



Email: [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)  
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# Planning and Development Policy Development Advisory Group

Monday, 5th August, 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)

Alan Britten  
Karen Burgess  
Brian Donnelly  
Nigel Jupp  
Liz Kitchen

Lynn Lambert  
Tim Lloyd  
Godfrey Newman  
Louise Potter  
Diana van der Klugt

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 27 June 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 District Council Statement of Community Involvement</b>	
It is a requirement that the Council produces a Statement of Community	

Involvement, which sets out how the Council will involve stakeholders and the public in the planning process. Following changes to government guidance, the Council's SCI has been reviewed to ensure that it is up to date. A presentation will be given to the Group setting out these changes and summarising the review process.

5. **Horsham District Local Plan Review Evidence Base Update**

To update the Group upon the evidence base studies which will inform the Horsham District Local Plan Review.

6. **Warnham and Slinfold Conservation Area Appraisals**

It is a requirement that designated Conservation Areas are subject to review, and Horsham District Council is undertaking a programme of reviews of areas in the district. Both Slinfold and Warnham Conservation Areas are in the process of being reviewed – a presentation will be given to the Group setting out progress to date on this work.

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

To note the Forward Plan extract for the Planning and Development Portfolio

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# Public Document Pack Agenda Item 2

## **Planning and Development Policy Development Advisory Group** **27 JUNE 2019**

Present: Councillors: Claire Vickers (Chairman), Lynn Lambert,  
Godfrey Newman and Louise Potter

Apologies: Councillors: Alan Britten, Karen Burgess, Brian Donnelly, Nigel Jupp,  
Liz Kitchen, Tim Lloyd and Diana van der Klugt

### 5 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting held on 30 May 2019 were received.

### 6 **REGULAR UPDATE ON PROGRESS OF KEY STRATEGIC SITES ALLOCATED IN THE HDPF 2015**

The Head of Development presented various updates to the Group regarding Key Strategic Sites as allocated in the HDPF.

Progress with the North Horsham site had been steady with regular meetings between HDC and WSCC.

The Southwater Strategic Site had phases 1 to 4 approved and works relating to these phases would be ongoing.

Progress had been continuing at a steady rate at Kilnwood Vale. Land compaction works were ongoing and discussions were being held with CCG regarding the provision of a health facility. A Reserved Matters application for a Neighbourhood Centre was to be submitted later in the year.

An outline planning application for the redevelopment of the Novartis Site was to go to Planning Committee in August.

Key sites at Land East of Billingshurst, Land South of Billingshurst, and Highwood had no updates to report from the last meeting of the PDAG.

### 7 **HORSHAM LOCAL PLAN REVIEW UPDATE**

The Head of Development provided the group with an update on the Local Plan Review including Economy, Employment, Infrastructure, and Housing.

The main actions relating to Economy & Employment were:

- To continue protecting Key Employment Areas for industrial and warehousing uses
- To protect existing business areas for employment generating uses

- To identify existing businesses where expansion is likely to be acceptable
- To allocate new land as part of a site assessment process.

Infrastructure that would be needed to support continuing development within the district had been set out in the Infrastructure Delivery Plan (IDP), published as part of the evidence base to the Local Plan. The IDP would also be used to inform the Council's Community Infrastructure Levy (CIL).

Evidence gathering had started in relation to the housing mix and type needed within the district. The Head of Development relayed the initial findings to the Group.

The Local Plan Review timetable was presented to the group with a view to adopt the new Local Plan in December 2021.

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

The Group noted the contents of the Forward Plan Extract.

*The meeting closed at 11.25 am having commenced at 10.00 am*

CHAIRMAN

## **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 also includes 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 July 2019

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

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

- (i) to result in the Council incurring expenditure which is, or the making of savings which are, 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>Horsham District Council Local Development Scheme</b>	Cabinet	25 Jul 2019	Open	Catherine Howe, Principal Planning Officer catherine.howe@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
13.	<b>Horsham District Council Statement of Community Involvement</b>	Cabinet	26 Sep 2019	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
17.	<b>Conservation Area Appraisals and Management Plans for Slinfold and Warnham</b> Policy Development Advisory Group 25 July 2019	Cabinet	26 Sep 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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