



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

# Planning and Development Policy Development Advisory Group

Thursday, 8th November, 2018 at 10.00 am  
Howard Room, Parkside, Chart Way, Horsham

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by noon of the day of the meeting) written notification to the Chairman of the meeting and [committeeservices@horsham.gov.uk](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 - 4
To receive the notes of the meeting held on 6 September 2018	
3. <b>Conservation Area Appraisal Programme</b>	5 - 6
To update the PDAG and seek its views upon the proposed Conservation Area Appraisal review programme over the next 12 months. Five Conservation Area Appraisals & Management Plans were published in January 2018 (Pulborough, Storrington, Steyning, Billingshurst and Henfield). Work has now begun on identifying those remaining settlements that would benefit most from a Conservation Area Review	

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|----|---|---------|
| 4. | <b>Horsham Local Plan Authority Monitoring Report (AMR) and Local Plan Review update</b>  | 7 - 8   |
|    | To update the PDAG upon the progress made in delivering against the key policies of the adopted Horsham District Planning Framework and to provide the group with an understanding regarding the next steps in taking forward the review of the Horsham District Planning Framework |         |
| 5. | <b>Gypsy, Traveller and Travelling Showpeople update</b>  | 9 - 10  |
|    | To update the PDAG on current progress in meeting identified needs for the Gypsy, Traveller and Travelling Showpeople communities and seek the PDAG's views regarding the next steps in planning for the future needs of these communities  |         |
| 6. | <b>Brownfield Land Register</b>   | 11 - 12 |
|    | The Council published its first Brownfield Land Register in 2017 in accordance with new legislative requirements. This register must now be reviewed and updated annually, and an update on the outcome of this review process will be set out                                      |         |
| 7. | <b>Appeals and Compliance statistical review</b>  | 13 - 14 |
|    | To update PDAG members on the statistical performance relating to Development Management planning appeal decisions, compliance appeal decisions, any cost decision awards by the Planning Inspectorate and enforcement action taken by the Council                                  |         |
| 8. | <b>Forward Plan Extract for the Planning and Development Portfolio</b>  | 15 - 18 |
|    | To note the Forward Plan extract (if any) for the Planning and Development Portfolio  |         |

**Planning and Development Policy Development Advisory Group**  
**6 SEPTEMBER 2018**

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

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

Also Present: Councillors: David Coldwell, Leonard Crosbie

7 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 5 July 2018 were received.

8 **VIABILITY**

The Head of Development presented Members with an overview of the new Planning Practice Guidance for Viability that was published to reflect the newly revised National Planning Policy Framework (NPPF).

There were four sections to the new guidance that the Head of Development summarised for Members:

- Viability and plan making – There were no significant changes in this section to how HDC operates.
- Viability and decision taking – There were no significant changes in this section to how HDC operates except for a greater onus on applicants to provide evidence with regards to differences in application since plan making.
- Standardised inputs – Viability assessments should now follow the government's recommended approach as detailed within the new guidance.
- Accountability – Viability assessments should be made by qualified professionals on the basis that it will be made public unless affected by exceptional circumstances. To be exempt from publication the planning authority must be satisfied that the information to be excluded is commercially sensitive. The data and findings of a viability assessment will be provided in a standardised template.

It was noted that the publication of old viability appraisals would be managed on a case-by-case basis.

Members recognised the positive aspects in following the new guidance and were eager to see it in practise.

9 **PLANNING PERFORMANCE AGREEMENTS**

The Head of Development provided Members with an overview of the pre-application advice service provided by HDC. This service is not statutory but it is recommended to provide it by the NPPF.

Pre-application advice is informal advice provided by the planning authority and stakeholders that does not bind the authority in any future decision it makes.

It was noted that HDC offer the following pre-application advice services:

- Free telephone duty service between 10am and 1pm Monday-Friday
- Payable pre-application advice service
- Planning Performance Agreements (PPAs)

10 **UPDATES**

Neighbourhood Planning

The Principal Planning Officer briefed Members on the status of Neighbourhood Plans being prepared in the District as well as work that planning officers had been doing to support Parishes preparing their plans.

A neighbourhood planning conference was to be held at the Billingshurst centre in September. Presentations would be given to update parishes on the revised NPPF and Local Plan Review. Workshops would also be held addressing: Working with developers and landowners; neighbourhood planning and the evidence base; and neighbourhood planning and the NPPF.

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

The item on the Forward Plan for the Planning & Development portfolio was noted.

*The meeting closed at 11.24 am having commenced at 10.00 am*

CHAIRMAN

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

## **FORWARD PLAN – 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)
14.	<b>Conservation Area Appraisals and Management Plans for Slinfold and Warnham</b> Planning & Development PDAG 14 March 2019	Cabinet	2019	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)

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