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# Planning and Development Policy Development Advisory Group

Wednesday, 16th January, 2019 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)	Christian Mitchell
Toni Bradnum	Godfrey Newman
Karen Burgess	Brian O'Connell
Paul Clarke	Kate Rowbottom
Liz Kitchen	Michael Willett
Paul Marshall	

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 November 2018	
3. <b>Progress of Key Strategic Sites allocated in the HDPF 2015</b>	7 - 8
To update the PDAG on progress in delivering the key strategic sites allocated in the adopted Horsham District Planning Framework (ie North of Horsham,, Billingshurst and Southwater)	

- |    |                                                                                                                                                                                                                                                                          |         |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 4. | <b>Local Plan Review</b>                                                                                                                                                                                                                                                 | 9 - 10  |
| a) | Work Programme                                                                                                                                                                                                                                                           |         |
|    | To update the PDAG on the Local Plan Review work programme and the draft schedule of reports to be presented to the PDAG over the next 18 months. The update will also report progress on the procurement of Local Plan evidence studies actioned before the end of 2018 |         |
| b) | Draft Duty to Co-operate Programme                                                                                                                                                                                                                                       | 11 - 16 |
|    | To update the PDAG and seek its views on the programme of duty to co-operate discussions needed to inform the Local Plan Review, including the key issues we are likely to discuss and the key bodies we will be meeting, to help inform preparation of the Plan         |         |
| 5. | <b>West Sussex County Council Revised Car Parking Standards</b>                                                                                                                                                                                                          | 17 - 18 |
|    | To update the PDAG on the changes to car parking standards being proposed by WSCC, and seek its views upon those standards and the options for applying new guidance in due course                                                                                       |         |
| 6. | <b>Forward Plan Extract for the Planning and Development Portfolio</b>                                                                                                                                                                                                   | 19 - 22 |
|    | To note the Forward Plan extract for the Planning and Development Portfolio                                                                                                                                                                                              |         |

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

Present: Councillors: Claire Vickers (Chairman), Toni Bradnum, Karen Burgess, Paul Clarke, Paul Marshall, Christian Mitchell, Godfrey Newman, Kate Rowbottom and Michael Willett

Apologies: Councillors: Liz Kitchen and Brian O'Connell

Also Present: Councillor Nigel Jupp

12 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 6 September were received.

13 **CONSERVATION AREA APPRAISAL PROGRAMME**

The Cabinet Member summarised the work that had been done to date on the Conservation Area Appraisal Programme. Five Conservation Areas had been reviewed last year, and adopted in January 2018. The remaining Conservation Areas would be reviewed over time.

The Principal Planning Officer advised that the next two settlements proposed for review were Slinfold and Warnham as they were two settlements under some pressure from development with either completed or well advanced Neighbourhood Plans. The PDAG were presented with a draft timetable which anticipated a six week consultation in early 2019 before reporting to Cabinet in May.

The PDAG were supportive of this approach.

The Cabinet Member asked Members to contact her directly with suggestions of the next areas within the District that should be prioritised for review, including any areas within the built-up area boundary of Horsham town.

14 **HORSHAM LOCAL PLAN AUTHORITY MONITORING REPORT (AMR) AND LOCAL PLAN REVIEW UPDATE**

**Local Plan Authority Monitoring Report (AMR)**

The Cabinet Member advised the group that the latest AMR setting out the key elements of progress against adopted Local Plan policy etc. in the past year, including an update of the Council's housing land supply would be published on the Council's website in December, in line with the Localism Act 2011.

The Principal Planning Officer gave a presentation with the current position in respect to housing completions including affordable housing, housing

affordability, demography, employment and retail changes. The presentation confirmed a five year housing land supply at the present time.

The main issues raised by Members were the importance of ensuring permitted development was constructed in a timely manner, and ensuring housing mix reflected the needs of the district, with more emphasis on smaller properties. The Director of Place advised that the Council engaged with the larger developers through regular meetings, and that the team was presently reviewing its evidence base to help consider its future policies regarding housing mix in the Local Plan Review.

#### The Local Plan Review

The Principal Planning Officer summarised progress on the Local Plan Review to date. The first stage had included an 'Issues and Options' consultation on employment sites, previously approved by Cabinet. The Local Plan Review would plan for the period up to 2036 and seek the provision of efficient homes, including affordable homes, to meet the needs of the community.

Protection and enhancement of the natural environment was a significant factor and the Review would seek a net gain for biodiversity and the mitigation of adverse effects. The Director of Place confirmed that the updated NPPF strengthened the protection of veteran trees and Ancient Woodland of over two hectares.

Members noted the review timetable which anticipated the Inspector's Report and adoption in 2021.

The presentation would be circulated to the group, together with a link to the government's inventory of veteran trees.

#### 15 **GYPHY, TRAVELLER AND TRAVELLING SHOWPEOPLE UPDATE**

The Principal Planning Officer gave a brief update together with details of planning applications and appeals in 2018, and the way forward with regards to updating the evidence base in respect of Gypsy & Traveller accommodation needs, and a further call for potential sites next year.

The PDAG agreed with the Cabinet Member's proposal to develop a new policy regarding the allocation of new Gypsy and Traveller sites as part of the Local Plan Review. The PDAG suggested that new strategic housing allocations should also include Gypsy and Traveller provision, an approach already adopted by some other local authorities.

#### 16 **BROWNFIELD LAND REGISTER**

The Council's Brownfield Land Register had been published last year for the first time in accordance with legislative requirements. The register recorded sites big enough to sustain up to five homes and required annual updating. The

Principal Planning Officer outlined details of the draft updated register, which included two new sites that had been identified by Parishes during work on Neighbourhood Plans, and some other minor amendments.

The group noted the updated plan, which would be published on the Council website in December.

17 **APPEALS AND COMPLIANCE STATISTICAL REVIEW**

The Cabinet Member had asked for a breakdown of information regarding the outcome of appeals and a briefing on the work of the Building Compliance Team.

The Head of Development presented details on planning appeals determined and costs awarded (two against and one in favour of the Council). Currently 28% of appeals were lost, which was slightly better than the internal target of 30%. An analysis of decisions made over the last two years showed the team to be performing well.

The extent of work carried out by the Compliance Team was noted, with a general breakdown of the 589 cases reported in 2017 given to the group. There had been an increase in the number of complaints regarding alleged breaches over the last year. All seven appeals in compliance had been upheld.

The Cabinet Member thanked the Compliance Team for their hard work.

18 **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 11.25 am having commenced at 10.00 am*

CHAIRMAN

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**FORWARD PLAN – PLANNING AND 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)
	<b>Conservation Area Appraisals and Management Plans for Slinfold and Warnham</b> Policy Development Advisory Group May 2019	Cabinet	June 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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