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Direct line: 01403 215465

# Planning and Development Policy Development Advisory Group

Thursday, 5th July, 2018 at 10.00 am

Wallis Room, Parkside, Chart Way, Horsham

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

Councillors: Claire Vickers (Chairman)

Toni Bradnum  
Karen Burgess  
Paul Clarke  
Liz Kitchen  
Paul Marshall

Christian Mitchell  
Godfrey Newman  
Brian O'Connell  
Kate Rowbottom  
Michael Willett

You are summoned to the meeting to transact the following business

Glen Chipp  
Chief Executive

## Agenda

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	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b>	3 - 6
To receive the notes of the meeting held on 8 March 2018	
3. <b>Heath Common Village Design Statement Supplementary Planning Document</b>	7 - 8
The Cabinet Member will seek advice on whether the Heath Common Design Statement should be reported to Cabinet with a recommendation to adopt as a Supplementary Planning Document to replace the previous Design Statement for this area, which was adopted in 1999	

4. **Planning Productivity Review** 9 - 10  
A review has been undertaken to compare the performance of the Council's Strategic Planning and Development Management functions
5. **Updates** 11 - 16
- **Local Plan Review**  
An update on the responses received on the issues and options consultation on the Local Plan Review, which focussed on a review of the rural and economic strategies
  - **Local Development Scheme**  
The Local Development Scheme (LDS) sets out the production timetable for the planning documents that the Council will be publishing over the next three years. The Cabinet Member seeks the view of the PDAG on an update of the LDS
  - **Review of Parking Standards**  
All Districts and Boroughs are working with West Sussex County Council in reviewing the guidance for both residential and commercial parking standards. Consultants were appointed, who have collected survey data from each authority and have examined parking standards
6. **Forward Plan Extract for the Planning and Development Portfolio** 17 - 20  
To note the Forward Plan extract for the Planning and Development Portfolio

**Planning and Development Policy Development Advisory Group**  
**8 MARCH 2018**

Present: Councillors: Claire Vickers (Chairman), Toni Bradnum, Karen Burgess, Paul Clarke, Paul Marshall, Christian Mitchell, Godfrey Newman, Brian O'Connell and Michael Willett

Apologies: Councillors: Liz Kitchen and Tricia Youtan

Also Present: Councillor Nigel Jupp

30 **NOTES OF PREVIOUS MEETING**

The notes of the meeting of the PDAG held on 4 January were received.

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

The Director of Planning, Economic Development and Property updated the group on work that had been done on developing a business case for a shared Building Control service with Arun District Council and Crawley Borough Council. The proposal would allow resources to be pooled, thus making the service more resilient, and help to maintain market share.

At the invitation of the Director of Planning, Economic Development and Property, Councillors Brian O'Connell, Karen Burgess, Paul Marshall, and the Cabinet Member and Deputy Cabinet Member for Planning and Development agreed to work with the Head of Building Control on reviewing the business case and developing an implementation plan.

Further details, in particular financial implications, would be brought to the next PDAG on 10 May, before the proposal and recommendations are considered by Cabinet on 24 May.

32 **UPDATES**

**Local Plan Review – Issues and Options Consultation Draft**

The Head of Strategic Planning reminded the group that the first stage of the Local Plan Review focussed on issues relating to employment, tourism and sustainable rural development. The draft consultation document included amendments that took into account the views of the PDAG which had been sought at previous meetings.

**Key Employment Sites and sites put forward for employment use:** The document included proposed amendments to existing KEAs, new KEAs and an assessment of sites that have been put forward for employment use. Although

some sites were outside the built-up area, they were in sustainable locations close to infrastructure. It was noted that the area of land included in the consultation exceeded the anticipated area of employment land needed to fulfil the required targets.

Rural Strategy: Changes to Built-Up Area Boundaries were included in the document as well as a new suggested policy for 'secondary settlements', which were identified on plans. These are hamlets with limited services and facilities that have a sense of place. The policy would not propose development but it would allow for very small scale development when in accordance with all other policies. The need for some organic growth in smaller settlements, currently within the defined countryside emerged from the community when developing their Neighbourhood Plans. Members were advised that plans would be shared with relevant Ward Members and relevant Parish Councils notified before being considered by Cabinet.

Conversion of agricultural buildings to other uses: The Local Plan Review included a new draft policy regarding the conversion of unused agricultural buildings with a view to allowing conversion into other uses including commercial use and housing. The draft policy had been amended in the light of previous comments from the PDAG.

There was still concern that the policy could be too restrictive and officers agreed to review the draft policy in the light of this.

The group agreed that the draft Local Plan Review should be considered by Cabinet on 22 March prior to a seven week public consultation from 6 April 2018 to 25 May 2018.

#### Gypsy and Traveller Site Allocations Development Plan Document

The Head of Strategic Planning advised the group of the outcome of the six week public consultation on the draft site allocations document, which had ended on 26 January 2018. There had been 323 responses, a large majority of which were objections from members of the public to the proposed sites at Smithers Rough and Bromeliad Nurseries. Members noted details of these objections and other comments received, including six from statutory consultees.

Members were advised of the actions being taken by officers following consultation, and the proposed timetable for adoption, which included further consultation in the summer once the draft proposal had been agreed by Cabinet on 24 May and Council on 13 June 2018.

Members were assured that the proposed site allocations were anticipated to provide the 10 year requirement of pitches. The Cabinet Member highlighted the importance of the document in securing authorised sites.

33 **THE PUBLICATION OF VIABILITY APPRAISALS**

The Head of Development briefed Members on the current situation regarding the Council's position on the public disclosure of viability assessments submitted by the developer and reports submitted by specialist viability consultants, when required, to assess a developer's capacity to achieve policy compliant affordable housing or other contributions.

Members noted the background, including the approach of other local authorities, and the potential advantages and disadvantages of disclosing this information.

On 5 March the Government had launched consultation proposals on the National Planning Policy Framework, and other draft guidance, which included a question on the disclosure of viability studies. Officers would respond to the consultation before it ended on 10 May. The Head of Development advised that the consultation response would seek clarity on whether the government supported the publication of assessments in their entirety, or just an executive summary.

Members requested that the consultation response should refer to the use of the term 'harm' and seek clarification on the scope of such a term in determining whether disclosure would cause harm.

It was agreed that further research and a review of the position of neighbouring authorities would be undertaken, with the finding and recommendations to be brought to a future PDAG.

The Head of Strategic Planning had attended the launch of the consultation on the new National Planning Policy Framework on 5 March and outlined the broad sweep of the changes that were proposed, which supported housing growth, particularly in urban areas and sought a net gain for biodiversity.

Once prepared, the Head of Strategic Planning would send Members of the PDAG a summary of the draft NPPF.

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

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

*The meeting closed at 11.30 am having commenced at 10.00 am*

CHAIRMAN

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**FORWARD PLAN EXTRACT – PLANNING & DEVELOPMENT PORTFOLIO**

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

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

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

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

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

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

To contact Committee Services:

E-mail: : [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

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#### **What is a Key Decision?**

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

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

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

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
3.	<b>Heath Common Village Design Statement Supplementary Planning Document - agreement to adopt</b> Policy Development Advisory Group 5 July 2018	Cabinet	19 Jul 2018	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)

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