



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

Planning and Development Policy Development Advisory Group

Thursday, 4th January, 2018 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 To receive the notes of the meeting held on 9 November 2017 | 3 - 6 |
| 3. Consideration of business case for shared Building Control service with Crawley and Arun Councils Update on the progress that has been made in considering the business case for a shared Building Control service | |
| 4. Appeal Costs Those awarded to and against us and cost claims successfully defended | |

5. **Updates**

- **Local Plan Review**

An update on the timing of the issues and options consultation on the Local Plan Review, which will focus on a review of the rural and economic strategies

- **Gypsy & Traveller Site Allocations Development Plan Document**

An update on the comments received on the current consultation, which started on 1 December 2017 and runs until 26 January 2018

- **Authority Monitoring Report**

The AMR is a report on the extent to which the planning policies set out in the Horsham District Planning Framework are being achieved for the period 1 April 2016 – 31 March 2017, including the latest position in terms of five year housing land supply. This update will include a highlight report.

- **Walking and Cycling Strategy**

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

- **Planning for the Right Homes in the Right Places Consultation**

Update on the Leader of the Council's meeting with Jeremy Quin MP and Secretary of State for Communities and Local Government, Sajid Javid

6. **Conservation Area Appraisals**

Any recommended amendments to come to this PDAG before being submitted to Cabinet on 25 January

7. **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
9 NOVEMBER 2017

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

Apologies: Councillors: Brian O'Connell

Also Present: Councillors: Brian Donnelly, Nigel Jupp

16 **NOTES OF PREVIOUS MEETING**

The notes of the meeting of the PDAG held on 7 September 2017 were received.

17 **UPDATES**

Gypsy and Traveller Site Allocations Development Plan Document

The Head of Strategic Planning & Sustainability updated the PDAG on amendments that had been made to the draft proposed submission. Four of the 12 proposed sites had been removed in response to the initial consultation that ended in June, and officers had made some amendments to existing sites and identified one new site to help compensate for this loss.

The draft Development Plan Document looked at the needs of the District for the next 10 years, which was forecast to now require 68 pitches, and Members noted the extent to which the proposals would address the current and anticipated backlog. It was noted that the backlog included existing allocated sites which had not yet been granted planning permission as well as those with personal or temporary permission.

The Cabinet Member explained the importance of progressing the document in order to secure a policy which identified allocated sites, which would provide some protection against inappropriate developments.

The PDAG were in favour of submitting the draft Development Plan Document to Cabinet on 23 November for approval for an eight week consultation period starting 1 December 2017.

Conservation Area Appraisals

The public consultation on the draft Conservation Area Appraisals and Management Plans for Henfield, Pulborough, Steyning, Storrington and Billingshurst had been completed and the Principal Planning Officer reported

that there had been a number of consultation responses from each area, several of which requested minor amendments.

The responses would be scrutinised by officers and the consultants, and any recommended amendments would be brought to the next PDAG on 4 January 2018. It is anticipated that the finalised Conservation Area Appraisals and Management Plans would be submitted to Cabinet on 25 January 2018 for approval. Members of the PDAG were supportive of this approach.

18 **PLANNING FOR THE RIGHT HOMES IN THE RIGHT PLACES - CONSULTATION**

The Head of Strategic Planning and Sustainability reported on the consultation document published by the Government regarding planning matters, in particular a proposed standard approach to assessing local housing need.

Officers had prepared a detailed response outlining the Council's concerns that a standard approach failed to take into account factors that reflected local circumstances. The response was backed up with local examples and included economic, environmental and social concerns.

Members of the PDAG were supportive of this approach and discussed the issues raised in the response.

19 **WALKING AND CYCLING STRATEGY**

The Senior Planning Office briefed the PDAG on details of the 60 day consultancy time that had been awarded to West Sussex County Council to develop a walking and cycling infrastructure strategy across the county. Horsham District Council had been allocated a percentage of this consultation time, which would become available during the next 12 months, to progress a Local Cycling and Walking Infrastructure Plan.

The Cabinet Member asked Members to contact the Senior Planning Officer with any comments or suggestions regarding the consultation.

20 **PARKING SUPPLEMENTARY PLANNING DOCUMENT**

The Senior Planning Officer reported that the Council was coordinating a review of parking standards across West Sussex. Residential parking had not been reviewed since 2010 and commercial parking since 2003.

The Cabinet Member highlighted that the purpose of the Parking SPD was to develop a transparent methodology for use across the County. This would enable appropriate parking allocation to be sought from developers.

The first stage of the review would survey the current situation, and the PDAG would debate progress and provide advice before a report was taken to Cabinet in March 2018.

It was noted that a Road Space Audit was to be carried out by specialist consultants on our behalf and officers agreed to clarify how the two projects related to each other.

21 **HDC CONSTITUTION**

The Director of Planning, Economic Development and Property clarified to Members the purpose of 3.6.2(d) of the constitution, which gave him the ability to refer a planning decision to full Council, should he consider that a Planning Committee's decision to overturn an officer recommendation would be hard to defend at appeal and could lead to significant costs against the Council.

It was stressed that an item would only be referred to Council in exceptional circumstances and it was noted that nothing had been referred since the amendment to the constitution had been made.

22 **APPEAL COSTS**

Item deferred.

23 **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 11.30 am having commenced at 10.00 am

CHAIRMAN

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FORWARD PLAN – CABINET MEMBER FOR PLANNING AND 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 01 December 2017

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) |
|----|---|-----------------------|----------------------------|---|---|
| 2. | Consideration of business case for shared building control service with Crawley and Arun councils Policy Development Advisory Group 4 January 2018 | Cabinet | 25 Jan 2018 | Open | Steve Shorrocks, Head of Building Control stephen.shorrocks@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers) |
| 4. | 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) |
| 5. | 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) |

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