



Email: committeeservices@horsham.gov.uk
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Cabinet

Thursday, 12th October, 2017 at 5.30 pm
Cowdray Room, Parkside, Chart Way, Horsham

Councillors:	Ray Dawe	Leader
	Jonathan Chowen	Deputy Leader and Leisure and Culture
	Philip Circus	Waste, Recycling and Cleansing
	Brian Donnelly	Finance and Assets
	Gordon Lindsay	Local Economy
	Kate Rowbottom	Housing and Public Protection
	Claire Vickers	Planning and Development
	Tricia Youtan	Community and Wellbeing

You are summoned to the meeting to transact the following business

Tom Crowley
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	3 - 10
<p>To approve as correct the minutes of the meeting held on 21st September 2017 (<i>Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.</i>)</p>	
3. Declarations of Members' Interests	
<p>To receive any declarations of interest from Members of the Cabinet</p>	
4. Announcements	
<p>To receive any announcements from the Leader, Cabinet Members or the Chief Executive</p>	
5. Public Questions	
<p>To receive questions from and provide answers to the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting</p>	
6. Horsham District draft Brownfield Land Register 2017	11 - 48
<p>To receive the report of the Cabinet Member for Planning and Development</p>	

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|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 7. | 100% Localisation of Business Rates 2018/19 Pilot Scheme
To receive the report of the Cabinet Member for Finance and Assets | 49 - 52 |
| 8. | A27 Arundel Bypass - Consultation response
To receive the report of the Leader | 53 - 62 |
| 9. | Overview & Scrutiny Committee
To consider any matters referred to Cabinet by the Overview & Scrutiny Committee - there are currently no matters for consideration | |
| 10. | Forward Plan
To note the Forward Plan | 63 - 68 |
| 11. | To consider matters of special urgency | |

Cabinet
21 SEPTEMBER 2017

Present: Councillors: Ray Dawe (Leader), Jonathan Chowen (Deputy Leader), Philip Circus, Brian Donnelly, Gordon Lindsay and Tricia Youtan

Apologies: Councillors: Kate Rowbottom and Claire Vickers

Also Present: Karen Burgess, Peter Burgess, Paul Clarke, Leonard Crosbie, Matthew French, Nigel Jupp and David Skipp

EX/29 **MINUTES**

The minutes of the meeting of the Cabinet held on 20th July 2017 were approved as a correct record and signed by the Leader.

EX/30 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/31 **ANNOUNCEMENTS**

The Cabinet Member for Leisure and Culture made three announcements:

The launch of 20 new affordable housing units Cowfold would be taking place on 22nd of September 2017. These would be primarily for local residents, followed by those in neighbouring villages or with a local connection to Cowfold.

The launch of the project 'The Bridge' at Broadbridge Heath had taken place and work had now commenced on the development of the new sports centre.

Finally, tickets remained available for the launch night of the Horsham District Year of Culture on Wednesday 27th September at the Capitol and Members were encouraged to come along.

The Cabinet Member for the Local Economy announced that the first annual Ameri-Car-Na event would be taking place in Horsham on Sunday 24th September. Proceeds would be donated to St Catherine's Hospice.

EX/32 **PUBLIC QUESTIONS**

No questions had been received.

EX/33 **PIRIES PLACE CAR PARK - POTENTIAL REPLACEMENT**

The Cabinet Members for Local Economy and Finance & Assets reported on a proposal for the demolition of Piries Place Car Park and its replacement with a new larger car park with improved usability and additional spaces.

The car park currently comprised 330 spaces and, whilst it was a popular car park within the town centre, it had a number of operational shortcomings which detracted from user experience:

- Narrow ramps with poor visibility
- Heads of ramps met with the need to give way (i.e. down traffic conflicted with up traffic)
- A high number of internal columns, which needed to be manoeuvred in order to park and exit
- Approximately 50% of the spaces were sub-standard with a width of less than 2.4 metres
- Difficult to access corner bays made some spaces unusable
- Cul de sac zones
- Poor lighting
- Tired appearance

Piries Place Shopping Centre was being redeveloped to create a new restaurant, cinema and hotel destination, due for completion in January 2019, and there was an opportunity to redevelop the car park within the same timescale, to achieve a coordinated opening with this major evening and leisure destination.

Consultants had been commissioned to undertake a review of parking capacity in Horsham and their report concluded that, whilst at present there was spare parking capacity within the town centre car parks, the effect of present and future development meant that this surplus was diminishing and would be taken up between 2018 and 2023. The consultants had therefore identified a requirement for between 200 and 380 new spaces by 2031.

The spare parking capacity that currently existed within the town centre would provide headroom whilst the car park was closed for redevelopment, although a mitigation strategy would be required during this period to manage peak demand.

Plans had been prepared which showed that, subject to planning approval, redevelopment of the car park could achieve from 113 to 230 additional spaces, including extra spaces for disabled drivers and parents with children.

It was proposed that the redevelopment of the car park would be procured through a Scape Group framework in order to meet the time constraints of coordinating this project with the Piries Place development. Scape Group was a public sector owned organisation which operated OJEU compliant frameworks and, with a Scape framework, a contractor was selected to undertake the work on a design and build basis. To achieve programme, design development would take place alongside the planning and Council

approval process, which meant there was a risk of abortive fees being incurred by the Council if, for example, planning permission were refused.

It was estimated that the capital cost of the project would be between £6,250,000 and £7,250,000 depending upon the option finally chosen and appropriate sources of funding would be identified by the Director of Corporate Resources (S151 Officer). Details of the resource consequences of the proposal were reported.

The proposal had been considered by a joint meeting of the Local Economy and Finance & Assets Policy Development Advisory Groups and their comments were reported.

RESOLVED

- (i) That the proposed redevelopment of Piries Place Car Park be approved, subject to satisfactory funding and satisfactory planning permission.
- (ii) That the Director of Planning, Economic Development and Property be authorised to enter into the contract for the construction of the facility within the approved budget figure.

RECOMMENDED TO COUNCIL

That a supplementary capital budget of up to £7,250,000 be approved for the proposed redevelopment of Piries Place Car Park, phased across 2017/18 and 2018/19, provided that if the smaller scheme is approved the budget shall not exceed £6,250,000.

REASON

To replace an existing multi-storey car park, which has significant shortcomings, with a new larger facility which will meet modern standards and customer expectations.

EX/34 **PLANNING OBLIGATIONS AND AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT**

The Cabinet Member for Planning and Development reminded Cabinet that, as agreed by Council on 26th April 2017, the Council would start, from 1st October 2017, to charge the Community Infrastructure Levy (CIL) on liable developments (residential development and 'large format' retail development, including supermarkets and retail warehousing) at a charge of £135 per square metre for residential and £100 per square metre for 'large format' retail development. Funds collected through the CIL would be spent on infrastructure on a District-wide basis (e.g. education, health, parks, sport and leisure, and transport).

In addition to the CIL charge, the Council needed to clarify what would be sought through Section 106 agreements. The revised Planning Obligations and Affordable Housing Supplementary Planning Document (SPD) would provide this clarification. It was noted that affordable housing would still be provided through Section 106 agreements. In addition, the Council would only be able to seek funds through Section 106 agreements for local infrastructure schemes where they were directly linked to a particular development and could be classed as direct on-site mitigation.

Details of the key issues raised in respect of the draft Planning Obligations and Affordable Housing SPD during the consultation period, and the recommended responses to those comments, were reported.

The Cabinet Member recommended approval of the Planning Obligations and Affordable Housing SPD, incorporating revisions following consultation, so that it could come into force on the same day as the Community Infrastructure Levy.

RESOLVED

- (i) That the representations and responses to the draft Planning Obligations and Affordable Housing Supplementary Planning Document be noted.
- (ii) That the Planning Obligations and Affordable Housing Supplementary Planning Document, as amended by the changes set out in Appendix 1 to the report, be approved as supplementary guidance to be used in the determination of planning applications from 1st October 2017.
- (iii) That the Cabinet Member for Planning and Development be authorised to approve minor editorial changes prior to publication.

REASON

To provide guidance on how Section 106 contributions will be sought once the Horsham CIL Charging Schedule is implemented on 1st October 2017.

EX/35 **DISCRETIONARY BUSINESS RATES RELIEF SCHEME**

The Cabinet Member for Finance and Assets reported that, in the Spring 2017 Budget, the Government had announced the establishment of a £300 million discretionary rate relief fund to support those businesses that faced the steepest increases in their business rates bills as a result of the 2017 revaluation.

Calculated under a national formula, the Council had been allocated a grant of £789,350 by the Government from this fund over four years, designed to taper off over the period.

The Government expected each local authority to devise their own local scheme to assist businesses. The conditions of the Government grant required authorities to provide support only to those ratepayers who faced an increase in their bills following revaluation and to provide support to ratepayers who faced the most significant increases in bills and those occupying lower value properties. A proposed scheme had therefore been prepared which targeted smaller, local businesses with increases of 7% or more in their business rate bills.

In the event that the discretionary rate relief awarded under the qualifying criteria (7% increase in bills for those properties with a RV of between £15,000 and £150,000) did not use the entire grant allocation for 2017/18, under the delegated authority, the Director of Corporate Resources and Cabinet Member for Finance and Assets would be able to flex the criteria slightly – for example perhaps by lowering the criteria to 6.75% (and an RV of between £15,000 and £150,000). This would help meet the Council's objective to spend as much of the available grant as possible.

The Finance and Assets Policy Development Advisory Group supported the proposed scheme. As the precepting authority, West Sussex County Council had also been consulted, in line with the Government's requirements, and welcomed the proposed scheme to support businesses detrimentally impacted by the revaluation of business rates.

RESOLVED

- (i) That the principles on which the Council would deliver the discretionary rate relief scheme be approved as reported.
- (ii) That the application of the scheme and resulting awards of discretionary relief be delegated to the Director of Corporate Resources in consultation with the Cabinet Member for Finance and Assets.

REASON

The scheme will assist businesses occupying lower value properties that are facing rising rates bills as a result of the 2017 revaluation.

EX/36 **TRANSFORMATION FUND - TOP UP FROM THE 2016/17 BUDGET SURPLUS**

The Cabinet Member for Finance and Assets reported that the Council had delivered a £776,000 revenue surplus in 2016/17, after allowing for budgets that would be carried over to 2017/18 to cover essential expenditure which had been unavoidably delayed.

A balanced budget was currently forecast from 2017/18 through to 2019/20 but this relied on the implementation of a range of actions to help deliver further income generation and efficiency measures, which would require further investment in transformational projects.

It was therefore proposed that £500,000 should be transferred from the General Fund reserve to the earmarked transformation reserve to assist with the implementation of such measures in the future. Effectively, this would be funded from the 2016/17 budget surplus.

The Finance and Assets Policy Development Advisory Group had been consulted and supported the proposal.

RESOLVED

- (i) That the transfer of £500,000 from the General Fund reserve to an earmarked transformation reserve be approved.
- (ii) That the Chief Executive, in consultation with the Leader, be authorised to use the transformation fund as appropriate.

REASON

To top up the earmarked transformation reserve for projects that will help transform the Council in the future; being effectively funded from the 2016/17 budget surplus.

EX/37 **GIGABIT WEST SUSSEX**

The Cabinet Member for Finance & Assets reported that West Sussex County Council was planning to change its wide area network site connectivity in eight key towns in the County by installing a gigabit capable dark fibre network connecting local authority sites in the selected towns and had invited relevant District and Borough Councils to join the project.

The project would deliver new end-to-end dark fibre networks in Worthing, Shoreham, Chichester, Bognor Regis, Horsham, Haywards Heath, Burgess Hill and Crawley through a 20-year lease agreement with a single supplier. The selected sites would all be connected at 1000Mb (gigabit) speeds, with the County Council making the initial capital investment on behalf of the partner councils and then charging partners annually under the current wider area network arrangements without any increases in charges.

The Policy Development Advisory Groups for Economic Development and Finance & Assets had been consulted and supported the proposal.

RESOLVED

- (i) Agreed in principle that the sites within Horsham District, namely Parkside (including the Capitol Theatre), Hop Oast Depot and Horsham Museum, be part of a 20 year lease of new dark/passive fibre infrastructure as part of a contract between West Sussex County Council and the selected supplier subject to central Government funding, agreed lease terms and on a cost neutral basis.
- (ii) That the Director of Corporate Resources be authorised to enter into the necessary agreements once the tendering process has been satisfactorily completed.

REASONS

- (i) To take advantage of Central Government Gap Funding.
- (ii) To achieve the availability of world class digital infrastructure is vital to facilitate the delivery of public services, drive economic growth and enhance community wellbeing.

EX/38 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/39 **FORWARD PLAN**

The Forward Plan was noted.

EX/40 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

The meeting closed at 6.22 pm having commenced at 5.30 pm

CHAIRMAN

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Report to Cabinet

12 October 2017

By the Cabinet Member for Planning and Development

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Horsham District draft Brownfield Land Register 2017

Executive Summary

The preparation, maintenance and publication of the brownfield land register is a new legal requirement that was introduced by the Housing and Planning Act 2016, with the required process set out in the Town & Country Planning (Brownfield Land Register) Regulations, 2017. Horsham District Council has now prepared a draft of this register and in line with best practice is seeking to publish the draft register for a period of consultation. This report seeks approval for the publication of the Council's draft Brownfield Land Register for a four week period of consultation between 20 October 2017 and 17 November 2017.

This draft Brownfield Land Register identifies 39 sites which have been identified for inclusion on the Register. The sites on the list are all in the public arena, as they have been identified from sites contained in the District's Strategic Housing and Employment Land Availability Assessment (SHELAA); through planning applications or are sites that are allocated for development in the Council's adopted planning policy documents.

The Council must take account of comments which are received on the draft register, make any necessary amendments and publish on the Council's website by 31 December 2017 in accordance with the legal requirements. If any substantive changes are proposed in response to the consultation, it may be necessary to prepare an update in early 2018. Any such update would be reported to Cabinet for approval. The Brownfield Land Register will be reviewed and updated annually by the end of each calendar year thereafter.

Recommendations

Cabinet is recommended:

- i) To agree to the publication of the draft Brownfield Land Register for a 4 week period of consultation from 20 October 2017 to 17 November 2017.
- ii) The Cabinet Member for Planning and Development has delegated authority to agree minor editorial changes to the draft Brownfield Land Register.
- ii) That the Cabinet Member for Planning and Development has delegated authority to approve the final Brownfield Land Register for publication by 31 December 2017.

Reasons for Recommendations

- i) The recommendations are required to ensure that the statutory requirements in the Town and Country Planning Act as inserted by the new Housing and Planning Act 2016 and the Town & Country Planning (Brownfield Land Register) Regulations 2017, are met.
- ii) It is appropriate to invite public participation in the preparation of a new planning document for the District, in accordance with the Statement of Community involvement, February 2017.
- iii) Approval of the Brownfield Land Register for publication by 31 December 2017 is essential in order to meet the statutory requirements. If there are substantive changes proposed in response to the consultation, this may result in an update of the Brownfield Land Register in early 2018.

Background Papers

The documents used in the preparation of this document include;

- The Horsham District Council Strategic Housing and Employment Land Availability Assessment, 2016.
- Brownfield Land registers data standard: preparing and publishing a register (28 July 2017).
- Horsham District Planning Framework (2015)
- Site Allocations of Land document published in 2007

Wards affected: Billingshurst, Broadbridge Heath, Colgate, Henfield Horsham Denne, Horsham Forest, North Horsham, Pulborough, Rudgwick, Southwater, Storrington & Sullington.

Contact:

Dr Chris Lyons, Director of Planning, Economic Development & Property 01403 215401

Barbara Childs, Head of Strategic Planning and Sustainability 01403 215181

Background Information

1 Introduction and Background

- 1.1 The preparation, maintenance and publication of the brownfield land register is a new legal requirement that was introduced by the Housing and Planning Act 2016. The required steps in producing a brownfield register have now been set out in the Town & Country Planning (Brownfield Land Register) Regulations, 2017. Horsham District Council has prepared a draft register and in line with best practice is seeking to publish it for a period of consultation before the publication of the final register.

2 Relevant Council policy

- 2.1 The preparation of a brownfield site register is a new legal requirement and sites for inclusion on the register need to be considered against relevant Council policies. This is set out in more detail in the following sections of this report, but the relevant planning policies against which the suitability of sites for inclusion on the brownfield register have been considered are the Horsham District Planning Framework (2015) and the Site Allocations of Land document published in 2007.

3 Details

- 3.1 The Government is seeking to maximise the numbers of new homes built on brownfield land. The Town & Country Planning (Brownfield Land Register) Regulations 2017 set out the requirements for local planning authorities to prepare, maintain and publish a register of brownfield land which is considered to be suitable for housing development within its area. The Town and Country Planning (Permission in Principle) Order 2017 allows for some sites to be granted 'Permission in Principle' as a new route to obtain permission for development on these sites, which is also referred to in the Regulations (*Note - a 'Permission in Principle' is similar to an outline planning permission and is explained in more detail in Appendix 1 paragraph 2.5*).

- 3.2 The Regulations require the Brownfield Land register to be produced in two parts:

Part 1 is a list of all sites which are considered to meet the legislative criteria of being 'suitable, available and achievable' for development. This list will include sites with planning permission, or sites that are allocated in a Local or Neighbourhood Plan, as well as sites without planning permission that meet other legislative criteria.

Part 2 of the register will comprise only those sites in Part 1 that the local planning authority has decided would be suitable for a grant of Permission in Principle. If no sites are considered to meet the criteria for Permission in Principle, the Part 2 of the Brownfield register can be left empty.

- 3.3 The Horsham District Council draft Brownfield Land Register 2017 is set out at Appendix 1 of this report. The draft Register contains the sites which it is considered meet the criteria for Part 1 of the Brownfield Land Register. At the current time it is considered that there are no sites suitable for a grant of Permission in Principle and

it is recommended that there are no entries in Part 2 of the Register this year. This will need to be kept under review in future updates of the Register.

- 3.4 In considering sites for inclusion on the Register, the starting point was the Council's Strategic Housing & Employment Land Availability Assessment (SHELAA) together with planning application data and the Council's Local Plan documents. Land has been included on the draft Register where it meets the definition of 'previously developed land' as set out in Annex 2 of the National Planning Policy Framework (definition is set out in Appendix 1 paragraph 1.5) together with criteria set out in the Regulations. When considering site suitability, legislation requires that Councils have regard to the both local and national planning policies. As a result, sites were not considered suitable if they did not meet the planning criteria in the Horsham District Planning Framework. Brownfield land has therefore been excluded from the Register if it is in a rural location outside a built-up area boundary, or is currently in employment use.
- 3.5 In total 39 sites have been included on the draft Brownfield Land Register. These are located in primarily in Horsham town, but there are also a small number of sites in other settlements across the District. These include Broadbridge Heath, Billingshurst, Henfield, Pulborough and Storrington.

4 Next Steps

- 4.1 It is not a legal requirement that Local Authorities consult on the content of Part 1 of the Brownfield Land Register. It is however considered that as the Council is identifying land which is considered suitable for residential development that it would be appropriate to do so, in accordance with the Statement of Community Involvement, February 2017. In order to ensure that the final Brownfield Land Register can be finalised by 31 December 2017, it is proposed that a four week consultation period be undertaken between 20 October 2017 and 17 November 2017.
- 4.2 Guidance on the production and format of the Register was published at the end of July 2017, which has given local planning authorities very little time to prepare a draft brownfield register. Given the consequential limited time to take account of any comments before publication of the final Register by the end of December 2017, an update to the Brownfield Land Register may be necessary in 2018.
- 4.3 An update will be necessary if any new brownfield sites are proposed for inclusion on the register which do not already have planning permission, or if any other significant changes are proposed to the draft Brownfield Land Register that would require additional consultation. Any proposed update to the Brownfield Land Register will be reported to Cabinet for approval prior to consultation.
- 4.4 The Council's response to comments made on this document will be published together with the final Brownfield Land Register document on the Council's website by 31 December 2017. This document will be published in a format which accords with the National Data Standard proscribed by the Government.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The proposed content of this document was discussed at the Planning and Development Policy Development Advisory Group on 7 September 2017. A small number of factual amendments were made to the register in light of the discussion, for example to reflect recent planning applications which had been submitted to the Council since the preparation of the draft Register.

6 Other Courses of Action Considered but Rejected

- 6.1 One course of action would be to not prepare a Brownfield Land Register. This would however mean that the Council would be in breach of its legal duties as it is a legal requirement to prepare, maintain and publish a Brownfield Land Register by 31 December 2017.
- 6.2 A second course of action has been to consider whether any sites would be suitable for inclusion on Part 2 of the Register and therefore be subject to a grant of Permission in Principle. At this stage no sites are considered to be suitable for a grant of such permission. This will be kept under review, but sites on the Register without planning permission will still need to be granted outline or full planning permission, subject to the deliberations of the appropriate Planning Committee.

7 Resource Consequences

- 7.1 There are no direct financial consequences arising from this report other than the normal staff and publication costs associated with holding a consultation.

8 Legal Consequences

- 8.1 As set out in paragraph 1.1, the Town & Country Planning (Brownfield Land Register) Regulations, 2017 places a duty on local authorities to prepare, maintain and publish a register of brownfield land suitable for residential development by 31 December 2017. It is considered that the production of this document will assist in meeting this requirement.
- 8.2 Cabinet is advised that Regulation 19 of The Town and Country Planning (Brownfield Land Register) Regulations 2017 specifically excludes any decision to include land in part 2 of the Register and to grant planning permission in principle being an Executive Decision. Therefore, any future recommendation to include site(s) in part 2 of the Register will be a Council decision unless the Council seeks to delegate it.

9 Risk Assessment

- 9.1 The production of a Brownfield Land Register is also a legislative requirement under the Town & Country Planning (Brownfield Land Register) Regulations, 2017. Whilst at the current time it is unclear what sanctions would be placed on the Council if it does not produce a Brownfield Land Register in the allotted timescale, the Council would be in breach of its legislative duties.

- 9.2 In addition to the legal risks associated with the production of this document it should be noted that the purpose of a brownfield land register is to assist the delivery of homes on previously developed land by identifying land suitable for development and speeding up the planning process. Not producing a register could potentially result in greater pressure for development on greenfield land within Horsham district, although it is considered that this additional risk would be small, as the Council is able to identify suitable brownfield land from the Council's existing SHELAA database in any event.

10 Other Considerations

- 10.1 There are no Crime & Disorder; Human Rights; Equality & Diversity and Sustainability issues associated with this project.

APPENDICES TO REPORT

A copy of the proposed Brownfield Land Register (Part 1) has been attached to this report as Appendix 1. The Register will be placed on the Council's website in spread sheet form incorporating the necessary fields as set out in the Brownfield Land Register data standard.

Horsham District Council

Draft Brownfield Sites Register

October 2017

CONTENTS

1.0 Introduction

- 1.1 The Government is seeking to maximise the numbers of new homes built on brownfield land. The Town & Country Planning (Brownfield Land Register) Regulations, 2017 introduced a duty for local planning authorities to prepare, maintain and publish a register of brownfield land within its area and introduced “permission in principle” (PiP) as a new route to obtaining planning permission for these sites. This document is the draft brownfield land register which Horsham District Council will be publishing for a period of consultation prior to the publication of the final register in December 2017.
- 1.2 The aim of the Brownfield land register is to ensure standardised information and data about brownfield land that is suitable and available for residential development is made available nationally and is kept up-to-date and made publically available. The government envisage that this will improve the quality and consistency of data held by local planning authorities which will provide certainty for developers and communities, encouraging investment in local areas.
- 1.3 Brownfield land registers also offer the potential for granting ‘permission in principle (PiP)’ on suitable sites. Where sites are granted a PiP, it must then be followed by an application for Technical Detail consent to agree the details of the scheme before obtaining full planning permission.
- 1.4 The draft Brownfield Land register for Horsham District has been produced in accordance with the Town and Country Planning (Brownfield Land Register) Regulations 2017 (hereon in referred to as ‘The Regulations’). These set out the requirements of the Brownfield Land Register and what Local Planning Authorities will be expected to produce. Further information on these requirements is set out later in this document. It should however be noted that Brownfield Land Registers should include all brownfield sites that are suitable for housing development irrespective of their planning status.

Definition of Previously Developed Land (PDL)

- 1.5 In order to compile the Council’s Brownfield Land Register, the Council has considered that definition of brownfield land would be land which meets the definition of “previously developed land”, as defined in Annex 2 of the National Planning Policy Framework (NPPF). This is defined as follows:

“Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill purposes where provision for restoration has been made through development control procedures; land in built-up areas such as private residential gardens, parks, recreation grounds and allotments; and land that was previously-developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape in the process of time.”

2.0 The Brownfield Land Register Requirements

2.1 Local planning authorities are expected to publish registers of Brownfield land by 31 December 2017, Registers will be in two parts.

Part 1: This comprises all brownfield sites that meet the criteria set out in the Brownfield Land Regulations. These sites have been assessed by the local planning authorities as being appropriate for residential development. This list will include sites with current full planning permission, outline planning permission or permission in principle as well as sites without planning permission that meet the criteria.

Part 2: This is a subset of the brownfield land register. Part 2 will comprise only those sites in Part 1 that the local planning authority has decided that the land would be suitable for a grant of PIP for residential development. If a site is considered to be suitable for inclusion in Part 2 there are several steps that the legislation requires to be followed. If no sites are considered to meet the criteria for Permission in Principle, the Part 2 of the Brownfield register can be left empty.

2.2 Horsham District Council will publish the final Brownfield Land Registers on our website. This will be in the 'open data' format requested by the government. It is a requirement of the Brownfield Land regulations that the registers are reviewed at least annually to ensure that sites which no longer meet the criteria for inclusion are removed and new sites are assessed and entered if it is appropriate to do so. Windfall sites should be included in the register as part of this process where they meet the brownfield land criteria.

Criteria for inclusion in Brownfield Land Registers (Part 1)

2.3 Sites included within Part 1 of the Brownfield Land Register are required to meet the following criteria (as set out in Regulation 4 of the 2017 Regulations):

1. **Size:** The site must be 0.25 hectares or larger, or capable of supporting at least 5 dwellings;
2. **Suitable:** The site is considered suitable for inclusion on the register if the land is allocated in a development plan document (e.g. a local plan), has planning permission or PIP for residential development. The land may also be included on the register if the Local Planning Authority considers it suitable for residential development having considered any adverse impact on the natural environment, the local built environment, including heritage assets in particular, local amenity and any relevant representations received (i.e. from third parties);
3. **Available:** Sites are considered to be available for development if either all the owners of the site, or the developer in control of the land have expressed an intention to develop (or sell, in the case of an owners) the site within the 21 days before the entry date on the register and there is no evidence indicating a change to that intention; or the Local Planning Authority considers that there are no ownership or other legal matters that might prevent residential development taking place, having regard to information publically available on the date of assessment and any relevant representations received.
4. **Achievable:** Based on publically available information and any relevant representations received, an achievable site is a site which, in the planning authority's opinion is likely to take place within 15 years of the entry date.

Brownfield land registers and permission in principle (Part 2)

- 2.4 The inclusion of a site on Part 1 of a register does not mean it will automatically be granted planning permission or permission in principle. It is however possible for Local planning authorities to enter sites on Part 2 of the register which will trigger a grant of permission in principle. Sites suitable for housing-led development can only be included on Part 2 of the brownfield land register only after consultation and publicity requirements, and other procedures set out in the regulations have been met, (including Screening the site against the EIA requirements if necessary), and the Council remains of the opinion that permission in principle should be granted.
- 2.5 Sites listed on Part 2 of the Brownfield Land Register will be granted “permission in principle” (PiP) for housing led development. PiP will settle the fundamental principles of development (use, location, amount of development) for the brownfield site giving developers/applicants more certainty that development can come forward on the site. . PiP will be granted for the provision of dwellings falling within the range specified in the relevant entry in Part 2 and for any non-residential development described in the entry.
- 2.6 A developer will not be able to proceed with development, until they have also obtained a *Technical Details consent*. A Technical Details consent will assess the detailed development design, ensuring appropriate mitigation of impacts and contributions to essential infrastructure are secured. Both the permission in principle and the technical details consent stages must be determined in accordance with the local development plan, the National Planning Policy Framework and other material considerations.

3.0 The Draft Horsham District Council Brownfield Land Register

- 3.1 This section of the report comprises Part 1 of the draft Brownfield Land Register for Horsham District Council, listing all sites considered to be suitable, available and achievable for residential development in accordance with the criteria listed under Regulation 4 of the brownfield land register regulations. The list includes sites that have already been granted full or outline permission. The list does not does not indicate which sites may be granted “permission in principle.” The Council will not be publishing entries in Part 2 of the brownfield Register in 2017, but will review the register in 2018 to consider whether any grant of PiP would be appropriate.

Methodology

- 3.2 A key component of the evidence base for this work is the local authority’s Strategic Housing & Employment Land Availability Assessment (SHELAA) together with planning application data and the Council’s Local Plan documentation. The SHELAA database was used as a starting point to identify sites for inclusion in the HDC Brownfield Land Register. The SHELAA database was interrogated to identify all previously developed land over 0.25ha or considered suitable to accommodate five units. The cut-off date for the search for sites was 7 September 2017. If sites have been submitted to the Council since this date they will not appear in this report but will be considered as part of the consultation or through future iterations of the brownfield register.
- 3.3 A ‘Call for Sites’ specifically in relation to the Brownfield Land Register is not required as HDC has already established a process of identifying sites through the SHELAA process. Landowners and developers should submit sites in accordance with the SHELAA Call for Sites procedure, details of which are available on the Councils website.
<https://www.horsham.gov.uk/planningpolicy/planning-policy/housing-land-availability>
- 3.4 Whilst the Council has not undertaken a specific call for sites for this process, the Council has been approached by some agents promoting land for inclusion on the brownfield register in any event. The Council has registered these sites within the SHELAA database, but has additionally considered the sites against the brownfield land criteria to consider whether the site meets the criteria set out in the brownfield Land regulations and has included these where they meet the criteria. Should any further sites be submitted through the consultation process, the Council will undertake the consideration of these sites and will undertake further consultation on the register if appropriate.

Assessment of Sites

- 3.5 From the list of sites derived from the SHELAA, consideration was given to the sites to ascertain which sites the Council considered to be suitable, available and achievable when considered against the requirements of Paragraph 4 of the Brownfield Land Regulations. A number of considerations were taken into account as follows:

Sites including greenfield and brownfield land

- 3.6 Greenfield land is not appropriate for inclusion in a brownfield land register. Where a potential site includes greenfield land within the curtilage, the Council has considered whether the site falls within the definition of previously developed (brownfield) land in the National Planning Policy Framework (as set out in para 1.5). Only the brownfield part element of any mixed sites has been included in Part 1 of the register and will subsequently be considered for permission in principle.

Cross Boundary Issues

- 3.7 Brownfield sites that straddle local authority boundaries can be included in Brownfield land registers provided that they have been assessed against the relevant criteria. At the current time no sites spanning local authority boundaries were identified and none are therefore included within the draft Horsham Brownfield Land Register 2017.

Assessment of Site Suitability

- 3.8 In addition to the criteria set out in Regulation 4 which define site suitability, Regulation 14A(7) of the Planning & Compulsory Purchase Act 2004 (as amended by the Housing and Planning Act 2016) also requires that when preparing registers of Land, Local Planning Authorities must also have regard to:

(a) the development plan (including the HDPF, adopted Neighbourhood Development Plans, SPD's);

(b) national policies and advice (e.g. NPPF, Planning Practice Guidance);

(c) any guidance issued by the Secretary of State.

This requirement means that in addition to the site suitability criteria as set out in the regulations, the Policies in the Horsham District Planning Framework and the National Planning Policy Framework are also relevant. When considering sites for inclusion in the brownfield land register a 'policy on' approach has been applied.

- 3.9 A key requirement of the Horsham District Planning Framework is that development takes place in accordance with the development hierarchy set out in Policy 3, together with the settlement expansion policy set out in Policy 4. This requires that in the first instance development is located within towns and villages which have access to services and facilities. The expansion of settlements can take place if sites are allocated in a Local or Neighbourhood Plan and meet a number of other criteria, including being on the edge of a settlement. Sites which do not meet these criteria have therefore been excluded from the brownfield land register.
- 3.10 A further requirement of the Horsham District Planning Framework is the need to protect existing employment land to ensure that there are local jobs available for those who live in the District. The HDPF therefore contains policies which seek to retain employment sites. Brownfield land which is in employment use is therefore generally not considered a suitable location for housing development. This particularly applies to land which is designated as a Key Employment Area in the HDPF.
- 3.11 It is however recognised that there are occasions where employment land has come forward for residential development. Recently this has included prior approvals with the conversion of offices to residential uses. Some parts of employment land have also come forward for housing, such as the Novartis site in Horsham town centre. It is however expected that the remainder of the site will be brought forward for primarily economic uses, and this site has therefore been excluded from the brownfield register at this time.
- 3.12 The policies in the Horsham District Planning Framework, together with the requirements of the NPPF have also been used to ensure the final list of sites gave due regard to the built and natural environment and to conserve the historic environment. It also ensured that any sites included on the list were appropriate for residential development and that a site can be made suitable for its new use.
- 3.13 The full list of the Council's draft Brownfield Land Register 2017 is set out in the tables below and the maps of sites without planning permission are shown in Appendix 1. This table is set out in four sections. The first section includes sites which do not have planning permission, and have previously been published in the SHELAA. The second table contains a small number of sites which have been proposed to the Council since the last SHELAA

was published, but have not yet been published in an updated SHELAA assessment. The third section of the register includes sites which are allocated in Planning Policy documents (e.g. Local Plan or a Neighbourhood Plan). Maps of all these sites are available in Appendix 1. The final table in the register sets out brownfield sites which already have planning permission. As permission to develop these sites has already been granted, maps have not been reproduced in this document, but location plans and site information is available online through the Council's planning access page. The information can be accessed by typing in the planning application reference.

Online Register

- 3.14 Accompanying this report is an online register of all of sites listed in the tables below. This register has been compiled in accordance with the brownfield land register data standard published by the DCLG and is a standardized open spreadsheet with a consistent structure that will enable the information to be analysed by data analysis software. Local planning authorities are encouraged to make their registers available in this format so that they can easily meet the requirements of any request for information issued by the Secretary of State. The Government intends to use this data to develop a more comprehensive understanding about the location and capacity of brownfield land suitable for development in the UK.

Draft Brownfield Land Register 2017 (Part 1)

Table 1 – Existing SHELAA sites without planning permission

SHLAA Reference	Site Name	Parish	Site Area(ha)	Number of dwellings	Justification for inclusion on Brownfield Register
SA511	Village Stores, Station Road	Henfield	0.09	8	The site is located within the BUAB of Henfield and would be accessed from Station Road. The ground floor of the site is in use as a village store, and is therefore considered to meet the definition of brownfield land. The relatively large plot means that there may be some potential for intensification of residential uses on this site. The site is in private ownership and will need to be considered as part of the emerging Henfield Neighbourhood Plan. A scheme of this size would likely be delivered in a single phase.
SA554	Post Office & Library Car Park, off High Street	Henfield	0.9	6	The site is located within the BUAB of Henfield and is close to existing services and facilities. Some of the land is in public ownership and the owners have indicated a willingness for development to come forward, demonstrating that the site is available for development. There may be potential for this site to be allocated within the Neighbourhood Plan for Henfield. It is considered that any commercial use or potential loss of parking spaces would need to be considered prior to any development on this site, and as a consequence the likely maximum number of dwellings the site could deliver would be around 6 units. The site is also located in Henfield Conservation Area and the Post Office is a Grade II listed building. Access to Henfield library would also need to be maintained. Development of this site is likely to take place in a single phase.
SA198	West Point	Horsham Denne	0.03	18	This building is located close to the town centre of Horsham. The lower floor is in retail use occupied by Sussex Lighting. The upper four floors are vacant office space and may therefore be suitable for conversion to residential use. Access would be from London Road. There is potential for residential use within the next 6-10 years and a scheme of this size would likely be delivered in a single phase.

SHLAA Reference	Site Name	Parish	Site Area(ha)	Number of dwellings	Justification for inclusion on Brownfield Register
SA285	Old Pumping Station, Rusper Road	North Horsham	0.5	30	This site is located in the built-up area of Horsham and is accessed from Rusper Road. Planning permission for 24 flats was granted in 2002 for 24 flats, (NH/157/02) but was not implemented. This permission expired in 2010, however the landowner has indicated that they would like the site to remain in the SHLAA, indicating that the land is available for residential development. The site area extends beyond the planning permission to include two additional units. This extended area increases the potential of the site to 30 dwellings. Given that the permission was not implemented, further work may be required to bring this site forward and the site is considered available and suitable for development 6-10 years. A scheme of this size would likely be delivered in a single phase.
SA530	The Rising Sun	North Horsham	0.11	6	The site is within an urban area within the settlement of Horsham. The site was formally a public house has been proposed to the Council for housing development by the landowner. Since that time a planning application has been submitted for a change of use to a children's nursery (DC/17/1704). The outcome of this application will need to be taken into account prior to including this site on the final register
SA605	Scout HQ site, Peary Close	North Horsham	0.12	6	The building on site was formerly used as a Scout HQ and was being used by the Scout group as a storage facility on a temporary basis. In policy terms the site is located within the BUAB of Horsham meaning the principle of development would be acceptable subject to Development Management considerations. The site is assessed as Developable 11+ years at the current time to enable the relocation of storage and a scheme to be produced for this site.
SA529	The Fox Inn	Rudgwick	0.37	6	The site is located within the settlement of Bucks Green and surrounded by linear residential development. The site is currently used as a public house, however the landowner has expressed an interest to develop the site meaning it is available for development. Any loss of the public house would however need to be considered through the development management process, but a small amount of residential development may be suitable in the longer term provided it is compliant with local policy and does not harm the setting of the Fox Inn which is a listed building. This site will need to be considered as part of the emerging Neighbourhood Plan for Rudgwick.

SHLAA Reference	Site Name	Parish	Site Area(ha)	Number of dwellings	Justification for inclusion on Brownfield Register
SA550	Land at the Post Office Depot, High Street, Storrington	Storrington and Sullington	0.15	10	This site is located in the Storrington High Street, and is situated in a designated Conservation Area. At the current time the site is not available for development given the use of the site as a Post Office depot, but it is considered that there is potential for the site to come forward in the next 15 years. This site is identified as a reserve site in the pre-submission (Regulation 14) draft of the Storrington, Sullington and Washington Neighbourhood Plan and the supporting text in relation to the draft policy indicates that the development would be expected to deliver in the region of 10 dwellings in a Courtyard development. The shopping frontage would need to be retained as part of any development. In addition to preserving and enhancing the Storrington Conservation area, any development would also need to consider potential impacts on the Air Quality Management Area which has been declared for this part of Storrington.

Table two: Sites without planning Permission not included in the 2016 SHLAA documentation

SHLAA Reference	Site Name	Parish	Site Area(ha)	Number of dwellings	Justification for inclusion on Brownfield Register
SA673	Storrington Squash Club	Storrington and Sullington	0.1	9	An Outline application for the demolition of existing squash club facility and erection of 9 flats with associated car parking (DC/15/1992) was refused in May 2017 on the grounds that it had insufficient parking. In principle infilling development within BUAB's is acceptable provided it is of an appropriate nature and scale. The site has therefore been assessed as Developable 6-10 years subject to the parking issue being resolved as part of subsequent applications. This may be through a smaller scheme than the 9 proposed for this application. The proximity of this site to the Conservation Area would mean that any design on this site would need to be designed sensitively and the loss of community facilities and any mitigation would also need to be reconsidered as part of any future application

The Register will also include a list of sites which have either been Allocated through the HDPF or which already have planning permission. These sites are listed below;

Table 3: Allocated Sites

SHLAA Reference	Site Name	Parish	Site Area(ha)	Number of Dwellings	Justification for inclusion on Brownfield Register
SA137	Vauxhall Stevens Garage, Billingshurst Road	Broadbridge Heath	0.9	45	The site was allocated in the Site Specific Land Allocation SSAL document 2007 and is considered suitable for development (Policy AL1). The site is located within the built-up area of Broadbridge Heath on the Billingshurst Road. Although some legal issues may need to be resolved it is considered that the site will be available for development in the longer term and is therefore considered available for development in 11+ years. Possible contamination from previous uses would need to be investigated prior to any development coming forward on this site.
SA138	137 Crawley Road	North Horsham	0.17	21	The site was allocated for 21 units in the Site Specific Allocations of Land (2007) SSAL Policy AL1 and is within the built up area of Horsham town meaning it is considered suitable for development. There is a legal agreement which might affect the availability of the site in the short term; it is therefore assessed as 11+ years developable.
SA139	9-13 Crawley Road	North Horsham	0.29	15	The site was allocated for residential development in the 2007 SSAL policy AL1 and is within the built up area of Horsham town meaning it is considered suitable for development. An application for 37 dwellings (DC/17/1853) was submitted for this site in September 2017 but has yet to be determined. It should be noted that the application covers a larger area than the allocation as it also includes 15 Crawley Road.
SA144	Parsonage Farm	North Horsham	4.5	127	The site has been allocated in the Site Specific Allocations of Land Document (SSAL) 2007 for 160 dwellings, policy AL 1. The site is located in the built up area of Horsham and is close to services and facilities, so is considered a suitable location for residential development This site is considered achievable in the longer term, subject to legal agreement and suitable relocation of existing commercial uses. Part of the site has permission for 33 units (DC/13/1890) which is set out in SA596(below). The remainder of the site is considered developable 6-10 years.

SHLAA Reference	Site Name	Parish	Site Area(ha)	Number of Dwellings	Justification for inclusion on Brownfield Register
SA146	Star Reservoir	North Horsham	0.8	32	The site was allocated in the SSAL 2007 for 32 dwellings, Policy AL 1. Any development on this site would be in the longer term due to the uncertainty over Southern Water's long term intentions for the site and the high costs involved in making the site suitable for development. The site is therefore assessed as 11+ years.

Table 4: Sites with Planning Permission

This table identifies brownfield sites which already have planning permission for development. Site maps and further detail regarding these applications is available from the Council's planning access site. The information can be searched using the planning application reference number.

SHLAA Reference	Site Name	Parish	Site Area(ha)	Number of Dwellings	Description of development and Planning reference number
SA032	Nyewood Court	Billingshurst	0.26	12	DC/15/1325 External alterations to Nyewood Court, including addition of parapet to roof and projecting bay windows and change of use of the resulting building to 12 flats, and external alterations to the former Beverley Engineering building, including a roof extension and dormer windows to provide second storey accommodation, and change of use of the resulting building to a terrace of 6 dwellings.
SA659	Garage Block, Sleets Road	Broadbridge Heath	0.1	9	DC/16/2934 - Proposed demolition of existing garages and erection 9 dwellings and associated landscaping and parking. (NB – site is not published in 2016 SHELAA as permitted 2017)
SA660	Garage Block, Swann Way	Broadbridge Heath	0.07	9	DC/16/2935 - Proposed demolition of existing garages and erection of 9 affordable dwellings and associated parking and landscaping (NB – site is not published in 2016SHELAA as permitted May 2017)
SA495	Durrants Village, Faygate	Colgate	0.30	17	DC/14/1187: Full application for the erection of an apartment block (consisting of 12 retirement apartments) and 5 retirement cottages with parking and associated works.

SHLAA Reference	Site Name	Parish	Site Area(ha)	Number of Dwellings	Description of development and Planning reference number
SA143	Lifestyle Ford and Bishops Weald	Horsham Denne	0.58	17	DC/13/2126 Part demolition and redevelopment of Bishops Weald House, Albion Way including change of use of part of ground and first floor to provide A1/A2/A3/A5 uses, D2 and C3 uses comprising 53 apartments, and demolition and redevelopment of part of Lifestyle Ford site, Bishopric to provide 17 residential units. Development has commenced.
SA200	14 - 15 West Street	Horsham Denne	0.03	6	DC/13/1916 Change of use from B1 (Offices) at first and second floors to create 2 x C3 (Residential) dwellings along with an additional 4 x C3 (Residential) dwellings created within new build extension at first and second floors
SA436	Former Horsham District Council Offices	Horsham Denne	0.23	96	DC/16/2812 Prior Approval for Change of Use from (B1 Offices) to a residential use comprising multiple apartments (use class C3) Development has commenced.
SA449	Norfolk House	Horsham Denne	0.05	31	DC/15/1175. Prior notification of a proposed change of use from B1 office to dwellings (31 No. units).
SA453	Prewetts Mill	Horsham Denne	0.04	59	DC/16/2872: Conversion of existing office building (use class B1) to create 59 studios and apartments and secure cycle storage. (Prior Notification)
SA490	Envision House 5 North Street Horsham	Horsham Denne	0.09	18	DC/14/1880: Change of use from offices (Use Class B1a) to form 18 residential units (5 x 1 bed flats, 13 x 2 bed flats (Use Class C3)
SA577	Peel House	Horsham Denne	0.14	14	DC/14/2151 conversion of existing offices to accommodate 14 dwellings Class C3 and provision of 14 car parking spaces (Prior Notification): Prior Approval Required and
SA664	Garages at Pelham & Waverley Court	Horsham Denne	0.15	21	A planning application (DC/16/2936) for the demolition of existing garages and erection 21 dwellings (NB – site is not published in 2016 SHELAA as permitted May 2017)
SA672	St Marks Court	Horsham Denne	1.3	203	A Prior Approval application for a change of use from Office to Dwellings to provide 203 units, (174 x 1 bed/studio apartments and 29 x 2 bed apartments) (DC/17/0684) (NB – site is not published in 2016 SHELAA as permitted 2017)
SA199	Century House, Station Road,	Horsham Forest	0.2	37	DC/17/0872 – Prior approval for the conversion of offices to residential. (NB – site is not published in 2016 SHELAA as permitted 2017)
SA448	Horsham Gates Site	Horsham Forest	0.61	45	Planning permission for an additional 45 residential units at Gate 3 (DC/15/0611) was permitted in 2016 and has commenced.

SHLAA Reference	Site Name	Parish	Site Area(ha)	Number of Dwellings	Description of development and Planning reference number
SA478	112 Brighton Road	Horsham Forest	0.4	5 (net)	DC/13/1794: Erection of 6 x 2- storey, 3-bedroom houses with associated gardens, refuse, recycling and cycling stores, together with the retention of the existing vacant cottage and demolition of the existing derelict cottage
SA525	Queens Head	Horsham Forest	0.12	9	DC/14/2591. Demolition of rear extension and outbuildings to existing pub, and alteration to elevation, together with erecting storey single storey rear extension together with the creation of 9 residential units total comprising 3 flats (1st and 2nd floor above pub) conversion of 39 Queen Street (2 flats) and 4 houses along New Street, with associated parking and access (existing) PERMITTED Nov 2015
SA535	4 Brighton Road	Horsham Forest	0.1	22	DC/16/0128: Prior Notification for Change of Use of offices (Class B1a) to form 22 Apartments (Class C3)
SA557	Land at 40 Brighton Road (Dairy Crest Site)	Horsham Forest	0.16	14	DC/15/1545. Demolition of existing buildings and the construction of 14 residential units comprising 12 apartments and 2 semi-detached houses with associated landscaping and parking
SA661	Winterton Court, Horsham	Horsham Forest	0.8	65 (gross) 38 net – 27 existing units	DC/16/2937: Demolition of existing dwellings and erection of 65 homes with associated car parking and external works (NB – site is not published in 2016 SHELAA as permitted March 2017)
SA390	Former Novartis Pharmaceuticals Site	North Horsham	11.6	160	DC/14/1624 (Demolition of existing social club and redevelopment of site so as to accommodate 160 dwellings together with new access arrangements and landscaping works) to allow for fenestration alterations
SA502	Bartram House	Pulborough	0.24	9	DC/13/0764: Outline permission for the erection of 1 No 4-bedroom detached house, 2 No 3-bedroom and 6 No 2-bedroom terraced houses, each with a garage and/or parking space
SA360	Former Build Centre	Southwater	1.55	7	DC/14/1862 Erection of 7 dwellings (2 x 2 bed, 2 x 3 bed and 3 x 4 bed with associated parking access and refuse store .
SA591	Carrick	Southwater	0.50	9	DC/15/1030: Demolition of existing dwellings (Robin Hood and Carrick) and construction of 9 dwellings (Approval of Reserved Matters following approval of outline permission DC/14/1775)
SA518	Robell Way ('Paula Rosa')	Storrington and Sullington	2.5	98	DC/15/2798 The demolition of the existing buildings on site and the erection of 98 new dwellings, with associated amenity space and parking. The retention of the existing access from Robell Way, and the creation of a new pedestrian and cycle access from Sullington Copse.

4.0 Consultation and Next Steps

- 4.1 Whilst it is not a legal requirement for Local planning authorities to undertake consultation on sites they proposed to include within Part 1 of registers, however in the interests of clarity Horsham District council have decided to do so to ensure that the information it holds on brownfield land is as accurate and up-to-date as possible. This consultation will run from Friday 20 October to Friday 17 November 2017 giving stakeholders and the general public the opportunity to set out their views on the proposed sites.
- 4.2 The comments made on this document will be taken into account and where appropriate the updated information or sites (including any sites which have been granted planning permission) will be incorporated into the final Brownfield Land Register document which will be published on the council's website no later than 31 December 2017.
- 4.3 Where new sites are submitted to the Council through this consultation, the Council will consider whether the land meets the criteria set out in this report. If the Council considers that further consultation is required on these sites, they will not be included on this iteration for the register, but will be included in a future update of the register which will be published in 2018.
- 4.4 At the current time, the Council has not identified sites which are suitable for a Permission in Principle and the Part 2 of the register will not contain any sites on 31 December 2018. This is because the sites identified above are either
- Already have planning permission
 - Have been assessed as being deliverable within the next five years
 - are located in parishes where Parishes are actively preparing a neighbourhood plan. If Parishes wish to bring forward these sites as allocations, the Council will work with the Parishes to consider whether it could bring forward a PiP through this register or through the Neighbourhood Plan Allocation

Review

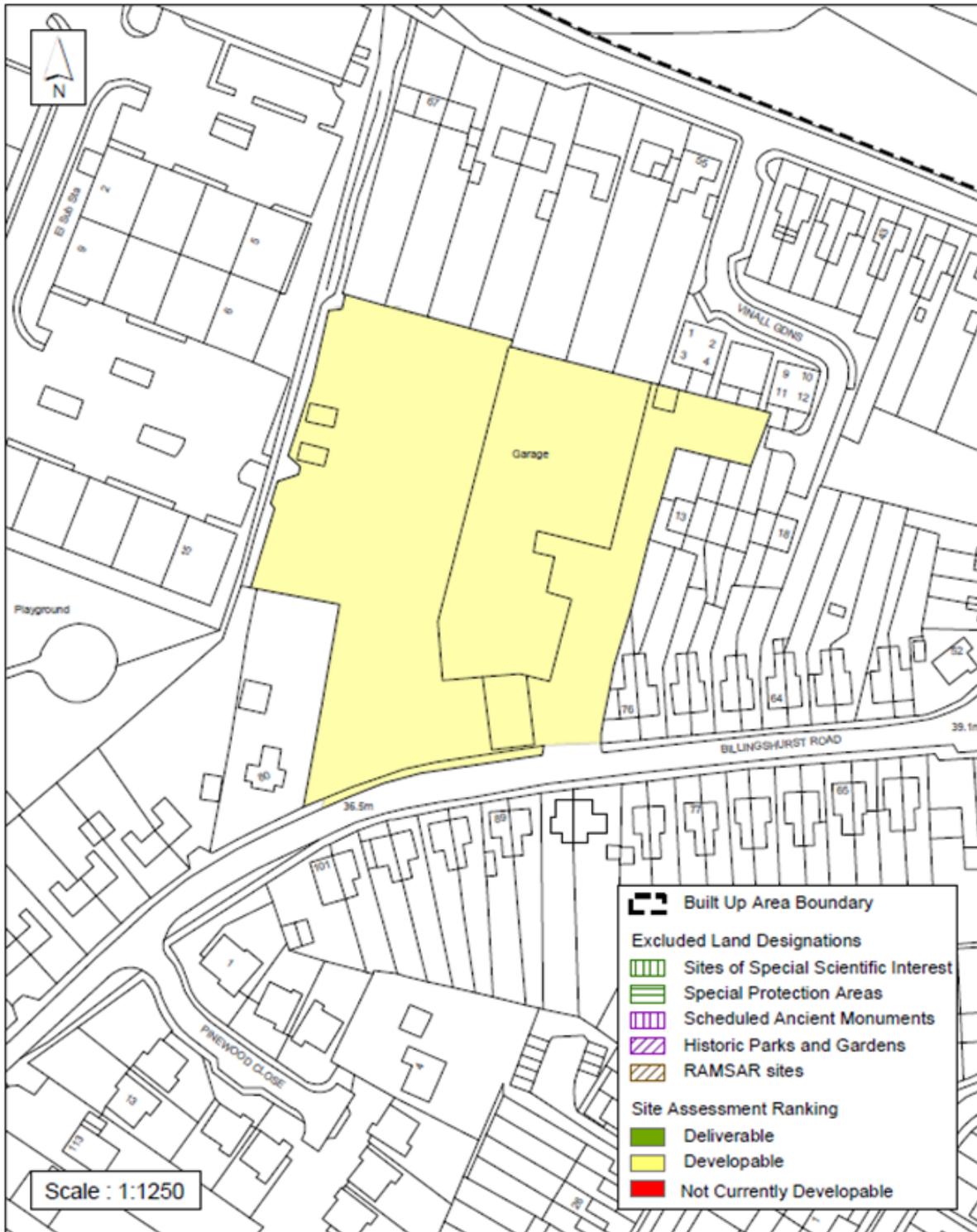
- 4.5 Local authorities will be required to review their registers at least once a year. Where land has been entered into the register but is found to no longer meets the criteria , the site will be removed from Part 1 and if applicable Part 2.
- 4.6 Horsham District Council will keep the brownfield land register under review and in future iterations will seek to align the publication of this document with future iterations of the SHELAA, as far as this is practicable. As part of the future review of the brownfield register, the Council will review existing sites, and new land which has been proposed for inclusion on the register, and will also consider whether it may be appropriate to include a site on part 2 of the register.
- 4.7 Where HDC intend to trigger a grant of permission in principle for a site to be included in Part 2 of the Register, a secondary consultation period will take place prior to publication of Part 2 in 2018. During this consultation, the Council will consult all relevant stakeholders and West Sussex County Council and take account of any representations made. This will be undertaken in accordance with the brownfield Register Regulations

Five Year Housing Land Supply

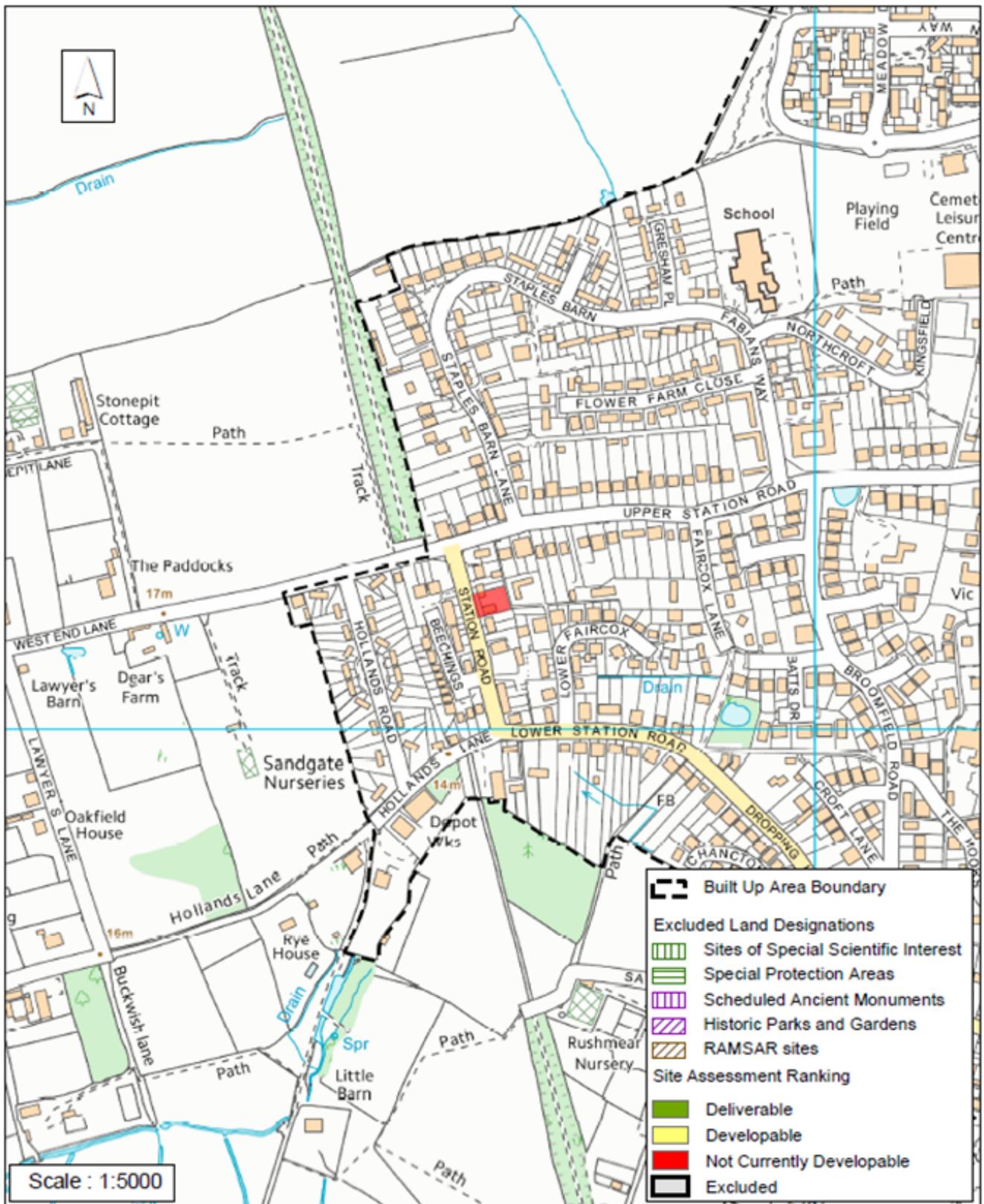
- 4.8 Where a site on a register is considered to be deliverable within 5 years it can be counted towards the 5-year housing supply. Local planning authorities will be required to indicate whether sites are 'deliverable' when entering data on their registers. The information to be included in Brownfield land registers is intended to complement the requirements set out in the NPPF for the 5-year land supply. Having an up-to-date register will assist local planning authorities in updating their SHELAA and 5-year land supply may also wish to flag that it forms part of a larger site.

APPENDIX 1 – SITE MAPS

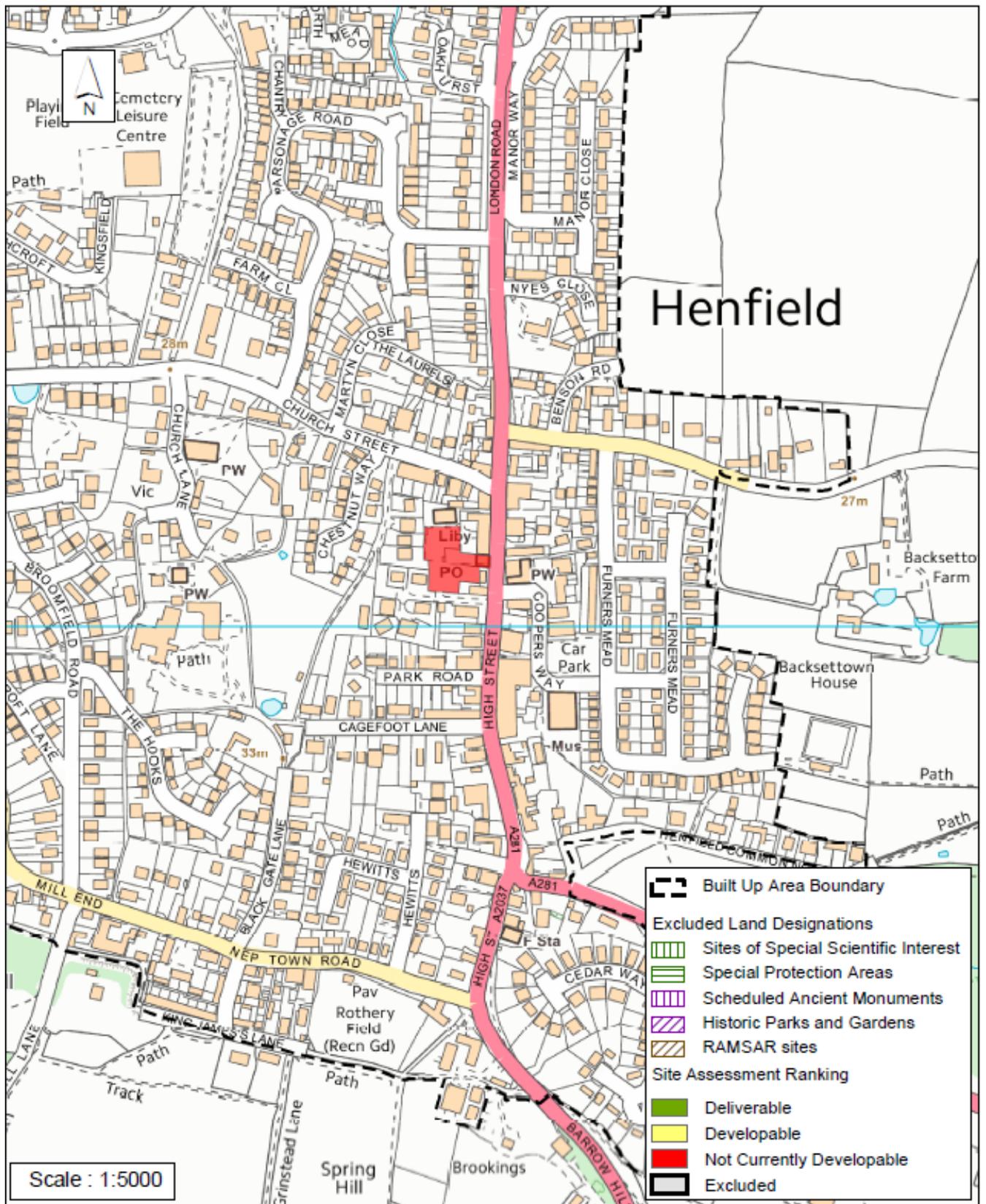
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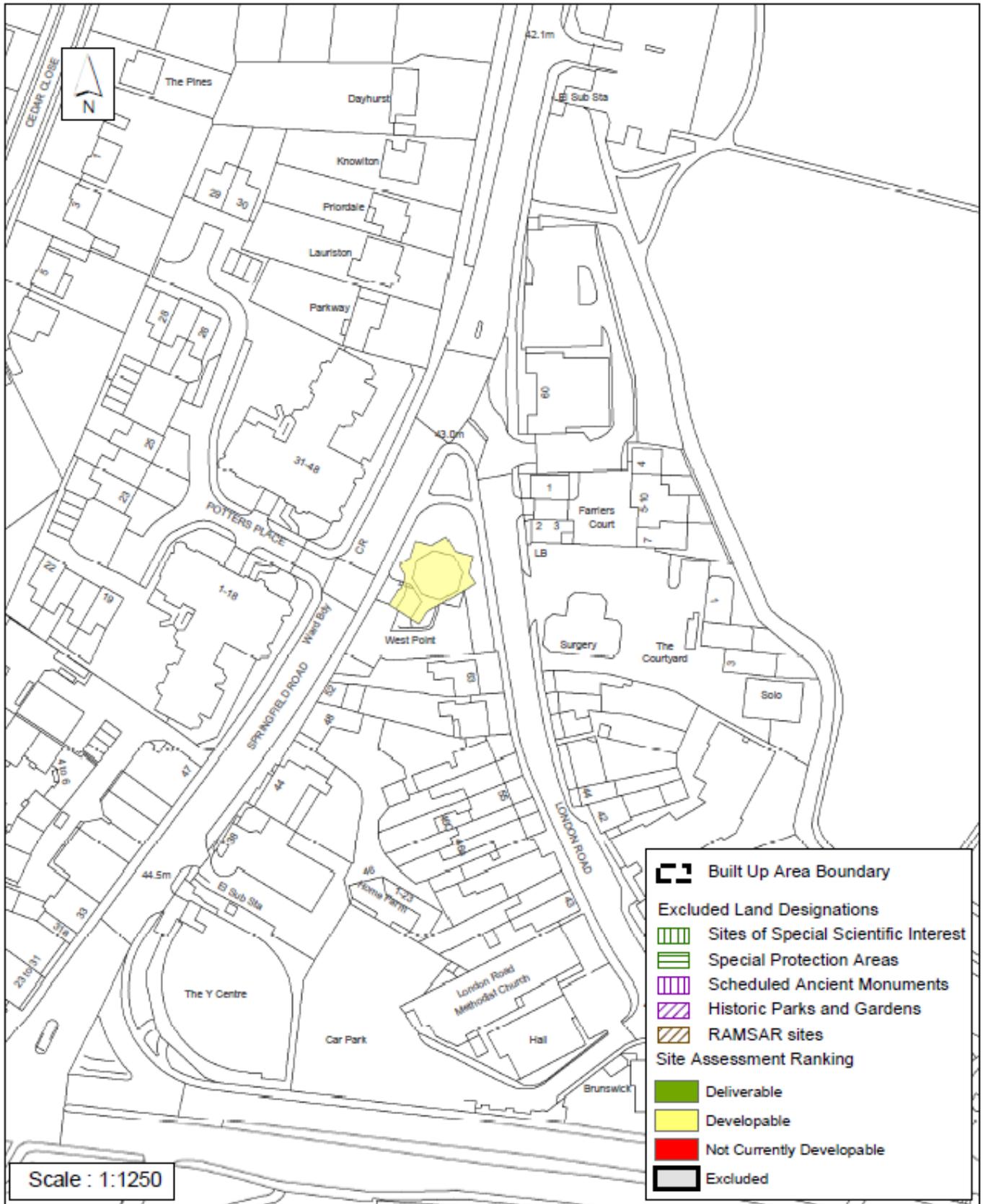
Village Stores, Station Road, Henfield



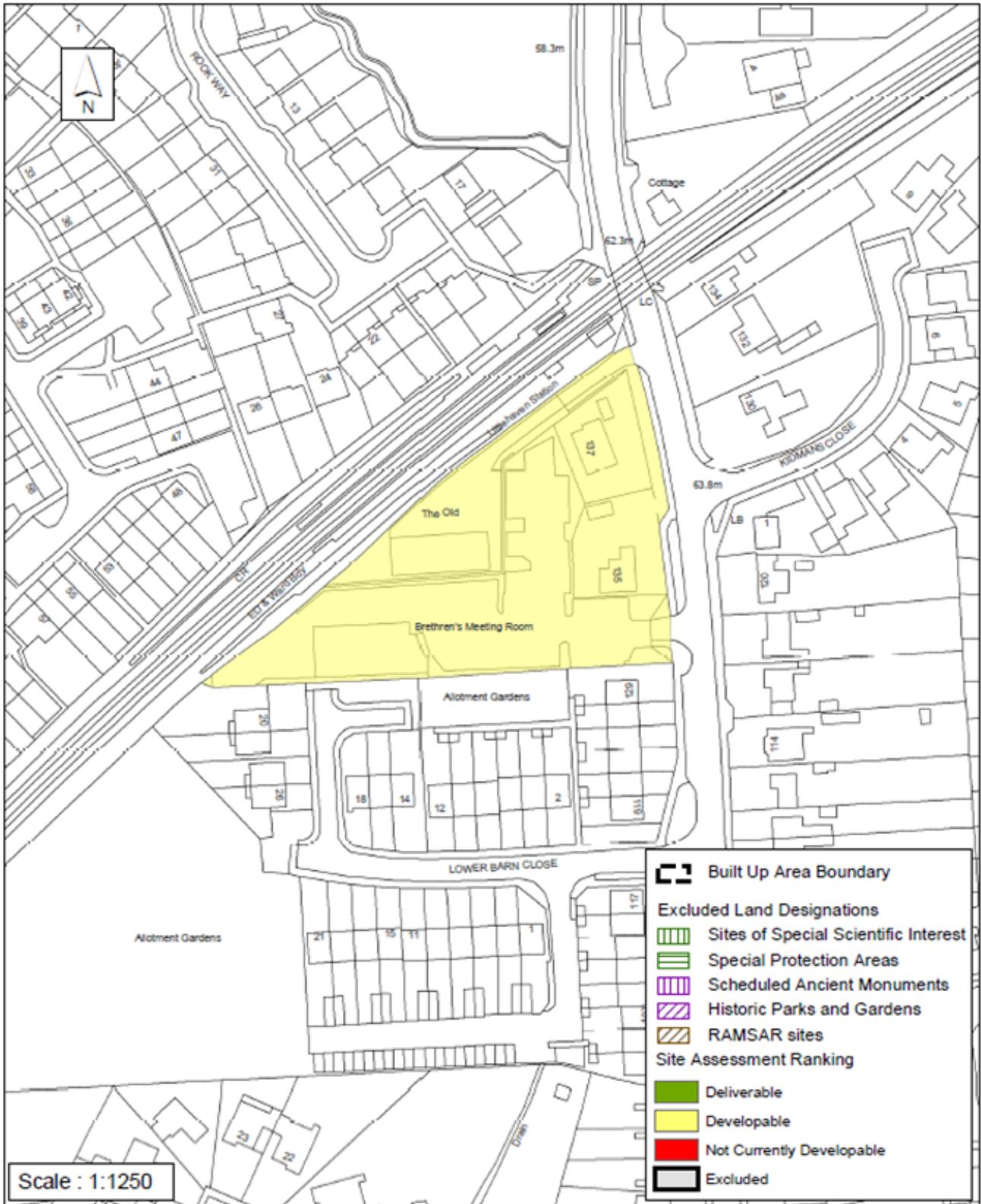
Post Office / Library Car Park, Henfield



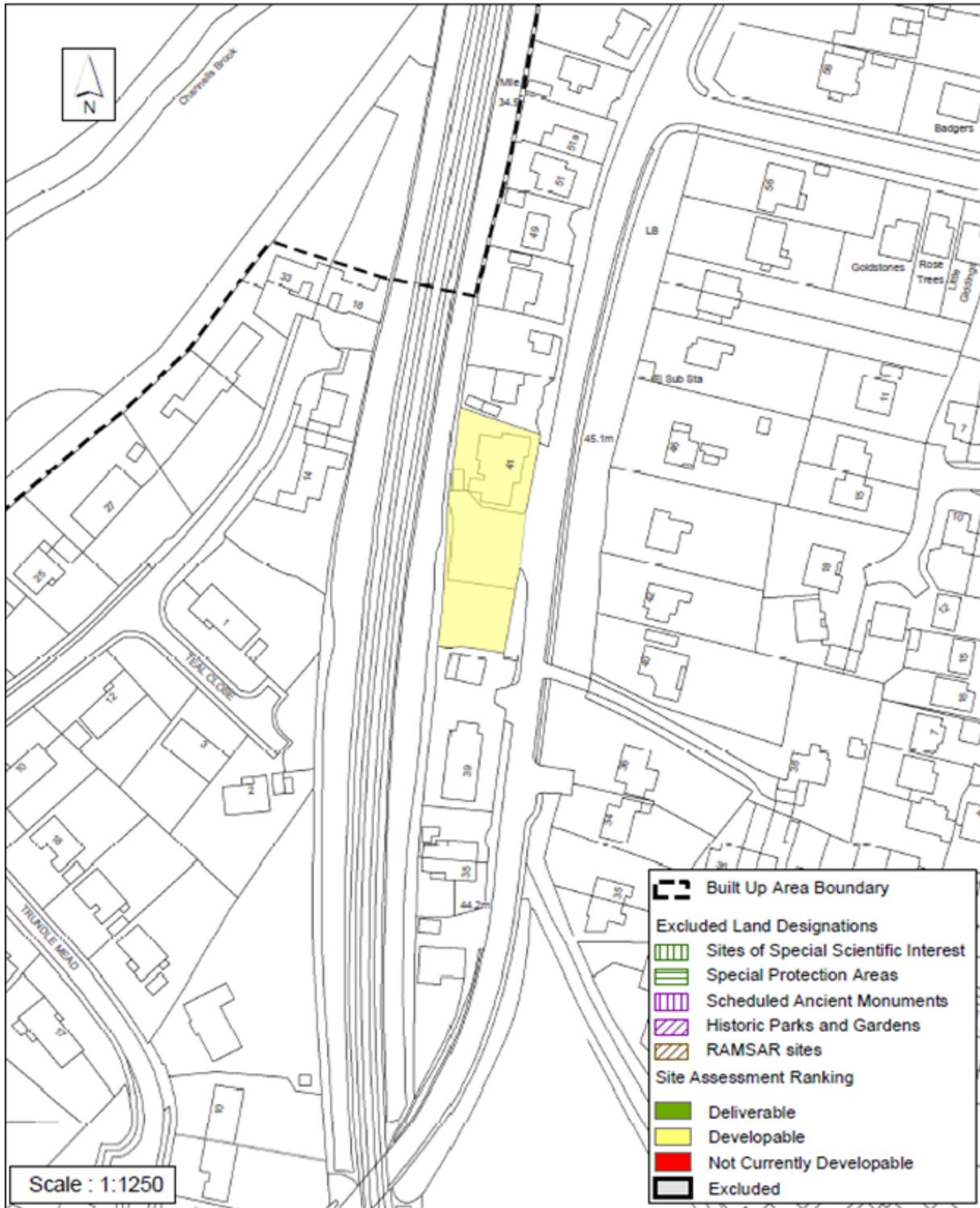
West Point, Horsham Denne



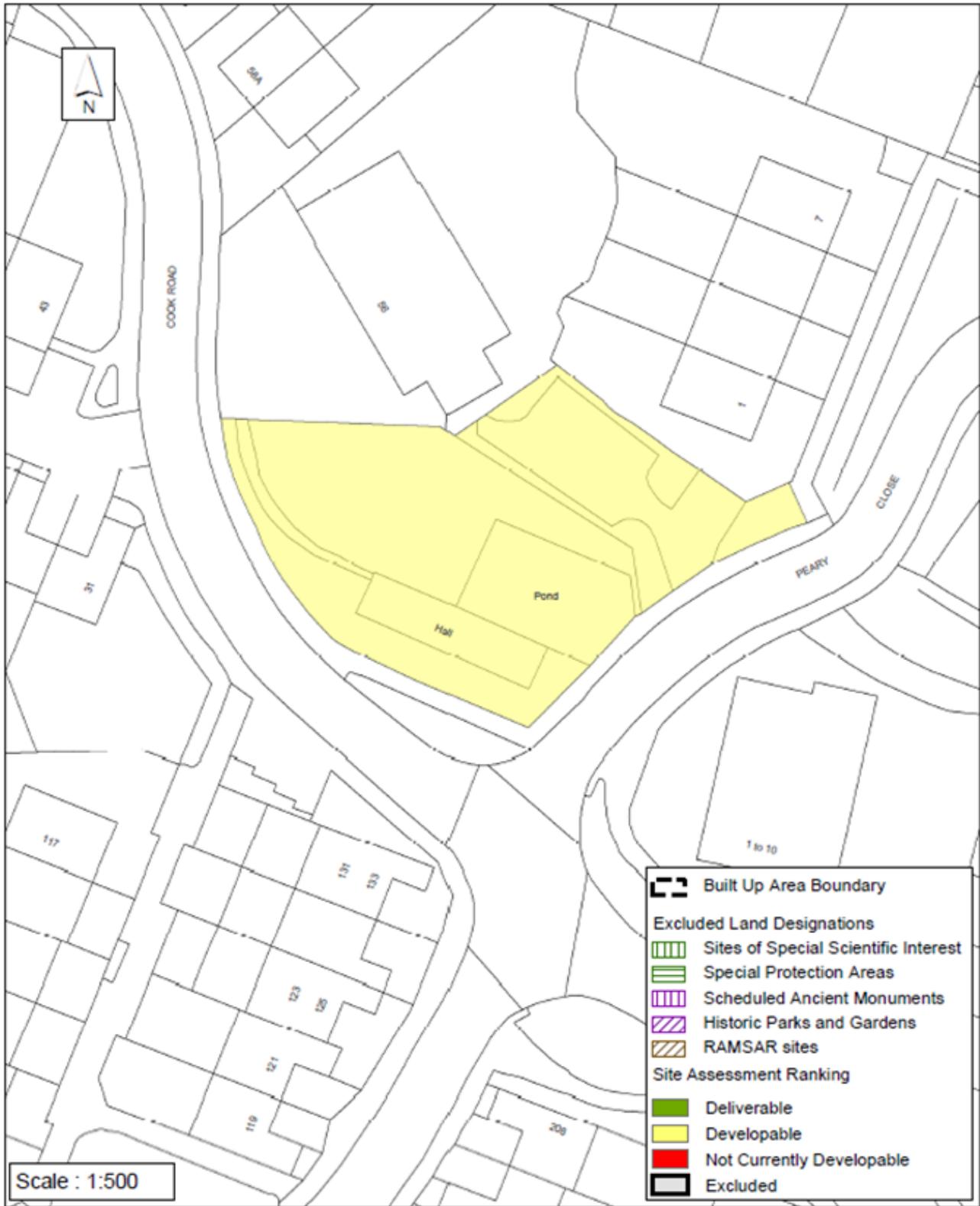
Old Pumping Station, Rusper Road, North Horsham



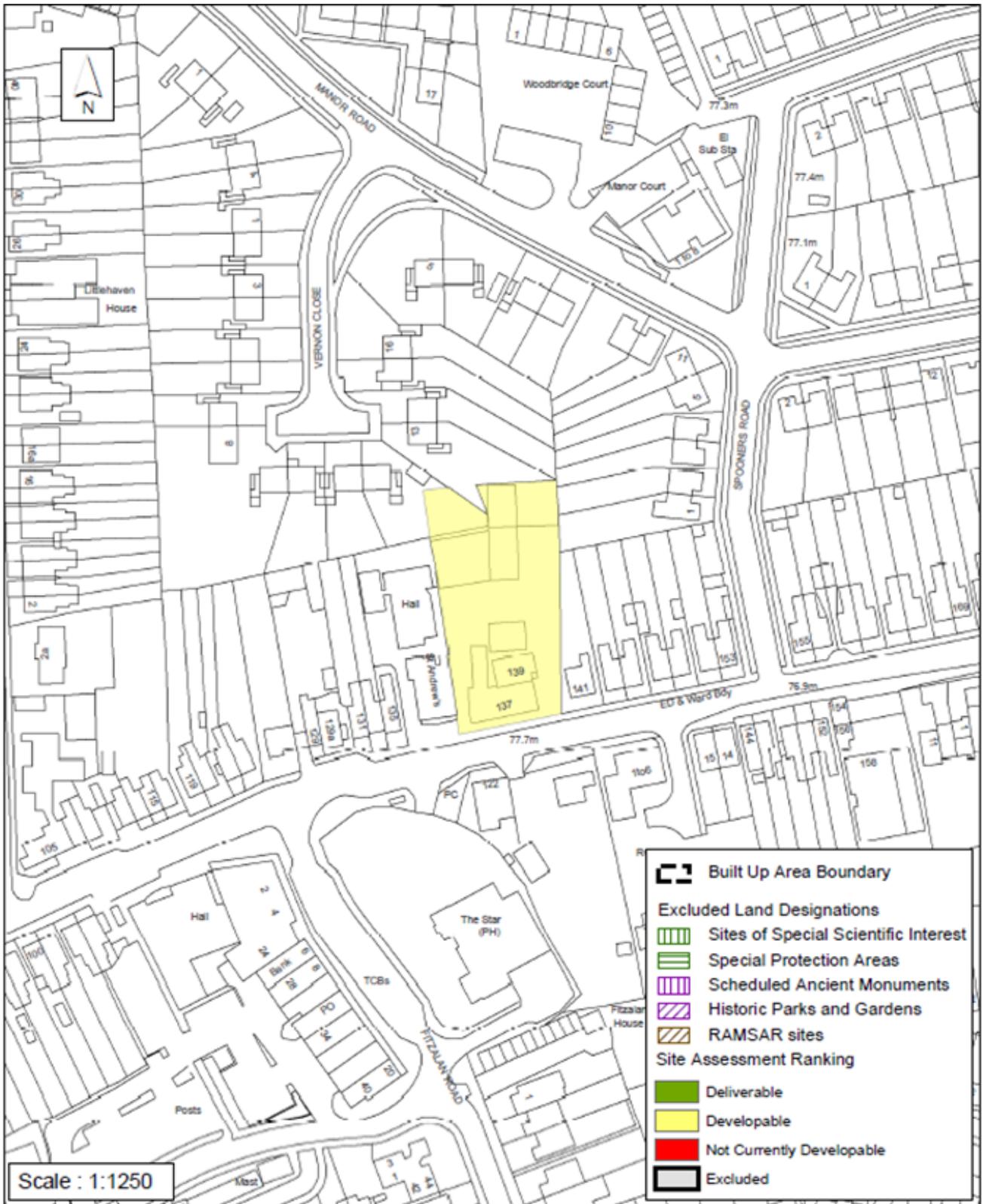
The Rising Sun, North Horsham



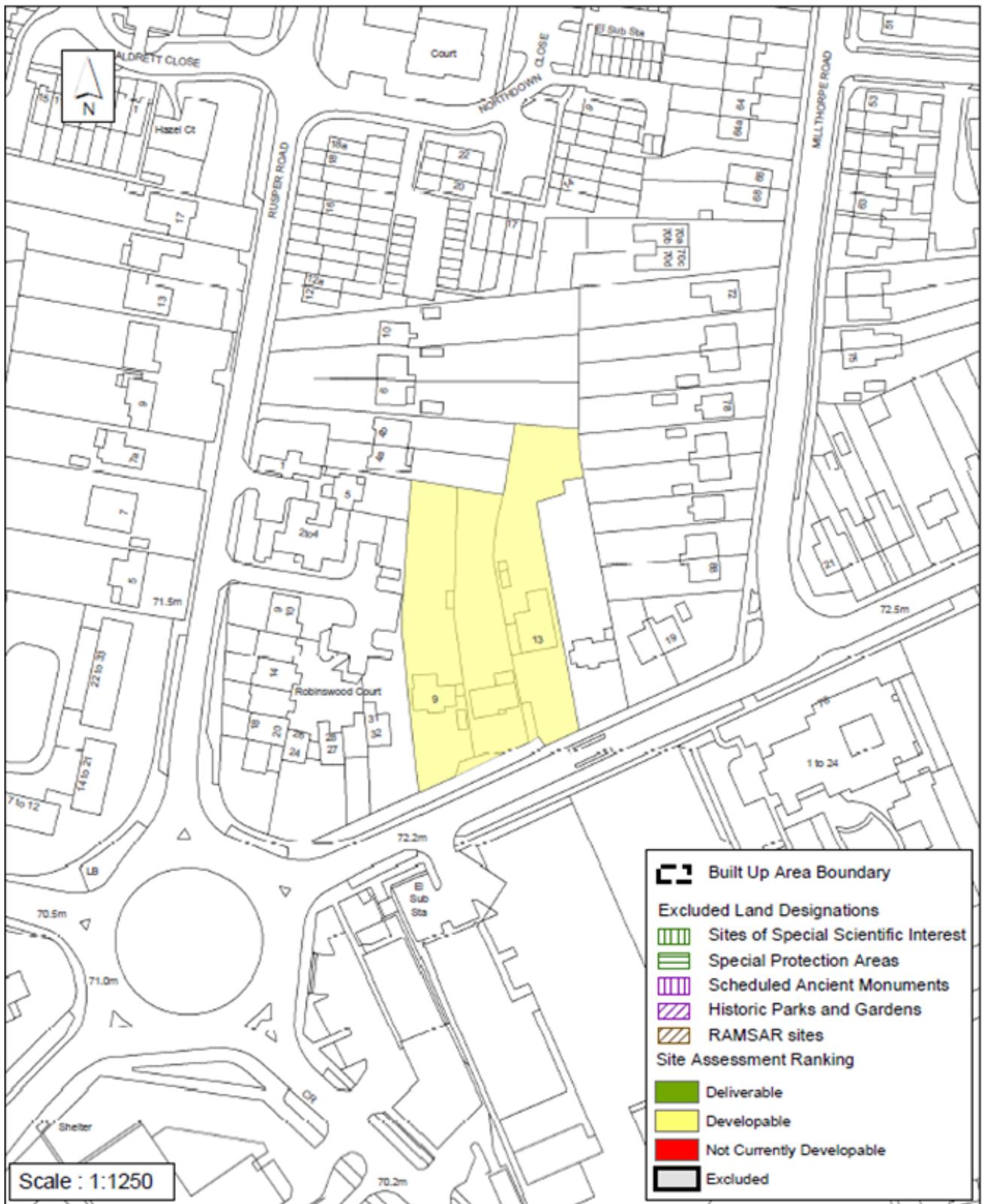
Former Scout Hut, Peary Close, North Horsham



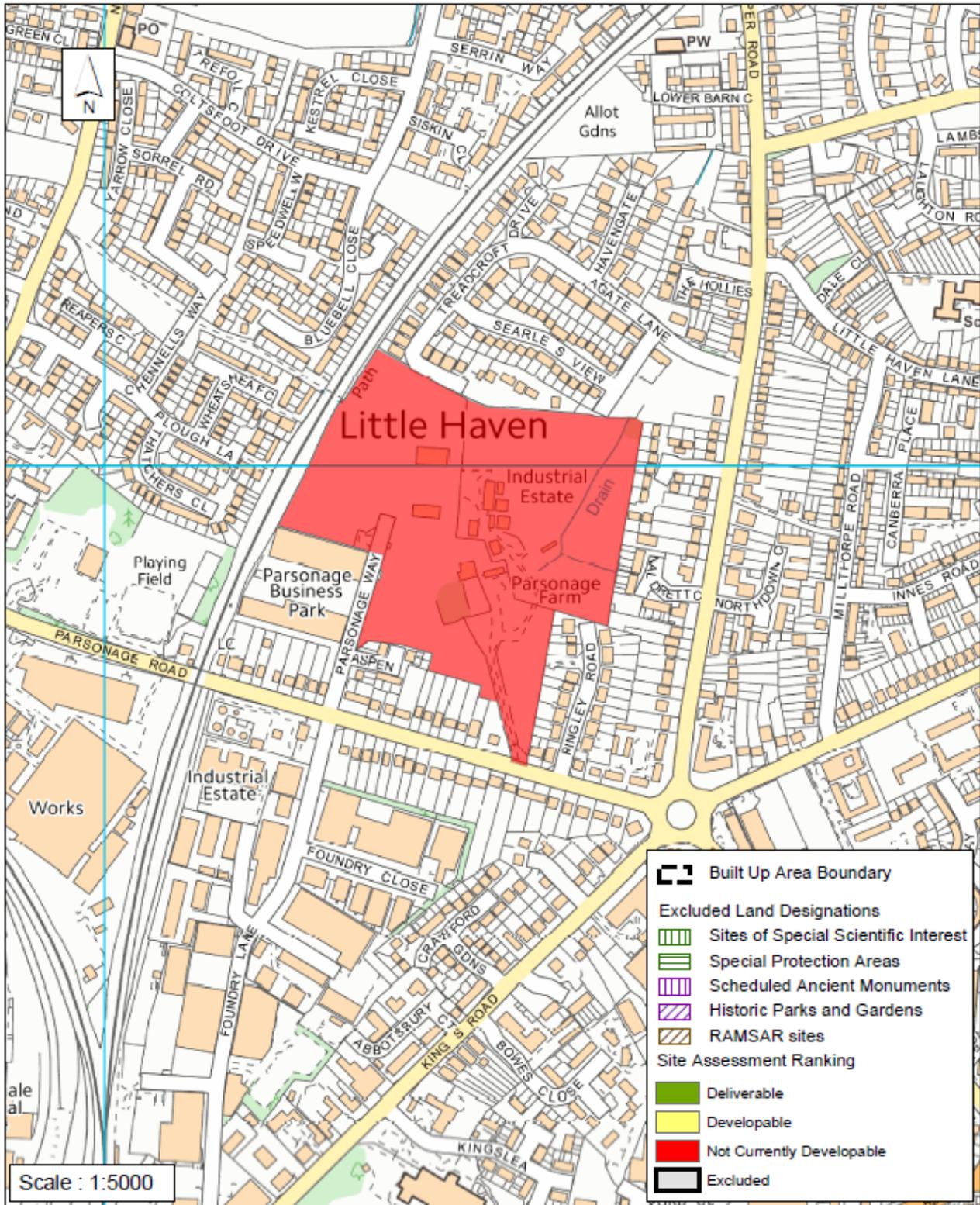
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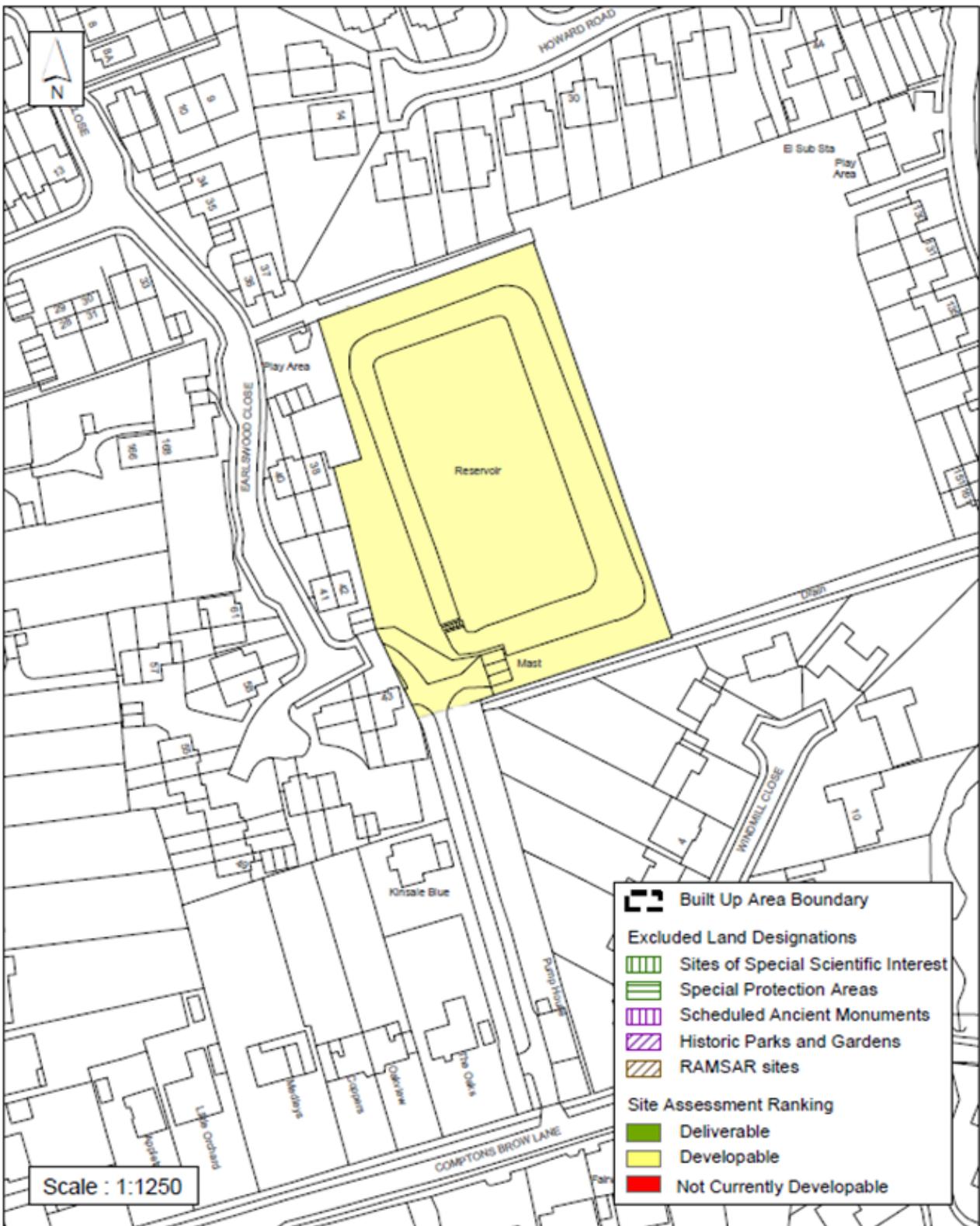
9-13 Crawley Road, North Horsham



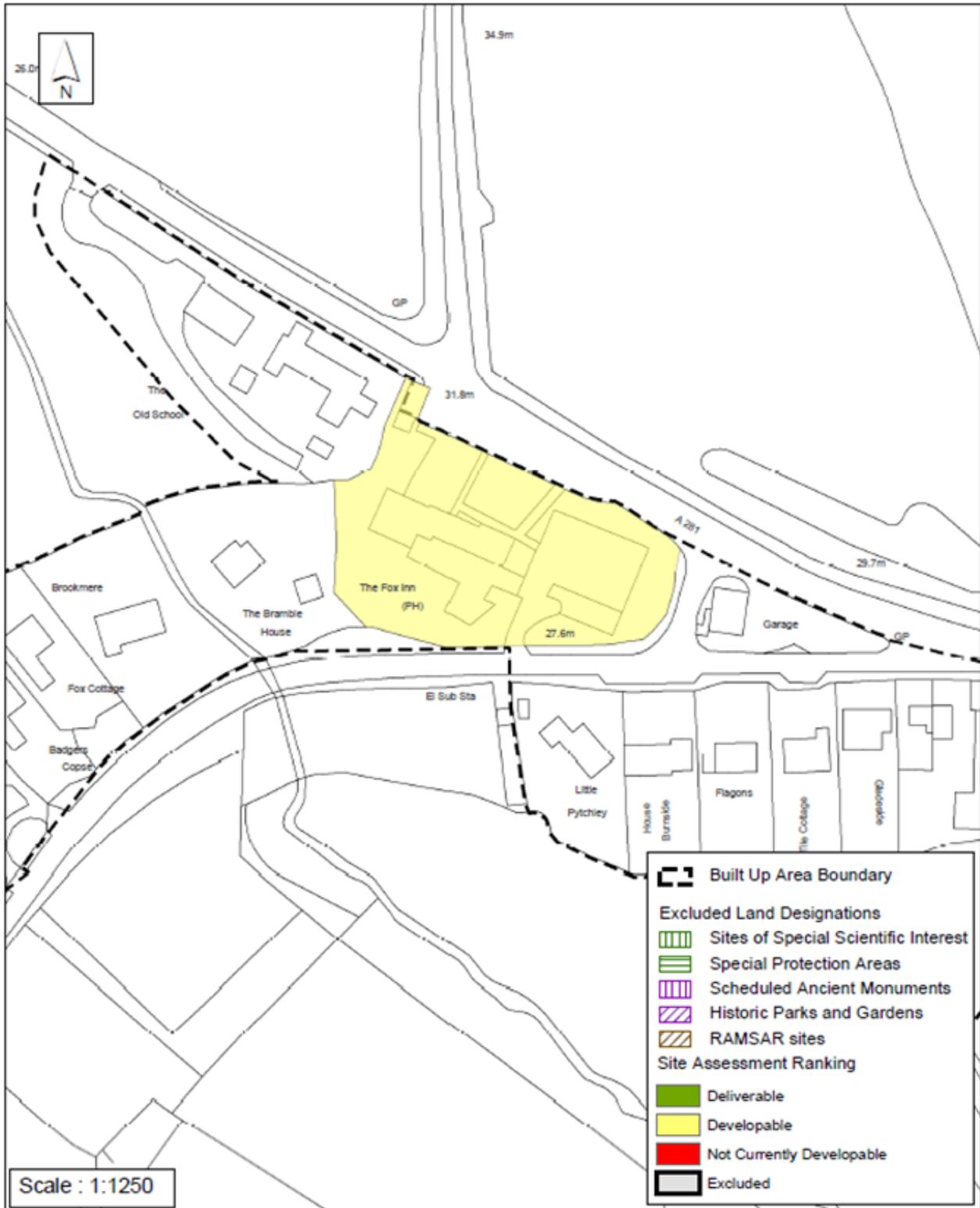
Parsonage Farm, North Horsham



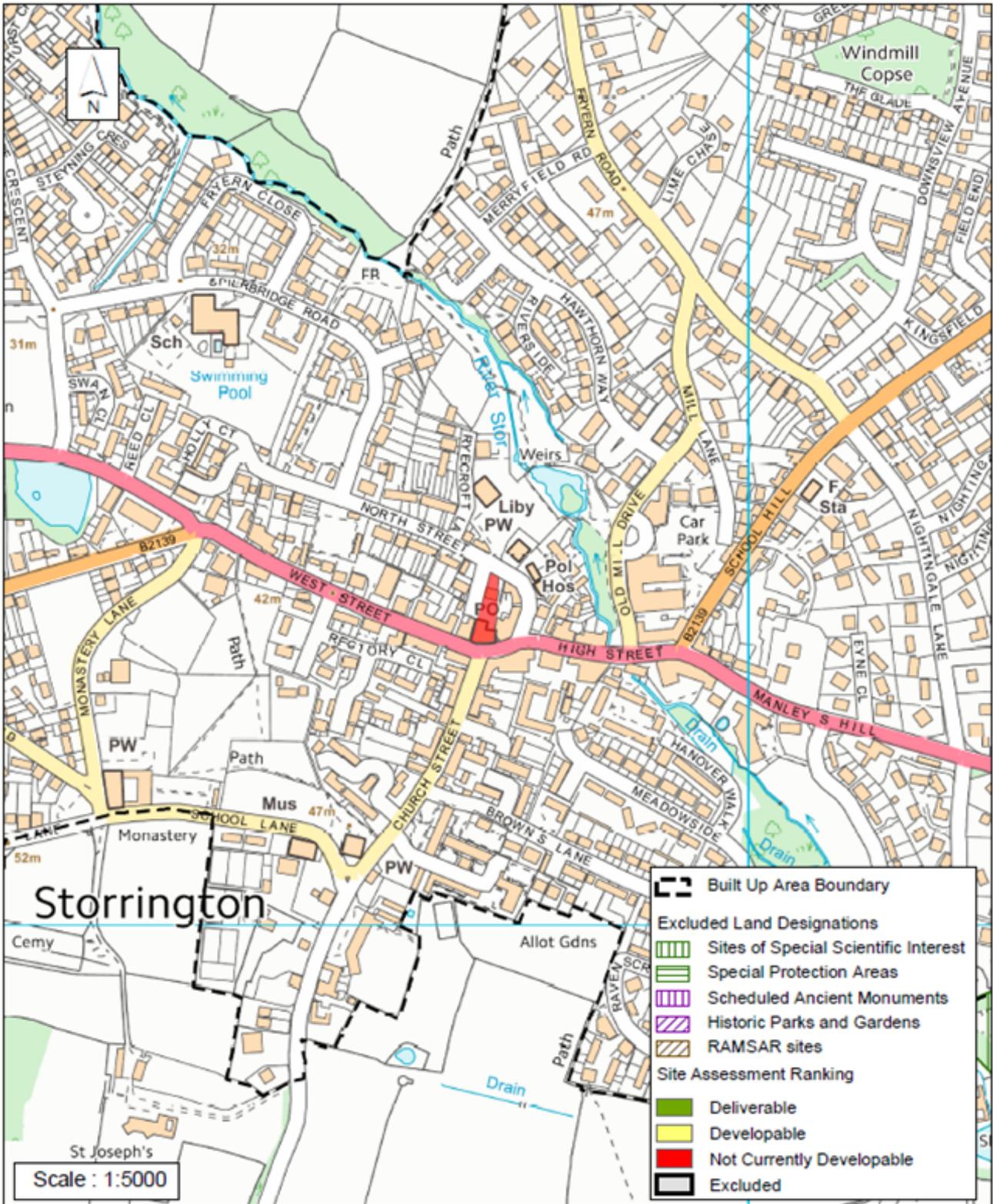
Star Reservoir, North Horsham



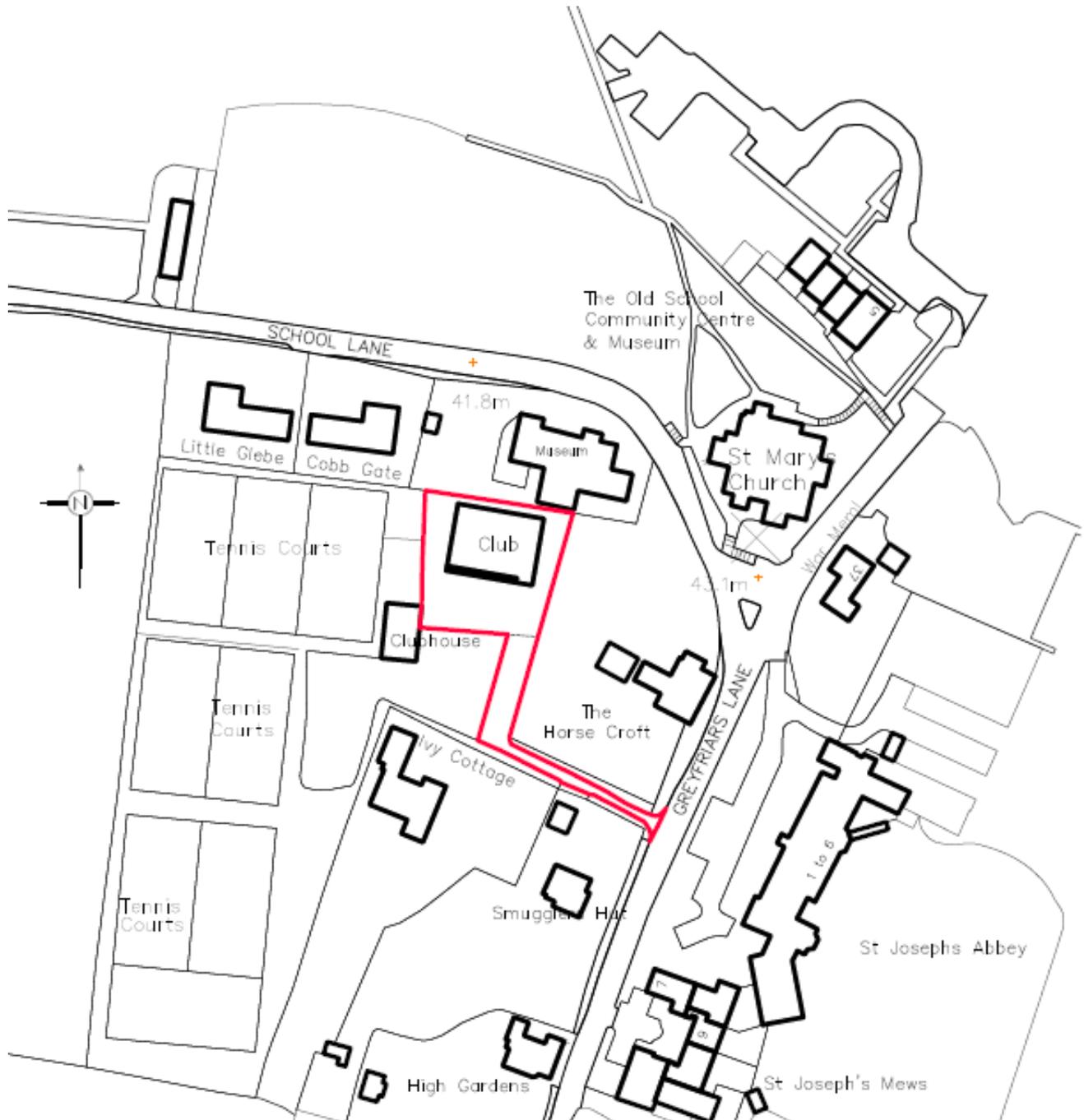
Fox Inn, Bucks Green, near Rudwick



Land at the Post Office, High Street, Storrington



Storrington Squash Club



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Report to Cabinet

12 October 2017

By the Cabinet Member for Finance and Assets

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

100% Localisation of Business Rates 2018-19 Pilot Scheme

Executive Summary

On 2 September 2017, the Department of Communities and Local Government (DCLG) invited pilot bids for 100% localisation of Business Rates in 2018/19. All the councils in West Sussex are currently modelling detailed financial scenarios and considering whether to submit a bid.

Recommendations

Cabinet is recommended to:

- i) Delegate authority to the Director of Corporate Services and the Cabinet Member for Finance and Assets to determine whether to submit a bid to the DCLG for the Council to take part in the 2018-19 pilot for 100% Business Rate retention.

Reasons for Recommendations

- i) To enable a bid to be prepared in line with the timescales set out by DCLG requires delegated authority to be granted. The deadline for submission is 27 October 2017.
- ii) If taxation receipts grow faster than spending on additional responsibilities, a successful bid should result in a greater share of local taxation being retained in the area, for the benefit of residents and service users.

Background papers

DCLG's invitation for pilots:

<https://www.gov.uk/government/publications/100-business-rates-retention-pilots-2018-to-2019-prospectus>

Wards affected: All

Contact: Jane Eaton, Director of Corporate Resources, 01403 215300

Background Information

1 Introduction and background

- 1.1 The current local government funding methodology includes 50% localisation of Business Rates. In two-tier areas, 40% is allocated to the Council and 10% to the County Council. In practice, however, a system of tariffs means that the Council actually retain much less, and most significantly we only retain 20% of any growth in business rates due to a 50% levy being applied to our 40% district share. West Sussex County Council retains 10% of growth.
- 1.2 In the current financial year the government is trialling 100% retention in unitary council areas, as a precursor to fulfilling their intention to fully localise business rates. On 2 September 2017, the Department of Communities and Local Government (DCLG) invited further bids for pilot areas, this time specifically encouraging bids from two tier and rural authorities.
- 1.3 With 100% localisation, potentially all rates collected could be retained, but pilot authorities would need to take on additional responsibilities, or lose other grant funding to offset the additional income. Should the value of additional responsibilities be less than the additional funding, a tariff would be applied to ensure the starting point would be fiscally neutral for the government. However, levies would no longer be applied to growth, and so all of the growth in business rates would be retained (split between the county and district councils).
- 1.4 Councils wishing to be considered for pilot status in 2018-2019 must have submitted their bid to DCLG by 27 October 2017. It is likely that there will be a competitive process and not all bids will be successful. DCLG intends to announce the outcome of the bidding process in December 2017, probably at the same time as the annual Settlement.
- 1.5 To enable a bid to be prepared in line with the timescales set out by DCLG requires delegated authority to be granted The West Sussex Finance Officers have already commenced preparatory work, which will be reviewed by the chief executives at the West Sussex Chief Executives Forum on 6 October 2017.

2 Relevant Council policy

- 2.1 Working with partner councils across West-Sussex to benefit residents and businesses helps to provide great value services, which is a Corporate Plan objective.

3 Details

- 3.1 Matters that will need to be worked up as part of a bid include:
 - Tier splits i.e. how much growth will be retained by county and district councils. Currently modelled as a 70:30 split
 - Which additional responsibilities, or loss of existing grants, would be rolled in to make the scheme fiscally neutral.

- How gains will be used. DCLG have indicated that they expect at least some of the gain to be used to generate economic growth.
- How risks will be mitigated.

- 3.2 Experience of having operated a business rate pool in the county means that much of the existing risk mitigation and governance arrangements can be built upon as part of this submission.
- 3.3 Finance officers are currently modelling different scenarios, with the aim to report these to the chief executives to consider on 6 October 2017. Following that meeting a bid submission can be refined in time for the 27 October 2017 deadline. The Cabinet Member for Finance and Assets will be consulted at each stage.
- 3.4 DCLG will announce successful submissions in December 2017. Depending on the deadline for acceptance it is intended that the final decision be reported back to Cabinet for final sign off. If, however, DCLG deadlines means that it is not possible to take the matter back to Cabinet, urgency provisions may need to be exercised in accordance with the constitution.

4 Next steps

- 4.1 Financial officers are preparing a West Sussex county-wide bid. Detailed financial modelling will be required to ensure pilot status will be financially beneficial to all authorities. If the initial modelling indicates that being a pilot is not financially advantageous, or is significantly risky a bid would not be submitted. The deadline for submission to DCLG is 27 October 2017.

5 Views of the Policy Development Advisory Group and outcome of consultations

- 5.1 The short notice period of the invitation for pilot bids means that it has not been practicable to take a draft through the Finance and Assets Policy Development Advisory Group in the normal way as the modelling has not yet been completed. The draft report was circulated to all Members of the PDAG and a verbal update of any comments will be made at the Cabinet meeting by the Cabinet Member for Finance and Assets should any further information be available.
- 5.2 All district, borough and county councils in West Sussex will need to collaborate on a scheme for a bid to be successful. Finance officers and Chief Executives are therefore collaborating to enable a bid to be drafted. Each council is also consulting with their Members according to their own constitutional requirements.
- 5.3 The views of the Monitoring Officer are incorporated into this report which helps to ensure legal probity.

6 Other Courses of Action Considered but rejected

- 6.1 The Council could continue to be involved in pooling arrangements for the West Sussex Business Rate pool for 2018/19. West-Sussex benefits from the pooling arrangements as it enables more of the growth to be retained (50%) than would be the case without a pool (30%). This benefit is then shared between the councils. However a successful pilot bid would enable all growth to be retained.

7 Resource and legal consequences

- 7.1 The submission of a bid does not require additional resources. A successful bid should generate additional revenue for the West Sussex councils, and help government shape the future roll out of fully localised business rates. Equally, however, if income from Business Rates falls, the Council could be more exposed to the downside risk. There are no legal implications identified at this stage.

8 Risk assessment

- 8.1 A successful bid should result in a greater share of local taxation being retained in the area, for the benefit of residents and service users.
- 8.2 There is, however, a potential risk that taxation receipts do not grow as fast as spending on the additional responsibilities. It is therefore essential that financial modelling is undertaken to establish which additional responsibilities are requested, and the risk is mitigated as far as possible.

9 Other considerations

- 9.1 There are no implications of any action proposed in respect of Crime & Disorder; Human Rights; Equality & Diversity and Sustainability at this stage.

Report to Cabinet

12 October 2017

By the Leader of the Council

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

A27 Arundel Bypass – Consultation response

Executive Summary

In August 2017, Highways England published a consultation paper outlining three potential options for a new road bypass on the A27 around Arundel. Although the new road layout is not located in Horsham District, the new road infrastructure will have an impact on traffic flows on roads and the local environment in Horsham District. This report sets out the proposed response from Horsham District Council to this consultation. On balance the Council favours option 5A as this will have the greatest reduction in traffic flows and enhancements to air quality in Horsham District.

Recommendations

Cabinet is recommended

- i) To agree the content of the consultation response to be submitted to Highways England by 16 October 2017.

Reasons for Recommendations

- i) To take account of the issues raised in the Highways England consultation and to enable the Council to be fully transparent in our response to the proposed options.

Background Papers

A27 Arundel Bypass Public Consultation - Have Your Say
West Sussex County Council Select Committee Report 28 September 2017

Wards affected: Amberley, Parham, Storrington and Sullington, Washington, Wiston, Steyning, Bramber, Upper Beeding

Contact:

Dr Chris Lyons, Director of Planning, Economic Development & Property ext 5401

Barbara Childs, Head of Strategic Planning and Sustainability ext 5181

Background Information

1 Introduction and Background

- 1.1 In August 2017, Highways England published a consultation paper outlining three potential options for a new road bypass on the A27 around Arundel. Although the new road layout is not located in Horsham District, the new road infrastructure will have an impact on traffic flows on roads and the local environment in Horsham District. This report sets out the proposed response from Horsham District Council to this consultation.

2 Relevant Council policy

- 2.1 The corporate plan identifies the need to implement the Horsham District Planning Framework, and to ensure that people and the environment in Horsham District are protected from pollution. The key policies in the Horsham District Planning Framework which relate to this report are:
- Policy 39, which seeks to ensure that all new development which takes place can be supported by adequate infrastructure, such as roads and schools.
 - Policy 24, which sets out the need to protect the quality of the District's environment, including minimising the emission of air pollutants.

3 Details

- 3.1 Highways England is consulting on three options (options 1, 3 and 5A) to provide a dual carriageway between the existing dual carriageway sections of the A27 either side of Arundel. The public consultation began on 22 August and ends on 16 October 2017. The proposed routes are shown on the map in Appendix 1 of this report.
- 3.2 Horsham District Council is a consultee in the decision-making process. Technical assessments of the proposals have been published by Highways England and these have been reviewed to inform preparation of a response to the consultation. The letter setting out the Council's proposed response is attached as Appendix 2 to this report.
- 3.3 In the Council's response to the consultation, the letter first sets out the District's relationship to the A27, and the impact of traffic congestion on our residents. In particular the high number of car journeys that arise on the A283 to avoid congestion on the A27 is highlighted. The consequence of this heavy traffic is also set out, with further detail provided on the designation of the Air Quality Management Area in Storrington.
- 3.4 Three different options have been proposed by Highways England. The first route (option 1) is directed through Arundel using what is broadly the existing route. Option 3 is routed to the south of Arundel. Option 5A is routed to the south of Arundel but follows a wider 'arc'.
- 3.5 Having reviewed the County Council's assessment of the modelling of the different options in the consultation document, it became clear that option 5A will have the most significant reduction in the number of vehicles using the A283. This will

therefore have the greatest positive impact on Horsham District in terms of reducing traffic flows and improving air quality in Storrington. In addition, this option will also speed up journey times on the A27 itself and is therefore likely to have a beneficial impact on the wider economy by reducing hours to businesses that are currently lost to road congestion. However, it is recognised that there will be an environmental cost to new roads schemes, which will need to be mitigated.

- 3.6 The letter notes that there have been other consultations by Highways England on enhancements to the A27 in the past year, both around Chichester and in the Worthing / Lancing area. Whilst this Council supports these bypass proposals in isolation, it is also suggested in the response that it may be beneficial to examine whether it may be possible to achieve a comprehensive solution to ease congestion in this section of the A27 as a whole. Although there are significant national budgetary constraints in relation to road schemes, a single scheme, rather than the 'piecemeal' solutions that have been proposed to date may have the potential to deliver a more innovative and cost effective solution which could be future proofed to take into account the predicted level of new housing development.

4 Next Steps

- 4.1 Following consideration of this report, the consultation response will be sent to Highways England prior to the close of the consultation on 16 October 2017.
- 4.2 Once all consultation responses have been analysed by Highways England, a Preferred Route will be announced by the Secretary of State in winter 2017/18. Further consultation on the Preferred Route will then take place as part of the Development Consent Order process. Following examination, the decision to grant development consent will be taken by the Secretary of State.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 This is a report from the Leader who does not have a Policy Development Advisory Group. A copy of the draft letter from the Leader has been circulated to all Members and Parish and Neighbourhood Councils. Any comments received will be reported at the Cabinet meeting

6 Other Courses of Action Considered but Rejected

- 6.1 A course of action which could have been taken is not to respond to this consultation. This would not however give the Council the opportunity to set out its views on the proposals, and provide further detail to Highways England as to the impact that the proposals will have on those who live and work in the District.

7 Resource Consequences

- 7.1 There are no financial consequences arising from this report

8 Legal Consequences

- 8.1 There are no legal consequences arising from this report.

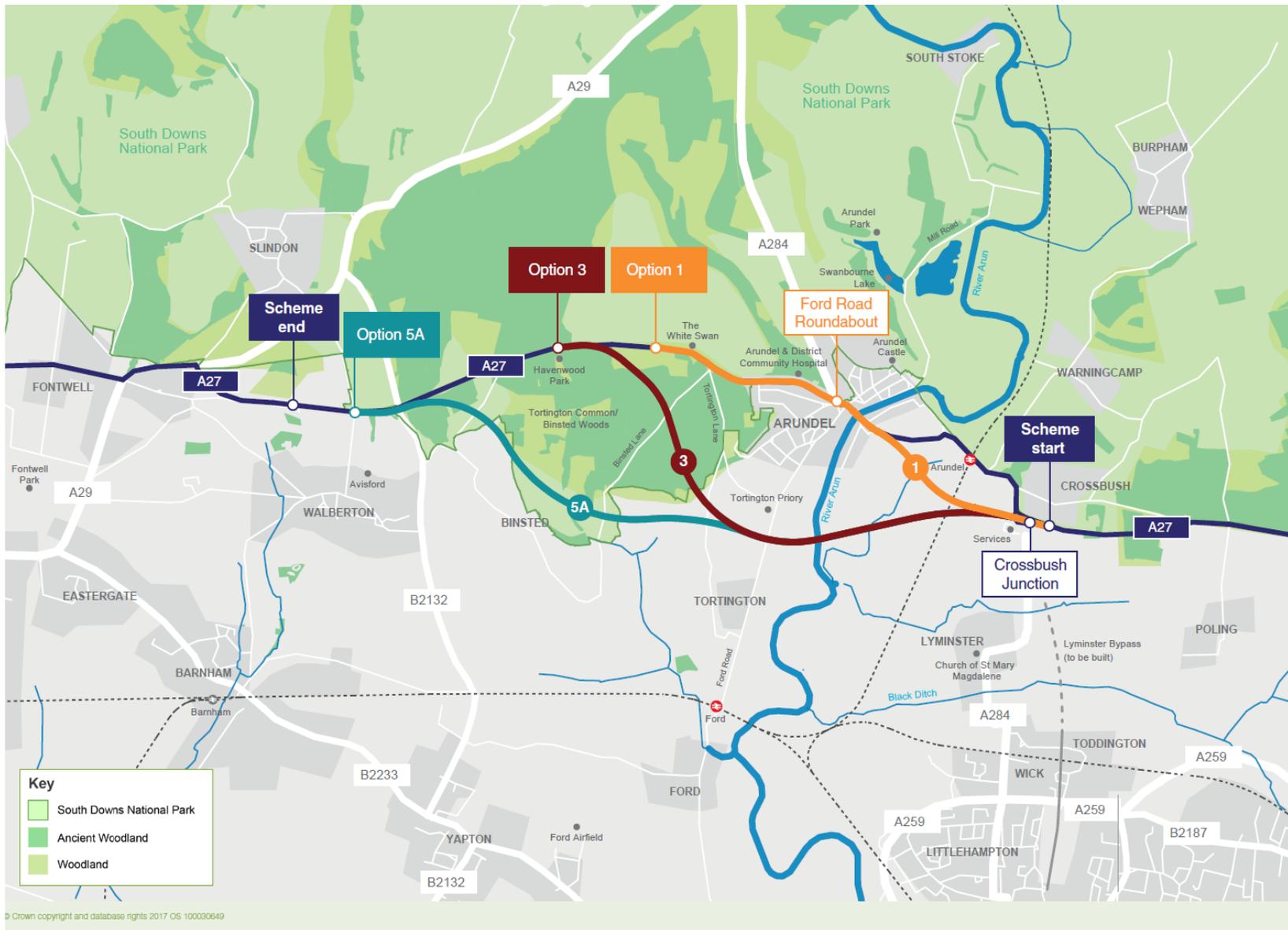
9 Risk Assessment

9.1 There are no specific risks arising from this report.

10 Other Considerations

10.1 There are no crime & disorder; human rights or equality & diversity impacts arising from this report. Should the Arundel bypass proposals be implemented there is the potential for this scheme to improve air quality in the Storrington area. This will have a positive impact on the environmental sustainability of the village.

Appendix 1 – Map to illustrate the proposed Arundel bypass options



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Our ref: RD/CH/AD/A27AB

Your ref:

E-mail:
Ray.dawe@horsham.gov.uk

Direct Line:

Contact:

Date: xx October 2017

Dear Sir/Madam

**A27 ARUNDEL BYPASS
CONSULTATION RESPONSE FROM HORSHAM DISTRICT COUNCIL**

Thank you for the opportunity to respond to the proposals to improve the A27 in respect of a new Arundel bypass. This is of huge interest and importance to this council not least because of the impact the proposals could have in the delivery of economic benefits and growth to both the south coast corridor along the A27 and to this district. I also highlight below the significant problem of many drivers wanting to travel between Fontwell and Shoreham (and in reverse) choosing a route that takes them via our district's southern villages of Amberley and Storrington to avoid inevitable delays and congestion on the A27. This 'rat running' is a significant contributor to poor air quality in Storrington where some 18,000 vehicles a day pass through the village High Street

Background

The southern boundary of Horsham District is close to Arundel (4 miles) and there are a number of road connections with the A27, most notably the links via the A29 from Fontwell and the A284 from Arundel. These provide a route (via B2139//A283) passing through the villages of Amberley and Storrington, crossing the A24, continuing east to Steyning and eventually rejoining the A27 at Shoreham by Sea. While this route is a longer distance, it is for many drivers infinitely preferable to the delays and congestion they would face by remaining on the A27.

A consequence of the high levels of traffic and congestion, especially at peak travel times, passing through Storrington has been poor air quality. In 2010, Horsham District Council declared an Air Quality Management Area in Storrington on account of exceedances of the air quality objective level for nitrogen dioxide (NO₂). An action plan was prepared outlining a range of measures to tackle the poor air quality. Many of these are not measures that

Horsham District Council, as a district authority, can bring about directly as they relate to highway improvements which are a matter for the highway authority (West Sussex County Council). A steering group was therefore established which drew together West Sussex County Council, the local Parish Council and members and officers from Horsham District Council to help bring forward the measures in the action plan. The one that has topped the list has been for improvements to the A27 as part of the main east/west trunk route in the region.

General comments

Horsham District Council is fully supportive of proposals to provide a bypass around Arundel. This will improve the economic well-being of Arun district and the wider region, and also the social and environmental well-being of residents in Arundel, Storrington and surrounding communities.

Horsham District Council considers that both Options 3 and 5a as set out in the Public Consultation document produced by Highways England will provide a beneficial outcome. **This Council however strongly favours 5a.** The reason for this is that the traffic modelling that has been undertaken shows that the decrease in traffic using the B2139 and the A283 will be significantly greater for option 5a than for option 3. With option 5a, the decrease in traffic during the morning peak is predicted to be a reduction of 29% on the B2139 and 24% on the A283. With option 3, the reduction in traffic is only 4% on the B2139 and 6% on the A283. The selection of option 5a will therefore be of greatest benefit in improving air quality in Storrington and reducing the volume of 'rat running' on the route through the Horsham district villages described above which lie between Fontwell and Shoreham. In addition, traffic modeling indicates that Option 5a will speed up journey times significantly, which would have a beneficial impact on the economy of the whole County by reducing lost time from delays to road users in the area

This Council would encourage Highways England to construct any bypass and consequential bridges to the highest possible architectural standard and to take appropriate account of any potential flooding issues, given the sensitivity of the local environment.

As part of the scheme, we consider significant increases in provision for cycling could contribute to a reduction in the number of car journeys, and which in turn would reduce congestion and improve air quality. Within Horsham district, the lack of segregated cycling paths is the issue commonly raised as the reason why people feel reluctant to cycle for local journeys. We would therefore encourage Highways England to support through their 'Designated Funds' the creation of a cycle-way between the South Downs National Park via Arundel to the coast along the River Arun and improved parking for commuters, tourists and residents at Ford railway station. You may wish to refer to the West Sussex County Council Walking and Cycling Infrastructure Strategy as part of any further consideration of improvements to this route.

In addition to this consultation, Horsham District Council is aware of two other proposals to address wider issues of congestion along the A27. These are the proposals for enhancements around Chichester, and those to the A27 in Worthing and Lancing. Whilst the Council is supportive of these proposals in isolation, it is considered that it may be beneficial

to examine whether it may be possible to achieve a comprehensive solution to ease congestion on this Lancing to Chichester section of the A27 as a whole. It is recognised that there are significant national budgetary constraints in relation to road schemes, but it may be that a single scheme, rather than the more 'piecemeal' solutions that have been proposed to date, would be more cost effective and successful than individual plans. Such a solution would be of huge economic benefit and could also help to take into account the step change in housing delivery which has been identified by the Government, and therefore ensure that any enhancements to the road are as future-proofed as possible.

Yours faithfully,

Councillor Ray Dawe
Horsham District Council Leader

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

FORWARD PLAN

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)
1.	Medium Term Financial Strategy update Policy Development Advisory Group 30 October 2017	Cabinet Council	23 Nov 2017 6 Dec 2017	Open	Dominic Bradley, Head of Finance dominic.bradley@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
2.	Children's Play Strategy 2017-2027 Policy Development Advisory Group 12 July and 15 November 2017	Cabinet	23 Nov 2017	Open	Trevor Beadle, Head of Community & Culture trevor.beadle@horsham.gov.uk Deputy Leader and Cabinet Member for Leisure and Culture (Councillor Jonathan Chowen)
3.	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)
4.	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)

	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)
5.	Car Parking Strategy and rural car park review Policy Development Advisory Group 1 November 2017	Cabinet	23 Nov 2017	Open	Chris Lyons, Director of Planning, Economic Development and Property chris.lyons@horsham.gov.uk Cabinet Member for Local Economy (Councillor Gordon Lindsay)
6.	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)
7.	Review of Affordable Housing Investment Policy (Previously listed as: Creation of a vehicle for the delivery of housing) Policy Development Advisory Group 21 August 2017	Cabinet	23 Nov 2017	Open	Adam Chalmers, Director of Community Services adam.chalmers@horsham.gov.uk Cabinet Member for Housing and Public Protection (Councillor Kate Rowbottom)
8.	Contract for the Supply of Fuel for the Council's Vehicle Fleet Policy Development Advisory Group 20 September 2017	Cabinet	23 Nov 2017	Part exempt	John McArthur, Head of Waste, Recycling, Street Scene & Fleet Services john.mcarthur@horsham.gov.uk Cabinet Member for Waste, Recycling and Cleansing (Councillor Philip Circus)

	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)
9.	Fixed Penalty Notices - to approve a revised policy for issuing Fixed Penalty Notices to deal with littering, graffiti, dog fouling, breaches of a Public Spaces Protection Order etc. Policy Development Advisory Group 31 October 2017	Cabinet	23 Nov 2017	Open	Trevor Beadle, Head of Community & Culture trevor.beadle@horsham.gov.uk Cabinet Member for Community and Wellbeing (Councillor Tricia Youtan)
10.	Housing and Planning Act 2016 - proposal for the implementation of a civil penalties/prosecution policy for specific housing offences Policy Development Advisory Group 20 November 2017	Cabinet	23 Nov 2017	Open	John Batchelor, Head of Environmental Health & Licensing john.batchelor@horsham.gov.uk Cabinet Member for Housing and Public Protection (Councillor Kate Rowbottom)
11.	Visitor Economy Partnership Policy Development Advisory Group 1 November 2017	Cabinet	23 Nov 2017	Open	Clare Mangan, Head of Economic Development clare.mangan@horsham.gov.uk Cabinet Member for Local Economy (Councillor Gordon Lindsay)
12.	Budget 2018/19 Policy Development Advisory Group 8 January 2018	Cabinet Council	25 Jan 2018 21 Feb 2018	Open	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk Cabinet Member for Finance and Assets (Councillor Brian Donnelly)

	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)
13.	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)
14.	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)