



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Planning and Development Policy Development Advisory Group

Thursday, 7th September, 2017 at 10.00 am
Hastings & Knepp, Parkside, Chart Way, Horsham

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and committeeservices@horsham.gov.uk

Councillors: Claire Vickers (Chairman)

Toni Bradnum
Karen Burgess
Paul Clarke
Liz Kitchen
Paul Marshall

Christian Mitchell
Godfrey Newman
Brian O'Connell
Michael Willett
Tricia Youtan

You are summoned to the meeting to transact the following business

Agenda

	Page No.
1. Apologies for absence	
2. To approve the notes of the previous meeting	3 - 6
To approve as correct the notes of the meetings of the PDAG held on 13 July and 1 August 2017	
3. Planning Obligations and Affordable Housing Supplementary Planning Document	
The Community Infrastructure Levy (CIL) is a levy that local authorities can charge on new developments in their area. The money raised can be used for infrastructure provision that the council and communities want. Horsham District Council will be introducing a CIL charge on 1 October 2017.	
Although CIL largely replaces Planning Obligations, for some infrastructure requirements Planning Obligations (or Section 106 Agreements) are still required. The Council's Planning Obligations SPD clarifies what will be sought through legal agreements once CIL commences on 1 October 2017.	

4. **Brownfield Register**

In accordance with recent government legislation, the Council must publish a register of brownfield land which it considers is suitable for residential development. It is anticipated that a draft register will be published for consultation in the early Autumn of 2017.

5. **Updates**

- **Local Plan Review**
- **Gypsy and Traveller Site Allocation Document**
- **Conservation Area Appraisal**

An update will be provided on the preparation of the Local Plan Review, including work on settlement boundaries and agricultural buildings. The update will also cover the work on the Gypsy and Traveller Site Allocation document and the forthcoming consultation on the Conservation Area Appraisals.

6. **Forward Plan Extract for the Planning and Development Portfolio**

7 - 10

To note the Forward Plan extract for the Planning and Development Portfolio

Planning and Development Policy Development Advisory Group
13 JULY 2017

Present: Councillors: Claire Vickers (Chairman), Toni Bradnum, Karen Burgess, Paul Clarke, Paul Marshall, Christian Mitchell, Godfrey Newman, Michael Willett and Tricia Youtan

Apologies: Councillors: Liz Kitchen and Brian O'Connell

6 **TO APPROVE THE NOTES OF THE PREVIOUS MEETING**

The group approved the notes of the meeting held on 6th June.

7 **HORSHAM DISTRICT LOCAL PLAN REVIEW**

The Cabinet Member sought the view of the PDAG on the review of Key Employment Areas (KEAs), which was part of the current stage of the Local Plan Review. The Policy Team Leader presented details of existing KEAs and proposals to either retain, amend or expand them.

The Head of Strategic Planning & Sustainability advised that the proposed definition of strategic employment sites, which included sites on the edge of settlements and on main transport networks, would be consulted on. Members noted new potential sites which had been identified. The area of identified potential sites was greater than the area of employment floorspace that is likely to be required, and the Head of Strategic Planning & Sustainability confirmed that the list would be finalised in the light of the consultation.

Members supported the proposed revisions and additions to the KEAs within the district and agreed they should be reported to Cabinet in the autumn.

The current stage of the Local Plan Review also included a review of the rural strategy. An additional meeting of the PDAG in August was proposed so that the issues to be included in the rural strategy could be considered by the group prior to a draft document being prepared for Cabinet in the autumn. If agreed by Cabinet, it was noted that public consultation on this stage of the Local Plan Review was scheduled to commence in November 2017.

8 **GYPSY AND TRAVELLER SITE ALLOCATION DRAFT DOCUMENT**

The six-week public consultation period on the preferred strategy for Gypsy and Traveller site allocations had closed on 2 June. The consultation had included twelve preferred sites, many of which currently included existing pitches, and 375 responses had been received. The Senior Planning Officer who leads this work summarised the consultation responses for each of the sites, which included responses from Parish Councils, members of the public, West Sussex County Council and other statutory consultees such as the Environment

Agency. Members were advised of the officer recommendation for each of the sites and the amendments to the draft Gypsy & Traveller Site Allocation document that are proposed in response to the consultation.

The number of potential pitches allocated in the revised draft document was in line with the current and future needs of the district, as outlined in the updated Gypsy and Traveller accommodation needs assessment.

Work to assess further potential sites was being undertaken by officers, although an additional consultation would be required should any of these be taken forward, which would delay the submission of the Site Allocations Document for independent examination.

The Cabinet Member emphasised the importance of finalising the document to ensure the Council had the required number of sites to fulfil future needs, and also to protect existing sites from unauthorised expansion.

Members of the PDAG were mindful of the need for the Council to meet its obligations and agreed that the revised draft Site Allocations document be submitted to Cabinet in September 2017.

9 **CONSULTATION DRAFT CONSERVATION AREA APPRAISALS & MANAGEMENT PLANS**

The Head of Strategic Planning & Sustainability advised that the Council was legally obliged to review its Conservation Area boundaries from time to time. Specialist consultants had undertaken a review of the five historic settlements outside Horsham town that were subject to the greatest development pressures; Billingshurst, Henfield, Pulborough, Steyning and Storrington. There would be a rolling programme of other Conservation Area reviews in due course.

The Cabinet Member confirmed that comments from Members of the PDAG had been taken into account in the published report, which would be considered by Cabinet on 20 July.

The group noted that Parish Councils had given feedback to officers prior to preparation of the appraisals and management plans, and they would be consulted prior to commencement of the public consultation that was scheduled to start in September.

Members supported the report as published. It was noted that the finalised Conservation Area Appraisals & Management Plans would be brought to a future PDAG and Cabinet before they were agreed for adoption.

The meeting closed at 11.30 am having commenced at 10.00 am

Planning and Development Policy Development Advisory Group
1 AUGUST 2017

Present: Councillors: Claire Vickers (Chairman), Toni Bradnum, Karen Burgess, Paul Clarke, Paul Marshall, Godfrey Newman, Brian O'Connell and Tricia Youtan

Apologies: Councillors: Liz Kitchen, Christian Mitchell and Michael Willett

Also Present: Councillor Nigel Jupp

10 **LOCAL PLAN REVIEW**

The Cabinet Member sought the advice of members of the PDAG on the review of rural policies, in particular the return of a barn conversion policy, the potential designation of secondary settlements and a review of the Built-Up Area Boundaries (BUABs) within the district. These will be included in an early consultation Local Plan Review document to be presented to Cabinet in October 2017 for agreement to publish for public consultation in the autumn.

The Head of Strategic Planning & Sustainability advised Members that there was no specific policy relating to the conversion of agricultural buildings within the Horsham District Planning Framework (HDPF) as it had been considered the issue could be dealt with through other planning policies. Members have raised concerns that a specific policy is needed and therefore the reintroduction of a similar policy to that which existed prior to the HDPF, should be included in the Local Plan Review. The previous policy, included within the 2007 Development Plan, would need to be amended and updated to reflect other policies in the HDPF and give more flexibility.

The policy needed to protect the countryside against the development of isolated dwellings in unsustainable locations, but it was acknowledged that a prescriptive approach could be too limiting. Matters raised by the group regarding the policy included:

- Buildings would need to be of traditional construction and of some architectural merit.
- Each case should be judged on its own merits to allow some flexibility with regards to location and proximity to infrastructure and community facilities.
- Rural Building Conversion Policy would be a more suitable policy name than Barn Conversion.

- It was not appropriate to require a building to have been unused for 10 years; it would be sufficient to require that the building was no longer in use and was redundant.
- Need a definition for 'isolated'

Members requested that the policy considerations with regard to the building of annexes should be examined at a future stage of the Local Plan Review. Members' comments regarding the policy regarding Rural Workers Accommodation were also noted.

Within the HDPF all areas outside the BUAB are designated as being within the countryside, including hamlets and small villages (secondary settlements). Members of the PDAG were advised that the introduction of settlement boundaries for some secondary settlements would allow for limited small scale development of up to a total of five dwellings within a settlement area, in street-facing locations; the policy would not enable 'backland' development.

Members debated the issues relating to the potential designation of secondary settlements. These are villages and hamlets that have a distinctive sense of place with some facilities or are very close to a larger settlement with a Built-Up Area Boundary, where allowing some small-scale development could ensure the continuation or enhancement of a sustainable community and benefit the local economy. It was noted that a number of Parish Councils had expressed support for this type of approach, which would help them in delivering an appropriate level of development in their Neighbourhood Plans.

A review of Built-Up Area Boundaries will also form part of this stage of the Local Plan Review. The boundaries need to be brought up to date to take into account development that has commenced on the edges of settlements and sites that have been allocated in 'made' Neighbourhood Plans and to amend any previous irregularities. The review would be landscape led, guarding against settlement coalescence.

Comments from members of the PDAG would inform the consultation draft Local Plan Review to be considered by Cabinet on 12 October. Members were advised that the proposed boundaries for secondary settlements would be shared with Parish Councils immediately prior to the public consultation.

The meeting closed at 10.52 am having commenced at 9.30 am

CHAIRMAN

EXTRACT FROM FORWARD PLAN FOR CABINET MEMBER FOR PLANNING & DEVELOPMENT

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice also includes details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website (www.horsham.gov.uk) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : committeeservices@horsham.gov.uk

Tel: 01403 215123

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What is a Key Decision?

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A key decision is an executive decision which, is likely –

(i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
	Planning Obligations and Affordable Housing SPD Policy Development Advisory Group 7 September 2017	Cabinet	21 Sep 2017	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)
Page 9	Brownfield Register Policy Development Advisory Group 7 September 2017	Cabinet	12 Oct 2017		Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)
	Gypsy and Travellers Site Allocation Document Proposed Submission Policy Development Advisory Group 13 July 2017	Cabinet Council	23 Nov 2017 6 Dec 2017	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
	<p>Consideration of business case for shared building control service with Crawley and Arun councils</p> <p>Policy Development Advisory Group 9 November 2017</p>	Cabinet	23 Nov 2017	Open	<p>Steve Shorrocks, Head of Building Control stephen.shorrocks@horsham.gov.uk</p> <p>Cabinet Member for Planning and Development (Councillor Claire Vickers)</p>
	<p>Local Plan Review - Issues and Options</p> <p>Policy Development Advisory Group 6 June and 7 September 2017</p>	Cabinet	25 Jan 2018	Open	<p>Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk</p> <p>Cabinet Member for Planning and Development (Councillor Claire Vickers)</p>