

## Glossary of Terms

## Appendix 3

Acronym	Subject	Definition
ADC	Arun District Council	The Local Authority for Littlehampton
ALP	Arun Local Plan	Local Plans set out the local planning policies that are used to manage new development and help determine planning applications. As well as allocating land for specific types of development, Local Plans also identify areas for protection and safeguarding. The Arun Local Plan has yet to be adopted but many of the key policies in the emerging plan are referred to in this document
AH	Affordable Housing	Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the open market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision. Affordable housing does not include low cost market housing
	Biodiversity Opportunity Area	Biodiversity is the degree of variation of life forms within a given area. Rapid environmental changes can dramatically affect the biodiversity of an area, which is why the biodiversity needs protecting. Creating a 'Biodiversity Opportunity Area' is one way of further protecting local species and habitats.
	Business Incubator	Business incubators are designed to support the successful development of very small entrepreneurial companies through an array of business support resources and services that are developed and managed in the unit. It is not permanent accommodation but provides a launch pad for companies to grow. Successful completion of a business incubation programme increases the likelihood that a startup company will stay in business for the long term:
CWSCCG	Coastal West Sussex Clinical Commissioning Group	From April 2013 Clinical Commissioning Groups will take on responsibility for health care budgets. Current plans suggest that CCGs will be responsible for the following: <ul style="list-style-type: none"> <li>• Services from the hospitals (planned, routine care, and emergency care)</li> <li>• Community and primary care services e.g. district nurses, community matrons, health visitors</li> <li>• Mental health services</li> <li>• Prescribing</li> <li>• Learning disabilities services</li> <li>• Corporate management - managers to support the GPs</li> </ul> CCGs will not be responsible for : <ul style="list-style-type: none"> <li>• Primary medical, dental, optometric,</li> </ul>

		<ul style="list-style-type: none"> <li>pharmaceutical services</li> <li>• Health improvement and prevention</li> <li>• Adult social care</li> <li>• Early years i.e. children's social services or respite care</li> </ul>
CSH	Code for Sustainable Homes	The code for Sustainable Homes is the national standard for the sustainable design and construction of new homes
CIL	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.
CLT	Community Land Trust	CLTs are non-profit, community-based organisations run by volunteers to develop housing, workspaces or other assets that address a need in their local area. The assets or income stream generated from the assets is protected and used to benefit present and future generations within the community.
CRTB	Community Right to Build	Community Right to Build is a new way for communities to deliver the development they want – be it homes, shops, businesses or facilities – where the benefits of the development will be retained by the community for the community. It is an alternative to a traditional application for planning permission.
	Conservation Area	An area designated by the District Council under Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990 as an area of special architectural or historical interest, the character or appearance of which it is desirable to preserve or enhance. Designation gives control over the demolition of buildings and provides the basis for policies designed to preserve or enhance all the aspects of character or appearance that define an area's special interest
	Consultation Plan	A Consultation Plan must accompany the Littlehampton Neighbourhood Plan as part of the requirements of The Localism Act. The Plan must set out what consultation has been undertaken and how this informed the Neighbourhood Plan
	Convenience Retail	Convenience retail is any small store that stocks a range of everyday items such as groceries, toiletries, alcoholic and soft drinks, tobacco products, and newspapers. They differ from general stores and village shops in that they are not in a rural location and are used as a convenient supplement to larger stores.
	Core Strategy	The Core Strategy is a Development Plan Document which is the 'core' part of the District's Local Plan. It sets out a long term spatial vision and objectives, containing both strategic and generic policies.

	Curtilage	The curtilage is a legal term which delineates the land immediately surrounding a house or dwelling, including any closely associated buildings and structures, but excluding any associated open fields beyond.
	Design & Access Statement	Design and access statements are documents that explain the design thinking behind a planning application. For example, they should show that the person applying for permission has thought carefully about how everyone, including disabled people, older people and very young children, will be able to use the places they want to build. They are not required for householder applications
	Dwelling Mix	The mix of different types of home provided on a site.
	Evidence Base	The Evidence Base is a collection of reports which have been used to inform the Neighbourhood Plan policies. The evidence can come from a wide range of sources including public consultation, research documents, other Strategies, National Policy, and monitoring.
	Examination	An independent review of the Neighbourhood Plan carried out in public by an independent examiner
	Flood Plain /Flood Risk Zones	Areas identified by the Environment Agency , marking areas as high (zone 3), low to medium (zone 2), or little or no risk (zone 1)
GI	Green Infrastructure	Green Infrastructure (GI) is a strategically planned and delivered network of high quality green spaces and other environmental features. Green Infrastructure includes parks, open spaces, playing fields, woodlands, allotments and private gardens.
	Green Infrastructure Corridor	Green Infrastructure Corridors are undeveloped areas of land adjacent to the coastal plain and rural inland area which provide space for wildlife habitats and ecosystems
HMP	Heritage Management Plan	Heritage Management Plans identify and assess the significant features and aspects of the area, consider management issues, propose long-term management priorities and set short term (1-5 years), medium term (10 years) and long term (25 years) work programmes.
HMO	Houses in Multiple Occupation	Houses in multiple occupation refers to residential properties where 'common areas' exist and are shared by more than one household. Common areas may be as significant as bathrooms and kitchens, but may also be just stairwells or landings. HMOs may be divided up into self-contained flats, bed-sitting rooms or simple lodgings
	Independent Examiner	The role of the Independent Examiner is to evaluate the Neighbourhood Plan. It could be anyone with appropriate qualifications and skills who meets certain requirements set out in the Localism Act. This could be a planning consultant or other planning professional. The examiner will be

		appointed by Arun District Council as the local planning authority, but only with the agreement of Littlehampton Town Council
	Infrastructure	The basic facilities, services, and installations needed for the functioning of a community or society, such as transportation and communications systems, water and power lines, and public and community buildings including schools, community centres, leisure services health services etc
	Listed Buildings	Buildings and structures which are listed by the Department for Culture, Media and Sport as being of special architectural and historic interest and whose protection and maintenance are the subject of special legislation. Listed building consent is required before any works are carried out on a listed building
LNDP/LNP	Littlehampton Neighbourhood (Development) Plan	The full title in the Localism Act is 'Neighbourhood Development Plan' but this is commonly shortened to Neighbourhood Plan. The LNP is a plan document for Littlehampton that is subject to examination in public and approval by referendum.
	Local Centres	Village and suburban centres, including small shopping parades and stand alone shops that provide a vital service to local communities
	The Localism Act	An Act of Parliament that became law in April 2012. The Act introduces a new right for local people to draw up 'Neighbourhood Development Plans' for their local area
	Mixed Use	Mixed-use development is any urban, suburban or village development, that blends a combination of residential, commercial, cultural, institutional, or industrial uses, where those functions are physically and functionally integrated, and that provides pedestrian connections. Within this NP a mixed-use development refers more specifically to a development project for a building, complex of buildings, or district of the town that is developed for mixed-use by a private developer, local authority, or a combination of the two.
NPPF	National Planning Policy Framework	The National Planning Policy Framework was published by the government in March 2012. It sets out the Government's Planning Policies for England and how these are expected to be applied
	Net density	The number of dwellings per hectare when the calculation of the site area excludes features such as open spaces that are for the benefit of the wider community, significant landscape buffers and major access roads.
	New Homes Bonus	The New Homes Bonus is a grant paid by central government to local councils for increasing the number of homes and their use. The New Homes Bonus is paid each year for 6 years. It's based on the amount of extra Council Tax revenue raised for new build homes, conversions and long-term empty

		homes brought back into use. There is also an extra payment for providing affordable homes.
	Open Market / Market Housing	Houses for sale or rent where prices are set in the open market
	Outline Planning Application	This type of application is used in circumstances where the applicant wishes to establish the principle of the planning proposal, without necessarily presenting a full scheme. An outline planning application allows you to "Reserve" certain matters for consideration; such a Siting, Design, External Appearance, Landscaping and means of Access. If any of these matters need to be considered at the outset then you will need to provide the necessary information. Access is usually one such item.
	Plan Period	The period for which the Littlehampton Neighbourhood Plan will set policy for Littlehampton. This will be from the adoption of the Plan until 2028
	Previously Developed Land	Previously developed land is that which is, or was occupied by a permanent structure. The definition covers the curtilage of the development. The definition excludes land in built-up areas which has not been developed previously (e.g. parks, recreation grounds, and allotments - even though these areas may contain certain urban features such as paths, pavilions and other buildings). Also excluded is land that was previously developed but where the remains of any structure or activity have blended into the landscape in the process of time (to the extent that it can reasonably be considered as part of the natural surroundings), and where there is a clear reason that could outweigh the re-use of the site - such as its contribution to nature conservation - or it has subsequently been put to an amenity use and cannot be regarded as requiring redevelopment.
	Public open space	Open space which is open to the public and is normally owned or managed by a public organisation such as Littlehampton Town Council or Arun District Council
	Referendum	A general vote by the electorate on a single political question that has been referred to for a direct decision. With regard to the Littlehampton Neighbourhood Plan, a public referendum will decide whether to adopt the Plan
RSL	Registered Social Landlord	The general name for not-for-profit housing providers approved and regulated by Government through the Housing Corporation. The vast majority of Registered Social Landlords are also known as Housing associations. Housing associations are independent, not-for-profit organisations that provide homes for people in housing need.
	Spatial Plan	Spatial planning is defined, according to the UK government, as 'going beyond traditional land use

		planning to bring together and integrate policies for the development and use of land with other policies and programs which influence the nature of places and how they function'. These other factors include management of change, involving policy-making, policy integration, and community participation. In other words it is hopefully joined up thinking!
SEA	Strategic Environmental Assessment	SEA is a process to ensure that significant environmental effects arising from policies, plans and programmes are identified, assessed, mitigated, communicated to decision-makers, monitored and that opportunities for public involvement are provided. They are assessments that are made compulsory by a European Directive (the SEA Directive) and are to be implemented in Planning through Sustainability Appraisal of Development Plan documents and Neighbourhood Plans where required (LNP does require an SEA)
SHLAA	Strategic Housing Land Availability Assessment	The SHLAA provides an informed estimate of land availability for housing at a given point in time, to inform plan-making and to ensure that Arun District Council maintain a five-year supply of housing land. The study provides a key element of the evidence base for the emerging Arun Local Plan. However, the Practice Guidance is very clear that "the Assessment is an important evidence source to inform plan making but does not in itself determine whether a site should be allocated for housing development"
SHMA	Strategic Housing Market Assessment	The SHMA forms part of the evidence base for Local Plans and provides an assessment of needs for all types of housing, taking account of demographic projections and the needs of different groups in the community, as well as housing demand and the level of housing supply necessary to meet this demand.
SA	Sustainability Appraisal	A process of appraising policies for their social, economic and environmental effects, which must be applied to all Development Plan Documents and was required for the Littlehampton Neighbourhood Plan
SUDS	Sustainable Urban Drainage System	<p>SUDS, or Sustainable Urban* Drainage Systems are a sequence of water management practices(1) and facilities(2) designed to drain surface water in a manner that will provide a more sustainable approach than what has been the conventional practice of routing run-off through a pipe to a watercourse.</p> <p>1. Practices involved are what are termed 'good housekeeping' or 'best management practices'. Such practices include:</p> <ul style="list-style-type: none"> <li>• Mitigation of accidents that may result in pollution incidents;</li> <li>• Reduction of polluting activities;</li> </ul>

		<ul style="list-style-type: none"> <li>• Reduction of polluting materials;</li> <li>• Bunding of oil tanks;</li> <li>• Water harvesting.</li> </ul> <p>2. Facilities are generally constructed arrangements. Such facilities include:</p> <ul style="list-style-type: none"> <li>• Permeable surfaces;</li> <li>• Filter strips;</li> <li>• Filter and infiltration trenches;</li> <li>• Swales;</li> <li>• Detention basins;</li> <li>• Underground storage;</li> <li>• Wetlands;</li> <li>• Ponds.</li> </ul>
WS	Use Classes	See Appendix 4
WS	Windfall sites	Sites including conversions which are not included as part of the housing land supply at the base date of the Plan but which subsequently become available for appropriate housing development, other than through the Local Plan allocation process.