



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

# Planning and Development Policy Development Advisory Group

Thursday, 14th March, 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)

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

---

	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 16 January 2019	
3. <b>Regular update of Key Strategic Sites allocated in the HDPF 2015</b>	7 - 8
To update the Group upon progress in delivering the key strategic sites allocated in the adopted Horsham District Planning Framework (ie Novartis, north of Horsham, east of Billingshurst and at Southwater)	

4. **Horsham Local Plan Review Update** 9 - 10
- a) Local Plan Review Work Programme  
To update the Group upon the Horsham Local Plan Review work programme and progress of Local Plan evidence studies actioned before the end of 2018
- b) Duty to Co-operate Programme  
To update the Group on the discussions which have taken place under the duty to co-operate and the next scheduled discussions being planned to help inform preparation of the Plan
- c) Draft Site Assessment Criteria  
To seek the Group's views on the draft site assessment criteria to be used to help us assess the suitability of potential development sites for inclusion in the Local Plan Review
5. **High Weald AONB Management Plan** 11 - 12  
To update the Group on the revised management plan produced by the High Weald AONB on behalf of Horsham District Council and the request that the revised document be formally adopted as the Management Plan for this area. A report recommending adoption of the new management plan will be formally considered by Cabinet at its meeting on 21 March 2019
6. **Forward Plan Extract for the Planning and Development Portfolio** 13 - 16  
To note the Forward Plan extract (if any) for the Planning and Development Portfolio

**Planning and Development Policy Development Advisory Group**  
**16 JANUARY 2019**

Present: Councillors: Claire Vickers (Chairman), Toni Bradnum, Karen Burgess, Paul Clarke, Liz Kitchen, Paul Marshall, Christian Mitchell and Kate Rowbottom

Apologies: Councillors: Brian O'Connell

Absent: Councillors: Godfrey Newman and Michael Willett

Also Present: Councillors Nigel Jupp and Lynn Lambert

19 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 8 November were received.

20 **PROGRESS OF KEY STRATEGIC SITES ALLOCATED IN THE HDPF 2015**

The Director of Place gave a presentation on progress towards delivering the three key strategic sites allocated in the Horsham District Planning Framework, which had been adopted in 2015.

The presentation outlined the key issues, how the developments were progressing, and next steps. The Director confirmed that: pre-commencement work on north of Horsham was ongoing, with the first units scheduled for completion during 2021/22; the first two phases of Billingshurst were under construction; and at Southwater two phases were largely completed and occupied with the third phase under construction.

The Group were also updated on the development at Kilwood Vale, which was currently under construction, and on the site east of Billingshurst, which was now progressing well after a slow start.

The presentation also included an update on the Novartis site. An application had recently been submitted by WSCC and there would be a briefing for all Members from WSCC on 22 January. In response to a question about the deadline for comments on the application, the Head of Development confirmed that any consultation responses or comments received after the 21 day consultation deadline would be taken into consideration by officers, up until the decision is made.

The Group noted the progress and were advised that discussions on the location of a new railway station (or stations) for land north of Horsham and Kilwood Vale were taking place with Network Rail, Southern, Crawley Borough Council and the developers.

The Cabinet Member asked the Group how regularly they would like to be updated and the Group agreed that an update on delivery progress should be submitted to every PDAG.

21 **LOCAL PLAN REVIEW**

Members were reminded that the Local Plan Review was being prepared to replace the adopted HDPF, and would set out the Council's planning strategy, policies and proposals up to 2036.

The Interim Head of Strategic Planning gave a presentation updating the Group on various work streams and the broader programme of work being undertaken to inform the Local Plan Review over the next 18 months. The draft plan was scheduled to be presented to the PDAG in September 2019 before being published for consultation.

The Interim Head of Strategic Planning also advised the Group of the draft duty to co-operate programme, which would be taking place to inform preparation of the Local Plan Review. The programme included discussions with relevant local authorities, statutory bodies and existing duty to co-operate groups. Meetings had already taken place with some neighbouring local authorities, focussing on projected housing figures. The Group were advised that once the duty to co-operate discussions had taken place, the Council would need to publish a Statement of Common Ground, which set out what had been agreed between the Council and each of the duty to co-operate bodies.

In response to Members' concerns regarding health care provision, the Cabinet Member confirmed that the Director of Place and the Director of Community Services would be meeting with the Executive Board of the Clinical Commissioning Group (CCG). She also confirmed that the Cabinet Member for Community & Wellbeing was also working to ensure sufficient and appropriately located provision.

The Group considered the timetable and scope of reports to be submitted to the PDAG during the review process and were satisfied that this would keep them informed of progress.

22 **WEST SUSSEX COUNTY COUNCIL REVISED CAR PARKING STANDARDS**

The Head of Development gave a presentation on West Sussex County Council's proposed changes to parking standards, which are scheduled for formal adoption by WSCC in March 2019. The presentation included details of current WSCC parking standards, which had not been reviewed for a number of years. Examples were used to compare the current standards with the proposed changes. The proposed new standards have been developed through evidence based research and include revised standards for residential parking and a new parking provision calculator. The revised approach is intended to be easier to use and interpret for both developers and local authorities.

The Group noted that WSCC had still to complete internal consultations and therefore the detailed reports of the proposals were not yet available. The Group discussed the relationship between good design and the quantum of parking.

The Cabinet Member sought the view of the Group who agreed with the recommendation that, subject to HDC reviewing the final WSCC document, HDC should produce a Parking Design Guidance document for developers, to be read alongside HDC using the revised WSCC standards.

23 **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 11.30 am having commenced at 10.00 am*

CHAIRMAN

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank



Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

**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

Published on 01 March 2019

#### **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)
4.	<b>High Weald Management Plan</b> Policy Development Advisory Group 14 March 2019	Cabinet	21 Mar 2019	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
9.	<b>Conservation Area Appraisals and Management Plans for Slinfold and Warnham</b> Policy Development Advisory Group 25 April or 24 May 2019	Cabinet	6 Jun 2019	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)

This page is intentionally left blank