



Email: committeeservices@horsham.gov.uk
Direct line: 01403 215465

Planning and Development Policy Development Advisory Group

Monday, 30th September, 2019 at 10.00 am
Wallis 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

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

	Page No.
1. Apologies for absence	
2. Notes of previous meeting To receive the notes of the meeting held on 5 August 2019	3 - 6
3. Regular update on progress of key Strategic Sites allocated in the HDPF To update the Group on 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 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.	

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

7 - 10

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

Planning and Development Policy Development Advisory Group
5 AUGUST 2019

- Present: Councillors: Claire Vickers (Chairman), Karen Burgess, Brian Donnelly, Nigel Jupp, Liz Kitchen, Lynn Lambert, Godfrey Newman, Louise Potter and Diana van der Klugt
- Apologies: Councillors: Tim Lloyd
- Absent: Councillors: Alan Britten
- Also Present: Ruth Fletcher and Jack Saheid

9 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting held on 27 June 2019 were received.

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

The Director of Place gave an update on the key change that had occurred since the presentation on strategic sites given to the Group at the previous meeting. Pre-application discussions for the Land North of Horsham site were taking place with Bohunt School.

The Cabinet Member asked that the Group be sent the anticipated timescale for the submission of the reserve matters planning application.

11 **HORSHAM DISTRICT COUNCIL STATEMENT OF COMMUNITY INVOLVEMENT**

The Head of Strategic Planning gave a presentation on the Council's review of its Statement of Community Involvement (SCI). This document sets out how the Council involves stakeholders and the community in the planning process. Following changes to government guidance, the Council's SCI, published in 2017 has been updated. The revised SCI comprises two key sections: information on the Local Plan and planning policies; and advice on making planning applications.

Consultation with key stakeholders is taking place between 27 July to 6 September. If anything significant arises from the consultation it would be reported to the PDAG Members before the draft SCI is presented to Cabinet on 26 September.

12 **HORSHAM DISTRICT LOCAL PLAN REVIEW EVIDENCE BASE UPDATE**

The Group were given presentations on two areas of work being carried out as part of the Local Plan Review.

Transport modelling work was being undertaken with a view to producing a new Horsham Transport Study. The Cabinet Member stated that this was a robust study that would help to mitigate the impact of new development, including measures to facilitate sustainable transport use.

The Group were also updated on the assessment of Gypsy, Traveller and Travelling Showpeople accommodation needs in the district. A call for potential Gypsy, Traveller and Travelling Showpeople sites is being undertaken from 3 June to 30 August.

The Cabinet Member advised that further updates on the progress of these studies will be presented following the completion of these studies.

13 **WARNHAM AND SLINFOLD CONSERVATION AREA APPRAISALS**

The Group were reminded that the Planning (Listed Buildings and Conservation Areas) Act 1990 required local authorities to review Conservation Areas from time to time, and that five Conservation Areas in the district had recently been reviewed and updated.

A presentation was given on the two Conservation Areas currently being reviewed: Slinfold and Warnham. It is envisaged that the updated documentation will also identify locally listed buildings.

The draft Conservation Area appraisals would be brought to the next PDAG for further comment prior to consultation on the draft documentation, which will include briefings with the relevant Parish Councils.

The Conservation Area Appraisals and Management Plans for Slinfold and Warnham would be considered by Cabinet on 28 November.

The next two areas scheduled for appraisal are Horsham Town Centre and Richmond Road Conservation Areas.

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

The extract from the Forward Plan was noted. The Forward Plan for September would be amended to reflect that the Warnham and Slinfold Conservation Area Appraisals report would go to Cabinet in November.

The meeting closed at 11.12 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 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) 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

Tel: 01403 215123

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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.

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
1.	Storrington, Sullington and Washington Neighbourhood Development Plan	Council	4 Sep 2019	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)
3.	Horsham District Council Statement of Community Involvement	Cabinet	26 Sep 2019	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)
8.	CIL Governance Arrangements	Cabinet Council	28 Nov 2019 11 Dec 2019	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)

	Subject/Decision	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	Contact Officer Cabinet Member (NB include name, title and email address)
16.	Conservation Area Appraisals and Management Plans for Slinfold and Warnham Policy Development Advisory Group 25 July 2019	Cabinet	28 Nov 2019	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)
19.	Horsham District Local Plan Preferred Strategy	Cabinet	23 Jan 2020		Barbara Childs, Director of Place barbara.childs@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Claire Vickers)