely relates to the location of the development.

Number of bedrooms	Number of habitable rooms	Parking Behaviour Zone				
		1	2	3	4	5
1	1 to 3	1.5	1.4	0.9	0.9	0.6
2	4	1.7	1.7	1.3	1.1	1.1
3	5 to 6	2.2	2.1	1.8	1.7	1.6
4+	7 or more	2.7	2.7	2.5	2.2	2.2

- 5.3 To accommodate potential variations in parking demand within a single ward, consideration may be given to varying the expected parking demand by 10% above or below, which is based on the average variation in demand between PBZs. In order to determine whether or not this is acceptable, the applicant will need to provide justification through, for example, the provision of parking beat surveys.
- 5.4 To meet with current and emerging guidance on the promotion of sustainable travel modes and choices, consideration could also be given to reducing the expected level of parking demand by 10%. This is based on the Department for Transport's 'Smarter Choices' research that shows reductions in traffic movements can be achieved by up to 10 to 30% where a range of travel choices are available through provision of travel plans, public transport contributions, and other sustainable travel initiatives.
- 5.5 As part of their planning application, applicants will be expected to provide a schedule of parking provision, detailing the number of allocated and unallocated spaces, including garages and EV charging facilities (active and passive). The planning application should include an explanation of how the provision of parking will meet the needs of the development including how these needs are expected to change in the future.

- 5.6 The likely occurrence of parking space obstructions, such as caravans and refuse skips, around 2% (taken from the parking beat surveys), has been taken into account in Table 2.
- 5.7 The evidence collected to inform the guidance on parking in new residential developments is based on levels of car ownership. Parking beat surveys did not seek to distinguish between resident and visitor vehicles. Demand for visitors to residential dwellings is likely to peak during evenings and weekends so demand should be met at these times. Where parking is unallocated this demand for visitor spaces can be met from spaces that are available due to some residents being away during these times and spaces that are unused as some dwellings will not own vehicles.
- 5.8 Developers should take an approach that is consistent with national research which suggests; *“that no special provision should be made for visitors where at least half of the parking provision associated with the development is unallocated. In all other circumstances it may be appropriate to allow for additional demand for Visitor parking of 0.2/spaces per dwelling”*².

6. Guidance for Non-Residential Development

- 6.1 Under the Companies Act 2006, businesses are obliged to minimise their effect on the environment. In support of this obligation and in line with the West Sussex Transport Plan, businesses should promote sustainable travel behaviour by encouraging employees to travel by non-car modes and reducing the number of single occupancy car journeys. To support sustainable travel measures the availability of car parking or cost of use should be carefully controlled.
- 6.2 Since the publication of the previous standards in 2003, there has been a shift in Government policy and more flexible working practices have been established. The move to a new planning system during 2006 further shifted the responsibility for determining parking standards to individual LPAs and indicates that local circumstances should be taken into account when setting such standards, including the accessibility of the site, the likely demand for parking, and the viability of the site.
- 6.3 Therefore, although new guidance has been prepared, it should only be used as an initial guide for developers, who should undertake a site-specific assessment and seek to balance operational needs, space requirements, efficient use of land and cost attributed to providing parking and where relevant, attracting/retaining staff.
- 6.4 Table 3 sets out initial guidance on vehicular and cycle parking demand by land-use class.

Table 3: Non-Residential Parking Demand		
Use Class	Vehicular	Cycle

² DCLG, 2007, Residential Car Parking Research

A1 Shops	1 space per 14sqm	1 space per 100sqm for staff and 1 space per 100sqm for customers
A2 Financial and Professional Services	1 space per 30sqm	1 space per 100sqm for staff and 1 space per 200sqm for customers
A3 Restaurant and Café	1 space per 5sqm of public area and 2 spaces per bar (or 5m length of bar for large bars) for staff parking to be clearly designated	1 space per 4 staff and 1 space per 25sqm for customers
A4 Drinking Establishments	As A3	As A3
A5 Hot Food Takeaways	As A3	As A3
B1 Business	1 space per 30sqm, up to threshold of 500sqm in less accessible areas	1 space per 150sqm for staff and 1 space per 500sqm for visitors
B2 General Industrial	1 space per 40sqm	1 space per 200sqm for staff and 1 space per 500sqm for visitors
B8 Storage	1 space per 100sqm	1 space per 500sqm for staff and 1 space per 1000sqm for visitors
D1 Non-Residential Institutions	Site specific assessment based on travel plan and needs	Site specific assessment based on travel plan and needs
D2 Assembly & Leisure	1 space per 22sqm. For large scale places of assembly serving more than a local catchment, 1 space per 15sqm.	1 space per 4 staff plus visitor / customer cycle parking

- 6.5 The land use will mean that the amount of commercial vehicle parking will vary greatly between one site and another. The amount of parking should be based on:
- the developments land-use,
 - trip rate associated with the development (including base and forecast mode share) and
 - the user group of staff/visitors of the site (including shift patterns).
- 6.6 The number of spaces for LGV/HGVs may also be derived using a similar methodology or compared to vehicle operating licences for similar buildings/operations.
- 6.7 In designing provision for EV charging infrastructure at non-residential developments, there is a need to take account of likely parking behaviour (e.g. expected duration of stays) which could affect the number of 'active' spaces.

- 6.8 In designing provision for disabled persons parking at non-residential developments with over 200 parking spaces, consideration may be given to reducing the percentage of spaces for disabled persons below the minimum level specified in paragraph 4.15 to avoid overprovision of spaces.
- 6.9 It is the responsibility of the developer to prove that adequate facilities are provided on site for the proposed use, including cycle parking, changing and storage facilities. This may include providing details of the proposed operation of the site once in use such as whether the site will need to store vehicles not in use or on layover periods, the frequency of vehicles visiting the site for deliveries, or the type and size of vehicles using the site.
- 6.10 It should be considered that the staff and visitor ratio of each land use is likely to be distinct to their appropriate class and may change over the life of the building, particularly when occupied by another business. For example, land uses such as retail uses (class A1 - A5), health centres / leisure uses (class D1 - D2) and hospitals (class C2) will generally have two user groups accessing those types of developments, staff/employees and customers/patients. Conversely, land-use types (such as employment uses, class B1 - B8) will generally only be accessed by staff/employees with occasional visitors. Due regard should be paid to the unique characteristics of each land-use.
- 6.11 In addition to land-use class, the following characteristics should also be taken into account when determining parking arrangements:
- survey or business data to ascertain the peak parking periods and demand;
 - the geographical location of the site along with the levels of accessibility for non-car mode users; and
 - local data such as Census travel to work data about mode share and information detailed in supporting travel plans.

7. Parking Capacity Surveys

- 7.1 This guidance is to assist developers and their consultants when considering the parking implications of new development and when preparing transport statements and assessments. The guidance seeks to ensure that parking capacity surveys are robust and that information is of a consistent standard, thereby providing a reliable basis for decision-making.
- 7.2 Parking capacity surveys should seek to satisfy the criteria outlined in this guidance and should be agreed with the County Council at the scoping stage for transport statements and assessments. In line with Principle A, surveys are expected to be carried out only when it is reasonably expected that parking will take place on existing streets, and should follow calculation of the expected levels of vehicle ownership and consideration of how this parking can be provided. Surveys are expected to be reported in the form of a short summary report which may form part of a transport statement or assessment.
- 7.3 The geographical area that should be surveyed (the 'survey area') should be proportionate to the impact of the development – determined as the number of

vehicles that are expected to park on-street in the surrounding area. The survey area should include sufficient available space to accommodate the number of vehicles expected to be owned by residents of the site and their visitors - see Table 2 (Residential Parking Demand).

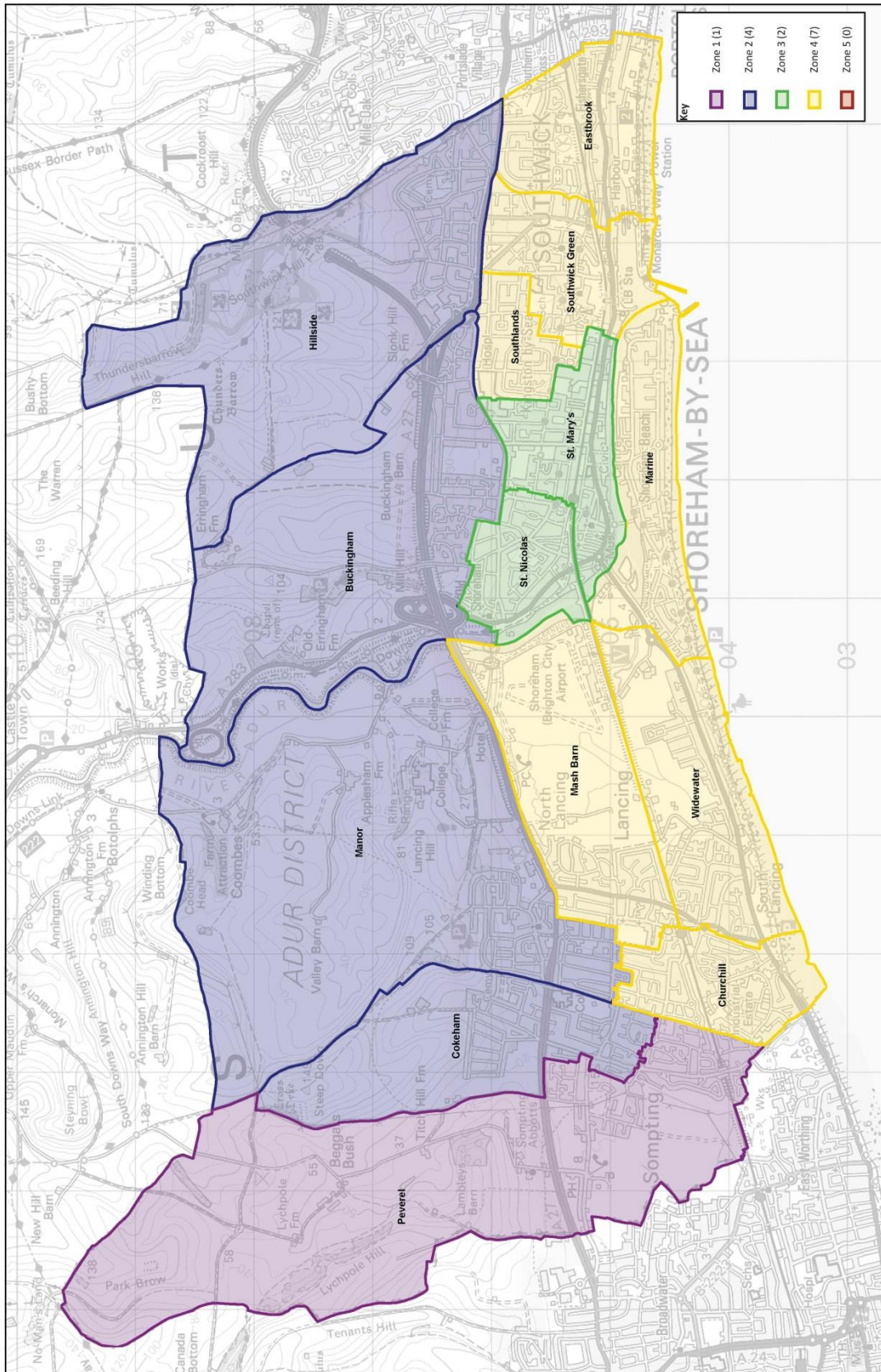
- 7.4 The survey area is expected to centre on the development site and should include areas most likely to be used for parking by those living in, or visiting the site and will, therefore, need to have regard to site access arrangements.
- 7.5 Parking capacity surveys should be carried out when usage of available parking space is at its greatest (i.e. peak time) in the survey area. This may include early morning surveys to assess the amount of overnight parking in the area. The duration of the survey will be dependent on the likely impact of the development and whether or not there are existing pressures on parking space in the area. A development that is likely to have a large impact on on-street parking in an area where available space is already well-used or insufficient to meet existing demands, would be expected to carry out an extensive survey throughout the day.
- 7.6 A parking capacity survey should take the form of a beat survey (or similar alternative) where an enumerator walks a planned route at regular intervals recording registration plate details of the parked vehicles. The enumerator should record sufficient information to provide the following information in a summary report (see Table 4 below):
- the rate of turnover of vehicles on each street expressed as a number of vehicles leaving/arriving per hour;
 - the number of vehicles parked on each street; and
 - an estimate of the parking capacity of each street and a brief explanation of how this was calculated.
- 7.7 If the development is located within a Controlled Parking Zone, the summary report should also provide details of the existing resident permit take-up and/or any waiting lists. This information can be obtained from the West Sussex County Council Parking Strategy Team on 01243 642105.
- 7.8 A summary report of parking capacity surveys should be accompanied by:
- a map displaying the geographical area surveyed at a suitable scale for interpretation
 - details of the dates and times of day when survey(s) were undertaken
 - details of parking restrictions (Traffic Regulation Orders) that apply in the survey area which are available by using the following link or copying the URL into an internet browser: <http://www.westsussex.gov.uk/apps/tro/>

Table 4: Example Car Parking Capacity Survey – Summary Report

Date	9th August 2017
------	-----------------

Location (street name)	Start time of survey	Rate of turnover of vehicles (veh/hr)	Number of vehicles parked on street	Estimated parking capacity of street (details of calculation provided below)	Details of existing parking restrictions (TROs)
Astreet Close	07:00	1	5	5	Link to website
Astreet Close	07:30	1	5	5	Link to website
Astreet Close	08:00	3	3	5	Link to website
Astreet Close	08:30	2	4	5	Link to website
Astreet Close	09:00	1	3	5	Link to website
Astreet Close	09:30	1	3	5	Link to website
Details of parking capacity calculation: Length of available parking area (24m) / Length of vehicle (4.8m) = 5 vehicles					

Appendix A: Parking Behaviour Zones by District



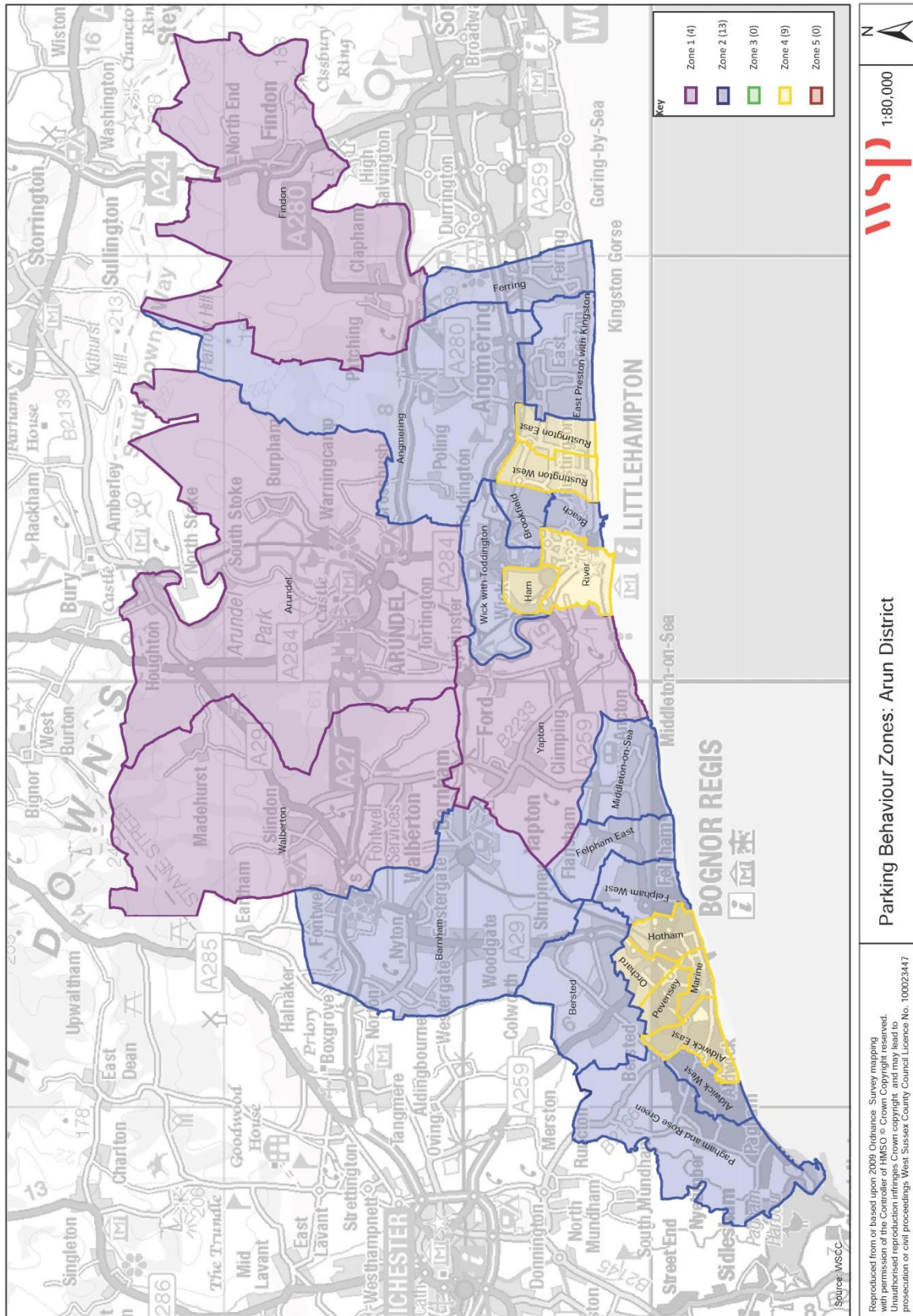
North arrow pointing up.

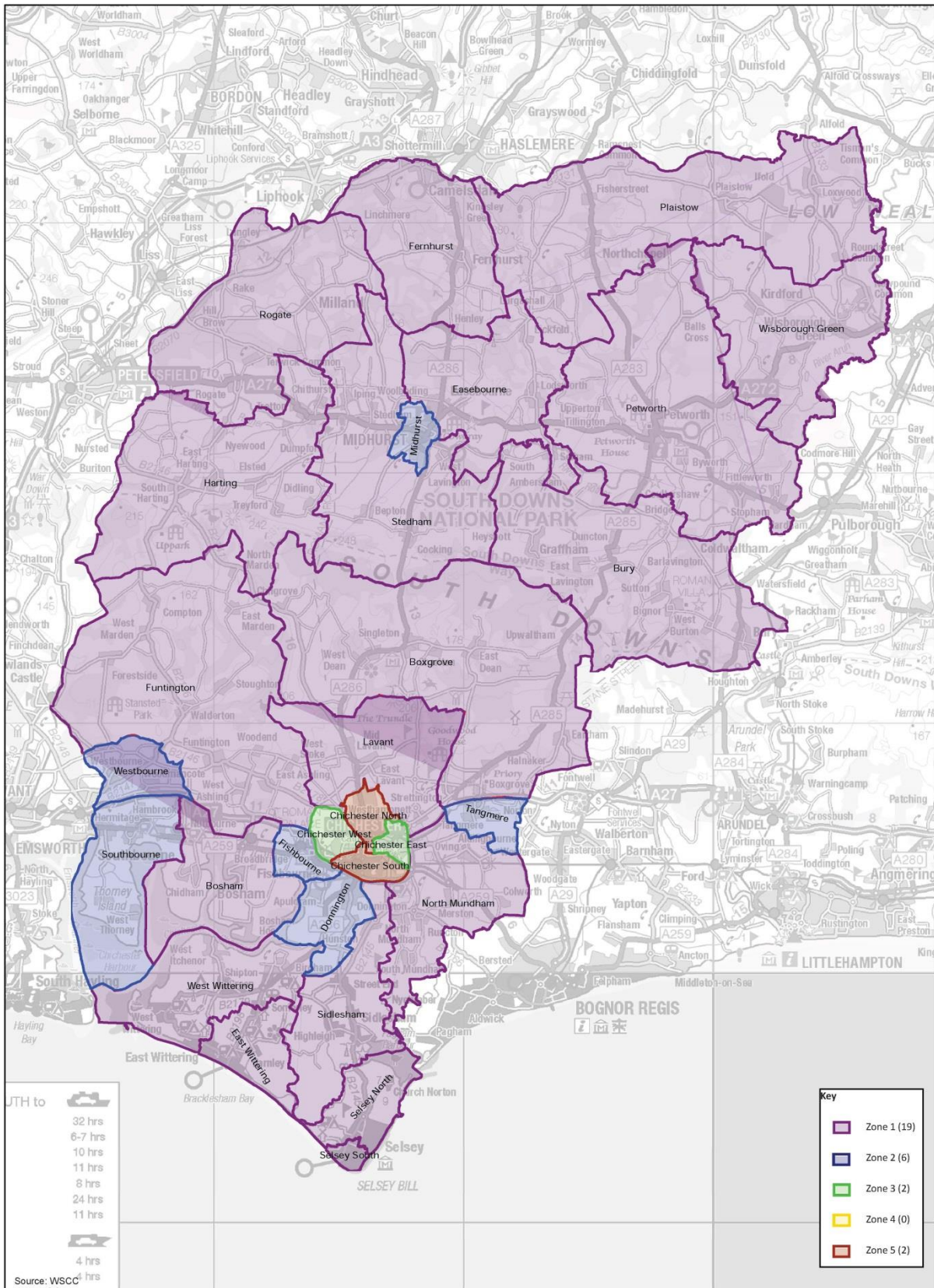
Scale: 1:30,000

WSP logo

Parking Behaviour Zones: Adur District

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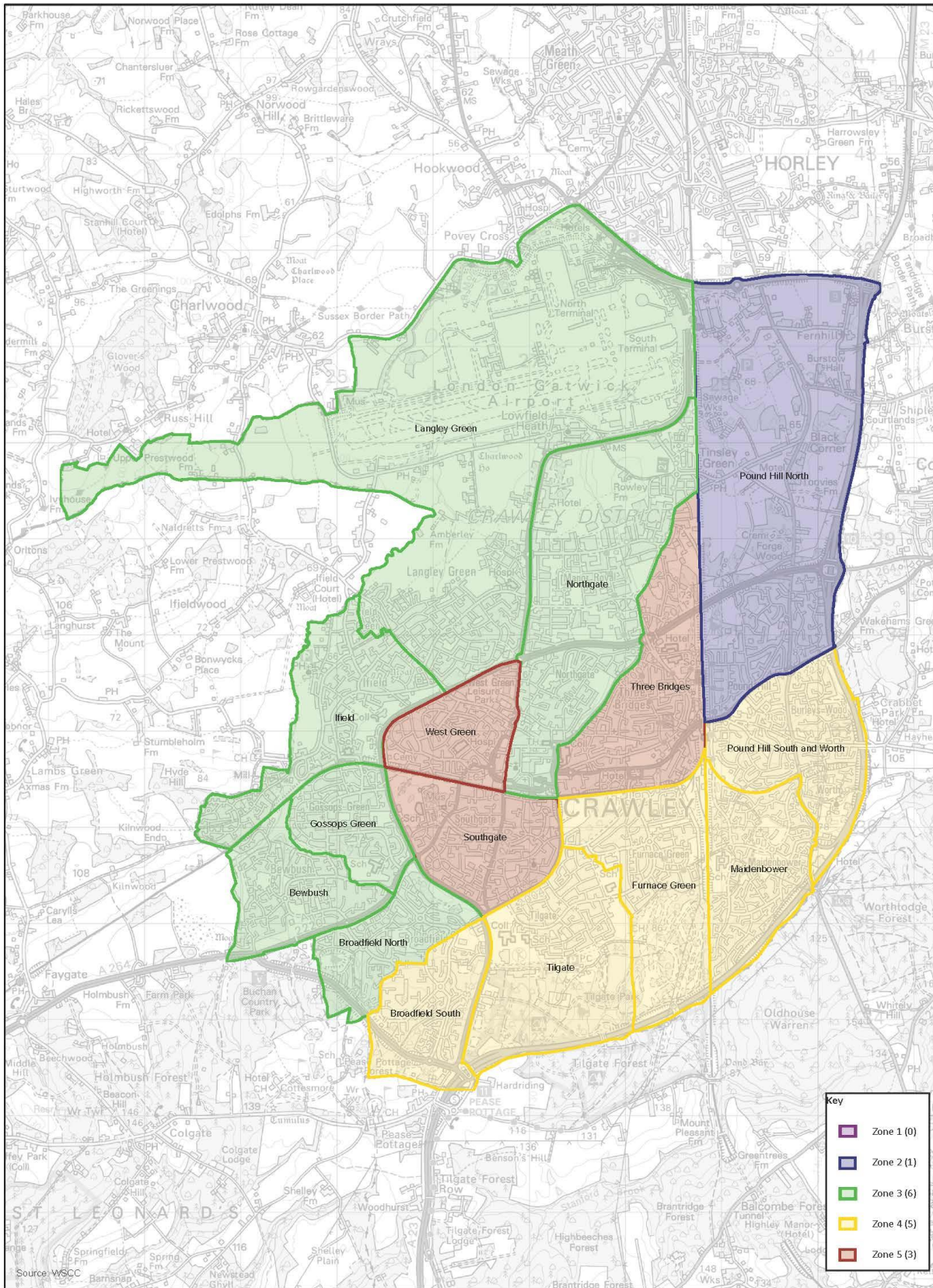


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Parking Behaviour Zones:
Chichester District

wsp 1:135,000



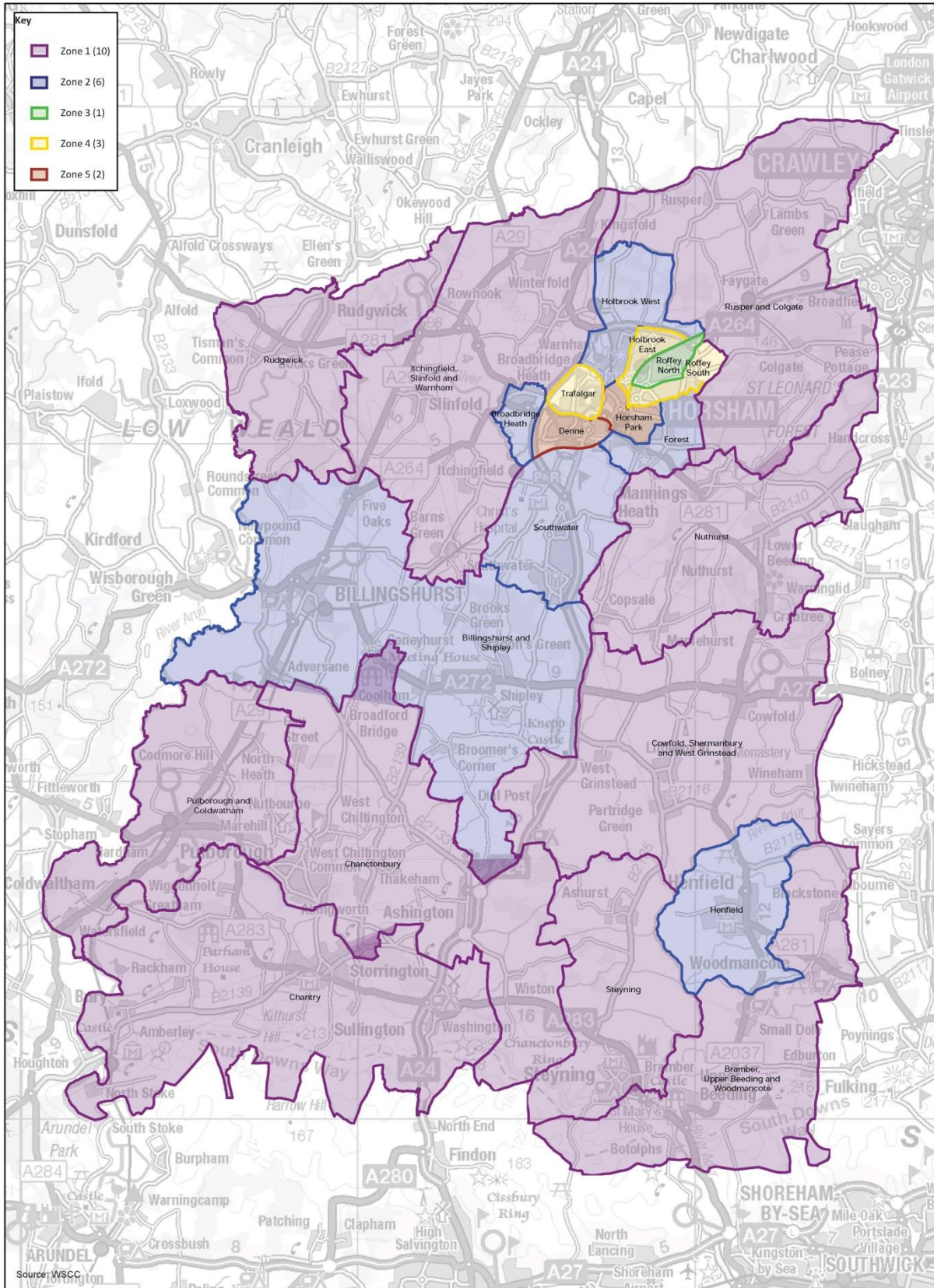


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Parking Behaviour Zones:
Crawley Borough

wsp 1:35,000



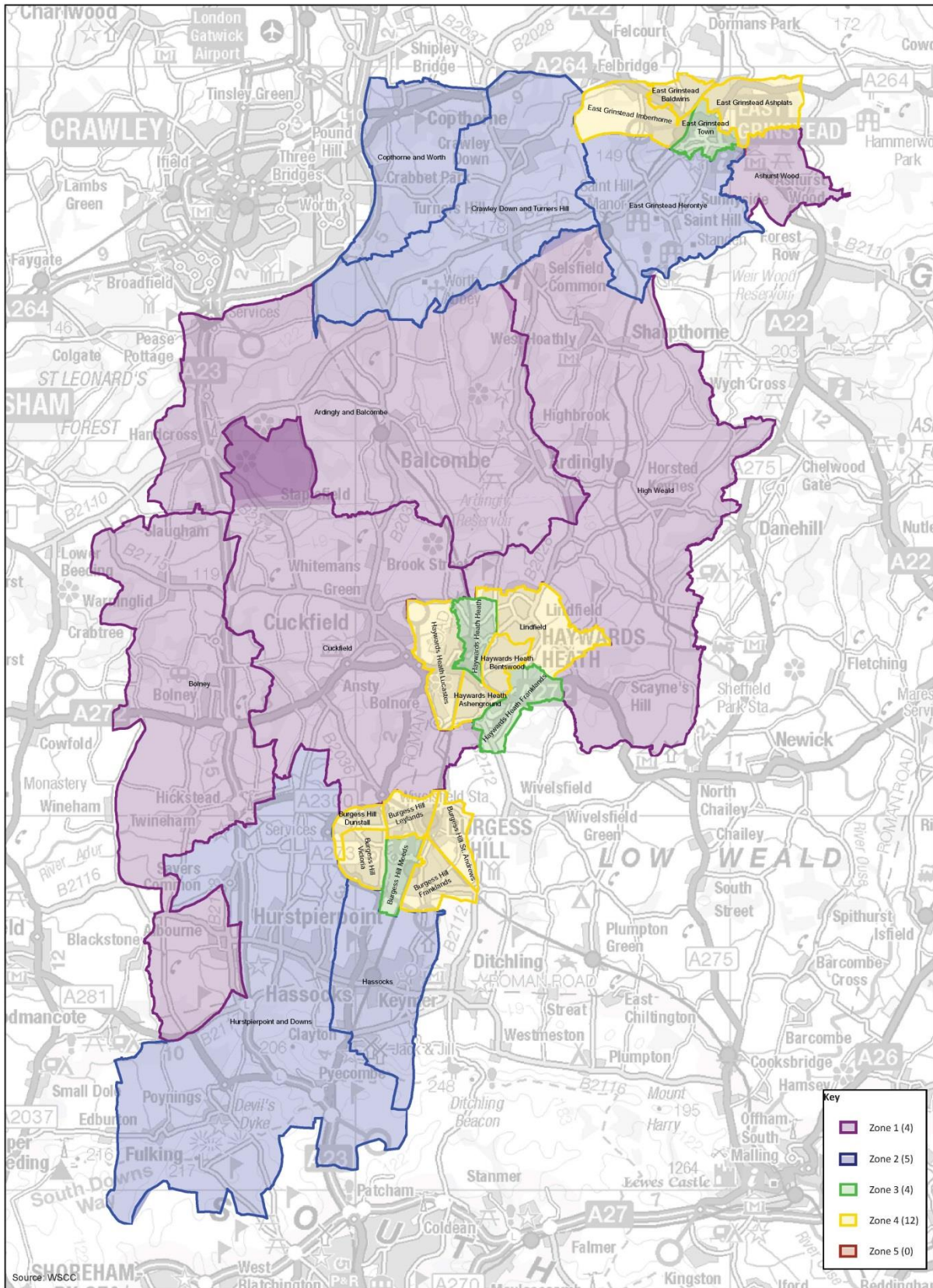


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Parking Behaviour Zones:
Horsham District

wsp 1:100,000

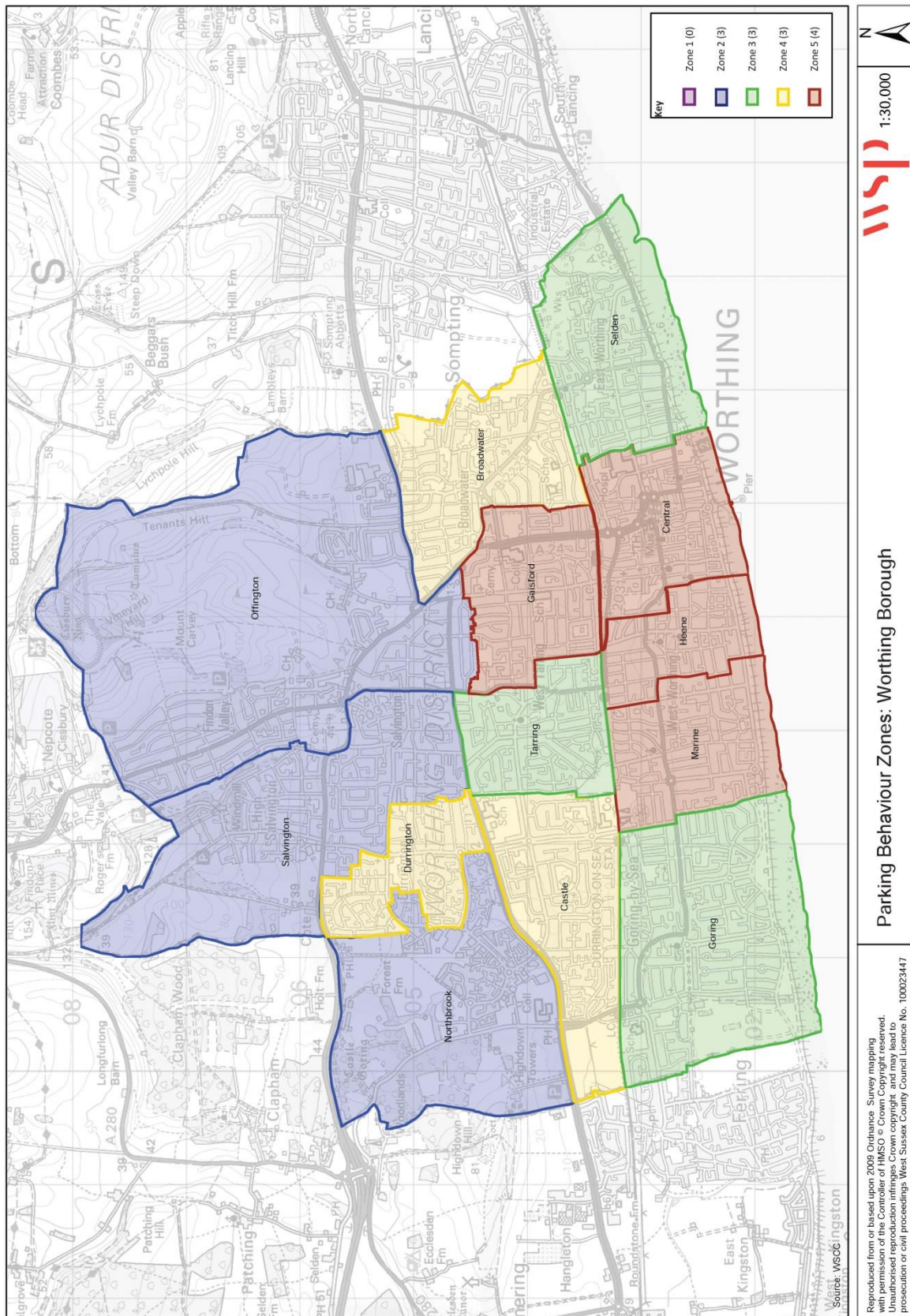




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Parking Behaviour Zones:
Mid Sussex District





Appendix B: Electric Vehicle Space Allocations

Year	% Growth Index	% Spaces for active EV charging facilities
2018	0	20
2019	4	24
2020	8	28
2021	13	33
2022	17	37
2023	21	41
2024	25	45
2025	29	49
2026	33	53
2027	38	58
2028	42	62
2029	46	66
2030	50	70



ADUR DISTRICT
C O U N C I L

Adur Planning Committee
10 February 2020
Agenda Item no. 9

Ward: All

Adoption of the Air Quality and Emissions Mitigation Guidance for Sussex

Report by the Director for the Economy

1.0 Summary

- 1.1 Sussex-Air, which is an Air Quality partnership of all the Sussex local authorities, has recently published a revised version of their 'Air Quality and Emissions Mitigation Guidance for Sussex - Jan 2020' (attached as Appendix A). This updates previous versions published in 2013 and 2019. Air quality is a material consideration in determining a planning application and, as such, the overarching aim of the guidance is to provide a consistent approach to assessing air quality impacts from development proposals.
- 1.2 It is recommended that this guidance is approved for use by Adur & Worthing Councils as a material consideration to inform decision making.

2.0 Background

- 2.1 Sussex Air is a partnership of local authorities in Sussex, including both Adur District and Worthing Borough Councils. The purpose of the partnership is to:
 - Help Local Authorities to meet their statutory obligations to assess and report on local air quality.
 - Provide information to the public on air quality in their area.
 - Develop and deliver projects to improve local air quality and to reduce people's exposure to poor air quality.
- 2.2 Previous Air Quality Guidance devised by Sussex-air and published in 2013, has been used by the Councils when considering applications that could have an impact on air quality. However, to provide a more robust and up-to-date assessment framework the guidance has been revised and it is hoped, will

now be adopted so that it can be used as a material consideration when future applications are considered.

- 2.3 Officers specialising in air quality from Adur & Worthing, Chichester, Mid Sussex and East Sussex County were involved in devising and amending the guidance. The West Sussex Planning Policy Officers Group were also consulted for their views as part of the latest revision. The revised guidance was then presented to air quality, planning and highways officers across Sussex and their views taken into account before the final version was published.

3.0 Proposals

- 3.1 The purpose of the new guidance is to respond to the requirements of the National Planning Policy Framework to provide a clear and consistent approach for assessing air quality impacts from development. More specifically the document:
- helps to inform relevant Local Plan policies
 - provides advice for developers on how to assess and mitigate the impact that new developments may have on local air quality
 - promotes optimum scheme design to help avoid unnecessary delays in the planning process.
- 3.2 Supported by a helpful checklist, the guidance explains the steps that should be taken to assess and mitigate the impact that new development may have on air quality. It then provides an emissions calculator which helps to calculate the additional transport emissions associated with development. Finally, the guidance provides examples of mitigation measures that can be used / required to minimise and/or off-set the impact on air quality.
- 3.3 This process is considered to be very positive as it provides planning officers and the respective Planning Committees with the tools by which the air-quality impacts from development can be understood and then, in appropriate circumstances, be offset / mitigated. Major developments will be required to submit an air quality impact assessment.
- 3.4 The emerging Worthing Local Plan will be revised to reflect and support this guidance. The adopted Adur Local Plan 2017 refers to the 2013 version; this will be updated when the Local Plan is next reviewed.

4.0 Legal

4.1 Air quality is a material consideration in determining a planning application. Paragraphs 110, 170E, 180 and 181 of the National Planning Policy Framework provide clear support for local guidance that would help to support the consideration and mitigation of air quality impacts arising from new development.

5.0 Financial implications

5.1 There are no additional resource implications to the Councils associated with adopting or using the guidance.

6.0 Recommendation

6.1 It is recommended that members of the Planning Committee forward any comments to the Executive Member for Regeneration before he is asked to approve the Air Quality and Emissions Guidance for Sussex (January 2020) to be used as a material consideration when determining any relevant planning applications.

Local Government Act 1972

Background Papers:

Appendix A - Air Quality Emissions Mitigation Guidance for Sussex (Jan 2020)

Contact Officers:

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Schedule of Other Matters

1.0 Council Priority

- 1.1 Platforms for Our Places - Stewarding our Natural Resources - seeks to reduce emissions and use innovation, planning and design to future proof what we build.

2.0 Specific Action Plans

- 2.1 Stewarding our Natural Resources: -
- Ensure delivery of environmental sustainability through planning processes, developing innovative approaches to delivering more sustainable development while balancing the imperative to build.
 - Help deliver the West Sussex Air Quality Action Plan agreed in June 2018 by promoting active travel, cleaner fuels, cleaner fleets.

3.0 Sustainability Issues

- 3.1 The guidance will help to ensure that the air quality impacts arising from major developments are mitigated / offset.

4.0 Equality Issues

- 4.1 No issues identified

5.0 Community Safety Issues (Section 17)

- 5.1 No issues identified

6.0 Human Rights Issues

- 6.1 No issues identified.

7.0 Reputation

- 7.1 No issues identified

8.0 Consultations

8.1 The guidance published by Sussex Air has been subject to consultation with Environmental Health officers and Planning Policy officers in local authorities in West Sussex.

9.0 Risk Assessment

9.1 If this guidance is not approved as a material consideration when considering planning applications it will make it more difficult for Adur & Worthing Councils to mitigate the impact that new developments may have on local air quality.

10.0 Health & Safety Issues

10.1 No issues identified.

11.0 Procurement Strategy

11.1 No issues identified.

12.0 Partnership Working

12.1 The use of this guidance will help to achieve a consistent approach across West Sussex to the consideration and assessment of air quality impacts arising from planning proposals.

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Air quality and emissions mitigation guidance for Sussex (2020)



This guidance is available to download at: <http://www.sussex-air.net/ImprovingAQ/GuidancePlanning.aspx>

Version: 1	(January 2020)
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Participating members of the Sussex-air partnership:



ADUR DISTRICT
COUNCIL



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Glossary

AADT	Annual Average Daily Traffic flow
AQ	Air Quality
AQAP	Air Quality Action Plan
AQMA	Air Quality Management Area
AQO	Air Quality Objectives
Candidate AQMA	Area where a pollutant is within 10% of the AQO
DEFRA	Department for Environment, Food and Rural Affairs
DfT	Department for Transport
EIA	Environmental Impact Assessment
EV	Electric Vehicle
EVCP	Electric Vehicle Charge Point
IAQM	Institute of Air Quality Management
LPA	Local Planning Authority
NPPF	National Planning Policy Framework
NPPG	National Planning Practice Guidance
SSSI	Site of Special Scientific Interest
ULEV	Ultra Low Emission Vehicle

Purpose of this guidance

This guidance deals with the pollutants from transport which are regulated under the Local Air Quality Management (LAQM) regime, and the assessment and control of dust during demolition and construction.

Air quality is a material consideration in deciding a planning application. The purpose of this document is to:

- 1) provide clarity to how authorities intend interpreting relevant Local Plan policies.
- 2) provide advice for developers and their consultants on how to assess and mitigate the impact that new developments may have on local air quality.
- 3) detail a consistent approach by developers and Local Planning Authorities (LPAs) to:
 - address impacts on local air quality
 - ensure optimum scheme design to reduce emissions and/or exposure and
 - avoid unnecessary delays in the planning process.

For help on how to assess the air quality impacts on designated nature conservation sites please see guidance from the Institute of Air Quality Management (IAQM) at: <https://iaqm.co.uk/guidance/>

For help on how to assess the air quality impacts from biomass boilers please see guidance from Environmental Protection UK at: https://www.environmental-protection.org.uk/wp-content/uploads/2013/07/Biomass_and_Air_Quality_Guidance.pdf

For help on how to assess odour please see guidance from the Institute of Air Quality Management at: <https://iaqm.co.uk/guidance/>

Developers or their air quality consultants are strongly encouraged to enter into pre-application discussion with their LPA, including the air quality officer, as early as possible to avoid unnecessary delays and to discuss site-specific considerations.

The National Planning Policy Framework and air quality

In line with the National Planning Policy Framework (NPPF) published in June 2019 and the National Planning Practice Guidance (NPPG) published in November 2019, this guidance seeks to provide a consistent approach to assessing air quality impacts from planning proposals.

See Appendix 1: National Planning Policy Framework for more information (page 17).

Section 1: How to use this guidance

This section explains the steps required to assess and mitigate the impact that new developments may have on local air quality.

Step 1: pre-application

Pre-application discussions with the LPA will highlight where a development is:

- planned in, near to, or will have an impact on an Air Quality Management Area (AQMA); or,
- is a Major Development; or,
- will impact on a 'candidate' AQMA (please see screening checklist, page 6).

Step 2: screening checklist

The screening checklist on page 6 identifies which proposed developments require either:

- 1) No further action to address air quality, because they are considered unlikely to have an impact on local air quality. A statement to this effect should be included in the planning application;
- 2) An emissions mitigation assessment to avoid, minimise and off-set the impact on local air quality;
- 3) An air quality assessment and an emissions mitigation assessment. The assessment should be carried out by a developer, their agent or consultant.

If you need any help in using the checklist, please contact the LPA's Air Quality Officer.

Step 3: emissions mitigation assessment

The purpose of this assessment is to quantify the monetised health damage value associated with transport emissions from the proposed development. Guidance on how to carry out emissions mitigation assessments is contained in Section 2.

Step 4: air quality assessment

Where indicated by the screening checklist (page 6), applicants are expected to complete an air quality assessment in accordance with the IAQM Planning Guidance see:

<http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>. The purpose of this air quality assessment is to determine the significance of the impact of a development on local air quality and/or the significance of the impact of local air quality on a development. The significance of the impact, in accordance with IAQM Guidance, will enable the air quality officer to make appropriate recommendations to the LPA in relation to the determination of the planning application.

The assessment should be carried out by a developer's air quality consultant.

Screening checklist

Questions to be answered by the developer:	Action required dependant on the answer(s):
<p>Is the proposed development:</p> <ul style="list-style-type: none"> ▪ a MAJOR development, as defined by Town and Country Planning (Development Management Procedure) Order (England) 2015 ¹. ▪ within an Air Quality Management Area. Look this up at: https://uk-air.defra.gov.uk/aqma/maps or contact the relevant Local Authority Air Quality Officer; ▪ in relevant proximity to an Air Quality Management Area. Contact the relevant Local Authority Air Quality Officer; ▪ in an area close to exceeding the Air Quality Objectives. Contact the relevant Local Authority Air Quality Officer; ▪ B8 storage and distribution use class with a floorspace of 500m² or more. This is included due to the transport-related movements usually associated with this Use Class. 	<ul style="list-style-type: none"> ▪ if NO to all, then advise LPA. No further action is required. ▪ if YES to ANY, then the following are required, <u>unless agreed in writing with the Air Quality Officer:</u> <ol style="list-style-type: none"> 1) an air quality assessment and 2) an emissions mitigation assessment. <p>See Sections 2 and 3 for guidance.</p>

¹ <http://www.legislation.gov.uk/ukxi/2015/595/article/2/made>

Section 2: Emissions mitigation assessments

The purpose of an emissions mitigation assessment is to:

- 1) calculate the additional transport emissions associated with a development;
- 2) determine the appropriate level of mitigation required to help avoid, minimise and/or off-set the impact on air quality;
- 3) enable an evidence-based and proportionate approach.

Where mitigation is not integrated into a proposed development, the LPA may require this through relevant planning conditions or Section 106 agreement.

Calculating the required mitigation for developments

The emissions calculator on page 8 provides a method for determining the estimated monetary value of damage from a proposed development caused by the pollutants PM and NO_x (example on page 11). This is the minimum sum of money that must be spent on practical mitigation measures. The developer will implement the measures following agreement with the LPA.

Please contact the local authority air quality officer for further advice.

Emissions calculator

The calculation uses the DEFRA Emissions Factor Toolkit to estimate the transport emissions from a proposed development, which is then used to estimate the associated health damage cost.

The emissions assessment and corresponding mitigation calculation follows this process:

1. identify the trips/annum generated by the proposed development (this information will be available in the Transport Assessment, Transport Statement or TRICS database);
2. assume an average distance travelled of 10km/trip;
3. calculate the emissions of NO_x and PM_{2.5} (tonnes/annum) using the Emissions Factor Toolkit, and an assumption of an average speed of 50Km/h (Ref: DEFRA Emissions Factor Toolkit: <http://laqm.defra.gov.uk/review-and-assessment/tools/emissions.html>);
4. look-up the latest HM Treasury and Defra IGCB damage costs and multiply the outputs from 3. above to provide a value of the emissions health damage, for each pollutant. This can be found here: <https://www.gov.uk/guidance/air-quality-economic-analysis#damage-costs-approach> ;
5. multiply the calculated emissions health damage values by 5, to quantify emissions over a five-year period; and
6. sum the NO_x and PM_{2.5} costs to provide a total health damage value.

Table 1: Example emissions calculation

The following simple example for road transport emissions demonstrates the calculation based on a development with 10 domestic properties.

STEP 1: Quantify change in emissions for NO_x and PM_{2.5} (in tonnes per annum) for 5 years of scheme operation:

EFT* input

10 Household (urban not London) (2021-2025) (NO_x and PM_{2.5})

X 27 (trip/traffic ratio for 10 houses)

X cars only (0% HGV)

X 50 kph (avg. speed)

X 10km (NTS** UK avg.)

EFT* Output (tonne/annum)

	2021	2022	2023	2024	2025
NO _x	0.0260	0.0238	0.0219	0.0201	0.0185
PM _{2.5}	0.0017	0.0017	0.0017	0.0017	0.0017

STEP 2: Calculate damage costs for NO_x and PM_{2.5} for 5 years of scheme operation:

Damage Cost Appraisal Toolkit*** input

Start Year: 2021
 End Year: 2025
 Price Base Year****: 2019
 Number of pollutants: 2
 Source: Road Transport

Output from Damage Cost Appraisal Toolkit*** (£)

	2021	2022	2023	2024	2025
Central Value NO _x	321	289	263	239	216
Central Value PM _{2.5}	408	403	375	369	364

Total Cost (Central Present Value) NO_x = £1,329

Total Cost (Central Present Value) PM_{2.5} = £1,919

Total = £3,247

Notes:

- *Trip rates can be sourced from transport assessment or local authority/transport authority.*
- *Trip length uses the National Travel Survey (NTS)** UK average = 6.8miles/10km*
- *The IGCB*** damage costs used for Sussex are the IGCB Air Quality Damage Costs per tonne.*

* *DEFRA Emissions Factor Toolkit (See reference section)*

** *Department for Transport National Travel Survey (See reference section)*

*** *DEFRA IGCB Air Quality Damage Cost Appraisal Toolkit (See reference section)*

**** *Baseline year for the policy/project appraisal*

Requirements for mitigation measures

Mitigation must be agreed with the local authority in the form of a mitigation statement. Mitigation of emissions should be designed in to new development from the outset (see Good Design section below).

Table 2: Mitigation measures (page 14) lists some of the mitigation options to be considered. The list is not exhaustive and further options may be suggested where local authorities feel it is appropriate, depending on the scale of development and air quality issues within an area. As a minimum, the total cost of mitigation measures should be equal to the health damage cost.

Where possible, the likely emission reduction(s) resulting from the mitigation proposed should also be quantified; for example, the reduction in emissions from the fleet (bus, taxi, haulage, etc.).

The mitigation options selected should be relevant and appropriate to:

- Local policies²
- The local authority's Air Quality Action Plan
- The type, size and location of the development.

These will determine the mitigation priorities that the LPA wishes to be incorporated within a particular development proposal.

It is important to note that the costs associated with Travel Plans and the provision of EV charging points recommended by existing parking standards are in addition to the mitigation options identified and costed in an air quality mitigation statement.

Good Design

In terms of air quality impacts a good basic design will reduce the level of additional mitigation. A basic design is expected to deliver:

1. No additional exposure to increased air pollution for existing or future occupants
2. A location that maximises the use of sustainable transport, that:
 - reduces the number and distance of trips;
 - shifts the journeys to alternative, less polluting modes, and;
 - provides for improved technology and efficiencies.
3. Greenspace and people priority wherever practicable.

To reduce potential exposure of new occupiers to poor air quality, mitigation included in the

² For example, planning policies, Highway Authority policies

design should consider:

- moving occupied buildings back from the roadside
- reducing opening windows/doors facing the roadside
- re-organising main habitable rooms away from facing the roadside.

As a last resort, including non-opening windows and/or mechanical ventilation (with heat recovery) into the building, with the air intake away from the road.

Standard mitigation

The following mitigation is required for all developments that answer 'yes' to the Screening Checklist (page 6):

1. Commercial/Retail/Industrial

- Meet the following relevant guidance on electric vehicle charging points and travel plans:

In Brighton and Hove:

- <https://www.brighton-hove.gov.uk/content/planning/planning-policy/spd14-parking-standards>
- <https://www.brighton-hove.gov.uk/content/parking-and-travel/travel-transport-and-road-safety/workplace-sustainable-travel>

In East Sussex:

- <https://www.eastsussex.gov.uk/search/search.aspx?q=parking+standards>
- https://www.eastsussex.gov.uk/media/1764/travel_plan_guidance.pdf

In West Sussex:

- https://www.westsussex.gov.uk/media/1847/guidance_parking_res_dev.pdf
- <https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/travel-plans/travel-plan-resources/>

2. Residential

- all gas-fired boilers to meet a minimum standard of <40mgNO_x/kWh. Consideration should be given to renewable sources of energy, e.g. air source heat pumps.
- meet the electric vehicle charging point guidance set out above under 'commercial/retail/industrial'.

3. Demolition/Construction

- mitigation in accordance with the Institute of Air Quality Management (IAQM) Guidance on the Assessment of Dust from Demolition and Construction.

Table 2: Mitigation measures (page 14) lists additional mitigation measures to be considered in the emissions mitigation assessment and statement.

Table 2: Mitigation measures

The following measures are not an exhaustive list nor in order of preference.

RESIDENTIAL
Invest in EV charging infrastructure within the development over and above the current recommended standards
Provide vouchers for alternatives to private car use
Set up a car club within the development or contribute to the cost of a local car club
Set up or join an existing car sharing scheme for residents
Designate parking spaces for car club/car sharing vehicles
Designate parking spaces for low emission vehicles
Provide electric bikes
Improve cycle paths to link to the existing local cycle network
Provide secure cycle storage
Invest in additional evergreen infrastructure to reduce particulates and other pollutants
COMMERCIAL/INDUSTRIAL (as above – plus)
Set up differential parking charges to favour cleaner vehicles
Provide public transport subsidy for employees
Ensure all new commercial vehicles comply with the latest European Emission Standards
Implement a fleet strategy that reduces emissions
Use ultra-low emission service vehicles
Invest in local walking and cycling initiatives
Contribute to the cost of on-street EV recharging
Contribute to unfunded measures identified in air quality action plans
Implement a low emission strategy
ADDITIONAL MITIGATION
Contribute to local low or zero emission vehicle refuelling/recharging infrastructure
Contribute to low emission bus service provision or waste collection services
Contribute to local bike/e-bike hire schemes
Contribute to renewable fuel and energy generation projects
Fund incentives for the take-up of low emission technologies and fuels

Emissions mitigation statement

The statement must include:

- i. The development traffic input data used in the mitigation calculation and quote the source of the data.
- ii. Emissions calculation and total calculated value of emissions' health damage cost.
- iii. Itemised costing for each proposed mitigation option and total value of all proposed emissions' mitigation. This should be equal to the value from ii. above. (appropriate to the type and size of development and local policy requirements) (See Table 3 below).
- iv. Statement of proposals to minimise dust emissions in accordance with the IAQM Guidance on the Assessment of Dust from Demolition and Construction.

Table 3:

Mitigation Type	Mitigation Target = £ (this is the emissions mitigation assessment value)		
	Mitigation		
	£/unit:	No.:	Value (£):
eV Charge points	W	10	Wx10
Car Club spaces	Y	2	Yx2
Low Emission Bus	Z	1	Zx1
Etc			
	Total Value		SUM of above

Section 3: Air quality assessment

Major developments identified from the screening checklist, will require an air quality impact assessment. The purpose of an air quality impact assessment is to determine the significance of the predicted impact of a development on local air quality. The assessment should be carried out by a developer's air quality consultant.

For guidance on how to carry out an air quality assessment and the significance criteria to be used, please refer to the Institute of Air Quality Management (IAQM) Guidance available at: <http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>

Key points:

- applicants intending to undertake an air quality assessment should always seek the latest information available on local air quality from the relevant local authority. For more information visit the Sussex-air website: <http://www.sussex-air.net/>
- applicants are advised to contact the local planning authority, to ascertain extant planning permissions in the area, to assist with cumulative impact assessment.

Appendix 1: National Planning Policy Framework

Key paragraphs in the NPPF (see link in References, page 20) that relate to air quality include:

Page 32. Paragraph 110:

Applications for development should:

- a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;
- e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.

Page 49. Paragraph 170):

- e) “Preventing new and existing development from contributing to, being put at unacceptable risk from, or being adversely affected by, unacceptable levels of soil, air, water or noise pollution or land instability. Development should, wherever possible, help to improve local environmental conditions such as air and water quality, taking into account relevant information such as river basin management plans.”

Page 52. Paragraph 180:

“Planning policies and decisions should also ensure that new development is appropriate for its location taking into account the likely effects (including cumulative effects) of pollution on health, living conditions and the natural environment, as well as the potential sensitivity of the site or the wider area to impacts that could arise from the development.”

Page 52. Paragraph 181:

“Planning policies and decisions should sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and Clean Air Zones, and the cumulative impacts from individual sites in local areas. Opportunities to improve air quality or mitigate impacts should be identified, such as through traffic and travel management, and green infrastructure provision and enhancement. So far as possible these opportunities should be considered at the plan-making stage, to ensure a strategic approach and limit the need for issues to be reconsidered when determining individual applications. Planning decisions should ensure that any new development in Air Quality Management Areas and Clean Air Zones is consistent with the local air quality action plan.”

Paragraphs 102-111 relating to sustainable transport are also relevant.

Appendix 2: List of main changes made for version 1 of 2020 Guidance

- P3 Glossary updates
- P6a Previous version Quick Reference Guide removed
- P4 Links added on air quality assessments on designated nature conservation sites and biomass boilers
- P4 Reference to NPPG added
- P4 NPPF text removed and added as an Appendix with updates
- P6 Screening Checklist simplified – checklist one removed and consolidated into a single checklist; Addition of a B8 floorspace threshold of 500m²
- P11 Good Design section added
- P11 Addition of a sentence requesting the chosen mitigation options also include an attempt to quantify the expected likely emission reduction
- P12 Addition of consideration of renewable energy sources after the sentence on low NOx boilers
- P12 Links to relevant EV parking standards and Travel Plan guidance added to section on Standard mitigation
- P14 Minor changes to existing wording, addition of reference to car clubs
- P20 Updated reference for Town and Country Planning (Development Management Procedure) (England) Order 2015 added.

References

Air Quality (England) Regulations 2000 as amended www.legislation.gov.uk

COMEAP (Committee on the Medical Effects of Air Pollutants)
www.comeap.org.uk

COMEAP Long-term exposure to air pollution: effect on mortality (updated 2018) www.gov.uk/government/publications/comeap-long-term-exposure-to-air-pollution-effect-on-mortality

COMEAP Nitrogen dioxide: effects on mortality (2018)
www.gov.uk/government/publications/nitrogen-dioxide-effects-on-mortality

DEFRA Air quality damage cost guidance (2019)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/770576/air-quality-damage-cost-guidance.pdf

DEFRA Air Quality Strategy (2019) www.gov.uk/government/publications/clean-air-strategy-2019

DEFRA Emissions Factor Toolkit
<https://laqm.defra.gov.uk/review-and-assessment/tools/emissions.html>

DEFRA Local Air Quality Management Technical Guidance (TG 16) (2018)
<https://laqm.defra.gov.uk/technical-guidance/>

Department for Transport, National Travel Survey
<https://www.gov.uk/transport-statistics-notes-and-guidance-national-travel-survey>

EU (European Union) Air Quality Standards (2008)
<http://ec.europa.eu/environment/air/quality/standards.htm>

EU (European Union) Environmental Impact Assessment Directive (1985)
<http://ec.europa.eu/environment/eia/eia-legalcontext.htm>

Institute of Air Quality Management, Guidance on the assessment of dust from demolition and construction (2014) <https://iaqm.co.uk/text/guidance/construction-dust-2014.pdf>

Institute of Air Quality Management, Land-Use Planning & Development Control: Planning for Air Quality (January 2017) <http://www.iaqm.co.uk/text/guidance/air-quality-planning-guidance.pdf>

Ministry of Housing, Communities & Local Government, National Planning Policy

Framework (NPPF) (February 2019)

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Sussex Air Quality Partnership

www.sussex-air.net

Town and Country Planning (Development Management Procedure) (England) Order 2015

http://www.legislation.gov.uk/uksi/2015/595/pdfs/uksi_20150595_en.pdf

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