



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

Planning & Development Policy Development Advisory Group

Monday, 12th September, 2022 at 10.00 am
Wallis Room and 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

Councillors: Lynn Lambert (Chairman)

Karen Burgess
Paul Clarke
Michael Croker
Ruth Fletcher
Nigel Jupp

Tim Lloyd
John Milne
Jon Olson
Josh Potts
Diana van der Klugt

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

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|--|----------|
| 1. Apologies for absence | |
| 2. Notes of previous meeting | 3 - 6 |
| To receive the notes of the meeting held on 4 July. | |
| To receive the following items relating to the policy development process: | |
| 3. Major projects update | |
| To update the Group on progress in delivering the key strategic sites allocated in the adopted Horsham District Planning Framework | |

4. **Conservation Area review programme**

To update Members on the proposed Wells Cottages Conservation Area (West Chiltington) and Rusper Conservation Area review.

5. **Facilitating Appropriate Development/Biodiversity and Green Infrastructure Planning Advice Note**

To update Members on the preparation of these guidance notes.

To receive the following service updates:

6. **Local Plan update**

To update Members on the preparation of the Local Plan including an update on Affordable Housing evidence base and Water Neutrality.

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

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

7 - 10

Planning & Development Policy Development Advisory Group
4 JULY 2022

Present: Councillors: Lynn Lambert (Chairman), Karen Burgess, Paul Clarke, Michael Croker, Ruth Fletcher, Nigel Jupp, Tim Lloyd, John Milne, Jon Olson, Josh Potts and Diana van der Klugt

Also Present: Christian Mitchell and Claire Vickers

1 **NOTES OF PREVIOUS MEETING**

The notes of the previous meeting held on 16 May were received.

2 **NORFOLK SQUARE/PARK TERRACE GARDENS CONSERVATION AREA**

The Senior Conservation Officer gave a presentation on the proposed Conservation Area, which had been requested by a number of residents and supported by Local Members. The area is predominantly characterised by high quality Victorian properties with decorative features, built from the 1860s.

The Group discussed the streets and some individual buildings within the area and noted that consultation responses would inform the final Conservation Area proposals, with a view to ratifying it early next year.

Members were advised that this would be the fourth Conservation Area within Horsham Town. The status gave more control over improvements and alterations to properties to help prevent homogenous redevelopment.

The Cabinet Member stated that residents from the area were very welcome to attend the Cabinet meeting on 21 July where Cabinet were recommended to approve the draft Conservation Area Appraisal and Management Plan for public consultation (from 1 September to 6 October).

3 **CIL GOVERNANCE FOR THE UNPARISHED AREAS OF HORSHAM TOWN**

The Head of Development & Building Control reminded the Group of the background to CIL (Community Infrastructure Levy) funding, which was a charge on new development that raised funds for infrastructure, facilities and services.

Parish councils' CIL contributions were currently managed by the individual parishes. With regards to the unparished area of Horsham town, it was proposed that the Governance arrangements be delegated to the Director of Place. It was though suggested that a panel be established to provide recommendations to the Director of Place to help allocate contributions. It was proposed that the panel would include the Cabinet Member Planning, Horsham Town, a local Ward Member and a Neighbourhood Councillor from each of the three neighbourhood council areas.

The Director of Place confirmed that officers were already engaging with parish councils and ideas from the neighbourhood councils would be encouraged. The Group discussed the proposed makeup of the panel, and how it would be informed by the work undertaken by the two CIL officers before making recommendations to the Director of Place. The proposal would be considered by Cabinet in September.

The Head of Development & Building Control confirmed that a panel to look at the wider CIL monies for the rest of the district would be established in due course in accordance with the Governance arrangements already agreed by Full Council.

4 **SHOREHAM CEMENT WORKS AREA ACTION PLAN CONSULTATION**

The Senior Planning Officer gave a summary of the South Downs National Park Authority's proposals for the Shoreham Cement Works as a sustainable mixed-use development. Public consultation on the Area Action Plan (AAP) was currently underway and Members were briefed on the five proposed options for the site. The options included mixed-use schemes with employment and up to 400 new homes. Members were encouraged to visit the SDNP on-line consultation for details of areas within the site and of the proposed options. Consultation on the preferred option, followed by examination, was programmed for 2023.

The Head of Strategic Planning advised that the Council's consultation response was being prepared. The Group requested that it should include comments regarding access to the site, the impact of additional traffic and consideration of sustainable transport solutions. It was also agreed that the impact on Steyning, Upper Beeding, Bramber and Shoreham in terms of infrastructure and services should be highlighted in the Council's response.

5 **WATER NEUTRALITY & LOCAL PLAN UPDATE**

The Head of Strategic Planning advised that work on an overall mitigation strategy was progressing and technical information was being collated.

The Cabinet Member confirmed that she urged speedy delivery of the Local Plan, but acknowledged that it was not possible to confirm a timetable at present because water neutrality was a complex issue involving all affected local authorities and other stakeholders.

It was noted that further workshops on the Local Plan for all Members were being arranged for October.

6 **FACILITATING APPROPRIATE DEVELOPMENT GUIDANCE NOTES**

The Senior Strategic Planning Officer advised that a Facilitating Appropriate Development guidance note (FAD) was being prepared because the current

Local Plan, the Horsham District Planning Framework, is over five years old. This means that some policies in the plan were considered out of date when the Council does not have a 5-year land supply. The FAD is intended to give advice to developers. It covers a number of topics including locational suitability, deliverability, housing needs, biodiversity and climate change.

The Group noted that this was not a statutory document but as a guide to best practice it would encourage and support good development, and also carry some weight at any appeal.

The Director of Place confirmed that the FAD would be used to assist decision-making until the new Local Plan was in place. The next steps are to take the document to the Cabinet meeting in September and Council in September where it would be recommended it be endorsed.

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

The forward plan extract was noted.

The meeting closed at 11.55 am having commenced at 10.00 am

CHAIRMAN

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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) 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

Published on 01 September 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.

	Subject and Date of Policy Development Advisory Group for consultation	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)
3.	Steyping Neighbourhood Development Plan	Council	7 Sep 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert)
9.	CIL Governance for the unparished area of Horsham Town	Cabinet Council	29 Sep 2022 19 Oct 2022	Open	Emma Parkes, Head of Development & Building Control emma.parkes@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert)
10.	Proposed Conservation Area - Wells Cottages and Rusper Conservation Area review	Cabinet	29 Sep 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert)
11.	Facilitating Appropriate Development guidance notes	Cabinet Council	29 Sep 2022 19 Oct 2022	Open	Catherine Howe, Head of Strategic Planning catherine.howe@horsham.gov.uk Cabinet Member for Planning and Development (Councillor Lynn Lambert)

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