



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

# Planning & Development Policy Development Advisory Group

Monday, 7th March, 2022 at 10.00 am

Howard Room (hybrid meeting), 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: Lynn Lambert (Chairman)

Karen Burgess  
Paul Clarke  
Michael Croker  
Ruth Fletcher  
Gordon Lindsay

Tim Lloyd  
John Milne  
Louise Potter  
Josh Potts  
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 - 8
To receive the notes of the meeting held on 13 September.	
To receive the following items relating to the policy development process:	
3. <b>Water Neutrality and Water Resources Update</b>	
To receive a briefing from the Head of Strategic Planning	

4. **Local Plan Update**

To update the group on the Local Plan Review process including evidence based updates

5. **West Sussex Local Transport Plan - A24 Worthing to Horsham Feasibility Study**

Officers will provide an update on this study which is being undertaken by West Sussex County Council.

To receive the following service updates:

6. **Strategic Planning - Current Work Streams**

Officers will provide an update of current strategic planning work streams being carried out in addition to water neutrality.

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**

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

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**Planning & Development Policy Development Advisory Group**  
**13 SEPTEMBER 2021**

Present: Councillors: Lynn Lambert (Chairman), Karen Burgess, Brian Donnelly, Ruth Fletcher, Frances Haigh, Liz Kitchen, Tim Lloyd and Diana van der Klugt

Apologies: Councillors: Nigel Jupp and John Milne  
Absent: Councillors: Toni Bradnum

Also Present: Councillors: Mike Croker and Claire Vickers

1 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on 8 March were received.

2 **HORSHAM TOWN CONSERVATION AREA APPRAISALS**

The Head of Strategic Planning and the Conservation Officer gave an update on ongoing appraisals of Conservation Areas across the district.

Under Section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 Local Authorities have to, from time to time, review their Conservation Areas and the Council is currently going through this process.

The district currently has 37 Conservation Areas however only 11 currently have an adopted appraisal therefore the Council has started a rolling programme of reviewing and adopting appraisals and management plans, most recently Slinfold and Warnham appraisals. Three more Conservation Area appraisals are ongoing: London Road, Richmond Road and Horsham Town Centre

The Conservation Officer outlined the outcome of the appraisal work to date together with the recommendations for the three Conservation Areas:

London Road: Designated in 1984, this Conservation Area is quite small with a range of vernacular and historic building techniques as well as a range of uses but no current appraisal in place. The current proposal is to extend the Area to the North to include the West Point building up to Park Lodge while also including the Methodist hall, 48-52 London Road and the West Point Building as locally listed buildings.

Richmond Road: Designated in 1989, this area again does not currently have an appraisal. There is the proposal to extend the Conservation Area to the south to include the Victorian properties 88-84 Hurst Road, 3 Richmond Road and the roadside pavement, trees, and walls of Richmond Road between the junction with Hurst Road and the existing Conservation Area.

Horsham Town Centre: Originally designated in 1972 this area has been reviewed on a number of occasions most recently in 2001. The proposal is to extend the Conservation Area to include St Mary's Cemetery. The lodge is already a part of the Conservation area and it appears appropriate to include the wider cemetery in the area as it brings a sense of openness and reflects other areas of the Conservation Area.

It is proposed these are agreed for a period of public consultation. If this is agreed the next steps are:

- update local Members and Neighbourhood Councils;
- inform the Horsham Society of the forthcoming (2021) public consultations;
- undertake a 5 week consultation period (7 October – 11 November 2021); and
- following the consultation, summarise responses and use this to make any potential amendments to the appraisals and present these to Cabinet to agree the final Conservation Area Appraisals as Council policy.

In addition to the ongoing programme of Conservation Areas, Members raised the potential to consider the possible designation of additional Conservation Areas in Horsham.

Members were advised that whilst this will be considered this needs to be balanced with the legal requirement to appraise existing conservation areas and the time and resource available to complete this work.

### 3 **LOCAL ENFORCEMENT PLAN**

The Planning Compliance Team Leader presented a proposal to update the Local Enforcement Plan and create a new CIL Enforcement Policy.

The existing Local Enforcement Plan was published in March 2016. The planning enforcement service was reviewed by the Planning Advisory Service (PAS) in 2019 who considered that:

- Overall, the enforcement service was performing well;

- The Council was taking a reasonable approach to enforcement;
- The existing Local Enforcement Plan would benefit from being updated to concentrate on service priorities;
- The document's structure and style could be simplified;
- The Local Enforcement Plan would benefit from being redesigned to direct readers more easily to the information they need;

Following this feedback changes are proposed to the Local Enforcement plan.

- The levels of priority are proposed to be streamlined to the two most commonly used – 'Immediate' and 'up to 15 working days'.

Service standards, which were already internally in place, have now been included in the plan so that residents can understand and follow the process more easily.

#### 4 **CIL ENFORCEMENT POLICY**

The CIL collection process has now reached a stage where an Enforcement Policy is required.

This policy explains the penalties and enforcement powers that will be taken by Horsham District Council for non-payment of CIL charges, making the powers covered in the legislation clearer and easier to follow.

A brief update on the performance of the Planning Compliance team was also given by the Planning Compliance Team Leader.

While formal action is the least preferable option and is used as a last resort, the Council is always prepared to take enforcement action when alternative measures fail, or it is clear that planning would not be granted for the works if it had been sought. However, the statutory framework makes the process long, particularly in the event of an appeal.

There was discussion regarding the wording of the new Local Enforcement Plan which officers confirmed would be reviewed with the Council's legal team and updated if necessary.

#### 5 **HORSHAM DISTRICT LOCAL PLAN - UPDATE**

Members received an update from the Head of Strategic Planning on the Local Plan and the impact of the NPPF update.

Strategic Planning are in the process of reviewing the plan in the light of the requirement for large-scale urban extensions or new settlements to be set in the context of a 30 year vision, including updates to the evidence base where relevant. Members will be given an update on officer recommendations in the coming months.

In addition, the slight delay to the Local Plan programme has given more time to engage with Parishes, especially in relation to smaller sites.

6 **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.

North Horsham:

- Phase 1A: (196 Dwellings) has commenced;
- Phase 1B (193 Dwellings) is in the process of being approved;
- Phase 6/7 (221 Dwellings inc. 97 Affordable and 124 build-to-rent) has been submitted;
- Reserved Matters for secondary street access to Devine land have been submitted with a RM application for 175 dwellings expected later this year on Devine land;
- Expecting Reserved Matters application for the Morrison's site in September;
- Progress on the school is going well.

Southwater:

- Phase 5 still hasn't been issued but HDC are in discussion with WSCC in relation to this;
- Community Infrastructure has been completed and transferred to the Parish Council.

East Billingshurst:

- No major update but work continues as planned.

West of Horsham:

- No major updates, expecting the fire station works to commence in the coming months.

Kilnwood vale:

- No recent applications but build is continuing on phases 3C and 2B, D, E & F;
- A number of staff changes have occurred at the developer - a steering group meeting is scheduled in October;

- HDC have requested the Neighbourhood Centre is delivered as a priority;
- Delivery of the bus gate and green/play areas expected later this year.

Novartis:

- Delivery partner has been approved (Muse Development Limited);
- Awaiting contract signing before discussions can start.

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

The Forward Plan extract was noted.

*The meeting closed at 11.40 am having commenced at 10.00 am*

CHAIRMAN

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

## **FORWARD PLAN**

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 may also include 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 March 2022

## **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 and Date of Policy Development Advisory Group for consultation</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)
1.					
2.					
3.	<b>Adoption of Conservation Area Appraisals and Management Plans for London Road and Richmond Road, Horsham, and Horsham Town Centre</b>	Cabinet	24 Mar 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Lynn Lambert)
4	<b>Developer Transport Modelling: update to Fees Schedule</b>	Cabinet  Council	24 Mar 2022  27 Apr 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Lynn Lambert)
5.					
6.					

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