



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

# Planning and Development Policy Development Advisory Group

Monday, 11th November, 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](mailto:committeeservices@horsham.gov.uk)

Councillors:

Claire Vickers (Chairman)	Lynn Lambert
Alan Britten	Tim Lloyd
Karen Burgess	Godfrey Newman
Brian Donnelly	Louise Potter
Nigel Jupp	Diana van der Klugt
Liz Kitchen	

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 meetings held on 30 September and 14 October	
3. <b>Regular update on progress of key strategic sites allocated in the HDPF</b>	
To update the Group on 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>CIL Governance Arrangements</b>	7 - 28
The Head of Development will brief the Group on the proposed arrangements for overseeing the collection, auditing and spending of Community Infrastructure Levy (CIL) monies, which are raised from developers to pay for infrastructure that is needed to support growth. As many of you will know, Horsham became a CIL Authority in late 2017. To ensure we effectively	

manage and authorise CIL payments regarding District wide infrastructure we are required to establish CIL Governance which will set out the framework of how CIL payments will be prioritised and made. A draft document seeks to establish this. NB this does not affect payments to Parish Councils, which have been ongoing since CIL was adopted.

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

To update the Group upon the Horsham District Local Plan Review process

6. **Forward Plan**

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

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**Planning and Development Policy Development Advisory Group**  
**30 SEPTEMBER 2019**

Present: Councillors: Claire Vickers (Chairman), Alan Britten, Karen Burgess, Brian Donnelly, Nigel Jupp, Liz Kitchen, Lynn Lambert, Tim Lloyd, Godfrey Newman and Louise Potter

Apologies: Councillors: Diana van der Klugt

Also Present: Ruth Fletcher

15 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting held on 5 August 2019 were received.

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

The Head of Development updated the Group on progress on allocated strategic sites since the previous meeting.

Land North of Horsham: Reserved matters application for Bohunt School had been received is being considered. Members were assured that a safe access to the school would be required before the opening of the school, as required by a condition attached to the outline permission.

A temporary access will be necessary in the first instance. The developers are exploring options for the exact location of the footbridge together with other potential enhancements to the scheme.

The Head of Development agreed to advise the PDAG of the temporary safe crossing proposals once submitted and approved. She would also advise them of the agreed location of the footbridge once confirmed. The Cabinet Member would discuss the timescale for building the footbridge with the developer and update the Group at a future PDAG.

Southwater: The sports facilities had been transferred successfully.

Land East of Billingshurst: The three developers working on this site were working well to ensure an appropriate housing mix. The Head of Development agreed to let the Group know the completion date for the northeast quadrant bypass.

Kilwood Vale: The on-site school had opened, and an application for a neighbourhood centre was expected by the end of the year. The Cabinet Member commented on the high quality of this development to date.

Highwood: The northern section of the development had been completed and the southern section was being constructed. The Head of Development would confirm bus service arrangements to the Local Members.

Novartis: The planning application for this development would be considered by Council on 16 October, having been deferred to allow for an independent road safety audit and further information on parking provision.

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

Gypsy and Traveller needs

The Group were updated on work to provide an evidence base about the current and future accommodation needs of Gypsies, Travellers and Travelling Showpeople in the district. The Group noted that the work to identify needs focusses on the planning definition for Gypsies and Travellers. The amount we need to plan for will be a combination of existing needs and those projected for the next five and ten years. It was noted that there were sufficient sites for the current and future needs of Travelling Showpeople.

Further work is underway to understand how best the identified needs can be met. The Group noted that for the Local Plan to be found 'sound' it will be necessary for the Gypsy and Traveller needs for the next 10 years (and 15 if possible) to be identified in the Plan.

Strategic Sites Summary

The Head of Strategic Planning briefed the Group on the range of issues that are being considered when assessing land put forward by developers as potential sites for providing homes, employment land and community facilities. These include sustainability, connectivity and deliverability.

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

The extract from the Forward Plan was noted.

*The meeting closed at 12.00 pm having commenced at 10.00 am*

CHAIRMAN

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

Present: Councillors: Claire Vickers (Chairman), Karen Burgess, Brian Donnelly, Lynn Lambert, Tim Lloyd, Godfrey Newman, Louise Potter and Diana van der Klugt

Apologies: Councillors: Nigel Jupp and Liz Kitchen  
Absent: Councillors: Alan Britten

Also Present: Chris Brown, Ruth Fletcher and John Milne

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

The Head of Strategic Planning provided a further update to the Group on the range of issues that are being considered when assessing land put forward for developers as potential sites to provide homes, employment land and community facilities. The group was reminded that the starting point for the Council's assessment is the current Strategic Housing and Economic Land Availability Assessment (SHELAA).

The Group agreed that communication with the wider public during the Local Plan process will be important. It was agreed that updates to the communications strategy be brought to a future PDAG.

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

The extract from the Forward Plan was noted.

*The meeting closed at 10.28 am having commenced at 9.15 am*

CHAIRMAN

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**Parkside, Chart Way, Horsham,  
West Sussex RH12 1RL**

## **FORWARD PLAN – Planning & Development PDAG**

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 31 October 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)
12.	<b>Conservation Area Appraisals and Management Plans for Slinfold and Warnham</b> 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)
13.	<b>CIL Governance Arrangements</b>	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)
16.	<b>Horsham District Local Plan Preferred Strategy</b>	Cabinet	23 Jan 2020	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)

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