



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
Direct line: 01403 215465

# Planning and Development Policy Development Advisory Group

Thursday, 8th March, 2018 at 10.00 am

Wallis 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](mailto:committeeservices@horsham.gov.uk)

Councillors:	Claire Vickers (Chairman)	
	Toni Bradnum	Christian Mitchell
	Karen Burgess	Godfrey Newman
	Paul Clarke	Brian O'Connell
	Liz Kitchen	Michael Willett
	Paul Marshall	Tricia Youtan

You are summoned to the meeting to transact the following business

## Agenda

	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b>	3 - 6
To receive the notes of the meeting held on 4 January 2018	
3. <b>Consideration of business case for shared Building Control service with Crawley and Arun Councils</b>	7 - 8
Update on the progress that has been made in considering the business case for a shared Building Control service. The Cabinet Member seeks the view of the PDAG before recommendations are submitted to Cabinet on 24 May.	
4. <b>Updates</b>	9 - 12
<ul style="list-style-type: none"> <li>Local Plan Review</li> </ul> <p>An update on the issues and options consultation on the Local Plan Review, which will focus on a review of the rural and economic strategies. Feedback from the PDAG is sought prior to consideration by Cabinet on 22 March.</p>	

- Gypsy and Traveller Site Allocations Development Plan Document

An update on the comments received on the current consultation, which ran from 1 December 2017 to 26 January 2018.

5. **The Publication of Viability Appraisals** 13 - 14  
This item will consider the advantages and disadvantages of full public disclosure of viability assessments submitted to the Council along with reports from specialist viability consultants, and an exploration of the position of other planning authorities
6. **Forward Plan Extract for the Planning and Development Portfolio** 15 - 18  
To note the Forward Plan extract for the Planning and Development Portfolio

**Planning and Development Policy Development Advisory Group**  
**4 JANUARY 2018**

- Present: Councillors: Claire Vickers (Chairman), Toni Bradnum, Karen Burgess, Paul Clarke, Paul Marshall, Christian Mitchell, Godfrey Newman and Michael Willett
- Apologies: Councillors: Liz Kitchen and Tricia Youtan
- Absent: Councillors: Brian O'Connell
- Also Present: Nigel Jupp

24 **NOTES OF PREVIOUS MEETING**

The notes of the meeting of the PDAG held on 9 November were received.

25 **CONSIDERATION OF BUSINESS CASE FOR SHARED BUILDING CONTROL SERVICE WITH CRAWLEY AND ARUN COUNCILS**

The Director of Planning, Economic Development & Property gave a brief update on developing a business case for a shared Building Control service with Crawley and Arun councils. Discussions were on-going and legal advice was currently being sought. The PDAG would be further updated before the report, scheduled to be considered by Cabinet in March 2018, was finalised.

26 **APPEAL COSTS**

The Cabinet Member announced that information on appeal costs, including those awarded to and against the Council and cost claims successfully defended, would be given to all Members at a Development Management Training Seminar on 30 January.

27 **UPDATES**

Local Plan Review

Work on the review was progressing and the Head of Strategic Planning & Sustainability advised that the report on issues and options for the Local Plan Review would be brought to Cabinet on 22 March 2018 instead of the meeting in January. This delay did not raise any issues because there was no pressing timescale for this stage of the review, which will concentrate on a review of the rural and economic strategies.

Gypsy and Traveller Site Allocations Development Plan Document

Item deferred to the next PDAG on 8 March.

### Authority Monitoring Report

The Council had recently published its Authority Monitoring Report (AMR) on its website, as required under Section 113 of the Localism Act 2011. A document outlining details of the AMR regarding the Council's latest position in terms of five year land supply was distributed to the group.

The Cabinet Member invited the group to contact the Head of Strategic Planning & Sustainability with any comments or questions arising from the document. Members requested that the housing information in the AMR be brought to the Development Management Training Seminar on 30 January.

### Walking and Cycling Strategy

Item deferred to the next PDAG on 8 March.

### Planning for the Right Homes in the Right Places Consultation

The Director of Planning, Economic Development & Property advised that there were no significant updates arising from the Leader of the Council's recent meeting with Jeremy Quin MP and the Secretary of State for Communities. The Council had made a strong representation for the need for investment in infrastructure to support recent development in the district. The group noted that the government was undertaking a year-long review of the impact of 'land banking' by developers.

## 28 **CONSERVATION AREA APPRAISALS**

The Principal Planning Officer reminded Members of the background to the Conservation Area Appraisals and Management Plans that were to be considered by Cabinet on 25 January 2018. Public consultation on proposed additions and deletions to the draft conservation area boundaries within Pulborough, Billingshurst, Henfield, Storrington and Steyning had taken place in September 2017.

Members noted the main points raised in responses to the consultation and any proposed amendments to the conservation area boundaries that had resulted from them. It was noted that no emerging Neighbourhood Plan would be affected by the changes. The PDAG were broadly supportive of the amended plans and the Cabinet Member asked them to contact officers if they had any further comments.

Once approved by Cabinet, documents for the five areas would be drawn up and used to inform planning decisions. The PDAG was supportive of progressing the documents.

## 29 **FORWARD PLAN EXTRACT FOR THE PLANNING AND DEVELOPMENT PORTFOLIO**

Items on the Forward Plan for the Planning and Development portfolio were noted, together with amendments that had been made since publication of the agenda.

*The meeting closed at 10.38 am having commenced at 10.00 am*

CHAIRMAN

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**Parkside, Chart Way, Horsham,  
West Sussex RH12 1RL**

**FORWARD PLAN EXTRACT – 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 may also include 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](http://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](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

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#### **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.

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
3.	<b>Local Plan Review - Issues and Options</b> Policy Development Advisory Group 6 June and 7 September 2017	Cabinet	22 Mar 2018	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
4.	<b>Consideration of business case for shared building control service with Crawley and Arun councils</b>  Policy Development Advisory Group 8 March 2018	Cabinet	24 May 2018	Open	Steve Shorrocks, Head of Building Control stephen.shorrocks@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
6.	<b>Gypsy and Traveller Site Allocation document</b>	Cabinet  Council	24 May 2018  13 Jun 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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