



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

# Planning and Development Policy Development Advisory Group

Monday, 14th September, 2020 at 10.00 am  
via Remote Video Link

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)

Karen Burgess  
Brian Donnelly  
Ruth Fletcher  
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. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b>	3 - 6
To receive the notes of the meeting held on 13 July 2020	
3. <b>Review of Building Control Charges Scheme</b>	
To update the Group on proposed changes to the Building Control Charges Scheme to meet the requirements for cost recovery and ensure rates are in line with inflation expectations	
4. <b>Warnham and Slinfold Conservation Area appraisal</b>	
To update the Group on the progress of the Conservation Area appraisals for Warnham and Slinfold	

5. **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

6. **Government white paper consultation**  
To update the Group on the content of the draft white paper and the steps that the Council is taking to respond

7. **Horsham District Local Plan Review**  
To update the Group on the Local Plan Review process, including the local development scheme and evidence base updates

8. **Forward Plan Extract for the Planning and Development Portfolio**  
To note the Forward Plan extract for the Planning and Development Portfolio

7 - 10

**Planning and Development Policy Development Advisory Group**  
**13 JULY 2020**

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

Also Present: Councillors: Jonathan Chowen, Paul Clarke, Mike Croker, John Milne, Mike Morgan and Roger Noel

1 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting held on 18 May were received.

2 **HORSHAM DISTRICT LOCAL PLAN REVIEW**

The Head of Strategic Planning gave a presentation on the key issues that had been raised during the Local Plan Review consultation, particularly focussing on responses from statutory consultees and their responses to the nine Strategic Sites identified for consultation. Some of the comments were general in nature while others related to specific sites.

Issues raised by stakeholder consultees included: the need for any development to ensure wastewater could be treated, mitigation of heritage impacts; wastewater management; and the impact of traffic generation on certain junctions and corridors.

In response to the consultation, officers would engage with stakeholders regarding a number of these issues, and further research would be undertaken.

The Director of Place advised that, subject to the receipt of some outstanding consultation responses, a report with recommendations for the next stage of the Local Plan Review would go to Cabinet in November before going before full Council in December 2020.

The Cabinet Member confirmed that all Councillors would engage with the process through a number of briefings in the autumn.

The Planning Policy Team Leader gave an interim update on the transport modelling being undertaken as part of the Local Plan Review. The study will involve understanding the impact on the road network without any additional development being allocated in the Local Plan (known as the baseline or reference case). Different local plan options and possible means of mitigating increases in traffic will then be tested against this baseline. This work is still ongoing, and officers are working with infrastructure providers and the County Council.

In response to questions from the Group, it was agreed that additional work may be needed once the longer term impacts of the pandemic on people's travel behaviours become apparent.

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

The Head of Development updated the Group on key progress on allocated strategic sites since the last PDAG in May.

Land North of Horsham: Work on the school site continues. The Design and Landscape Strategy had been submitted. A reserved matters application for 400 homes would be submitted by September, in accordance with outline permission conditions. The Group were advised that the Cycling Strategy was required at the reserved matters stage and the applicant had been asked to make this a priority.

Southwater: The application for phase 5 (60 units) was progressing and was scheduled to be determined by the Planning Committee in September.

Billingshurst: All but one parcel of land had reserved matters consent and part of the spine road had opened.

Highwood: Development was now progressing south of the river.

Novartis: Procurement works were underway, with pre-commencement works due to commence in the autumn.

4 **UPDATE ON DEVELOPMENT MANAGEMENT**

The Head of Development gave an update on the number of applications received by the department from 2 March to 29 June. Applications for planning, compliance and land charges had all declined as a result of the pandemic, falling to approximately two thirds of the expected number. The number of planning applications had started to rise since the end of June. Pre-application advice requests had dipped in late March but had already started to recover in April.

The Head of Development advised the Group of new government legislation that was about to be confirmed. This included temporary measures intended to kick-start the economy after the pandemic, and new permanent legislation.

Permanent changes included a number of measures to facilitate the conversion or replacement of certain types of building under permitted development rights. Full details had not yet been submitted.

Temporary measures included: planning permissions to remain extant for an extra year; hours of construction on existing sites can be extended up to 9pm,

subject to a brief consultation period; and the application process for outdoor seating for cafes and restaurants was to be simplified.

5 **ACTIONS FOLLOWING THE COMPLIANCE REVIEW**

The Head of Development summarised the findings of an independent review of the Council's Planning Compliance Service, which was completed by the Planning Advisory Service (PAS) earlier this year. The review's findings were positive and showed the Council's approach to be consistent with government advice.

The PAS report made a number of recommendations, which were noted by the Group. These included an additional post within the team to help manage caseloads, improved interactions with Parish and Neighbourhood Councils, the refining of the processes for the discharge of conditions; and amendments to the published Local Enforcement Plan.

Positive steps were being taken in response to the review's recommendations. Members would be provided with a statistical update on the department in October 2020.

With regard to the Local Enforcement Plan, communications strategy and information on the HDC website, officers sought the views of the Group and the Cabinet Member asked for any comments to be sent to her and the Head of Development.

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

The Forward Plan extract was noted.

*The meeting closed at 11.54 am having commenced at 10.00 am*

CHAIRMAN

This page is intentionally left blank

**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](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 September 2020

**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)
2.	<b>Conservation Area Appraisal - Warnham and Slinfold</b>	Cabinet	24 Sep 2020	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
6.	<b>Horsham District Local Plan - Local Development Scheme</b>	Cabinet	24 Sep 2020	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
9.	<b>Horsham District Local Plan - Statement of Community involvement</b>	Cabinet	24 Sep 2020	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)
9.	<b>Review of Building Control Charges Scheme</b>	Cabinet  Council	24 Sep 2020  14 Oct 2020	Open	Barbara Childs, Director of Place barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)

	<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)
13.	<b>Horsham District Local Plan regulation 19</b>	Cabinet	26 Nov 2020	Open	Catherine Howe, Principal Planning Officer catherine.howe@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)