

**Project Documentation**

**PROJECT INITIATION DOCUMENT  
(PID)**

**Local Plan Review**

<b>Release:</b>	Fourth Draft
<b>Date:</b>	19 April 2016
<b>Author:</b>	Mike Allgrove
<b>Approved by:</b>	Andrew Frost

Note: the completion of this document is required for medium and large projects as defined by the Project Type Matrix. The final version should be saved in a sub folder on the x drive under project management / project documentation.

**Document History**

<b>Revision Date</b>	<b>Version</b>	<b>Summary of Changes</b>	<b>Reviewer(s)</b>
17/03/16	2	Minor amendments to text and risks	Andrew Frost
29/03/16	3	Minor amendments to text	Officers on distribution list below
15/04/2016	4	Minor changes through Cabinet clearing process and following Development Plan and Infrastructure Panel	SLT

**Consideration by the Corporate Improvement Team**

<b>Date</b>	<b>Reviewing Officer</b>	<b>Comments for Consideration</b>
March 2016	Joe Mildred	Suggested consultation with other services involved before document finalised.

**Approvals**

This document requires the following approvals:

<b>Name of person, group or committee</b>
Development Plan and Infrastructure Panel
Cabinet

**Distribution**

A final copy of the approved document will be distributed to:

<b>Name</b>	<b>Job Title</b>
Mike Allgrove	Planning Policy, Conservation and Design Service Manager
Robert Davidson	Principal Planning Officer (Strategic Planning)
Karen Dower	Principal Planning Officer (Infrastructure Planning)
Tracey Flitcroft	Principal Planning Officer (Local Planning)
Kate Chapman	Planning Policy Officer
Anna Miller	Planning Policy Officer
Sue Payne	Planning Policy Officer
Valerie Dobson	Neighbourhood Planning Officer
Linda Grange	Housing Delivery Manager

Alison Stevens	Environment Manager
Stephen Oates	Economic Development Manager
Peter Legood	Valuation and Estates Manager
David Hyland	Community and Partnerships Support Manager
Philip Coleman	Member Services Manager
Dave Stewart	Legal Practice Manager
David Cooper	Group Accountant
Sarah Parker	Public Relations Manager
Nicola Golding	Principal Solicitor
Lone Le Vay	Conservation and Design Manager
Tony Whitty	Development Management Service Manager
Andrew Frost	Head of Planning Services
Steve Carvell	Executive Director
Cllr Susan Taylor	Cabinet Member for Housing and Planning

## Glossary of Terms

- Authority’s Monitoring Report – an annual report which analyses the implementation of Local Plan policies
- CWS&GB SPB – Coastal West Sussex and Greater Brighton Strategic Planning Board – a group of LPAs that seeks to resolve strategic planning issues
- DPIP – Development Plan and Infrastructure Panel. This panel provides initial scrutiny and makes recommendations to Cabinet on matters relating to planning policy and infrastructure.
- Duty to Cooperate – Introduced under the Localism Act and a legal requirement for the progression of local plans to ensure that cross-boundary issues are addressed
- NPPF – National Planning Policy Framework – this document sets out the government’s planning policies
- Local Strategic Statement 3 (LSS3) – it is intended that this document will deal with cross-boundary strategic planning issues
- LPA – Local Planning Authority
- LPR – Local Plan Review

## 1. PURPOSE OF DOCUMENT

This Project Initiation Document (PID) defines the Local Plan Review project. It builds upon the Initial Project Proposal document and sets out the aims of the project, why the project should go ahead, who is involved and their responsibilities. This PID will provide the baseline for the project’s management and for an assessment of its overall success.

## **2. PROJECT DESCRIPTION**

The Local Plan is the statutory land-use planning document that sets out the Council's policies for the determination of planning applications and appeals. It seeks to determine the amount and location for different types of new development and includes policies to ensure that development takes place in an acceptable way. The Local Plan is the mechanism where the appropriate balance between the social, economic and environmental needs and constraints of the plan area in relation to new development are determined. The plan area covers that part of Chichester District that lies outside the South Downs National Park.

## **3. BACKGROUND**

An up to date Local Plan is the primary consideration for the determination of planning applications. The current Local Plan was adopted in 2015, but the Planning Inspector who conducted the examination in to the soundness of that plan indicated that it could only be found sound and therefore be adopted if it was subject to an early review to be completed within five years.

The Local Plan will help deliver all of the priorities set out in the Corporate Plan.

Should the Council decide not to proceed with the Local Plan Review, the existing Local Plan would become out of date in July 2020. This means that the weight to be attached to policies in the Plan would be reduced and that policies within the NPPF including the presumption in favour of sustainable development would take precedence. The Council would lose control over decisions about where development would take place and this would be left solely to the development management process. It would become increasingly difficult to secure investment in the types of development and in locations identified by the Council and to manage the provision of infrastructure alongside new development. It would also become increasingly difficult to protect unallocated land from development.

## **4. PROJECT OBJECTIVES AND SUCCESS CRITERIA**

### **4.1. Outputs**

The single output of the project is to deliver an up to date sound Local Plan that can be adopted by the Council.

### **4.2. Outcomes**

- The amount of housing, employment and retail development to be delivered in the plan area is identified.
- The strategy for the location of new development means that development is provided in the most sustainable way.
- Land is identified to ensure that the amount of housing proposed (including different types of housing) can be delivered in the plan area.

- Land is identified to ensure that the amount of employment and retail development can be delivered in the plan area.
- Policies are provided to ensure that development is undertaken to a high standard and environmental impacts are mitigated.
- The plan-led approach to development ensures that infrastructure to support that development can be provided in a timely and coordinated way.

#### **4.3. Outcome Measures**

The outcomes will be monitored through the annual Authority's Monitoring Report. Until the Local Plan is itself finalised it will not be possible to quantify these outcomes.

#### **4.4. Dis-benefits**

There is the potential for the imposition of increased amounts of development in the absence of an agreed sub-regional plan.

#### **4.5. Out of Scope**

The project will not include:

- The detailed explanation as to how policies will be implemented. If further guidance is necessary this may be provided in supplementary planning documents.
- Small scale land allocations where these are to be identified in neighbourhood plans, or potentially a site allocations document.

### **5. PROJECT CONSTRAINTS**

The project must be undertaken within the bounds of Town and Country Planning legislation and regulations governing plan-making. The policies in the plan must be framed and developed within the context of government policy (particularly the NPPF) and practice guidance. In developing the contents of the plan regard will need to be had to the sustainability appraisal, habitat regulations assessment and discussions with other authorities and bodies under the Duty to Cooperate

### **6. PROJECT ASSUMPTIONS**

The timetable for delivering the project has assumed:

- The government will confirm the preferred route for the improvements to the A27 Chichester Bypass in 2016; and
- The Local Plan can be progressed in advance of or in conjunction with a full review of the Local Strategic Statement, which it is intended will deal with strategic planning issues in the Coastal West Sussex and Greater Brighton sub-region.

## 7. PROJECT COSTS

### 7.1. Project Delivery Costs

Much of the cost of the Local Plan Review will be the staff costs of the planning policy team, which are revenue costs and included within the existing base budget. However, in addition there are a number of one-off costs that are not part of the existing budget and for production of the now adopted Local Plan were included in a specific capital budget. An initial estimate of the additional budget that will be required to deliver the Local Plan Review is set out in Table 1 below.

It should be noted that these costs are approximate and will need to be refined through the production of detailed briefs and will only become more certain following a procurement process. These costs assume that the Council will be able to utilise the traffic modelling work commissioned by Highways England for the A27 Chichester Bypass improvements and that the evolving Tourism Strategy will be suitably evidence based and thereby negate the need for a Tourism or Hotel Study. Depending on the scope of the evidence base formulated as part of the Chichester Vision work, there may be potential savings on elements of the work relating to retail needs assessment. There are certain other costs that will need to be met and have previously been met through the capital budget for the local plan (e.g. printing, licence fee for "Objective" etc.), however, given that these are on-going costs it may be more appropriate that these are included as part of the revenue budget and identified as part of the annual budget setting process. If not separate provision in the capital budget will need to be made.

<b>Evidence Base Item</b>	<b>Cost</b>
Housing and Economic Development Needs Assessment	£75,000
Housing and Employment Land Availability Assessment	In-house
Strategic Landscape Assessment Review and Local Landscape Assessment of Sites	£100,000
Update of Settlement Capacity Profiles	In-house
Waste Water Treatment Study	£50,000
Retail Needs Assessment	£50,000
Strategic Flood Risk Assessment	£75,000
Open Space and Built Leisure Facilities Needs Assessment	£75,000
Transport Assessment	£75,000
Gypsy, Traveller and Travelling Showpeople Needs Assessment	£25,000
Infrastructure Delivery Plan	In-house
Heritage Statement	In-house
Whole Plan Viability Analysis	£50,000
Sustainability Appraisal	In-house
Habitats Regulations Assessment	£50,000
Pollution Assessment	£50,000
Green Infrastructure Study	In-house

Consultation costs – printing/venue hire	£10,000
<b>Examination Cost Estimate</b>	
Programme officer + Inspector	£100,000
Total	£785,000

The Local Plan Review will have a significant impact on the delivery of the Council's Housing and Economic Development functions. Also, the Environmental Strategy Team provides extremely valuable assistance with the Habitat regulations assessment and sustainability appraisal aspects of plan formulation. As such it is essential that officers within these teams are able to provide input to the evidence base gathering and policy formulation stages of the plan, with the potential need to support the plan at public examination. In addition, advice and assistance is likely to be required from Legal, Financial, PR, Communities and Member Services. Through the service planning process these teams are aware of the need to contribute and resources will need to be planned accordingly.

## **7.2. On-going Costs Following Project Completion**

The monitoring costs are included within existing base budget costs and are part of the existing duties of the planning policy team.

It is likely that without an up to date Local Plan there would be an increase in the workload for the development management teams due to speculative applications for development outside the plan-led system and the likely significant increase in appeal work.

## **8. OPTIONS SUMMARY**

Given the comments of the Local Plan Planning Inspector, there is no realistic alternative approach other than to review the Local Plan within the identified timescale in order that the Council can continue to operate an effective plan-led system in line with government expectations. Whilst there is the potential to produce joint plans with other authorities, this is not considered a realistic option at this point in time.

## **9. PROJECT APPROACH**

The Local Plan Review will involve a mix of in-house and external consultancy resource (as set out in Table 1 above). Where possible in-house staff will be used for evidence base gathering, however, there are some areas where the specialist expertise required means that it is more appropriate to commission consultancy advice. Chichester District Council officers will be responsible for drafting policies and the text of the plan.

The Local Plan Review will be subject to several rounds of public consultation. This will be delivered by CDC officers. The consultation responses will be analysed and reported to members using in-house resources.

**10. PROJECT PLAN**

<b>Task No.</b>	<b>Task / milestone</b>	<b>Completion Date</b>	<b>Responsible Owner</b>	<b>Dependency</b>
<b>Stage 1</b>				
1	Finalisation of initial evidence base gathering	31/01/17	Mike Allgrove	N/A
2	DPIP approval of strategy consultation document	15/12/16	Mike Allgrove	N/A
3	Cabinet approval of strategy consultation document	10/01/17	Mike Allgrove	Task 2
4	Council approval of strategy consultation document	24/01/17	Mike Allgrove	Task 3
5	Consultation on strategy completed	30/04/17	Mike Allgrove	Task 4
<b>Stage 2</b>				
6	DPIP considers representations and contents of preferred approach Local Plan	30/06/17	Mike Allgrove	Tasks 1 & 5
7	Cabinet approves preferred approach Local Plan	31/07/17	Mike Allgrove	Task 6
8	Council approves preferred approach Local Plan	31/07/17	Mike Allgrove	Task 7
9	Consultation on preferred approach Local Plan completed	31/10/17	Mike Allgrove	Task 8
<b>Stage 3</b>				
10	DPIP considers representations and contents of pre-submission Local Plan	Dec 2017	Mike Allgrove	Task 9
11	Cabinet approves pre-submission Local Plan	Jan 2018	Mike Allgrove	Task 10
12	Council approves pre-submission Local Plan	Jan 2018	Mike Allgrove	Task 11
13	Consultation on pre-submission Local Plan completed	Mar 2018	Mike Allgrove	Task 12
14	Programme Officer appointed	Apr 2018	Mike Allgrove	N/A
15	Local Plan submitted for examination	May 2018	Mike Allgrove	Tasks 13 & 14
<b>Stage 4</b>				
16	Examination hearings commence	Oct 2018	Mike Allgrove	Task 15
17	Modifications approved through DPIP, Cabinet and Council	Jan 2019	Mike Allgrove	Task 16
18	Consultation on modifications	Feb/Mar 2019	Mike Allgrove	Task 17
19	Inspector's report received	Jun 2019	Mike Allgrove	Tasks 16 & 18



20	Local Plan adopted at Council (following DPIP and Cabinet)	Jul 2019	Mike Allgrove	Task 19
----	--	----------	---------------	---------

## 11. PROJECT TEAM

Name	Role
Andrew Frost	Project Sponsor
Mike Allgrove	Project Manager
Robert Davidson	Principal author and contributor with regard to strategy, transport and housing and employment floorspace numbers.
Karen Dower	Principal author and contributor with regard to infrastructure.
Tracey Flitcroft	Principal author and contributor with regard to detailed policies, consultation and statutory processes.
Kate Chapman	Support for principal planners, in particular monitoring, retail policy and recording and responding to representations.
Anna Miller	Support for principal planners, in particular HELAA, gypsy and traveller policy and recording and responding to representations.
Sue Payne	Support for principal planners, in particular SEA/SA/AA, waste water treatment, GIS and recording and responding to representations.

## 12. COMMUNICATION

Elected members will be kept informed through the monthly Members' Bulletin, bespoke email communication as necessary, workshops and regular reports to the Development Plan and Infrastructure Panel meetings. Officers will be kept informed through reports to Corporate Management Team, the Infrastructure Programme Board and consideration will be given to reinstating the Local Plan Officers Group for those reporting to heads of service.

Members of the public and other interested parties will be kept informed through information on the Council's website, magazine and social media channels, updates for the local media (through press releases and briefings) and email and postal communication for those on the planning policy consultation database. Statutory notices will be published in the Chichester Observer and consultation material will be made available on the website and in hard copy at Council offices and public libraries. All public consultation will be carried out in accordance with the Council's Statement of Community Involvement.

**13. RISK LOG**

The following risks have been identified together with an assessment of their severity and actions that can be taken to mitigate/reduce the risk. Details of all project risks will be recorded as and when they are identified.

<b>Risk No</b>	<b>Risk Description</b>	<b>Likelihood</b> Unlikely Possible Probable Certain	<b>Impact</b> Minor Significant Serious Major	<b>Planned Actions to Reduce Risk</b>	<b>Responsible Officer</b>
1	Lack of member agreement over the contents of the plan	2	4	Continuing engagement with all members throughout plan preparation	Andrew Frost
2	Consultation identifies constraints that require further work	2	2	This is a normal part of the production of a local plan but the risk can be minimised through an appropriate evidence base.	Mike Allgrove
3	Change to government policies or planning process require further work	2	3	Professional updating and networking	Mike Allgrove
4	Duty to cooperate issues mean that plan cannot be progressed	2	4	Continued engagement with the CWS&GB SPB and bilateral discussions with other relevant LPAs	Mike Allgrove
5	New information changes evidence base that necessitates change to plan	2	2	Probably unavoidable delay unless sufficient flexibility built in	Mike Allgrove
6	Loss of key staff	2	3	Current premia payments package and potential use of agency staff.	Andrew Frost