

WORTHING LOCAL PLAN 2020- 2036

LOCAL PLAN ROUTE MAPPER

TOOLKIT PART 3 –

LOCAL PLAN PROCESS REQUIREMENTS CHECKLIST

SUBMISSION

May 2021



**WORTHING BOROUGH
COUNCIL**



TOOLKIT PART 3: LOCAL PLAN PROCESS REQUIREMENTS CHECKLIST

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
		Stage A: Navigating the process of reviewing Local Plan policies			
1.	L	Have you consistently kept under review the matters which are likely to affect the development of your area and the planning of its development?	P&CPA Section 13 T&CP Regulation 34	Y	All matters related to the Local Plan have been consistently kept under review. The planning policy evidence base has been regularly updated in line with guidance and best practice advice and all progress has been reported on the Council's website and within the Annual Monitoring Reports (Published each December to cover the proceeding financial year). Key issues identified have been reappraised following any significant change in national legislation or in response to changing corporate objectives.
2.	L	Have you prepared to undertake a review of your local plan policies and complete the review within 5 years of the date of adoption of the current local plan? (also see guidance within Part 1 of the Route Mapper and the 'Local Plan Review Assessment' within Part 1 of the Toolkit)	T&CP Regulation 10A NPPF para 33	Y	The Council's Core Strategy was adopted in 2011 – this was intended to cover the period up to 2026. However, changes to the planning system, particularly the publication of the NPPF and new ways for calculating housing needs meant that an earlier than expected review of the Core Strategy was required. Detailed work to progress this commenced in 2016. Consultation then followed - Issues and options consultation (2016) and Draft WLP (2018) and Submission Draft (2021). The timetable for this work has been set out in the Local Development Scheme (LDS). The LDS has been updated throughout this period to provide an up-to-date timetable and a review of the progress that had been made. Whilst it is accepted that there has been some slippage when reviewed against the earlier expectations the reasons for this has been set out in the respective AMRs.

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3.	L	Have you prepared to review your Statement of Community Involvement and complete the review within 5 years of the date of adoption of the current Statement of Community Involvement?	P&CPA Section 18 and 19(3) T&CP Regulation 10A	Y	<p>The Council adopted its current Joint Statement of Community Involvement in July 2019 and will be reviewed by July 2024 in line with the legal requirement. An Interim Addendum was published in January 2021 setting out temporary consultation methods / changes with regards to the Covid-19 Pandemic. This Interim Addendum will be reviewed as and when restrictions are eased.</p> <p>The previous Statement was published in 2012 and therefore in recognition of changes to national planning policy and national legislation, a revised Statement was prepared and adopted.</p>
4.	PM	Have you checked your scheme of delegation and engaged with the relevant person(s) who will make decisions on the outcome of any review(s) of the Local Plan policies and the Statement of Community Involvement?	The Council's scheme of delegation	Y	<p>The revised Statement of Community Involvement was considered at Planning Committee on 23 January 2019. It was then subsequently signed off by the Councils' Executive Member for Regeneration on 17 July 2019. This is in line with the Council's scheme of delegation.</p> <p>Copies of the committee report and decision document are available online.</p>
5.	L	Have you prepared a report for the relevant person(s) deciding on the review of the local plan policies that takes into account the matters that are likely to affect the development of your area and the planning of its development to enable them to make a decision on whether: 1. the policies do not need updating (publishing the reasons for this decision); and / or 2. that one or more strategic policies do need updating (moving to Stage B to update your Local Development Scheme to set out the timetable for this revision)?	T&CP Regulation 10A NPPF para 33	Y	<p>Officers have worked closely with elected Members and key stakeholders throughout the preparation of the Plan. To help this process, elected Members and Planning Policy Officers form the Local Plan Working Group who meet at least quarterly to consider issues related to the production of the Plan. A number of workshops on a variety of issues (landscape / housing / viability etc) have been held for all Worthing Councillors. At the start of the Local Plan review, Officers completed an NPPF Compliance assessment which was then communicated to all Councillors. In addition, elected Members have been updated when different parts of the evidence base have been updated. More formally, a number of reports have been taken to the respective committees to outline key issues and how they are being tackled within the Plan.</p> <p>At an early stage, it was agreed that a full review of the existing development plan (the Core Strategy) was required.</p>

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		Stage B: Scoping and preparing for your policies update			
6.	L	Where an update of the Statement of Community Involvement is required have you prepared, consulted and adopted a revised Statement in accordance with the procedures set out in Part 2 of the P&CPA? Have you ensured that the Statement is up to date and reflects who the relevant consultation bodies are - for all stages of the plan making process - and what actions will be undertaken to involve the community in any updates to the local plan policies?	P&CPA Part 2 T&CP Regulation 18 NPPF Para 16	Y	<p>The Council adopted its current Joint Statement of Community Involvement in July 2019. It was prepared, consulted and adopted in accordance with the procedures set out in Part 2 of the P&CPA.</p> <p>It is considered that the Statement is up to date and meets the requirements set out in part 6 of this toolkit. An Interim Addendum was published in January 2021 setting out temporary consultation methods / changes with regards to the Covid-19 Pandemic. This interim Addendum will be reviewed as and when restrictions are eased.</p> <p>Table 1 (p.10-15) of the Statement sets out the statutory plan making processes and the opportunities available for the community to get involved.</p>
7.	PM	Have you prepared a report for the relevant person(s) who will make a decision on the outcome of the review of the Statement of Community Involvement including where relevant details and justification of proposed changes? This should also consider the any practicalities of making documents available for inspection at the submission stage.	P&CPA Section 18 T&CP Regulation 10A	Y	<p>The revised Joint Statement of Community Involvement was considered at Planning Committee on 23 January 2019. It was then subsequently signed off by the Councils' Executive Member of Regeneration on 17 July 2019.</p> <p>Copies of the committee report and decision document are available online.</p>
8.	PM	Have you identified the proposed scope of the update of the local plan by setting out the principal policy areas that will be considered?		Y	<p>The date of adoption of the Core Strategy (2011) pre-dated the publication of the NPPF. Therefore, it was very apparent from an early stage of the review that a 'full' review of all policies was required. Initially this was scoped up within the PAS compliance test. A commitment for a full review and the progression of a new Local Plan was made by the Council in 2015/16. The overarching scope and key issues identified have been reappraised following any significant change in national legislation or in response to the changing corporate objectives. A list of all key Council committee meetings is set out in Appendix 1.</p>

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9.	PM	Have you drafted a project plan to manage and timetable the development and update of the local plan policies?		Y	The timetable for the progression of the new Local Plan has been clearly set out within different iterations of the Council's Local Development Scheme. Progress has been reported within the Council's Annual Monitoring Reports. See response to section 2 above. Furthermore, detailed project plans and a risk assessment have been prepared for internal use to guide the preparation of the Plan.
10.	L	Have you prepared a new Local Development Scheme which identifies the local plan policies update document(s) and the Sustainability Appraisal and timescales for their production?	P&CPA Section 15(2) and Section 19(1)	Y	See response to sections 2 and 9 above. The Local Development Scheme will continue to be updated up to, and beyond, the adoption of the new Plan. It is expected that a new LDS will be put in place in early 2021 to clarify the final steps for the Local Plan prior to adoption. It will also establish the work programme for the Planning Policy Team once a Plan is in place.
11.	L	Does your Statement of Community Involvement and project plan identify the legally prescribed bodies you will engage with under the duty to cooperate? This should also include each Local Enterprise Partnership and each Local Nature Partnership in the area.	P&CPA Section 20 and Section 33A T&CP Regulation 4	Y	<p>Appendix 1 of the Statement (2019) sets out the specific consultation bodies who have been identified under the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No. 767].</p> <p>Local Nature Partnership is listed in Appendix 1. Local Enterprise Partnership is not explicitly referred to in Appendix 1 but the Council consults Coast to Capital LEP.</p> <p>The Duty To Co-operate Statement sets out details of the work that the Council has undertaken so far in respect of the Duty to Co-operate in preparing the Local Plan. A section of this document lists the bodies subject to the Duty to Co-operate that have an important role in strategic planning which includes Local Nature Partnerships and Local Enterprise Partnerships.</p> <p>A Memorandum of Understanding (MoU) / Statement of Common Ground (SOCCG) has been signed by all the authorities represented within the Sussex Coast Housing Market Area (as well as the West Sussex authorities of Crawley, Horsham and Mid Sussex). This commits the authorities to continue to engage constructively, actively and on an ongoing basis with other local authorities and organisations to address sub-regional issues and to work together to</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
					<p>explore longer-term solutions for housing delivery. An updated SoCG is currently being prepared.</p> <p>Furthermore, bi-lateral Statements of Common Ground have been agreed between Worthing BC and all other planning authorities within West Sussex. These are appended to the updated Duty to Cooperate Statement.</p>
12.	L	Have you identified the “strategic matters” that will be included in the updated local plan policies and which have / would have a significant impact on your area and at least one other planning area and on which you are required to engage constructively, actively and on an ongoing basis?	P&CPA Section 20 and Section 33A	Y	<p>All key issues and strategic matters were identified at an early stage in liaison with partner organisations. The consideration of these issues has helped to inform the updating of the Council’s evidence base and the spatial strategy / policies that have been incorporated within the Plan.</p> <p>Importantly, the Council has not tackled this in isolation and the ‘Issues and Options’ consultation (2016) was used to set out what were considered to be the strategic matters. An opportunity was provided for all key stakeholders to comment on these or make alternative suggestions. The responses received helped to inform the revisions that were then made to Plan. See: https://www.adur-worthing.gov.uk/worthing-local-plan/issues-and-options/</p> <p>The Duty To Co-operate Statement sets out the Strategic matters and the work undertaken to address them with neighbouring local planning authorities from across the sub-region.</p> <p>Elected Members have considered all key / strategic issues and these have been set out within reports to various committees (see Appendix 1).</p>
13.	L	In addition to the legally prescribed bodies does your Statement of Community Involvement and project plan identify any additional bodies / person(s) who you will engage with on strategic cross-boundary matters and who will be party to your Statement(s) of common ground?	NPPF para 27 and para 35	Y	<p>Paragraph 2.8 of the Statement of Community Involvement (2019) sets out General Consultation Bodies that the Council may consult. In some cases, the Council has a degree of discretion over whether to notify certain general bodies if the topic of the document in question is not likely to be of interest or relevance to that body.</p> <p>The Duty To Co-operate Statement sets out details of the work that the Council has undertaken so far in respect of the Duty to Co-operate in</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
					<p>preparing the Local Plan. This identifies those bodies that have an important role in strategic planning.</p> <p>A Memorandum of Understanding (MoU) / Statement of Common Ground (SOCG) has been signed by all the authorities represented within the Sussex Coast Housing Market Area (as well as the West Sussex authorities of Crawley, Horsham and Mid Sussex). This commits the authorities to continue to engage constructively, actively and on an ongoing basis with other local authorities and organisations to address sub-regional issues and to work together to explore longer-term solutions for housing delivery. An updated SoCG is currently being prepared.</p> <p>Furthermore, bi-lateral Statements of Common Ground have been agreed between Worthing BC and all other planning authorities within West Sussex. These are appended to the updated Duty to Cooperate Statement.</p>
14.	PM	Have you designed a template to record the progress made with the above bodies / person(s). This should document where effective co-operation is and is not happening throughout the plan making process, and the outcomes from engagement. This will also be required as evidence to demonstrate that you have met the Duty to Cooperate.	<p>P&CPA Section 20 and Section 33A</p> <p>NPPF para 27 and para 35</p>	Y	<p>Close co-operation and engagement with neighbouring authorities and key stakeholders has been going on throughout the preparation of the Local Plan. This has been reported within the Duty To Co-operate Statement and various committee reports to Council. It is clear how this work has influenced the outcomes reached within the Local Plan and other related work undertaken across the sub-region.</p>
15.	PM	In line with your Local Development Scheme and project plan have you timetabled relevant meetings / briefings with the authorities senior management team and elected Members (including any relevant Cabinet / Committee) to ensure that there is support for the development of the local plan policies update and that any necessary permissions for publication are obtained?		Y	<p>Planning policy officers have regular meetings with the Council's leadership team to update on progress and provide briefings on key issues. Summary notes on key issues are also shared as appropriate.</p> <p>Officers have worked closely with elected Members throughout the preparation of the Plan. To help this process, Members and Planning Policy Officers form the Local Plan Working Group who meet quarterly to consider issues related to the production of the Plan. In addition, the Executive Member for Regeneration is provided with regular updates / briefings.</p>

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					A number of workshops on a variety of issues (landscape / housing / viability etc) have been held for all Worthing Councillors. In addition, elected Member have been updated when different parts of the evidence base have been updated. More formally, a number of reports have been taken to the respective committees to outline key issues and how they are being tackled within the Plan. A number of these reports were also used to get formal agreement / sign off at each appropriate stage. (See Appendix 1).
16.	L	Have you prepared a Scoping Report for the development of your Sustainability Appraisal to inform the update of your plan policies? Have you included a proposed framework for testing local plan policies update options and alternatives using the baseline information and an identified set of sustainability objectives? Have you incorporated the requirements of the Strategic Environmental Assessment?	P&CPA Section 19 and Section 39 Environmental Assessment of Plans & Progs Regs 2004 European Directive 2001/42/EC NPPF Para 32	Y	<p>A Scoping Report was published during the 'Your Town, Your Future' 2016 Local Plan consultation between 11 May and 22 June 2016.</p> <p>The Scoping Report met the requirements of Stage A of the Sustainability Appraisal Process as set out in the Planning Practice Guidance to ensure it meets the regulatory requirements as set out in Schedule 2 of the SEA Regulations (Environmental Assessment of Plans and Programmes Regulations 2004).</p>
17.	L	Have you consulted the statutory environment consultation bodies, and other interested parties, on the scope and level of detail of the environmental information to be included in the Sustainability Appraisal report?	The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)	Y	<p>A Scoping Report was prepared and a 5 week consultation was undertaken with the consultation bodies from 16 March to 20 April 2015. This was followed by a further consultation on a revised Sustainability Appraisal Framework and methodology from 7 March to 15 April 2016. The Scoping Report (dated March 2015) was also published during the 'Your Town, Your Future' 2016 Local Plan consultation between 11 May and 22 June 2016. The responses received were summarised and included in Appendix B of the Technical Appendices (October 2018) of the Draft Integrated Impact Assessment which accompanied the Regulation 18 Draft Local Plan (October 2018).</p> <p>Paragraphs 2.29 – 2.32 of the Joint Statement of Community Involvement (2019) sets out the approach to consulting on the Sustainability Appraisal and the statutory consultation bodies that must be consulted.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
		Stage C: Developing the update to your local plan policies			
18.	L	Have you collected in a presentable format the relevant baseline information that will inform and evidence an update to your plan? This may include evidence commissioned by third parties.	P&CPA Section 13 and Section 20	Y	<p>Working with the Planning Advisory Service, a thorough evidence base review was undertaken at the start of the review process. This helped to identify at an early stage the gaps that needed to be filled and the components that needed to be updated. This then helped to establish the prioritisation for updating the evidence base, the commissioning of reports / studies and the work programme for the planning policy team. The timetable for this was set out in the LDS and progress has been reported through the AMRs. Given the length of time it has taken to progress the Plan some of the evidence that was progressed in the early stages (e.g. ELR and Retail studies) has been updated more recently so that key evidence is robust and up-to-date. Similarly, additional evidence has been commissioned and / or advanced to address changing legislation at the national level and to respond to issues raised by interested parties during consultation stages. Furthermore, adjustments have been made to the evidence update and work programme to reflect changing Council priorities (most notably the need to respond to the Council's Climate Change declaration).</p> <p>All Technical Reports are published within an Executive Summary which summarises the key findings. The Council's website provides a clear link to all evidence and, where relevant, hard copies are made available on request.</p>
19.	L	<p>Have you undertaken early engagement with stakeholders to help develop spatial options, particularly on strategic cross-boundary matters?</p> <p>Have you ensured that you are keeping a continual log of engagement for your Duty to Cooperate Statement of Common Ground?</p>	<p>P&CPA Section 20 and Section 33A</p> <p>NPPF para 27 and para 35</p>	Y	<p>Early and continuous engagement with key stakeholders and neighbouring authorities across the sub-region has helped to inform and influence the drafting of the plan. The engagement has taken many forms (both informal and formal) at officer and Member level – most notably through the Strategic Planning Board (and associated officer meetings) and related Local Strategic Statement (LSS).</p> <p>Throughout the process the Council has maintained a log of engagement and this is summarised within the Duty to Co-operate Statement.</p>

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20.	L	Have you drafted policies / policy options and alternatives based on evidence and engagement? Do the options serve a clear purpose, have they been prepared positively and written in a clear manner and unambiguous?	NPPF para 15 to 34	Y	<p>Worthing is a dense urban area and, in reality, opportunities for significant growth are extremely limited. As such, all potential opportunities for development have been positively tested – ‘leaving no stone unturned’. This work has considered options within Worthing but also within the wider sub-region / housing market area as reported within the Duty to Co-operate Statement.</p> <p>Whilst options for growth are limited there are various policy options that have been informed by the comprehensive evidence base. Where appropriate, views have been sought on these through informal engagement and then more formal consultation stages. In particular, the Issues and Options consultation (2016) allowed people to comment on a range of topics and policy options. Options were then refined and clear and unambiguous policies were prepared and consulted on again at the Draft Plan stage (2018). Throughout this process, evidence and stakeholder comments have helped to inform the Sustainability Appraisal Report which is a tool used to appraise in order to promote sustainable development and balance social, environmental and economic aspects.</p>
21.	L	Have you taken account of the NPPF requirements for plan content and the Government’s planning policy for traveller sites? At the time of publication this was included in the August 2015 DCLG Planning Policy for traveller sites. This policy must be taken into account in the preparation of development plans.	<p>NPPF 2019</p> <p>PPG 2014 (and as amended)</p> <p>Planning Policy for Traveller Sites (PPTS), DCLG August 2015</p> <p>Housing Act 1985</p>	Y	<p>The primary objective of the Gypsy, Traveller and Travelling Showpeople Accommodation Assessment (GTAA) is to provide a robust assessment of current and future need for the Coastal West Sussex Authorities of Adur District Council, Arun District Council, Chichester District Council and Worthing Borough Council, along with the parts of these local authorities located in the South Downs National Park (the Councils). The first collaborative GTAA was undertaken in 2013 (update 2014). The most recent study (April 2019) provides an updated evidence base and also responds to the publication of the PPTS 2015. The key change in this publication was the change in the definition of Travellers for planning purposes.</p> <p>The most recent study reached the same conclusions of the earlier iteration which was that no existing traveller sites exist within the borough and there was no identified current or future need for pitches. However, whilst no need</p>

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					<p>has been identified there is a requirement to provide a criteria based policy to provide a basis for decision making in the event that any relevant applications come forward. The policy set out in the Submission Local Plan meets that requirement.</p> <p>The draft policy was first consulted on at Draft Local Plan stage in October 2018. Only 2 representations were received, one which supported the policy and another which questioned whether the GTTS community had been consulted. The response was that national Federation of Gypsy Liaison Groups was consulted at Draft Local Plan stage in addition the consultants undertaking the GTAA updated worked closely with local groups and their representative organisations. The Statement of Community Involvement also sets out sets out the specific consultation bodies who have been identified under the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No. 767].</p>
22.	L	<p>Have you considered plan production processes set out within the NPPF, including:</p> <ul style="list-style-type: none"> • Plan making provisions set out in section 3 – para 15-37 • Considering transport issues at the earliest stages of plan production – para 102 • Aligning strategies and investments – para 104 • Considering changes in the demand for land – para 120 • Discussing the strategic location of housing growth and any proposed changes to Green Belt boundaries with neighbouring authorities – para 137 • Applying a sequential, risk-based approach to the location of development to avoid flood risk to people and property – para 157 	NPPF	Y	<p>See response to section 20 above.</p> <p>In reality, there are so few options for development in and around the borough (outside the South Downs National Park) that ALL opportunities for development have been robustly and positively tested (and consulted on). This has included consideration of evidence prepared to help understand how the demand for land from different land uses might change over the Plan period. Evidence (such as the Strategic Flood Risk Assessment and the Landscape & Biodiversity Assessment) have helped to ensure that the most sensitive areas within the borough are either protected or that appropriate ways to mitigate the impacts from development are embedded in the Local Plan policies. The sequential test has been followed.</p> <p>Transport considerations have been carefully considered throughout the process (see Local Plan Transport Study).</p>

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		<ul style="list-style-type: none"> Allocating land with the least environmental value – para 171 			
23.	L	Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the policies in the plan and to enable a review to be triggered where necessary?	<p>P&CPA Section 13 and Section 35</p> <p>T&CPA Regulation 34</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>NPPF Para 31, 33, 75, 120</p>	Y	<p>As part of the Sustainability Appraisal a framework has been developed to appraise the potential significant effects of the proposed Local Plan including policies and sites. This was set out in the Scoping Report and updated for inclusion in the Draft Integrated Impact Assessment Report. It is a requirement of the SEA Directive that the significant effects of a plan or programme are monitored. This will be incorporated into the wider annual monitoring and presented in the Annual Monitoring Report.</p> <p>Monitoring arrangements are being developed and a monitoring framework accompanies the Publication version of the Local Plan. The final monitoring arrangements will be confirmed in the Sustainability Statement that will be produced after the Local Plan is adopted. The Local Plan has embedded the United Nations Sustainable Development Goals (UN SDGs) in order to enhance the sustainability credentials and to provide a more robust monitoring framework. The Monitoring Topic Paper, that establishes the monitoring framework for the Plan, sets out the compatibility of each goal and associated targets against relevant policies in the Plan. The monitoring framework will be updated when new indicators become available or when existing monitoring tools can be strengthened.</p> <p>In the longer term, the Annual Monitoring Report (AMR) will review the effectiveness of the Plan and its constituent policies. The AMR and Local Development Scheme will also be used to inform interested parties of the timeline of the subsequent review of the adopted Local Plan (which, in line with national requirements, will be undertaken within 5 years of Local Plan adoption).</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
24.	L	Have you undertaken a Habitats Regulations Screening Assessment to determine whether the update to the local plan is likely to have a significant effect on a European site or a European offshore site (either alone or in combination with other plans or projects)?	Conservation of Habitats and Species Regulations 2017 European Directive 92/43/EEC	Y	A Habitats Regulations Assessment screening report was included within the technical appendices of the Draft Integrated Impact Assessment Report (October 2018) which accompanied the Draft Local Plan.
25.	L	Have you consulted the relevant “nature conservation body” on your Habitats Regulations Screening Assessment and had regard to their representations? Have you also consulted, if considered appropriate, other relevant organisations?	Conservation of Habitats and Species Regulations 2017 European Directive 92/43/EEC		<p>The Habitats Regulations Screening Assessment was published for consultation alongside the Draft Local Plan as an appendices to the Draft SA Report.</p> <p>Appendix 1 of the Statement of Community Involvement (2019) sets out the specific consultation bodies who have been identified under the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No. 767].</p> <p>None of these bodies provided specific comments on the Habitats Regulations Screening Assessment as part of the consultation on the Draft Local Plan.</p> <p>However, Natural England confirmed by email dated 19 January 2021 that <i>‘Natural England concurs with the finding of your authority insofar that the proposed Worthing Local Plan is unlikely to have any likely significant effects on the identified European sites alone or in-combination with other plans or projects.’</i></p>

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26.	L	<p>Did the Habitats Regulations Assessment screening assessment determine that the plan is likely to have a significant effect on a European site or a European offshore site?</p> <p>If so you <u>must</u> undertake an appropriate assessment of the implications of the plan (as part of your Habitats Regulatory Assessment (HRA)) for the Plan's policies and site(s) within the context of the European site's conservation objectives.</p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	The HRA screening statement found there to be no significant adverse effects on any of the identified European sites arising from the Worthing Local Plan. Therefore the Local Plan does not require progression to the next stage of Habitat Regulations Assessment.
27.		Have you carried out an Equalities Impact Assessment?	Equality Act 2010	Y	An Integrated Impact Assessment has been undertaken to appraise and inform the Local Plan. This fulfils the requirements to undertake a Sustainability Appraisal, Equalities Impact Assessment, and also incorporates a Health Impact Assessment.
28.		Have you considered combining the Sustainability Appraisal, Equalities Impact Assessment and potentially Habitats Regulations Assessment as part of an Integrated Impact Assessment that is developed and updated alongside the plan in order to inform its options? This may not be appropriate in all instances.	Equality Act 2010	Y	An Integrated Impact Assessment has been undertaken to appraise and inform the Local Plan. This fulfils the requirements to undertake a Sustainability Appraisal, Equalities Impact Assessment, and also incorporates a Health Impact Assessment. In addition a Habitat Regulations Assessment (HRA) Screening has been undertaken of the potential effects of the Local Plan on the Natura 2000 network to determine whether the Local Plan will either alone or in combination with other relevant projects and plans, be likely to result in a significant adverse effect upon European protected sites and therefore whether an Appropriate Assessment is required.
29.	L	Have you assessed the draft plan / policy options against relevant soundness and quality measures?	NPPF Para 35 to 36	Y	At every stage of Plan making great care has been taken to ensure the Council has complied with relevant soundness checks and quality measures. This has included a thorough review of legislation and guidance (including support from the Planning Advisory Service – PAS). Furthermore, best practice examples have helped to inform the preparation of the Worthing Local Plan and supporting documents (e.g. DTC Statement and Sustainability Appraisal). In particular, the WLP has been partly influenced by the experiences of a

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					<p>number of local authorities from across the sub-region (particularly Adur DC who adopted their Plan in 2018). In addition, see:</p> <ul style="list-style-type: none"> ● Local Plan Form and Content Checklist (see Part 2 of this Toolkit) ● Local Plan Soundness and Quality Assessment (see Part 4 of this Toolkit)
30.	L	<p>Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map?</p> <p>If yes, have you prepared a submission policies map?</p>	T&CPA Regulations 5(1) (b), 9 (1), 17 & 22(1)	Y	<p>A number of relatively minor amendments will be required to the adopted Proposals Maps. This includes:</p> <ul style="list-style-type: none"> ● Site allocations ● Amendments to the Built Up Area boundary ● Revised environmental designations ● Amended retail and town centre boundaries <p>A 'Mapping Extracts' document has been prepared to be published alongside the Publication version of the Local Plan. This clearly sets out all of the proposed revisions. A revised version of the Proposals Map (with Town Centre Inset) will be prepared to be Submitted alongside the Local Plan.</p>
31.	L	Is the local plan policies update consistent with any other adopted Local Plan Documents for the area?	T&CPA Regulation 8(3) and (4)	Y	<p>The Local Plan, when adopted, will supersede the Worthing Core Strategy and the saved policies from the Worthing Local Plan (2003). When adopted, a full review of all existing Supplementary Planning Documents (SPDs) will be undertaken. A work programme will then be established to update any SPDs that are not in full conformity with the new Local Plan. Additional SPDs will also be advanced to support the Vision and Strategic Objectives established in the Plan.</p>
32.	L	Is the local plan policies update intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	T&CPA Regulation 8(5)	Y	<p>The Local Plan, when adopted, will supersede the Worthing Core Strategy and the saved policies from the Worthing Local Plan (2003). This has been clearly explained within the new Plan and at all previous stages.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
33.	L	Is the local plan policies update (if a London Borough or Mayoral DC) in general conformity with the spatial development strategy?	P&CPA section 24		N/A
		Stage D: Consulting and engaging on the policies update			
34.	PM	Have you obtained the relevant authority permissions to publish the first draft / options for public consultation?		Y	In line with the Council's Scheme of Delegation each stage of Local Plan preparation has been granted the relevant authority to publish. In summary, this has involved close liaison with the Executive Member for Regeneration and the Local Plan Working Group. As set out in Appendix 1 formal guidance / approval is then sought from the respective committees (e.g. Planning Committee and Joint Strategic Committee).
35.	L	<p>Have you notified the following bodies or persons that you are preparing a local plan policies update and invited them to make representations on what the plan should contain?</p> <ul style="list-style-type: none"> • The specific consultation bodies that may have an interest; • The general consultation bodies that the authority consider appropriate; • Residents or other persons carrying on business in the area as considered appropriate; and • Any other stakeholders that you have engaged with in earlier stages on strategic matters and who will be party to your Duty to Cooperate Statement(s) of Common Ground and are relevant parties pursuant to your duty to cooperate 	<p>P&CPA Section 20 and Section 33A</p> <p>T&CP Regulation 18</p> <p>NPPF Para 16, 24-27, and 35</p>	Y	<p>At Regulation 18 draft Local Plan stage the Council consulted with all consultation bodies required under the regulations. This included all statutory bodies along with a large number of other appropriate local groups and organisations. This work was undertaken in line with the Council's Statement of Community Involvement. The Council's 'Consultation Strategy' and then a 'Report from the Consultation' are linked below. Similar documents will be prepared before and after Reg 19 publication stage.</p> <p>https://www.adur-worthing.gov.uk/media/Media,151262,smxx.pdf</p> <p>https://www.adur-worthing.gov.uk/media/Media,153279,smxx.pdf</p> <p>Engagement undertaken in line with the Duty to Co-operate is reported within the Duty to Co-operate Statement.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
36.	L	<p>Have you made sure that the consultation and invitation to make representations:</p> <ul style="list-style-type: none"> Follows the principles set out in your adopted Statement of Community Involvement; Integrates any involvement with the Duty to Cooperate Statement(s) of Common Ground; and Is proportionate to the scale of issues involved in the local plan policies update. 	<p>P&CPA Section 19</p> <p>NPPF Para 27 and 35</p>	Y	<p>The Council adopted its current Joint Statement of Community Involvement in July 2019. It was prepared, consulted and adopted in accordance with the procedures set out in Part 2 of the P&CPA. Table 1 (p.10-15) of the Statement sets out the statutory plan making processes and the opportunities available for the community to get involved. Appendix 1 of the Statement sets out the specific consultation bodies who have been identified under the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 [S.I 2012 No. 767]. Paragraph 2.8 of the Statement sets out General Consultation Bodies that the Council may consult. In some cases, the Council has a degree of discretion over whether to notify certain general bodies if the topic of the document in question is not likely to be of interest or relevance to that body. An Interim Addendum was published January 2021 setting out temporary consultation methods / changes with regards to the Covid-19 Pandemic. This Addendum will be reviewed as and when restrictions are eased.</p>
37.	L	<p>Have you prepared a draft of your Consultation Statement (a “proposed submission document”) that includes a record of:</p> <ul style="list-style-type: none"> The individuals or bodies invited to make representations; How this was done; The main issues raised; and In preparation of Stage E (and to be completed in Stage E as outline below) how the main issues have been addressed in the local plan policies update. 	<p>P&CPA Section 19</p> <p>T&CPA Regulation 17, 18, 19 and 22</p> <p>NPPF Para 16, 24-27, and 35</p>	Y	<p>At Regulation 18 the Council published a ‘Consultation Strategy’ and then a ‘Report from the Consultation’ (linked below). Similar documents to these will be prepared before and after Reg 19 publication stage.</p> <p>https://www.adur-worthing.gov.uk/media/Media,151262,smxx.pdf</p> <p>https://www.adur-worthing.gov.uk/media/Media,153279,smxx.pdf</p> <p>At Regulation 18 stage the Council published a summary of all representations which were then reported to Planning Committee (report linked below):</p> <p>https://www.adur-worthing.gov.uk/media/Media,153281,smxx.pdf</p> <p>https://www.adur-worthing.gov.uk/media/Media,153280,smxx.pdf</p> <p>Throughout the preparation of the Plan it has been clearly reported how consultation responses and associated evidence have influenced the drafting of policies and allocations.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
38.	L / PM	<p>Have you consulted on the following emerging documents alongside your first draft plan so that they can be reviewed against representations and policy options and alternatives as they are developed?</p> <ul style="list-style-type: none"> • Sustainability Appraisal; and • Habitats Regulations Screening Assessment (or Habitats Regulations Assessment if one has been developed at this stage) 	<p>P&CPA Section 19 and Section 39</p> <p>Environmental Assessment of Plans / Progs Regulations 2004</p> <p>Conservation of Habitats & Species Regulations 2017</p> <p>Eu Directive 2001/42/EC</p> <p>Eu Directive 92/43/EEC</p> <p>NPPF Para 32</p>	Y	<p>The Draft Integrated Impact Assessment (Sustainability Appraisal Report incorporating Habitat Regulations Assessment, Equalities Impact Assessment and Health Impact Assessment) (October 2018) was consulted on alongside the Draft Local Plan from 31 October to 12 December 2018. This included a Habitats Regulations Screening Assessment within the reports technical appendices.</p>
		Stage E: Developing the submission version of the policies update			
39.	PM	<p>Taking account of the consultation have you considered whether there is a need for further evidence and / or evidence to be updated to support the policy options set out in your plan?</p>	<p>P&CPA Section 13 and Section 20</p>	Y	<p>Following the publication of the Draft Local Plan and prior to the preparation of the Submission version of the Plan the Council 'took stock' to understand what additional evidence was required to support the Plan and what elements might need to be updated / enhanced. For example:</p> <ul style="list-style-type: none"> • Some additional work was required to respond to comments received on the draft plan (e.g. transport / landscape) • Existing evidence was revised to ensure that it responded to recent changes in legislation and market conditions (e.g. Retail & Town Centre Uses / Employment Land Review)

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
					<ul style="list-style-type: none"> 'New' evidence was commissioned (as planned) to inform the Regulation 19 version of the Plan (e.g. Whole Plan Viability Assessment / Strategic Housing Market Assessment / Strategic Flood Risk Assessment).
40.	PM	<p>Have you considered whether further consultation and engagement is required depending on the nature and significance of any proposed changes to the preferred strategy following consultation and / or further evidence?</p> <p>Where further consultation and engagement is required prior to submission this should be undertaken, recorded and reported in line with the requirements set out above. This includes updating and consulting where necessary on any corresponding amendments to the Sustainability Appraisal and Habitats Regulations Assessment.</p>	P&CPA Section 13 and Section 20	Y	<p>Given the extremely limited options for growth in and around Worthing there are, in reality, very few options to test. As such, there is relatively little change between different stages of Plan preparation and certainly not enough to warrant an additional period of consultation before the Regulation 19 version is published. This is also highlighted through the responses that were received during consultation on the Draft Plan and the Council's responses to these - https://www.adur-worthing.gov.uk/worthing-local-plan/draft/#representations The vast majority of comments made were either supporting the approach being taken or were suggesting relatively minor changes to policies.</p> <p>There are, of course, some changes that have been made to the Plan between different stages of consultation. In part, these respond to comments made but equally important are changes to guidance / legislation (revised NPPF) and revised corporate aims / objectives (particularly responding to the Climate Change declaration made by the Council in summer 2019). Whilst these changes are not insignificant it is not considered that they would justify an additional stage of consultation which would, in effect, slow down the overall timetable for adopting the Plan. These changes are also detailed and have been appraised as part of the Sustainability Appraisal.</p>
41.	L	<p>Have you prepared the Sustainability Appraisal report on any revised draft of the local plan policies update? Is it clear how the sustainability appraisal has influenced the plan?</p>	P&CPA Section 19(5) Reg 12 of the Environmental Assessment of Plans and Progs Regs 2004 No 1633	Y	<p>The Sustainability Appraisal Report of the Submission Draft Local Plan considers the key changes made to the Local Plan since consultation on the Draft Local Plan and whether any of these need testing as part of reasonable alternatives. The SA Report has also re-tested the policies of the Local Plan to identify any significant total, cumulative or synergistic effects.</p> <p>The SA Report sets out how recommendations from the SA process have influenced the Local Plan.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
42.	L	Have you prepared an Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur?	The Conservation of Habitats and Species Regulations 2017 (as amended) EU Directive 2001/42/EC EU Directive 92/43/EEC NPPF Para 32	Y	The HRA screening statement found there to be no significant adverse effects on any of the identified European sites arising from the Worthing Local Plan. Therefore the Local Plan does not require progression to the next stage of Habitat Regulations Assessment. Natural England has provided confirmation dated 19 January 2021 that they concur with these findings.
43.	L	Have you updated your Equalities Impact Assessment?	Equality Act 2010	Y	An Integrated Impact Assessment has been undertaken to appraise and inform the Local Plan. This fulfils the requirements to undertake a Sustainability Appraisal, Equalities Impact Assessment, and also incorporates a Health Impact Assessment.
44.	L	Have you taken account of all of the representations received from all person(s) in response to the consultation(s) in Stage D? Have you recorded how the main issues have/will be addressed in your draft consultation statement?	T&CPA Regulation 17, 18 and 22	Y	See response to section 37 above.
45.	PM	Have you considered whether or not you intend to confirm the housing land supply through the independent examination process? If so, have you clearly stated this within your Regulation 19 Submission local plan policies update and have you ensured that you will engage appropriately with developers and others with an interest in housing delivery on the housing land supply?	NPPF para 74 T&CPA Regulation 17, 18 and 22	Y	As previously explained, severe land constraints limit options for significant growth around Worthing. As such, despite taking very positive steps to deliver growth, the reality is that housing requirements will not be met. As such, the Council's Regulation 19 version of the Local Plan establishes a realistic and delivery housing land supply position. It will be for the Inspector (and interested parties) to review and scrutinise this position prior to and then during the Local Plan Examination.

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
46.	PM	<p>Does your local plan policies update include a trajectory illustrating the expected rate of housing delivery over the plan period?</p> <p>Will your local plan policies update provide for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on adoption against the housing requirement (which is informed by a local housing need assessment conducted using the standard method as a starting point)?</p>	NPPF paras 11, 73 and 74	Y	<p>The Council publishes the Housing Trajectory in its Annual Monitoring Report. In addition, an up-to-date Trajectory has been prepared to support the Reg 19 Submission version of the Plan. This is included within the Housing Implementation Strategy which will be submitted alongside the Plan. The Council is of the view that the trajectory is better included with supporting evidence rather than within the Plan itself – the Local Plan is a long term strategy whilst the trajectory sets out a ‘point in time’.</p> <p>As reported elsewhere and further explained within supporting evidence the Council is not able to provide for a 5 year supply of deliverable housing sites against the housing need requirement assessed using the standard method. Therefore, it is not possible to incorporate a buffer within the delivery strategy (although the appropriate buffer has been applied to the housing need calculation and the influences the level of overall need me and also the housing shortfall – this is relevant to Duty to Co-operate considerations).</p>
		Stage F: Independent examination and adoption			
47.	PM	Have you obtained the relevant authority permissions to publish the submission version of the local plan policies update? You may want to consider including approval to submit this to the Secretary of State (Planning Inspectorate)		Y	The necessary authority to publish and then submit the Reg 19 Version of the Local Plan has been obtained from Worthing Full Council (15 th Dec 2020). This followed consideration of the Plan by a special meeting or Planning Committee (11 th Nov 2020) and Joint Strategic Committee (1 st Dec 2020).
48.	L	Have you made clear where and within what period representations must be made?	T&CPA Regulation 17, 19, 20 and 35	Y	Yes – the publication / consultation process was clearly explained within relevant notifications / on the Council’s website and on social media. Due to current unusual circumstances relating to Covid-19 a decision was taken to extend the consultation period to 8 weeks (instead of the normal 6 weeks).
49.	L	<p>Have you published on your website and made copies of the following available for inspection:</p> <ul style="list-style-type: none"> the proposed submission documents 	T&CPA Regulations 19 and 35	Y	Yes – the statement of representations procedure has been made widely available. In line with the Council’s adopted SCI all relevant material has been made available for public inspection although some allowance has been made

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
		<ul style="list-style-type: none"> the statement of the representations procedure statement and details of where and when documents can be inspected <p>Have you checked you have met all other requirements of your Statement of Community Involvement?</p>			due to the restrictions in place due to the Covid-19 pandemic. MHCLG has temporarily removed legal requirements to make certain development plan documents available for inspection at premises and to provide hard copies on request. The documents must, instead, be made available for inspection online. To make an allowance for this the consultation period has been extended to 8 weeks. An interim SCI Addendum was published January 2021 setting out temporary consultation methods / changes with regards to the Covid-19 Pandemic.
50.	L	<p>Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> A copy of each of the proposed submission documents; and the statement of the representations procedure 	T&CPA Regulation 19(b)	Y	As set out in the Council's consultation strategy all specific consultation bodies (statutory and local) have been notified of the publication stage and invited to make comments. They have all been shared a copy of the representations procedure.
51.	L	<p>Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> the statement of the representations procedure; and where and when the documents can be inspected 	T&CPA Regulation 19(b)	Y	Yes.
52.	L	Have you, on the day of publication, requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the local plan update with the spatial development strategy?	<p>P&CPA Section 24</p> <p>T&CPA Regulation 21</p>		N/A

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
		Getting ready for submission to PINS			
53.	PM	Get ready for submission and examination, this might mean starting the process of appointing a programme officer, securing rooms for a potential hearing and other practical arrangements. Refer to guidance from the Planning Inspectorate.	See PINS Procedure Guide for Local Plan Examinations 2019	Y	The Council has appointed an experienced Programme Officer and their duties will formally commence on the day of WLP Submission. The Council has reviewed the Procedure Guide and been in correspondence with PINS. As yet, there is no clarity as to what form of the Examination will take in the autumn (although it is expected to be a 'blended' mix – both virtual and physical). The Council will continue this dialogue and will arrange for a suitable venue should one be required. A dedicated page of the Council's website has been created for the Submission / Examination stage.
54.	PM	Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS)		Y	Yes - the Council resolution (Jan 2021) gave delegated authority to the Head of Planning & Development in consultation with the Worthing Borough Council Executive Member for Regeneration, to submit the Local Plan to the Secretary of State for independent Examination under section 20(7C) of the Planning Compulsory Purchase Act 2004 (as amended) together with the submission documents prescribed by Regulation 22 of the 2012 Regulations, following the conclusion of the Regulation 19 publication and a review of the representations received.
55.	L	Have you collated all of the representations made to the publication draft plan policies update?	P&CPA Section 20(3) T&CPA Regulation 22(1)(e)	Y	Yes – all representation have been review, collated and summarised. These, along with officer responses, are available to view on the Council's website: https://www.adur-worthing.gov.uk/worthing-local-plan/submission-draft-consultation-jan-2021/
56.	PM	Does each representation made have a unique ID and contact details? PINs require that these are provided in an electronic database enabling the full text of each representation to be accessed easily in both policy and paragraph	See PINS Procedure Guide for Local Plan Examinations 2019	Y	Yes – each respondent has been given a unique reference number e.g. (SDWLP-XX). A comprehensive database of all representations has been prepared and this will be shared with PINS when the WLP is Submitted.

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
		number order and representor order. The database should also clearly identify those who have made a request to be heard by the Inspector under section 20(6) of the PCPA			
57.	L	Have you assembled the relevant supporting documents (documents relevant to the preparation of your plan which normally includes or comprises the evidence base)?	P&CPA Section 20(3) T&CPA Regulation 22(1)(g)	Y	Yes – all key supporting documents have been prepared. These are linked on the respective pages on the Council’s website. Where appropriate, hard copies will be made available to the Inspector and other interested parties.
58.	PM	Do all of the documents that you will submit to the inspectorate have a unique reference listed in an ‘Examination Library’?		Y	Yes - a Core Document list has been created and each document indexed has been given a unique reference number.
59.	L/ PM	You may need to consider whether you need to redact certain personal details from representations for the website and inspection purposes. However, those who have made representations should be able to contact one another and documents should be provided without details redacted. See the guidance from the Planning Inspectorate.	GDPR 2018 PINS Procedure Guide for Local Plan Examinations 2019	Y	Yes – all personal information has been redacted in line with best practice and GDPR regulations.
60.	L	Have you prepared a statement setting out: <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 18 • How they were invited • A summary of the main issues raised • How the representations have been taken into account 	P&CPA Section 20 (3) T&CPA Regulation 22(1)(c)	Y	Yes – the Council has prepared and published a statement setting out the bodies invited to make representations, how they were invited and a summary of the main issues raised. At every stage the Council has clearly explained how each representation has been taken into account.

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
61.	L	Have you prepared a statement giving: <ul style="list-style-type: none"> the number of representations made under Regulation 22 a summary of the main issues raised OR <ul style="list-style-type: none"> Stating that no representations were made 	P&CPA Section 20(3) T&CPA Regulation 22(1)(c)	Y	Yes - the Council has prepared a statement setting out a summary of all representations received and a further table setting out a summary of the main issues raised.
62.	PM	Consider what documents need printing to ensure that hard copies are available where necessary for inspection and for the examination library.	See PINS Procedure Guide for Local Plan Examinations 2019	Y	The Council will make all documents available to view in electronic form. Although hard copies of key documents will be made available the Council will seek to ensure that printing is minimised. This will save unnecessary costs and furthermore, Covid-19 restrictions may mean that it will be difficult to provide easy access to hard copies as would usually be the case – but this will be kept under review as restrictions are eased.
		Submission to PINS			
63.	L	Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of: <ul style="list-style-type: none"> a copy of the local plan policies update and (if prepared) policies map Have you sent the Secretary of State (the Planning Inspectorate) an electronic version of: <ul style="list-style-type: none"> the Final 'consultation statement' supplemented by or incorporating the documents consultation required under Regulation 22(1) The Sustainability Appraisal Copies of representations 'Supporting documents' 	P&CPA Section 20(1) and 20(3) T&CPA Regulations 22 See PINS Procedure Guide for Local Plan Examinations 2019	Y	All listed documents will be submitted for Examination alongside the Worthing Local Plan. These will be forwarded in electronic or hard copy form as appropriate.

	REF	Key questions	Legislation /Policy Source	Y/N	Documents demonstrating compliance
		<p>Guidance from PINS also highlights other material necessary for the examination which includes:</p> <ul style="list-style-type: none"> • An Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur; • The LPA's current Local Development Scheme; • It is also helpful if the LPA provide an Equalities Impact Assessment 			

64.		<p>As soon as practical after submission, on your website, have you published:</p> <ul style="list-style-type: none"> • The documents submitted to PINS (identified above) including representations made under Regulation 20 (where practicable) taking into account GDPR requirements? • Statement as to where and when these documents are available for inspections (again this should be in line with any requirements in your Statement of Community Involvement)? 	T&CPA Regulation 22(3) and 35(1)(b)	Y	<p>All relevant documents will be made available to view on the Council's website – any not currently available to view will be linked when the Plan is Submitted (or as soon as practical thereafter).</p> <p>Covid-19 restrictions may mean that it will be difficult to provide easy access to hard copies as would usually be the case – but this will be kept under review as restrictions are eased.</p>
65.	L	<p>For each general consultation body invited to make representations under Regulation 18(1), have they been sent:</p> <ul style="list-style-type: none"> • notification that the documents submitted to PINS are available for inspection • details of where and when they can be inspected 	T&CPA Regulation 22(3)(b)	Y	<p>Each general consultation body invited to make representations under Regulation 18(1) will be notified that the documents submitted to PINS and are available to view on line. Covid-19 restrictions may mean that it will be difficult to provide easy access to hard copies as would usually be the case – but this will be kept under review as restrictions are eased.</p>
66.	L	<p>Have you given notice to persons who have requested to be notified that submission has taken place?</p>	T&CPA Regulation 22(3)(c)	Y	<p>The Council has appointed a Programme Officer and when the WLP is submitted (and at all subsequent stages) they will notify all those that have made representations.</p>
67.	L	<p>If examination hearings are being held, at least six weeks before its opening has the Programme Officer:</p> <ul style="list-style-type: none"> • Published the time and place of the examination and the name of the person appointed to carry out the examination on your website? 	<p>P&CPA Section 20</p> <p>T&CPA Regulations 24 and 35</p>	Y	<p>The Council has appointed a Programme Officer and when the WLP is submitted (and at all subsequent stages) they will notify all those that have made representations.</p> <p>A page / tile for the Submission / Examination of the WLP has been created on the Council's website and this will be used to provide all relevant information.</p>

		<ul style="list-style-type: none"> notified those who have made representations on the published DPD which have not been withdrawn of these details? 			
68.	L	Have you asked the Inspector to recommend 'main modifications' (changes that materially affect the policies) to make a submitted local plan policies update sound and legally compliant? These modifications should be published for consultation.	<p>See Section 6 of the PINS Procedure Guide for Local Plan Examinations 2019</p> <p>P&CPA Section 20 (7C)</p>	Y	A Schedule of Modifications to the SDWLP has been prepared and this will be Submitted for the Inspector to consider alongside all other key documents.
69.	L	Depending on the scope of the modifications, have you considered whether there is a need to undertake further Sustainability Appraisal, Habitats Regulations Assessment, and Equalities Impact Assessment on the modifications.	<p>Environmental Assessment of Plans and Programmes Regs 2004</p> <p>Eu Directive 2001/42/EC</p> <p>Conservation of Habitats and Species Regs 2017</p> <p>Eu Directive 92/43/EEC</p> <p>Equality Act 2010</p>	Y	The scope of the proposed Modifications are considered to be fairly minor in nature. Whilst the implications of these have been given careful consideration it is not felt that they are likely to have significant implications and, as such, there is no need to undertake further Sustainability Appraisal, Habitats Regulations Assessment, and Equalities Impact Assessment.
70.	L	If the plan policies update is sound, have you formally adopted the plan policies update in a full meeting of the local planning authority?	T&CPA Regulation 4(1) and (3) of the Local Authorities (Functions and Responsibilities)		This section will be completed when the Plan is found sound / adopted.

			(England) Regulations 2000).		
71.	L	On adopting a Local Plan policies update, have you made publicly available a copy of the plan, an Adoption Statement and Sustainability Appraisal?	T&CPA Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.		This section will be completed when the Plan is found sound / adopted.

APPENDIX 1 – RELEVANT COUNCIL / COMMITTEE MEETINGS (2015-2020)

Throughout the preparation of the Local Plan elected Members have been actively involved. A cross-party Member Working Group has met regularly (on average, quarterly) and they played a key role in helping to steer the Plan towards Submission. In addition, a number of workshops (listed below) for all elected Members were held to explain technical evidence and provide an update on the stage reached. In addition, the development of the Plan has been considered by Members in a more formal setting at various committees (See Table below). All reports are available to view on the Council's website - <https://democracy.adur-worthing.gov.uk/mgListCommittees.aspx?bcr=1>.

Date	Committee	Summary
Apr 2015	Joint Strategic Committee (JSC)	Agreed revised Local Development Scheme that commits the Council to prepare a new WLP.
Mar 2016	Planning Committee (PC)	Considered and commented on Draft Issues & Options consultation document.
Mar 2016	Executive Member Report (EMR)	Considered comments from PC and approved Issues & Options consultation document.
Mar 2017	Planning Committee (PC)	Considered key issues to inform the preparation of draft WLP – comments forwarded to JSC.
April 2017	Joint Strategic Committee (JSC)	Considered comments from PC and key issues to inform the preparation of draft WLP.
Sept 2018	Planning Committee (PC)	Considered Draft WLP and forwarded comments to JSC.
Oct 2018	Joint Strategic Committee (JSC)	Considered comments from PC and approved the Regulation 18 draft WLP for consultation.
Mar 2019	Planning Committee (PC)	Considered report on Reg 18 responses / key issues / work programme and revised LDS.
Nov 2020	Planning Committee (PC)	Considered Pre-Submission Draft WLP and forwarded comments to JSC (01/12/20)
Dec 2020	Joint Strategic Committee (JSC)	Considered Pre-Submission Draft WLP and comments from PC (11/11/20)
Dec 2020	Council	Approved Pre Submission Draft WLP for Regulation 19 Publication (to commence 26/01/20)
Jan 2021	Planning Committee (PC)	Considered Revised Local Development Scheme for LP adoption and work programme thereafter.
Feb 2021	Executive Member Report (EMR)	Considered comments from PC and approved LDS.

Member Workshops

Date	Workshop Topic
Nov 2014	Changes to planning system / housing need / supply / housing study (OAN)
Sep 2015	Why we need a new LP now? / what we need to do / local context / housing / achieving a balance / visioning exercise
Feb 2016	Landscape study / balancing evidence / issues and options / 'Your Town - Your Future'
Feb 2017	Feedback on Issues & Options consultation / evidence base / work programme
July 2017	Housing
July 2018	Evidence and progress update / review of potential allocations
Feb 2020	Progress since DWLP consultation / emerging evidence / key issues (including UNSDGs)
Sep 2020	Planning reforms / evidence update / preparation of SDWLP / timetable

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