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Direct line: 01403 215465

# Planning and Development Policy Development Advisory Group

Thursday, 30th May, 2019 at 11.00 am  
Parham 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:

Alan Britten  
Karen Burgess  
Brian Donnelly  
Nigel Jupp  
Liz Kitchen  
Lynn Lambert

Tim Lloyd  
Godfrey Newman  
Louise Potter  
Diana van der Klugt  
Claire Vickers

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 14 March 2019   |          |
| 3. <b>Regular update on progress of key Strategic Sites allocated in the HDPF 2015</b>  |          |
| To update the Group upon progress in delivering the key strategic sites allocated in the adopted Horsham District Planning Framework (i.e. Novartis, north of Horsham, east of Billingshurst and at Southwater) |          |
| 4. <b>Horsham Local Plan Review update</b>  |          |
| a) Local Plan Review Work Programme   |          |

To update the Group upon the Horsham Local Plan Review work programme and outline and update on the Local Plan evidence studies which will inform the Local Plan Review and to seek the group's views on the timetable for the review of the Local Development Scheme.

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) Introduction to the Local Plan Engagement and Communications Strategy

To update the group on the engagement and communication requirements of the Local Plan process, and the engagement of Stakeholders and the wider community.

5. **Forward Plan Extract for the Planning and Development Portfolio**

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To note the Forward Plan extract (if any) for the Planning and Development Portfolio

**Planning and Development Policy Development Advisory Group**  
**14 MARCH 2019**

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

Apologies: Councillors: Christian Mitchell

Absent: Councillors: Brian O'Connell

Also Present: Councillors: Nigel Jupp and Lynn Lambert

24 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting held on 16 January were received.

25 **REGULAR UPDATE OF KEY STRATEGIC SITES ALLOCATED IN THE HDPF 2015**

The Head of Development gave a presentation to update the Group on progress on the key strategic sites allocated in the Horsham District Planning Framework. The presentation outlined how the developments had progressed since January and included photos of the sites where construction was either complete or nearing completion.

Key updates included the purchase of land north of Horsham by Legal & General who had engaged highway consultants and were working towards establishing a timeframe for the phases of development. At Southwater the development was well underway and community facilities, including the sports pavilion, were almost completed. Development was progressing on one of the two smaller strategic sites south of Billingshurst. The Cabinet Member considered the Southwater and south of Billingshurst developments to be of good design and finish, which would contribute a community benefit.

Members were advised that several parcels of land on the site east of Billingshurst were under construction. Three developers were involved with this site and it was noted that the quality of design was not consistent.

The Group were also updated on Kilnwood Vale, where Stage One was complete and the new primary school was under construction, and Highwood on land west of Horsham, where the northern part of the site was largely completed. An application, which had been submitted for the Norvartis site, was currently being amended by the applicant before being considered by Planning Committee later in the year.

The Head of Development stated that this was the first time that HDC had dealt with such large sites and there were opportunities to learn from the experience.

In terms of securing a good quality of design, the Group were advised that there was a greater emphasis on design in the new NPPF and that guidance on design principles could be included in the Local Plan Review.

With regards to parking, the Cabinet Member stated that when West Sussex County Council's revised parking standards were published there would be a general uplift in parking provision. The last PDAG considered producing an HDC design document to run alongside WSCC new parking standards to facilitate the efficient and effective use of parking spaces. The Head of Development confirmed that she would share the revised standards as soon as WSCC had released them.

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## **HORSHAM LOCAL PLAN REVIEW UPDATE**

### Local Plan Review Work Programme

Officers gave a presentation updating the Group on progress of key elements of the work programme since January. Consultants had been appointed for evidence based research on housing, employment, Gypsy and Traveller accommodation needs and strategic transport issues. Landscape Capacity work and an update of the Infrastructure Delivery Plan was being undertaken internally. An update of the strategic flood risk assessments also needed to be commissioned to take account of floodplain remodelling being undertaken by the Environment Agency.

The Group noted the updated timetable of items of business for forthcoming PDAGs, which included an update on likely housing requirements up to 2036 at the next PDAG on 25 April.

### Duty to Co-operate Programme

Officers updated the Group on a number of duty to co-operate discussions that had taken place with officers from neighbouring local authorities regarding cross-boundary strategic planning issues, including planning for 'unmet housing needs'. The discussions indicated that there were a number of neighbouring authorities experiencing difficulty in providing for their full objectively assessed housing need within their own administrative area due to constraints, who will expect Horsham's Local Plan to consider the extent to which it might reasonably contribute towards those needs. The degree of pressure on HDC arises because some of its neighbours were constrained by the sea, the South Downs National Park or the green belt in Surrey.

Officers confirmed that duty to co-operate discussions were constructive and on-going. The Cabinet Member also stressed that HDC were obliged to seriously consider the unmet development needs of neighbouring authorities, but would only provide above its own need if it were reasonable to do so, taking account of local planning considerations.

### Draft Site Assessment Criteria

The Director of Place advised that a new strategy for the allocation of potential sites would be developed and was currently programmed for public consultation in October 2019. All Members would be kept briefed on this process. There would be dialogue with key stakeholders, including parishes and neighbourhood councils during the plan preparation process.

Officers advised the Group that approximately 500 sites had been submitted for potential inclusion in the SHLAA (Strategic Housing Land Availability Assessment), varying from a few units to several thousand. These sites would be assessed using four filters of criteria:

1. Suitability: largely derived from key NPPF principles, which ensure the site is suitably located to deliver sustainable development, balancing environmental, social and economic considerations.
2. Deliverability: at what stage would the site become available for development, how this relates to the five year housing land supply, and are there any ownership or infrastructure barriers to delivery.
3. Viability: is the site sufficiently commercially viable to provide for affordable housing and all associated infrastructure required as a result of development.
4. Quality: the importance of the quality of development is particularly emphasised in Chapter 12 of the NPPF. This criteria includes: quality of design, landscaping, integration with and benefits to existing communities, the provision of community facilities, health and wellbeing, the provision of affordable housing and housing mix, the availability of local employment, and the delivery of net gain for biodiversity.

The Interim Head of Strategic Planning asked the Group to contact him with any other criteria they would like specifically considered by the team as part of the site assessment criteria.

The Cabinet Member advised that the draft site assessment criteria would be made available to councillors and stakeholders for comments in due course. Once the final criteria were confirmed the sites would be assessed. The PDAG would be presented with the results of these assessments later in the year.

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### **HIGH WEALD AONB MANAGEMENT PLAN**

Officers gave a brief summary of the report that would be considered by Cabinet on 21 March. The High Weald AONB straddles a number of local authorities and the High Weald Joint Advisory Committee have produced a revised Management Plan 2019-24 in consultation with HDC and the other local authorities and the general public. Once adopted as Council policy, the

management plan would be a material consideration for any planning applications.

The Cabinet Member reminded Members that it was a statutory duty to adopt a plan, and she fully supported the work undertaken by the Joint Advisory Committee. Members of the Group were supportive of the draft plan.

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

The extract of the Forward Plan was noted.

*The meeting closed at 11.38 am having commenced at 10.00 am*

CHAIRMAN

**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?**

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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 and Date of Policy Development Advisory Group for consultation</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><br><b>Cabinet Member</b><br>(NB include name, title and email address)                         |
|----|--|-----------------------|----------------------------|---|---|
| 9. | <b>Conservation Area Appraisals and Management Plans for Slinfold and Warnham</b><br>Policy Development Advisory Group<br>25 July 2019 | Cabinet               | 26 Sep 2019                | Open  | Barbara Childs, Director of Place<br>barbara.childs@horsham.gov.uk<br><br>Cabinet Member for Planning and Development |

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