



ADUR DISTRICT COUNCIL

Local Development Scheme

September 2021



**ADUR DISTRICT
COUNCIL**

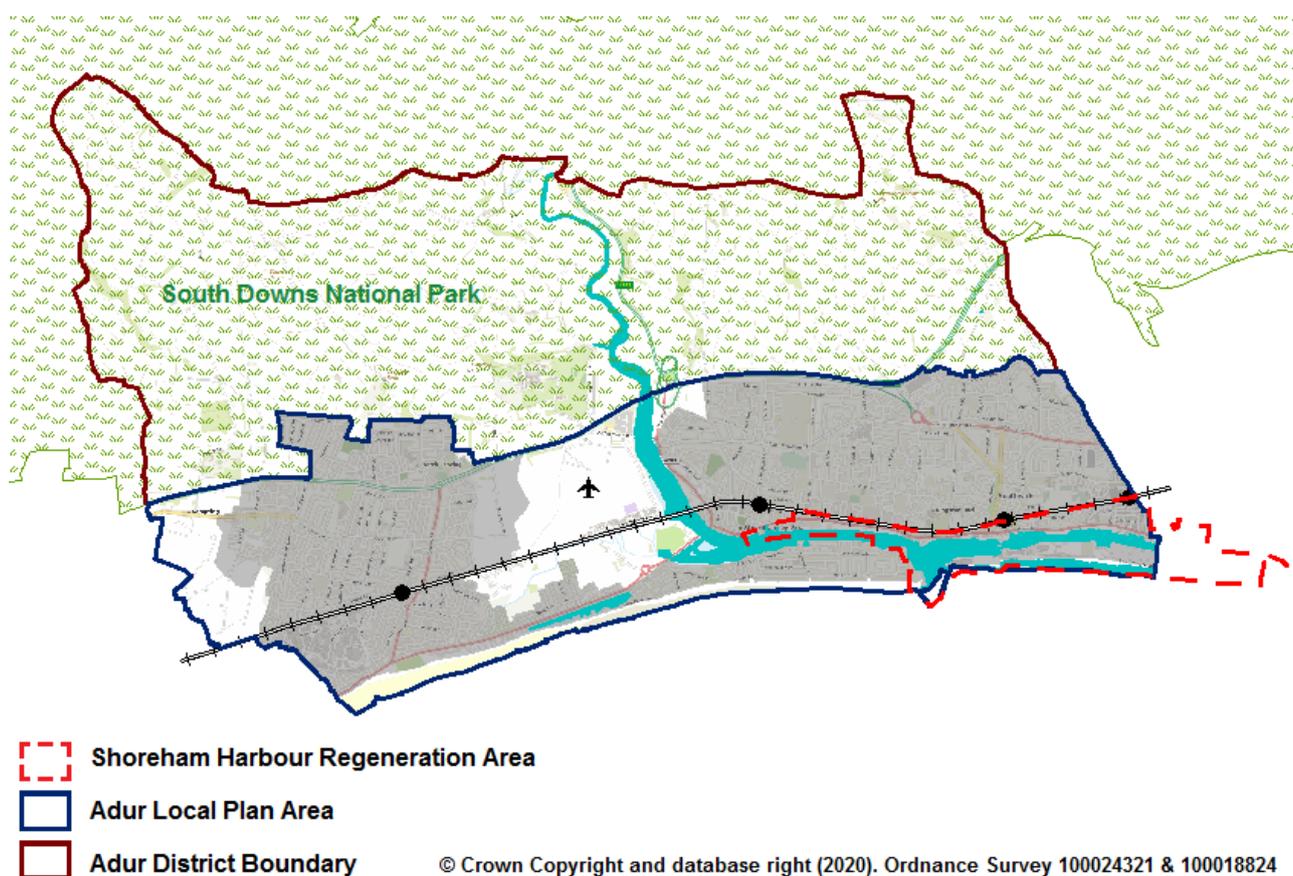
I. Introduction

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

Geographical Coverage of the Adur Local Plan

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

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



The Adur Development Plan

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

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

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

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

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

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

Climate Change Position Statement

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

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

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

Houseboats Good Practice Guide

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

2. Adur Local Development Documents – Timetable

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

Adur Local Plan

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

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

3. Supplementary Planning Documents - Timetables

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

Sustainable Energy SPD - Review

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

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

Green Infrastructure SPD

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

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

4. Other Documents

Interim Affordable Housing Guidance Note

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

Preparation and Information Gathering	Q3 - 4 2021
Publication	Q1 2022

Adur & Worthing Joint Statement of Community Involvement

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

Guide to Development in a Conservation Area

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

Infrastructure Funding Statements

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

Neighbourhood Plans

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

Sompting Neighbourhood Plan

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

Shoreham Beach Neighbourhood Plan

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

5. Other Information

Monitoring and Review – The Annual Monitoring Report

- 5.1 The Council is currently required to annually monitor the effectiveness of policies and proposals within the Local Development Framework. The monitoring period for Adur will cover the period 1st April – 31st March and will be published before 31 December each year until further notice. This will address a range of issues including whether the milestones set out in the LDS are being met, and if not, the reasons why.
- 5.2 As a result of monitoring, the Council will consider what changes, if any, need to be made to planning policy and will bring forward such changes through the review of the Local Development Scheme.
- 5.3 Whilst the Council will keep to the timetables agreed in the LDS, in exceptional circumstances it may be appropriate to prepare revisions, for example if there is an urgent need to prepare an SPD or if there is slippage in the production of a document (for example as a result of new planning guidance being issued). In these circumstances, real time information will be made available on the Council's website.

Risk Assessment

5.4 Contingency arrangements will need to be put in place in the event that insufficient resources are available to progress the LDF documents in line with this LDS as follows:

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

Publication of Documents

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

Revisions to the Adur Local Development Scheme

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

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

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

Appendix I

Current Supplementary Planning Guidance

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

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

Appendix 2: This table lists the documents which the Council regards as being a material planning consideration in the determining of planning applications. They have not, however, been formally adopted as Supplementary Planning Guidance.

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

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

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

Please note:

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

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