

# LOCAL DEVELOPMENT SCHEME



JULY 2010

*Worthing*  
BOROUGH COUNCIL





## Local Development Scheme 2010

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## 1 Introduction

**1.1** This 2010 version of the Local Development Scheme (LDS) replaces the previous LDS document published by the Council in March 2009. Its intention is to continue the process of setting out and defining the timeline and scope of work that will deliver Worthing's Local Development Framework.

**1.2** The Local Development Scheme is a public 'project plan' identifying which Local Development Documents will be produced, in what order and when. As required by legislation, the Local Development Scheme is subject to an annual review through the Council's Annual Monitoring Report.

### What is the Local Development Framework?

**1.3** In 2004 the Government introduced Local Development Frameworks (LDFs) as part of a new system of development plan preparation. Local Planning Authorities were required to prepare Local Development Frameworks instead of Local Plans. The LDF is a folder of Local Development Documents (LDDs) covering a range of topics and prepared at different times.

**1.4** The LDF system was put in place with the aim of increasing community involvement in the planning process, speeding up the preparation of plans and ensuring that they are monitored, reviewed and kept up to date. In addition, the aim was to ensure that the long term social, environmental, economic and resource impacts of development were more fully understood and that plans reflected local circumstances.

**1.5** The Core Strategy is the key document in the Local Development Framework as it sets out the overall vision and strategy for place-making and it will provide the context for all subsequent Local Development Documents and their policies. Put simply, the Core Strategy is the cornerstone document that sets out what we want to achieve in different parts of the Borough to 2026 and how we will go about doing that.

### What is the Role of the Local Development Scheme?

**1.6** The Planning and Compulsory Purchase Act 2004 requires local planning authorities to prepare and maintain a Local Development Scheme (LDS). The LDS establishes a three year work programme that allows stakeholders to understand the current and proposed planning policy framework for the area and the associated resource implications.

**1.7** The planning framework for the borough will be established within a number of Local Development Documents. These will comprise Development Plan Documents (DPDs) and also Supplementary Planning Documents (SPDs). A description is provided for each element along with a timetable for their preparation and a summary of policy linkages. This LDS also sets out a number of 'other' documents that will be progressed to help inform and guide planning decisions within the town.

## Priorities

**1.8** This LDS reflects the current social, environmental and economic priorities of the community and Council and the revisions made to the work programme. Importantly, it also reflects the progress made in progressing the Worthing Core Strategy towards adoption which, given its importance (outlined above), remains the key priority for the Planning Policy Team. The Core Strategy, which is at an advanced stage, is due to be Submitted to the Secretary of State in July 2010 and, following an Examination, it is then expected that the Core Strategy will be adopted in early 2011. Further information on the Core Strategy timetable can be found in section 4.

**1.9** Following the adoption of the Core Strategy priority will then be given to the progression of Local Development Documents that will help to support and deliver the Vision, Strategic objectives and policies established in the Core Strategy. The work programme sets out the approach to progress thematic documents in areas / topics that help to address particular issues or where further guidance is required to inform identified local issues.

## The Need for a Flexible Approach

**1.10** At the time of drafting this LDS there is considerable uncertainty in the planning system following the recent change of Government and it is clear that legislative changes will soon be progressed. One change that will have a significant impact on local and strategic planning is the likely abolition of the Regional Spatial Strategy (the South East Plan). For these reasons this LDS has been drafted so that it is flexible and can adapt and react to changing circumstances. Despite this, the LDS still provides a clear understanding of the future work programme priorities and it emphasises the need for a flexible approach and explains where the status of documents may change.

## 2 Process and Procedure

**2.1** The key role of this LDS is to clarify the key planning documents that will be prepared and the content and geographic area to which they relate. Before this document explains the current and future development plan for Worthing it is useful to provide an understanding of how documents will be progressed. This section of the LDS provides a brief summary of the different elements in that process.

### Council Procedures and Reporting Protocols

**2.2** The preparation of the LDF will be informed and monitored by Worthing Borough Council through all of, or a combination of, the following:

- Partnership Management Board (a joint Adur/Worthing corporate management team of Strategic Directors and Executive Heads of Service) headed by the Chief Executive. The preparation of the LDF is identified as a corporate priority.
- LDF Members Working Group
- Officers Working Group to steer the LDF and the Sustainable Community Strategy and to ensure co-ordination of Council policies and strategies and to ensure proper linkages are established and maintained with external partnerships on policy and strategy matters.
- Joint Property Working Group, which deals with property-related matters for the two Councils.
- The Council's committee process: Overview and Scrutiny Committee; Cabinet and Full Council.

**2.3** For each Local Development Document the levels of political responsibility are:

- LDF Members Working Group: To advise on all LDF documents throughout their progression
- Cabinet: Where appropriate, to formally consider and approve for consultation the draft LDF documents, to consider responses, and agree submission to the Secretary of State.
- Overview and Scrutiny Committee: Where appropriate, this committee's remit includes reviewing/ scrutinising decisions made, and monitoring the Council's performance.

### Joint Working

**2.4** 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 are in the process of merging, including the Planning Policy Teams. Both policy teams are now based in the Civic Centre in Shoreham-by-Sea and are managed by a single manager. Separate Core Strategies are currently being prepared for each authority, however once the main DPDs are adopted for each of the local authorities consideration will be given to producing a joint Core Strategy for

Adur and Worthing. Up until this time, opportunities for joint working and greater partnership arrangements will be sought, for example through the preparation of joint SPDs and a joint Statement of Community Involvement (SCI).

### Resources

**2.5** The Planning Policy section sits within the Planning, Regeneration and Wellbeing Department and is responsible for the delivery of the LDF. However, as the LDF is a corporate document it will bring together the work undertaken by many services in the Council and will also involve external stakeholder groups and individuals. Although the majority of the work needed to progress the LDF will be undertaken 'in-house' the Council has made, and continues to make, provision for external expertise for areas of technical evidence base work where in-house resources are limited.

**2.6** The Worthing Planning Policy team is made up of 4 officers. One Planning Policy manager is responsible for the joint management of the Adur and Worthing Policy Teams. The Planning Policy Manager reports to the Executive Head of Planning, Regeneration and Wellbeing, who ultimately reports to the Chief Executive and Council Leader.

**2.7** The Principal Planning Officer (LDF) has allocated project management responsibility for the overall delivery programme of the LDF and will oversee the schedule of work outlined in the LDS. However, each Local Development Document to be produced will have an allocated officer responsible for its programme management, however it is recognised that several officers within the LDF team may be involved in its production at any one time.

### Evidence Base

**2.8** Studies will be required to provide the necessary evidence to inform all Local Development Documents. A significant number of evidence base studies have been prepared to support the Core Strategy which is reaching its final stages (listed in appendix 5). These, and any subsequent documents, are available to view on the Council's website: [www.worthing.gov.uk/ldf](http://www.worthing.gov.uk/ldf)

### Sustainability Appraisal

**2.9** A Sustainability Appraisal (**SA**) is an appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development. Since 2001, SAs have had to be in conformity with the Strategic Environmental Assessment EU directive. DPDs must be subjected to an SA to ensure economic, environmental and social effects of the plan are in line with sustainable development targets. In most cases an SPD will not require a Sustainability Appraisal.

### **Equalities Impact Assessments**

**2.10** Where appropriate the Borough Council will conduct impact assessments as soon as a relevant new policy, function or service is considered. This will be an integral part of policy development. The EqIA process is not just a legal requirement under a number of acts including the Race Relations [Amendment] Act 2000 as it also helps to improve policies, strategies, procedures, functions, projects, reviews and organisational change for the whole community and not just minority groups.

### **Monitoring and Review**

**2.11** The Council is required to monitor annually, the effectiveness of policies and proposals in the Local Development Framework documents in addressing Worthing's spatial issues and problems. For example, the Council needs to ensure that the policies in the Core Strategy help to meet and deliver the strategic objectives and achieve the spatial strategy and vision. The monitoring report covers the period 1st April – 31st March and will be published before 31st December each year.

**2.12** The Annual Monitoring Report (AMR) will set out:

- Whether the Council is meeting, or is on track to meet, the milestones set out in the LDS and, if not, the reasons why
- What impact LDD policies are having on other targets set at national, regional or local level
- The forward projections for housing delivery
- Whether any policies need to be replaced to meet sustainable development objectives
- What action needs to be taken if policies need to be replaced
- How infrastructure providers have performed against the programmes for infrastructure set out in support of the Core Strategy

**2.13** LDDs will therefore be subject to continuous review. To ensure the Annual Monitoring Report is 'fit for purpose', existing monitoring systems will be continued, involving joint working with West Sussex County Council (and other) officers within Worthing Borough Council.

**2.14** 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 to guide development or if there is slippage in the production of a document (for example as a result of new planning guidance/legislation being issued). In these circumstances the Council will publicise any changes.

### **Communication**

**2.15** The Council uses a variety of methods to inform interested parties of Planning Policy issues and the documents being progressed as part of the LDF (see also the Statement of Community Involvement). The Council's website now forms the principal means through which information is circulated but other methods such as press

releases, mail shots, e-mails, meetings and exhibitions are also used depending on the type of document being progressed and the appropriate level of engagement required. In addition, the Planning Policy team publishes a quarterly newsletter which is widely circulated.

**2.16** The Worthing Planning Policy team can be contacted:

- By Email - [planningpolicy@worthing.gov.uk](mailto:planningpolicy@worthing.gov.uk)
- By telephone - 01273 263009
- In writing to either: Worthing Planning Policy Team, Worthing Borough Council, Town Hall, Chapel Road, Worthing, West Sussex, BN11 1HA
- Or: Worthing Planning Policy Team, Civic Centre, Ham Road, Shoreham-by-Sea, West Sussex, BN43 6PR

### 3 Current Worthing Development Plan

**3.1** The Development Plan for Worthing currently consists of:

- The South East Plan - May 2009
- Worthing Local Plan - September 2003 (saved policies)
- Adopted and emerging documents within the LDF

**3.2** West Sussex County Council is the Minerals and Waste local planning authority and the policy framework for these matters is contained in:

- West Sussex Minerals Local Plan, much of which is 'saved'.
- A Minerals and Waste Core Strategy is currently under preparation. (For more information, please see [www.westsussex.gov.uk](http://www.westsussex.gov.uk)).

#### Saved Policies and Supplementary Planning Guidance

**3.3** In 2007 all Planning Authorities were asked to review their Development Plans and determine if any of the policies contained within them should be deleted in advance of the preparation of Core Strategies and other Development Plan Documents. Of the 154 Local Plan policies a total of 29 were saved. Thirteen of these saved policies are expected to be superseded following the adoption of the Core Strategy (summarised in Appendix 3). Local Plan policies that have not been superseded will continue in operation alongside the Core Strategy policies until such time as they are replaced by new policy and / or guidance in subsequent LDDs.

**3.4** Appendix 4 identifies existing Supplementary Planning Guidance documents and how they relate to saved policies of the Local Plan. The Council's existing Supplementary Planning Guidance Notes will not lose their status and will continue to guide and inform development proposals.

#### Adopted LDF Documents

**3.5** To date, the Council has adopted one LDF document, Worthing's Statement of Community Involvement (SCI), which was adopted in October 2006. The SCI was given early priority as it sets out how the Council, as the Local Planning Authority, will involve the community in all aspects of the planning process.

**3.6** A review of the SCI will commence in September 2011 when it is intended that a joint SCI will be prepared with Adur District Council. An evaluation of the effectiveness of the consultation methods used will be undertaken as part of the preparation of the joint SCI.

## 4 Development Plan Documents (DPD)

**4.1** A Local Development Framework must include Development Plan Documents (DPDs) which outline the key development goals of the Local Development Framework. They help to set the planning policies in local authority areas and are important when deciding planning applications. DPDs are subject to a Sustainability Appraisal and rigorous procedures of community involvement, consultation and independent examination.

**4.2** As explained in the introduction, the adoption of the Core Strategy DPD remains the key priority and a summary of its contents and the timetable for its progression are set out in the table below. The Core Strategy remains the only DPD that the Council is committed to progressing within this LDS but it should be noted that subsequent DPDs may be programmed at a later date (see below).

| Title           | Core Strategy (DPD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details         | <p>This strategic document will set out the Council's vision and spatial strategy for Worthing and the policies for achieving them over the period to 2026. It will indicate how many dwellings will be built to meet the requirements of the Regional Spatial Strategy (The South East Plan) and the requirements for the provision for affordable housing, alongside measures to safeguard the environment.</p> <p>The Core Strategy is a strategic document that provides broad guidance on the scale and distribution of development and the provision of supporting infrastructure. It contains 'higher level' policies for delivering the spatial vision and sets out the criteria to be taken into account in determining proposals for the development and the use of land and buildings. It will ensure that decisions are not made in isolation, but are properly co-ordinated with a focus on promoting the principles of sustainable communities which meet the diverse needs of existing and future residents, are sensitive to their environment, and contribute to a high quality of life.</p> <p>The Core Strategy is expected to allocate one strategic development at West Durrington. Furthermore, it will identify 12 'Areas of Change' where development is encouraged over the plan period to help deliver strategic objectives.</p> |
| Policy Linkages | <p>The Core Strategy sits within a hierarchy of national, regional and local policies and strategies and the spatial planning objectives for the local area must be consistent with these. As such, the Core Strategy document has been prepared so that it is consistent with national planning policy and in general conformity with the South East Plan. There are also strong linkages with Adur and Worthing's Sustainable Community Strategy - 'Waves Ahead'.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

| Title                                           | Core Strategy (DPD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Key Stakeholders                                | The Core Strategy, that provides the cornerstone for future development, covers many topics. As such, the progression of the document has involved engagement with a wide variety and number of stakeholder groups and individuals, including: statutory consultees; resident groups; elected members; infrastructure providers; amenity groups; neighbouring authorities and members of the public.                                                                                                                                                                                                                             |
| Key Milestones Achieved / Anticipated Timetable | <ul style="list-style-type: none"> <li>• Issues and Options (Old Reg25) Nov 05 - Jan 06</li> <li>• Preferred Options (Old Reg 26) Sep 06 - Nov 06</li> <li>• Submission of Core Strategy (Old Reg28) Oct 07 - Dec 07</li> <li>• Withdrawal of Core Strategy July 2008</li> <li>• Revised Core Strategy Consultation (Reg25) Jun 09 - Aug 09</li> <li>• Publication of Proposed Submission (Reg27) April 10 - Jun 10</li> <li>• Submission of Core Strategy (Reg30) July 2010</li> <li>• Pre Hearing Meeting Sept 2010</li> <li>• Hearing Oct 2010</li> <li>• Inspector's Report Dec 2010</li> <li>• Adoption Feb 2011</li> </ul> |

### Overview Of Other DPDs That May Be Progressed

**4.3** The need to progress additional DPDs will be determined in part through the monitoring and review of the implementation of Core Strategy objectives and policies. Furthermore, the outcome of work being undertaken to progress SPDs may necessitate the need to instead advance new or amended policies through a DPD which, if required, would be programmed within a revised LDS.

#### Development Management Policies

**4.4** It was expected that the policies included within the Development Plan (the Worthing Core Strategy and the South East Plan), along with the thematic guidance established within SPDs and technical notes, would provide a robust and comprehensive framework for determining planning applications. However, if following subsequent monitoring and review it is deemed necessary to strengthen and broaden this policy framework then this will be achieved through the progression of a Development Management Policies DPD.

**4.5** Furthermore, and as explained in the introduction, it is likely that all, or part of, the South East Plan will soon be revoked. Although transitional arrangements have yet to be published it is likely that the implications of this will mean a partial policy vacuum at the local level. If this is the case the Council will seek to fill this void as a priority through the advancement of a Development Management Policies DPD. This being the case, it is likely that a Development Management Policies document will include some of the elements that are currently expected to be advanced as SPDs (this is explained further in the next section).

### Site Allocations Document

**4.6** The Core Strategy is clear in that development requirements and regeneration aims can be delivered within the existing built up area boundary. The Council is confident that the housing targets can be met within this boundary, particularly if appropriate levels of intervention are used to address any under provision. For this reason, there is no need at this time to programme a Site Allocations DPD, although further guidance (SPD) is likely to be required to help facilitate the delivery of identified development sites. However, any prolonged under-delivery would trigger the need to review this approach. In this instance a likely outcome would be the progression of a Site Allocations DPD.

### Gypsy and Travellers (and Travelling Showpeople)

**4.7** The Core Strategy explains that Worthing has the smallest quantity and demand for gypsy and traveller sites in West Sussex and, as such, the evidence does not justify the need for specific allocations for any designated traveller's sites in the borough. The 2008 SEERA consultation on gypsy / traveller sites and pitches in the South East identified a need for between two and four additional pitches in Worthing between 2006 and 2016. This level of site provision would not support a viable and managed permanent site. Given this very low requirement it is considered that the most appropriate approach is to address the needs of gypsies and travellers within a sub-regional context.

**4.8** A joint strategy in this regard would be able to provide a consistent and deliverable policy approach for site delivery. This work will be progressed by 'Coastal West Sussex' which is an existing partnership of local authorities and other organisations committed to developing the areas' infrastructure in a way that is sustainable and achieves the best economic, social and environmental gains. Officer and member discussions relating to the gypsy and traveller review are on-going and a bid for funding through the Public Service Board is expected. Subsequent work will involve the Showmen's Guild, the Gypsy Council and other relevant bodies. Any specific sites identified through this sub-regional work would then need to be progressed by the relevant local authority through a subsequent DPD. If required in Worthing, this would need to be programmed in to a subsequent revision of the LDS as either a stand alone document or as part of the possible site allocations document summarised above.

### Area Action Plan

**4.9** All of the Core Strategy Areas of Change are previously developed and located within the built-up boundary of the town. As such, appropriate redevelopment in accordance with the Core Strategy could be progressed without necessarily needing any change in the town's built-up area boundary designation or the adoption of any subsequent DPD. Instead, the Council will seek to support the delivery of these sites and the associated objectives and, if necessary, will aid their delivery through subsequent Local Development Documents. However, it is possible that more formal guidance may be required to steer appropriate development particularly where the

cumulative impact of one or more of the identified areas will have a significant influence over a wider area. In these instances an Area Action Plan could be prepared. An Area Action Plan is an optional DPD that is aimed at establishing a set of proposals and policies for the development of a specific area (such as a town centre or gateway area).

#### Other

**4.10** The outcome of work being undertaken to progress SPDs may necessitate the need to instead advance new or amended policies through a DPD - this may be as a result of significant boundary amendments (e.g. retail assessment) or the raising or setting of local standards / targets (e.g. climate change study) or additional contributions (infrastructure planning work / tariffs). If a Development Management Policies document is to be progressed (see above) it is possible likely that these elements, if required, would be incorporated within that document rather than as 'stand-alone' DPDs.

## 5 Supplementary Planning Documents (SPD)

**5.1** A Supplementary Planning Document (SPD) provides greater details on the Council's policies set out in the Development Plan Documents (DPDs) or other higher level planning documents. In summary, SPDs provide guidance on local planning matters and they can be quicker and simpler to prepare than DPDs.

**5.2** There is no formal requirement for them to be listed with this LDS. However, it is considered useful to list the key documents that are to be prepared to provide an overview of the work programme and to help demonstrate how some of the objectives established within the emerging Core Strategy will be delivered. Although this list provides a useful guide it should be noted that the timetable for the documents listed below, and any subsequent documents not yet programmed, may be amended as circumstances change. Existing guidance documents are listed in appendix 4.

**5.3** Whilst SPDs are not examined by an Inspector they are still subject to a process of consultation and engagement with relevant parties and, ultimately, they must be adopted by council resolution. Although they are not required to have a specific link or 'hang off' a DPD they must be consistent with national planning policy and the relevant regional plan (the South East Plan). In most cases a SPD will not require a Sustainability Appraisal.

**5.4** SPDs can take a number of forms but they can generally be categorised into two broad forms:

- Area based documents that include masterplans and development briefs which deal with specific parcels of land
- Topic based documents which provide additional information on a specific local issue

**5.5** The list of new SPDs to be progressed includes both types of document. Further information on the contents of all proposed SPDs, including the anticipated timetable for their progression, is set out in the tables below.

| Title                 | Green Infrastructure Strategy (SPD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details               | <p>Previous work on this topic was done via the PMP Open Space, Sport and Recreation Study. Although useful much of the document contained an audit of existing provision and recommendations for future provision. The new SPD will need to go further than this and provide a strategy for future green infrastructure provision. It will be closely aligned with the most recent guidance coming out of the main regional organisations – South East England Partnership Board, GOSE, SEEDA, Environment Agency and separate guidance from Natural England.</p> <p>The SPD will incorporate the following elements as a guide to formulating the strategy:</p> <ul style="list-style-type: none"> <li>• The functions of green infrastructure</li> <li>• Multi-functionality – how different Green Infrastructure I functions interrelate and overlap</li> <li>• Knowing the value of Green Infrastructure for plan making and place shaping</li> <li>• Partnership working/cross border and sub regional working</li> </ul> |
| Policy Linkages       | <p><b>National</b> - Planning Policy Statement 1: Delivering Sustainable Development; Natural England: Green Infrastructure Guidance</p> <p><b>South East Plan</b> - Policy CC8 aims to ensure that connected networks of green spaces around new built environment are treated as integral to a planning and design process which is conscious of its place within wider Green Infrastructure networks.</p> <p>The South East Green Infrastructure Framework 2009 seeks to establish green infrastructure as an integral and essential component of sustainable communities, develop a common understanding of the role and importance of green infrastructure.</p> <p><b>Core Strategy</b> - SO 1: Protect the Natural Environment and Address Climate Change, SO 5: Reduce Social and Economic Disparities and Improve Quality of Life for All.</p> <p><b>Waves Ahead (SCS)</b> - will address targeted priorities including improving the quality of the built and green environment.</p>                                   |
| Stakeholders          | WBC officers, ADC officers, West Sussex County Council, Natural England, Environment Agency, user groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Anticipated Timetable | <p>Commence preparation: Jan 2011</p> <p>Stakeholder input: March 2011</p> <p>Community involvement: September 2011</p> <p>Adoption: March 2012</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Title                 | Sustainable Economy (SPD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details               | <p>This SPD will provide detailed guidance on how the Core Strategy policies 4 and 5 will be applied to relevant development.</p> <p>Policy 4 Protecting employment opportunities requires any potential loss of an employment use to be justified through an assessment against relevant criteria as referred to in the policy. One of the aims of this document is to clarify what type and level of information will be required when considering any potential loss of employment floorspace. It is important that these criteria are developed within the SPD in relation to the Worthing economy but also, if possible, in conjunction with other West Sussex Coastal Authorities. This will help to ensure a consistent approach is taken to the proposed loss of employment uses across the sub-region.</p> <p>Policy 5 - one of the aims of this policy is to retain the existing stock of visitor accommodation in Worthing unless it can be satisfactorily demonstrated otherwise. The SPD will give clear guidance to applicants as to the type and level of information that will be required for any such assessment to be undertaken. This again will need to reflect the specific local circumstance of the Worthing tourist economy but as a starting point will look to the criteria used by Tourism South East.</p> |
| Policy Linkages       | <p><b>National</b> - PPS4 Planning for Sustainable Economic Growth; PPS1-Delivering Sustainable Development</p> <p><b>South East Plan</b> - RE3 Employment and Land Provision; RE6 Competitiveness and addressing structural economic weakness; SCT3 Management of existing employment sites and premises.</p> <p><b>Core Strategy</b> - SO3 Deliver a Sustainable Economy; SO 5 Reduce Social and Economic Disparities and Improve Quality of Life for All; Policies 4 and 5</p> <p><b>Waves Ahead (SCS)</b> - Priority 3 Learning, Training and Employment Opportunities for all.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Key Stakeholders      | Internal Council Officers, West Sussex Coastal Authorities, Local Businesses, West Sussex County Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Anticipated Timetable | <p>Commence preparation: January 2011</p> <p>Stakeholder input: April 2011</p> <p>Community involvement: September 2011</p> <p>Adoption: January 2012</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

| Title                 | Climate Change (SPD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details               | <p>It is considered that this document should be a topic based document that will set out the National and Regional context for climate change and explain the specific local drivers for sustainability. It will give guidance as to what type and level of information will need to be submitted with applications. Using a combination of local evidence such as the West Sussex Sustainable Energy Study and any relevant national and regional evidence the document is expected to address the issues such as: mitigation and adapting to the local effects of climate change; reducing energy need in development; energy efficiency; renewable and low carbon energy; code for sustainable homes; BREEAM standards.</p> <p>This document seeks to help raise awareness of the impacts of local climate change and give guidance on how to achieve high levels of sustainability in developments. It is an opportunity to communicate and collate local evidence and data to applicants and provide a fuller justification for the Council's approach to development.</p> <p>There may also be opportunities for further studies to be undertaken and as such it might then be appropriate to set local targets and standards in advance of, or in excess of, regional and national targets. Depending on the outcome of this work, consideration would need to be given to the progression of a DPD.</p> |
| Policy Linkages       | <p><b>National</b> - PPS1 Delivering Sustainable Development; PPS1 Supplement -Climate Change; PPS25 Development and Coastal Change; PPS22 Renewable Energy</p> <p><b>South East Plan</b> -CC4; CC8; NRM 1,2,4,8,11,13,15 and 16; W2; BE1</p> <p><b>Core Strategy</b> - SO 1: Protect the Natural Environment and Address Climate Change, Policy 15, 16, 17 and 18</p> <p><b>Waves Ahead (SCS)</b> - Priority 1A better place to live, work and enjoy, Priority 2 Better health and wellbeing for all</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Key Stakeholders      | Residents, Internal officers and groups - Adur and Worthing Sustainability Group, Businesses, Developers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Anticipated Timetable | <p>Commence preparation: February 2011</p> <p>Stakeholder input: June/July 2011</p> <p>Community involvement: November/December 2011</p> <p>Adoption: March 2012</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| Title                 | Retail (SPD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details               | <p>A number of studies have been undertaken including the 2009 GVA Grimley Supporting the Retail Sector study looking at the town centre and the new retail core in particular. DTZ have undertaken an update of the Worthing part of the 2005 Coastal Districts Retail Study in the Worthing Retail Study Update 2010 which deals with the health of the shopping centres and updates the retail demand and capacity figures.</p> <p>As the Core Strategy retail policy is of a general and strategic nature an additional document is needed that would deal with a local policy approach at a more detailed level. A number of detailed retail policies that have been saved need to be updated and superseded. Any necessary changes to shopping centre boundaries, zones or hierarchy for the town centre or other centres would also be considered in the document. Any significant change to boundary designations may trigger the need to progress this as a DPD.</p> |
| Policy Linkages       | <p><b>National</b> - PPS4 Planning for Sustainable Economic Growth<br/> <b>South East Plan</b> - TC2 New development and redevelopment in town centres.<br/> <b>Core Strategy</b> - SO2 Revitalise Worthing's Town Centre and Seafront, SO5 Reduce Social and Economic Disparities and Improve Quality of Life for All, Policy 6<br/> <b>Waves Ahead (SCS)</b> - Priority 3 Learning, Training and Employment Opportunities for all.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Key Stakeholders      | Internal officers; West Sussex local authorities; residents; local businesses; West Sussex County Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Anticipated Timetable | <p>Commencement date: June 2011<br/> Community Engagement: January 2012<br/> Consultation: May 2012<br/> Adoption: August 2012</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Title                 | Planning Contributions (SPD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details               | <p>The emerging Core Strategy sets out the Council's overarching position in relation to the provision of infrastructure, including services and facilities, and affordable housing in association with development. The purpose of this SPD is to expand upon those policies by setting out how developers will be expected to contribute towards the provision of infrastructure in association with their development, either on-site or via off-site contributions.</p> <p>The SPD will help to clarify the current position, collate all existing requirements and will help to support the Infrastructure Delivery Plan. It is expected that this document will be a 'stepping stone' that will act as an interim document before the CIL (or any subsequent legislation / tariff system) is advanced and implemented.</p> |
| Policy Linkages       | <p><b>National</b> - PPS1 Delivering Sustainable Development, PPS4 Planning for Sustainable Economic Growth<br/> <b>South East Plan</b> - CC7 infrastructure and Implementation, S6 Community Infrastructure<br/> <b>Core Strategy</b> - SO5 Reduce Social and Economic Disparities and improve Quality of Life for All, Policy 11 and Policy 12<br/> <b>Waves Ahead (SCS)</b> - Priority 1A better place to live, work and enjoy. A town with fewer inequalities.</p>                                                                                                                                                                                                                                                                                                                                                           |
| Key Stakeholders      | Commercial sector / development industry, service providers, WSCC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Anticipated Timetable | <p>Commence preparation: March 2011<br/> Stakeholder input: July/Aug 2011<br/> Community involvement: Jan/Feb 2012<br/> Adoption: March 2012</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| Title                 | Development Briefs (SPD)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Details               | <p>All of the Core Strategy Areas of Change are previously developed and located within the built-up boundary of the town. As such, appropriate redevelopment in accordance with the Core Strategy could be progressed without necessarily needing any change in the town's built-up area boundary designation or the adoption of any subsequent DPD. Instead, the Council will seek to support the delivery of these sites and the associated objectives and, if necessary, will aid their delivery through subsequent Development Briefs.</p> <p>The Development Briefs will indicate the kind of development the Council would support and encourage, as well as any specific requirements of the Council or other bodies. They will provide detailed information to guide developers on the type of development, design and layout, constraints and other requirements for a particular identified site.</p> <p>Although all identified sites would benefit from a Development Brief it is considered that they will be particularly beneficial for the following sites either to help 'unlock' the development potential or to provide up-to-date guidance to inform imminent applications:</p> <ul style="list-style-type: none"> <li>● Policy 1 - West Durrington</li> <li>● AOC1 - Aquarena (this may take the form of a marketing brief)</li> <li>● AOC3 - The Grafton Site</li> <li>● AOC7 - British Gas site</li> <li>● AOC8 - Martletts Way</li> </ul> |
| Policy Linkages       | <p><b>National</b> - PPS1 Delivering Sustainable Development, PPS3 Housing, PPS4 Planning for Sustainable Economic Growth</p> <p><b>South East Plan</b> - Numerous policies including: CC6 Sustainable Communities, CC7 infrastructure and Implementation, H1-H5 Housing</p> <p><b>Core Strategy</b> - Numerous policies including: 1, 2, 7, 8, 10, 16, 17</p> <p><b>Waves Ahead (SCS)</b> - Priority 1A better place to live, work and enjoy. A town with fewer inequalities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Key Stakeholders      | Commercial sector / development industry, service providers, WSCC, local community                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Anticipated Timetable | Progression of development briefs will depend on priorities and circumstances. The average timetable for production of a development brief will be between 6 and 12 months.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## 6 Other Documents

**6.1** A number of 'other' Local Development Documents that form key components of the LDF will be progressed over the next three years. In addition, to support 'higher level' policies, further guidance and advice will be provided through a number of technical notes that will help to inform decision making at the local level. These are set out in the table below. In some instances, as the work progresses or circumstances change, it may be decided to formalise the technical notes as SPD.

| <b>Statement of Community Involvement (SCI)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Details:<br>Role & Subject             | <p>The SCI forms an integral part of the LDF. It sets out the Council's commitment to involve communities, elected Members and other stakeholders in the production and review of planning policy documents that make up the LDF. It also details how developers should involve communities and stakeholders in discussions regarding major planning proposals prior to seeking planning permission, and how the planning authority will consult once a planning application has been made.</p> <p>A joint SCI (ADC and WBC) will be produced that will replace the existing Worthing SCI (2006) plus an update that was published in January 2010. The update will incorporate and respond to the 2008 publication of PPS12 and the associated amendments to the Planning Regulations plus any new planning legislation that may emerge following a change in Government.</p> |
| Policy Linkages                                 | <p><b>National PPS1</b> – Delivering Sustainable Development<br/> <b>South East Plan</b> – H5 – Housing design and density; CC4 – Sustainable design and construction<br/> <b>Core Strategy</b> – Strategic objective 6 - Deliver high quality distinctive places, Policy 16 Built Environment<br/> <b>Waves ahead SCS</b> – A better place to live, work and enjoy; Better health and wellbeing for all.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Key Stakeholders                                | Internal officers; West Sussex local authorities; residents; local businesses; West Sussex County Council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Anticipated Timetable                           | <p>Commencement: January 2011<br/>           Community engagement: March / April 2011<br/>           Consultation: July/Aug 2011<br/>           Adoption: October 2011</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| <b>Annual Monitoring Report (AMR)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Details:                     | The AMR should contain information on the implementation of the Local Development Scheme (LDS) and the extent to which the policies set out in local development documents are being achieved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Role & Subject                        | <p>The Annual Monitoring Report (AMR) will set out:</p> <ul style="list-style-type: none"> <li>• Whether the Council is meeting, or is on track to meet, the milestones set out in the LDS and, if not, the reasons why</li> <li>• What impact LDD policies are having on other targets set at national, regional or local level</li> <li>• The forward projections for housing delivery</li> <li>• Whether any policies need to be replaced to meet sustainable development objectives</li> <li>• What action needs to be taken if policies need to be replaced</li> <li>• How infrastructure providers have performed against the programmes for infrastructure set out in support of the Core Strategy</li> </ul> |
| Policy Linkages                       | <p><b>National</b> PPS12 Local Spatial Planning, June 2008<br/> <b>South East Plan</b> – various<br/> <b>Core Strategy</b> – all<br/> <b>Waves Ahead (SCS)</b> – linked via the Core Strategy</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Key Stakeholders                      | Internal officers; West Sussex County Council; Environment Agency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Anticipated Timetable                 | The Council is required to publish an AMR by the 31st December each year to cover the preceding financial year.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| <b>Domestic Extensions - Technical Note</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Details:<br>Role & Subject         | This would update existing guidance and offer advice when designing an extension and deciding on an appropriate siting. This will help to ensure that the design of an extension achieves an appropriate relationship with the design of the existing house and that it also takes into account any impact on the street scene. In addition it will cover issues such as alterations; boundaries; out buildings; forecourts and drives and micro renewables. |
| Policy Linkages                             | <b>National</b> - PPS1 – Delivering Sustainable Development<br><b>South East Plan</b> – H5 – Housing design and density; CC4 – Sustainable design and construction<br><b>Core Strategy</b> – Strategic objective 6 - Deliver high quality distinctive places, Policy 16 Built Environment<br><b>Waves Ahead (SCS)</b> – A better place to live, work and enjoy; Better health and wellbeing for all                                                          |
| Key Stakeholders                            | Internal officers, house builders, resident associations, occupiers of 'new build properties', disability / access groups                                                                                                                                                                                                                                                                                                                                    |
| Anticipated Timetable                       | Commence preparation: June 2011<br>Community Engagement: October/November 2011<br>Adoption: June 2012                                                                                                                                                                                                                                                                                                                                                        |

| <b>Conservation and Heritage Technical Note</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Details:<br><br>Role & Subject         | A Conservation and Historic Environment Technical note will collate all available information relating to conservation and heritage issues in Worthing. It will also provide advice as to how such issues will be considered in light of Core Strategy policies. The document will cover conservation areas, conservation appraisals and timetable for future appraisals that will be undertaken, conservation area management plans, listed buildings, locally listed buildings, historic parks, scheduled monuments and archaeology. |
| Policy Linkages                                 | <b>National</b> – PPS 5 Planning for the Historic Environment (supersedes PPG15 and 16)<br><b>South East Plan</b> – BE6 Management of the historic Environment<br><b>Core Strategy</b> – Strategic Objective 6 –Deliver High Quality Distinctive places and Policy 16 Built Environment and Design Policy<br><b>Waves Ahead (SCS)</b> – A better place to live. work and enjoy                                                                                                                                                         |
| Key Stakeholders                                | Internal Council Officers, English Heritage, Worthing Society and any other relevant local groups                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Anticipated Timetable                           | Commence preparation: June 2011<br>Community Engagement: October/November 2011<br>Adoption: June 2012                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b>Space Standards Technical Note</b>   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Details:<br><br>Role & Subject | <p>The purpose of this technical note is to give clear guidance to developers as to what standards they would be expected to meet to ensure that all new residential developments are of an acceptable size and quality for the wellbeing of future occupants. Dwellings need to contain sufficient space for normal household activities to be carried out and provide flexibility for the changing needs of individuals, couples and families over time. Consideration will also need to be given to the impact on neighbouring amenities.</p> <p>The document will incorporate guidance on internal space standards, external space standards such as amenity space and storage space such as refuse storage. It will also need to be flexible enough to address issues relating to 'town centre living' and conversions. The document will need to be linked to the Climate change SPD with reference to sustainable design and construction.</p> |
| Policy Linkages                         | <p><b>National-PPS3</b> –Housing and companion guide 'Better places by design' - PPS1 – Delivering Sustainable Development and companion guide 'By Design'</p> <p><b>South East Plan</b> – H5 – Housing design and density; CC4 – Sustainable design and construction</p> <p><b>Core Strategy</b> – Strategic objective 4 - Meeting Worthing's Housing Needs Policy 8 Getting the right mix of homes</p> <p><b>Waves ahead SCS</b> – A better place to live, work and enjoy; Better health and wellbeing for all.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Key Stakeholders                        | Internal Council Officers, housebuilders, HBF, residents associations, occupiers of new homes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Anticipated Timetable                   | Commence preparation: March 2011<br>Community engagement: October/November 2011<br>Adoption: March 2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| <b>Public Realm strategy - Technical Note</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Details:                             | The document is intended to provide guidance and direction on the opportunities for future investment and commissioning of public realm and art in Worthing and will link into the Public Art Strategy.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Role & Subject                                | It is important that the public realm and art sectors can be adopted and embedded in the planning system so that public realm improvements and public art are considered from the outset in a clear and consistent manner as regeneration sites come forward. Public realm and art can be used to create character and distinctiveness, create high quality spaces and gateways and contribute to the range of facilities. The sectors can have a key role in delivering objectives such as environmental enhancement, community development, neighbourhood renewal, education, employment and tourism as well as make a considerable impact on quality of life. |
| Policy Linkages                               | <b>National</b> - PPS1 – Delivering Sustainable Development<br><b>South East Plan</b> – CC4 – Sustainable design and construction<br><b>Core Strategy</b> – Strategic Objective 6 –Deliver High Quality Distinctive places and Policy 16 Built Environment and Design Policy.<br>This document also relates to the Worthing Masterplan 2006<br><b>Waves ahead SCS</b> – A better place to live. work and enjoy                                                                                                                                                                                                                                                   |
| Key Stakeholders                              | User groups, WSCC, developers, internal officers, access groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Anticipated Timetable                         | Commence preparation: November 2011<br>Community Engagement: June/July 2011<br>Adoption: November 2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| <b>Strategic Housing Land Availability Assessment (SHLAA) - Update / Review</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document Details:<br><br>Role & Subject                                         | <p>The Council will undertake a review of the 2009 SHLAA as required by Planning Policy Statement 3 'Housing' (PPS3). The process will be undertaken in accordance with Government Practice Guidance (July 2007). Where appropriate, sections of the original Worthing SHLAA methodology will be strengthened.</p> <p>The purpose of the review will be to reassess the sites identified within the existing SHLAA and assess whether any new sites should be added. The SHLAA identifies sites within the Borough with potential for housing development for the plan period up to 2026 by:</p> <ul style="list-style-type: none"> <li>Identifying sites with potential for housing; Assessing their housing potential; and Assessing when they are likely to be developed.</li> </ul> <p>The Assessment aims to identify as many sites as possible so that:</p> <ul style="list-style-type: none"> <li>The strategic housing requirement within the Borough can be demonstrated for at least 10 years of the plan period, but preferably for at least 15 years; and</li> <li>Housing delivery is secured as far as possible by identifying and assessing the <i>developability</i> and <i>deliverability</i> of sites that have the potential for housing development.</li> </ul> |
| Policy Linkages                                                                 | <p><b>National</b> - PPS1 Delivering Sustainable Development, PPS3 Housing</p> <p><b>South East Plan</b> - Numerous policies including: CC6 Sustainable Communities, CC7 infrastructure and Implementation, H1-H5 Housing</p> <p><b>Core Strategy</b> - Policies: 7, 8, 10, 16, 17</p> <p><b>Waves Ahead (SCS)</b> - Priority 1A better place to live, work and enjoy. A town with fewer inequalities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Key Stakeholders                                                                | Developers (panel), service providers, internal officers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Anticipated Timetable                                                           | Commence preparation: Summer 2011<br>Engagement: Autumn 2011<br>Adoption: Winter 2011/12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## 7 Appendices

### Appendix 1 - Risk Assessment

In preparing the Local Development Scheme, there are a number of factors which may cause slippage in the timetable. It is important to mitigate against risks to ensure timely delivery of LDF documents to support the delivery of strategic and corporate Council objectives. The main areas are identified as follows:

#### Resources/budget constraints

In preparing the programme the Council has been realistic in what can be achieved bearing in mind the resources available. However, funding can be uncertain especially in times of budget cuts concerning the whole of the Council. The programme will be kept under close scrutiny to ensure that issues are picked up at an early stage and priorities are identified. The Planning Policy section of the Council's website will be used to ensure there is 'real-time' information available on the progress of documents. Working in partnership with Adur District Council will enable joint use of staff resources which will reduce costs.

#### Staff departure and sickness

Staff turnover and sickness cannot always be avoided. However, significant and constant staff turnover would severely affect the Council's ability to achieve the timescales set out within the LDS. To assist in reducing the risk, team work is a significant part of the day to day working and effective 'succession planning' will help to ensure that all staff have some level of knowledge about all projects currently being undertaken. In addition, joint working with Adur District also provides the capacity to spread the workload. It should also be noted that new staff members can also inject fresh ideas into a team.

#### Member Involvement

A Local Development Framework Working Group of Council Members has been set up. This reflects the political composition of the Council. It acts as a sounding board to iron out problems at the earliest stage and helps to reduce the risk of political disagreement, which could delay the programme.

#### Legal Challenges

The Council will seek to minimise this risk by ensuring that DPDs are sound, founded on a robust and transparent evidence base and a good standard of stakeholder and community engagement and consultation. Close consultation with the Government Office, the Planning Inspectorate and other Local Planning Authorities (best practise examples) at various stages, and in particular prior to examination, should ensure soundness risks are minimised.

### **Changes in Planning Legislation**

Unexpected and significant changes in planning legislation will need to be anticipated and flexibility is required in plan-making. This has been something that planners have had to deal with and adapt to in the past and can be overcome by using previous experience of the joint planning policy team. However, significant new legislation (which is possible following the 2010 general election) may necessitate a complete review of the Local Development Scheme and the current work programme.

## Appendix 2 - Summary Table of Proposed Local Development Documents

### 7.1

#### Development Planning Documents

| Document               | Brief Description                                                          | Submission | Adoption |
|------------------------|----------------------------------------------------------------------------|------------|----------|
| Worthing Core Strategy | Sets out vision, objectives and spatial development strategy and policies. | July 2010  | Feb 2010 |

#### Supplementary Planning Documents

| Title                         | Brief Description                                                                                                                                                                   | Commence  | Engagement     | Consultation | Adoption   |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------|--------------|------------|
| Green Infrastructure Strategy | This will provide a strategy for future green infrastructure provision. It will deal with the functions of green infrastructure and how different functions interrelate and overlap | Jan 2011  | March 2011     | Sept 2011    | March 2012 |
| Sustainable Economy           | This will provide detailed guidance on how the Core Strategy policies 4 and 5 will be applied.                                                                                      | Jan 2011  | April 2011     | Sept 2011    | Dec 2011   |
| Climate Change                | Helps raise awareness of the local climate change impacts and gives guidance on how to achieve high levels of sustainability in developments.                                       | Feb 2011  | June/July 2011 | Nov/Dec 2011 | March 2012 |
| Retail                        | In addition to the CS policy this SPD would deal with any necessary changes to shopping                                                                                             | June 2011 | January 2012   | May 2012     | Aug 2012   |

| Brief Description      |                                                                                                                                                                                                                             | Engagement                                                                                                                                                                  |                  |              | Adoption   |  |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------|------------|--|
| Title                  | Brief Description                                                                                                                                                                                                           | Commence                                                                                                                                                                    | Engagement       | Consultation | Adoption   |  |
|                        | centre boundaries, zones or hierarchy for the town centre or other centres.                                                                                                                                                 |                                                                                                                                                                             |                  |              |            |  |
| Planning Contributions | This expands on the Core Strategy policies setting out how developers will be expected to contribute towards the provision of infrastructure in association with development, either on-site or via off-site contributions. | March 2011                                                                                                                                                                  | July/August 2012 | Jan/Feb 2012 | March 2012 |  |
| Development Briefs     | Development Briefs might be needed to deliver Areas of Change and the associated objectives. They will provide detailed information to guide the type of development, design and layout, constraints etc.                   | Progression of development briefs will depend on priorities and circumstances. The average timetable for production of a development brief will be between 6 and 12 months. |                  |              |            |  |

### Other documents

| Title                                                      | Status | Brief Description                                                                                                                                                                              | Commence | Engagement                              | Publication         |
|------------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------------------------------|---------------------|
| Adur and Worthing Joint Statement of Community Involvement | LDD    | Sets out the methods which the Council will use to involve the local community and stakeholders in producing the LDF documents. It also identifies the types of groups involved in the process | Jan 2011 | March 2011 (Consultation July/Aug 2011) | Oct 2011            |
| Annual Monitoring Report                                   | LDD    | Reports on the progress of DPDs set out in the LDS and performance of policies in the Core Strategy.                                                                                           | N/A      | N/A                                     | Dec 2010 (annually) |

| Title                      | Status         | Brief Description                                                                                                                                                | Commence    | Engagement     | Publication    |
|----------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|----------------|
| D o m e s t i c Extensions | Technical Note | Updating existing guidance dealing with relationship between extension and existing house, street scene and siting.                                              | June 2011   | Oct/Nov 2011   | June 2012      |
| Conservation & Heritage    | Technical Note | A note bringing together all available information relating to conservation and heritage issues.                                                                 | June 2011   | Oct/Nov 2011   | June 2012      |
| Space Standards            | Technical Note | Note for developers about expected standards for residential developments. These are both for internal and external space.                                       | March 2011  | Oct/Nov 2011   | March 2012     |
| Public Realm Strategy      | Technical Note | To help ensure that public realm improvements and public art are considered from the outset in a clear and consistent manner as regeneration sites come forward. | Nov 2011    | June/July 2012 | Nov 2012       |
| SHLAA Review / Update      | Evidence Base  | The purpose of the review will be to reassess the sites identified within the existing SHLAA (2009) and consider whether any new sites should be added.          | Summer 2011 | Autumn 2011    | Winter 2011/12 |

### Appendix 3 - Schedule of Policies

The table below sets out the policies of the Worthing Local Plan (2003) that were saved in March 2007. Of the 154 Local Plan policies a total of 29 were saved. Thirteen of these saved policies are expected to be superseded following the adoption of the Core Strategy. Local Plan policies contained in the table below that have not been superseded will continue in operation alongside the Core Strategy policies until such time as they are replaced by new policy and / or guidance in subsequent Local Development Documents (LDDs). This Local Development Scheme establishes the LDDs that are to be progressed over the next 3 years. Where necessary, the Annual Monitoring Report can also be used to remove redundant Local Plan policies.

| Policy No. | Policy Title                                | Saved Local Plan Policy superseded by Core Strategy (Replacement policies indicated) |
|------------|---------------------------------------------|--------------------------------------------------------------------------------------|
| RES7       | Control of Polluting Development            | Not superseded                                                                       |
| RES9       | Contaminated Land                           | Not superseded                                                                       |
| RES12      | Provision of Infrastructure                 | Policies 11, 12, 14                                                                  |
| C1         | Development in the Countryside              | Policy 13                                                                            |
| C5         | Strategic Gaps                              | Policy 13                                                                            |
| CT3        | Protection and Enhancement of Seafront Area | Not superseded                                                                       |
| CT5        | Sea Place/Eirene Road Site                  | Not superseded, works commenced                                                      |
| BE1        | Design Quality                              | Policy 16                                                                            |
| BE25       | Environment Areas of Special Character      | Not superseded                                                                       |
| TR4        | Development at Railway Stations             | Not superseded                                                                       |
| TR9        | Parking requirements for development        | Not superseded                                                                       |
| H4         | West Durrington Allocation                  | Policy 1                                                                             |
| H10        | Loss of Existing Dwellings                  | Policy 9                                                                             |
| H13        | Conversions to flats and HMOs               | Policy 8, 9                                                                          |
| H14        | Sheltered and retired accommodation         | Policy 8                                                                             |
| H16        | Domestic Extensions and Alterations         | Not superseded                                                                       |
| H18        | Residential Amenity                         | Not superseded                                                                       |
| LR4        | Brooklands                                  | Not superseded                                                                       |
| LR5        | Protection of Outdoor Recreation Space      | Policies 11, 14                                                                      |

| Policy No. | Policy Title                                                           | Saved Local Plan Policy superseded by Core Strategy (Replacement policies indicated) |
|------------|------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| LR8        | Provision of Play Space Outdoor Recreation Space in Housing Schemes    | Policies 12, 14                                                                      |
| SC1        | Facilities acceptable in District and Neighbourhood Centres            | Policy 12                                                                            |
| SC8        | Day Nurseries and Creches                                              | Not superseded                                                                       |
| S8         | Ground Floor Uses, Zone B, Primary Area, Central Shopping Area         | Not superseded                                                                       |
| S9         | Guildbourne Centre                                                     | Policy 2 AoC4                                                                        |
| S10        | Ground Floor Uses, Secondary Area, Central Shopping Area               | Not superseded                                                                       |
| S11        | Ground floor uses core areas district and neighbourhood centres        | Not superseded                                                                       |
| S12        | Ground floor uses in non-core areas district and neighbourhood centres | Not superseded                                                                       |
| S13        | Ground floor uses, local shopping parades                              | Not superseded                                                                       |
| MS4        | Grafton Site                                                           | Policy 2 AoC3                                                                        |

## Appendix 4 - Schedule of Existing Supplementary Planning Documents

**7.2** Existing Supplementary Planning Guidance will continue to support the 'saved' policies. The guidance documents highlighted below are those which are saved and will continue to be a material consideration until such time they are superseded by new Development Plan Documents (DPDs) or Supplementary Planning Documents (SPDs) that will support the emerging Core Strategy:

| Supplementary Planning Guidance                                                                                                              | Linkage with Local Plan Policies                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Outdoor Recreation Space SPG<br>Adopted April 2001                                                                                           | Worthing Local Plan 2003: Policy LR5 & LR8                                                       |
| Parking Standards and Total Access Demand (TAD) SPG<br>Part A standards Adopted March 2003<br>Part B standards and TAD Adopted November 2004 | Worthing Local Plan 2003: Policy TR9;<br>West Sussex Structure Plan Policies DEV3, DEV4 and DEV5 |
| West Durrington Development Brief Adopted July 2003                                                                                          | Worthing Local Plan 2003: Policy allocation H4.                                                  |
| Grafton Site Development Brief<br>Adopted September 2004.                                                                                    | Worthing Local Plan 2003: Policy allocation MS4.                                                 |
| Sea Place Eirene Road Development Brief.<br>Adopted January 2005                                                                             | Worthing Local Plan 2003:Policy allocation CT5                                                   |

## Appendix 5 - Evidence Base Documents

| Document                                                                                                                | Summary                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Schedule of Comments made and Officer responses, October 2009                                                           | Comments and responses following consultation of the Revised Core Strategy consultation.                                                                                                                                                                                                           |
| Revised Core Strategy, June 2009                                                                                        | Revised Core Strategy based on the withdrawn Submission Draft (Oct 2007) including new evidence. The Core Strategy sets out the long term vision (up to 2026), strategic objectives and strategy for the spatial development of Worthing.                                                          |
| Revised Core Strategy Sustainability Appraisal and Equality Impact Assessment Addendum Report, June 2009 and April 2010 | Addendums to the October 2007 SA with added Equalities Impact Assessment.                                                                                                                                                                                                                          |
| Sustainability Appraisal Submission Draft Core Strategy, Oct 2007                                                       | Formal strategic environmental assessment and sustainability appraisal of the Core Strategy as required by UK Law and European Directives.                                                                                                                                                         |
| Submission Draft Core Strategy, Oct 2007                                                                                | Core Strategy prepared for submission but withdrawn by Worthing Borough Council in summer 2008.                                                                                                                                                                                                    |
| Unlocking Development Potential Preferred Options, Sep 2006                                                             | This document identifies sites and proposals for housing, employment, commercial (including retail, leisure etc), education, health and community development that will be required to deliver the relevant aims and objectives of the Core Strategy (not further progressed as separate document) |
| Core Strategy Preferred Options 2006                                                                                    | The broad spatial framework for the Borough to 2018 setting out the strategic and spatial approach to development                                                                                                                                                                                  |
| Core Strategy and Unlocking Development Potential Issues and Options 2005                                               | A total of 158 Issues and Options for sites and policies were presented for consultation in November 2005.                                                                                                                                                                                         |
| Draft Planning Contributions Supplementary Planning Document, Oct 2007                                                  | A draft Supplementary Planning Document concerned with Planning Contributions (not further progressed)                                                                                                                                                                                             |
| Statement of Community Involvement, Oct 2006                                                                            | A statement setting out how the community has been involved in the preparation of the LDF                                                                                                                                                                                                          |
| Cabinet Report SCI, Jan 2010                                                                                            | Report to update the 2006 SCI in light of new Regulations published by Government in 2008.                                                                                                                                                                                                         |
| Local Development Scheme, May 2009                                                                                      | A scheme setting out all the different stages for all future local development framework documents                                                                                                                                                                                                 |
| Annual Monitoring Report (AMR)                                                                                          | An annual report setting out the performance of policies based on core and local indicators. AMRs have been published from 2005 onwards.                                                                                                                                                           |
| Infrastructure Delivery Plan, ongoing, Spring 2010                                                                      | A plan giving an overview of the strategic actions required, who is responsible for delivering them, a broad indication of phasing, cost and funding mechanisms.                                                                                                                                   |

| Document                                                                                 | Summary                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Worthing Evolution Town Centre & Seafront Masterplan, Dec 2006                           | A Masterplan setting out a vision for the Town Centre and Seafront area for the next 20 years.                                                                                                                                                                                                                 |
| Worthing Seafront Strategy, Edaw & DTZ Piedad Consulting, Feb 2008                       | A comprehensive vision to help reverse the decline of the seafront and to create a vibrant and inclusive destination.                                                                                                                                                                                          |
| Worthing Public Realm Strategy, Edaw & DTZ Piedad Consulting, Feb 2008                   | The Strategy provides clear guidelines for the enhancement of the town's public realm.                                                                                                                                                                                                                         |
| West Sussex Structure Plan 2001-2016                                                     | The County Council's development plan (saved policies only)                                                                                                                                                                                                                                                    |
| Worthing Corporate Plan 2006-2011                                                        | Plan for Worthing up to 2011 that identifies key priorities                                                                                                                                                                                                                                                    |
| Interim Worthing Sustainable Community Strategy, March 2008                              | A Sustainable Community Strategy for Worthing based on issues identified by the Local Strategic Partnership. Required by the Local Area Agreement                                                                                                                                                              |
| Waves Ahead (SCS)                                                                        | Joint Adur and Worthing Sustainable Community Strategy, Spring 2010                                                                                                                                                                                                                                            |
| West Sussex Community Strategy                                                           | West Sussex County Council's Sustainable Community Strategy. WSCC being the responsible local authority leading on the LAA.                                                                                                                                                                                    |
| Public Art Strategy, Adur & Worthing Councils - Steve Geliot and Frances Lord, July 2009 | This strategy provides guidance and direction on the opportunities for future investment and commissioning of public art in Adur and Worthing districts                                                                                                                                                        |
| LNIA Profiles 2009 – West Sussex County Council                                          | Statistics for Local Neighbourhood Improvement Areas (LNIA) where the quality of life needs improving                                                                                                                                                                                                          |
| Coastal West Sussex: Education Led Regeneration - DTZ, 2009                              | Study looking at capital projects relating to education facilities along the West Sussex Coast. High-level action plan that sets out what needs to be done to maximise the impact of the capital investment programme in terms of improving learning outcomes and economic prosperity for the local community. |

### Employment / Commercial

| Document                                                       | Summary                                                                                                                                                                             |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employment Land Review (ELR) – Step Ahead, Oct 2005            | Study to provide a detailed analysis and understanding of the quantity, nature and quality of existing and allocated employment land and premises.                                  |
| Small Business Units Feasibility Study 2006                    | A study to consider the needs, demand and feasibility of establishing a facility to encourage micro and small businesses within Worthing.                                           |
| West Sussex Coastal Area Investment Framework – 2003           | SEEDA funded regeneration frameworks. Worthing together with Arun and Chichester falls within the West Sussex Coast AIF.                                                            |
| Worthing Employment Sector Review – Knight Frank, October 2009 | Study that provides economic research into the supply and demand of employment space as an aid to LDF policy formulation and the implementation of an Economic Development Strategy |

| Document                                                                               | Summary                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Coastal Districts Retail Study – DTZ, September 2005                                   | Study to assess the current health of town centres and to determine their future capacity for retail development                                                                                                                                            |
| Retail Study Update 2010, DTZ, April 2010                                              | An update of the Worthing part of the 2005 Coastal Districts Retail Study                                                                                                                                                                                   |
| Worthing Retail Core Development Brief – Donaldsons (now DTZ) & EDAW, Feb 2008         | The development brief sets out a clear framework for delivery of the redevelopment of the retail core regeneration area.                                                                                                                                    |
| Supporting the retail sector study, GVA Grimley, Dec 2009                              | This study sets the town centre boundary, identifies the primary and secondary shopping areas and sets out a strategy to support existing retail areas in preparation for delivery of the new retail core. It also looks at a creative use of vacant shops. |
| Coastal West Sussex Hotel and Visitor Accommodation Futures, Hotel Solutions, Sep 2008 | Study that provides an analysis into the current quality and stock of hotel accommodation for the West Sussex coastal area and what actions / policies are needed to improve the future growth and viability of the sector.                                 |

## Housing

| Document                                                                                                                           | Summary                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Empty Properties Strategy                                                                                                          | Worthing strategy to bring empty under-utilised residential properties back to use to benefit the whole community.                                                                                                                                                                                                                                                                             |
| Worthing Housing Strategy 2005-2010                                                                                                | A comprehensive overview of the housing market in Worthing.                                                                                                                                                                                                                                                                                                                                    |
| Urban Housing Potential Study, Baker Associates, June 2004                                                                         | Identification of sites suitable for residential development and the density that should be sought on them                                                                                                                                                                                                                                                                                     |
| Housing Needs Survey, David Couttie Associates, 2004                                                                               | Study to assess the scale of current housing needs                                                                                                                                                                                                                                                                                                                                             |
| Financial Viability Affordable Housing, Adams Integra, Aug 2005                                                                    | A study of the potential impact on development viability of revised planning-led affordable housing policy considered in the context of the LDF                                                                                                                                                                                                                                                |
| Study of economic viability of affordable housing options, Adams Integra, July 2007                                                | Adams Integra was instructed by the Council to assess the viability of policy options as well as consider any alternatives. The consideration of development viability is in the context of seeking to optimise affordable housing delivery whilst aiming to ensure that housing delivery in the wider sense is not unduly affected by the impact on land values and thus the supply of sites. |
| Strategic Housing Land Availability Assessment, stage 7, Baker Associates, March 2007. Stage 8, Worthing Borough Council, May 2009 | Study that provides an informed estimate of land availability for housing to inform plan-making and to ensure that councils maintain a 5-year supply of housing land                                                                                                                                                                                                                           |
| Coastal West Sussex Strategic Housing Market Assessment, GVA Grimley, May 2009                                                     | A study that provides information on the sub-regional housing markets in coastal West Sussex and predicts levels and mix of future housing provision                                                                                                                                                                                                                                           |

| Document                                                                                     | Summary                                                                                                                        |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| West Sussex Gypsy & Traveller Accommodation Needs Assessment, David Couttie Associates, 2007 | A County Council-wide study assessing the need for gypsy and travellers accommodation needs i.e. transit and permanent pitches |

## Environment

| Document                                                                                              | Summary                                                                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PPG17 Outdoor Recreation Study, PMP, February 2006                                                    | Assessment to establish quantity, quality and value of open spaces and sport and recreation facilities                                                                                      |
| PPG17 Study (PMP) Update Note, Worthing Borough Council, Nov 2009                                     | A note updating the 2006 PPG17 study carried out by PMP.                                                                                                                                    |
| Worthing Strategic Gap Landscape Character Assessment Study, Hankinson Duckett Associates, April 2007 | A study to prepare an assessment of landscape character and sensitivity within Worthing's strategic gaps                                                                                    |
| Strategic Flood Risk Assessment Study, Capita Symonds, Jan 2008                                       | A study that looks at flood risk at a strategic level to determine flood risk across the whole authority area.                                                                              |
| A Biodiversity Action Plan for West Sussex, Autumn 2000                                               | The West Sussex Biodiversity Action Plan sets out an evolving strategy and delivery mechanism for the conservation of biological diversity and the sustainable use of biological resources. |
| South Downs AONB Management Plan, April 2008                                                          | Management Plan for the South Downs Area of Natural Beauty                                                                                                                                  |
| Appropriate Assessment Screening document – Habitats Directive, November 2007                         | An assessment of the impact of the Core Strategy proposals on European nature conservation sites, such as SACs and SPAs.                                                                    |
| Desktop Biodiversity Report – Sussex Biodiversity Record Centre, May 2009                             | A report that provides a Worthing specific analysis and description of the town's areas of biodiversity and natural habitats.                                                               |
| West Sussex Sustainable Energy study, Centre for Sustainable Energy, Oct 2009                         | A study that provides the evidence base to develop policies to encourage reduced energy consumption and carbon emissions.                                                                   |

## Transport

| Document                                                                     | Summary                                                                                                                            |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| East Worthing Access Road (EWAR) Feasibility Study, Colin Buchanan, Feb 2006 | A technical study outlining two potential routes that the East Worthing Access Road could take if it was to be built               |
| Worthing LDF Strategic Transport Study, MVA Consulting, April 2007           | Study to assess the transport impacts on the local road infrastructure of local development scenarios set out in the Core Strategy |

| Document                                                                                              | Summary                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Worthing Borough Council & West Sussex County Council Transport Statement of Common Ground, June 2009 | A brief summary that sets out the shared transport priorities and areas of concern for Worthing during the Core Strategy period, including: parking; demand management; safety; accessibility; and transport assessments.                                                                                                              |
| West Sussex Traffic Reduction Report                                                                  | A report which forecasts the increases in traffic volumes in the County, including Worthing and assesses the measures needed to reduce the impact of increasing traffic volumes.                                                                                                                                                       |
| Local Transport Plan 2006-2016                                                                        | The LTP covers many transport issues that will affect Worthing's residents. Many of the issues are based on Government Guidance and Worthing supports the four national key priorities set out in the Plan, which are: Improving accessibility and better bus services; improving safety; reducing pollution; and reducing congestion. |
| Worthing & Adur Strategic Transport Model, Parsons Brinckerhof                                        | The production of a validated transport model and transport strategy that will forecast future traffic volumes/flows and define the necessary infrastructure and policies needed to help relieve road congestion on the A27 and the local transport network.                                                                           |
| Core Strategy transport modelling - baseline v development scenario: Parsons Brinckerhof, Spring 2010 | A study that will estimate and compare the transport impacts of future Core Strategy developments on the local road network against a 2007 'do minimum' base year.                                                                                                                                                                     |

## Appendix 6 - Glossary

|                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Annual Monitoring Report (AMR)</b>                                          | An annual report setting out the performance of policies based on core and local indicators. It also measures the progress of documents set out in the Local Development Scheme.                                                                                                                                                                                                                                                                                                                                        |
| <b>Area Action Plans (AAP)</b>                                                 | Area Action Plans are used to provide the planning and implementation framework for areas where significant changes are envisaged.                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Development Plan</b>                                                        | The statutory development plan is the starting point in the consideration of planning applications for the development or use of land. In future, the development plan will consist of Regional Spatial Strategies and Development Plan Documents.                                                                                                                                                                                                                                                                      |
| <b>Development Plan Documents (DPD)</b>                                        | The Local Development Framework is comprised of Local Development Documents. This includes Development Plan Documents, which are documents the local authority must prepare under legislation and subject to rigorous consultation and examination. The Core Strategy is a DPD.                                                                                                                                                                                                                                         |
| <b>Infrastructure Delivery Plan</b>                                            | A plan giving an overview of the strategic actions required, who is responsible for the delivery them, a broad indication of phasing, cost and funding mechanisms.                                                                                                                                                                                                                                                                                                                                                      |
| <b>Local Development Document (LDD)</b>                                        | Local Development Documents are a set of documents which a Local Planning Authority creates which taken as a whole set out the authority's policies relating to the development and use of land in their area.                                                                                                                                                                                                                                                                                                          |
| <b>Local Development Framework (LDF)</b>                                       | The LDF sets out the Local Development Documents which will collectively deliver the spatial planning strategy for the borough. The LDF will be comprised of Local Development Documents and Supplementary Planning Documents.                                                                                                                                                                                                                                                                                          |
| <b>Local Development Scheme (LDS)</b>                                          | This is a public statement of the Council's programme for the production of Local Development Documents.                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Planning Policy Guidance Notes (PPG) / Planning Policy Statements (PPS)</b> | Central Government produces Planning Policy Statements which are gradually replacing Planning Policy Guidance Notes. They give written guidance and direction for planning policy in the country.                                                                                                                                                                                                                                                                                                                       |
| <b>Regional Spatial Strategies (RSS)</b>                                       | Regional Spatial Strategies direct planning for the regions. The relevant RSS for Worthing is the South East Plan.                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>South East Plan (SEP)</b>                                                   | The Plan is prepared by the South East England Regional Assembly. It sets out a vision for the region up to 2026.                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Spatial Planning</b>                                                        | Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes which influence the nature of places and how they function. This will include policies which can impact on land use, for example by influencing the demands on or needs for development, but which are not capable of being delivered solely or mainly through the granting of planning permission and may be delivered through other means. |
| <b>Statement of Community Involvement (SCI)</b>                                | This sets out the standards to be achieved by the local authority in involving the community in the preparation of Local Development Documents and planning applications. The SCI enables the community to know how and when they will be involved in the preparation of Local Development Document and how they will be consulted on planning applications.                                                                                                                                                            |

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|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supplementary Planning Document (SPD)</b> | Supplementary Planning Documents (SPDs) provide detail to support policy in higher level Development Plan Documents (DPDs). They undergo a simpler preparation process than DPDs and in particular they are not subject to independent scrutiny by a planning inspector.                                                                                     |
| <b>Sustainability Appraisal (SA)</b>         | The Planning and Compulsory Purchase Act 2004 requires Local Development Documents to be prepared with a view to contributing to the achievement of sustainable development. A sustainability appraisal is a systematic process, to appraise the social, environmental and economic effects of the strategies and policies in a Local Development Document.  |
| <b>Sustainable Community Strategy (SCS)</b>  | The SCS is a strategy that outlines how local organisations will work together to improve the economic, social and environmental well being of the people in the area. It sets out the key priorities for change and action to deliver them. A Joint SCS, 'Waves Ahead', is currently being prepared for Worthing Borough Council and Adur District Council. |