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Direct line: 01403 215465

# Planning & Development Policy Development Advisory Group

Monday, 13th September, 2021 at 10.00 am

Howard Room and via Remote Video Link (hybrid meeting)

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: Lynn Lambert (Chairman)

Toni Bradnum  
Karen Burgess  
Brian Donnelly  
Ruth Fletcher  
Frances Haigh

Nigel Jupp  
Liz Kitchen  
Tim Lloyd  
John Milne  
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 8 March 2021	
<b>To receive the following items relating to the policy development process:</b>	
3. <b>Horsham Town Conservation Area appraisals</b>	
To receive a briefing on the Conservation Area appraisals for Horsham town before they are considered at the Cabinet meeting on 23 September	

4. **Local Enforcement Plan** 7 - 20

To consider amendments to the Council's Planning Local Enforcement Plan. These amendments follow comments made as part of the independent Planning Advisory Service review of the planning compliance service, which was undertaken in 2019.

The changes to the Local Enforcement Plan include focussing on service priorities and standards, and re-designing it in order to direct readers more easily to the information they need.

5. **CIL Enforcement Policy** 21 - 38

To consider the adoption of a CIL (Community Infrastructure Levy) Enforcement Policy

6. **Horsham District Local Plan - update**

To update the Group on the Local Plan review process

**To receive the following service update:**

7. **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

8. **Forward Plan Extract for the Planning and Development Portfolio** 39 - 42

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

**Planning and Development Policy Development Advisory Group**  
**8 MARCH 2021**

- Present: Councillors: Claire Vickers (Chairman), Karen Burgess, Brian Donnelly, Ruth Fletcher, Nigel Jupp, Liz Kitchen, Lynn Lambert, Tim Lloyd, John Milne, Godfrey Newman and Diana van der Klugt
- Also Present: Councillors: Jonathan Chowen, Mike Croker, Frances Haigh, Roger Noel, David Skipp and Belinda Walters

27 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 11 January were received.

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

The Head of Development & Building Control gave an update on progress on the strategic sites, which were noted by the Group.

Land North of Horsham: There were a number of updates including: Phase 1a for 197 dwellings had been approved and work would commence in June; the Design and Landscape Strategy had been approved; the new bridge had been approved and would be completed by the end of the year and in use when the school opens; works on Rusper Road were on schedule; and amendments to the Cycle Strategy were being made to make it more robust, and it would be resubmitted in due course.

It was agreed that monthly updates on applications during the residential phase of Land North of Horsham would be sent to Local Members.

Southwater: Works were continuing. The Community Infrastructure Levy had been handed to the Parish Council.

Highwood: The Fire Station application had been approved. In response to concerns from the Group regarding the colour of the cladding on the building, the Head of Development & Building Control agreed she would contact WSCC regarding this issue.

Kilnwood Vale: HDC had requested that the developer make delivery of the Neighbourhood Centre a priority.

Novartis: The newly approved delivery partner would be meeting with HDC officers shortly.

The Head of Development & Building Control also gave an update on some recent appeals for larger scale development proposals.

29 **HORSHAM DISTRICT LOCAL PLAN REVIEW**

The Head of Strategic Planning gave an update on current progress and the revised timetable. It was noted that some assessments were in the process of being updated, and most of the key evidence base work was well progressed.

The revised Local Development Scheme will be presented to Cabinet on 25 March 2021. Regulation 19 public consultation is now scheduled to take place in June and July 2021, with the local plan examination to commence in early 2022. The Plan is scheduled for adoption in November 2022 and would run from 2021 - 2038. It was noted that after the Regulation 19 consultation stage of the process the draft Plan would carry increasingly significant weight in decision-making.

30 **HORSHAM TOWN PUBLIC REALM STRATEGY**

The Corporate Project Manager gave a presentation on the draft strategy, which would be considered by Cabinet on 25 March. The strategy took into account consultation responses from Neighbourhood Councils, Local Members and local stakeholders.

The strategy set out a vision for the town centre based on design principles and guidance, which would enhance the appearance of the town centre, improve connectivity, and give more freedom of movement for pedestrians. The design guidance would inform specific projects as funding comes available. The Project Manager had also engaged with Horsham Cycle Forum and he thanked them for their constructive input.

The Group were supportive of the strategy.

31 **NATIONAL MODEL DESIGN CODE AND NPPF CONSULTATION**

The Group received a presentation on the Ministry of Housing, Communities & Local Government (MHCLG) consultation on proposed amendments to the NPPF and on the introduction of a National Model Design Code.

The amendments to the NPPF reflected recommendations in the Building Better Building Beautiful Commission with an emphasis on good, sustainable design.

The National Model Design Code will set out guidance for local authorities when developing their own local design codes. Local authorities would be required to prepare local codes, which will carry weight in decision-making. It was noted that HDC already had a number of suitably qualified officers to undertake this work.

The Group noted the proposals and officers' initial concerns and feedback. The consultation period ran until 27 March and the Cabinet Member asked members of the Group to send their comments to the Planning Officer so they could be taken into consideration in the Council's consultation response.

32 **GATWICK AIRPORT DEVELOPMENT CONSENT ORDER**

The Group received a presentation on Gatwick Airport's proposals to expand by bringing the existing standby (northern) runway into routine use for departures. This Northern Runway Project is a 'nationally significant infrastructure project' and therefore subject to a Development Consent Order; the Planning Inspectorate (PINS) will consider the planning application and make a recommendation to the Secretary of State on whether the scheme should proceed.

The Group noted the role of local authorities in the application process, including the preparation of local impact reports and working on a Statement of Common Ground. The DCO application timetable proposes public consultation in August/September 2021, and it is expected to be submitted to PINS by August 2022.

The Cabinet Member thanked Councillor Liz Kitchen for her involvement as HDC's representative on Gatwick Airport Consultative Committee (GATCOM).

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

The Forward Plan extract was noted.

*The meeting closed at 11.45 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](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 2021

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

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/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)
4.	<b>New CIL Enforcement Policy</b>	Cabinet Council	23 Sep 2021 13 Oct 2021	Open	Emma Parkes, Head of Development & Building Control emma.parkes@horsham.gov.uk  Cabinet Member for Planning & Development (Councillor Lynn Lambert)
5.	<b>Local Enforcement Plan</b>	Cabinet Council	23 Sep 2021 13 Oct 2021	Open	Emma Parkes, Head of Development & Building Control emma.parkes@horsham.gov.uk  Cabinet Member for Planning & Development (Councillor Lynn Lambert)
6.	<b>Conservation Area Appraisals for: Richmond Road, Horsham; London Road, Horsham; and Horsham Town Centre</b>	Cabinet	23 Sep 2021	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk  Cabinet Member for Planning & Development (Councillor Lynn Lambert)
12.	<b>Horsham District Local Plan regulation 19</b>	Cabinet Council	11 Nov 2021 17 Nov 2021	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk  Cabinet Member for Planning & Development (Councillor Lynn Lambert)

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