



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

Planning and Development Policy Development Advisory Group

Thursday, 9th November, 2017 at 10.00 am
Howard Room, 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. Notes of previous meeting	3 - 6
To receive the notes of the meeting held on 7 September 2017	
3. Updates	
Gypsy & Traveller Site Allocations Development Plan Document	
An update in the light of the comments received on the previous consultation during May – June 2017 will be provided. The proposed approach to the forthcoming consultation in December 2017 – January 2018 will be considered.	
Conservation Area Appraisals	
An update on the consultation responses to the draft Conservation Area Appraisals & Management Plans for Henfield, Pulborough, Steyning, Storrington and Billingshurst will be provided.	

4. **Planning for the Right Homes in the Right Places - consultation**

The Government has published a consultation document setting out a proposed standard approach to assessing local housing need and a number of other matters, including Neighbourhood Planning. The Council's proposed technical response will be reported.

5. **Walking and Cycling Strategy**

West Sussex County Council have been awarded 60 days of consultancy time from the Department for Transport to develop Local Walking & Cycling Infrastructure Plans.

6. **Parking Supplementary Planning Document**

All Districts and Boroughs are working with West Sussex County Council in reviewing parking standards. Consultants have recently been appointed, whose first task is to collect survey data from each authority.

7. **HDC Constitution**

The ability of Councillors and the Director to revert a planning decision to full Council

8. **Appeal Costs**

Those awarded to and against us and cost claims successfully defended

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

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

Planning and Development Policy Development Advisory Group
7 SEPTEMBER 2017

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

Apologies: Councillors: Liz Kitchen, Paul Marshall, Christian Mitchell and Godfrey Newman

Also Present: Councillors Nigel Jupp and Kate Rowbottom

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

The group approved the notes of the meetings held on 13 July and 1 August 2017.

12 **PLANNING OBLIGATIONS AND AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT**

Members were reminded that the Community Infrastructure Levy (CIL) would be introduced by the Council on 1 October 2017. This would largely replace Section 106 legal agreements with a flat rate charge on developments calculated on the additional floor space developed.

The Principal Planning Officer advised that once CIL commences in October, Section 106 legal agreements would only be used to acquire affordable housing and on-site mitigation. The Planning Obligations and Affordable Housing Supplementary Planning Document (SPD) would provide guidance to developers and land owners on when, how and why the Council will seek these planning obligations through a Section 106 agreement.

Consultation on the SPD had taken place in 2016 and Members of the PDAG noted that the draft SPD had been amended to take into account key issues raised by consultees. The draft SPD would be considered for approval by Cabinet on 21 September.

The PDAG was supportive of progressing the document.

13 **BROWNFIELD REGISTER**

Members were advised that, in accordance with government legislation and guidance published in 2017, the Council was required to publish a register of brownfield land which it considered to be suitable for residential development. A draft Register had been prepared and was scheduled to be considered by Cabinet in October, prior to consultation.

The Principal Planning Officer reported that there were two parts to the register; (1) a list of identified brownfield sites, and (2) 'Permission in Principle' sites. Members were advised that all the sites in Part 1 had already been identified prior to compiling the list. These included sites identified as part of the Strategic Housing and Economic Land Availability Assessment 2016 (SHELAA), and other allocated sites which did not have planning permission.

In response to Members' questions, it was confirmed that many of the sites were not currently considered appropriate for development, but were regarded as potential sites for the long-term and subject to a number of factors. Sites on the list would therefore be regularly reviewed.

The Head of Strategic Planning & Sustainability advised that Part 2 of the Register would be left blank. This was in part because of the short timescale in which the Brownfield Land Register had to be prepared given that the guidance was not published until late July 2017. The legislation required any site included in Part 2 would be granted Permission in Principle would have to be developed within five years. Most local planning authorities are leaving Part 2 blank for submission this year.

Members noted that a four week consultation period on the draft register was scheduled to commence shortly after the Cabinet decision on 12 October 2017 and supported the document progressing.

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UPDATES

Local Plan Review

The Head of Strategic Planning & Sustainability updated the group on progress on the Local Plan Review, which would set out issues and options for an updated Horsham District Planning Framework. The Cabinet Member assured Members that all comments and issues that had been raised by the PDAG had been taken into account and would be reflected in the review, which was now scheduled for consideration by Cabinet on 25 January 2018.

Gypsy and Traveller Site Allocation Document

The Head of Strategic Planning & Sustainability reported that since the PDAG had been updated on progress on the draft document at the meeting in July, some of the sites included in the consultation were no longer likely to be deliverable. In order to meet the current and future needs of the district additional potential sites were being sought, including some identified in the Strategic Housing and Economic Land Availability Assessment 2016 (SHELAA) that did not meet the criteria for residential or employment development.

In response to Members' concerns, the Director of Planning, Economic Development & Property assured Members that officers were actively pursuing all potential sites and the next round of consultation would be later in the year.

The Cabinet Member agreed that an update on progress on the draft document would be brought to the next PDAG on 9 November.

Conservation Area Appraisal

The Principal Planning Officer reminded Members that heritage consultants had undertaken a review of the five historic settlements of Billingshurst, Henfield, Pulborough, Steyning and Storrington, as reported to the PDAG in July. The draft Conservation Area Appraisals and Management Plans had subsequently been approved for public consultation by Cabinet on 20 July.

Members were advised of the extent of the consultation, which included emails to relevant Ward and Parish Councillors and to statutory and other consultees. Residents within or close to the conservation areas had also been contacted and officers attended Parish Council meetings in the five areas.

Members were advised that the final report would be brought to Cabinet on 23 November 2017 and, if approved, the Appraisals and Management Plans would be adopted by the Council as material consideration when determining planning applications.

The Cabinet Member advised that the consultation responses would be brought to the PDAG on 9 November before the Cabinet report was finalised.

15 **FORWARD PLAN EXTRACT FOR THE PLANNING AND DEVELOPMENT PORTFOLIO**

Items on the Forward Plan for the Planning and Development portfolio were noted.

The meeting closed at 11.07 am having commenced at 10.00 am

CHAIRMAN

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FORWARD PLAN EXTRACT – PLANNING & DEVELOPMENT

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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

Published on 03 October 2017

What is a Key Decision?

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)
6.	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)
Page 9	Horsham Town Centre Vision Consultation Draft	Cabinet	23 Nov 2017	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk Leader (Councillor Ray Dawe)
9.	Consideration of business case for shared building control service with Crawley and Arun councils Policy Development Advisory Group 9 November 2017	Cabinet	23 Nov 2017	Open	Steve Shorrocks, Head of Building Control stephen.shorrocks@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)
16.	Local Plan Review - Issues and Options Policy Development Advisory Group 6 June and 7 September 2017	Cabinet	25 Jan 2018	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)
17.	Approval of Conservation Area Appraisals & Management Plans following consultation Policy Development Advisory Group 4 January 2018	Cabinet	25 Jan 2018	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)