

Consultation Statement for the Statement of Community Involvement (SCI)

This statement summarises the consultation procedure that occurred for the Statement of Community Involvement (SCI), which has been adopted as of 6th December 2012. It also summarises the responses received, as well as the Council's response to the comments and shows any amendments that were made to the SCI as a result.

The draft joint SCI was taken to Worthing Planning Committee on 11th July and to Adur Planning Committee on 23rd July, where it was approved for consultation. SCIs are no longer subject to independent examination, or even a statutory consultation process. However, owing to the nature of the document, which aims to improve communication between the local authority and the public in planning matters, it was agreed by Planning Committee (July 11th for Worthing and July 23rd for Adur), that a six week consultation process would be carried out between 8th August to 19th September.

The Council sought to engage widely during the consultation period. This included the use of social media such as Twitter and the Council's website. The consultation was also used as an opportunity to update the consultee database for future consultations and therefore, everyone on the database was contacted.

The main method of consultation was through the use of a Planning Policy Newsletter, which is circulated electronically where possible to those on the consultee database. Where necessary, hard copies of the SCI and the newsletter were also placed in the Council offices and local libraries and it was also made available on the Council's website. Separate newsletters were sent out to both Adur and Worthing consultees (see Appendix 2 and 3 for respective examples) and the Worthing newsletter also included an update of more general Planning Policy news.

If you would like to be added to the consultee database, please send your name and contact details by email to:

- planning.policy@adur-worthing.gov.uk for Adur
- planningpolicy@worthing.gov.uk for Worthing

The response for updating contact details was relatively high and, as a result, the consultee database is now up to date for both Adur and Worthing. This in itself is a useful exercise and will help to improve communication for future consultations, particularly with regards to the Adur Local Plan and the progress of the Community Infrastructure Levy for both authorities.

Despite the extensive consultation process outlined above, both Adur and Worthing received very few representations in relation to the SCI. There were a total of eight responses for both Adur and Worthing (see Appendix 1 for summary table), two of which did not wish to make any comments. Therefore six representations were made in total. It is not clear whether this low

response rate was due to public disinterest or whether it was deemed that the content of the document was acceptable and did not require further comment.

Amendments to the SCI

A summary of all representations can be viewed in Appendix 1 along with the Council's response. Several of the comments were merely noted and required no further action, others were agreed with and subsequent amendments were made to the SCI, and the rest were disagreed with and an explanation provided as to why. Out of the six representations, several amendments to the SCI were made which are detailed below, with a summary of the initial comment made by the respondent in italic:

A suggestion was made from English Heritage to clarify exactly what is meant by 'strategic matters'.

Amendment 1 - (Para 2.4) - 'As stated in the Localism Act (Section 110) and also the 2012 Town and Country Planning Regulations, Councils have a duty to cooperate with other local authorities, County Councils and statutory bodies on strategic matters (i.e. those significantly affecting two or more planning areas).'

In light of concerns as to the issue of contacting hard to reach persons, particularly young people, organisations that could facilitate this communication were identified. The SCI has been amended to include youth clubs and activity groups as an example of where to reach young people.

Amendment 1 - (Para 3.14) now reads: 'Both Councils will continue to make efforts to contact hard to reach groups for future consultations. In particular, this will include young people by contacting schools, youth clubs and making use of the local authorities' own Youth Councils.'

A resident highlighted the need for paper/electronic copies of planning applications to be made available at walking distance for Adur residents during periods of relocation or once the Civic Centre has closed.

Amendment 1 - (Para 4.16) now reads: 'All Adur and Worthing planning applications can be viewed in paper or electronic form at Portland House, Worthing during normal working hours (Monday to Thursday 9am to 5pm and Friday 9am to 4pm). For the time being (subject to future office closure/ movement), Adur planning applications can also be viewed in paper or electronic form at the Civic Centre, Shoreham-by-Sea (during the same hours). This is likely to change in the near future owing to the relocation/ closure of offices. However, a Civic presence will remain for residents in Adur and this will provide the facility to view planning applications. The exact location is yet to be determined, therefore it is recommended that members of public contact the Council offices or view the website for the latest information (see Appendix 7 for contact details).'

The document has also been updated with regards to the temporary relocation of planning services from Portland House to the Civic Centre, and the future closure of the Civic Centre. This is now specifically referred to in paragraphs 3.20 and 3.25 of the SCI and in Appendix 7 – Contact Details:

Amendment 2 - (Para 3.20) now reads: 'The use of IT based systems will be used in most consultations. Computers are provided for public use in the reception area at the Civic Centre in Shoreham and Portland House in Worthing to access the documents. However, there may be a period of disruption and adjustment owing to the temporary relocation of staff from Portland House and the closure of the Civic Centre and a new Civic presence in Adur is set up. Members of the public are advised to contact the Council offices for the latest updates.'

Amendment 3 - (Para 3.25) now reads: 'Hence, documents for consultation will be available to read as hard copies from the main reception areas at the Adur Civic Centre in Shoreham and Portland House in Worthing (subject to adjustment during relocation periods).'

Amendment 4 - (Page 37 Appendix 7 - Contact Details) now reads: 'Contact details are subject to change owing to office relocation and closure. Members of the public are advised to contact the Council offices or view the Council's websites for the latest information.'

Other minor amendments relating to formatting and wording have also been carried out.

Appendix 1. SCI Consultation Representations

Respondent	Representation (summarised where appropriate)	Response / Action
1. English Heritage	<p>Para 2.4 ii. The Duty to Cooperate – ‘it may be worth clarifying that the duty only applies in respect of strategic matters, i.e. those matters significantly affecting two or more planning areas. However, English Heritage welcomes co-operation between itself and partners and welcomes opportunities to discuss heritage-related policy issues outside periods of formal consultation.’</p>	<p>Agree – The duty to co-operate section of the document has been amended to reflect these changes. The opportunity for discussion outside of formal consultation has been noted.</p> <p>Amendments to the SCI (Para 2.4) - ‘As stated in the Localism Act (Section 110) and also the Town and Country Planning (Local Planning) (England) Regulations 2012, Councils have a duty to cooperate with other local authorities, County Councils and statutory bodies on strategic matters (i.e. those significantly affecting two or more planning areas).’</p>
2. West Sussex Local Access Forum ADC / WBC	<p>‘The West Sussex Local Access Forum (WSLAF) supports the SCI and does not have any further comments to make on this.’</p>	<p>Noted</p>
3a Margot Jones Adur Resident	<p>Para 3.12 - Respondent comments on the use of the word ‘bodies’ when referring to general and statutory consultees and suggests ‘groups’ would be clearer.</p>	<p>Disagree – The use of the word ‘bodies’ is in line with the Town and Country Planning (Local Planning) (England) Regulations 2012, which specifically includes this terminology in consultation procedures. The term ‘groups’ is slightly more ambiguous. Therefore it has not been amended.</p> <p>No change</p>

<p>3b Margot Jones Adur Resident</p>	<p>Para 3.14 – Young people are listed as hard to reach, but they do have other organisations as well as schools – youth clubs, activities targeted at them (roller skating, football?) where they could also be reached. The problem with groups is that not everyone belongs, e.g. disabled groups – yet you have some information about individual people with disabilities, if they have a reduction in Council tax, or special arrangements for collection of their waste – perhaps this cross-checking is not allowed under legislation?</p>	<p>Agree – In previous consultations, efforts have been made to reach young people through a variety of means and this will continue to be the case. Your suggestions have been noted and the Council will consider these approaches for future consultations. With regards to accessing information, this would not be possible under the Data Protection Act. Whilst these groups do not necessarily include everyone, they are useful in representing needs and providing information. Current examples include Worthing Society for the Blind, Worthing Access and Mobility Group and the West Sussex Association for the Disabled.</p> <p>Amendments to the SCI (Para 3.14) - now states ‘Both Councils will continue to make efforts to contact hard to reach groups for future consultations. In particular, this will include young people by contacting schools, youth clubs and making use of the local authorities’ own Youth Councils.’</p>
<p>3c Margot Jones Adur Resident</p>	<p>‘A good starting place would be the list of local organisations in various publications (and on your website), and the Shoreham Centre, which many groups use. You may already do all this but no lists are given in the document.’</p>	<p>Noted - The Planning Division has an extensive consultee database which is updated regularly. However, it has not been included as a list in the SCI, because it is continually changing and the list would get out of date very quickly.</p> <p>No change</p>
<p>3d Margot Jones Adur Resident</p>	<p>‘I am concerned with older people (being 72), and they often do belong to groups but in view of the numbers of them, would it be better to contact each group rather</p>	<p>Noted - The consultee database does hold details of individual groups and corresponds regularly to update them. The Council is always looking to update the</p>

	than the CVS?'	records and suggestions of new groups would be very welcome. However, this is more relevant to updating the consultee database rather than the SCI document. It is considered that amendments are not necessary to the SCI. No change
3e Margot Jones . Adur Resident	Para 2.30 – ‘Few people read the planning notices in the newspapers, but putting public notices where it is felt appropriate leaves little scope for comment, as not sure when that would be.’	Disagree - The Town and Country Planning (Local Planning) (England) Regulations 2012 no longer make the press advert a legal requirement, and as a result both local authorities are under no obligation to do one. However, it is acknowledged that some consultations will be of such importance locally that it would be useful to produce one. As such, they will be used proportionately to ensure both Councils balance the need to save costs and the need to communicate effectively with the public. No change
3f. Margot Jones Adur Resident	Para 4.20 – Respondent refers to para 4.20 and states that the list should specifically include flooding. Concerns were raised with regards to flooding in the area.	Noted – Flooding issues are an important concern for the area, and this is specifically referred to in para 4.20. No change
3g Margot Jones . Adur Resident	Respondent commented on recent changes to planning system and also updated legislation.	Noted – The government aims to simplify and to de-centralise the planning system. No change
3h Margot Jones . Adur Resident	‘Many people seem to be concerned that they don’t want more supermarkets, and 3 sites are proposed. There	Noted – Not related to the SCI, however both the development plan process and planning application

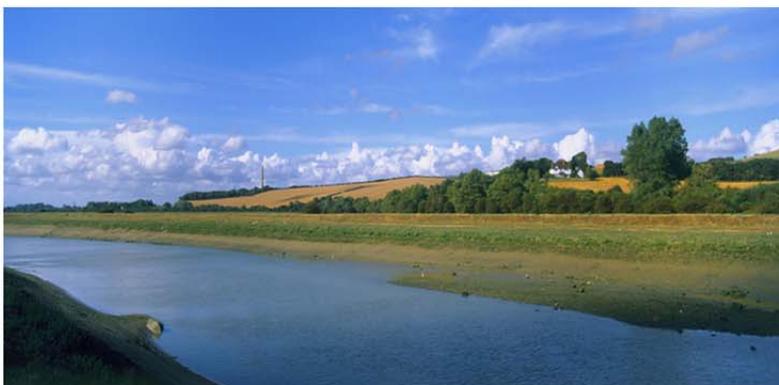
	<p>seems no way they can win under planning regulations as they stand – perhaps the vital need to save our town centres could also be brought to the attention of the government.’</p>	<p>process allow for consultations to raise such issues.</p> <p>No change</p>
<p>4a Jess Green Adur Resident</p>	<p>Para 4.16 – Respondent refers to current arrangements for viewing applications in para 4.16: ‘In the event of office closure/movement of council functions from the Civic centre to Portland House, Worthing (or another site requiring transport from Shoreham), the Council should ensure that paper/electronic versions of documents/planning applications are made available at locations in walking distance for all Adur residents. (If at the library for example, they would also be available out of normal working hours).’</p>	<p>Agree – The issue of a civic presence in Shoreham and the provision of planning application information is currently being looked into and there will remain the facilities to do this in Adur once the Civic Centre is closed. The SCI will be updated as necessary when more information is known. The libraries in Adur and Worthing already contain hard copies of planning policy documents and details of the latest consultations. It may be that once the Civic Centre closes that facilities could be provided at the library to allow Adur residents to view planning applications online. This is something that will be looked into in the coming months.</p> <p>Amendments to the SCI (Para 4.16) - has been amended to state ‘All Adur and Worthing planning applications can be viewed in paper or electronic form at Portland House, Worthing during normal working hours (Monday to Thursday 9am to 5pm and Friday 9am to 4pm). For the time being (subject to future office closure/ movement), Adur planning applications can also be viewed in paper or electronic form at the Civic Centre, Shoreham-by-Sea (during the same hours). This is likely to change in the near future owing to the relocation/closure of offices. However, a Civic presence will remain for residents in Adur and this will provide the facility to view planning applications. The exact location</p>

		<p>is yet to be determined, therefore it is recommended that members of public contact the Council offices or view the website for the latest information (see Appendix 7 for contact details).'</p>
<p>4b Jess Green Adur Resident</p>	<p>Para 9.11 – Respondent refers to para 9.11 of the SCI which relates to the terminology ‘adjoining’ when determining the extent to which neighbour notification letters are sent.</p> <p>In the case of a planning application for a large supermarket development, planning officers should recognise that the development is likely to have a wider impact on the town centre and on neighbourhood shopping areas, including Lancing and Southwick. Site notices and notifications to local businesses should therefore take into account this wider impact which amounts to more than physical disturbance as experienced by immediate neighbours. Adjoining sites should also be defined as areas impacted by associated road and infrastructure developments.</p>	<p>Noted – Most major developments are likely to have a wider impact on the surrounding area than would be covered by the scope of a site notice or neighbour notification letter. It is for this reason that early engagement between the developers and the relevant local authority is sought prior to an application being submitted in order to get as much information as possible. Views from stakeholders, including the County Council, utilities and statutory bodies such as Natural England and English Heritage are also sought.</p> <p>In this instance, as outlined in para 4.14, various types of public consultation will be carried out, depending on the scale of the proposed development. This could include exhibitions, meetings, workshops, publicity in the local press, leaflets, questionnaires and so on and will include all those stakeholders, groups and bodies that are considered appropriate for the nature of the development. As a result, it is considered that by engaging in effective pre-application discussion and public consultation, it will enable the local community to become aware of those developments that will impact on their surroundings and will have the opportunity to comment if they have any concerns. Furthermore, the term ‘adjoining’ has a legal definition and cannot be altered.</p>

		No change
4c Jess Green Adur Resident	Respondent would like to be added to the consultee database of individuals wishing to take part in the consultation process for the Adur Local Plan and would also like to be added to the Shoreham Harbour database.	Noted – Respondent will be added to the Shoreham Harbour database and is already on the Local Plan database for Adur, so will continue to be sent information of any upcoming consultations and receive regular newsletters of the latest policy information. No change
5. Edna Wye Adur Resident	Respondent made reference to building sites and the risk of flooding in Adur.	Noted – Not directly related to the SCI, however both the development plan process and planning application process allow for consultations to raise such issues. No change
6. Mrs E.M Martin Adur Resident	Respondent raised a number of issues relating to proposed schemes in local area.	Noted – Not directly related to the SCI, however both the development plan process and planning application process allow for consultations to raise such issues. No change

Appendix 2. Adur SCI Consultation Newsletter

(note weblinks refer to previous Adur DC website)



LATEST NEWS - CONSULTATION AUGUST 2012

Draft Joint Statement of Community Involvement

A draft joint Statement of Community Involvement (SCI) for both Adur and Worthing has been produced and is now ready for consultation. It is an important document that sets out the guidance the local authorities must follow when consulting on documents from the Local Development Framework in Planning Policy and also with regards to planning applications in Development Management.

It is an opportunity to comment and input how, where and when you might like this to occur. As such, we would welcome your feedback on the document.

The document will be available to view for consultation from 8th August and will be available for you to comment for 6 weeks, ending on 19th September 2012.

Please click the following link to view the SCI:
www.adur.gov.uk/planning/ldf/statement-of-community-involvement.htm

Hard copies are also available to view in both Adur and Worthing Council offices and libraries. Please send your comments via email or post, the addresses of which are provided at the end of this newsletter.



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Email: planning.policy@adur-worthing.gov.uk

Adur Local Plan is due to go out to consultation from the 19th September to 31st October.

For further information visit :

www.adur.gov.uk/planning/local-plan/

Worthing Planning Policy Newsletter



Welcome to the summer edition of the Planning Policy Newsletter.

Issue 11 Summer 2012

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Community

Infrastructure Levy

The Community Infrastructure Levy (CIL) is a new levy that local authorities can choose to charge on new developments in their area. The money can be used to support development by funding infrastructure that the council, local community and neighbourhoods want. When adopted by the Council, CIL will become the main means by which money is collected from developments to help fund the infrastructure required to support growth.

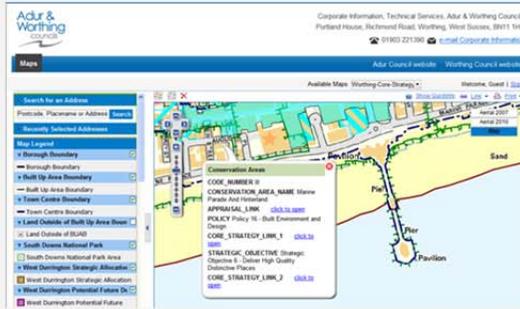
Work is now progressing to inform the setting of the levy and a viability assessment is currently being undertaken. A Preliminary Draft Charging Schedule (PDCS) will then be prepared before it is then considered at the following committees prior to being published for consultation in November / December:

- Joint Planning Committee – 25th September
- Joint Strategic Committee – 25th October

The expectation is then that the Council's CIL will progress through another consultation stage (autumn 2013) and Examination before adoption and implementation in late 2013 / early 2014.

Core Strategy Map Updates

Worthing has updated the existing public mapping service to contain information on the Worthing Core Strategy. By clicking on any area of this interactive map within the borough, information will now be available to view relating to relevant Strategic Objectives, Policies and Saved Policies including links. You can then click on these links and they will take you to the relevant pages of the Worthing Core Strategy (and also the Worthing Local Plan (2003) where appropriate).



The mapping webpage can be found at the following link: <https://stratus.pbondemand.eu/connect/adur-worthing/?mapcfg=Worthing-Core-Strategy>

Montague Street - Retail Healthcheck Review



A Retail Healthcheck Review has been prepared for Montague Street looking at vacancy rates, primary and secondary frontages, footfall and street-scene improvements. The report has concluded that the existing health of the street, (particularly vacancy rates) is relatively good and that existing frontages will be maintained until future retail development is carried out in the town centre. To ensure the health of the street is maintained and where possible enhanced, the report has also recommended street-scene improvements that could benefit the area.

The report can be viewed at the following link:
<http://www.worthing.gov.uk/goto/evidencebase>



National Planning Policy Framework

Since the last Newsletter, the Government has published the new National Planning Policy Framework (NPPF). This represents a very important statement as the framework sets out the government's planning policy and how it intends for this to be implemented across England. All local plans and planning documents now need to be in conformity with this higher level framework. The main bedrock of the framework is a new presumption in favour of sustainable development. It came into force immediately, and has the effect of cancelling an entire swathe of planning policy statements and guidance notes which had been in force previously.

The NPPF is therefore a document of huge importance for both plan-making and development management decision-taking at local authority level. As a result, the Planning Policy Team is currently assessing the implications of this on the Worthing Core Strategy, using a self-assessment tool from the Planning Advisory Service (PAS) website. Early indication is that the Council's planning policies are in broad conformity with the aims and objectives of the NPPF. The Council will publish a more detailed appraisal in the coming months along with any revisions to the work programme that might be required.



Worthing Planning Policy

Keep Updated

This is the eleventh Planning Policy Newsletter. The purpose of the newsletter is to provide information to people in and around Worthing who have an interest in planning issues. Subscribers will receive an electronic version of all future newsletters.

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