



# ADUR DISTRICT COUNCIL

**Adur Planning Committee**  
**8 August 2022**  
**Agenda Item no.7**

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

## **Adur Local Plan Members Working Group**

### **Report by the Director of Economy**

#### **1.0 Summary**

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

#### **2.0 Background**

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

#### **3.0 Proposals**

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

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

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

#### **4.0 Legal**

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

#### **5.0 Financial implications**

- 5.1 No significant costs anticipated.

#### **6.0 Recommendation**

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

**Local Government Act 1972**

**Background Papers:** None

**Contact Officer:**

Moira Hayes

Adur Planning Policy Manager

Town Hall,

Worthing

Tel: 01273-263247

[moira.hayes@adur-worthing.gov.uk](mailto:moira.hayes@adur-worthing.gov.uk)

## **Schedule of Other Matters**

### **1.0 Council Priority**

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

### **2.0 Specific Action Plans**

2.1 (A) The Working Group will assist the development of various elements of the planning framework for Adur.

(B) The Government requires that Local Plans are reviewed every 5 years. This requirement was also set out in the Inspector's Report on the Adur Local Plan.

### **3.0 Sustainability Issues**

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

### **4.0 Equality Issues**

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

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

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

### **6.0 Human Rights Issues**

6.1 No specific issues identified.

## **7.0 Reputation**

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

## **8.0 Consultations**

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

## **9.0 Risk Assessment**

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

## **10.0 Health & Safety Issues**

- 10.1 None identified.

## **11.0 Procurement Strategy**

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

## **12.0 Partnership Working**

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

## **TERMS OF REFERENCE**

### **General remit of the Group**

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

### **Membership**

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

### **Meetings**

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

### **Role of the Group**

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

