



Cabinet

Thursday, 28th September, 2023 at 5.30 pm
Conference Room, Parkside, Chart Way, Horsham

Councillors:	Martin Boffey	Leader
	John Milne	Deputy Leader and Planning & Infrastructure
	Mark Baynham	Finance & Resources
	Colette Blackburn	Climate Action & Nature Recovery
	Ruth Fletcher	Local Economy & Place
	Jay Mercer	Environmental Health, Recycling & Waste
	Jon Olson	Leisure, Culture & Green Spaces
	Sam Raby	Housing, Communities & Wellbeing

You are summoned to the meeting to transact the following business

Jane Eaton
Chief Executive

Agenda

	Page No.
1. Apologies for absence	
2. Minutes	5 - 12
<p>To approve as correct the minutes of the meeting held on 20 July 2023 (<i>Note: If any Member wishes to propose an amendment to the minutes they should submit this in writing to committeeservices@horsham.gov.uk at least 24 hours before the meeting. Where applicable, the audio recording of the meeting will be checked to ensure the accuracy of the proposed amendment.</i>)</p>	
a) Minutes - exempt	13 - 14
<p>Cabinet may exclude the press and public for Item 2a and to do so it must pass a resolution in the following terms:</p> <p>RECOMMENDED that members of the Press and public be excluded from the meeting for the following item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that: it involves the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act; namely information relating to the financial or business affairs of any particular person (including the authority holding that information) and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.</p> <p>To approve as correct the exempt minutes relating to items 13 and 14 considered at the meeting held on 20 July</p>	
3. Declarations of Members' Interests	
<p>To receive any declarations of interest from Members of the Cabinet</p>	

4. **Announcements**
To receive any announcements from the Leader, Cabinet Members or the Chief Executive
5. **Public Questions**
To receive questions from and provide answers to the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the meeting
6. **The Council Plan 2023-27, the Annual Plan 2023-24 and their resourcing** 15 - 28
To consider the report of the Leader of the Council
7. **Conservation Area Assessment and Designations: Horsham (Park Terrace Gardens)** 29 - 70
To consider the report of the Cabinet Member for Planning and Infrastructure
8. **Horsham District Council - Local Development Scheme** 71 - 104
To consider the report of the Cabinet Member for Planning and Infrastructure
9. **Electricity and Gas Procurement Contract** 105 - 112
To consider the report of the Cabinet Member for the Local Economy and Place
10. **Shared Procurement Service - Joint Procurement Strategy 2024 - 2030** 113 - 134
To consider the report of the Cabinet Member for Finance and Resources
11. **Horsham Business Improvement District (BID) Proposal** 135 - 142
To consider the report of the Cabinet Member for the Local Economy and Place
12. **Parking Services Business and Charity Discount Policy** 143 - 154
To consider the report of the Cabinet Member for Finance and Resources
13. **ANPR Procurement Bid** 155 - 176
To consider the report of the Cabinet Member for Finance and Resources
14. **Supply of Tyres and associated Parts & Services for Horsham District Council & Crawley Borough Council** 177 - 184
To consider the report of the Cabinet Member for Environmental Health, Recycling and Waste
15. **Disabled Facilities Grant - approval of budget and grant allocation** 185 - 190
To consider the report of the Cabinet Member for Environmental Health,

Recycling and Waste

16. **Overview & Scrutiny Committee**

To consider any matters referred to Cabinet by the Overview & Scrutiny Committee

17. **Forward Plan**

To note the Forward Plan (latest published version available at: [September Forward Plan](#))

18. **To consider matters of special urgency**

A matter of special urgency has arisen in relation to Swan Walk Car Park works. All elements of Special Urgency 4g.22 of the Council's Constitution have been complied with.

[Special Urgency Notice](#)

- a) Swan Walk Car Park Works - contract award and budget allocation 191 - 222
To consider the report of the Cabinet Member for Local Economy & Place

Agenda Item 7 - APPENDIX 2: Conservation Area Appraisal and Management Plan - Horsham (Park Terrace Gardens)

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Cabinet
20 JULY 2023

Present: Councillors: Martin Boffey (Leader), John Milne (Deputy Leader), Mark Baynham, Colette Blackburn, Ruth Fletcher, Jay Mercer, Jon Olson and Sam Raby

Also Present: Councillors: Emma Beard, Philip Circus, Paul Clarke, Claudia Fisher, Tony Hogben, Lynn Lambert, Roger Noel, David Skipp and Tricia Youtan

EX/13 **MINUTES**

The minutes of the meeting of the Cabinet held on 8 June were approved as a correct record and signed by the Leader.

EX/14 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/15 **ANNOUNCEMENTS**

There were no announcements.

EX/16 **PUBLIC QUESTIONS**

No questions had been received.

EX/17 **CONSERVATION AREA ASSESSMENT AND DESIGNATION: HORSHAM (PARK TERRACE GARDENS)**

Councillor John Milne, Cabinet Member for Planning & Infrastructure, advised that this item had been withdrawn to enable further consideration of consultation responses.

EX/18 **LAND CHARGES - FEES**

Councillor John Milne, Cabinet Member for Planning & Infrastructure, advised that Horsham District Council had a statutory duty to maintain a Local Land Charges register. Conducting a full search requires information from West Sussex County Council, who had increased their fees since the Council set their budget in February. As such, it was recommended that the fee charged be increased by £5 plus VAT, per request, to cover the full cost of the search.

RECOMMENDED TO COUNCIL

To approve the increase in the Land Charge fee for the additional optional questions from £21 (+ VAT) to £26 (+ VAT)

REASON

To ensure that the Land Charge search fee charged by Horsham District Council fully covers the costs of undertaking the searches.

EX/19 **RAMPION 2 DEVELOPMENT CONSENT ORDER - GOVERNANCE ARRANGEMENTS**

Councillor John Milne, Cabinet Member for Planning & Infrastructure, advised that Horsham District Council were due to be consulted on 2 nationally significant projects, including the Development Consent Order for Rampion 2. The Council was a statutory consultee and the timescale to respond to a consultation can be as short as 14 days. As a result, it would not be possible to formulate a response within the cycle of Cabinet and Council meetings. The need to provide a consultation response was highlighted, due to the impact of the decisions being made.

It was noted that the local community would have the opportunity to submit their views at the appropriate stage in the process.

RESOLVED

- (i) That authority be delegated to the Director of Place, in consultation with the Cabinet Members for Planning and Infrastructure and Local Economy and Place and Local Members in Wards affected by the onshore cable route and substation to respond to procedural consultations and engagement as part of the Development Consent Order application process in respect of the Rampion 2 DCO.
- (ii) That authority be delegated to the Director of Place, in consultation with the Cabinet Members for Planning and Infrastructure and Local Economy and Place and Local Members, to respond to procedural consultations and engagement as part of the Development Consent Order application process in respect of all future DCO's that impact on Horsham district.

REASON

- (i) Rampion 2 DCO delegation:

Without delegated authority it is unlikely that the Council will be able to effectively engage with the Rampion 2 DCO process. If responses are not submitted in accordance with the statutory timescales they cannot be taken into account. Without the requested Rampion 2 DCO delegation in place, this could result in a recommendation from the Planning Inspectorate (PINS) to the Secretary of State, to permit or

refuse a development consent which does not fully take account of impacts upon Horsham District.

(ii) General DCO delegation:

To negate the requirement to seek Cabinet's approval to participate in any DCO processes each time the occasion arises.

EX/20 **CONCESSIONS POLICY**

Councillor Jon Olson, Cabinet Member for Leisure, Culture & Green Spaces, advised Members that an application had been received which had highlighted the need for the Council to have a concessions policy. The policy would ensure a fair process, whereby businesses can apply to operate concessions from sites across the District. The determination of applications would involve consultation with the relevant Cabinet Member and Ward Members.

RESOLVED

That the Concessions Policy, as set out in the appendix to the report, be approved.

REASON

Horsham District Council does not currently have a policy that ensures a fair and consistent approach to applications to operate concessions from its sites. The recommendation will provide this, and ensure that any approved applications are properly considered with involvement from the relevant Cabinet Member and Ward Members.

EX/21 **HOUSING GRANTS - APPROVAL OF BUDGET**

Councillor Sam Raby, Cabinet Member for Housing, Communities and Wellbeing, informed the Cabinet that the Government had allocated two grants to the Council. These grants were not known to the Council when the annual budget for the current year was set. The grants were in relation to homelessness prevention and interventions for asylum dispersal. The Housing Team were investigating options for the use of the grants, independently and in partnership with other Local Authorities.

The grants would enable the Council to further support refugees, which was a priority.

RECOMMENDED TO COUNCIL

- (i) That the receipt and expenditure of two grants in the sum of (i) £271,911 for Homeless Prevention Grant top up, and (ii) £72,000 for Home Office Asylum Dispersal Grant, be approved

- (ii) That an increase in the housing team's 2023/24 revenue income and expenditure budgets of £343,911 to cater for the receipt of the two subject grants be approved.

REASON

- (i) Increasing the revenue income and expenditure budgets in the Housing Service will allow the Council to receive and spend the grants offered by DLUHC.
- (ii) Full Council must approve an increase to the housing team's budget.
- (iii) To provide appropriate housing options for the cohorts specified in the grant conditions.

EX/22 **LOCAL AUTHORITY HOUSING FUND ROUND 2 IN 2023 - 24**

Councillor Mark Baynham, Cabinet Member for Finance & Resources, advised that Round 1 of the Local Authority Housing Fund was progressing well, and that a second round of funding had been announced. The funding would allow the Council to purchase 3 large resettlement homes and 1 home for temporary accommodation. The scheme would have social and financial benefits.

RECOMMENDED TO COUNCIL

- (i) That the application for, and receipt of, the grant allocation for the Council be proceeded with, to provide or facilitate the provision of three large resettlement homes and one temporary accommodation home.
- (ii) That capital spend of £1.78m in the 2023/24 capital programme be approved.

REASON

- (i) To apply for, receive and use the grant to help purchase / provide more affordable homes for the district.
- (ii) Full Council must approve the capital budget.
- (iii) Subject to Council approval, to avoid the requirement to seek Cabinet's approval for the purchase by Horsham District Council of each individual property that would otherwise be required to give effect to this initiative.

EX/23 **POSSIBLE PURCHASE OF SITE A**

Councillor Jon Olson, Cabinet Member for Leisure, Culture & Green Spaces, highlighted the importance of Site A and how the acquisition of this land would

ensure that the Council could protect open, green space for the community and provide biodiversity improvements. A reasonable price had been negotiated.

In order to consider the confidential information contained within the appendices, it was RESOLVED that members of the Press and public be excluded from the meeting for this item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act; namely information relating to the financial or business affairs of any particular person (including the authority holding that information) and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Following the consideration of the confidential appendices, the meeting moved back into open session to approve the recommendations.

RESOLVED

- (i) That the acquisition of Site A (at a purchase price that does not exceed that which is detailed in the confidential appendix (“the Limit”)) be approved, **subject to Council approving the allocation of funds for this acquisition**; and
- (ii) That authority be delegated to the Director of Communities, in consultation with the Cabinet Member for Leisure, Culture and Green Spaces and the Cabinet Member for Finance and Resources to agree the purchase price (subject to the Limit) and final terms of the acquisition of Site A.

RECOMMENDED TO COUNCIL

To approve the allocation of funds for the acquisition of Site A subject to the Limit.

REASON

- (i) To ensure the successful acquisition of Site A.
- (ii) There are community and environmental benefits to acquiring Site A, in particular ensuring that a site that has become a well-used public open space, continues to operate as such.

EX/24 POSSIBLE PROPERTY PURCHASE - HORSHAM

Councillor Ruth Fletcher, Cabinet Member for Local Economy & Place, advised that the opportunity to purchase a building had arisen. There was the potential for a variety of uses, and that the due diligence would be completed prior to the purchase.

In order to consider the confidential information contained within the appendices, it was RESOLVED that members of the Press and public be excluded from the meeting for this item of business under Section 100A(4) of the Local Government Act 1972 on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act; namely information relating to the financial or business affairs of any particular person (including the authority holding that information) and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Following the consideration of the confidential appendices, the meeting moved back into open session to approve the recommendations.

RESOLVED

- (i) That acquisition of the property (at a purchase price that does not exceed Figure 1 plus £10,000) be approved, **subject to full Council approving the allocation of funds for this acquisition;**
- (ii) That authority be delegated to the Director of Resources in consultation with the Cabinet Members for Local Economy and Place, and, Finance and Resources to approve terms negotiated on behalf of the Council provided that the purchase consideration is less than, or equal to, Figure 1 + £10,000 and the total budget envelope is less than or equal to Figure 2, including costs and the value of works.
- (iii) To recommend to Council that a capital budget of Figure 2 is allocated to the capital programme in 2023/24 for this purchase.

REASON

- (i) To allow a purchase of the property to proceed.

EX/25 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/26 **FORWARD PLAN**

The Forward Plan was noted.

EX/27 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

The meeting closed at 6.19 pm having commenced at 5.30 pm

CHAIRMAN

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Report to Cabinet

28 September 2023

By the Leader of the Council

DECISION REQUIRED



**Horsham
District
Council**

Not exempt

The Council Plan 2023-2027, the Annual Plan 2023-2024 and their resourcing

Executive Summary

Each Council sets a key policy plan near the beginning of its term of office outlining its priorities for the next 4 years. My Cabinet and I spent our first few months of the Council term working with colleagues to ensure this plan meets our political ambitions, the law and our communities' needs. This report introduces this new Council Plan that sits at the top of the Council's policy framework until 2027. Alongside this short policy document this report introduces the first Annual Plan of the Council term. The Annual Plan includes the projects and workstreams my Cabinet asks officers to focus on in our first year. Cabinet will develop an Annual Plan for 2024/25 alongside our budget. We will approve the 2024/25 Annual Plan and any amendments to the Council Plan in January 2024 and take these documents to Council in February 2024. In January we will review the performance indicators to ensure they match the needs of the Council and Annual Plans. This report recommends Cabinet approve the Council and 2023-24 Annual Plans and refers them to Council for adoption.

There are two service areas, property and project management, where the Chief Executive says the current staffing requirement is holding up progress on existing projects and will delay the start of new projects in the Annual Plan. Management has identified two new posts to help resolve the problem. This report recommends Cabinet asks Council to fund these posts.

Recommendations

Cabinet is recommended to:

- i) approve the Council Plan 2023-2027 and the Annual Plan 2023-24 and refer them to Council for adoption.
- ii) ask Council to add the £48,010 expenditure for the two new posts outlined in section 3 to the budget for 2023/24.

Reasons for Recommendations

- i) The Council must have a policy framework on which to base its decisions. The Council Plan and Annual Plan are the core documents of this framework.

- ii) The Council needs enough staff in project management and property to progress the current year's capital programme and new projects in the Annual Plan.

Background Papers

Equalities Impact Assessment of the Council Plan and Annual Plan.

Wards affected: all

Contact: Martin Boffey, Leader of the Council

Background Information

1 Introduction and Background

- 1.1 Council approved the last core document for the Council policy framework, the 2019-2023 Corporate Plan at their meeting on 16 October 2019.
- 1.2 The corporate plan, now called the Council Plan, sets the direction for the Council for its current term of office. The 2023-24 Annual Plan is an operational plan to support the Council Plan. It tells people about the work officers will carry out to meet the aims of the Council Plan between now and the end of the financial year.
- 1.3 Senior officers reviewed the work needed to deliver the 2023-24 Annual Plan. The Chief Executive expressed reservations about the organisation's ability to deliver the volume of project work. The Chief Executive told me that the current year's capital programme is behind schedule, as it has been in previous years. She said that extra project work needing project management or property resources would move slowly because the Council has a small property team and only one project manager. Therefore, this report requests funding for additional staffing to aid delivery of these crucial areas of work.
- 1.4 The performance indicators underlying in the 2023/24 Annual Plan, and reported to Overview and Scrutiny Committee earlier this week (appendix A of item 6), are those set by the previous administration. The Annual Plan does not change these because my Cabinet need more time to fully understand the complex operational parts of their work and to ensure we have a full year's performance data to compare to earlier years and other councils. The 2024/25 Annual Plan will review the performance indicators.
- 1.5 The Cabinet and officers have already started work on the 2024-2025 Annual Plan together with the 2024-25 Annual Budget.

2 Relevant Council policy

- 2.1 Once adopted the Council Plan becomes the Council's core policy for its current term. The Annual Plan, Annual Budget, Medium Term Financial Strategy and all other strategies and projects support this Plan. The extra members of staff in property and projects will give these teams a better chance to deliver the projects in the Annual Plan, in particular the property projects and help with the repeated delays in the 2023/24 Capital Programme.

3 Details

- 3.1 The Council Plan, shown at appendix 1, contains four main themes:
 - Supporting people and communities.
 - Inspiring greener futures.
 - Building a thriving economy.
 - Always listening, learning and improving.
- 3.2 Under each theme there are key areas of work the Council wishes to focus on during the next four years. These areas of work continue into the Annual Plan,

shown at appendix 2, that contains details of the work the Cabinet will ask officers to complete between now and 31 March 2024. The Annual Plan includes the performance indicators used to measure the performance of the Council's main operational services.

3.3 To deliver the new Annual Plan, in addition to the existing projects underway under the Corporate Plan 2019-23 and the Capital Programme for 2023-24, the Chief Executive and her management team recommend the creation of two new posts:

- A Graduate Trainee Surveyor post to provide professional support to the experienced surveyors on property, asset, and estate management matters, including property management, licenses and wayleaves, project support, drafting site plans, rent reviews and valuations, landlord and tenant issues, leasing and letting, evaluation and analytics.
- A Project Manager role to ensure the delivery of key projects in the Annual Plan and to help with projects in the existing Capital Programme.

3.4 Officers are already working with Cabinet members to develop a new Annual Plan, the 2024-25 Annual Plan, alongside the budget preparations for 2024-25

4 Next Steps

4.1 Once Cabinet has approved the recommendations contained in this report it will refer the report to Council for adoption and approval of the extra budget.

4.2 Once Council had adopted these two documents, subject to any changes made during the Council meeting, we will publish them on the Council's website. Officers will begin to implement the work outlined in the Annual Plan with the intention of completing this by the end of our financial year. The Overview and Scrutiny Committee will review progress against the Annual Plan projects and alongside the current performance indicators every quarter. My Cabinet, the Cabinet members and officers will take each action between now and May 2024 based on the policies laid out in the Council Plan.

4.3 The Director of Place will recruit to the two new posts. Officers should start in these roles later this autumn.

4.4 In January 2024, my Cabinet will review and update the Council Plan and present the Annual Plan for the financial year 2024-25 alongside its budget. The Council's managers will work with Cabinet on a more detailed analysis of the officers needed to fulfil the whole Council Plan as part of this process.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

5.1 These plans involve converting our election manifesto commitments into a policy framework for the next 3½ years. Therefore, they were not considered at the Policy Development Advisory Groups.

- 5.2 The Monitoring Officer and the Director of Resources reviewed this report and the Plans to ensure legal and financial probity. The Chief Executive, Director of Place and Director of Communities, as well as Heads of Service, worked with the Cabinet members during the development of these plans. The Head of Human Resources and Organisational Development oversaw the design of the two new posts.

6 Other Courses of Action Considered but Rejected

- 6.1 The Council has to have a key policy document to replace the Corporate Plan 2019/2023. Decision making by the Council cannot operate without such a document and the Cabinet discounted having no plan at all. I did consider the format and name of the plans with my Cabinet members but prefer the modern approach of an overarching Council Plan and annual detailed plans of projects and performance indicators, allowing us to make changes with circumstances during the Council's four-year term of office. I considered changing the performance indicators in year, but decided against this to give my Cabinet leads longer to get to grips with the operational parts of their portfolios and to ensure we have a full year's data for comparison to previous years and other Councils.
- 6.2 I considered not recommending budget to recruit extra officers in Project Management and Property. However, as project work, especially capital project work has fallen behind for several years now, the Chief Executive advised a slow delivery of projects would result from keeping the resource as is. The Director of Place considered seeking a qualified surveyor rather than a trainee. She decided against this approach because, as with all Council professions, our salary level combined with a national shortage means recruiting a qualified surveyor would be unlikely to succeed.

7 Resource Consequences

- 7.1 The Council Plan and Annual Plan add to the existing pressure on staffing in Property and Projects and led to officers recommending the two new posts. The budget for the trainee Property Surveyor is £18,440 in 2023/24. The full year cost in 2024/25, is £36,880. The cost of the Corporate Project Manager is £29,570 in 2023/24. The full year cost is £59,140. Neither of these costings include the 2023/24 pay award, which is not yet agreed.
- 7.2 Most of the projects in the Annual Plan will be met from existing budgets in 2023/24 but the outcomes of some of the early work may lead to further costs in future years. Cabinet will bring these, and any compensating savings, to Council as part of the budget in February.
- 7.2 The Director of Resources advises that the additional salaries of £48,010 in 2023/24 adds further pressure to the delivery of a balanced budget, but aids delivery of key projects. He advised it is desirable for the officers to focus on projects which contribute most towards a revenue return to help offset this cost.

8 Legal Considerations and Implications

- 8.1 Only Council can set the Policy Framework and only Council can agree changes to budgets. Therefore, the Council Plan, the Annual Plan and the two new posts require Council approval.

9 Risk Assessment

- 9.1 There are no significant risks in setting a Council Plan and Annual Plan because the Council has to have a strategic framework on which to make its decisions. There is a risk of increased costs in implementing these plans. This is a normal risk carried by any Council that wishes to make life better for its communities and businesses.
- 9.2 There is a high risk in reaching a decision on the two posts in October that it will be too late in the year to resolve the existing backlogs in project work, especially capital work, or to deliver much of the Council Plan in 2023/24.

10 Procurement implications

- 10.1 There are no direct procurement implications arising from agreeing the Council and Annual Plan.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 The Equalities Impact Assessment on the Council Plan and Annual Plan found they have no negative impact on people with protected characteristics. The Annual Plan includes projects that will help people with disabilities, older people, younger people, males, females and asylum seekers from other countries. A video of this plan will help people with visual impairments and learning disabilities access it more easily. As some projects in the plan progress, such as the Low-Income Family Tracker, the project on increase access to sport by under-represented groups and the Health and Wellbeing work, that our understanding of disadvantaged groups will grow too. Officers will review the Equalities Impact Assessment each year as we develop the new Annual Plan using our increased knowledge.

12 Environmental Implications

- 12.1 The Council Plan and Annual Plan contain projects with significant benefits for the environment. A theme "Inspiring Greener Futures" and the projects supporting this in the Annual Plan will improve the environment in our District.

13 Other Considerations

- 13.1 The Council Plan includes aims to create safe spaces for children, safe roads, and tackling anti-social behaviour all of which will help make our towns, villages and countryside safer places for all people.

A fresh vision for Horsham District

Supporting people and communities	Inspiring greener futures	Building a thriving local economy	Always listening, learning and improving
<p>Our District is a great place to live and everyone deserves to benefit. We'll provide help in tough times and build communities where people can flourish and have fun.</p>	<p>We aim to be a net zero Council by 2030 and a net zero district by 2050. Horsham District will be held in high regard for best practice in rewilding, regenerative farming and recycling.</p>	<p>Our District will be known as an easy place to do business. We'll work to overcome challenges and keep our high streets thriving, both in Horsham town and across the district.</p>	<p>We're stronger when we work together. That means more sharing and more community involvement. Local democracy has to mean more than just an election every four years.</p>
<p>Page 21</p> <ol style="list-style-type: none"> 1. Help people through the cost of living crisis. 2. Better understand the needs of our whole community to deliver services that support people to live long, active lives. 3. Improve access to affordable housing and community services. 4. Build closer ties with all our housing partners. 5. Improve vulnerable residents' access to benefits. 6. Work with partners to ensure our District continues to be a safe place to live and work. 7. Create safe spaces for our children to grow and play. 8. Invest in local arts and leisure and foster civic pride. 9. Improve access to sports for under-represented groups. 	<ol style="list-style-type: none"> 1. Deliver a Local Plan which sets higher environmental standards including net zero building, green gaps and addressing water neutrality. 2. Show the way to net zero through engagement with our community and our emerging Climate Action Strategy. 3. Create nature diverse places for people to live in. 4. Investigate the benefits and opportunities of Biodiversity Net Gain and carbon credits for HDC and landowners in the district. 5. Help businesses and residents to waste less and recycle more. 6. Create safer routes for cycling and walking. 7. Help residents and businesses to cut carbon emissions and water usage. 8. Assist residents and businesses with the insulation of homes and premises. 9. Support residents and businesses in switching to green technologies. 	<ol style="list-style-type: none"> 1. Fast-track new businesses with start-up packages and pop-up shops. 2. Support flexible workers with hot-desking and meeting facilities. 3. Help deliver Horsham's first Business Improvement District. 4. Pursue public realm improvements in our towns and villages. 5. Promote business and culture with new events. 6. Improve digital access in rural areas. 7. Campaign for improvements in public transport. 8. Promote Horsham District as a destination for food and drink tourism. 9. Support initiatives to help people find work. 	<ol style="list-style-type: none"> 1. Actively listen to and communicate with residents, businesses and volunteer groups. 2. Engage and involve parishes and neighbourhood councils more. 3. Improve our understanding and response to inclusion and equality issues. 4. Review the Council Constitution to ensure it is fit for purpose, allows for proper scrutiny, and facilitates public engagement. 5. Ensure a District-wide balance of focus between rural and urban communities. 6. Support residents in getting a locally responsive service from the County Council's Highways service on traffic and parking issues. 7. Look for opportunities to generate income and reduce costs in order to support our services. 8. Review existing strategies and policies and address any gaps identified.

Annual Plan 2023 - 2024

Supporting people and communities

1. Help people through the cost of living crisis

- Extend funding to the Citizens' Advice Bureau to enable them to help residents access unclaimed benefits.
- Hold a cost of living Summit to identify further ways in which we can work with partners to support residents who are struggling financially.
- Continue to financially support Horsham Matters with the foodbank.
- Operate a cost of living grant to facilitate the provision of warm spaces and other direct cost of living support to residents.

2. Better understand the needs of our whole community to deliver services that support people to live long, active lives

- Open the new Health and Wellbeing Hub and extend its reach to all in our communities.
- Investigate the demography of the District to allow us to enable improved health outcomes.
- Initiate conversations with partners to better understand the needs of older residents in Horsham District.
- Issue £1.3m Disabled Facilities and Home Repair Assistance grants to help people live in their own homes.

3. Improve access to affordable housing and community services

- Deliver new affordable housing units on Council land at Duke's Square and London Road through Horsham District Homes.
- Work with Registered Provider partners to identify and secure alternative temporary accommodation, reducing reliance on bed and breakfast.
- Seek out and use grant funding from Government and the County Council to provide more accommodation for homeless people.
- Enable residents to access private sector housing through the provision of affordable housing deposits.

- Match fund and deliver housing for refugees using the Local Authority Housing Fund.

4. Build closer ties with all our housing partners

- Explore options with Saxon Weald to increase provision of larger properties in the District.

5. Improve vulnerable residents' access to benefits

- Implement Low Income Family Tracker (LIFT) system to enable residents to access over £0.5million of unclaimed benefits in Horsham District.

6. Work with partners to ensure our District continues to be a safe place to live and work

- Improve the ability to report crimes, such as anti-social behaviour and shoplifting through the roll-out of the DISC system.

7. Create safe spaces for our children to grow and play

- Provide new children's play facilities at Roffey Recreation Ground, North Horsham and Holbrook East

8. Invest in local arts and leisure and foster civic pride

- Approve a five-year plan for Horsham Museum ensuring better engagement with the community about the District's heritage.
- Deliver improvements to the Horsham Riverside Walk-in collaboration with local stakeholders.
- Agree the investment plan to ensure the decarbonisation and refurbishment of the Capitol Theatre.

9. Improve access to sports for under-represented groups

- Explore ways to overcome financial barriers to participation in sport.

Inspiring greener futures

1. Deliver a Local Plan which sets higher environmental standards including net zero building, green gaps and addressing water neutrality

- Set ambitious environmental standards/requirements through the Local Plan.

2. Show the way to Net Zero through engagement with our community and our emerging Climate Action Strategy

- Adopt the District-wide Climate Action Strategy to enable the Horsham District to become net zero by 2050.
- Deliver an improved climate change training programme for staff.
- Continue to implement the Council's internal carbon reduction programme.
- Switch over Horsham town centre cleansing vehicles from diesel to electric.
- Continue with the programme of fleet replacement by buying four electric vans to replace diesel vehicles in the Recycling and Waste Service.
- Order new litter and cleansing vehicles to serve sites across the District for fly tip removal and delivery of bins.
- Replace traditional lighting with LEDs in Council owned properties.

3. Create nature diverse places for people to live in

- Establish pollinator corridors across the District, for wildlife to thrive, in conjunction with 'No Mow May'.
- Further develop the Parish and Neighbourhood Climate Action Network.
- Develop an Animal Welfare Policy by March 2024.

4. Investigate the benefits and opportunities of Biodiversity Net Gain and carbon credits for HDC and landowners in the District

- Support the development of local nature recovery network strategies.
- Consider the next steps for the Wilder Horsham District initiative.

5. Help businesses and residents to waste less and recycle more

- Research the financial and environmental costs and benefits of doorstep food waste collection.
- Review District-wide provision of dog bins and consider if it's adequate.

6. Create safer routes for cycling and walking

- Agree Council policy for all new strategic development sites to be designed as 15-minute walkable neighbourhoods.

- Promote, require and make provision for active travel infrastructure within the Local Plan.
- Develop plans to improve non-motorised access for people in the Bishopric and Carfax.

7. Help residents and businesses to cut carbon emissions and water usage

- Develop a Sustainable Business Network to help businesses reduce their carbon footprint.
- Use the One Planet Tool to increase community collaboration for action on climate change.
- Assess options to provide grants to Registered Providers to improve environmental efficiencies of family homes that would otherwise be lost from the affordable housing sector.

8. Assist residents and businesses with the insulation of homes and premises

- Start the groundwork for rolling out a residential retrofit programme to reduce energy and water consumption.

9. Support residents and businesses in switching to green technologies

- Support County Council initiatives to roll out EV charge points throughout the District.

Building a thriving local economy

1. Fast track new businesses with start-up packages and pop-up shops

- Seek opportunities to use Council-owned buildings for incubator and move on units.
- Use the Rural England Prosperity Fund to support rural businesses and community groups with development grants.

2. Support flexible workers with hot-desking and meeting facilities

- Identify buildings in the rural area and in Horsham town centre for co-working venues and use money from the Shared Prosperity Fund to contribute to the capital cost of setting the facilities up.

3. Help deliver Horsham's first Business Improvement District

- Hold the referendum for the new Business Improvement District.

4. Pursue public realm improvements in our towns and villages

- Consult on wide ranging public realm improvements in Horsham town centre
- Implement public realm improvements in Queen Street, Horsham

5. Promote business and culture with new events

- Secure resourcing for events programme to continue beyond 23/24

6. Improve digital access in rural areas

- Continue to lead the West Sussex wide rural connectivity project board including:
 - o Working with the Government on Project Gigabit
 - o Overseeing the use of West Sussex top up vouchers
 - o Reviewing the opportunities for 4G & 5G mobile broadband.

7. Campaign for improvements in public transport

- There are no projects that we will complete under this heading in 2023/24

8. Promote Horsham District as a destination for food and drink tourism

- Develop the Plate Up Local project to get more local food and drink onto local menus and in retailers, including publicity campaigns and networking events.

9. Support initiatives to help people find work

- Hold a job and skills fair to find opportunities for upskilling and employment.

Always listening, learning and improving

1. Actively listen to and communicate with residents, businesses and volunteer groups

- Establish a People's Budget for 2024/25.
- Review the situation for residents who are unable to access services digitally.

2. Engage and involve parishes and neighbourhood councils more

- Introduce a regular newsletter to parish and neighbourhood councils.

- Increase engagement with Horsham District Association of Local Councils.
 - Work with Parish Councils, Traders' Associations and Community Partnerships to support our High Streets and build business resilience.
- 3. Improve our understanding and response to inclusion and equality issues**
- Upgrade our equality impact assessment process and training with specific emphasis on neurodiversity.
- 4. Review the Council Constitution to ensure it is fit for purpose, allows for proper scrutiny, and facilitates public**
- Commission a Governance Peer Challenge from the LGA and write an action plan based on its findings.
- 5. Ensure a District-wide balance of focus between rural and urban communities**
- Prepare to take April 2024 Council to a venue in the South of the District to broaden public engagement and commemorate the 50th Anniversary of Horsham District.
- 6. Support residents in getting a locally responsive service from the County Council's Highways service on traffic and parking issues**
- Inform and promote the opportunity for communities to apply for lower speed limits in their neighbourhoods.
- 7. Look for opportunities to generate income and reduce costs in order to support our services**
- Annual review of fees and charges.
 - Review temporary accommodation management to ensure the Council achieves value for money from its properties.
- 8. Review existing strategies and policies and address any gaps identified**
- Develop a new Council economic strategy for the next five years.
 - Review and update the Council's Green Spaces Strategy.

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Report to Cabinet

Thursday, 28 September 2023

By the Cabinet Member for Planning and Infrastructure

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Conservation Area Assessment and Designation; Horsham (Park Terrace Gardens)

Executive Summary

The Planning (Listed Building and Conservation Areas) Act 1990 places a duty on local planning authorities to review whether any parts or further parts of their area should be designated as conservation areas.

Cabinet agreed on 21 July 2022 to undertake public consultation regarding the proposed designation of a new Conservation Area for the Park Terrace Gardens Conservation Area (Horsham).

A public consultation exercise was held between the 1 September 2022 and the 6 October 2022, and the 13 October to the 10 November 2022 inviting comments on the designation of the proposed Park Terrace Gardens Conservation Area, its Appraisal and Management Plan with further informal consultation ongoing during the summer of 2023.

This report sets out the key issues raised by respondents to the draft Conservation Area Appraisal during the consultation period, and the recommended responses to the comments.

It is recommended that (i) Park Terrace Gardens is designated as a conservation area, and, (ii) a final version of the Conservation Area Appraisal and Management Plan, incorporating revisions following consultation, is adopted.

Recommendations

It is recommended that Cabinet asks Council to:

- i) Approve the designation of Park Terrace Gardens, (as shown on the Conservation Area designation map (**Map 1**) included in this report) as a conservation area.
- ii) Approve and adopt the Conservation Area Appraisal and Management Plan for Park Terrace Gardens as set out in **Appendix 2**.
- iii) Delegate authority to the Cabinet Member for Planning & Infrastructure to approve minor changes prior to final publication of the Conservation Area designation map and Conservation Area Appraisal and Management Plan.

Reasons for Recommendations

- i) To formally designate the new conservation area boundary.
- ii) To provide updated conservation area guidance for residents, occupiers, developers and Members in determining applications.
- iii) To give the Cabinet Member for Planning and Infrastructure delegated authority to approve minor changes to the Conservation Area designation map and Conservation Appraisal and Management Plan, without the need for it to be referred back to Cabinet.

Background Papers

1. Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Park Terrace Gardens (See Appendix 1)
2. Conservation Area Appraisal and Management Plan for Park Terrace Gardens (September 2023) (See Appendix 2)

Wards affected: Denne

Contact: Catherine Howe, Head of Strategic Planning x5505.

Nicola Mason, Conservation Officer x5289

Background Information

1 Introduction and Background

- 1.1 Conservation areas were introduced through the Civic Amenities Act (1967). Conservation areas exist to manage and protect the special architectural and historic interest of an area and contribute to forming a unique sense of place. Horsham District Council has a duty under the Planning (Listed Buildings and Conservation Areas) Act 1990 to designate conservation areas where appropriate, to review the designations regularly, and to plan for the management of conservation areas to ensure that they retain their special character and interest. There are 37 designated conservation areas within the Horsham District at present.
- 1.2 The designation of a conservation area is undertaken where the local planning authority identifies that an area has a special architectural quality or historic interest. Evidence of the special interest of Park Terrace Gardens has been submitted by a number of local residents. It is also identified within the Horsham Blueprint Neighbourhood Plan and earlier documents. Further sections of this report set out more detail on how the process of designating Park Terrace Gardens as a new Conservation Area has been considered.

2 Relevant Council policy

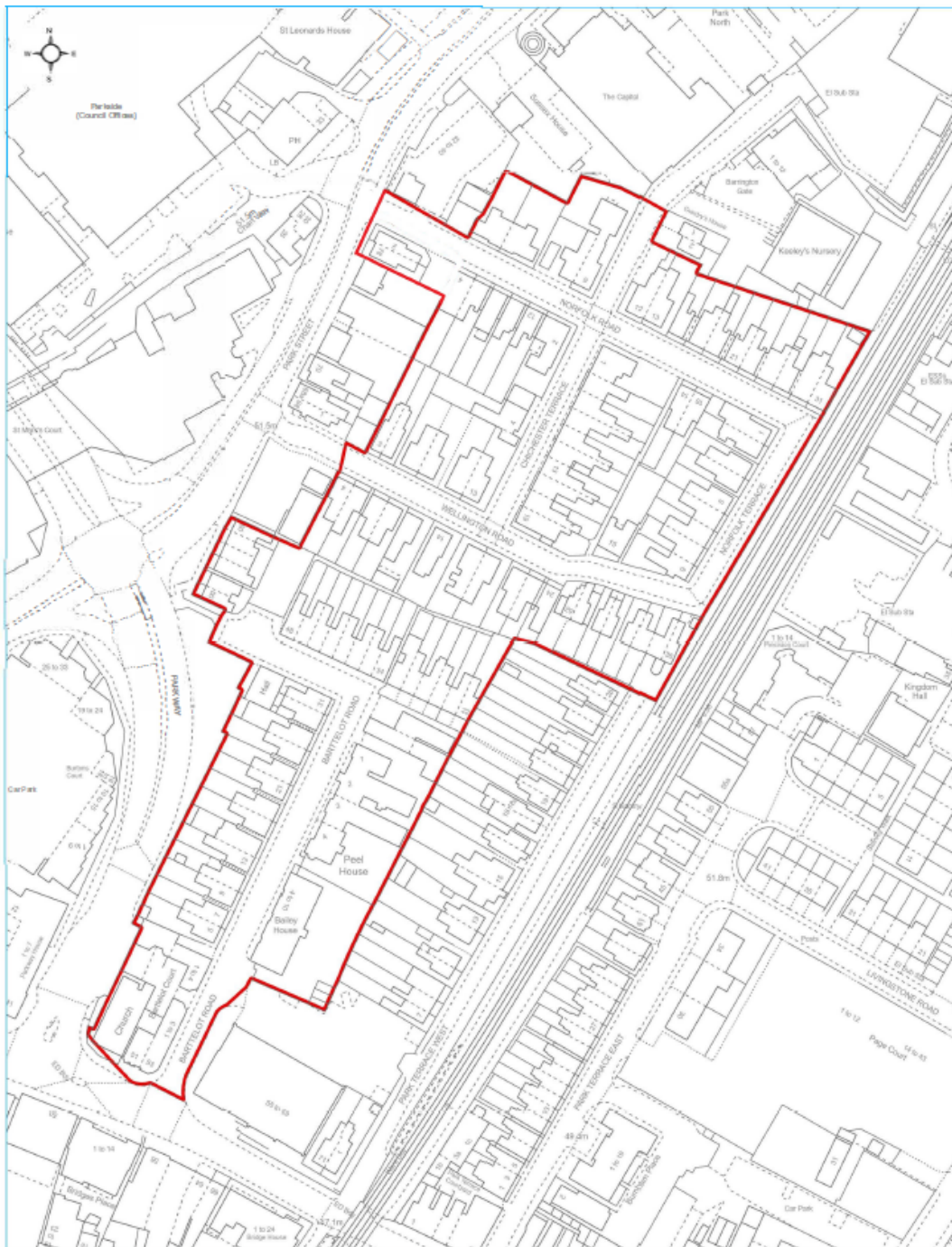
- 2.1 The Horsham District Planning Framework (HDPF) is the relevant Plan that sets out how growth and development will take place in the District in the period to 2031. Policy 34 “Cultural and Heritage Assets” sets how the Council will deal with development proposals affecting cultural and heritage assets in the District. The appraisals, once adopted, will be used along with Policy 34 where relevant to help determine planning applications and as historic guides for local residents.

3 Details

- 3.1 As part of the proposed designation of the Park Terrace Gardens Conservation Area, a draft appraisal was undertaken and management plan produced to provide guidance (if the conservation area was to be designated) to preserve and enhance the area. The appraisal sets out the significance of the proposed conservation area and has been undertaken in accordance with current best practice as described in Historic England’s document, Conservation Area Designation, Appraisal and Management, Historic England Advice Note 1 (2016).
- 3.2 The proposed conservation area encompasses an area of special architectural and historic interest the character or appearance of which should be preserved. In addition to being part of a cherished and familiar local scene, the proposed conservation area is of interest for the group value of its buildings, as well as its townscape value in a wider sense, including the quality and consistency of materials and architectural details which reflect the Victorian development of Horsham town. The National Planning Policy Framework (“NPPF”) is clear that local planning authorities should ensure that an area justifies its status as a conservation area because of its special architectural or historic interest and ensure that the concept of conservation is not devalued through the designation of areas that lack special interest.

3.3 The proposed Park Terrace Gardens Conservation Area would encompass Norfolk Road, Norfolk Terrace, Wellington Road, Chichester Terrace, Barttelot Road, Park Terrace, Park Street and East Street in Horsham as shown in **Map 1**. The conservation area boundary has been amended since the public consultation with part of the area fronting Park Street now being removed. The reasoning for this change is considered further on in this report.

Map 1 – Proposed Conservation Area Boundary



Proposed Conservation Area:
Norfolk Terrace, Chichester Terrace, Barttelot Road, Wellington Road

Reference:	Scale: 1:1,500 (at A4)
Date: 09/08/2023	Revision:

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Horsham District Council, Parkside, Chart Way Horsham, West Sussex RH12 1RL
Telephone: 01403 215100 (calls may be recorded) www.horsham.gov.uk Chief Executive: Jane Eaton

- 3.4 The Conservation Area Appraisal sets out background information relating to the historic development of the area. It includes details of its setting. The appraisal looks at the townscape and historic environment of the locality and describes the key features of the conservation area. The appraisal looks in turn at each of the character areas that have been identified. There is a section on views and negative elements of the conservation area. There is also a Management Plan included with the Conservation Area Appraisal. The role of the Management Plan is to take forward the challenges and opportunities identified in the appraisal, and to identify means by which the special interest of the Conservation Area will become self-sustaining into the future. One appendix is included within the document and a glossary of terms.
- 3.5 In response to the formal consultation on the draft Consultation Area Appraisal, a total number of 60 comments from 31 respondents were received. Comments were received from Denne Neighbourhood Council, the Horsham Society, local landowners and local residents. A peer review considering the heritage and proposed boundaries of the conservation area was undertaken. An online drop-in session was also held to enable those who commented on the proposed designation to speak to officers, as well as a further walk around the area with some local residents/business owners. All comments have been reviewed and, where appropriate, changes are proposed to the text of the documents in light of the comments received. A summary of comments received, and the Council's response is included at **Appendix 1**. The updated Conservation Area Appraisal is included as **Appendix 2**.
- 3.6 A summary of the main consultation points raised is set out below.

Placement of Conservation Area boundary

- 3.7 Several correspondents identified concerns with regards to the delineation of the conservation area boundary including querying why Park Terrace West, and the house on the corner of East Street and Park Terrace West had not been included in the conservation area.
- 3.8 It is acknowledged that the properties on the corner of East Street and Park Terrace West are non-designated heritage assets and are recognised as such within the Horsham Town Local List. However, the inclusion of sites within a conservation area requires robust justification as the entire area needs to be of special historic and architectural interest not just specific buildings. In this instance, although the buildings within Park Terrace West were constructed earlier than those within Barttelot Road, and Chichester and Norfolk Terrace the buildings have undergone a greater quantum of change which have lessened the historical quality of the buildings. It is considered that the architectural and historic features within Norfolk Terrace, Norfolk Road, Chichester Terrace and Barttelot Road exhibit a greater consistency and quality of features representing a positive example of Victorian urban expansion than those of Park Terrace West.
- 3.9 The special character of conservation areas does not come only from the antiquity or not of its buildings. Elements such as the historic layout of roads, paths and boundaries and characteristic building and paving materials all contribute to a familiar and cherished local scene.

- 3.10 A comment was received querying why Majestic Wine and Pets at Home are outside of the proposed conservation area. The writer notes if the site was to be redeveloped this could have a significant impact on the road and its appearance.
- 3.11 The boundaries of the proposed conservation area were carefully considered to ensure that the area justifies its status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest. It was considered that the site of Majestic Wine and Pets at Home on the periphery of the character area would form an understandable boundary to the conservation area. If the site was to be put forward for development it would be within the setting of the conservation area and therefore its design, form, scale and use would be required to consider the impact of the proposal on the special historic and architectural interest of the conservation area.
- 3.12 An observation was made querying the inclusion of Barttelot Road within the proposed conservation area. Barttelot Road was included within the conservation area due to the characteristic features of its dwellings, and also the grouping of locally listed buildings on the eastern side of the road. The area was also identified in the Horsham Blueprint document as being part of a “New Street Character Area,” and in the revised Horsham Society Local List of Buildings and Conservation Areas – draft proposals for inclusion.
- 3.13 Several objections were received suggesting that properties within Park Street and at its junction with Norfolk Terrace had been so modified that they do not meet the key positive characteristics of the conservation area. We have considered all the points raised from interested parties and officers have reflected on the boundaries to the proposed conservation area. This is to ensure that the boundaries of the area reflect the core areas special interest and comply with national guidance.
- 3.14 The NPPF is clear that in designating conservation areas local authorities should ensure that an area justifies such status because of its special architectural or historic interest. After careful consideration it is considered that on balance the 62 – 76 (evens) Park Street have fewer notable features that reflect and define the qualities of the core of the conservation area, than the central areas such as Norfolk Terrace and Chichester Terrace. The local authority therefore reviewed whether this area is of sufficient quality to reflect the importance of the conservation area, and that the designation of the conservation area boundary is not prompted to include areas which do not have the requisite special interest but may be vulnerable to redevelopment.
- 3.15 It is recognised that the buildings in Park Street are important historically in contributing to the ‘setting’ of the proposed conservation area and its relationship to Horsham town centre. The buildings provide evidence of the evolution of the area with changes to the form and appearance of the buildings providing a visual historical narrative. However, it is not considered that these elements would on balance be of such a quality that they could be considered to have special historic and architectural interest in themselves. It is suggested that the area gains its importance in providing a transition between the identified qualities of the conservation area and its wider setting within the town.

- 3.16 Consequently it was determined that the conservation area boundary should be amended to exclude part of Park Street whilst retaining numbers 2 Norfolk Road and 78 Park Street within the Conservation Area. The area to be removed will however form part of the setting of the conservation area. The importance of the setting (or fringe) of the conservation area and the role it plays are important considerations in the determination of any planning proposals. The Conservation Area Appraisal Guidance from Historic England (Advice Note 1 (second addition)) states that heritage assets can gain significance from their relationship with their setting. The Guidance states appraisals should identify how the townscape that the area is located within contributes to its special interest. It is proposed to amend the conservation area boundary to exclude part of Park Street and to identify it as forming part of the setting of the conservation area, similar to the landscape fringes of rural conservation areas in Horsham District.

Lack of Special Historic and Architectural Features

- 3.17 Objections were raised noting that within the proposed conservation area there are few properties that retain their original features, and that many properties have been rebuilt or altered dramatically and this has diminished their historic character. A further objection was raised noting that a large number of properties in neighbouring terraces already have loft conversions. There are also many properties that would need a huge investment to refurbish or restore their original features. Whilst the incremental changes to some properties are noted, and some properties have lost some original features, it is considered that the area retains sufficient notable features that it would be desirable to preserve or enhance. As a whole, the proposed conservation area does have special architectural or historic interest. The proposed management plan seeks to inform and proactively encourage the retention of or reinstatement of traditional features when work is considered where this is reasonable and practicable.
- 3.18 Further objections were received highlighting that the areas historic value has been unmaintained for too many years and costs to repair the original features would be unrealistic for a vast number of properties. Whilst it is understood that costs of repair and renovation are a key concern, the historic features of an area are often the features that add to amenity and can make areas more attractive for prospective occupiers. With regards to features such as windows, traditional windows can often be simply and economically repaired, usually at a cost significantly less than replacement. For timber windows this is largely due to the high quality and durability of the timber that was used in the past (generally pre-1919) to make windows. Properly maintained, old timber windows can enjoy extremely long lives. The whole-life environmental costs of replacement will be much greater than simply refurbishing. It will take many years before savings on heating offset the large amounts of energy used to make PVC-u windows in the first place. Repairing traditional windows rather than replacing them is not only more environmentally sustainable but makes better economic sense, particularly when the use of shutters or secondary glazing to improve their thermal performance is considered.
- 3.19 A further response noted that the Causeway is a good example of a conservation area as it had many original buildings and features in direct contrast to the proposed conservation area.

- 3.20 The proposed management plan seeks to inform and proactively encourage the retention of or reinstatement of traditional features when work is considered. The Causeway represents a 'traditional' view of a conservation area. The perception of heritage has evolved overtime as people have become to value the importance of preserving buildings and areas that provide evidence of the development, and growth of our towns post the seventeenth/eighteenth century. The designation of conservation areas provides the opportunity to ensure that as time progresses and our appreciation of buildings of historic and architectural interest expands areas can be reconsidered or identified where in the past they may have been considered too new or too commonplace. Buildings of the nineteenth and twentieth century are often the most undervalued and vulnerable and it is important to recognise that this irreplaceable resource contributes to our experience of place.
- 3.21 It is clear within the document that conservation area designation does not prevent development but seeks to ensure that where it takes place it makes a positive contribution to local character and distinctiveness. This is further underlined within the NPPF which requires all development irrespective of whether it is within a conservation area or not is required to be well designed.

Constraints and Costs of Conservation Area Designation

- 3.22 Objections were raised noting that the conservation area may constrain non-residential premises currently in Park Street. These businesses have survived through their ability to adapt and change the usage of its property over time. The potential restrictions on demolition of buildings and types of advertisements could prove to be detrimental to the non-residential properties in the future. This could lead to either conversion of these properties to residential or them being left empty and going into disrepair, neither option necessarily retaining its original character. Whilst these concerns are noted the buildings provide evidence of the evolution of the area with changes to the form and appearance of the buildings enabling new uses. Nevertheless and for the reasons stated at paragraph 3.16, these properties have been excluded from the conservation area but any future applications will consider the value and positive contribution these properties make to the appreciation of and setting of the conservation area.
- 3.23 Several objections/comments were received relating to the costs of renovation to properties within the proposed conservation area. Writers have noted that the conservation area would be detrimental to homeowners due to loss of house value as prospective buyers would be looking to extend and add potential alterations to improve their property for a more modern lifestyle. Homeowners who intended to enlarge their home both appropriately and sympathetically would no longer be able to due to the restrictions imposed by the conservation area.
- 3.24 Research by Historic England and the London School of Economics and Political Science have indicated that people value conservation areas for their distinctiveness, visual appeal and historic character. This value is reflected in the price of properties in conservation areas. Generally, they cost more and appreciate in price more than properties in other areas, even after adjusting for location and other factors. Extensions under permitted development can still be undertaken to properties within the conservation area depending on the size and location of the extension. Being within a conservation area does not preclude sensitive extensions

where they preserve or enhance the special historic and architectural interest of the locality.

- 3.25 An objection was raised to the proposed conservation area as the government is prompting the use of green energy and will shortly ban the sale of gas boilers in favour of heat pumps, to encourage fitting of solar energy, to insulate houses and buy electric cars. The writer suggests that the designation of a conservation area will prevent the installation of car charging points, result in the refusal of solar panels, and the refusal of double glazing unless bespoke. The points raised are noted however electrical outlets for recharging vehicles under Class D and E of the General Permitted Development Order (GDPO) would be permitted development within the conservation area provided they meet the criteria of class D1, E1 and conditions D2 and E3.
- 3.26 Solar panels would also be permitted development provided the proposal met all the requirements of Part 14, Class A of the GDPO. Permission would be required where the panel would be installed on a wall which fronts the highway. Ground source heat pumps are also permitted development. Timber windows in comparison to UPVCu windows have a lower carbon footprint and will when maintained have a longer lifespan which supports the climate agenda.
- 3.27 Objections were raised highlighting that whole life carbon and circularity must be considered. Climate resilience and the ability to upgrade properties are key points which can legitimately justify the demolition of buildings that are outdated and have poor fabric performance. The loss of some low grade, volume built, Victorian buildings and the benefits of new built form can give whole life carbon benefits and fit the wider carbon zero targets set by government. It is accepted that the replacement of buildings due to their condition may be appropriate in some cases. This however should be balanced against the carbon embodied within the building, with consideration given to retrofitting or upgrading particularly where buildings contribute positively to the conservation area. All applications for planning permission and associated demolition are considered on their individual merits. If the proposal were to be accepted as a conservation area, special attention would be required to be paid to the desirability of preserving or enhancing the character or appearance of that area.
- 3.28 Concern was raised about the need to give notice to undertake works to trees and the delays these would cause when they are close to powerlines or the railway, or if you rented a property. The designation of a conservation area would not impact on the need for requests to landlords for work to trees as anyone can notify the Local Authority of the intention to carry out works to a tree in a conservation area. The process in which notices are dealt with are not as onerous as those for TPO's. It is a 6-week notice period which once expired, the work detailed in the notice can be carried out. Where work is required by statutory undertakers it is often exempt to the need to give notice. Trees enrich the locality and the conservation area designation would give the existing trees some level of protection, but would not preclude works to trees to be carried out.

Inclusion of positive and negative buildings within the Conservation Area

- 3.29 The draft Conservation Area Appraisal identified designated and non-designated heritage assets. It was suggested a description of buildings outside these

categories which could be considered to positively or negatively contribute to the Conservation Area should be included. This change was made as it was agreed that the inclusion of an analysis of non-designated 'positive' and 'negative' buildings, in addition to those that have been designated, would help better understand the quality of the built environment within the conservation area. This would inform opportunities to improve, and build upon, the character, heritage and setting of the Conservation Area by future development, in line with the NPPF's stance in Paragraph 185 that plans should set out positive strategies to the conservation and enjoyment of the built environment through new development making a positive contribution to local character and distinctiveness.

Name of Conservation Area

- 3.30 Comments were received regarding the proposed name of the conservation area suggesting that the proposed name is confusing. A further suggestion was to name the conservation area the Park Gardens Conservation Area. The name of the conservation area is suggested as the Park Terrace Gardens Conservation Area as this is the name used for the land on the 1870/71 OS map and therefore reflects the history of this area of Horsham Town.

4 Next Steps

- 4.1 Following any recommendation from Cabinet to support the recommendations contained in this report, this would be referred to full Council for approval. If the recommendations are approved by Council, officers will comply with the requirements contained in paragraph 8 of this report and update the Conservation Area Maps accordingly.
- 4.2 The completed Conservation Area Appraisal and Management Plan, once adopted, will help inform private owners, interested parties and developers about the conservation area and constitute a material consideration in future planning decisions regarding developments within or adjoining the areas. Management Plans take forward the issues raised in the Appraisal, identifying the means by which the special interest of the conservation area will become self-sustaining into the future.

5 Views of the Policy Development Advisory Group

- 5.1 A meeting of the Planning & Infrastructure Policy Development Advisory Group (PDAG) was held in July 2023 where an update was provided to Members relating to the proposed conservation areas. Further information was provided on the 12 September 2023. Members provided commentary and feedback on the extent of the proposed boundary, but were content with the principle of amending the boundary of the Conservation Area to take account of the consultation feedback.

6 Consultation

- 6.1 Public consultation was carried out on the draft Conservation Area Appraisal between 1 September 2022 and the 6 October 2022, with a further consultation period from the 13 October to the 10 November 2022. All relevant Neighbourhood Councils and district councillors were consulted. In addition, a public notice was put into the West Sussex County Times. All address points within the proposed

Conservation Area and within 20m of the boundary of the relevant area were written to (a total of 227 letters). Details of the public consultation and electronic copies of the draft Conservation Area Appraisal were available to view and download on the Council's website. A further meeting was undertaken on the 23 May 2023 which was open to all those who had responded to the consultation and provided a further opportunity for any concerns or queries regarding the designation to be discussed, as well as a further meeting with local businesses. This has ensured all concerns and issues have been taken into account when determining the boundary for the conservation area.

Other Courses of Action Considered but Rejected

- 6.2 The option of not producing the Conservation Area Appraisal and Management Plan was considered but it was decided that the development pressures on this sensitive location was too great not to produce the conservation guidance which clearly sets out the Council's expectations for development proposals in these areas. It is also a duty of local authorities under the Planning (Listed Buildings and Conservation Areas) Act 1990 to review whether any parts or further parts of their area should be designated as conservation areas, as well as formulate and publish proposals for parts of their area which are conservation areas.

7 Resource Consequences

- 7.1 The cost of implementing the Conservation Area Appraisal will be met from within the existing budgets and will largely consist of staff time.

8 Legal Considerations and Implications

- 8.1 8.1 Local Planning authorities must:
- (i) determine areas which are desirable to preserve and enhance, and, designate them as conservation areas pursuant to section 69 (1) Planning (Listed Buildings and Conservation Areas) Act 1990 ("the Act");
 - (ii) review the past exercise of functions under the Act to determine whether further areas should be designated as conservations areas and designate them if appropriate, pursuant to section 69 (2) of the Act;
 - (iii) give notice to the Secretary of State and the Historic Buildings and Monuments Commission for England of any areas designated (varied or cancelled) as conservation areas under the aforementioned sections, pursuant to section 70(5) of the Act;
 - (iv) publish details of any designation (variation or cancellation) in the London Gazette and in at least one newspaper circulating in the area of the Local Planning Authority; and

- (v) formulate and publish proposals for the preservation and enhancement of conservation areas and consult the public in the area in question, taking account of views expressed pursuant to section 71 (1, 2 and 3) of the Act.
- 8.2 The designation of any areas as a conservation area shall be a local land charge pursuant to section 69(4) of the Act.
- 8.3 In the exercise by Local Planning Authorities of planning functions within the conservation area, “special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area” pursuant to section 72(1) of the Act.

9 Risk Assessment

- 9.1 The Appraisal’s will give both applicants and officers in Development Management improved information to develop and assess proposals, resulting in higher quality development.

10 Procurement implications

- 10.1 There are no procurement implications which arise from the consultation to designate a new conservation area and Conservation Area Appraisal and Management Plan.

11. Equalities and Human Rights implications / Public Sector Equality Duty

Equality and Diversity Implications

- 11.1 The adoption of a new Conservation Area and its Appraisal and Management Plans are not expected to have any adverse impact on people with protected characteristics under the Equality Act 2010. It is not considered that the Conservation Area Appraisal or their policies will have any direct impacts on gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Human Rights

- 11.2 Article 8 (Right to respect of a Private and Family Life) and Article 1 of the First Protocol (Protection of Property) of the Human Rights Act 1998 would be relevant in consideration of planning applications within the conservation area. Consideration of Human rights would form part of any planning assessment.

12 Environmental Implications

- 12.1 If adopted, the new conservation area and associated appraisal’s main focus is to provide guidance in protecting the historic environment but also indirectly delivers on the environmental objectives embedded in the Corporate Plan such as protecting and

enhancing air quality, the quality of places we work and live, protecting existing habitats and green infrastructure. It is considered that these policies will help to protect and enhance the local environment of the conservation areas in relation to planning matters. Implications and benefits in terms of climate change adaptations are set out in section 3.

13 Other Considerations

- 13.1 It is not considered that the adoption of the draft Conservation Area designation and associated Appraisal and Management Plan will have any further additional impacts including those in relation to GDPR/Data Protection or Crime & Disorder.

Appendix 1

Representations and Responses to the draft Conservation Area Appraisal and Management Plan for Park Terrace Gardens.

See separate Appendix 1

Appendix 2

Conservation Area Appraisal and Management Plan for Park Terrace Gardens Conservation Area.

See separate Appendix 2

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Consultee Ref	Comment Number	Type of Response	Nature of Response	Comment	Officer View and Recommendations
1	1	Email	Support	The writer is in favour of designating the area a conservation area and wish to preserve and protect it from further overdevelopment and the loss of original features.	Noted
2	2	Email	Support	This designation will help to preserve the positive characteristics of the area with its strong sense of place, high quality building materials, and its plan which creates rhythm and unity of design. This designation is also especially relevant given that there are 7 locally listed buildings within the proposed Conservation Area. The designation will help to preserve the history of our town.	Noted
3	3	Email	Support	These streets are a compact and cohesive oasis of late Victorian domestic architecture. Many of the houses demonstrate a degree of ornamentation and original decorative features not present to the same degree in other Victorian streets in Horsham. The houses are at least 125 years old and, as time goes by, the distinctiveness, character and heritage value of such buildings is more widely recognised. This, coupled with the development pressure which is inevitable in such a central location (manifested most recently by application DC/21/2076 - for the demolition and redevelopment of 2 Norfolk Road and 76 to 78 Park Street) underlines the pressing need to secure the designation of our neighbourhood as a Conservation Area under section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. A petition, asking relevant households and premises in the Norfolk Square area if they agreed with the proposal, was carried by 90.54%. In addition to the strong support of a high proportion of local residents, designation is supported by Denne Neighbourhood Council and the Horsham Society.	Noted
4	4	Email	Support	This preservation will preserve the integrity of the socio-economic historical narrative of the development of Horsham as a growing town. From small market town to an ever-growing commuter town. It will preserve the positive characteristics of the area with its strong sense of place, high quality building materials and it's design which creates rhythm and architectural unity. This area charts the rise of the skilled middle classes, who, in part were able to pave the way for the town to become what it is today. This historical picture needs to be preserved and maintained against the growing trend and pressure on 'out with the old and in with the many'. This conservation order not only protects and preserves this area but it supports the integrity of Horsham Town both past and present.	Noted
5	5	Email	Support	An excellent initiative and will help protect a very cohesive community from the increasing threat of potentially highly destructive modern	Noted

				redevelopment, the reality of which manifested itself in the recent planning application DC/21/2076.	
5	6	Email	Observation	The writer questions why Park Terrace West has not been included within the proposed conservation area. House on the corner of East Street and Park Terrace West is historically important.	It is acknowledged that the properties on the corner of East Street and Park Terrace West are considered to be non-designated heritage assets and are recognised as such within the Horsham Town Local List. The inclusion of sites within a conservation area requires robust justification as the area need to be of special historic and architectural interest not just specific buildings. In this instance although the buildings within Park Terrace West were constructed earlier than those within Bartelot Road, and Chichester and Norfolk Terrace the buildings have undergone a greater quantum of change which have lessened the historical quality of the buildings. Local planning authorities need to ensure that the area has sufficient special architectural or historic interest to justify its designation as a conservation area. The judgement was taken that the architectural and historic features within Norfolk Terrace, Norfolk Road, Chichester Terrace and Bartelot Road exhibited a greater consistency and quality of features representing a positive example of Victorian urban expansion.
Page 46	7	Email	Observation	Included in the proposed area are two semi-detached houses that still in the process of being built on the site of what was Norfolk Lodge, yet the two semi-detached houses immediately opposite them on Chichester Terrace (1 & 2 Gundry's House) have not been included. Odd, because Gundry's House was built in the 1990's and therefore predates the not yet completed new buildings by a good thirty years. Even allowing for context of the street scene this seems like a slight aberration.	Noted the land to the rear of 9 Norfolk Road was included within the proposed conservation area as it forms part of the curtilage of 9 Norfolk Road with a continuation of the low brick wall, with a clear change in scale with the rear elevation of Sussex House and The Capitol. The properties of Gundry House were excluded from the proposed conservation area as the rhythm of development changes on this side of the road.
5	8	Email	Observation	Perhaps the inclusion of Park Terrace West, including the house on the corner, and Gundry's House, is something that could be looked at as an extension to the proposed Conservation Area at a not too later date, as it is important to ensure that primarily the Park Terrace Gardens Conservation Area proposal, as it stands at the moment, is enacted as quick as possible.	Noted.
6	9	Email	Objection	The writer notes that an office building that was only built in 1989 should not be included in the proposed Conversation Area.	Noted – after further consideration the property has been removed from the conservation area, as it is considered that the relocation of the boundary better reflects the special historic and architectural character of the area.
7 – joint objection from 4 people	10	Email	Objection	The writers question whether it is viable to impose a conservation area on the locality. Within the area there are a few preserved properties that are examples of the area when it was first constructed. There are however some properties that have been rebuilt or altered dramatically and not in keeping with the Victorian design. There are also many	The designation of a conservation area is undertaken where a local planning authority consider an area has special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance. It is recognised that some properties may have lost some original features

				properties that whilst have evidence of the original features have not been maintained, and so would need a huge investment to refurbish them to the original features. Many properties within this area have already been affected by the key threats stated as, loss of traditional joinery, roofing materials and insensitive extensions. Many have UPVC windows installed, and roofs have been converted to clay tiles differing from their original materials as stated in the proposal. It appears the proposal is based on a 'rose tinted glasses' approach where only the good points are seen and the negative aspects already present have been brushed over.	however as a whole it is considered that the proposed conservation area has special architectural or historic interest. The proposed management plan seeks to inform and proactively encourage the retention of or reinstatement of traditional features when work is considered.
7	11	Email	Objection	The writer questions that if a Conservation area is necessary then why it would not include Park Terrace West and the historic Arches by the iron bridge that boarder the current boundary proposal as they are older, and so also hold a historic value.	The properties on the corner of East Street and Park Terrace West are non-designated heritage assets and recognised as such within the Horsham Town Local List. The inclusion of sites within a conservation area requires robust justification as the area need to be of special historic and architectural interest not just specific buildings. In this instance although the buildings within Park Terrace West were constructed earlier than those within Barttelot Road, and Chichester and Norfolk Terrace the buildings have undergone a greater quantum of change which have lessened the historical quality of the buildings. Local planning authorities need to ensure that the area has sufficient special architectural or historic interest to justify its designation as a conservation area. The judgement was taken that the architectural and historic features within Norfolk Terrace, Norfolk Road, Chichester Terrace and Barttelot Road exhibited a greater consistency and quality of features representing a positive example of Victorian urban expansion.
7	12	Email	Objection	Park Street doesn't meet the key positive characteristics of the conservation area –the street pattern does not create a strong sense of place. Park Street itself is now a completely different road to when the houses were built. In the 1980's and 1990's this part of Horsham was redesigned to allow for the construction of the Sun Alliance building. As a result Park Street was cut in half and a new wider road system with a dual carriage way connecting Park street to the Brighton road was installed changing the direction of the original road. The has changed the feel of Park Street as mentioned in the proposal document that the difference in road usage is noticeable between the tranquil one way system running up Wellington Road and out in Norfolk Road to the bustle of the vehicular route on the redirected Park Street. There are multiple road signs on Park Street and several that are over a meter in size as shown in the proposal and in picture below that although are necessary for the road usage, detract from a conservation	Noted – the conservation area boundary has been amended. The NPPF is clear that in designating conservation areas Local Authorities should ensure that an area justifies such status because of its special architectural or historic interest. After careful consideration it is considered on balance that the buildings 62 – 76 (evens) Park Street have fewer notable features that reflect and define the qualities of the core of the conservation area, than the central areas of Norfolk Terrace and Chichester Terrace for example. The local authority therefore reviewed whether this area is of sufficient quality to reflect the importance of the conservation area, and that the designation of the conservation area boundary is not prompted to include areas which do not have the requisite special interest but may be vulnerable to redevelopment.

				feel. Together with the addition of a traffic light junction and the 5 story Royal Sun Alliance building that dominates the landscape.	It is recognised that the buildings in Park Street are important historically in contributing to the 'setting' of the proposed conservation area and its relationship to the town centre. The buildings provide evidence of the evolution of the area with changes to the form and appearance of the buildings providing a visual historical narrative. However, it is not considered that these elements would on balance be of such a quality that they could be considered to have special historic and architectural interest in themselves. It is suggested that the area gains its importance in providing a transition between the identified qualities of the conservation area and its wider setting.
7	13	Email	Objection	Park Street doesn't meet the key positive characteristics of the conservation area –76 and 74 and 72 Park Street started out life as a houses, they all were gradually adapted several times over the years. The current window formats for all were only erected since the 1960's but were originally modified before that time from their original construction for their use at that time. 76 Used to be a Bakery and it current design was modified since then to make it into offices. 74 was completely altered to an aluminium frame in the last 15 years to move the front door to allow for a flat on the first floor. 72 had its signs updated in the 90's.	As above.
Page 48	14	Email	Objection	<p>The building that stood on the corner of Park Street and Wellington Road was demolished in order to convert it into a motor vehicle showroom with additional buildings constructed in the 1970's. In more recent years this has closed and now become an Enterprise car rental site. When it changed over some of the motor vehicle buildings were also demolished and a covered washdown bay was created. All these commercial fronts have installed plastic / metal vinyl signage and advertising boards as at the top of 72 and the sign shown above for Enterprise's entrance.</p> <p>The gardens of 72 and 74, together with the rear of 70 were completely developed with construction of new outbuildings covered with corrugated roofs in the 80's.</p> <p>The garage / workshop that existed in Wellington Road was removed approximately 15 years ago to allow for additional loading / unloading. This now has a large metal roller shutter.</p> <p>This development of the gardens and wellington road workshop in the last 40 years is not reflected in the building phases map as it is a</p>	Noted – as above Building phases map shows the approximate phase of the principal building,.

				<p>significant development that should be taken into account when selecting the appropriate Conservation area.</p> <p>During the construction of the rerouting of the roads the pavements in park street were all replaced making them a different material on the pavement itself and kerbing to the rest of the proposed conservation area. The frontage to Enterprise cars and the houses beyond also have had the road and pavement lowered to their original design with the creation of a new wall.</p> <p>The old gardens of 76 and 78 Park street have been completely tarmacked over as many years ago the owner used to repair cars in the garden, removing the original garden walls. 78 Park street garden yards were only created in the last 10 years when the property was refurbished.</p> <p>The row of properties next to Enterprise now have a car park in place of the original gardens that were there.</p> <p>Many of the original features that add to the character of this proposal have been lost from Park street. Most houses in Park street no longer have their original chimneys, barge boards or original front walls.</p> <p>Park Street properties do not consistently have the same features within the other areas within the conservation area.</p>	
	15	Email	Objection	<p>Park Street doesn't meet the key positive characteristics of the conservation area –All properties in Park Street have been converted to UPVC windows and many have replaced the gutters / fascias and soffit's and doors with UPVC.</p> <p>The extensions and conversions to the gardens along Park Street do not use a similar palette or high quality materials as they use corrugated steel and tarmac. This would then lead to the question of how to maintain them appropriately within the conservation area.</p> <p>70 Park street although built at a similar time has different features that are not in keeping with the palette of the rest of the properties in the conservation area</p>	Noted – as above.
7	16	Email	Objection	<p>The Conservation area may be restraining to the non-residential premises currently in Park Street. Enterprise, Ballard & Shorthall, Richmand Fellowship, Horace Fuller and Certax Accounting.</p> <p>Horace Fuller has survived though its ability to adapt and change the usage of its property over time.</p> <p>Each change in direction for the business required the property to adapt to this new challenge and restricting this ability may cause a business that has successfully traded from this site for 100 years.</p>	Noted – as above.

				<p>Enterprise cars plot has already changed dramatically form when it was a car dealership adapting to its new business venture.</p> <p>The potential restrictions on demolition of buildings and types of advertisements could prove to be detrimental to the non-residential properties in the future. This could lead to either conversion of these properties to residential or them being left empty and going into disrepair, neither option necessarily retaining its original character.</p>	
7	17	Email	Objection	<p>The writer objects to the Conservation area as its historic value has been unmaintained for too many years and costs to repair the original features would be unrealistic for a vast number of properties.</p> <p>If however this Conservation area is deemed appropriate this document is to show that Park Street has already changed beyond its original Victorian construction and character making it almost impossible to determine which era it should be adhering to and thus preserve. Due to the sheer number of negative elements in Park Street and that it does not follow the feel and Characteristics of the rest of the proposal it would seem unnecessary to include it within the plan and the boundary should be altered to accommodate this as below.</p>	<p>Noted however it is often the historic features of an area that adds to amenity and can make areas more attractive for prospective occupiers. With regards to features such as windows, traditional windows can often be simply and economically repaired, usually at a cost significantly less than replacement. For timber windows this is largely due to the high quality and durability of the timber that was used in the past (generally pre-1919) to make windows. Properly maintained, old timber windows can enjoy extremely long lives. The whole-life environmental costs of replacement will be much greater than simply refurbishing. It will take many years before savings on heating offset the large amounts of energy used to make PVC-u windows in the first place. Repairing traditional windows rather than replacing them is not only more sustainable but makes better economic sense, particularly when the use of shutters or secondary glazing to improve their thermal performance is taken into account.</p> <p>The comments relating to Park Street are considered above.</p>
8	18	Email	Observation	<p>The road Park Terrace as no such road exist with in Horsham and neither Park Terrace West or Park Terrace East (actual roads) are part of the proposed area. I propose that the name be simplified to Park Gardens to avoid confusion.</p>	<p>Noted see report regarding the name of the Conservation Area.</p>
8	19	Email	Observation	<p>The report fails to include that the rear of Barttelot Road has a dual carriage way running passed and is now overlooked by Burtons Court and a recently extended upward carpark which now allows the general public to gawk at residents, blighting the enjoyment of their gardens. The front gardens of Barttelot road were once boarded by iron railings (not walls), these were removed for the war effort. One point in your report is incorrect, Barttelot road was still a through road between Park Street and East Street in to late 1980's.</p>	<p>Noted amendments made to report.</p>
8	20	Email	Objection	<p>The writer has great concerns that renovation costs will be double or tripled as these items will have to be bespoke and made to order. In the report it states that the council has access to tools to force owners.</p>	<p>Noted – however the words are prefaced by the words “if necessary” and refers to those buildings that are causing a local nuisance or are designated heritage assets which are not</p>

				<p>These words are inflammatory considering most of the owners of these houses have been preserving the special features for many years before coming to HDC attention.</p> <p>Due to the additional costs involved of making us a conservation area the writer would like to see HDC offering residents help in the form of grants rather than just concentrating on forcing residents who now find themselves owning a house in a conservation area when, originally HDC might compulsory purchase for demolition!</p> <p>A number of residents have expressed a wish to put back the railings. They would need to be bespoke made which makes the costs prohibited even if they are commissioned to make by several people.</p>	<p>appropriately repaired or maintained. Enforcement action would only be taken where it is a last resort and it is expedient to do so. It should also be noted that powers under S215 of the Town and Country Planning Act enable an LPA to take action where it is considered that the amenity of their area is adversely affected by the condition of the land whether the site is within a conservation area or not.</p> <p>The reinstatement of railings under 1 metre in height would not require planning permission, however it would be strongly suggested that the railings are of a material and design which reflect the traditional appearance of the buildings that they serve.</p>
8	21	Email	Objection/ query	<p>The government is prompting the use of green energy and will shortly ban the sale of gas boilers in favour of heat pumps, to encourage fitting of solar energy, to insulate houses and buy electric cars. (White paper Ref: December 2020 CP 337) How will the designation of a conservation area fit in with the governments proposals. At the moment the designation will prevent the installation of car charging points, and result in refusal of solar panels, the refusal of double glazing unless bespoke which will prevent the effectiveness of the working of heat pump.</p>	<p>Class D and E of the GDPO refers to electrical outlets for recharging vehicles. These would be permitted development (PD) within the conservation area provided they meet the criteria of class D1, E1 and conditions D2 and E3. Solar panels would also be permitted development provided the proposal met all the requirements of Part 14, Class A of the GDPO. Permission would be required where the solar panel would be installed on a wall which fronts the highway. Ground source heat pumps are also PD. The justification for the retention of original windows has been set out above. Slim line double glazing within timber frames that match in all respects the original window may also be appropriate in the conservation area, with each situation being determined on its own merits. Timber windows in comparison to UPVCu windows have a lower carbon footprint and will when maintained have a longer lifespan which supports the climate agenda.</p>
8	22	Email	Observation	<p>The writer would like to propose a public meeting of residents to discuss our concerns and your solutions.</p>	<p>A meeting took place on the 25 May. The Conservation Area designation was also discussed at the neighbourhood council's meeting.</p>
9	23	Email	Objection	<p>The conservation area would be detrimental to homeowners due to loss of house value as prospective buyers would be looking to extend and add potential alterations to improve the property for a more modern lifestyle.</p>	<p>Research by Historic England and the London School of Economics and Political Science have indicated that people value conservation areas for their distinctiveness, visual appeal and historic character. This value is reflected in the price of properties in conservation areas. Generally, they cost more and appreciate in price more than properties in other areas, even after adjusting for location and other factors.</p>
9	24	Email	Objection	<p>The writer intended to enlarge their home both appropriately and sympathetically so it can be adapted to their lifestyle and family size</p>	<p>Extensions under permitted development can still be undertaken to properties within the conservation area</p>

				however the restrictions imposed by the conservation area will not allow this. As a result, the writer would now have to consider selling and moving into another larger premises outside or a property with prospects to extend.	depending on their size and location. Being within a conservation area does not preclude sensitive extensions where they preserve or enhance the special historic and architectural interest of the locality.
9	25	Email	Objection	All of the properties in the terrace have little original external features, just as an example only one of the houses still has timber windows and one other property has the original cast iron downpipes and gutters. Similarly, many properties in neighbouring terraces already have loft conversions. The writer is struggling to understand what this will preserve; it is far too late.	The designation of a conservation area is undertaken where a local planning authority consider an area has special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance. It is recognised that some properties may have lost some original features however as a whole it is considered that the proposed conservation area has special architectural or historic interest. The proposed management plan seeks to inform and proactively encourage the retention of or reinstatement of traditional features when work is considered.
9	26	Email	Objection	It is hypocritical that a large amount of Barttelot Road including the old police station buildings were converted into smaller dwellings without restrictions on appearance.	The old police station buildings of Peel house have been designated as locally listed buildings. Properties which contain flats do not benefit from permitted development rights so works that materially alter the appearance of the building would require planning permission.
Page 52	27	Email	Objection	<p>The writer notes that it is a strange omission that the site where Majestic Wine House and Pets at Home Operate are outside of the proposed conservation area. The writer notes that the commercial leases are not to be renewed and they are aware of the potential site value for a developer. If this is developed into multiple property units is will have a significant impact on the road and its appearance, despite this a conscious decision has been made to exclude this site which would be a mockery of this proposal and what it actually is supposed to stand for.</p> <p>Equal to the above Barttelot Road is available for paid parking and the council benefits greatly from this income due to the popularity of on street parking for those looking to secure a cheaper alternative to your town/central parking. It has got to the point that residents are not able to park on their own street and are receiving numerous fines. This is another example of how the council are exploiting its residents for its own financial gain.</p>	The creation of boundaries to a conservation area is a careful balance to ensure that an area justifies such status because of its special architectural or historic interest, and that the concept of conservation is not devalued through the designation of areas that lack special interest. It was considered that the site of Majestic Wine and Pets at Home as it is on the periphery of the character area would form an understandable boundary to the conservation area. If the site was to be put forward for development it would be within the setting of the conservation area and therefore its design, form, scale and use would be required to consider the impact of the proposal on the special historic and architectural interest of the conservation area.
9	28	Email	Objection	<p>The writer feels the consultation is misleading and does not clearly represent the repercussions if approved on residents and the future in their properties.</p> <p>In summary the consultation letter alludes to additional process and cost on what would ordinarily be considered permitted developments. What it does not make clear is the extent and likelihood of many alterations or improvements particular extensions are rejected in most cases.</p>	Extensions under permitted development can still be undertaken to properties within the conservation area depending on their size and location. Being within a conservation area does not preclude sensitive extensions where they preserve or enhance the special historic and architectural interest of the locality.

10	29	Email	Support	<p>These streets are a compact and cohesive oasis of late Victorian domestic architecture. Many of the houses demonstrate a degree of ornamentation and original decorative features not present to the same degree in other Victorian streets in Horsham. The houses are at least 125 years old and, as time goes by, the distinctiveness, character and heritage value of such buildings is more widely recognised. This, coupled with the development pressure which is inevitable in such a central location (manifested most recently by application DC/21/2076 - for the demolition and redevelopment of 2 Norfolk Road and 76 to 78 Park Street) underlines the pressing need to secure the designation of our neighbourhood as a Conservation Area under section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. A petition, asking relevant households and premises in the Norfolk Square area if they agreed with the proposal, was carried by 90.54%. In addition to the strong support of a high proportion of local residents, designation is supported by Denne Neighbourhood Council and the Horsham Society.</p>	Noted
11 Page 53	30	Email	Support	<p>The writer consider that the positive characteristics summarised on page 5 including reference to 'a strong sense of place, the range of buildings that have been little altered since the time of their construction and the feeling of unity in terms of design within the area are all important and very much worth retaining.</p> <p>The consultation document is very helpful and the writer strongly supports the designation of the area referred to as 'Park Terrace Gardens' as a Conservation Area.</p>	Noted.
12	31	Email	Support	<p>The writer is proud of the distinct ornamentation and original features on many of our houses. We strive to maintain our unique structure — not always easy in the face of attempts and wishes to redevelop. We are strong as a community—witness the recent protests against application DC/21/2076 (the redevelopment of No2 Norfolk Rd and 76-78 Park Street) and we seek further reassurance that the character of 'Park Terrace Gardens' will remain unchanged.</p> <p>Over 90% of households canvassed recently in Norfolk Sq were in favour of conservation status.</p> <p>Local groups , such as the Horsham Society and Denne Neighbourhood Council are in favour of this application.</p>	Noted.
13	32	Email	Support	<p>This designation will help to preserve the positive characteristics of the area with its strong sense of place, high quality building materials, and its plan which creates rhythm and unity of design. This designation is also especially relevant given that there are 7 locally listed buildings</p>	Noted.

				within the proposed Conservation Area. The designation will help to preserve the history of our town.	
14	33	Email	Support	The writer has been resident in this area for the past 15 years and would very much like to see the character and features of the properties maintained for many years to come. The proximity of the area to the centre of town make it an appealing option for new development but some of this development recently have not been sympathetic to the character of the area. A conservation status would act as counterbalance to such development.	Noted.
15	34	Email	Support	The writer fully supports the plans for the Conservation Area for Norfolk Square and Park Terrace Gardens. It will clearly be beneficial for the local community, by enhancing neighbourhood communications, fostering a shared sense of responsibility for the upkeep and appearance of our special housing and developing further respect for our historical heritage. In the wider community it will set a tone for more awareness of the uniqueness of these areas that do still exist, but that are under increasing threat of possibly ill considered development.	Noted.
Page 54	35	Email	Objection	The writer is a renter of a property and whilst conservation areas are beneficial to homeowners, they can be detrimental to renters or potential buyers and first-time buyers. Horsham is an already an increasingly expensive place to live, let alone buy or rent a property. A conservation area will likely increase the already inflated rental value of properties within not only the conservation area, but those in close range of the town centre. Having increased property values only serves to benefit those selling or letting a property and places restrictions on those renting or making potential buyers (especially first-time buyers) unable to afford properties in an already increasingly difficult property market.	Noted. Concerns have also been raised by residents that the conservation area status may result in a loss of value of properties within the conservation area, although research by Historic England does suggest that people value conservation areas for their distinctiveness, visual appeal and historic character. This value is reflected in the price of properties in conservation areas. The designation of a conservation area is considered by Local Planning Authorities only where there are areas identified as having special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance.
16	36	Email	Objection	Whilst the majority of buildings are built pre 1898, many of the original characteristics have been already been changed or completely lost. For example: - The large majority of sash windows have already been replaced with non-traditional plastic windows in a bid to be more energy efficient. In our case, our own building only contains 1 original window and door, however the glass in the door has been replaced with plastic. - There are also a fair few modern extensions, which, if built under a conservation area would unlikely to have been approved in their current design.	Noted. The designation of a conservation area is undertaken where a local planning authority consider an area has special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance. It is recognised that some properties may have lost some original features however as a whole it is considered that the proposed conservation area has special architectural or historic interest. The proposed management plan seeks to inform and proactively encourage the retention of or reinstatement of traditional features when work is considered. The buildings provide evidence of the evolution of the area with changes to the form and appearance of the buildings enabling new uses. The designation of a conservation area does not

				<p>- There are commercial properties on Park Terrace, which currently have a very rundown appearance and take away from the design of the area.</p> <p>Making the above buildings protected under a conservation area seems to serve the opposite of the conservation area's intended purpose.</p> <p>There is also a new development currently underway in Chichester Terrace which would also fall under the conservation area, despite not being an original building with distinctive features etc.</p> <p>A good example of a residential street within a conservation area and with benefit to the town is the Causeway as this is right in the town centre and has a distinct character and appearance with many original buildings and features still intact.</p> <p>The Park Terrace Gardens area is partly commercial and out of the way from the town centre, its buildings are largely modernised, its houses whilst having 1 or 2 distinctive features are not comparable in appearance or historical significance to that of the Causeway.</p> <p>Having the area preserved would only benefit current property owners, preserve already modern features and buildings, and not preserve the overall history or look of the town as in the case of the Causeway.</p>	<p>prevent change and seeks to preserve and enhance those elements that contribute to the localities special historic and architectural interest. Paragraph 206 of the NPPF identifies that local planning authorities should look for opportunities for new development within Conservation Areas to enhance or better reveal their significance. Proposals that preserve those elements of the setting that make a positive contribution to the asset (or which better reveal its significance) should be treated favourably. Paragraph 207 also notes that not all elements of a Conservation Area will necessarily contribute to its significance.</p> <p>The Causeway represents the traditional view of a conservation area. This understanding has progressed as people have become to value the importance of preserving buildings and areas that provide evidence of the development, and growth of our towns post the seventeenth/eighteenth century. The designation of conservation areas provides the opportunity to ensure that as time progresses and our appreciation of buildings of historic and architectural interest expands those areas are reconsidered or identified where in the past they may have been considered too new or too commonplace. Buildings of the nineteenth and twentieth century are often the most undervalued and vulnerable and it is important to recognise that this irreplaceable resource make a contribution to our experience of place. It is interesting to note that the writer Ian Nairn when writing about Petworth valued for its traditional buildings suggested that it was the mixture of buildings that contributed to its significance "good buildings of all dates mixing perfectly at least up to 1920. What it now needs a few really good but unequivocally modern buildings." * The Buildings of England Sussex – Nairn I and Pevsner N Yale University Press 1965. P.294</p> <p>It is clear within the document that conservation area designation does not prevent development but seeks to ensure that where it takes place it makes a positive contribution to local character and distinctiveness. This is further underlined within the NPPF which requires all development irrespective of whether it is within a conservation area to be well designed.</p>
16	37	Email	Objection	<p>The writer has a tree on their doorstep, as well as directly across the street and within our immediate neighbours garden. The trees currently go into the power lines above and so regular work is needed so as to not obstruct not only the powerlines, but to prevent them from encroaching on our immediate neighbours guttering etc.</p>	<p>The designation of a conservation area would not impact on the need for requests to landlords for work to trees.</p> <p>Where work is required by statutory undertakers it is often exempt to the need to give notice.</p>

				<p>As renters, the writer is required to request any works being done via the estate agent; adding a 6 week notice period to this (as required in a conservation area) would add an extra layer of admin/difficulty in allowing the already necessary works to go ahead.</p> <p>The writer also lives adjacent to the railway line with a tree boundary along the track, works to the trees are often required due to the proximity to the railway line and to the road to prevent obstruction. Again a waiting period would delay necessary works on a regular basis.</p>	
17	38	Email	Observation	<p>The writer is uncertain about the reasoning behind the expansion beyond the original Norfolk Square proposal as residents in Barttelot Road seem oblivious to their inclusion and for many of them this is the first they have heard of it.</p> <p>Park Terrace West have no idea that a Conservation Area is being proposed, even though it goes right up to their back gardens. Why has this area been excluded as the buildings there are of an age and style as those included.</p> <p>Within Norfolk Square Gundry's House (two houses) on Chichester Road have been excluded from the proposed area. The writer is unsure why as it falls within Norfolk Square.</p>	<p>The inclusion of sites within a conservation area requires robust justification as the area need to be of special historic and architectural interest not just specific buildings. In this instance although the buildings within Park Terrace West were constructed earlier than those within Barttelot Road, and Chichester and Norfolk Terrace the buildings have undergone a greater quantum of change which have lessened the historical quality of the buildings. Local planning authorities need to ensure that the area has sufficient special architectural or historic interest to justify its designation as a conservation area. The judgement was taken that the architectural and historic features within Norfolk Terrace, Norfolk Road, Chichester Terrace and Barttelot Road exhibited a greater consistency and quality of features representing a positive example of Victorian urban expansion.</p> <p>The properties of Gundry House were excluded from the proposed conservation area as the rhythm of development changes on this side of the road.</p> <p>Barttelot Road was identified in the Horsham Blueprint document as being part of a "New Street Character Area", and also in the revised Horsham Society Local List of Buildings and Conservation Areas – draft proposals for inclusion.</p>
18 (Neighbourhood Council)	39	Email	Support	<p>The writer is fully supportive of the proposed area being given Conservation Area status and has the following comments:</p> <ul style="list-style-type: none"> The writer believes that this area is under threat from the number of permitted development applications for turning office space into apartments, and also applications for conversions or extensions. This together with the increase in on-street parking is having a detrimental effect on the appearance of the Park Terrace Gardens area and the lifestyle of its residents. The writer hopes that granting 	<p>Noted. As above.</p>

				<p>this area conservation status should give some protection from harmful planning applications in future.</p> <ul style="list-style-type: none"> The writer agrees that it may be worth extending the proposed area to include Park Terrace West which has the unique arches at the entrance to the road and terrace houses which pre-date the houses in the proposed designated area. 	
19	40	Email	Support	<p>The writer very much welcomes these proposals which will protect the character of our neighbourhood, in particular the historical features of the properties and surrounding trees.</p> <p>Norfolk Terrace is a wonderful and safe place to live with a strong community which is only benefited by protecting our surrounding environment.</p> <p>In addition, parking can be difficult with a limited number of spaces and therefore preventing plans for additional large (and out of character) living spaces will help ensure residents continue to be able to park safely, near their homes.</p>	Noted.
20 Page 57	41	Email	Support	<p>Norfolk Road, Norfolk Terrace, Wellington Road, Chichester Terrace, Barttelot Road, Park Terrace, Park Street and East Street in Horsham all contain many wonderful period properties which should be preserved as examples of special architecture for the period when they were built. They represent an important part of Horsham's heritage. Many people enjoy not just living in these types of properties, but also to see them as part of our surroundings. The writer believes that properties of this period are inherently interesting and charming and so very much add to the overall look and feel of Horsham as a place to live and visit. They give Horsham charm and history and add diversity to the other different examples of architecture from different periods which all also exist.</p> <p>The writer is not adverse to new properties, some of which can also be interesting and add to the overall aesthetics of Horsham, however they need to be appropriate for the area in which they are built. In this designated area there is pressure to squeeze them in amongst period houses or, much worse, that the period properties be demolished in favour of new flats or structures which are being built purely to accommodate the maximum amount of residences and ultimately to make profit for the developer. Surrounding buildings are being converted into numerous flats and extended beyond what is, reasonable, encroaching on space and light and the visual appearance of the area and ultimately detracting from its special character as opposed to enhancing it. Properties of this type cannot be replaced and so it is vital that we preserve them, and the environment in which they exist. The</p>	Noted.

				<p>writer feels strongly that this area needs protection from this type of development as it is not appropriate or suitable and would ultimately erode its overall charm and appeal, as well as potentially reducing the number of period properties in Horsham for no good reason which would be a crying shame. The writer believes that designating the area as a conversation area would help to provide some level of much needed protection and genuinely preserve an important historic part of Horsham and a considerable number of period properties.</p>	
21	42	Email	<p>Objection</p> <p>The writer is aware of the proposal to turn Norfolk Road, Norfolk Terrace, Wellington Road, Chichester Terrace, Barttelot Road, Park Street and a small part of East Street, into a Conservation Area was proposed by some residents. They question whether this was done to prevent the house on the corner of Park Street and Norfolk Road from being demolished and redeveloped? Yet, opposite that building is a block of apartments, still to be completed after several years. Built with HDC Planning Permission?</p> <p>The writer was unaware of Park Terrace or any public gardens in the area, so find the name a bit bewildering. Reference is made to Park Terrace as being in the proposed Conservation Area, ref. first paragraph of letter dated 26.08.2022, your ref. PTGCA. The writer is aware of Park Terrace West and East, but understands from a member of the Heritage Team that the properties in these roads are not of any architectural merit. The writer has seen reference made to Park Terrace West in your blurb. Properties that are in Park Terrace West but back onto Norfolk Terrace, the entrances of which look like back gates with no sight of a garden?</p>	<p>Noted.</p> <p>It is suggested that the new conservation area would be known as the Park Terrace Gardens Conservation Area, as this is the name used for the land on the 1870/71 OS map.</p>	
21	43	Email	<p>Objection</p> <p>The houses in the proposed conservation area are at a stage where, because of their age, they need repairing and updating. The writer is concerned that impositions with regard to what can and can't be done will impact heavily on the pockets of occupiers in a time of a cost of living crisis. Rather galling when there is such a mixture of styles of windows and doors already installed.</p> <p>The writer is also concerned that people who would like to convert their attic into a living space may be limited as to what they can now do. Galling again as the Council gave permission for others to make large alterations.</p> <p>The report makes reference to brick walls fronting gardens and these should be retained or reinstated. The writer would like to point out that in</p>	<p>Noted - Extensions under permitted development can still be undertaken to properties within the conservation area depending on their size and location. Being within a conservation area does not preclude sensitive extensions where they preserve or enhance the special historic and architectural interest of the locality.</p>	

				<p>Barttelot Road, any brick walls are a new addition as originally the properties had railings. The writer is concerned with regards to parking and making it more pedestrian friendly. The parking as it is at the moment in Barttelot Road was hard fought for. If anything, it should be for residents and their visitors only, anyone else can use the nearby car parks.</p> <p>The writer suggests that, with the very many and very varied changes already made to properties in this area, making it a Conservation Area is totally unnecessary. A Conservation Area will impact on residents just trying to get by, let alone make repairs/alterations to their property to fit their budget.</p>	
22	44	Email	Support	<p>The writer was drawn to this particular area of Horsham because of its special architectural and historical character, not to mention its proximity to local amenities and green spaces.</p> <p>The writer's property still retains the pre 1939 railings and original timber sash windows, both of which have been restored recently. The writer has spent much time and money preserving the historical features of my home both on the inside and out, as feel it their duty to look after it for future generations to enjoy.</p> <p>With other people currently able to make changes to their properties with limited restrictions, with the exception of the few listed ones, the writer fears over time that the environmental quality of the area will be lost.</p> <p>There has also been recent threat of planning applications for extensive development to properties that, had they have been granted, would destroy the character of this special part of Horsham's history. I therefore believe it's important the Council have greater control to protect the future of Park Terrace Gardens.</p> <p>The writer strongly believe there should be an onus on the current and future custodians of properties in this area to sympathetically and respectfully look after them, and request that you please consider granting this application approval.</p>	Noted
23	45	Email	Support	<p>The writer loves living here and appreciates the original features that these houses have. The writer has joined neighbours in protesting against further development: application DC/21/2076 (redevelopment of No 2 Norfolk Rd and 76-78 Park Street) and would like a way to ensure that the character of this area is protected.</p>	Noted

				A petition showed that 90% of residents in this area agreed with a proposal to make the Norfolk Square area a Conservation Area. The writer supports the designation and would be grateful if the next steps could be taken to secure the designation as soon as possible to prevent any further development.	
24	46	Email	Objection	<p>The writer notes that whilst they are supportive of maintaining the character of the area and have done much to improve their own house in a way that's in keeping with the period, the conservation area would present some potential problems for them.</p> <p>The writer has good quality, double glazed, energy efficient, wood grain, traditional looking UPVC sash windows (including run through horns and astragal bars) which fit with the house. Not all the windows were replaced. A conservation area would present problems in this respect as it would appear they would not be allowed. Therefore the writer would have UPVC windows upstairs and be forced to install wooden windows downstairs. Whilst the writer likes wooden windows the upkeep and maintenance from experience is significant, as is the cost to replace with high quality wooden ones, hence the choice of maintenance-free UPVC.</p> <p>In addition, the writer plans in time to extend their property at the rear. Again, they understand a conservation area would require additional planning / cost. Given the current cost of living and interest rates, additional cost is unwelcome.</p> <p>The writer does agree however that restrictions on new developments such as the recent flats development that increase cars in an already overcrowded area, should be tightened.</p>	Noted. Extensions under permitted development can still be undertaken to properties within the conservation area depending on their size and location. Being within a conservation area does not preclude sensitive extensions where they preserve or enhance the special historic and architectural interest of the locality.
25	47	Email	Objection	<p>Conservation Areas are intended to manage and protect the special architectural and historic interest of an area and to contribute to forming a unique sense of place. Designation may afford better control and protect the (conservation) area, the intention and wishes of residents and businesses is understood and appreciated. The writer is of the opinion that inclusion of 72 - 78 Park Street and 2 Norfolk Road is a spurious and unjustified southern leg to the proposed conservation area. If the Park Street frontage here was considered worthy of special protection it would have been included in the Horsham Town Centre Conservation Area. The extent of this is deliberate and well considered given the nature and quality of the buildings included within that red line. There is a clear and distinct transformation of architecture along Park Street, 72 – 78 Park Street and 2 Norfolk Road are correctly shown as</p>	Noted – as above.

				<p>Pre 1898 in the Building phases map on page 7. The image on page 11 shows the view towards the east along Park Street adjacent to the junction with Norfolk Road, elaboration on any corner significance is missing and the image is blighted by hoarding (temporary whilst the adjacent offices are converted) and poor quality street furniture and signage. A photo of the commercial properties adjacent to our client's site is shown in one photo on page 13. Norfolk Road is described on page 16 and 78 Park Street and 2 Norfolk Road are described as having an attractive form using materials consistent with this part of Horsham Town, the decorative features being good examples of late Victorian architecture although the decorative bargeboards have recently been replaced. This may be so but of itself does not justify inclusion within the proposed Conservation Area. As further described, 78 Park Street and 2 Norfolk Road are readily distinguishable from the terraced or semidetached properties in Norfolk Road, likewise the architecture in Norfolk Terrace, Wellington Road and Chichester Terrace.</p>	
25	48	Email	Objection	<p>North Street, Park Street and East Street are evaluated on page 22, the photo included excludes 2 Norfolk Road and whilst there is an appreciation of the narrative of the town's growth along historic routeways there is no mention of special architectural merit or significance of 68 – 78. It is interesting to note the photo included does not even attempt to show the existing corner situation or wider context. It is important to illustrate negative contributions to local character as well as positive and representations of this should be balanced. The photo on page 28 does provide context viewing from Norfolk Road toward Park Street with the building line of 2 Park Street only readily distinguishable due to a change in the street façade material from render to brick. The buildings on our client's site and his immediate neighbours do not contribute to the special interest that the remainder of the proposed conservation could be afforded.</p>	Noted – as above.
25	49	Email	Objection	<p>Development Control is sufficiently robust to ensure good quality development can be achieved. The wording in Part II: Management Plan states on page 37 that demolition of buildings or built features which have been identified as making a neutral or positive contribution to local character will normally not be permitted. There is no elaboration on this in the following text but the writer assumes that if the criteria is met, as described under the heading Control of development on page 29, then demolition could be appropriate i.e. if the development proposals preserve or enhance the character and appearance of the (conservation) area.</p>	Noted – as above in addition the designation of a conservation area requires that special attention is paid to the desirability of preserving or enhancing the character or appearance of that area.
25	50	Email	Objection	<p>Energy, whole life carbon and circularity must be considered. Climate resilience and the ability to upgrade are key points under section 2.3</p>	Noted – any proposals within a conservation area would require special attention to be paid to the desirability of preserving or

				<p>Retrofit. The loss of some low grade, volume built, Victorian buildings is inevitable as the benefits of new built form can give whole life carbon benefits and fit the wider carbon zero targets set by government. Redevelopments can of course provide additional benefits. Protection of existing buildings within any environment must be considered and tested against policies in an inclusive and wide reaching context, locally, nationally and globally. Inclusion of our client's site within the proposed Conservation Area will bring no meaningful benefits and it is therefore an incorrect approach to include it.</p>	<p>enhancing the character or appearance of that area. Paragraph 206 and 207 of the NPPF note that: "206. Local planning authorities should look for opportunities for new development within Conservation Areas and World Heritage Sites, and within the setting of heritage assets, to enhance or better reveal their significance. Proposals that preserve those elements of the setting that make a positive contribution to the asset (or which better reveal its significance) should be treated favourably. 207. Not all elements of a Conservation Area or World Heritage Site will necessarily contribute to its significance. Loss of a building (or other element) which makes a positive contribution to the significance of the Conservation Area or World Heritage Site should be treated either as substantial harm under paragraph 201 or less than substantial harm under paragraph 202, as appropriate, taking into account the relative significance of the element affected and its contribution to the significance of the Conservation Area or World Heritage Site as a whole."</p>
Page 62	51	Email	Objection	Concern property owners not informed directly.	Letters were sent to all postal addresses within the proposed conservation area and within 20 metres of its boundary. A notice was also placed in the West Sussex County Times.
	52	Email	Objection	Properties mentioned within the report are of poor quality and have very little character remaining as a result of dilapidation over the years and they continue to be of poor quality despite best efforts to maintain them. How such poor housing stock can be considered of specific merit to conserve the writer is unsure.	<p>Noted – any proposals within a conservation area would require special attention to be paid to the desirability of preserving or enhancing the character or appearance of that area. Paragraph 206 and 207 of the NPPF note that: "206. Local planning authorities should look for opportunities for new development within Conservation Areas and World Heritage Sites, and within the setting of heritage assets, to enhance or better reveal their significance. Proposals that preserve those elements of the setting that make a positive contribution to the asset (or which better reveal its significance) should be treated favourably. 207. Not all elements of a Conservation Area or World Heritage Site will necessarily contribute to its significance. Loss of a building (or other element) which makes a positive contribution to the significance of the Conservation Area or World Heritage Site should be treated either as substantial harm under paragraph 201 or less than substantial harm under paragraph 202, as appropriate, taking into account the relative significance of the element affected and its contribution to the significance of the Conservation Area or World Heritage Site as a whole."</p>

27	53	Email	Support	Having reviewed the draft appraisal and management plan, the writer is in favour of this new conservation area proceeding, in order to help maintain the character of our local neighborhood.	Noted
28	54	Email	Support	<p>It is important to maintain the integrity of areas such as this for historical reasons. The writer has recently been subjected to several developments on our doorstep one of which was the application to knock two perfectly sound houses down to try and build a block of flats.</p> <p>Most of the residents in the surrounding streets are in favour of a conservation area supported by a survey carried out recently.</p>	Noted
29	55	Email	Support	Horsham Society were extremely pleased to note that the proposed Conservation Area of Norfolk Terrace, Norfolk Road, Barttelot Road etc., has been granted technical approval. The Society are carrying out survey works in preparation of a Local List, and we consider that this area contains a number of examples of houses of historical interest. We whole heartedly support these proposals and trust that final approval will be granted.	Noted
30	56	Email	Objection	<p>It is the writers understanding that Conservation Areas are intended to manage and protect the special architectural and historic interest of an area and to contribute to forming a unique sense of place.</p> <p>However, it is the writers opinion that inclusion of 72 - 78 Park Street and 2 Norfolk Road is at odds with this aim.</p> <p>There is a clear and distinct transformation of architecture along Park Street. 72 – 78 Park Street and 2 Norfolk Road are correctly shown as Pre 1898 in the Building phases map on page 7. The image on page 11 shows the view towards the east along Park Street adjacent to the junction with Norfolk Road, however elaboration on any corner significance is missing and the image is disrupted by temporary hoarding (whilst the adjacent offices are converted) and poor-quality street furniture and signage. A photo of the commercial properties adjacent to our properties is shown on page 13 without any reference to its distinct lack of character. Norfolk Road is described on page 16 where both 78 Park Street and 2 Norfolk Road are described as 'The decorative features of 78 Park Street and 2 Norfolk Road are good examples of late Victorian architecture although the decorative bargeboards have been recently replaced.' However, this information does not justify inclusion within the proposed Conservation Area. As further described, 78 Park Street and 2 Norfolk Road are readily distinguishable from the terraced or semi-detached properties in Norfolk Road, likewise the architecture in Norfolk Terrace, Wellington Road and Chichester Terrace.</p> <p>North Street, Park Street and East Street are evaluated on page 22, the photo included excludes 2 Norfolk Road and whilst there is an</p>	Noted – as above a building audit has also been added to the appraisal showing positive, negative and neutral buildings.

				<p>appreciation of the narrative of the town's growth along historic routeways there is no mention of special architectural merit or significance of 68 – 78 Park Street. It is interesting to note the photo included does not even attempt to show the existing corner situation or wider context.</p> <p>It is important to illustrate negative contributions to local character as well as positive within the draft Plan, and representations of this should be balanced. The photo on page 28 does provide context viewing from Norfolk Road toward Park Street with the building line of 2 Norfolk Road only readily distinguishable due to a change in the street façade material from render to brick. 78 Park Street and 2 Norfolk Road and the immediate neighbours do not contribute to the special interest that the remainder of the proposed conservation could be afforded and are in fact of poor quality, despite attempts to keep them in good order, when compared to the other notable character features of Norfolk Terrace, Wellington Road and Chichester Terrace. Development Control is sufficiently robust to ensure good quality development can be achieved. There is no risk to the council in removing 78 Park Street and 2 Norfolk Road from the proposed conservation area as the character will not be eroded by unintended loss or change, and the appearance would not change in a negative way - in fact, the position is quite the opposite.</p> <p>The wording in Part II: Management Plan states on page 37 that demolition of buildings or built features which have been identified as making a neutral or positive contribution to local character will normally not be permitted. There is no elaboration on this in the following text, but we would assume that if the criteria is met, as described under the heading Control of development on page 29, then demolition could be appropriate i.e. if the development proposals preserve or enhance the character and appearance of the (conservation) area.</p>	
30	57	Email	Objection	<p>The EPC ratings of properties within the proposed conservation area are low due to low grade, volume built, Victorian buildings that they are, whereas newly built homes in keeping with the local character would offer whole life carbon benefits and fit the wider carbon zero targets set by government compared to the poor energy efficiency of the properties as they stand now.</p>	<p>Noted – any proposals within a conservation area would require special attention to be paid to the desirability of preserving or enhancing the character or appearance of that area. Paragraph 206 and 207 of the NPPF note that:</p> <p>“206. Local planning authorities should look for opportunities for new development within Conservation Areas and World Heritage Sites, and within the setting of heritage assets, to enhance or better reveal their significance. Proposals that preserve those elements of the setting that make a positive contribution to the asset (or which better reveal its significance) should be treated favourably.</p> <p>207. Not all elements of a Conservation Area or World Heritage Site will necessarily contribute to its significance. Loss of a</p>

					building (or other element) which makes a positive contribution to the significance of the Conservation Area or World Heritage Site should be treated either as substantial harm under paragraph 201 or less than substantial harm under paragraph 202, as appropriate, taking into account the relative significance of the element affected and its contribution to the significance of the Conservation Area or World Heritage Site as a whole.”
31	58	Email	Objection	<p>Conservation Areas are intended to manage and protect the special architectural and historic interest of an area and to contribute to forming a unique sense of place. Designation may afford better control and protect the (conservation) area, the intention and wishes of residents and businesses is understood and appreciated. The writer is of the opinion that inclusion of 72 - 78 Park Street, 2 Norfolk Road, and the commercial properties to the south along Park Street (including Enterprise rent-a-car) is a spurious and unjustified inclusion in the proposed conservation area. The Park Street frontage here is not of particular architectural merit and could benefit from improvement. The writer does not consider that the Park Street frontage is worthy of special protection.</p> <p>There is a clear and distinct transformation of architecture along Park Street, 72 – 78 Park Street and 2 Norfolk Road. are correctly shown as Pre 1898 in the Building phases map on page 7. The image on page 11 shows the view towards the east along Park Street adjacent to the junction with Norfolk Road, elaboration on any corner significance is missing and the image is blighted by hoarding (temporary whilst the adjacent offices are converted) and poor quality street furniture and signage.</p> <p>Norfolk Road is described on page 16 and 78 Park Street and 2 Norfolk Road are described as having an attractive form using materials consistent with this part of Horsham Town, the decorative features being good examples of late Victorian architecture although the decorative bargeboards have recently been replaced. This may be so but of itself does not justify inclusion within the proposed Conservation Area. As further described, 78 Park Street and 2 Norfolk Road are readily distinguishable from the terraced or semidetached properties in Norfolk Road, likewise the architecture in Norfolk Terrace, Wellington Road and Chichester Terrace.</p> <p>North Street, Park Street and East Street are evaluated on page 22, the photo included excludes 2 Norfolk Road and whilst there is an appreciation of the narrative of the town’s growth along historic routeways there is no mention of special architectural merit or significance of 68 – 78. It is interesting to note the photo included does not even attempt to show the existing corner situation or wider context. It</p>	Noted – as above.

				is important to illustrate negative contributions to local character as well as positive and representations of this should be balanced. The photo on page 28 does provide context viewing from Norfolk Road toward Park Street with the building line of 2 Park Street only readily distinguishable due to a change in the street façade material from render to brick. 72 - 78 Park Street, 2 Norfolk Road do not contribute to the special interest that the remainder of the proposed conservation could be afforded.	
31	59	Email	Objection	<p>Development Control is sufficiently robust to ensure good quality development can be achieved. There is no risk to the council in removing 78 Park Street and 2 Norfolk Road from the proposed conservation area as the character will not be eroded by unintended loss or change and the appearance would not change in a negative way, if fact the position is quite the opposite.</p> <p>The wording in Part II: Management Plan states on page 37 that demolition of buildings or built features which have been identified as making a neutral or positive contribution to local character will normally not be permitted. There is no elaboration on this in the following text but the writer assumes that if the criteria is met, as described under the heading Control of development on page 29, then demolition could be appropriate i.e. if the development proposals preserve or enhance the character and appearance of the (conservation) area.</p>	<p>Noted – as above.</p> <p>The draft Conservation Area Appraisal identified designated and non-designated heritage assets. A plan identifying those buildings which positively or negatively contribute to the Conservation Area will now be included. This change was made as it was agreed that the inclusion of non-designated 'positive' and 'negative' buildings, in addition to those that have been designated, would help better understand the quality of the built environment within the conservation area. This would inform opportunities to improve, and build upon, the character, heritage and setting of the Conservation Area by future development, in line with the NPPF's stance in Paragraph 185 that plans should set out positive strategies to the conservation and enjoyment of the built environment through new development making a positive contribution to local character and distinctiveness.</p>
31		Email	Objection	<p>Energy, whole life carbon and circularity must be considered. Climate resilience and the ability to upgrade are key points under section Retrofit. Assessments are made to legitimately justify the demolition of buildings that are outdated and have poor fabric performance. The loss of some low grade, volume built, Victorian buildings is inevitable as the benefits of new built form can give whole life carbon benefits and fit the wider carbon zero targets set by government. Redevelopments can of course provide additional benefits.</p> <p>Protection of existing buildings within any environment must be considered and tested against policies in an inclusive and wide reaching context, locally, nationally and globally. Inclusion of 78 Park Street and 2 Norfolk Road within the proposed Conservation Area will bring no meaningful benefits and it is therefore an incorrect approach to include it.</p>	<p>Noted – as above. All applications for planning permission and associated demolition are considered on their individual merits. If the proposal were to be accepted as a conservation area, special attention would be required to be paid to the desirability of preserving or enhancing the character or appearance of that area.</p>

Additional comments received following the end of the consultation period.

Consultee Ref	Comment Number	Type of Response	Nature of Response	Comment	Officer View and Recommendations
32	61	Email	Objection	The writer is a resident in the local area, works locally and firmly believes there is nothing to be gained through the conversation of an already very developed area. The writer finds is farcical in a time when people are tightening their belts to afford food that you would even attempt to push through restrictions that have enormous financial consequences on people's minor maintenance.	Noted.
33	62	Email	Objection	The writer would like to express their disagreement with the proposed Park Terrace West Conservation Area. At minimum if it goes ahead the writer would like to exclude Park Street as they believe it doesn't add value to the conservation area and will affect future restrictions on small businesses & its employees that line those streets.	Noted – see above comments regarding Park Street.
34	63	Email including letter	Objection	The section of properties in Park Street should be omitted from the proposed conservation area as they simply add no value.	Noted – see above comments regarding Park Street.
35	64	Email	Objection	As a long-time resident of Wellington Road the writer is writing to object to the proposed conservation area. The writer notes that this is the first time they have heard of this proposal & it makes no sense to them. if you take things to their logical conclusion the houses when built had slate roofs) & outside toilets, no electricity & other modern facilities. Most of the houses now have tiled roofs. do you propose these should be changed as well if required? In the current economic climate how can you justify telling people who need to change what are perfectly acceptable UPVC doors & windows back to wooden ones at about 4 times the cost.	Noted – the conservation area designation does not require work to be undertaken retrospectively (such as removing roof covering etc). The designation would encourage occupiers to conserve, preserve and if possible, enhance the special historic and architectural features of their properties.
36	65	Email	Objection	The writer does not agree with the proposed Park Terrace West Conservation area, and in particular if it goes ahead would specifically like to exclude Park Street as the writer does not believe it adds value to the conservation area.	Noted – see above comments regarding Park Street.
37	66	Email	Objection	The writer is objecting to the proposal of creating Park Terrace East Conservation area. The writer has been resident in Chichester Terrace for 23 years and therefore feel their voice should be heard. As such long standing residents, they want to continue to exercise the freedom of choice they have to make their own choices with regards to the development of their property - they do not want the restrictions put upon them that a conservation area carries such as the choice of	Noted – see comments above.

				<p>building materials used, where they site their satellite dish, the type of windows they choose, whether they can extend or not etc.</p> <p>The writer challenges whether this area actually constitutes as being a conservation area. There are many Victorian properties throughout Horsham and indeed across the country. Being built within the Victorian era surely isn't enough to warrant becoming a conservation area - if it were, there would be so many conservation areas it would in fact devalue the true status of a conservation area.</p> <p>The proposal for Park Terrace East Conservation area stems from several individuals residing within the area who have a strong desire to reduce developers from building within the area and putting further pressure on parking. This is in fact a concern shared by many of the residents – the writer included. However, in the writers opinion becoming a Conservation area is not the solution to this problem as it causes inconveniences to home owners. Instead development proposals need careful consideration and challenge by local authorities, recognising how built up this area already is and the parking problems already encountered by residents.</p>	
	67	Email	Objection	<p>The writer purchased their property 20 years ago. The writer wouldn't have purchased this house if they had know that there would be an attempt to make it a conservation area.</p> <p>The writer do try to retain and upkeep their property in a good manner. The writer feels this listing is going to make what they do and how they do it a lot more difficult to achieve.</p>	Noted – however the constraints relating to a listed building differ from those in a conservation area.
39	68	Email	Objection	<p>When the conservation area was first mentioned to the writer, some of the details were not shared. These neighbours already have roof extensions, and other changes made to their homes, which would be banned for others in the area, if the Conservation Area were to go ahead.</p> <p>The writer therefore removes their support for the scheme and do not wish to have their house included.</p>	Noted – see comments above.
40	69	Email	Comment	<p>The writer received a leaflet with the above title listing a number of apparently serious financial penalties should the writer choose to become a part of the 'Park Terrace East Conservation Area' (sic). The writer dropped in on the meeting a couple of weeks ago as listeners and not participants but now perhaps it is time for them to make some contribution.</p>	Noted – the conservation area designation does not require work to be undertaken retrospectively (such as removing roof covering etc). The designation would encourage occupiers to conserve, preserve and if possible, enhance the special historic and architectural features of their properties.

			<p>The writer chose to purchase their property because it, and the others in the row, are a little larger than most terraced or semi-detached Victorian houses that were viewed in Horsham. The writer also like the fact that this factor had perhaps made further development unnecessary and in fact no houses in the row seemed to have had extra dormers, Mansards or Velux-type windows added to their frontage.</p> <p>Previous owners had made plenty of changes over the decades since the property was built the most obvious two visible from the street being the removal of chimneys below the roof-line and the installation of uPVC windows with no attempt to match the original style (which the writer have replaced to wooden-framed, box-sash, double-glazed, Victorian style units). The writer is currently looking for a way to treat and protect the masonry supporting the bay window and the decorative lintels on the upper floor.</p> <p>The writer has been prepared to invest in the property because they want to live in a house that looks well with retention of as many period features as possible but also modern fixtures and fittings internally and to the rear.</p> <p>Clearly appearance is important aesthetically but the most interesting architectural details are often not visible. The writers house was built with cavity walls and an attic room (original as evidenced by the original hearth for a fire).</p> <p>In short the writer has pride in their property. The writer bought it because they wanted to some extent to 'conserve' it in the sense of to protect it for others to enjoy in the future. From what the writer has heard so far the anonymous leaflet does not make the writer 'anti'. If the Council's plan was for a 'restoration area' where people were obliged at huge cost to return the properties to their most original condition the writer would not be in favour: if the plan is for a Horsham street with very little loss of original character to lose no more then, the writer is in favour.</p> <p>Finally if the Council wants areas with minimum alteration perhaps they should negotiate with the builders of the current crops of 'new homes'. On these estates there is often an aesthetic led by various 'artist's impressions' of the development (down to the tree and shrub planting) and a condition of occupancy that alterations are not made to the front aspect (at least while the estate is still being developed and there</p>	
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				remain homes, and a dream, to be sold...). If the Council designated a conservation area in a new build estate it might make an interesting time capsule!	
41	70	Letter	Objection	The writer notes that preserving the best examples of Horsham's architectural history is worthwhile, but conservating and expensively maintaining acres of bricks and mortar is over illuminating the importance of this area. As an owner of a property in Park Street the writer is puzzled how ravaged as it is by commerce it qualifies for conservation while the countryside of consumed by reckless building.	Noted – see comments above regarding Park Street.

Report to Cabinet

28 September 2023

By the Cabinet Member for Planning and Infrastructure

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Local Development Scheme: 2023 - 2026

Executive Summary

Every Local Planning Authority is required to prepare and maintain a document known as a Local Development Scheme (LDS). This document sets out the timetable for the preparation of planning documents such as the Local Plan.

The current Local Development Scheme for Horsham District requires updating to reflect the current local plan timetable, as well as the latest guidance and requirements on plan making. This report sets out the revised LDS for approval and subsequent publication.

Recommendations

That the Cabinet is recommended to:

- i) Approve the adoption of the attached Local Development Scheme 2023 - 2026 covering the period September 2023 to July 2026
- ii) Approve that the Local Development Scheme 2023 - 2026 will have effect from 29 September 2023.

Reasons for Recommendations

- i) To ensure that the Council acts in accordance with statutory requirements to prepare and maintain a Local Development Scheme.

Background Papers

Local Development Scheme 2020 - 2022

Wards affected: All

Contact: Matt Bates – Planning Policy Team Leader extension 5346

Background Information

1 Introduction and Background

- 1.1 The Planning & Compulsory Planning Act 2004, as amended by the Localism Act 2011, requires each local planning authority to prepare and maintain a document setting out the programme for the preparation of planning documents. This is known as the Local Development Scheme (LDS).
- 1.2 The LDS is a project plan for preparing planning documents, but it is not a policy document itself. It provides a starting point for the local community and stakeholders to find out what planning documents are being prepared by the Council and the timetable for when these documents will be produced. In particular, it sets out the timetable for the review and update of the Council's Local Plan and outlines the dates when there will be formal opportunities to get involved with the plan making process.
- 1.3 The LDS was last formally considered by the Cabinet in in July 2021. Since then, two external interventions have led to further delays in the preparation of the Local Plan.
- 1.4 The first relates to an update of national planning policy and a resultant legal risk to the Local Plan's soundness. On 20 July 2021, shortly following Cabinet's approval of a draft Regulation 19 Local Plan, the National Planning Policy Framework (NPPF) was reissued in revised form. A new requirement was included: that new local plans containing strategic site allocations must set out a '30 year vision' (that is, looking beyond the end of the plan period). Accordingly, it became apparent that the Local Plan would need amendments to ensure compliance with the revised NPPF. A necessary delay of several weeks was agreed to allow the Local Plan to be updated accordingly.
- 1.5 The second delay relates to habitat regulations and the issue of water neutrality. On 14 September 2021, the Council received a Position Statement from Natural England. Information collected by Natural England shows that water abstraction for drinking water supplies is having a negative impact on the wildlife sites in the Arun Valley. They have advised that any new development that takes place must not add to this negative impact. This means that by law, the Council must prepare a Local Plan that clearly shows that the plan will not have an adverse (or negative) effect on these important wildlife sites. A way of achieving this is to prepare a local plan that achieves water neutrality. The necessary and unprecedented work required to achieve this resulted in a further delay of over a year.
- 1.6 In total, there has been a delay to the Local Plan Regulation 19 of 31 months compared with the timetable set out in the LDS 2021-2023. It is therefore clearly necessary to revise the timetable (LDS) for the Horsham District Local Plan (HDLP).

2 Relevant Council policy

- 2.1 The preparation of a new Local Plan is a key Council priority. Once adopted, the policies within the Local Plan will contribute to the delivery of a number of the Council's corporate aims including the climate and biodiversity emergency, with any new development being expected to deliver environmental enhancements including biodiversity net gain and low carbon emission. The local plan policies will also contribute to economic growth and the delivery of new affordable homes.

3 Details

- 3.1 The Local Development Scheme (LDS) has been prepared to cover the period spanning from September 2023 to July 2026. The full documentation is attached as Appendix A to this document. The appendices of the LDS also seek to identify in more general terms, what future work is proposed by the Council, beyond the next three years. It should however be noted that there are considerable uncertainties around the Council's Planning Policy timetable beyond the completion of the current Local Plan. This is as a result of the publication by Government of the White Paper 'Planning for our Future', and subsequent Levelling Up and Regeneration Bill. The Bill is progressing through Parliament and is expected to lead to significant changes to the planning system in England.
- 3.2 The LDS focus is on the timetable for the production of the Horsham District Local Plan (HDLP). This document will set the overarching policies for the District, including employment allocations, housing numbers and site allocations. It will replace the Horsham District Planning Framework (2015). The timetable shows that Regulation 18 consultation took place in February and March 2020 and envisages that the Regulation 19 publication and period for representation will be in early in 2024.
- 3.3 The LDS does not have to include details of any proposed Supplementary Planning Documents (SPDs), but for completeness, the draft LDS includes a list of adopted SPDs. The review of the Community Infrastructure Levy (CIL) Charging Schedule is also outlined in the documentation. It is currently proposed that it will follow the main stages of production of the Local Plan. Again, changes proposed in the Levelling Up Bill, namely the introduction of a new Infrastructure Levy to replace the current CIL legislation, means there are uncertainties in relation to this timetable.
- 3.4 Subject to being agreed for publication, the LDS will be monitored. Progress towards the production of the Local Plan will be published as part in the Council's Authority Monitoring Report, which is published in December each year. The reporting of progress against the LDS is also a legal requirement of the Planning & Compulsory Purchase Act 2004 (PCPA) (as amended by the Localism Act 2011).

4 Next Steps

- 4.1 The LDS, will be published and made available on the Council's website This timetable will also be communicated to key stakeholders including local parishes

and neighbourhood councils. The LDS will come into effect from 29th September 2023.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.3 The draft LDS was reported to the Planning and Infrastructure Policy Development Advisory Group at its meeting on 12th September 2023. **Members of the Group advised the Cabinet Member that they are content with the proposed timescales set out in the draft LDS.**

6 Other Courses of Action Considered but Rejected

- 6.1 An alternative course of action, not to update the LDS has been considered. As set out in this report, the production of the LDS is a legal requirement and were this course of action to be pursued, the Council would contravene the relevant statutory requirements. It should be noted that the government is monitoring all local authorities to ensure that their Local Plans are prepared in accordance with the published LDS. Failure to have an up-to-date LDS could therefore result in poor national monitoring outcomes with the consequential reputational damage.

7 Resource Consequences

- 7.1 There are no direct financial consequences arising from the publication of the LDS in itself. The production of the documents in the LDS, including the Local Plan will continue to be prepared by staff in the Strategic Planning team. From time to time this work will may require additional specialist input and advice from consultants. Although mitigation of the external circumstances influencing the Local Plan timetable has required additional consultancy support, this has and will continue to be managed as part of the Council's budget setting process. The budget for the preparation of the Local Plan will continue to be set and reviewed annually.

8 Legal Considerations and Implications

- 8.1 Local Planning Authorities must prepare and maintain a scheme to be known as their LDS.
- 8.2 The LDS must specify broadly:
- (i) the local development documents which are to be development plan documents;
 - (ii) the subject matter and geographical area to which each development plan document is to relate;
 - (iii) which develop plan documents are to be prepared jointly with other local planning authorities; and
 - (iv) the timetable for preparation and revision of the development plan documents.

- 8.3 If a local planning authority fails to prepare an LDS, the secretary of state may do so and direct that the same is brought into effect.
- 8.4 To bring an LDS into effect, a local planning authority must resolve that the scheme is to have effect and specify the date from which the scheme is to have effect.
- 8.5 A local planning authority must:
- (i) revise an LDS as such time as they consider appropriate; and
 - (ii) make the following available to the public (a) the up-to-date text of the LDS, (b) a copy of any amendments made to the LDS, and, (c) up-to-date information showing the state of the authority's compliance (or non-compliance) with the timetable for the preparation and revision of the development plan documents.

9 Risk Assessment

- 9.1 There are no direct risks associated with the publication of the LDS in itself. However, there are some key risks associated with the plan's preparation and timely process. These include water neutrality, the advanced stage of the Levelling Up and Regeneration Bill, the need to ensure sufficient resourcing of the plan preparation process, the need for timely decision making and other external factors such as legal delays by the Planning Inspectorate as part of the Local Plan Examination process. The impact of the Covid-19 Pandemic has also been identified as an additional risk albeit greatly reduced given the passing of peak pandemic conditions. A range of measures is being put in place to minimise these risks and enable the preparation of the Local Plan to take place in accordance with the identified timescales. Monitoring of these risks is ongoing.

10 Procurement implications

- 10.1 There are no direct procurement implications arising from the publication of the LDS.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 The publication of the LDS will have no specific impacts on Equalities or Human Rights. Any direct impacts on issues which might arise through the preparation of the Local Plan will be documented separately through specific assessment processes in particular the Equalities Impact Assessment (EqIA) which is being undertaken as part of the plan preparation process.

12 Environmental Implications

- 12.1 The publication of the LDS will have no direct environmental implications. Any direct impacts on issues which might arise through the preparation of the Local Plan will be documented separately through specific assessment processes including the

Sustainability Appraisal and Habitat Regulations Assessment is being undertaken as part of the plan preparation process.

13 Other Considerations

- 13.1 There are no direct impacts on matters such as GDPR/Data Protection; Crime & Disorder arising from the publication of the LDS.



**Horsham
District
Council**

**HORSHAM DISTRICT COUNCIL
LOCAL DEVELOPMENT SCHEME**

2023 –2026

TABLE OF CONTENTS

1.	Introduction	3
2.	What is the Local Development Scheme?	4
3	Sustainability Appraisal/ Strategic Environmental Assessment	5
4	A Summary of the Local Development Scheme for Horsham District	6
5	Saved Planning Policy Documents	9
6	Monitoring and Review	9
7	Resources	10
8	Risk Analysis	10
 Appendices		
1	Local Development Document Profiles; Proposed and Existing	13
2	List of Adopted and Proposed SPDs	20
3	Neighbourhood Planning Status	21
4	Glossary of Terms	23

1. Introduction

- 1.1 Planning shapes the places where people live and work. Good planning ensures that the right development takes place at the right location and at the right time. It helps towns and villages thrive by providing jobs, homes and leisure opportunities whilst protecting and enhancing the historic environment and important open spaces.
- 1.2 The Local Development Scheme (LDS) is the Council's timetable for preparing documents for the district that will form part of the 'Local Plan'. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires the Council to prepare and maintain an LDS.
- 1.3 Local planning authorities are obliged to produce a number of documents in association with producing a local plan. Some of these are called Local Development Documents (LDDs), they include:
- Development Plan Documents (DPDs) - these include Area Action Plans (AAPs)
 - Supplementary Planning Documents (SPDs)
 - Policies Map
- 1.4 Additionally, local planning authorities must produce the following:
- Local Development Scheme (LDS)
 - Statement of Community Involvement (SCI)
 - Authority Monitoring Report (AMR)
- 1.5 If a local authority chooses to implement a Community Infrastructure Levy (CIL) as described in the CIL Regulations, they must also produce a CIL Charging Schedule.
- 1.6 A list of abbreviations and explanation of some of the terms used in this LDS are contained in Appendix 3.

2. What is the Local Development Scheme (LDS)?

- 2.1 The LDS is the starting point for finding out when the Council will be preparing planning policies regarding a particular place or issue and at what stage it is at in the preparation process. It sets out the timetable for the production of a number of documents. This one runs up until July 2026. Should any unforeseen circumstances result in changes to this timetable, the LDS will be updated.
- 2.2 The LDS also seeks to indicate, in general terms, what future work is proposed by the Council beyond that date. However in light of the Levelling Up and Regeneration Bill and the potential changes to the planning system, updates beyond the completion of the current local plan are not indicated. Further updates will be provided when greater clarity is available on this matter. The LDS does however indicate a timetable for reviewing the Community Infrastructure Levy (CIL) Charging Schedule, which is important for the successful ongoing delivery of the Local Plan's objectives. The review will need to take account of changes to the planning system which emerge as a result of the Levelling Up and Regeneration Bill, in particular the expected change to a proposed Infrastructure Levy.

2.3 The LDS has three main purposes:

- to inform the public and stakeholders of the documents that will make up the local plan, the geographical area they will cover, and the timescale for producing each one and how they relate to each other;
- to establish and reflect the Council's priorities and to enable work programmes to be set for the preparation of the documents; and
- to set a timetable for review of the documents.

2.4 The different types of Local Development Document (LDD) that are discussed in this LDS are described below.

2.5 ***Development Plan Documents (DPDs)***

These are the key documents in the local plan because they have lawful development plan status and are therefore the starting point for making decisions on planning applications. They are prepared with extensive community involvement and are subject to examination by an independent Inspector. It should be noted that some development plan documents such as Mineral and Waste Plans are prepared by West Sussex County Council, but still form part of the wider development plan that is used to determine planning applications.

There are three stages to preparing a DPD:

- *Early Consultation* – This stage covers regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012. At this stage the Council develops its evidence base through consultation with statutory consultees (and often involving both the public and key stakeholders) to help identify the issues that the DPD will need to address and the options available to deal with them. The community and stakeholders may be consulted through targeted or general consultation processes on these emerging *issues and options* consultations. These views are taken into account in the preparation of the next stage of plan preparation.
- *Publication Stage* – the DPD is made available for interested parties to make formal representations regarding the 'soundness' of the plan. Minor suggested amendments of clarification and factual updates may be provided to the Inspector before the DPD is submitted. This stage covers regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- *Submission DPD and Examination* – the DPD is submitted to the Secretary of State, together with any representations received. It also becomes Council policy. An independent Inspector will consider the DPD and the representations received, which where necessary, will include hearings at a public examination. The Inspector will determine whether the plan is 'sound'. An Inspector may consider that a plan requires further modifications to be made sound – further consultation

on these proposed modifications may therefore take place during the Examination of the Plan.

2.6 ***Area Action Plans (AAPs)***

These may be used to provide a planning framework for areas of particular change. They can deal with specific parts of a district or geographical area, or specific requirements such as the redevelopment of an area of land and buildings, or the enhancement of an area.

2.7 ***Supplementary Planning Documents (SPDs)***

These may cover a range of issues, which provide detailed guidance on policies in a DPD. SPDs are produced in consultation with interested parties and stakeholders but are not subject to examination. Supplementary Planning Documents do not set out policies but are a material consideration when considering planning applications.

2.8 ***Statement of Community Involvement***

The Statement of Community Involvement (SCI) explains how the community and stakeholders can expect to be engaged in the process of planning in their area. It is produced in consultation with the community and stakeholders.

2.9 ***Authority Monitoring Report***

The Authority Monitoring Report (AMR) is issued at the end of every year and assesses whether policies, targets and milestones have been met and it will inform the review of the LDS.

2.10 ***Other background or supporting documents***

Extensive technical and other background work is necessary to provide the appropriate robust evidence base to inform the preparation of policies and proposals contained in the Local Development Documents. This will include Statements of Common Ground which are required to address wider strategic matters as part of the Duty to Co-operate.

3. **Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA)**

- 3.1 It is a requirement of National Planning Policy that development which takes place contributes to achieving Sustainable Development. To test how Local Plans and other policy documents could affect environmental, social and economic issues a process known as Sustainability Appraisal (SA) is undertaken. This process is used to test different options for a plan, and to suggest ways that a plan could be changed to make sure that the plan removes or minimises or compensates for any adverse impacts. This

process also incorporates the similar process of Strategic Environmental Assessment (SEA) which is a legal requirement.

4. A Summary of the Local Development Scheme for Horsham District

- 4.1 The **Horsham District Planning Framework (HDPF)**, was adopted in November 2015, and sets the planning framework for land outside the South Downs National Park for the period until 2031. It is a requirement of the Inspector's report on the HDPF that a review of the plan commences within three years from adoption. This review process has commenced and once complete the new '**Horsham District Local Plan**' will be adopted for the period to 2040.
- 4.2 The Council has adopted a Community Infrastructure Levy (CIL). The CIL is a charge local authorities can levy on most types of new development in their areas based on the size, type and location of development proposed to ensure that the necessary infrastructure required for the delivery of the plan. It will be necessary to review the CIL Charging Schedule, or future equivalent document, to take account of the updated Local Plan for Horsham District Council. Any update will also need to take account of changes to the planning system which emerge as a result of the Levelling Up and Regeneration Bill, in particular the expected change to a proposed Infrastructure Levy.
- 4.4 Chart 1 below sets out the stages of production of the Local Plan and the review of the CIL charging schedule in 2025 and 2026. More detail is provided in Appendix 1; giving an overall profile of the HDPF and other existing adopted Local Development Documents (LDDs) together with the programmed new documents outlined in the paragraphs above. The LDS will be monitored each year through the Authority Monitoring Report (AMR), and the LDS will be updated to reflect the rolling review process or to incorporate any changes that may arise, for example as a result of changes to national planning guidance.
- 4.5 In addition to development plan documents prepared by Horsham District Council, legislation (introduced by the Localism Act 2011) enables local communities to prepare Neighbourhood Plans. Neighbourhood Plans, which are successful at Examination and are agreed by the local community at a Referendum, come into force as part of the statutory development plan. Once Neighbourhood Plans have lawful development plan status they are used, together with DPDs prepared by Horsham District Council, to make decisions on planning applications.
- 4.6 The Council will work with parishes to facilitate the preparation of **Neighbourhood Plans**. The progress of the production of Neighbourhood Plans will be monitored and reported in the AMR. The most recent status of progress toward neighbourhood plans in the District is set out on the Council's website and can be viewed from this link <https://www.horsham.gov.uk/planning/neighbourhood-planning/advice-notes-and-forms>
- 4.7 In addition to Development Plan Documents and Neighbourhood Plans, Supplementary Planning Documents (SPDs) are in some cases necessary to amplify and aid the delivery of certain policies. A list of existing adopted SPDs is contained in the AMR and reproduced here at Appendix 2.

- 4.8 The Statement of Community Involvement has been kept under review and the most recent document was published in September 2020. This document takes account of updated Government requirements in light of public health measures that may be necessary (for example in light of the Covid-19 pandemic). It can be viewed from this link: <https://www.horsham.gov.uk/planning/planning-policy/statement-of-community-involvement>
- 4.10 The Council's *Corporate Plan 2019 -23* gives a clear direction and focus on where the Council's priorities lie. The plan identifies five priority themes for the Council, which are:
- A great place to live – continue creating well balanced communities that meet residents' needs.
 - A thriving economy – work to increase economic growth and create new local jobs
 - A strong, safe and healthy community – ensure Horsham district remains one of the best place in Sussex to live.
 - A cared for environment – prioritise the protection of our environment as we move to a low carbon future.
 - A modern and flexible council – make it easy for our residents to access the services that they need.

This document can be viewed on the Council's website:

<https://www.horsham.gov.uk/council-democracy-and-elections/finance-and-council-performance/corporate-plan>

- 4.11 Other organisations' documents, such as the County Transport Plans and strategies produced by a Local Enterprise Partnership, which are not formal planning documents will influence and be influenced by the local plan.

Chart 1 – Summary timetable for Local Development Scheme

	2023				2024								2025								2026																											
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D								
Horsham District Local Plan																																																
Review of CIL Charging Schedule																																																

*The Levelling Up and Regeneration Bill proposes to replace CIL with an ‘Infrastructure Levy’. The timetable above may need to be reviewed as a consequence.

Key

Horsham District Local Plan	CIL charging schedule	
Regulation 19 preparation	Evidence gathering and early stakeholder engagement	
Proposed submission and period for representations	-	
Submission	Consultation on draft Charging Schedule	
Examination	Submission	
Examination hearings	Examination (written representations)	
Examination hearings	-	
Main modifications consultation	-	
Receipt of Inspector's Report	Receipt of Inspector's Report	
Adoption	Adoption	

5. Saved Planning Policy Documents

5.1 In addition to the Horsham District Planning Framework, some older adopted planning documents were not replaced when the HDPF was adopted, and the following adopted Planning Policy documents remain part of the development plan:

- Site Specific Allocations of Land (2007) DPD
- West of Bewbush Joint Area Action Plan (2009) DPD

These documents will be used by the Council to determine applications in accordance with the 'development plan' for the District.

Appendix 1 sets out a profile of those existing adopted documents.

5.2 Supplementary Planning Documents (SPDs) and other supplementary planning guidance that has been adopted will also continue to be considered for relevant development proposals.

6. Monitoring and Review

6.1 The preparation of planning documents will be monitored on an annual basis for the period between the 1 April and the 31 March. Each year an Authority Monitoring Report (AMR) is produced that:

- Sets out how the Council is performing against the timescales set out for that year in the LDS, giving reasons if any Local Development Document is behind the timetable set out in the LDS;
- Provides information on the policy indicators set out in the Local Development Documents, which will help to assess the success of individual policies;
- Identifies whether any Local Development Documents need to be reviewed, in order to update or alter policies, or whether any new Local Development Documents are required, or if any can be deleted from the LDS;
- Provides a progress report on the delivery of housing, including reference to the housing trajectory;
- Includes a list of background and supporting documents and identifies if further updated background or supporting information is required; and
- Guides the annual revision of the LDS.

6.2 The AMR is agreed by the Council and made publicly available. It can be found on the website at <https://www.horsham.gov.uk/planning/planning-policy/authority-monitoring-report>

7. Resources

- 7.1 The Council has a strategic planning team, within the Directorate of Place, which deals with the production and review of the local plan. The Head of Strategic Planning has overall responsibility for Local Plan preparation. The Policy Team comprises a Team Leader, a Principal Planning Officer, 3.4 FTE Senior Planning Officers, and 2.8 FTE Planning Officers (taking into account that some team members work part-time hours). In addition a Senior Neighbourhood Planning Officer supports the preparation of neighbourhood plans, supported by the Planning Policy team as appropriate, and also undertakes work on the Local Plan as part of the Policy Team. Support in the preparation of the Local Plan is also provided by a team of specialists, including a Landscape Architect and Conservation Officer.
- 7.2 The expertise of other appropriate members of staff and teams across the Council may be called upon to assist in the preparation of the Local Plan. This includes technical support to aid the development of specific policies, plans and strategies together with communications support. These include staff within Development Management, Economic Development, Parks and Countryside, Housing Services and Communications.
- 7.3 Officers from West Sussex County Council (including officers responsible for transport matters and other infrastructure requirements including school provision) will be contributors to some of the documents, particularly with regard to providing background and supporting information, monitoring intelligence and advice on environmental and sustainability aspects.
- 7.4 Expert consultants may be used to assist in producing various elements of the technical background work where either the necessary expertise is not available within the Council or insufficient capacity exists to be able to bring forward the necessary work within the required timescale.
- 7.5 An indication of the resource implications of each of the Local Development Document is given in the Local Development Document Profiles at Appendix 1.

8. Risk Assessment

- 8.1 The main areas of risk to the preparation of the Local Development Documents (LDDs) set out in this document relate to:
- *Water neutrality and the impact on Habitat Regulations compliance* - On 14 September 2021, the Council received a Position Statement from Natural England. Information collected by Natural England shows that water abstraction for drinking water supplies is having a negative impact on the wildlife sites in the Arun Valley. They have advised that any new development that takes place must not add to this negative impact. This means that by law, the Council must prepare a Local Plan that clearly shows that the plan will not have an adverse (or negative) effect on these important wildlife sites. A way of achieving this is to prepare a plan that achieves water neutrality. The local authorities affected by this have prepared a Water Neutrality Mitigation Strategy which has allowed the progression of the

Local Plan to Regulation 19, following a significant delay. Significant risk remains to the Horsham District Local Plan timetable given the unprecedented nature of this issue, and given the Strategy is still to be tested at examination. The Council is closely monitoring the risks, and seeking to ensure the evidence supporting water neutrality remains up-to-date and has the support of key stakeholders such as Natural England and Southern Water.

- *Officer resources available to deliver the LDDs* – Project management and an expert team are essential to deliver the LDDs as will ensuring the necessary resourcing to meet required deadline. On occasions, it may be necessary to consider whether additional resources are required to meet agreed timescales. Consultants may be appointed for project work. The Council has a budget for local plan production.
- *Political decision making* – The Cabinet Member for Planning and Infrastructure seeks advice through Planning and Development Policy Development Advisory Group Meetings. This Group has a cross party membership and meets regularly. It is closely involved in the preparation of the local plan and advises the Cabinet Member for Planning and Housing who is the Chairman of the group. **It is not a decision making body.** All-Member seminars are also held on an ongoing basis and provide advice and updates to all members during the preparation of the local plan. The extent of Member involvement in the preparation of the components of the local plan minimises the risk of proposals reaching Council for approval, which are contrary to the views of a majority of Council membership.
- *Capacity of the Planning Inspectorate (PINS) and other outside agencies* – The resourcing of these bodies is outside this Council's control. The LDS, correspondence and meetings will however ensure that they are fully aware of this Council's timetable. Service Level Agreements are developed between the Council and PINS to ensure that the Examination element of the development plan document timetable can be met. Statutory consultees are involved in the development of policies through early engagement as well as formal consultation. All councils in West Sussex and those in the Gatwick Diamond, West Sussex & Greater Brighton Strategic Planning Board, and Coast to Capital Local Economic Partnership remain committed to working together to solve cross-boundary issues as part of the 'Duty to Co-operate' process.
- *Delivery issues* - The Council is required to demonstrate how its long-term planning strategy and any specific site proposals, will be delivered. However, in many instances the Council is not the responsible organisation for delivery. Delivery may also be affected by a range of different factors outside of its control, such as a rapid change to the economic climate or other unforeseen events. The Council will work closely with delivery agencies during the preparation of Local Development Documents. Where appropriate, flexibility and contingencies will be built into the strategy to cope with changing circumstances, for example issues of viability. Monitoring of policies will be used to highlight whether a review of policies, documents or the evidence base is needed to meet delivery targets.

- *Soundness of the DPDs* – The Council will minimise the risk of being deemed to have unsound DPDs by ensuring that documents are supported by a robust and proportionate evidence base. The Council will respond to requests for further information in the Examination period to provide all necessary information to the Independent Inspector.
- *Legal challenge* – The risk of legal challenge will be minimised by ensuring that the DPDs are sound, are founded on a robust evidence base, with duty to co-operate matters and community engagement that is well audited.
- *Major community/stakeholder opposition to a policy or proposal* – The risk of this occurring will be minimised by effective community and stakeholder engagement in the early stages of the DPD preparation process. However, it is considered unlikely that, despite the Council's best endeavours, consensus is reached on many development proposals and that independent examination of the soundness of DPDs will be necessary.
- *Covid-19 Pandemic* – This unforeseen event generated delays to the Local Plan production process, particularly as a consequence of resource reallocation amongst many stakeholders which slowed the ability of some key organisations to respond. Moving forward, there is now greater expertise in remote working technologies, and it is also anticipated that the national vaccination programme will also help to mitigate risks of a return to pandemic conditions. Remaining risks, albeit much reduced, will be kept under review, both at team level and at corporate level.
- *Programme slippage* – The Council is committed to producing the Local Development Documents within the timescale set out in this Local Development Scheme. The contingencies detailed above are aimed at ensuring that each Local Development Document is produced to the timescale set out in this document. Careful project management and prioritisation of resources will be required. The preparation of documents will be monitored through the AMR and if necessary, the timetables will be revised through an update to the LDS.

APPENDIX 1: LDDs PROFILES; PROPOSED AND EXISTING

DOCUMENTS PROPOSED FOR PREPARATION

Local Development Document Profile	
Title	Horsham District Local Plan
Status	Development Plan Document
Role / Subject / Content	Replaces the Horsham District Planning Framework 2015. Sets out the long-term spatial vision, objectives and strategy for the district. It provides a local plan for delivering development and the key issues for development management
Geographic Coverage	Horsham District (excluding the South Downs National Park)
Prepared jointly with other Local Authorities?	No
Current Status	Regulation 18
Chain of Conformity	National guidance e.g. (NPPF);
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>January 2017– January 2020</i>
Regulation 18 Consultation periods	<i>April – May 2018 February / March 2020</i>
Preparation of Regulation 19 (Submission documentation)	<i>April 2020 – November 2023</i>
Proposed Submission and period of representation	<i>January-February 2024 (6 weeks)</i>
Submission to Secretary of State	<i>June 2024</i>
Examination Hearings	<i>October 2024</i>
Proposed Main Modifications Consultation	<i>November – December 2024</i>
(Additional Examination Hearing if needed)	<i>(January 2025)</i>
Inspectors Report	<i>March 2025</i>
Adoption and Publication	<i>May 2025</i>

Arrangements for Production	
Lead Department	Strategic Planning
Management arrangements	PDAG/Cabinet Member for Planning and Infrastructure
Resources required	Head of Strategic Planning assisted by all members of the SP team and the Communications Team and Project Management support
Community and stakeholder involvement	In accordance with SCI
Monitor and Review	Monitored annually

Local Development Document Profile	
Title	Community Infrastructure Levy Charging Schedule Review*
Status	Charging Schedule
Role / Subject / Content	Sets a Charging Schedule against which proposed development will be expected to contribute in order to bring forward infrastructure provision to help meet the needs of new development
Geographic Coverage	Horsham District (excluding the South Downs National Park)
Prepared jointly with other Local Authorities?	No
Current Status	Not yet commenced
Chain of Conformity	Horsham District Local Plan documentation
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>January – August 2025</i>
Consultation on Draft Charging Schedule	<i>September – October 2025</i>
Review of consultation responses	<i>October – November 2025</i>
Submission	<i>December 2025</i>
Examination	<i>January – March 2026</i>
Receipt of Inspector's report	<i>May 2026</i>
Adoption and Publication	<i>July 2026</i>
Arrangements for Production	
Lead Department	Strategic Planning
Management arrangements	PDAG/Cabinet Member for Planning and Infrastructure / Council
Resources required	Head of Strategic Planning assisted by the SP team and the Communications Team
Community and stakeholder involvement	Newsletters; workshops; Parish Council and technical meetings
Monitor and Review	Monitored through AMR; review will take place when monitoring highlights such a need

* The Levelling Up and Regeneration Bill proposes to replace CIL with an 'Infrastructure Levy'. The timetable above may need to be reviewed as a consequence.

ADOPTED DOCUMENTS

Local Development Document Profile	
Title	Horsham District Planning Framework
Status	Development Plan Document
Role / Subject / Content	Replaces The Core Strategy (2007) and General Development Control Policies (2007) DPD outside the SDNP. Sets out the long term spatial vision, objectives and strategy for the District. It provides a local plan for delivering development and the key issues for development management
Geographic Coverage	District-wide (excluding the South Downs National Park area)
Prepared jointly with other Local Authorities?	No
Current Status	Adopted November 2015
Chain of Conformity	National guidance (NPPF); and the Horsham District Sustainable Community Strategy.
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>Initial October 2007 – December 2008 Further work 2010 -2013</i>
Consultation on Issues and Options	<i>June – July 2009 Further consultation on Housing Numbers February – April 2012</i>
Consultation on Preferred Strategy	<i>August - October 2013</i>
Proposed Submission and period of representation	<i>April – May 2014</i>
Submission to Secretary of State	<i>August 8 2014</i>
Pre-Hearing Meeting	<i>None held</i>
Examination Hearings	<i>November 2014</i>
Proposed Main Modifications Consultation	<i>April – May 2015</i>
Additional Examination Hearing	<i>3 July 2015</i>
Receipt of Inspector’s report	<i>October 2015</i>
Adoption and Publication	<i>November 2015</i>
Arrangements for Production	
Lead Department	Strategic Planning and Sustainability
Management arrangements	PPAG/Cabinet Member for Living and Working Communities/Council
Resources required	Head of Strategic Planning and Sustainability assisted by all members of the SP team and the Communications Team

Community and stakeholder involvement	Newsletters; focus groups; exhibitions; workshops; public and technical meetings
Monitor and Review	Monitored annually. Review commenced with early engagement and consultation in 2017.

Local Development Document Profile		
Title	Community Infrastructure Levy Charging Schedule	
Status	Charging Schedule	
Role / Subject / Content	Sets a Charging Schedule against which proposed development will be expected to contribute in order to bring forward infrastructure provision to help meet the needs of new development.	
Geographic Coverage	District-wide (excludes the South Downs National Park)	
Prepared jointly with other Local Authorities?	No	
Current Status	Submitted for Examination	
Chain of Conformity	Horsham District Planning Framework	
Timetable		
Evidence gathering and early community and stakeholder engagement	<i>October 2012 – April 2014</i>	
Consultation on preliminary Draft Charging Schedule	<i>May – June 2014</i>	
Consultation on Draft Charging Schedule	<i>May – June 2016</i>	
Production	Consultation on proposed modifications	<i>November – December 2016</i>
	Submission	<i>November 2016</i>
	Examination Hearing	<i>Not required</i>
Adoption	Receipt of Inspector's report	<i>February/March 2017</i>
	Adoption and Publication	<i>April 2017</i>
Arrangements for Production		
Lead Department	Strategic Planning and Sustainability	
Management arrangements	PDAG/Cabinet Member for Planning and Development /Council	
Resources required	Head of Strategic Planning and Sustainability assisted by all members of the SP team and the Communications Team.	
Community and stakeholder involvement	Newsletters; workshops; Parish/Neighbourhood Council and technical meetings	
Monitor and Review	Monitored through AMR - review to take place when monitoring highlights such a need	

Local Development Document Profile	
Title	Site Specific Allocations of Land (2007)
Status	Development Plan Document
Role / Subject / Content	Sets out site specific allocations for development, including any requirements of the development. Sites are identified on the Policies Map
Geographic Coverage	District-wide
Prepared jointly with other Local Authorities?	No
Current Status	Adopted November 2007
Chain of Conformity	Horsham District Core Strategy (2007)
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>October 2002 – April 2004</i>
	Consultation on Issues and Options <i>June – July 2004</i>
Production	Public participation on Preferred Options <i>February – March 2005</i>
	Prepare Submission Draft <i>April – September 2005</i>
	Submission to Secretary of State and public consultation period <i>November 2005 – February 2006 (includes consultation on alternative sites and boundary changes)</i>
Examination	Pre-Examination consideration of representations <i>January 2006 – March 2007</i>
	Pre-Examination Meeting <i>April 2007</i>
	Examination Hearing <i>June - July 2007</i>
Adoption	Receipt of Inspector's binding report <i>September 2007</i>
	Adoption and Publication <i>November 2007</i>
Arrangements for Production	
Lead Department	Strategic and Community Planning
Management arrangements	Local Development & Transport Advisory Group/Cabinet Member for Strategic Land Use Planning/Council
Resources required	LDF Project Manager assisted by all members of the SCP Department and the Graphics Technician
Community and stakeholder involvement	Newsletters; focus groups; exhibitions; workshops; public and technical meetings
Monitor and Review	The document will be monitored annually and will be reviewed when the monitoring highlights such a need

Local Development Document Profile	
Title	West of Bewbush Joint Area Action Plan (2009) DPD
Status	Development Plan Document
Role / Subject / Content	A masterplan to include detailed objectives, community and infrastructure provisions and disposition and phasing of land uses, developing the Core Strategy policy approach, for the Strategic Development Location West and North West of Crawley comprising at least 2500 homes, commercial development, infrastructure & facilities.
Geographic Coverage	Land west and north-west of Crawley
Prepared jointly with other Local Authorities?	Yes – Crawley Borough Council
Current Status	Adopted
Chain of Conformity	Horsham District Core Strategy (2007)
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>May 2005 – June 2007</i>
	Consultation on Issues and Options <i>September – November 2006</i>
Production	Public participation on Preferred Options <i>September – October 2007</i>
	Prepare Submission Draft <i>November 2007 – February 2008</i>
	Submission to Secretary of State and public consultation period <i>May – July 2008 (includes consultation on alternative sites and boundary changes)</i>
Examination	Pre-Examination consideration of representations <i>June – August 2008</i>
	Pre-Examination Meeting <i>October 2008</i>
	Examination Hearing <i>January - February 2009</i>
Adoption	Receipt of Inspector's binding report <i>April 2009</i>
	Adoption and Publication <i>July 2009</i>
Arrangements for Production	
Lead Department	Strategic and Community Planning Department, Horsham District Council and Forward Planning Section, Crawley Borough Council
Management arrangements	Joint Officers Board/ Technical Working Groups/ Joint Member Steering Group/both authority's Executive/Cabinet and Council. NB. Crawley Borough Council's Executive agreed Issues and Options document.
Resources required	Joint Officers Board and Graphics Technician, Horsham District Council. External resources are likely to include West Sussex County Council and as part of the Technical Working Group: - stakeholders, landowners, organisations and companies.
Community and stakeholder involvement	Consultation will be undertaken in accordance with both authorities' Statements of Community Involvement

Monitor and Review	The document will be monitored annually to ensure that the masterplanning objectives and principles are being met and will be reviewed when the monitoring highlights such a need
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APPENDIX 2: ADOPTED AND PROPOSED SUPPLEMENTARY PLANNING DOCUMENTS

- Heath Common Village Design Statement SPD 2018
- Planning Obligations and Affordable Housing SPD, September 2017
- Nuthurst Village Design Statement SPD, May 2017
- Billingshurst Village Centre SPD, March 2017
- Shipley Parish Design Statement SPD, 2013
- Pulborough Parish Design Statement SPD, 2013
- Horsham Town Plan SPD, 2012
- Southwater Parish Design Statement SPD, 2010
- West of Horsham Design Principles and Character Areas SPD, 2009
- Brinsbury Centre of Rural Excellence SPD, 2009
- Rudgwick Parish Design Statement SPD, 2009
- Billingshurst Parish Design Statement SPD, 2009
- Henfield Parish Design Statement SPD, 2008
- Warnham Parish Design Statement SPD, 2008
- Horsham Town Design Statement SPD, 2008
- West of Horsham Masterplan SPD, 2008
- Storrington Old Mill Drive Diamond Planning Brief SPD, 2008
- Storrington & Sullington Parish Design Statement SPD, 2010

Appendix 3 - Glossary of Terms

Authority (Annual) Monitoring Report (AMR)

A report produced by the Council annually to review the progress made against targets and the performance of policies. The monitoring period is 1 April to 31 March for each monitoring period.

Area Action Plans

Area Action Plans are used to provide the planning framework for areas where significant change or conservation is needed. A key feature of Area Action Plans will be the focus on implementation. They will deliver the planned 'growth' areas and resolve conflicting objectives in the areas subject to the major development pressures.

Development Plan

The Statutory development plan is the starting point for the consideration of planning applications for development or use of land.

Development Plan Document (DPD)

The local planning documents which made up the Local Development Framework and now the Local Plan.

Duty to Cooperate

Alongside the production of DPDs, the council undertakes work with adjoining authorities in accordance with the Duty to Co-operate. This work addresses policy areas that have implications for cross-boundary working including housing, employment, gypsies and travellers, and transport. For the purposes of the Local Plan this duty is demonstrated through a statement of common ground.

Horsham Community Partnership – Community Strategy/ Action Plan

The documents produced by the Horsham Community Partnership. The Community Strategy outlines the needs and priorities of the community and shapes the activities of the organisations within the partnerships to fulfil those needs and priorities. The Action Plan identifies the short-term activities and priorities to achieve the visions in the strategy.

Independent Examination

This is a form of inquiry into the Development Plan Documents. The purpose is to consider if the Development Plan Document is sound; also to consider whether the Statement of Community Involvement is sound. An inspector will be appointed by the Secretary of State to conduct the examination.

Issues and Options

This is a non-statutory stage in which the Council chose to bring possible issues and options for the District into the public domain, in order to generate responses to aid the development

of the best possible 'Preferred Strategy', leading to a 'Proposed Submission' document, which is a statutory stage of the local plan preparation for the District.

Levelling Up and Regeneration Bill

The Levelling Up and Regeneration Bill has been laid down in Parliament by the Secretary of State for Levelling Up, Housing and Communities (DLUHC). One of its aims is to re-shape the planning system, to make plan-making simpler and quicker. A key feature of the legislation will be to prevent future local plans including development management focused policies; instead, these will be set out in centrally prepared 'National Development Management Policies'. Supplementary Planning Documents would be replaced by 'Supplementary Plans' with equal status as the Local Plan. It also proposes to replace the current Community Infrastructure Levy with an alternative Infrastructure Levy, whereby different rules will apply.

In the summer of 2023, the Bill was going through the reporting stage in the House of Lords. It is expected to pass into law in late 2023 or in 2024. There will be a transitional period in which local plans already at an advanced state of preparation can come forward under the 'old' system.

Local Development Documents (LDDs)

The suite of documents prepared by Local Authorities, which make up the Local Development Framework and now referred to as the Local Plan. These documents include the Statement of Community Involvement, Development Plan Documents (the Local Plan, Site Allocations, Area Action Plans, Policies Map) and Supplementary Planning Documents.

Local Development Scheme (LDS)

This is a public statement of the Council's programme for the production of the local Development Documents. The scheme will be revised when necessary. This may either be as a result of the Authority Monitoring Report, which should identify whether the Council has achieved the timetable set out in the original scheme or if there is a need to revise and / or prepare new development plan documents.

Local Plan

Local Plans set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design for the area they cover. They are a critical tool in guiding decisions about individual development proposals. Local Plans, together with any neighbourhood plans that have been made, are the starting point for considering whether applications can be approved. It is important for all areas to put an up to date Local Plan in place to guide positively considered development decisions.

Neighbourhood Development Plan (NDP)

Community-based document, which may be initiated by Parish or Neighbourhood Forums. They are ultimately adopted by the Council as part of the development plan. Plans must be

prepared to be in general conformity with the Local Plan, which is currently the HDPF but going forward regard must also be had to the emerging Horsham District Local Plan.

Preferred Strategy

This stage of preparing Development Plan Documents is part of 'early involvement' and takes into account the communities comments, having regard to them in the next stage which is the 'Proposed Submission' Development Plan Document. The intention is to provide sufficient information to ensure that people can understand the implications of the Preferred Strategy. The aim of the formal public participation on the Preferred Strategy stage is to give people the opportunity to comment on how the local planning authority is approaching the preparation of the particular Development Plan Document and to ensure that the Council is aware of all possible options before it prepares the final 'Proposed Submission' Development Plan Document which is the next stage in the process.

Spatial Planning

Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes, which influence the nature of places and how they function. This will include policies which can impact on land use, for example, by influencing the demands on or needs for development, but which are not capable of being delivered solely or mainly through the granting of planning permission and may be delivered through other means.

Statement of Community Involvement

This sets out the standards which the plan making authority intend to achieve in relation to involving the community in the preparation, alteration and continuing review of all Local Development Documents and planning applications. It also sets out how the local planning authority intends to achieve those standards. A consultation statement showing how the local planning authority has complied with its Statement of Community Involvement will be required for all Local Development Documents.

Statutory Organisations

Organisations the Local Authority is required to consult with at consultation stages of the preparation Local Development Documents.

Submission Stage

The final stage in preparation of Development Plan Documents (DPD). The documents are sent to the Secretary of State and an Independent Examination will be held. Following the successful completion of this process, the DPD may be adopted by the Council.

Supplementary Planning Documents (SPDs)

Supplementary planning documents may cover a range of issues, both topic and site specific, which may expand policy or provide further detail to policies in a Development Plan Document where they can help applicants make successful applications or aid infrastructure delivery.

Sustainability Appraisal (SA)/ Strategic Environmental Assessment (SEA)

It is a legal requirement that certain documents (e.g. Local Development Documents) are assessed to ensure that they maximise their contribution to sustainable development. This is achieved by carrying out a process usually referred to as Sustainability Appraisal. This process measures the effect a document will have on a range of social, environmental and economic issues and suggests measures that would help improve the sustainability of a plan.

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Report to Cabinet

Thursday, 28 September 2023

By the Cabinet Member for Local Economy and Place

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Electricity and Gas Procurement Contract

Executive Summary

The Council has participated in a flexible energy procurement arrangement since 2015 under a Framework contract with LASER (a Public Sector Buying Organisation). This contract is now due for renewal and it is proposed that this arrangement should continue.

LASER provides the aggregated, flexible and risk-managed approach route to procurement in line with the Government's guidelines for energy-buying by local authorities. LASER effectively acts as a buying club whereby the Council joins together with other authorities and optimum prices are achieved by pooling their energy requirements.

This report proposes the Council's continued participation with LASER over the next contract period running from 1 October 2024 to 30 September 2028 but it does not commit the Council to a particular energy supplier or tariff.

The contractual arrangements cover the supply of gas and electricity to the Council's operational buildings and have achieved significant savings for the Council.

Recommendations

That the Cabinet is recommended:

- i) To note the expiry of the existing LASER framework agreement on 30 September 2024;
- ii) To note that a new LASER framework agreement will be put in place for a four year period from 1 October 2024 to 30 September 2028;
- iii) To approve that the Council (a) accesses, and, (b) calls off from (contracts with any of the listed suppliers in the framework agreement for the supply of electricity and gas to the Council) the new LASER framework agreement;
- iv) To delegate authority to the Director of Resources, in consultation with the Cabinet Member for Local Economy and Place, to complete all necessary legal documentation to give effect to the recommendation above-noted.

Reasons for Recommendations

- i) To allow the Council to access and call off from the new LASER Framework Agreement;
- ii) To delegate authority to the relevant Director and Cabinet Member to complete all legal documentation required to give effect to the recommendations contained in this report;
- iii) LASER benchmarks its purchasing performance each year and shares this information with its customers. This benchmarking exercise indicates that LASER has been able to deliver prices to customers up to 50% below the market average over the last 4 years
- iv) Government policy recommends that to spread market risk, and avoid buying during periods of peak market pricing, “all public sector organisations adopt aggregated, flexible and risk-managed energy procurement” as provided under the LASER framework.
- v) LASER offers full flexibility to secure energy in line with the Council’s policy to reduce its carbon footprint.

Background Papers

None

Wards affected: (All Wards);

Contact: Elizabeth Williams, ph 07717 807 835

Background Information

1 Introduction and Background

- 1.1 The Council has had a long standing arrangement with LASER (Local Authority Energy Buying Group) as it has previously accessed and called off from the existing LASER Framework Agreement. This Agreement is due to expire in September 2024 and, as such, this report seeks authority to access and call off from the new LASER Framework Agreement which will be put in place for a four year period from 1 October 2024 to 30 September 2028.
- 1.2 LASER purchases energy on the Council's behalf under the existing LASER Framework Agreement. LASER currently manages the energy procurement for over 200 public bodies including the West Sussex County Council, with a total annual spend of £1.5 billion on gas, electricity and water.
- 1.3 Historically these energy contracts were tendered under fixed price arrangements which, in a relatively stable market, secured best value for the Council. However, wholesale energy price volatility over short periods in recent years made this an increasingly high risk strategy and therefore the Council switched to a system of flexible energy procurement as per Government guidance.
- 1.4 A wholesale flexible procurement arrangement enables the buyer to purchase blocks of energy at varying times both before and within the contracted supply period. The arrangement removes the risk of settling a LASER Member's requirement on a single day. Aggregating the volumes of members within the arrangement enables effective market hedging.

2 Relevant Council policy

- 2.1 The appointment is consistent with 5.3 of the Corporate Plan to provide quality, value for money services.
- 2.2 The contract arrangements provide for use of a green tariff, which supports 4.1 of the Corporate Plan to prioritise protection of the environment and increased biodiversity.

3 Details

- 3.1 LASER is a part of the Commercial Services Group, wholly owned by Kent County Council. It is fully Public Contract Regulations 2015 compliant, and LASER undertakes this role on behalf of 200 public sector organisations including over 160 local authorities throughout the UK with an annual spend of £1.5bn.
- 3.2 A small number of alternative Public Sector Buying Organisations (PBOs) provide a similar framework to LASER. Independent benchmarking of LASER's performance has been carried out by Cornwall Insight – an independent consumer organisation representing large energy users in the public sector, industry and commerce. Based on the Cornwall Insight benchmark figures for the 2022/23 period, LASER delivered an outturn price 30% below the market average for gas and 50% below the market

average for electricity. Analysis of other PBOs shows a high degree of variability in customer service – with LASER scoring well.

- 3.3 LASER has now completed the tender process for the next flexible energy framework agreements for gas and electricity which will run from 1st October 2024 to 30th September 2028 and requires confirmation from its Member authorities that they wish to participate in the new contract. LASER has selected Bidder A - Npower and Bidder B – Total Energy as the most advantageous options for the Council under the energy framework agreement.
- 3.4 The framework contract covers electricity and gas supplies to the Council's operational sites which includes a total of 195 supplies. The estimated Council Expenditure on Energy in the current year is as follows:
- Electricity £723,900
 - Gas £191,300
 - Total **£915,200**
- 3.5 Based on these current Oct22-Sep23 energy spend figures, LASER's fees work out around 1.7% of our overall energy spend p/a.
- 3.6 The Council has a green REGO tariff under the existing contract with LASER. This is a green tariff where the energy that the Council buys is matched by purchases of renewable energy that the energy supplier (Npower) makes. These can come from a variety of energy sources including wind and solar.
- 3.7 If the Council decides, we can buy from a specific energy provider, such as a local wind farm, using the Green Basket whereby smaller businesses can join together to support a project when usually they would not have high enough use to enter into an individual Power Purchase Agreement.
- 3.8 An early commitment to LASER by authorities wishing to participate in the new contract involves energy purchasing on the wholesale market 12 months or more prior to the contract start date. LASER cannot commence forward purchase on behalf of Council sites until a commitment to join the framework contract has been received. To obtain the best pricing it is recommended that Council commit to the framework as soon as possible.

4 Next Steps

- 4.1 To complete all necessary legal documentation to facilitate the Council accessing and calling off from the new LASER Framework Agreement.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The Policy and Development Advisory Group for Local Economy and Place were briefed on the proposal and were supportive of using the LASER framework.

- 5.2 The Monitoring Officer and Director of Resources comments are incorporated in the report.

6 Other Courses of Action Considered but Rejected

- 6.1 Market testing of other public sector energy buying groups and procurement methods such as fixed pricing was undertaken prior to the original move to flexible energy contracts with LASER. No financial or other benefits were identified by our shared procurement service which would have resulted from a switch from LASER and their procurement performance since then has been better or in line with that of other energy buying groups. They have the best market research and due to the energy market being highly volatile, the risk appetite for moving away from LASER is low on all fronts. It is also more efficient to continue utilising our existing brokerage without having to setup a new commercial relationship.

7 Resource Consequences

- 7.1 There are no adverse financial consequences, this is a renewal of an existing contract. The appointment provides a resource that the Council does not have and supports the Council in managing billing.
- 7.2 The decision to continue with the current arrangement twelve months in advance will help obtain the best pricing and enable the 2024/25 budget to be set in advance with known terms and conditions.
- 7.3 There will be no impact on officer resource.

8 Legal Considerations and Implications

- 8.1 The framework agreement is being reviewed by our in house legal team.
- 8.1 A Framework Agreement is a contract which has been officially tendered for by another local authority, public sector organisation, purchasing consortium or central Government.
- 8.2 A Framework Agreement may be used by the Council as an alternative to the procurement routes identified in the Council's Procurement Code ("the Code") as provided for in the Code.
- 8.3 A Framework Agreement should only be used where the benefits justify its use. In this instance it is accepted that the Council does not have the requisite expertise to procure electricity and gas in the related markets. In addition, the procurement team has confirmed that it has undertaken due diligence when assessing this framework against others in the market.
- 8.4 Council lawyers will ensure that (i) the Council can legally access the Framework Agreement, (ii) all legal documentation will be completed to give effect to the recommendations contained in this report, and, (iii) the Council complies with the rules of the Framework.

8.5 Otherwise, the legal implications are as noted under the heading “Procurement Implications” post.

9 Risk Assessment

9.1 The intention of the appointment of LASER is to reduce the risk of the Council purchasing energy direct because the Council does not have this expertise.

10 Procurement implications

10.1 The frameworks have been procured in accordance with the Public Contracts Regulations 2015, as amended (PCR2015). Kent County Council remains the Contracting Authority for all LASER contracts. This permits a public body to access LASER’s frameworks and services without the need to run a separate procurement process.

11. Equalities and Human Rights implications / Public Sector Equality Duty

11.1 Utilising the Laser framework does not have a particular impact on any protected groups.

11.2 A social value plan is to be delivered by each supplier in January 2024. In addition, up to £130k per annum will be available to spend across initiatives nominated by LASER customers.

12 Environmental Implications

12.1 Energy is currently procured on a REGO (Renewable Energy Guarantee of Origin) tariff which supports sustainable energy practices.

12.2 LASER has developed a ‘green basket’ option where the council could move away from a conventional (brown) energy tariff and purchase directly from renewable generators within the suppliers portfolio. We could commit a proportion of our portfolio already within the LASER flexible basket to be procured through this route. The length of the commitment can be flexible.

12.3 LASER can support us in our net-zero journey to reduce, monitor and report on our ongoing consumption of energy and related carbon emissions.

13 Other Considerations

13.1 Other enhancements available include more stringent supplier Service Level Agreements and KPIs and clauses about Poor Performance.

13.2 The CSG data policy is in place to ensure Commercial Services Group as both a ‘Data Controller’ and ‘Data Processor’ is able to demonstrate compliance with all applicable legislative requirements, including but not limited to GDPR, to minimise and manage any data breaches which may occur when collecting, processing and

storing personal data. All staff must adhere to this policy. Associated with this policy is the data breach policy.

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Report to Cabinet

28 September 2023

By the Cabinet Member for Finance and Resources

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Shared Procurement Service – Joint Procurement Strategy 2024 - 2030

Executive Summary

The attached Joint Procurement Strategy 2024 – 2030 sets out the approach to procurement for Crawley Borough Council and Horsham, Mid Sussex and Mole Valley District Councils, who form the Shared Procurement Service.

The strategy details how the councils will use procurement to deliver the four councils' corporate policy objectives and comply with appropriate legislative requirements over the next six years.

The strategy will be adopted concurrently across each of the four councils and this report seeks approval and adoption of the strategy by Horsham District Council.

Recommendations

That the Cabinet is recommended:

- i) to adopt the Shared Procurement Service Joint Procurement Strategy 2024 – 2030, as attached

Reasons for Recommendations

The spend across the four councils is over £100m and is crucial to the way we deliver our core and discretionary services to our local communities. How the councils' source and deliver these services has a direct impact on the ways in which local people, communities and businesses judge the value that we provide and the quality of outcomes that we achieve.

To ensure the Council has an up-to-date procurement strategy. The Joint Procurement Strategy establishes the Council's approach to buying these goods, works and services in a legally compliant and cost-effective way, whilst meeting sustainability and social value outcomes.

Background Papers - Shared Procurement Service – Joint Procurement Strategy 2024 – 2030

Wards affected: All

Contact: Becca Williams, Procurement Manager, 01403 215299

Background Information

1 Introduction and background

- 1.1 The last Joint Procurement Strategy expired in 2016 and had been due to be updated in 2020 however this was put on hold due to Covid. Since then the procurement landscape has changed significantly and Mole Valley District Council has joined the Shared Procurement Service.
- 1.2 The current economic climate is quite volatile and therefore it is felt that it would be prudent to put a procurement strategy in place as soon as possible. Through the adoption of the strategy we are aiming to effectively address issues caused by rising prices, struggling local and small businesses, increasing council savings targets and declared climate emergency.
- 1.3 Through an effective procurement strategy we can focus our limited resources and small team to improve commercial relationships with suppliers, upskill our supply chains, identify opportunities for savings and collaboration and introduce sustainability and social value outcomes, as well as ensuring compliance with procurement legislation.
- 1.4 The Government is looking to put a new Procurement Act into force in October 2024. The procurement strategy will set the local objectives for the four councils, which will sit alongside the national legislation.
- 1.5 The Joint Procurement Strategy is aligned with the National Procurement Strategy for Local Government in England 2022.

Relevant Council policy

- 2.1 The Procurement Strategy links with Horsham District Council's Climate Change Action Strategy and the Sustainable Procurement Charter.
- 2.2 The Strategy is aligned with the council's Procurement Code which sits alongside the council's Constitution.

3 Details

- 3.1 The Joint Procurement Strategy's vision for 2024 – 2030 is to help deliver the councils' strategic priorities through the management of the councils' c£100m pa spend through market engagement, procurement and effective contract and relationship management.
- 3.2 The strategy sets out what the Shared Procurement Service is looking to achieve:
 - Embed commercial, innovation and sustainable principles into our procurement processes;
 - Maintain sound governance, transparency, accountability and probity in our operational processes;

- Ensure procurement processes are carried out in accordance with all relevant procurement legislation, government guidance and case law;
- Work effectively with delivery partners including local business, voluntary and community groups to shape and inform our thinking and grow our local economy. We will engage with local and SME suppliers to ensure they are supported to be able to work with the councils;
- Use digital technologies to improve processes, procedures, access to our services and engagement with local businesses;
- Make the most of our people, further increasing their knowledge and skills on all aspects of procurement, contract and relationship management;
- Ensure that we further develop our existing Procurement Team through training and professional development to ensure that we are in a position to implement latest procurement thought;

3.3 The strategy sets out the key areas that the Shared Procurement Service will focus on:

1. Obtaining social value, sustainability and addressing the climate emergency – *aligns with the Council's Climate Change Action Strategy, the Sustainable Procurement Charter and the Public Services (Social Value) Act 2012*
2. Prioritise local, regional and SME spend – *aligns with the National Procurement Policy Statement 2021 around stimulating local economy*
3. Making procurement accessible – *aims to assist officers and smaller suppliers to be able to do business with the council and remove bureaucracy wherever possible by 'levelling the playing field'*
4. Being commercial, innovative and adding value – *aligns with the councils' medium term financial strategies and legal duty under section 3 of Local Government Act 1999 to obtain 'best value'*
5. Strengthening contract and risk management -*aims to ensure that we obtain the best possible outcomes through active and agile contract and risk management; aligns with recommendations from Contract Management Audit*

4 Next steps

- 4.1 Adoption of Joint Procurement Strategy at each of the four councils.
- 4.2 Publication of the new strategy on each of the council's websites.
- 4.3 Active promotion of the strategy by the Shared Procurement Service through internal and external communications and forming part of the procurement training sessions planned for Autumn / Winter 2023.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The Finance and Resources Policy Development Advisory Group considered the matter at their meeting on 18 September 2023.

- 5.2 The Director of Resources is a member of the Joint Procurement Board, which has responsibility for the Shared Procurement Service, is fully supportive of the approach and the implementation of the strategy.

6 Other courses of action considered but rejected

- 6.1 None.

7 Resource consequences

- 7.1 There are no direct financial implications although it is possible that the implementation of the strategy could result in savings achieved.

8 Legal considerations and implications

- 8.1 The Council has the power to adopt a procurement strategy.
- 8.2 The Procurement and Legal Teams will work together to ensure that any required revisions to procurement and associated legal documentation are incorporated as a result of the adoption of the said strategy.

9 Risk assessment

- 9.1 There are no risks associated with the implementation of the strategy.

10 Procurement implications

- 10.1 The strategy complies with Procurement legislation and the council's Procurement Code and has been written by the Procurement Manager.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 There are no particular impacts on any specific protected groups and therefore an Equalities Impact Assessment is not required.
- 11.2 The strategy references duties under the Equality Act 2010 which need to be taken into consideration in any procurement process.

12 Environmental implications

- 12.1 There are no direct environmental implications associated with the implementation of the strategy. One of the strategy aims is to ensure that sustainability and carbon reduction is incorporated into procurement decision making.
- 12.2 The strategy is aligned with the council's Climate Change Action Strategy and the Sustainable Procurement Charter.

13 Other considerations

13.1 The strategy has taken several pieces of legislation into consideration such as the Local Government Transparency Code 2015, Data Protection legislation and the Modern Slavery Act 2015, for example.

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JOINT PROCUREMENT BOARD

**JOINT PROCUREMENT STRATEGY
2024 – 2030**

CRAWLEY BOROUGH COUNCIL

HORSHAM DISTRICT COUNCIL

MID SUSSEX DISTRICT COUNCIL

MOLE VALLEY DISTRICT COUNCIL

About this strategy

Our vision for procurement

We will help deliver the councils' strategic priorities through the management of the councils' £100m spend through market engagement, excellent procurement and effective contract and relationship management.

Why we need this strategy

This joint procurement strategy sets out the strategic direction of the Shared Procurement Service during the period of 2024 to 2030. The service is a small, shared resource between Crawley Borough Council, Horsham District Council Mid Sussex District Council and Mole Valley District Council which provides professional procurement advice and leads on the letting of key corporate contracts.

The four councils spend around £100m per year to buy the goods, works and services we need to do our work. This spend is crucial to the way we deliver our core and discretionary services to our local communities and the outcomes achieved. How the councils' source and deliver these services has a direct impact on the ways in which local people, communities and businesses judge the value that we provide and the quality of outcomes that we achieve.

This strategy sets out our aspirations for the development of our service over the next six years, so that the Shared Procurement Service can:

- Contribute directly to the delivery of the councils' strategic policies and direction
- Enable measurable improvements to value for money outcomes that we achieve in our contracts, set against the context of large increases in the cost of living and volatile supply chains
- Drive social value, carbon reduction, sustainability, and use of local and SME suppliers
- Develop our skills to enable us to effectively support service areas to be able to respond to economic, financial and social challenges
- Maintain highest standards of accountability, probity and transparency and compliance with Procurement legislation and government guidance and policy

Why procurement matters

The four councils' expenditure with third party suppliers and service providers was c£100m in 2022. This expenditure contributes directly to:

- **Councils' infrastructure** including council buildings, social housing, leisure centres, depots, community centres, pavilions, theatres, flood defences.
- **Environmental services** including street cleansing, waste collection and management, car parking.
- **Community services** including playgrounds, leisure facilities, rough sleeper accommodation, wellbeing, culture and tourism.
- **Parks and open spaces** including Tilgate Park, Beech Hurst Gardens, Horsham Park, grounds maintenance
- **Supporting equipment and services** including technology and equipment and materials to maintain our infrastructure.
- **Economic regeneration** including construction and design of future works, Crawley's Station Gateway, Transform Leatherhead and Burgess Hill Regeneration.

Contract failure or underperformance can negatively impact on our reputation, budgets and erode our ability to fulfil our commitments to local communities.

Equally we need to ensure that we manage our third-party expenditure effectively and in a fully transparent way to ensure that we:

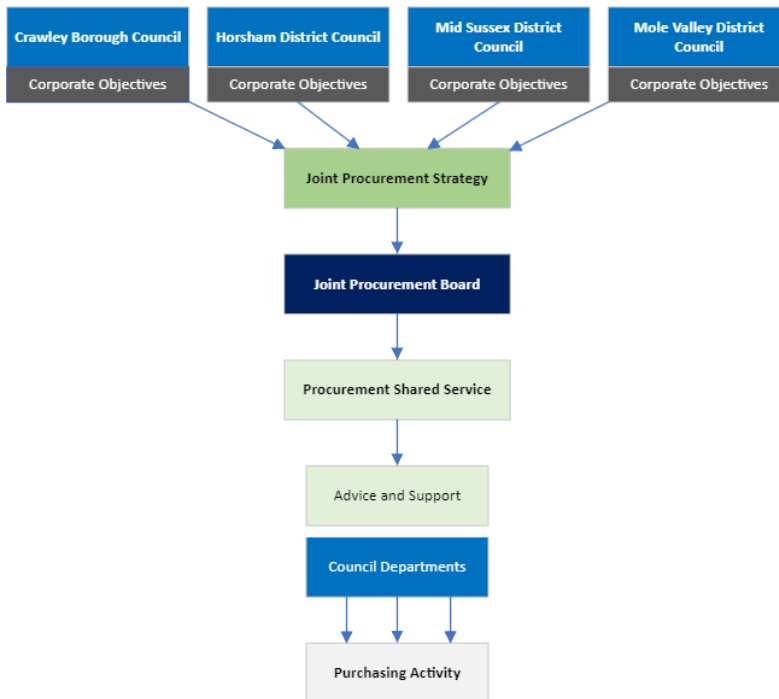
- attract the best possible suppliers whilst encouraging greater opportunities for SMEs and local businesses, VCOs and social enterprises, even as sub-contractors
- ensure the delivery of high-quality services and maintain high standards of contract performance
- stay on budget and deliver efficiency and added value in our contracts
- address the declared climate emergency and take sustainability and carbon reduction considerations into account, working in collaboration with our suppliers
- embrace innovation and opportunities to do things differently

Ownership and scope

Councils that form the shared service manage strategic procurement through a Joint Procurement Board, consisting of the section 151 Officer from each council and the Shared Procurement Service Manager. The Joint Procurement Board is responsible for agreeing priorities and managing the workload of the Shared Procurement Service.

Procurement activity in the four councils is devolved with the appropriate Head of Service usually responsible for the delivery of new procurement projects. The Shared Procurement Service provides professional advice and support to departmental purchasing officers both directly and through guidance documents (available via council intranet sites) and monitor procurement activity across the councils through a joint work programme, spend analysis and through the councils' Contract Registers.

The diagram below illustrates the structure of the professional procurement support across the four councils:



The Joint Procurement Board is the strategy owner and the Shared Procurement Service's Manager will oversee the actions associated with ensuring its successful implementation.

This strategy has been formally approved by each council and sets the framework within which each council's rules and regulations apply. The strategy should be read in conjunction with each council's own procurement procedure rules (also known as the Procurement Code), contract standing orders and the procurement guidance hosted on the councils' intranet sites.

The strategy should be applied by all staff and members involved in a procurement process and applies to all acquisition of all third-party goods, works and services, regardless of whether they are through new / existing contracts or their funding source.

Shared Procurement Service

Purpose, Vision and Values

Our Purpose	<p>The purpose of the Shared Procurement Service is to provide a flexible, customer-focused, high quality and friendly service.</p> <p>We will support corporate priorities and strategy by utilising best practice in procurement, commercial thinking, with the aid of technology to achieve cost-effective, legally compliant decision-making which protects the environment and delivers social and economic benefits to our communities.</p>
Our Vision	<p>We will apply strategic thinking to our procurement processes to achieve the best possible solutions for the councils and the wider communities.</p>
Our Values	<p>We will:</p> <ul style="list-style-type: none"> • be open minded, honest, friendly and accountable ensuring decisions that we make are fair and transparent • ensure we achieve value for money and best possible service delivery outcomes from compliant procurement activities • listen, respect and collaborate with service users and partners to maximise resources and shape future services • be innovative and aspirational in our vision for the future, for our organisations, local people and communities

Our strategy

Our 2030 Procurement Vision

We will help deliver the councils' strategic priorities through the management of the councils' c£100m spend through market engagement, procurement and effective contract and relationship management.

We will realise this vision by:

- Embedding commercial, innovation and sustainable principles into our procurement processes
- Maintaining sound governance, transparency, accountability and probity in our operational processes
- Ensuring procurement processes are carried out in accordance with all relevant procurement legislation, government guidance and case law
- Working effectively with delivery partners including local business, voluntary and community groups to shape and inform our thinking and grow our local economy. We will

engage with local and SME suppliers to ensure they are supported to be able to work with the councils.

- Using digital technologies to improve processes, procedures, access to our services and engagement with local businesses
- Making the most of our people, further increasing their knowledge and skills on all aspects of procurement, contract and relationship management.
- Ensuring that we further develop our existing Procurement Team through training and professional development to ensure we are in a position to implement latest procurement thought

We will do this by delivering on the following objectives:

- Obtaining social value, sustainability and addressing the climate emergency
- Prioritise local, regional and SME spend
- Making procurement accessible
- Being commercial, innovative and adding value
- Strengthening contract and risk management

What we will focus on

1. Obtaining social value, sustainability and addressing the climate emergency

The way we spend our money and the organisations that we do business with is known to be a major contributor to the fulfilment of our local, ethical and sustainability priorities including local economic regeneration, protecting our environment and gaining more by the way of social value and community benefit (responsible procurement). We recognise that this cannot be achieved in isolation and are therefore keen to work in partnership to increase our impact.

The Shared Procurement Service will work with service areas to:

- Ensure that all new procurement activities consider responsible procurement criteria as part of their sourcing, selection and award processes and in contract management. Ensure that those procurement activities are aligned with the relevant council's Sustainable Procurement / Social Value Charter.
- Ensure that social value is understood and sought in appropriate contracts with outcomes successfully achieved and that outcomes are effectively and appropriately monitored and recorded
- Ensure that the councils' commitments to being carbon neutral – CBC (2040) HDC (council by 2030; district by 2050) MSDC (2040) MVDC (2030) – are considered in every procurement exercise.
- Reduce waste, improving resource efficiency and contributing to a more circular economy
- Identify and prioritise opportunities in sustainable procurement to deliver additional environmental benefits, for example enhanced biodiversity, through the delivery of the contract
- Ensure that new procurement activities incorporate the relevant council's living wage policy

2. Prioritise local, regional and SME spend

A thriving local economy is a key part of increasing prosperity and wealth creation and reducing inequalities. The National Procurement Policy Statement (2021) sets out national policy which we have used to develop our strategy.

As the Shared Procurement Service is based across West Sussex and Surrey, careful consideration needs to be given to 'local' procurement to ensure successful outcomes. The districts and boroughs share some borders which enables some joined up local engagement and each council's procurement rules reflect more local arrangements. This ensures that they align with the council's strategies and each borough's / district's demographics.

We would like to create more diverse supply chains to deliver the councils' contracts which will better support start-ups, Small and Medium Enterprises (SMEs) and Voluntary, Community and Social Enterprises (VCSEs) in doing business on public sector contracts.

The Shared Procurement Service will work with service areas to:

- Increase the % of expenditure spent locally by engaging with local suppliers to provide them with development opportunities so that they have the right level of bidding capacity to participate in tendering activity for our contracts
- Engage with local suppliers to develop local sourcing opportunities to enable a positive impact on the local economy
- Ensure that there is sufficient time is built into tender processes, wherever possible, to allow SMEs sufficient time to galvanise their resources to be able to bid for the service
- Pay suppliers as quickly as possible to support their cash flow liquidity

The Shared Procurement Service will:

- Pro-actively promote the councils' SE Shared Services Portal with local businesses, assist with and encourage tender submissions from smaller local businesses
- Work with Economic Development and Regeneration colleagues to determine how a "one-stop shop" for advice could be developed and then roll it out across the four councils
- Make use of any appropriate and compliant "lotting" strategies wherever possible, to allow SMEs and / or VCSEs to compete for bidding opportunities and encouraging contract managers to allow sufficient time in the procurement process to form consortia
- Work with Finance and Legal colleagues to promote fair payment terms throughout the supply chain and embedding suitable and proportionate criteria within any qualification processes. Also ensuring suitable terms and conditions are contained in contractual agreements
- Facilitate relationships between SMEs / VCSEs and some larger providers, with assistance from the councils' Economic Development teams
- Offer appropriate assistance and advice with bid writing / advising on the procurement process, participating in market engagement events and specific bid events and ensuring our communication channels are easy to understand and accessible
- Gain knowledge and understanding of our local communities and internal services to help shape our future approaches and policies and target our resources accordingly
- Work with the councils' legal departments to embed local policies in the procurement codes
- Ring-fence certain opportunities for local / SME / VCSE organisations

3. Making procurement accessible

Tendering and local government procurement can be complex, time-consuming, resource-intensive and difficult to understand, particularly at the more operational lower levels of spend. Therefore we would like to level the playing field for suppliers and officers to enable efficient and effective procurement is undertaken in the councils.

The Shared Procurement Service will:

- Simplify processes, templates and instructions to suppliers wherever possible

- Make procurement accessible to our internal customers and to the public through the simplification of procurement documents (templates, internet and intranet pages for example), wherever possible, and the use of plain English
- Provide our procurement advice in a jargon-free and straightforward manner
- Align, standardise and streamline procurement processes as much as possible for the four councils we work for, accepting the differences within those councils and ensuring compliance with all legislative requirements
- Explore digital technology solutions to assist us to make most efficient and effective use of procurement and wider council resources
- Operate a 'learning culture' whereby we will be open to new ways of working and taking opportunities to continuously improve. This will be through obtaining feedback from our customers and stakeholders and from continuous professional development (CPD)

4. Being commercial, innovative and adding value

The councils continue to face financial pressures along with all other organisations due to many factors including the impact of Covid-19, changing government priorities and significant increases in the cost of living.

The effective management of the councils' expenditure is a key contributor of this strategic goal. This is not about who controls budgets and authorises expenditure but the way we plan ahead, engage with, help to shape markets and manage our contracts effectively.

The Shared Procurement Service will:

- Analyse the councils' third-party expenditure and target opportunities to save money, maximise efficiency and economies of scale and help create a vibrant supply chain
- Link the work of the procurement team to the councils' Medium Term Financial Strategies – identifying areas for savings, efficiency and collaboration
- Maintain a commercial outlook when engaging with strategic suppliers throughout the local, regional and national markets to improve performance, reduce costs, mitigate risk and harness innovation
- Enable market engagement days to engage with the wider supply base and other councils as well as ensuring contract managers have good market knowledge and benchmarking skills
- Gather relevant market intelligence enabling us to improve services, budget forecasting, timetabling and planning procurements
- Aim to align key contracts with all four councils to maximise opportunities to enable collaboration
- Seek opportunities for collaboration with external stakeholders with the intention to identify potential service improvements and commercialisation opportunities and work with local partners to consider innovative commissioning models and design joint solutions or partnership agreements to drive savings and efficiency

The Shared Procurement Service will work with service areas to:

- Contribute to the development of scalable and future-proofed new methods to modernise delivery and increase productivity.

- Ensure that a costed insourcing option is considered for all key contracts

5. Strengthening contract and risk management

By managing contracts from the point of award to expiry, we are able to ensure that we get what we pay for, obtain any added value and that suppliers perform well and consistently during the entire contract period. By monitoring and managing risk effectively, the councils can aim to prevent contract failure and from incurring extra cost.

The Shared Procurement Service will:

- Identify and implement methods to improve awareness amongst service managers about the importance of contract and risk management so that it becomes further embedded in the council's processes and procedures; and that is considered an essential part of the council's day-to-day business.
- Keep our Contract Management guidance updated to reflect any recent developments and will ensure that service managers utilise the guidance, focusing on developing skills around effective cost control and performance management.
- Ensure that contract managers have access, where possible, to market intelligence about contracts, supply chain issues, markets and trends in key service areas and how to effectively investigate joint service needs.
- Use the councils' Contract Registers to assist in forward planning and ensure that service managers are aware of their responsibilities to complete them through regular communication.
- Continue to record the councils' key suppliers annually and we will look to extend the picture of suppliers to obtain a fuller view of high risk and / or key suppliers and their supply chains.
- Ensure that contract managers have good strategies to manage supplier relationships effectively. We recognise that engagement should be a two-way beneficial arrangement so we will encourage contract managers to share data with suppliers, when possible, to identify solutions in collaboration for service development.

The Shared Procurement Service will work with service areas to:

- Introduce conflicts of interest and risk registers in all tender processes to ensure that we are accurately capturing and reflecting risks including financial, economic, supply chain issues, etc.
- Build on our commitments under the Modern Slavery Act, including publication of annual statements, and will aim to identify areas / contracts which are vulnerable to modern slavery.

Strategic Context

The procurement priorities of this strategy are aligned to the ones contained in the National Procurement Strategy 2022. In addition, the strategy considers priorities from the corporate plans as well as local and national policy.

National Policies and Legislation

- National Procurement Strategy 2022:

The themes of this strategy are “showing leadership”, “behaving commercially” and “achieving community benefits”. In addition, it includes the following “enablers”:

- Adding Value
- Developing talent
- Exploiting digital technology
- Enabling innovation
- Embedding change

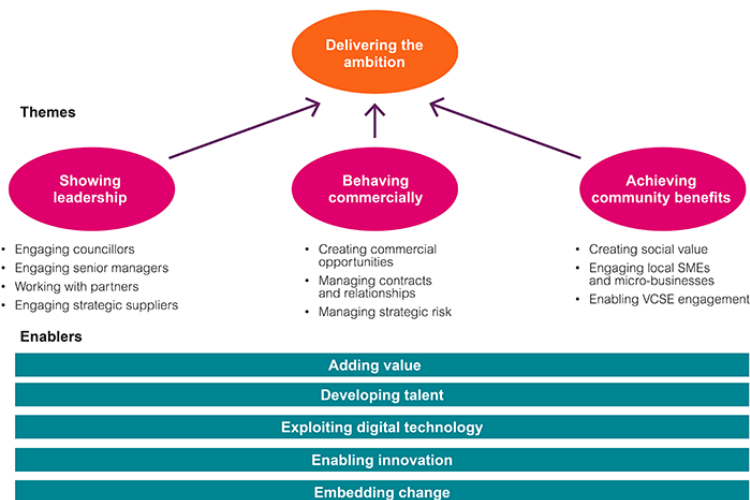


Image 1. A diagram extracted from the National Procurement Strategy 2022 document showing its themes

These themes are reflected in our aims and objectives but have been applied to a more local and council-specific context.

- **Procurement Act** (when enacted) – currently Public Contracts Regulations 2015 – provides a legal framework for procurement activities undertaken in local authorities in the UK.
- **Public Services (Social Value) Act 2012** requires public authorities to have a duty to consider how our procurement activities might improve the economic, social and environmental wellbeing of our areas and how we might act to secure that improvement.
- **Equality Act 2010** sets out anti-discrimination law in the UK and the public sector equality duty applicable to public authorities and organisations contracted to carry out a public function.

- **Modern Slavery Act 2015** introduces enforcement powers and measures to enhance the protection of victims of slavery, servitude and forced or compulsory labour and human trafficking offences and increase supply chain transparency and accountability for supply chains.
- **National Procurement Policy Statement** sets out the strategic priorities for public procurement and how contracting authorities can support their delivery. They are issued by the UK Government on an annual basis.
- **Bribery Act 2010** is aimed at dealing with the risk of bribery and corruption, which undermines corporate governance, the rule of law and damages economic development.
- **Criminal Finances Act 2017** targets corruption, money laundering and tax evasion.
- **Freedom of Information Act 2000** creates a general right of access to information held by public authorities (and those providing services for them), sets out exemptions from that right and places a number of obligations on public authorities.
- **Local Government Transparency Code 2015** sets out the minimum requirements for local authorities to publish open data for re-use and in a timely way.
- **Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018** sets an obligation on all public sector bodies to make their website or mobile application more accessible by making it 'perceivable, operable, understandable and robust'.

Local Policies and Corporate Priorities

- Crawley Borough Council Corporate Priorities 2023 to 27
- Horsham District Council Corporate Plan (due 2024)
- Mid Sussex District Council Corporate Plan and Budget (agreed annually)
- Mole Valley District Council Corporate Strategy (due 2024)
- Crawley Borough Council's Social Value Charter, including payment of the Real Living Wage
- Horsham District Council's Sustainable Procurement Charter
- Mole Valley District Council's Sustainable Procurement Charter
- Mid Sussex District Council's Sustainable Economy Strategy and Action Plan
- Crawley Borough Council's Modern Slavery Statement
- Horsham District Council's Modern Slavery Statement
- Mid Sussex District Council's Modern Slavery Statement
- Mole Valley District Council's Modern Slavery Statement
- Crawley Borough Council Climate Emergency declared July 2019
- Crawley Borough Council 'One Town' Economic Recovery Plan 2022-2037
- Horsham District Council Climate Change Action Strategy
- Mole Valley District Council Climate Change Strategy
- Shared Procurement Service Contract Management Guidance

Procurement Strategy Action Plan

2024 - 2030

The Shared Service will by the end of:	
April 2024	<ol style="list-style-type: none"> 1. Continue to review procurement advice and information available on the councils' intranet and internet sites and revise and enhance as appropriate 2. Reach out to local businesses, including the voluntary, community and social enterprise sector to understand their priorities and what they want from us as councils 3. Set up more formal strategic sharing of knowledge between Economic Development, Sustainability and Legal teams across the four councils 4. Implement induction training in procurement for all new starters four times per year 5. Set up a programme of shadowing key procurers to deepen our understanding of their requirements 6. Increase awareness of the Shared Procurement Service across the four councils, where required 7. Review current channels / media used to communicate procurement information and amend as appropriate 8. Produce an annual procurement Work Plan for the shared service and record on savings achieved and sustainable procurement and social value benefits realised. 9. Introduce a marketing and communications plan to advance internal customer service capability and communicate effectively with our partners and suppliers
April 2025	<ol style="list-style-type: none"> 10. Set up a digital platform to enable officers to ask questions and share procurement experiences regarding procurement, to provide signposting to advice and information and to share good practice 11. Implement a 'one-stop shop' solution for local and SME suppliers to gain information on tendering and procuring with the councils 12. Invest in officer training to develop commercial skills including contract management 13. Review how supply chains' sub-contract management outcomes are reported on throughout the councils 14. Lead on implementation, training, template and guidance documents for Procurement Act at all four councils 15. Agree a rolling programme of service / goods category reviews 16. Introduce stronger methods of recording and monitoring social value and sustainability performance in our contracts

Procurement Forward Plan

2024-2030

Listed below is a forward plan of known key procurement projects across the four councils that are likely to commence during the lifetime of this strategy. This information is taken from a variety of sources including the councils' contract registers but does not include any which may arise as a result of service reviews undertaken in the four councils. The actual projects undertaken and procurement start dates may be subject to change.

Project	Description	Council			
		CBC	HDC	MSDC	MVDC

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Report to Cabinet

28 September 2023

By the Cabinet Member for Local Economy and Place

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Horsham Business Improvement District Proposal

Executive Summary

Business Improvement Districts (BIDs) are business led partnerships which are created through a ballot process to deliver additional services to local businesses. They allow the business community and local authorities to work together to improve the local trading environment.

In 2022, a group of businesses in Horsham set up the Horsham Business Initiative to draw up plans for a Business Improvement District (BID) for Horsham. They are developing a draft BID Business Plan based on consultation with local businesses during the summer of 2023. The Horsham Business Initiative has instructed Horsham District Council to run a confidential ballot for businesses to vote on the proposal in November 2023. If the ballot returns a “Yes” vote, the Horsham Business Initiative will set up a BID company to deliver the BID business plan over a period of 5 years.

This report tells Cabinet about the intentions of the Horsham Business Initiative in their BID proposal and the implications of the proposed BID for the Council. The report asks Cabinet to decide whether it wishes to vote for the BID. The report also asks Cabinet to delegate authority to and nominate officers to lead on some of the administrative roles that are not included in the Council’s scheme of delegations.

Recommendations

Cabinet is recommended to:

- i) note the Council’s role and expenses in exercising its legal duty to run the BID ballot;
- ii) agree to vote “yes” with its votes in the BID ballot;
- iii) delegate making the Council’s votes to the Monitoring Officer.

That, in the event of an overall ‘Yes’ vote in the BID Ballot:

- iv) note the Council’s role in the collection of the annual BID levy on behalf of the BID Company;

- v) authorise the Monitoring Officer to approve and enter into the Operating Agreement between Horsham District Council and the Horsham BID Company;
- vi) nominate the Director of Place as the Council's representative on the BID Company Board;
- vii) approve that Horsham District Council enters into the Operating Agreement; and
- viii) note the Council will incur an annual cost in relation to its levy contributions which will be reflected in the Medium-Term Financial Plan and Budget accordingly.

Reasons for Recommendations

- i) and iv) the Council has a legal duty to carry out these tasks.
- ii) supporting the BID is a key action of the current Corporate Plan and proposed Council Plan.
- iii), v) and vi) are delegations not included in the current scheme of delegations.
- vii) to facilitate the operation of the BID.
- viii) to note the cost of the levy contributions payable by the Council if the BID ballot is successful.

Background Papers: None

Wards affected: Denne

Contact: Barbara Childs, Director of Place

1. Introduction

- 1.1 A BID is a defined area in which a levy is charged on all business rate payers in addition to the business rates bill. The levy is used to develop projects which will benefit businesses in the local area.
- 1.2 A BID can be set up by the local authority, a business rate payer or a person or company whose purpose is to develop the BID area.
- 1.3 The BID proposer, in the Council's case being the Horsham Business Initiative, is required to develop a proposal and submit this to the local authority along with a business plan.
- 1.4 The proposal should set out the services to be provided and the size and scope of the BID. It will also set out who is liable for the levy, the amount of the levy and how it is calculated.
- 1.5 The ballot proposer should notify the local authority and the Secretary of State of their intention to put the BID proposal to ballot.
- 1.6 Businesses that are subject to the levy, as set out in the proposals, vote in the ballot. This determines whether the scheme goes ahead.
- 1.7 A successful vote is one that has a simple majority both in votes cast and in rateable value of votes cast. Each business entitled to vote in a BID ballot is allowed one vote in respect of each property occupied, or if unoccupied, owned by them in the geographical area of the BID.
- 1.8 Once the BID is in operation the levy is charged on all businesses within the BID area regardless of whether or how that business voted in the ballot.
- 1.9 The maximum period that a BID levy can be charged is for five years. Thereafter, the BID will automatically cease. If the BID company wants to continue its activities, it must hold a new ballot.
- 1.10 A BID is managed by a BID body. This is often a private company but can be a partnership with the local authority. The BID body is responsible for developing and implementing the proposal which sets out how the BID will operate.
- 1.11 They will provide the local authority with the proposal along with the business plan (including the estimated cash flow and predicted revenue to be generated by the BID) along with the financial management arrangements for the BID body.
- 1.12 The local authority will manage billing and the collection of the levy and will hold the levy in a ring-fenced revenue account on behalf of the BID body.

2. Background

- 2.1 There are now over 300 BIDs operating across the UK. Horsham is unusual for a town of its size to not already have a BID in place.

- 2.2 A group of businesses based in Horsham town centre thought about putting forward a bid proposal for some years. Known as the Horsham Business Initiative, after the pandemic the group raised their ideas again and in June 2022 Horsham District Council agreed to give £80,000 of its Additional Restrictions Grant (a COVID grant) to support them to develop their proposals. This group has developed a proposal and draft business plan and submitted these to the Council.
- 2.3 As such, the Horsham Business Initiative has now instructed the Council to run a ballot for businesses to vote on their BID proposal this autumn.
- 2.4 Horsham District Council owns six properties within the town centre area proposed for the BID. This means the Council will have a vote for each property it owns in the ballot.
- 2.5 If the Horsham Business Initiative has a successful ballot Horsham District Council and the new Horsham Business Improvement District Company will have an operating agreement covering such matters as the collecting the levy and passing the money to the Company. The BID Company will pay the collection costs.

3. Relevant Council policy

- 3.1 In the 2019/2023 Corporate Plan under the key theme of a Thriving Economy there was a specific action to support Horsham businesses with their plans for designating the Town Centre as a Business Improvement District. This report marks the completion of this action.
- 3.2 In the draft 2023/27 Council Plan, elsewhere on the same agenda on which this report is contained, under the key theme of Building a Thriving Local Economy there is an aim to help deliver Horsham's first Business Improvement District. Cabinet agreeing the Council make a positive vote for the BID and agreeing the administrative arrangements to support it, is the first step towards helping deliver the BID for Horsham.

4. Details

- 4.1 The projects the Business Improvement Initiative has worked up following extensive discussions with the business community within the proposed BID area, include tackling antisocial behaviour, developing and marketing the Horsham brand, improving wayfinding for pedestrians, working with Horsham District Council to pilot parking offers at quieter times of the year, running events to attract people to the town focussing on drawing customers into businesses, and providing support to businesses through joint purchasing and lobbying. These projects will benefit the local economy in Horsham and support the Council's objective to build a thriving local economy. Therefore, this report recommends the Council use its votes in the BID referendum to vote yes for a BID in Horsham town.
- 4.2 The Council has appointed a company to run the BID ballot. The company will issue all ballot papers by 31 October 2023 at the latest. The ballot will close on 30 November. The external firm will conduct the count and notify the Council of the result by 1 December 2023.

- 4.3 The Council's officer team will work with the Horsham Business Initiative to prepare an operating agreement for the billing and collection of the levy. This report asks Cabinet to delegate the detail of this agreement to the Monitoring Officer to ensure a quick finalisation of the agreement to allow billing of the levy alongside the 2024/25 business rate bills.
- 4.4 If the BID ballot is successful, the Horsham Business Initiative will set up an independent not-for-profit company limited by guarantee to deliver its proposed services. It will commence operations on 1st April 2024. The Board will have fifteen directors from businesses paying the levy. The Business Improvement Initiative has indicated it will invite "representatives" from Horsham District Council to take this role. The Director of Place is the Council's officer lead for Economic Development. This report recommends the Director of Place take the role as the Council's representative on the company board.

5. Next Steps

- 5.1 The Council's Returning Officer has instructed the contractor to go ahead with running the ballot and the Count.
- 5.2 If the ballot outcome is yes:
- the Head of Finance and Performance will put the cost of the Council's levy into the budget papers for next year and the Medium-Term Financial Strategy;
 - the Monitoring Officer will prepare and sign the Operating Agreement;
 - the Head of Revenues and Benefits will prepare the billing for the levy;
 - the Director of Place will attend the Horsham Business Improvement District Company Board;
 - the Director of Resources will transfer the levy money to the Horsham Business Improvement District company at the times agreed in the Operating Agreement; and
 - officers in services throughout the Council will work with the Horsham Business Improvement District Company to deliver their objectives throughout the lifetime of the BID.

6. Views of the Policy Development Advisory Group and Outcome of Consultations

- 6.1 The Policy Development Advisory Group for the Local Economy & Place met the project managers of the Horsham Business Initiative at their meeting on 11 September. They saw a presentation on the proposals for the BID and what it can deliver. All members of the Advisory Group supported the Council using its votes to support the BID.
- 6.2 The Director of Place has had close involvement with the BID since the inception of the Horsham Business Initiative. She is enthusiastic about the opportunities for the BID Company and Horsham District Council to work alongside each other to help the economy of our main town to thrive.
- 6.3 The Director of Resources, and his legal, elections and revenues teams, have worked with the project team at the Horsham Business Initiative to prepare for

the Council's administrative role in facilitating the vote and introduction of the BID.

- 6.4 The Horsham Business Improvement Initiative has consulted business in the town centre about the type of projects they include in their proposed business plan.

7. Other Courses of Action Considered but Rejected

- 7.1 The Cabinet could theoretically vote against the BID. However, this would be acting outside the Council's policy framework in the 2019/23 Corporate Plan.
- 7.2 Cabinet cannot refuse to administer the BID ballot process or the levy collection. It could choose to run the ballot itself, rather than outsource the work, but officers rejected this option because the Council does not own the software to do so and has no experience in this specialist field.

8. Resource Consequences

- 8.1 If the vote is successful, then the Council will have to pay the levy on its town centre properties. This will total £12,500. The Director of Resources will build this into the 2024/25 budget.
- 8.2 The Council will have to fund the BID ballot process. The contract for this work will cost £2,720, which includes the printing and postage of the ballot papers, re-issued packs, and the conduct of the count. This sum is included in the 2023/24 budget.
- 8.3 If the BID goes ahead the Council will need to resource the preparation and approval of the Operational Agreement. Existing Legal Services' resources will carry out this work.
- 8.4 If the BID goes ahead the Council will have to initially fund the collection of the levy. This will subsequently be reimbursed so will have no net impact on the Council's resources.

9. Legal Considerations and Implications

- 9.1 The requirements relating to the (i) ballot process, and, (ii) the BID arrangements are set out in the Business Improvement District (England) Regulations 2004 and the Local Government Act 2003.
- 9.2 Legislation allows for appeals to be made against the establishment of a BID. The Secretary of State for Housing, Communities and Local Government can only consider an appeal if it appears that material irregularities have occurred during the ballot process.
- 9.3 The Secretary of State cannot consider questions surrounding the nature or merit of the BID or BID policy.

10. Risk Assessment

- 10.1 The Secretary of State may declare void the BID ballot in certain circumstances, for example, if there has been a contravention of the relevant statutory regulations or voters have been prevented from voting.
- 10.2 Levy payers may not pay their contributions rendering projects undeliverable under the BID scheme. There is a risk of losses to the Council if the new BID Company were unable to pay their costs of levy collection. Lawyers will draft the Operating Agreement and by the involvement of the Director of Place at Board meetings of the BID Company will mitigate these risks.
- 10.3 The council could be challenged on the grounds that the BID proposal conflicts with any existing council policies. Officers believe this risk to be remote as the Council's Corporate Plan supports BID development.

11. Procurement implications

- 11.1 The Returning Officer decided to outsource the poll to a company experienced in carrying out BID votes. A single quote process was undertaken under the value for money threshold as it is a specialist area of expertise, in accordance with the Council's Procurement Code.
- 11.2 If the vote is positive, the Council's ongoing contract with Milton Keynes City Council to supply our revenues services will need to pick up the work. As this is a partnership agreement the Director of Resources will agree the additional costs and recharge these to the BID Company through the Operational Agreement.

12. Equalities and Human Rights implications / Public Sector Equality Duty

- 12.1 The establishment of a BID and the administrative processes surround it are business to business transactions and, therefore, have no equalities implications.
- 12.2 Voting for the BID itself is unlikely to directly impact on equalities or human rights as it is part of a collective decision and insufficient in itself to impact the overall decision so an Equalities Impact Assessment is not required.
- 12.3 Although the BID Company itself is not directly subject to the public sector equality duty, the work proposed in the draft business plan of the BID is likely to improve the economy and opportunities for people who live, work and visit in Horsham town. This would have a positive impact on equalities and the Director of Place will use her influence with the Board to encourage the developments proposed to enhance the opportunities for people with protected characteristics in Horsham.

13. Environmental Implications

- 13.1 A BID will make business communication and projects associated with the Council's carbon neutral strategy more efficient and effective. The Director of Place will use her influence with the Board to encourage the developments

proposed to enhance the environmental benefits of the activities proposed in the town.

14. Other Considerations

- 14.1 The decisions in this report have no other implications. However, the Horsham Business Initiative's proposed projects contain several interesting ideas to reduce anti-social behaviour in the town centre and to achieve Purple Flag status. Purple Flag is a proven international accreditation system for excellence in night-time economies <https://www.atcm.org/purple-flag>. If the vote is yes, and the projects in the draft business plan go ahead they could lead to a reduction in crime and disorder in Horsham.
- 14.2 Collective purchasing and a mandate to help future proof and reduce business overheads could open a path to sustainable energy and water saving initiatives across the BID area.

Report to Cabinet

Thursday, 28 September 2023

By the Cabinet Member for Finance and Resources

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Parking Services Business and Charity Discount Policy

Executive Summary

The purpose of this report is to recommend adoption of the Parking Services Discount Policy. The policy contains several discounts for business, charities and not-for profit organisations, with the aim of supporting the local community and economy. Implementing a discount policy will also serve to formalise current processes.

Recommendations

That the Cabinet is recommended:

- i) To approve adoption of the Discount Policy.
- ii) To delegate authority to the Director of Resources, in consultation with the Cabinet Member for Finance and Resources, to make minor editorial changes to the policy prior to publication.
- iii) To delegate authority to the Director of Resources, in consultation with the Cabinet Member for Finances and Resources, to agree and implement concessions in line with the said policy.
- iv) To note that the Monitoring Officer will reflect the above-noted delegation in the Council's constitution (pursuant to her authority to do so per Article 13, paragraph 13.3 b) 3 of the constitution) should the subject delegation be approved.

Reasons for Recommendations

- i) To encourage economic development by supporting local businesses.
- ii) To strengthen the local community by supporting charitable activities.
- iii) To formalise processes for offering parking discounts.
- iv) To adopt the Discount Policy
- v) To delegate authority to the Director of Resources, in consultation with the Cabinet Member for Finances and Resources, to implement concessions in line with the policy.

Background Papers

Horsham District Council Corporate Plan 2019-2023

Wards affected:

District Wide

Contact:

Rob Leet, Parking Manager x5167.

Background Information

1 Introduction and Background

- 1.1 When evaluating parking charges, the importance of revenue generation needs to be balanced against economic development and the Council's wider social responsibilities. To assist in striking this balance, a discount policy has been drafted (Appendix 1). The purpose of this report is to recommend adoption of this policy.
- 1.2 Firstly, the policy outlines the discretionary discount rates available to businesses, charities, and not-for profit organisations for the bulk purchase of season tickets in council run car parks.
- 1.3 Secondly, the policy outlines the discretionary discount rates available to charities and not-for profit organisations for the purchase of season tickets in council run car parks.
- 1.4 Thirdly, the policy outlines the discretionary discount rates for advertising spaces in council run car parks for charities and not-for profit organisations.

2 Relevant Council policy

- 2.1 This supports the following Corporate Plan goals:
- 2.2 *2. A Thriving Economy* – The discount policy supports and encourages the growth of businesses and charities within Horsham Town, contributing to the economic development of the local area.
- 2.3 *3. A Strong, Safe and Healthy Community* – The discount policy benefits local people by supporting business and charities at the heart of the community.
- 2.4 *5. A Modern and Flexible Council* – The discretionary nature of the policy allows for greater flexibility in parking service charges.

3 Details

Bulk Season Tickets Discount Policy

- 3.1 The draft policy sets out a discretionary discount for the bulk purchase of season tickets for businesses, charities, and not-for profit organisations.
- 3.2 Subject to internal approval, a 5% discount may be awarded for the purchase of 10-19 annual or quarterly season tickets, or a 10% discount for 20+ season tickets.

- 3.3 The aim of this discount is to encourage economic development via the growth of businesses and charities in the local area. Supporting the 2nd goal of the corporate plan.
- 3.4 This policy would be applicable in all car parks that offer business season ticket permits. At the time of writing this report, these car parks are:
- BT Exchange
 - Park View
 - Dukes Square
 - Talbot Lane
 - Forum
 - Swan Walk
 - Piries Place
- 3.5 If business season tickets become available in more car parks, the policy will be applicable to these car parks.

Charity Season Ticket Discount Policy

- 3.6 The draft policy sets out a discretionary discount available to charities and not-for profit organisations for the purchase of business season tickets at council run car parks.
- 3.7 Subject to internal approval, a 5% discount may be awarded for the purchase of 10-19 annual or quarterly season tickets, or a 10% discount for 20+ season tickets. This discount can be combined with the bulk season ticket discount rate.
- 3.8 The reduced rate for charities aims to reflect the wide-ranging benefits these organisations provide to the local economy and community which supports the 2nd and 3rd goals of the corporate plan.
- 3.9 This discount can be combined with the bulk season ticket discount rate, as seen in the table of discounted rates below.

Season Tickets – Table of Discounted Rates.

- 3.10 The Table of discounted rates is set out below:

No. of Vehicles	Business Discount	Charity & NFP Discount
0-9	0%	10%
10-19	5%	15%
20+	10%	20%

Advertising in Car Parks Charity Discount Policy

- 3.11 The draft policy sets out the discretionary discount rates available to charities and not-for profit organisations for the purchase of advertisement spaces in available car parks.
- 3.12 Subject to internal approval, a 10% discount may be awarded for the purchase of any number of advertisements in car parks.
- 3.13 At the time of writing this report, the following car parks offer advertising spaces:
- Swan Walk
 - Piries Place
 - The Forum
- 3.14 If business season tickets become available in more car parks, the policy will be applicable to these car parks.
- 3.15 Implementing this element of the discount policy aids the growth of charities already in Horsham town centre and encourages other charities to move to Horsham, supporting the 3rd goal of the Corporate Plan: *A Strong, Safe and Healthy Community*.

4 Next Steps

- 4.1 11 October 2023 – Council meeting to approve adoption of the policy and the subject delegations.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 PDAG is to take place on 18th September 2023
- 5.2 Consultation on the introduction of this Discount Policy has taken place with the Monitoring Officer and the Director of Resources.

6 Other Courses of Action Considered but Rejected

- 6.1 The option of not producing a Discount Policy was considered, but rejected on balance as the support the policy would provide to the local community and economy along was considered to be too great.

7 Resource Consequences

- 7.1 The cost of implementing the Discount Policy will be met from within the existing budgets and will largely consist of staff time.

8 Legal Considerations and Implications

- 8.1 Section 1(1) of the Localism Act 2011 provides that Local Authorities have power to do anything that individuals generally may do. Therefore, the Council may adopt a policy in relation to parking fee discounts.
- 8.2 Cabinet is responsible for the adoption of policies within the Council's policy framework pursuant to Rule 4d.1 of the Budget and Policy Framework Procedure Rules.

9 Risk Assessment

- 9.1 The introduction of this policy formalises the present approach to season ticket discounts and should therefore reduce risks by promoting transparency, accountability and compliance with governance.

10 Procurement implications

- 10.1 There are no procurement implications which arise from the Parking Services Discount Policy.

11. Equalities and Human Rights implications / Public Sector Equality Duty

Equality and Diversity Implications

- 11.1 The adoption of the Discount Policy is not expected to have any adverse impact on people with protected characteristics under the Equality Act 2010. It is not considered that the Discount Policy will have any direct impacts on gender reassignment, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Human Rights

- 11.2 The adoption of the Discount Policy is not expected to have any impact on human rights.

12 Environmental Implications

- 12.1 The adoption of the Discount Policy is not expected to have any environmental implications.

13 Other Considerations

- 13.1 It is not considered that the adoption of the discount policy will have any further additional impacts including those in relation to GDPR/Data Protection or Crime & Disorder.

APPENDICES TO REPORT

Appendix 1 – Parking Services Discount Policy

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Horsham
District
Council

Parking Services Discount Policy

Contents

Introduction.....	2
Bulk Season Tickets Discount Policy	2
Charity Season Tickets Discount Policy.....	3
Season Tickets - Table of Discounted Rates	3
Advertising in Car Parks Charity Discount Policy.....	3
Conditions	4

Introduction

Providing discounts on parking services supports businesses and charities at the heart of the community and contributes positively to various priorities from the corporate plan:

- A Thriving Economy
- A Modern and Flexible Council
- A Strong, Safe and Healthy Community

This document outlines:

- The discretionary discount rate available to businesses, charities, and not-for profit organisations for the bulk purchase of season tickets at Horsham District Council car parks.
- The discretionary discount rate available to charities and not-for profit organisations for the purchase of season tickets at Horsham District Council car parks.
- The discretionary discount rate available to charities and not-for profit organisations for advertisements in available multi-storey car parks
- **Insert info on Cabinet and PDAG after.**

Bulk Season Tickets Discount Policy

A discounted rate for businesses, charities and not-for profit organisations is available for the bulk purchase of season tickets at the Council's car parks at the discretion of the Council.

Subject to internal approval, a 5% discount may be awarded for the purchase of 10-19 annual or quarterly season tickets, or a 10% discount for 20+ season tickets.

Charity Season Tickets Discount Policy

A discounted rate for charities is available for the purchase of season tickets at the Council car parks at the discretion of the Council.

Subject to internal approval, a 10% discount may be awarded for the purchase of any number of annual or quarterly season tickets.

This discount can be combined with the bulk season ticket discount rate.

Not-for profit organisations

The charity discount rate for the bulk purchase of season tickets may also be available to not-for-profit organisation, subject to internal approval.

Please note that political parties or politically motivated organisations will not be eligible for the charity discount as the Council must remain politically neutral.

Season Tickets - Table of Discounted Rates

No. of Vehicles	Bulk Discount	Charity & NFP Discount
0-9	0%	10%
10-19	5%	10%
20+	10%	10%

Advertising in Car Parks Charity Discount Policy

A discounted rate for charities is available for the purchase of advertisements in available car parks at the discretion of the Council.

Subject to internal approval, a 10% discount may be awarded for the purchase of any number of advertisements in car parks.

Not-for profit organisations

The charity discount rate for advertising in car parks may also be available to not-for-profit organisations, subject to internal approval.

Please note that political parties or politically motivated organisations will not be eligible for the charity discount as the Council must remain politically neutral.

Conditions

Applications on behalf of charities will be required to provide their charity number or a copy of their charity registration certificate.

Applications on behalf of not-for-profit organisations will be required to provide proof of status. Due to the broad nature of this category, this will be assessed on a case-by basis.

Any agreements organisations may have with the Council for a discount on any parking services made before the implementation of this policy will remain valid. In cases where there is an agreed end period in existing agreement, the conditions within this policy will be applicable at the end of the period.

Season tickets are not valid for use in any other parking areas or bays designated for specific use such as disabled parking bays.

This policy applies to both fleet vehicles owned by the organisation and vehicles registered to the employees of the organisation.

All discretionary discount rates are subject to availability.

Report to Cabinet

Thursday, 28 September 2023

By the Cabinet Member for Finance and Resources

DECISION REQUIRED



Horsham
District
Council

Partially Exempt

Appendix 1 exempt under Paragraph 3 of Part 1 of
Schedule 12A to the Local Government Act 1972

Parking Automatic Number Plate Recognition (ANPR) Contract Award

Executive Summary

This report is requesting authority for the Council to award the Parking Automatic Number Plate Recognition (ANPR) contract to the winning bidder following a procurement process.

The contract will commence on 1st November 2023 for a specified term.

Recommendations

That the Cabinet is recommended:

- i) To approve the award of the contract for an Automatic Number Plate Recognition system to the highest scoring bidder on the terms contained in exempt Appendix A (“the contract”); and
- ii) To delegate authority to the Director of Resources in consultation with the Head of Legal & Democratic Services to finalise the terms and conditions of and enter into the contract.

Reasons for Recommendations

- i) To facilitate the award of the ANPR contract to the relevant bidder

Background Papers

No background papers

Wards affected: Town Centre Wards

Contact: Rob Leet, Parking Manager, rob.leet@horsham.gov.uk

Background Information

1 Introduction and Background

- 1.1 A new ANPR system is required owing to the expiry of the existing contract. This system will replace the current ANPR system that has been in place within the Piries Place, Swan Walk, Pavilions and Forum car parks since 2019. Accordingly, a procurement exercise was undertaken to source a supplier.
- 1.2 The previous 4-year contract for our ANPR system expired on 9th July 2023. In anticipation of the expiry, a rolling three-month contract was arranged with our current provider (Sagoss) until an appropriate procurement framework was developed for us to use.
- 1.3 An ESPO framework for ‘Parking Management Solutions’ became available at the end of July 2023 and the project team have undertaken a competitive procurement process within this framework to ascertain the best supplier for both price and quality.
- 1.4 The budget for the new system was agreed during the revenue and capital budget setting processes for 2023/24 and the tender prices fall within this.
- 1.5 The recommended supplier achieved a significantly high score in the quality aspect of the tender process. They demonstrated a clear understanding of the Council's requirements and proposed multiple solutions to enhance the existing system. Furthermore, they understood our future aspirations of extending ANPR solutions to rural areas, all while providing good value to the council.
- 1.6 After awarding the contract to the recommended supplier, the installation of new equipment will commence in car parks from October 2023.

2 Relevant Council policy

- 2.1 The award of the contract would be consistent with section.3 of the 2019-2023 Corporate Plan - to provide quality, value for money services.

3 Details

- 3.1 Since 2019, the implementation of ANPR technology in the town centre car parks has demonstrated remarkable success in managing parking facilities. With this contract award, we aim to build upon this success and leverage advancements in technology to further enhance the quality of service provided. This endeavour promises substantial benefits for both visitors to the town centre and the local businesses operating there. Moreover, the contract award recognises the potential for expanding ANPR solutions across the entire district, offering modern, efficient, and convenient parking options for customers. Additionally, it will allow the Council to conduct more precise analyses of visits, footfall, and income generation, contributing to better decision-making.

- 3.2 The continued use of ANPR technology promises several key benefits, including enhanced parking management with reduced congestion and improved visitor experiences. Leveraging technological advancements is expected to elevate the overall quality of service in town centre car parks. Visitors and local businesses stand to gain from more convenient parking and increased foot traffic, thanks to improved parking availability. The potential district-wide expansion of ANPR solutions could lead to widespread and efficient parking options for a larger population. Additionally, the ability to analyse visits, footfall, and income generation will empower the council to make data-driven decisions, ultimately enhancing its reputation for modern and efficient service delivery to the community.

4 Next Steps

- 4.1 Completion of all necessary legal documentation and processes to facilitate the award of the ANPR contract to the relevant bidder.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The proposal of replacing the ANPR system was taken to the Finance & Parking Policy Development Advisory Group on 16 January 2023 and the Finance and Resources PDAG was further updated on the process on 18 September 2023. The Group were comfortable with the approach of replacing the ANPR system using the proposed method of procurement.
- 5.2 The comments from the Director of Resources and the Monitoring Officer are included within the report to ensure financial and legal probity.

6 Other Courses of Action Considered but Rejected

- 6.1 We could continue with our current rolling contract with Sagoss, but due to the value we would be acting contrary to the Procurement Regulations and the Council's Procurement Code. It would also not offer the long-term security that this contract provides.

7 Resource Consequences

- 7.1 The winning tender falls within the 2023/24 capital budget for this project approved by Council in February 2023.
- 7.2 There is likely to be no impact on the annual revenue budget.
- 7.3 The new system is standalone and cloud hosted, which is the same as the current ANPR system. This requires no input from IT, nor other resource.

8 Legal Considerations and Implications

- 8.1 The Monitoring Officer is satisfied that (i) the Council has effected a legally compliant procurement process, (ii) the Cabinet has the authority to approve the award of the contract to the winning bidder, and, (iii) the decision to procure the ANPR system sits within the Council's budget and policy framework.

9 Risk Assessment

- 9.1 The risks associated with this contract award are no different to that of the previous contract. Therefore, no new formal risk assessment has been undertaken.

10 Procurement implications

- 10.1 The Council has complied with all necessary Procurement Regulations and the Council's Procurement Code. The procurement processes have been overseen by the Council's Senior Procurement Manager and Senior Solicitor ensuring compliance.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 It is not considered that this decision will have any impact on equalities and human rights.

12 Environmental Implications

- 12.1 It is not considered that this decision will have any environmental implications.

13 Other Considerations

- 13.1 There are no consequences of this proposed action in respect of Crime & Disorder or Sustainability.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Report to Cabinet

Thursday, 28 September 2023

By the Cabinet Member for Environmental Health,
Recycling and Waste



**Horsham
District
Council**

DECISION REQUIRED

Partially Exempt (Appendix not for publication –
exempt under Paragraph 3 of Part 1 of Schedule 12A
to the Local Government Act 1972)

Supply of Tyres and associated Parts & Services for Horsham District Council & Crawley Borough Council

Executive Summary

The Council is acting as the Lead Authority to undertake a procurement process for the supply and fitting of tyres for all Council vehicles, in collaboration with Crawley Borough Council. This procurement exercise went out as one collaborative tender with two contracts that will be awarded separately.

The contract will commence on 1st November 2023 for a specified term. The purpose of this report is to seek authority to award the contract to the winning bidder following a robust procurement process.

Recommendations

Cabinet is recommended to:

- i) approve the award of the contract for the supply and fit of tyres to the highest scoring bidder on the terms contained in exempt background papers; terms and conditions of the contract and legal clarification log one and three; and
- ii) delegate authority to the Director of Resources in consultation with the Head of Legal & Democratic Services to finalise the terms and conditions of and to enter into the contract with the highest scoring bidder for the supply and fit of tyres; and
- iii) recommend to Council to increase the recycling and waste tyre budget in 2023/24 by £6,600 to cover the expected higher costs under the new contract.

Reasons for recommendations

i) & ii) To obtain authority to award the subject contract to the winning bidder pursuant to a legally compliant procurement process.

iii) Full Council must approve budget changes

Background Papers

Terms and conditions of the contract (exempt)

Legal Clarification log Version one (exempt)

Legal Clarification Log Version three (exempt)

Wards affected: All Wards

Contact: Laura Parker, Head of Recycling & Waste, Telephone: 07799459364

Mark Neal, Transport Manager, Telephone: 07826 858184

Background Information

1 Introduction and background

- 1.1 There is currently no formal arrangement in place for the supply and fitting of tyres. Therefore, the recommendations contained in this report will regularise the position.
- 1.2 Accordingly, the Council has now affected a legally compliant procurement exercise which has resulted in officers reviewing arrangements to (i) improve contract management, and, (ii) assess the quality of suppliers' provision of goods/services. Improving these arrangements will lead to a greater control over costs during the contract term.
- 1.3 Given that both Horsham District Council and Crawley Borough Council have a need to source a supplier for the supply and fitting of tyres, a collaborative procurement exercise has been undertaken to benefit from aggregation of expenditure.

2 Relevant Council policy

- 2.1 The approaches are compliant with the Council's Procurement Code and supporting policies such as the Sustainable Procurement Charter and achieve value for money.
- 2.2 As part of the procurement process, the organisations which submitted a tender for each contract were assessed on the basis of their approach to a number of factors including health and safety and sustainability.

3 Details

- 3.1 The contract will commence on 1st November 2023 for a specified term.
- 3.2 A full tender process has been conducted. A PIN (Prior Information Notice) was released in July. The intended procurement processes were presented to the Environmental Health, Recycling and Waste PDAG on 13 July 2023. The tender was released 14 July 2023 with a deadline of Friday 18 August 2023.
- 3.3 During the tender preparation process, suppliers raised clarification questions, which were answered. Clarification information was shared with all bidders through the procurement portal.
- 3.4 The Council received bids prior to the deadline of 18 August 2023.
- 3.5 Bids for were evaluated on the basis of the Most Economically Advantageous Tender (MEAT), which combines price and quality. The financial viability of the bids received was assessed by authorised officers from each authority. In addition, service representatives from the councils independently evaluated each bidder's quality submission.
- 3.6 The individual quality scores were presented at a moderation meeting by the service representatives from the Council, which was attended by a Senior Solicitor, and Senior Procurement Officer. The scores were moderated and agreed at this meeting.

- 3.7 The price scores were added to the quality scores to identify the winning Tenderer, who will be awarded the contract should the subject recommendation be approved.

4 Next steps

- 4.1 The contract will be awarded to the winning bidder and all necessary legal documentation will be completed to reflect the award.

5 Views of the Policy Development Advisory Group and outcome of consultations

- 5.1 Key managers including the Transport Manager and Workshop Supervisor responsible for overseeing the contracts were part of the project team and were responsible for defining the requirements. Managers from both collaborating authorities were consulted on the approach to each tender and assisted in the development of the tender documents.
- 5.2 The Director of Community Services and Cabinet Member for Environmental Health, Recycling and Waste were consulted and supportive of the procurement exercise.
- 5.3 The Environmental Health, Recycling and Waste PDAG were briefed on the subject procurement exercise on 13 July 2023 and all attendees were supportive.
- 5.3 The Head of Legal and Democratic Services (Monitoring Officer) and Director of Resources have been consulted, and any recommendations have been incorporated into the report.

6 Other courses of action considered but rejected

- 6.1 A direct award through a framework was considered, but a framework agreement could not be found that included both the incumbent suppliers of the two councils. Therefore, the decision was made to award through an open tender process to ensure either of these suppliers were not discounted entirely from the process. The open route was also considered to provide better value for money and quality. It was also a concern that the Council's specific requirement for access to a 'tyres service portal' online would not be within the scope of any of the Frameworks' specifications.

7 Resource consequences

- 7.1 Collaborating with Crawley Borough Council has the benefit of enabling a larger purchasing consortium that may have the potential to reduce costs for the two Councils.
- 7.2 The resource implications are assessed in exempt Appendix A. The report recommends that an additional £6,600 is added to the waste budget in 2023/24.
- 7.2 The Council will now have the ability to ensure better tyre management by using the digital monitoring portal, tyre positions swapped to even out wear across all tyres, tyres turned on rims and tyre treads re-cut. The Council will be able to monitor work carried out in real-time from the office. This has added on some costs to the contract but will benefit from improved tyre management and security and the extended wear will help pay for this higher cost.

- 7.3 The Council is not expecting any significant cost increases in the future, but external market factors may lead to an increase in the cost of raw materials. Any request for a price increase due to inflationary increases or increases in the pricing of raw materials outside of the supplier's control will be on an annual basis and any increase will be at the Council's discretion and subject to requisite internal approval, where required.

8 Legal considerations and implications

- 8.1 The Monitoring Officer is satisfied that (i) the Council has affected a legally compliant procurement process, (ii) the Cabinet has the authority to approve the award of the contract to the winning bidder, and, (iii) the decision to procure the supply and fitting of tyres sits within the Council's budget and policy framework.

9 Risk assessment

- 9.1 It is considered that there is a low risk of suppliers being unable to supply tyres due to industry wide limitations such as sourcing raw materials. However, we think this has been addressed robustly by the winning contractor.

10 Procurement implications

- 10.1 The Council has complied with all necessary Procurement Regulations and the Council's Procurement Code. The procurement processes have been overseen by the Council's Senior Procurement Manager and Senior Solicitor ensuring compliance.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 The tender documentation and contract ensure that the resulting contractor has a duty to comply with all equalities legislation and pays due regard to any possible future impacts on human rights.

12 Environmental implications

- 12.1 Suppliers were assessed on their approach to sustainability (for example carbon reduction and neutrality, waste, etc.) as part of the quality evaluation process for each tender. Bidders were also assessed on their provision for Tyre Disposal and any recycling or re-use of the components of your tyres.

- 12.2 The Tyres tender has been designed to reduce the impact on the climate by specifying the use of remoulded tyres where possible. Remoulded tyres save roughly 80% of the materials required to manufacture a new tyre, equating to approximately 68 litres of oil, 44kg of rubber, and 63kg of CO₂ on every casing. The Council purchased 172 remould truck tyres last financial year which saves approximately 11,500 litres of oil, 7,500 kg of rubber and 10,800 kg of CO₂ per annum using remoulded tyres.

13 Other considerations

- 13.1 Prospective suppliers had to demonstrate robust Safe Working Method Statements and successfully demonstrate how they would manage any sub-contractor relationships.

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of the Local Government Act 1972.

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Report to Cabinet

28 September 2023

By the Cabinet Member for Environmental Health,
Recycling and Waste

DECISION REQUIRED



**Horsham
District
Council**

Not Exempt

Disabled Facilities grant – approval of budget and grant allocation

Executive Summary

Cabinet is recommended to ask Council to increase the Council's capital budget in 2023/24 to receive an allocation of £122,495 as part of an additional national top up of £50m for the Disabled Facilities Grant for 2023-24 funded through the Department of Health and Social Care.

Notification of the £122,495 grant was received on 7 September 2023.

In addition, Cabinet is recommended to (i) approve the allocation of grant funds in line with existing policy, and, (ii) delegate authority to officers to administer the grants.

Recommendations

That the Cabinet is recommended to ask Council to:

- i) Approve the receipt of the 2023/2024 Disabled Facilities Grant in the sum of £122,495; and
- ii) Approve an increase in the 2023/2024 capital programme budget to include the additional £122,495 Disabled Facilities Grant.

Subject to Council's approval of the above recommendations, Cabinet is recommended to:

- i) Approve the allocation of the Disabled Facilities Grant to eligible applicants; and
- ii) Delegate to the Head of Environmental Health and Licensing the authority to allocate the Disabled Facilities Grant in accordance with the West Sussex Disabled Facilities Grants Policy 2020-2024 and Housing Assistance Policy, both contained at Appendix 1 and any policies replacing the same provided that they comply with statutory requirements.

Reasons for Recommendations

- i) Increasing the capital budget will allow the Council to receive and spend the disabled facilities grant offered by Department for Levelling Up, Housing & Communities. This will fund the provision of home adaptations to help eligible older and disabled people to live as independently and safely as possible in their homes.
- ii) Full Council must approve increases to budgets.
- iii) Cabinet approval is required to (i) allocate the grant funds, and, (ii) delegate authority to the relevant officer to administer grant applications in line with existing policy. The allocation of grant funds constitutes a key decision given the allocation of the grant fund pot could significantly affect the lives of people residing in the district.

Background Papers None

Wards affected: All

Contact: Marc Rankin - Head of Environmental Health and Licensing
marc.rankin@horsham.gov.uk

Background Information

1 Introduction and Background

- 1.1 On 7 September 2023, DLUHC informed the Council that they have been allocated a sum of £122,495 of grant income for Disabled Facilities as part of a £50m national top up to fund Disabled Facilities by the Department for Health and Social Care

2 Relevant Council policy

- 2.1 The funds received support the Council in meeting the priorities set out in the Council's corporate plan to ensure Horsham District is a great place to live with a strong, safe and healthy community.

3 Details

- 3.1 Disabled Facilities Grant is capital funding for the provision of home adaptations to help eligible older and disabled people to live as independently and safely as possible in their homes. They can also help to deal with access issues, enable rapid discharge of people from hospital, or prevent admission to hospital or residential care.
- 3.2 Any money paid under this grant determination must only be used for the specific purpose of funding adaptations for disabled people who qualify for a Disabled Facilities Grant made under the Housing Grants, Construction and Regeneration Act 1996 or under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 (or any other social care capital projects where otherwise agreed).
- 3.2 The additional grant does not come with any spend deadlines restrictions, so if any grant is unspent at the end of the year, it can be rolled over into and used in 2024/25.
- 3.4 Accordingly, Council is being asked to increase the budget to facilitate the acceptance of the grant, and Cabinet is being asked to authorise the allocation of the grant and to delegate authority to facilitate such allocations.

4 Next Steps

- 4.1 The proposal in this report needs to be discussed and approved by Cabinet who can then recommend to Full Council approval of the relevant recommendations contained in this report.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 The Environmental Health, Recycling and Waste Policy Development Advisory Group did not meet before the Cabinet meeting, but were emailed on 12 September 2023. They were supportive of accepting the grant income. Given the short notice timeframes, Overview and Scrutiny will also be briefed by the Director of Resources

at the meeting on 25 September 2023 and their views will be updated verbally at the Cabinet meeting.

- 5.2 The Monitoring Officer and the Director of Resources were consulted to ensure legal and financial probity.

6 Other courses of action considered but rejected

- 6.1 The Council has considered not accepting the funds. This option has been dismissed as there is the possibility of increased demand on the homeless service if we are unable to implement adaptations in the residents' existing homes (which could be funded by these grants) at an earlier stage.

7 Resource consequences

- 7.1 There is no officer resource impact accepting this grant.
- 7.2 The Council's existing disabled facilities capital budget for 2023/24 is £1.25m. At Month 5, spend at £462,000 or 37% of the budget is tracking slightly behind the budget curve. However, any unspent budget would be rolled forward into future years. There are no spending period restrictions.

8 Legal considerations and implications

- 8.1 The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 provides general powers for local housing authorities to provide assistance for adapting or improving living accommodation. These powers can only be used in accordance with a Housing Assistance Policy which was adopted by the Council in on 28 November 2019 and which is called the West Sussex Disabled Facilities Grant Policy.
- 8.2 Local Authorities must not discriminate against or harass a person applying for a grant on grounds of or for reasons related to disability or any other protected characteristic pursuant to the Equality Act 2010.
- 8.3 The Council should (i) comply with the terms of and conditions attached to the grant, and, (ii) complete any legal documentation which is required to give effect to the receipt and use of the said grant.
- 8.4 The grant funding will be managed in accordance with the Financial Procedure Rules (inter alia paragraph 4e.33 External Funding) contained in the Council's constitution.

9 Risk assessment

- 9.1 The grant the Council will receive will fund adaptations for disabled people who qualify for a Disabled Facilities Grant made under the Housing Grants, Construction and Regeneration Act 1996 or under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002. Not receiving the grants could pose an additional financial risk to the Council through additional homeless service demand and accommodation costs.

10 Procurement implications

10.1 There are no procurement implications identified.

11. Equalities and Human Rights implications / Public Sector Equality Duty

11.1 The grants have specific criteria in respect of which cohorts must be supported.

12 Environmental implications

12.1 There are no specific environmental implications arising from this report, although the development of all activities and initiatives will be mindful of the Council's target to be carbon neutral by 2030.

13 Other considerations

13.1 There are no direct crime and disorder implications. The use of all databases and other sources of information will ensure that GDPR and data protection legislation is fully complied with.

Appendix 1

[Housing Assistance Policy](#)

[West Sussex Disabled Facilities Grants Policy 2020 - 2024](#)

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Report to Cabinet



28 September 2023

By the Cabinet Member for Local Economy and Place

DECISION REQUIRED

Partially Exempt

Appendix 1 exempt under Paragraph 3 of Part 1 of the
Government Act 1972

Swan Walk Car Park Works – contract award and budget allocation

Executive Summary

The resurfacing of the top deck of Swan Walk car park is required to maintain the integrity of the building.

A procurement exercise was completed in April 2023 in relation to these works.

The works contract was awarded to the winning bidder, however, the contractual relationship has now ended with the consent of both parties.

Accordingly, the Council's procurement officers are consequently seeking quotes from new suppliers to ensure the proper and urgent completion of the works. It is anticipated that extra works will be required which will cost in the region of £100,000. The extra works figure is in addition to the sums already budgeted for this project.

As such, this report is seeking Cabinet authority to award the contract to the winning bidder.

Recommendations

That the Cabinet is recommended:

- i) To approve the award of the contract to the winning bidder (in relation to the Swan Walk car park top deck works) on the terms contained in Appendix 1 ("the Contract")
- ii) To delegate authority to the Director of Resources in consultation with the Head of Legal & Democratic Services to finalise the terms and conditions of and enter into the Contract.

Reasons for Recommendations

- (i) To enable the award of the contract to the winning bidder which will facilitate the completion of the Works.
- (ii) It is expected that the total value of the works contract will be circa £350,000 and, therefore, Cabinet approval is required to award this contract.

Background Papers

Nil

Wards affected: Denne

Contact: Elizabeth Williams, Property Management Team Leader

Phone number: 07727 807 835

Background Information

1 Introduction and Background

- 1.1 The top deck of Swan Walk car park has a Triflex membrane coating which was installed in 2005. It had a warranted life span of 10 years and is now starting to deteriorate. To date the deterioration has been localised and patch repairs have been carried out over the past three years, pending full replacement.
- 1.2 The membrane on the top deck protects the lower floors and concrete structure of the car park from water ingress. Too much water ingress would cause the reinforcing steel within the concrete to rust and break up.
- 1.3 Using a membrane coating was considered the best option due to the alternative coating of asphalt being too heavy for the structure.
- 1.4 The membrane coating also integrates line marking and different colours for parking, driving lanes and pedestrian walkways making it clearer for the user and is what is expected in a modern carpark.
- 1.5 The Council's procurement team is seeking quotes from suppliers to facilitate the completion of the required works on an urgent basis.

2 Relevant Council policy

- 2.1 This work contributes to Horsham District by ensuring that Swan Walk carpark is available and safe in the long term, supporting Horsham as an easy place to carry out business and shop.

3 Details

- 3.1 The quality of membrane is specified to be either Sika or Triflex and considered by the Council's specialist car park consultant engineer as the most suitable coating in this situation.
- 3.2 Four contractors with many years of experience in the industry, have been requested to price the work while providing a manufacturer's warranty of 10 years.

4 Next Steps

- 4.1 Following completion of the tender process, the winning bidder will be awarded the contract to carry out the required works.
- 4.2 A prestart meeting will be held with Parking Management.
- 4.3 Customers will be advised of the upcoming work and the applicable timing.

5 Views of the Policy Development Advisory Group and Outcome of Consultations

- 5.1 Stripe Consultants, who specialise in carpark maintenance, have been consulted to specify the required work, and carry out a tender exercise to five contractors. Following the departure from site of the initial contractor they are organising a second tender exercise for the repair of the exposed screed substrate and the application of the waterproof membrane.
- 5.2 Internal consultation with the Parking Services Manager has taken place to consider likely impact on the availability of parking at Swan Walk and agreement of appropriate mitigation measures. These include relocating season ticket holders on a temporary basis.
- 5.3 The project has been referred to the Director of Resources who has approved the procurement route and the Monitoring Officer confirms legal probity.
- 5.4 Owing to the urgency associated with this matter, this report was circulated by email to the members of the Local Economy and Place Policy Development Advisory Group.

6 Other Courses of Action Considered but Rejected

- 6.1 An alternative resurfacing in Asphalt was considered but determined too heavy for the structure.

7 Resource Consequences

- 7.1 The tender bid is estimated to amount to more than £250,000, when combined with phase 1 of the work at £99,000 brings in the total cost for the project to £350,000.
- 7.2 This exceeds the approved capital budget of £250,000.
- 7.3 A further amount of £100,000 is estimated for completion of the project which will be vired from an existing unspent capital budget in the 2023/24 capital programme.

8 Legal Considerations and Implications

- 8.1 The Cabinet has the authority to award the contract and the decision to do so sits within the Council's Budget and Policy Framework.
- 8.2 The Council's legal team will oversee the award of the contract to the winning bidder and the completion of the required works contract.

9 Risk Assessment

- 9.1 There is a risk relating to the timing of the work pushing into the Christmas period due to extended lead times for the membrane product. Parking Services are considering contingency plans for the provision of carparking if this eventuates.

10 Procurement implications

- 10.1 Due to the membrane work requiring specialist contractors a dispensation under the Council's Procurement Code was approved by the Director of Resources to carry out a tender with four certified contractors.

11. Equalities and Human Rights implications / Public Sector Equality Duty

- 11.1 The work has no impact on any of the groups named in the equality legislation and Equalities Impact Assessment is not required.

12 Environmental Implications

- 12.1 The environmental impact principally revolves around the disposal of the existing 18year old membrane as it is sent to a general waste landfill. Empty tins used in the process will be recycled and any concrete that is broken out will also be recycled.

13 Other Considerations

- 13.1 None

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of the Local Government Act 1972.

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Draft Park Terrace Gardens Conservation Area Appraisal and Management Plan



September 2023

“Sussex is a better place to see this happy marriage of old and new than anywhere else in England.”¹

1. Nairn, I. & Pevsner, N., 2001. *Sussex*, Harmondsworth : [s.l.: Penguin ; [distributed by Yale University Press]. p.328



Contents

Introduction	2
Appraisal I	8
Origins and development of Park Terrace Gardens	8
Underlying geology	11
Movement and Connectivity	11
Land use and open space/ Open space and public rights of way	13
Heritage assets	14
Views and Urban Streetscape	15
Character areas	16
Character Assessment	23
Building audit map	26
Negative elements	27
Appraisal II	29
Management plan	29
Appendix	39
Gazetteer of locally listed buildings	40
Glossary of terms	41
Map of Conservation Area	49

Introduction

What does Conservation Area designation mean?

The statutory definition of a Conservation Area is an "area of special architectural or historic interest, the character and appearance of which it is desirable to preserve or enhance". The power to designate Conservation Areas is given to local authorities through the Planning (Listed Buildings and Conservation Areas) Act 1990 (Sections 69 to 78).

Proposals within a Conservation Area become subject to policies outlined in section 16 of the National Planning Policy Framework (NPPF), as well as local planning policies outlined in the Horsham District Council Planning Framework. The duties for Horsham District Council, set out in Section 69-72 of the Act are:

- from time to time, determine which parts of their area are areas of special architectural or historic interest the character or appearance of which it is desirable to preserve or enhance, and designate those areas as Conservation Areas
- from time to time, to review the past exercise of functions under this section and to determine whether any parts or any further parts of their area should be designated as Conservation Areas; and, if they so determine, they shall designate those parts accordingly (includes reviewing boundaries)
- from time to time, to formulate and publish proposals for the preservation and enhancement of any parts of their area which are Conservation Areas
- submit proposals for consideration to a public meeting in the area to which they relate. The local planning authority shall have regard to any views concerning the proposals expressed by persons attending the meeting
- in the exercise, with respect to any buildings or other land in a Conservation Area, of any functions..., special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.

In response to these statutory requirements, this document seeks to define and record the special architectural and historic interest of the proposed Conservation Area and identifies opportunities for enhancement. Although the appraisal seeks to cover the main aspects of the designated area, it cannot be completely comprehensive; the omission of any feature in either the appraisal or the management proposals does not imply that it is of no interest.

What is a Conservation Area appraisal?

A Conservation Area appraisal defines the special historic and architectural character of an area. Supported by a range of evidence, the document acts as a tool to demonstrate the area's special interest, explaining to owners and residents the reasons for designation. They are educational and informative documents, which illustrate and justify what that community particularly values about the place they live and work. They provide a relatively detailed articulation of the area's character, supported by maps and other visual information, which is used to develop a framework for planning decisions.

Character is a complex concept but is best described as the combination of architecture, materials, detailing, topography and open space, as well as the relationship between buildings and their settings. Many other aspects contribute to character such as views, land use, vegetation, building scale and form, noise and adjacent designations such as National Parks.



Introduction continued

Appraisals also identify aspects of an area that either contribute to or detract from local character, raise public awareness and interest in the objectives of Conservation Area designation, encourage public involvement in the planning process and identify opportunities for enhancing areas.

Purpose of this document

Once adopted, the appraisal is material to the determination of planning applications and appeals. Therefore, the appraisal is an important document informing private owners and developers concerning the location, scale and form of new development.

This appraisal concludes with a Conservation Area management plan. This takes forward the issues presented in the appraisal, considering them in the context of legislation, policy and community interest. This will then assist in developing local policies Horsham District Council will adopt to protect the special interest of the Conservation Area in such a way that it becomes self-sustaining into the future. This includes policies to protect the survival and use of local materials, architectural details and to propose forms of development based on the findings of the appraisal.

This document has been produced using the guidance set out by Historic England in their document, Historic England Advice Note 1: Conservation Area Designation, Appraisal and Management (2019).

Policy background

On 27th November 2015, Horsham District Council adopted the Horsham District Planning Framework (HDPF). The HDPF sets out the planning strategy for the years up to 2031 to deliver social, economic and environmental needs for the district (outside the South Downs National Park). Chapter 9, Conserving and Enhancing the Natural and Built Environment, is of particular importance for conservation and design issues.

The policies contained within this chapter deal with many themes central to the conservation and enhancement of heritage assets and local character more generally, such as:

- district character and the natural environment (policy 25);
- the quality of new development (policy 32);
- development principles (policy 33); and
- heritage assets and managing change within the historic environment (policy 34).

Therefore, Conservation Area designation introduces controls over the way owners can alter or develop their properties. It also introduces control of the demolition of unlisted buildings, works on trees, the types of advertisements that can be displayed with deemed consent and the types of development that can be carried out without the need for planning permission (permitted development rights).

However, research undertaken by Historic England and the London School of Economics has demonstrated that owners of residential properties within Conservation Areas generally consider these controls to be beneficial because they often also sustain or increase the value of those properties within the Conservation Area.



Introduction continued



Aerial photograph showing the general area of the proposed conservation area outlined in blue with the conservation areas of Horsham Town Centre outlined in red.

Introduction continued

The appraisal

This appraisal offers an opportunity to assess the area of Park Terrace Gardens to determine whether it has special architectural or historic interest the character or appearance of which it would be desirable to preserve or enhance to be designated as a Conservation Area. Undertaking this appraisal offers the opportunity to draw out the key elements of the proposed Conservation Area's character and quality as it is now, define what is positive and negative and identify opportunities for beneficial change. The information contained within the appraisal can be used to guide the form of development within the Conservation Area, help to those considering investment in the area and be informative for the local community, planners and developers alike.

It is important to note that designation as a Conservation Area will not in itself protect the area from incremental changes that can erode character over time or to prevent development.

This document is divided into two parts:

Part I: The character appraisal highlights what is architecturally and historically important about the proposed Park Terrace Gardens Conservation Area, identifies any problems within it and assesses the appropriate boundary. The character appraisal is supported by photographs to illustrate the general character of the Conservation Area and highlight both its good and bad features. Where a bad feature has been identified a cross is shown to indicate that the feature should not be replicated in future development.

Part II: The management proposals identify opportunities for preserving and/or enhancing the character of the Conservation Area based on the negative features identified in Part 1.

Summary of special interest

The key positive characteristics of the Park Terrace Gardens Conservation Area are identified in detail in Part I (Appraisal) but can also be summarised as follows:

- The street pattern creates a strong sense of place.
- Many buildings within the Conservation Areas are little altered from the time of their construction.
- The buildings within the Conservation Areas use a similar palette of high quality materials and plan form which creates a rhythm and unity of design.

Introduction continued

Park Terrace Gardens is located to the north east of the historic core of Horsham which evolved from the area surrounding Saint Mary's Church.

Our assessment has been informed by current guidance and in partnership with interested parties.

The map on the following page illustrate the proposed Conservation Area boundary. This appraisal identifies Park Terrace Gardens as having one continuous Conservation Area comprising a single character area.

Map of proposed conservation area.



Building phases map within and surrounding the Conservation Area.



- Pre 1878
- Pre 1898
- Pre 1932
- Post 1960

Part I: Appraisal

Origins and development of Park Terrace Gardens

The name of Horsham may have derived from Horsa Ham – a settlement where horses were kept, but may also equally derive from the name of the Anglo Saxon chieftain who owned land in the area.

Archaeological evidence suggests that the fertile coastal planes of what was to become Sussex were the first to be settled. The land of the weald was then used for seasonal grazing. As the population grew and the forests of the weald were cleared, clusters of dwellings grew at river crossings and meetings of trackways.

Horsham grew from its position at a crossing of the Arun. The church grew close to the crossing and drew its congregation from scattered farmsteads which slowly expanded to form the market and administration centre which was to become Horsham.

The parish church of St Mary's is first documented in 1230. It is likely that the town was founded by William de Braose (the Lord of the Rape of Bramber within which Horsham was located). Trades within the town were first recorded in around 1230. In 1295 Horsham was first recorded as a borough.

A tannery was established on the southern edge of the town by the river in the fifteenth century.

The Bishopric to the west of the historic core was in separate ownership from the town as it lay within the control of the Archbishop of Canterbury.

The assizes were held within the town and also the county and borough courts. The natural resources close to the settlement facilitated a boost in the growth of Horsham with the development of the iron industry which peaked between 1550-1650.

Despite the provision of natural resources in terms of timber and iron ore, the Sussex clay made travel within the winter months particularly difficult. This often led to characteristically curving trackways which sought to utilise the driest route between settlements.

The eighteenth and nineteenth century led to a period of lesser growth with a proposed canal link between Horsham and the Wey and Arun Canal not being brought forward. The road network was improved with the turnpiking of Worthing Road in 1764, followed by further roads culminating in a western bypass of the A24 in the 1960s and the northern bypass in the 1980s.

The town's common land was enclosed in 1812, with development expanding from the core of Carfax, Causeway, Denne Road and East and West Street onto the common land. The railway provided a further boost to the area with its arrival in 1848, and the consequent construction of Victorian terraces and planned estates expanding the town further along the railway line and road network.

The historic maps indicate that the land which was to become the Conservation Area was originally farmland to the east of Park Street. The introduction of the Arun Valley/Horsham to Brighton Railway line opened in 1848 led to population growth with an increase in higher density development expanding from the historic core and encompassing the area around the railway station.

The opening of the railway assisted in the dissemination of materials and ideas across the county. This is particularly important within the proposed Conservation Area where materials such as slate could be used, creating a form which was no longer purely reliant on traditional local materials such as timber, Horsham stone slate or local bricks.

Many of the houses within the Conservation Area were built by Charles Rowland and his family building business. He is buried within Hills Cemetery.

Part I: Appraisal

Due to the location of Horsham and its proximity to London and good rail links the town of Horsham and its wider area grew in population, which continues into the present day. As part of the wider planning history of Horsham in 1965 West Sussex County Council published plans for the comprehensive redevelopment of Horsham Town Centre. If these plans had been implemented the area of the proposed Conservation Area would have been redeveloped. A Public Inquiry was undertaken into the proposed scheme which determined that the extent of the redevelopment area was amended. Modifications were made to the statutory Town Map which zoned land east of North Street and the Carfax as an 'Area of Indecision.'

This notification remained extant until the Town Map was replaced by a new Local Plan in 1983. Its retention for such a period of time was linked to the development of Crawley Town Centre as there was concern that the commercial redevelopment of Horsham would undermine Crawley's expansion.

Part I: Appraisal continued

Park Terrace Garden's evolution through historic maps



Surveyed 1870/71 - Following the construction of the railway line and the mainline station to the north of the historic core, properties began to be constructed along the railway line with Park Terrace West and a small number of dwellings in Park Terrace Gardens shown on the 1870/71 map. Part of the proposed conservation area was open space with Perry Place located in the north western corner.



Surveyed 1875/76 - During this time little development has been undertaken within the proposed conservation area.



Surveyed 1896 - By this date the roads and properties within Norfolk Road, Norfolk Terrace, Chichester Terrace and Wellington Road have been constructed and taken a similar form to today. To the north west of the conservation area the land remains open.



Revised 1912 - The plan form remains similar to 1896 with some tree planting indicated along the railway line.



1932/33 - The land to the north of the proposed conservation area is occupied by a club (Royal British Legion).



Revised 1938 - The land to the north of the proposed conservation area has begun to be infilled with larger scale development.



The layout of the conservation area was impacted by the changes to the road network with Park Street being realigned and the demolition of St Marks Church (apart from the spire). The properties at 50 - 60 Park Street (within the proposed Conservation Area) and within what is now Park Place are all that remains of the former route of Park Street to its junction with East Street.

Reproduced with the permission of the National Library of Scotland: <https://maps.nls.uk/index.html>

Part I: Appraisal continued

Underlying geology

Horsham is located within the wooded clay vales of the Sussex Weald. The River Arun runs to the south of the town close to St Mary's Church. The bedrock is predominantly upper Tunbridge Wells sand formation, formed approximately 140 to 100 million years ago in the Early Cretaceous period. This underlying geology which includes outcrops of mudstone which has provided a characteristic local building material, called Horsham Stone used as stone slates in roofing and flooring.

The wider locality contains a number of examples of buildings constructed from vernacular materials. However due to the improved highway network and the use of the railways the majority of the buildings within the Conservation Area were constructed with a greater variety of materials reflecting social fashions on a national rather than local scale.

Topography and Hydrology

The land within the Conservation Area is predominantly flat although it does rise to the north and east. There are no hydrological features within the Conservation Area although Horsham is located on the River Arun, which runs approximately 0.3 mile to the south west and has had an impact on the development and character of the area. Its source is a series of streams in the St Leonard's Forest area, to the east of Horsham.

Movement and Connectivity

Park Street which becomes North Street is located on the western edge of the Conservation Area, and is a busy road with both vehicular and pedestrian traffic linking the town centre with Hurst Road, the railway station and the north of the town. On the southern edge of the Conservation Area is Park Way and East Street, again busy vehicular routes providing links into the town centre and to the east connections to Brighton. The bustle of the roads creates a notable change in relative tranquility between the edge and centre of the Conservation Area. A one way vehicular system operates within the Conservation Area with ingress via Wellington Road, and egress via Norfolk Road.



Photograph above shows the boundary of the Conservation Area and the rail way line looking north along Norfolk Terrace

To the east of the Conservation Area is the railway which has had a notable impact on the modern plan form of the town, enabling easy access to London and the south coast. The railway line is screened by mature trees softening the edge of the Conservation Area.

Within the Conservation Area the roads are quieter and residential in nature with on street parking and double yellow lines. The parking narrows the width of the street reinforcing its urban character. There are pavements on either side of the roadways with often small front garden spaces separating the public and private space.

Part I: Appraisal continued

Conservation Area Setting

It is clear in the Conservation Area Appraisal Guidance from Historic England Advice Note 1 (second addition) that heritage assets can gain significance from their relationship with their setting and appraisals should identify how the townscape that the area is located within contributes to its special interest.

The importance of the setting of a conservation area lies in what it contributes to the significance of the conservation area and to the ability to appreciate that significance.

As part of the conservation area appraisal it is considered that the Park Street setting or fringe of the conservation area should be recognised, and its significance evaluated due to the way it interacts with the wider conservation area. This is particularly important in this location due to the nature of the changes made to the area, and the way it has evolved including changes to the broader road network.

Park Street adjoins the conservation area and represents a sensitive transition between the identified qualities of the conservation area and its wider setting. Park Street shares many of the characteristics of the conservation area particularly in terms of the scale, form, and grain of the buildings whilst also providing a visual history of the changes this part of the town has undertaken, and remains a gateway into the town centre.

Numbers 62 to 76 (evens) Park Street retain the characteristics of the conservation area but have been diluted to some extent, which has therefore led to their exclusion from the conservation area at this time. However the properties in Park Street do retain sufficient character to enable an appreciation of the role they play in addressing both the entrance to the conservation area and reflecting traditional building forms. Due to the nature of this part of Park Street, and the less sensitive development that has been undertaken to the north and east this urban fringe has a high sensitivity to change. This sensitivity to change is particularly underlined as the boundary of the conservation area has been tightly drawn to ensure that the area justifies its status because of its special architectural or historic interest. Development within this identified setting of the conservation area should ensure that they consider the special character of the conservation area and seek to enhance or better reveal its significance.



Part I: Appraisal continued

Land use and open space

The Park Terrace Gardens Conservation Area is predominantly residential, however the properties facing onto Park Street (which adjoins the boundary of the Conservation Area) and East Street contain commercial uses, whilst in East Street there is the Christian Life Centre Church, and commercial uses within Barttelot Road.

There is no public open space within the Conservation Area although it is close to Horsham Park to the north west.



Commercial properties within Park Street that adjoin the conservation area



Commercial properties within Barttelot Road

Christian Life Centre Church and blind shop within East Street



There is one protected tree within the Conservation Area - it is a sycamore and sited at 4 -10 Barttelot Road (photograph above).

Part I: Appraisal continued

Heritage Assets

Within the proposed Conservation Area there are 7 locally listed buildings (non-designated heritage assets).

Non-designated heritage assets are buildings, monuments, sites, places, areas or landscapes identified by plan-making bodies as having a degree of heritage significance meriting consideration in planning decisions but which do not meet the criteria for designated heritage assets.



Buildings shown in yellow listed buildings and pink hatched areas locally listed buildings



Images 3 - 1 - 4 Peel House and Bailey House, Bartelot Road "Former police station buildings. Peel House is two storey with four gables fronting the road, and central porch and door. West Sussex County shield carved in stone between ground and first floor. Brick with stone dressings and a slate roof. Bailey House built to similar designs, however of a smaller street front with two gables. In use as a police station between 1894 and 1973. Now used as offices. Gates to rear yard display the Centenary 1994 police badge. Built 1884." Image 1 - Christian Life Church East Street "Previously the Pentecostal church and originally the Primitive Methodist church. Brick built, with 3 bays, the central one over the door below. Decorative terracotta panels with pediments and finials. Plaster decorative panels. c.1891." Image 2 - 51 and 53 East Street "51 East Street is a 2 and a half storey Victorian brick building, with projecting bay window at first floor and a quality traditional shop front at ground floor. It forms a group with number 53, of which the most prominent feature is the corner tower at first and second floor. c.1890" Text taken from the 2011 Horsham Town Local List

Part I: Appraisal continued

Views and Urban Streetscape

The Park Terrace Gardens Conservation Area is located within an urban area.

The primary viewpoints are considered to be the at the entrance points along the routeways through the Conservation Area. There are also views from within the Conservation Area towards St Marks Church Tower a local landmark.

The Appraisal by its nature is unable to highlight every view into and out of the Conservation Area. Consequently the views chosen are considered to be representative of the experience and character of the Conservation Area.

The views help to inform and appreciate the understanding of how the Conservation Area has evolved within its landscape. Paragraph 13 of Historic England's Good Advice In Planning Note 3 (Second Edition) " The Setting of Heritage Assets" also indicates that although views may be identified by local planning policies and guidance, this does not mean that additional views or other elements or attributes of setting do not merit consideration. Be necessity each view provides a pointer to the key features in the landscape and their association with the Conservation Area.



Photograph from Wellington Road showing the spire of St Marks in the background.

Part I: Appraisal continued

Character Area

The proposed Conservation Area has a single continuous character area identified as the Park Terrace Gardens Character Area.

The Park Terrace Gardens Conservation Area includes properties within within Norfolk Road, Norfolk Terrace, Chichester Terrace, Wellington Road, Park Street, Park Terrace West, East Street and Barttelot Road.

Unusually for Conservation Areas within the District, the majority of the properties within the character area were constructed at a time when there are contemporary records, and maps.

Although outside of the proposed Conservation Area the early seventeenth century timber framed grade 2 listed buildings of 33 and 34 North Street, and the earlier buildings of 26 – 30 North Street and 97 Park Street are within its wider setting. It is considered that the listed buildings are particularly sensitive to further changes to their wider setting as it has already been compromised by modern, large scale office developments. At present there remains an appreciation of the narrative of the towns growth along historic routeways due to the presence of the listed buildings and Victorian properties extending towards the historic core.

The plot sizes for the properties within the character area are regular, and mostly rectangular in form. The majority of the dwellings are two storey in height with some accommodation within the roofspace.



Norfolk Road

Norfolk Road is situated in the northern sector of the Conservation Area and is occupied by terraced and semi detached properties set back subtly from the pavement with low brick walls or metal railings defining the public and private space. The building line is consistent except for 3 - 5 Norfolk Road where the central section of the building is set forward.

The position of 78 Park Street and 2 Norfolk Road, at the entrance to the Conservation Area are particularly sensitive to change. The existing buildings are attractive in form and use materials that are consistent with this part of Horsham Town.

The decorative features of 78 Park Street and 2 Norfolk Road are good examples of late Victorian architecture. The property also addresses its corner location through bay windows to Park Street/ North Street and a gable and central door onto Norfolk Road.



Map showing building density within and adjoining the Conservation Area

Photographs showing the grade 2 listed building of 26 - 30 (evens) North Street and 78 Park Street behind and the frontage of 2 Norfolk Road fronting onto the street.

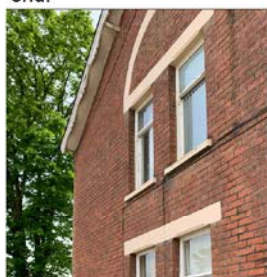
Part I: Appraisal continued

The properties within Norfolk Road are either terraced or semidetached, with a brick or render finish. There are some remnants of the original ridge detailing and although many roofs have been replaced the slate roof has been retained in some instances.

The roof form is typically pitched with gable ends with only the properties of 3 and 5 Norfolk Road having a hipped roof. Within the street facing roofscape of Norfolk Road there are some roof lights, with only two pitched roof dormers. The properties have bay windows, either with a parapet, or a slate or clay tile roof, with some double bays adding interest to the streetscene. There are decorative bargeboards to the gable ends, and a scalloped pelmet under the eaves which is reflected in some of the bay windows.

Detailing of the bay windows vary with some plain mullions, whilst others have decorative capitals. The windows themselves are predominantly sliding sashes, with a single glazing bar and horn detailing. Front doors are recessed other than those of 3 and 5 Norfolk Road which have a simple hood above the door.

The brick fronted properties are have rubbed brick arches, dentil course detailing, colored brick decorations and in some instances a decorative keystone feature to the windows, and stone decorative pediments. The corner properties of Chichester Terrace and Norfolk Terrace at their junction with Norfolk Road have been designed to address both street frontages. 1 Chichester Terrace is particularly interesting as it has yellow brick fronting Chichester Terrace and red brick with yellow brick detailing and windows to its side gable end.



Part I: Appraisal continued

Norfolk Terrace

Norfolk Terrace is the most tranquil part of the Conservation Area with a line of trees providing respite from the railway line. The properties are similar in style and form. Numbers 1 - 4 are semi detached, and numbers 5 - 9 form a terrace. Each property has a small front garden enclosed by a low brick wall. In some instance the decorative tile paths have been retained. The properties are constructed in a red brick, and some original slate roofs with ridge detailing remain. Each property has a pitched roof bay window also originally roofed in slate. Decorative coloured glass bay windows are a feature of the terrace, with some original doors with hand painted glass panels remaining. Each property has stone lintels above the first floor windows, and to the entrance doorways a decorative stone pediment and capitols. The pediments to 7 and 8 Norfolk Terrace has been left unpainted and are dated 1896. A curved pediment, two storey porch and decorative bargeboards to the gable end of number 9 provide continuity into Wellington Road.



Part I: Appraisal continued

Chichester Terrace

Chichester Terrace runs north/ south through the conservation area between Norfolk Road and Wellington Road. Chichester Terrace is formed with a terrace of properties to its eastern side and a single detached property to the west. Unlike the properties within the wider conservation area the eastern terrace is constructed of a yellow brick with red brick detailing. It would be suggested that 1 and 3 Chichester Terrace were constructed separately to the remaining terrace as there is a clear seam between the properties and the layout of the properties differ with a window between the front doors which are themselves simply presented as a brick arch with no decorative capitals or pediment.

Chichester Terrace is characterised by a mix of either stone (with a decorative key stone) lintel or brick detailing with timber sliding sashes. The bay windows to the ground floor have a mix of details with decorative mullions whilst others are plain plaster. The doors are set back with decorative pediments in brick adorned with foliage detailing. A brick dentil course under the eaves also adds interest.

The properties are set closer to the road (on the eastern side) without the defined boundary walls to the front prevalent in the wider conservation area. The front roof slopes are interrupted by a box style dormer with some rooflights.

The western side of the street is enclosed by Norfolk House which wraps around from Norfolk Road, and the detached property of 4 Chichester Terrace which has a lean to porch, a double height bay windows, keystone details, ridge details, finials and decorative bargeboards. Boundary walling/railings forms the front boundary of the properties.



Part I: Appraisal continued

Wellington Road

The properties within Wellington Road are predominantly semi detached with a single terrace and two detached properties. At the eastern end of the road the properties of 29 - 36 Park Terrace West back onto Wellington Road. The properties in this location are softened by the presence of mature trees within the roadside verge.

The predominant building material within the street is red brick with numbers 20, 22 and 24 being of a simple design with a lean to roof to the front bay window with a decorative pediment and plain lintels to the doorway and first floor windows. Wellington Road has some variation in decorative forms with decorative bargeboards, hanging tile, and stone and brick lintels. Within the street there are examples of decorated entablature, as well as a decorative stringcourse and stucco quoins.



Barttelot Road

Barttelot Road was named after Sir Walter Barttelot MP who served as MP for West Sussex from 1860 - 1885, and later for Horsham.

Barttelot Road forms a L shape and would originally have linked through from East Street to Park Street. The access through to Park Street was blocked as part of the wider changes to the town centre layout in the late 1980's.

Barttelot Terrace is situated at the northern end of the road and forms two rows of terraced dwellings. Numbers 34 to 48 (evens) differ from those of 22 - 32 (evens) Barttelot Road as they have a gable above the double bay window, however the arched doorways with decorative key stone, decorative and coloured brick work and fishtail hanging tiles.

The semi detached properties on the western side of Barttelot Road are more highly decorated and were built with small, shed style dormer originally with slate cheeks to match the original slate roofs. Each property has decorative lintels above the first floor, sliding sash windows, decorative ground floor bay windows with pilasters, and decorative capitols and similar decoration to the front doors. A number of properties retain the decorative tiled front path, and low brick walls to the small front gardens. Originally the properties would have had railings to the front which were removed as part of the war effort. Some of the properties have been painted obscuring the red brick beneath.

At the southern end of the road is the group of properties known as Barttelot Court. Fronting onto Barttelot Road the property has red brick elevations with some decorative brick work and ridge details. To the rear the buildings look over Park Way and are at a higher level than the road. The structures are weatherboarded and are of a different form to the wider conservation area, addressing the wider streetscene rather than the more domestic scale of the properties within Barttelot Road which are more inward looking.

The properties on the eastern side of Barttelot Road although decorative are more formal in form, and reflect their civic uses. Although the former weights and measures building differs in respect of its flat roof, its red brick, its stone arch and quoins ties in with the wider former police buildings of Peel House.

1 - 4 Peel House project into the streetscene with four gables fronting the road. The ridge and finial details with stone dressings, including the gates with the police insignia maintain an understanding of the buildings former use as a police station between 1894 and 1973.

Bailey House is a two storey property with a mansard roof which provides accommodation in the roofspace. The red brick of the building provides some continuity with the surrounding properties but the lack of vertical emphasis, detailing and window design introduces an element of inconsistency into the streetscene.



Part I: Appraisal continued

North Street, Park Street and East Street

The western boundary of the Conservation Area runs to the rear of 62 to 76 (evens) Part Street. This part of Park Street forms an important setting to the Conservation Area. The properties have mixed uses with shopfronts creating a more active frontage. Whilst 78 Park Street (within the Conservation Area) and 68 Park Street have decorative gables, brick work, and a double frontage to Norfolk Road and Wellington Road respectively the properties of 76 to 72 are plainer in form with large display windows. Number 70 contains some features of the adjoining conservation area with rusticated stone blocks, bay window with keystone feature, segmented arch pediment and stone quoins.

The lower scale of the properties compared to the modern development to the north and their proximity to the road in this part of Park Street feels more enclosed than North Street. At present there remains an appreciation of the narrative of the towns growth along historic routeways due to the presence of the listed buildings and Victorian properties extending towards the historic core.

The wider locality as a whole has a dense built form, however at the junction of Wellington Road and Park Street is an area of open space used as a storage area for car/vehicle hire. Within the Conservation Area the terrace and semi detached properties of 50-60 (evens) Park Street then continue the built form with double bay windows, plain stone lintels, and pitched roof dormers. The houses are set at a higher level than the road.

The changes to the road layout have led to the rear boundary to the dwellings in Barttelot Road being constructed in brick with a grassed verge between it and the road.

At the junction of Park Way and East Street the Christian Life Centre Church forms an important focal point, which in conjunction with 53 East Street presents a coherent boundary to the conservation area. The use of red brick and terracotta panels and the tower feature of 53 East Street adds interest, and draws the eye along Barttelot Road. The shopfronts to 51 and 53 East Street supports the vibrancy of the streetscene, and reflects the use of East Street as a historic route through to Carfax.



Part I: Appraisal continued

Character Assessment

Building and materials

There are a number of elements which come together to form the unique character of the Conservation Area as a whole. These include:

- unity of building form
- traditional high quality detailing
- predominance of sash windows

Within the Conservation Area the prevalent building form is terraces, and semi detached properties with occasional detached villas unified by the use of good quality materials and detailing.

Materials

The predominant building material within the Conservation Area is a red brick. Traditionally the roofs of the buildings would have been slate, and where this remains this should be retained. The use of clay tile changes the composition and texture of the roof.

The Conservation Area has pitched roofs of clay tile and slate, with some feature gables, with small dormers often built as part of the original design to the front.



Part I: Appraisal continued

Principal Elevations

The principal elevations of the majority of the dwellings in the Conservation Area have a number of decorative features. Within the Conservation Area there are examples of Victorian properties influenced by Gothic and Italianate architecture. There are also buildings with chimney detailing, hanging tile, dentil courses and scalloped pelmets under the eaves which is reflected in some of the bay windows. Decorative brick lintels and keystone features, decorative bay windows and bargeboards are also a feature.

Bay Windows

A characteristic design feature of the Conservation Area are single and two storey bay windows either with a pitched or flat roof. The bay windows take a number of forms and can be seen constructed in decorative brick, classically inspired bay windows with columns, and capital details.

Windows

Within the Conservation Area the prevailing window style is timber sliding sash windows. Within Norfolk Terrace the ground floor windows are ornamented by decorative coloured glass.

Bargeboards

Bargeboards with and without decorative spandrels are common within the Conservation Area with examples of both decorative and plain bargeboards.

Doorways

Within the Conservation Area doors are set back with either a decorative pediment or stone lintel to the doorway. In some cases original tiles, and door furniture remain including painted glass inserts in front doors within Norfolk Terrace.



Part I: Appraisal continued

Front Boundary Treatments

The front gardens and associated brick walls and railings soften the junction of building and pavement reinforcing the refinement of the conservation area.

Within the Conservation Area brick walls create a unifying boundary feature. Open frontages are not a historic feature of the Conservation Area and should be resisted.

Chimneys

A key characteristic of the Conservation Area is the presence of chimneys which provide interest and break up the roofscape.

Building Heights

Due to the urban nature of the Conservation Area the heights of the buildings range from two to two and a half storey with accommodation carefully assimilated within the roofslope.

Building Audit Map

The Building Audit map on the following page highlights the buildings within the Conservation Area which are locally listed, and also those that are considered to have positive, neutral or negative impact on the character of the Conservation Area.



13 Wellington Road retains pre 1939 cast iron railings. It has been suggested that the railings remain as the house was an ecclesiastical property (The Manse) which meant it was exempt from the war time savage efforts during the Second World War.



Part I: Appraisal continued

Building Audit Map



Part I: Appraisal continued

Negative elements

Today the Conservation Area appears generally well maintained however there are some elements that detract from the special architectural and historic character of the space.

Key threats:

- Loss of traditional joinery details in windows and doors.
- Loss of traditional roofing materials.
- Insensitive extensions, with poor quality materials and lack of understanding of traditional detailing.

The use of non-traditional materials and techniques has a cumulative effect on the wider conservation area. Principally, this is the replacement of timber sash windows, with plastic windows. The sections and proportions of UPVC windows cannot match the delicacy of historic joinery.

Good management of the streetscape is essential to maintain a sense of place, including the placement of telecommunication cabinets and road signage. The traditional streetname plates within the Conservation Area should be retained.



The use of plastic windows do not reflect the character of the Conservation Area, this is particularly evident in the lack of detailing and the changes to opening mechanisms.



Part I: Appraisal continued

Whilst it is acknowledged that the urban location of the Conservation Area has resulted in pressure for parking it is considered that parking signs and other features associated with road traffic need to be carefully managed within the Conservation Area.



Part II: Management Plan

The need for a Management Plan

It is the role of the Management Plan to take forward the challenges and opportunities identified in the appraisal, and to identify means by which the special interest of the Conservation Area will become self-sustaining into the future. To achieve this requires a partnership between those living, working and carrying out property improvement and development in the Conservation Area and Horsham District Council. All development proposals should preserve or enhance the character and appearance of the Conservation Area in accordance with the Horsham District Planning Framework. In a Conservation Area there are some extra controls over works to buildings, boundaries and trees intended to ensure that the character is not eroded by unintended loss or change and the appearance is not changed in a negative way.

For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal (https://www.planningportal.co.uk/info/200125/do_you_need_permission).



Control of development

It is essential that any development should preserve or enhance the setting of any adjacent historic buildings and existing landscape features and trees, and the overall special qualities of the character area. Therefore, careful consideration must be given to the size, scale, urban grain, layout, design, massing, height, plot width, frontage activity, landscape and materials in any such development. This does not dictate architectural style but does attempt to ensure that proposals respond positively to their context. The Council strongly encourages applications for planning permission or other consents for proposals which meet these criteria and avoid:

- the demolition of any building or structure if its loss would damage the character or appearance of the Conservation Area.
- development (including extension/alteration) which would be harmful to the setting or character or appearance of the Conservation Area.
- development which would adversely affect or result in the loss of important views, open spaces, tree cover or boundary features within the Conservation Area.

Residents and business owners should contact the Council to confirm what proposed extensions and alterations constitute 'development'.

Monitoring and compliance

If necessary, the Council has a range of tools at its disposal to compel building owners to appropriately maintain and repair buildings which are causing a local nuisance or which are designated heritage assets.

Issues

The following section identifies principal issues to be addressed by this Management Plan.

Part II: Management Plan continued

Historic built environment

- Loss of traditional architectural features.
- Equipment and installations.
- Boundary enclosures.
- Loss of front gardens.
- Enhancement of existing buildings.
- Extensions.
- Window replacement.
- Dormer windows and rooflights.
- Cladding, rendering and the painting of walls.
- Re-pointing of brickwork.
- Demolition.



New development and environmental improvement

- Opportunities for new development.
- Setting and views.

The environment and public realm

- Trees.
- Public realm;
- Street furniture.
- Opportunities for enhancement.



Historic built environment

Loss of traditional built and architectural features

Architectural features such as traditional windows, should be preserved due to the significant contribution they make to the character and appearance of the buildings and the Conservation Area.



Timber sliding sash windows and satellite dishes with examples in a prominent and less prominent locations

Equipment or installations

The presence of modern types of equipment on or around buildings, such as large aerials or satellite dishes and microgenerators, can detract from the character of a Conservation Area and/or the special architectural qualities of buildings. To minimise their visual impact, they should be positioned away from public view or prominent positions. The removal of existing fixtures cluttering front elevations is encouraged and care should be taken to repair the affected surfaces.

Part II: Management Plan continued

Boundary enclosures

The boundary treatments within the Conservation Area are predominantly of red brick, with metal railings as seen below. Retention of these features and increased use of trees and planting as a 'soft' boundary treatments are considered to enhance the historic character of the area.



Examples of positive boundary treatment within the Conservation Area

Part II: Management Plan continued

Loss of front gardens

Historically, many buildings in the Conservation Area had small front gardens with enclosing brick walls. Front garden walls should be retained and where lost should be reinstated where possible.

Enhancement of existing buildings

Proposed enhancements to make a building look grander than it ever was should be resisted. The following enhancement works should be encouraged as part of any future development:

- Reinstatement boundaries where they have been removed to their original location and height.
- Ensure that new boundaries are built from quality materials, paying full attention to materials, brick bonds, lime mortar and coping details.
- New gates should be good quality traditional design.
- Encourage the use of good quality paving, trees or planting where the back yards or gardens are visible from the public domain.
- Removal of unsympathetic features that do not contribute to the special interest of the conservation area.

Extensions

Development should seek to retain views into and out of the Conservation Area. Modern extensions should not dominate the existing building in either scale, material or their siting. There will always be some historic buildings where any extensions would be detrimental and should not be permitted. Successful extensions require a sound understanding of the building type to be extended together with careful consideration of scale and detail.



Part II: Management Plan continued

Brick bonds help to provide interest in a building. Prior to the introduction of cavity wall insulation different types of brick bond were popular. The colours of the brick also added interest with often local bricks being used and in some cases the brickwork was worked to show the affluence and social standing of the building's owner.

Within the Conservation Area the majority of the buildings are constructed in stretcher bond. The quality, colour and texture of new bricks, the way they weather, and the mortar are important considerations in successful extensions.

Stretcher bond with decorative soldier course and window details.



Part II: Management Plan continued

Consideration should therefore be given when seeking to extend a property to assess the existing materials and architectural details. It may be appropriate in some instances to reflect these traditional details or reinterpret them in a modern context such as the use of flat segmental red brick arches to the windows, decorative hanging tile or stucco detailing. All materials should be of a high quality and where necessary reflect traditional techniques.

Hanging tile can be used to break up elevations. Care should be taken that the modern interpretation of the historic materials is appropriate in form, appearance and will weather appropriately.

Retention of chimneys

The removal or loss of chimneys within the Conservation Area impacts on the character of the Conservation Area as a whole. The presence of chimneys break up the roofscape and adds interest to the streetscene. Chimneys can also inform our understanding of the plan form of a historic building and can provide valuable evidence of changes in technology, fashion and wealth.

Variation of chimneys within the conservation area



Part II: Management Plan continued

Window replacement

The loss of traditional windows, ironmongery and glazing from our older buildings poses one of the major threats to our heritage and the character of historic areas. The character of windows profoundly affects the appearance of buildings but are particularly vulnerable as they are easily replaced or altered. The desire to improve the energy efficiency of historic buildings encourages windows' replacement with inappropriate and inferior quality modern alternatives. If well maintained, historic windows can last more than 200 years. Where the windows being considered for replacement are themselves modern replacements in inferior softwood that are now failing, what they are replaced with needs to be carefully assessed.

Within the Conservation Area, timber windows should be retained whenever possible and their repair prioritised. In general, consent will not be granted for their removal. Within the Conservation Area there are a variety of timber sliding sash windows.

The design of historic windows evolved through the early modern period and so, where repair is not possible, replacement windows should be designed to either replicate the historic windows being replaced or be based upon a period design contemporaneous with the host building. In general, a consistent approach should be taken across a building. Further guidance from Historic England can be found at <https://historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/heag039-traditional-windows-revfeb17/>.



Traditional Windows

Their Care, Repair and Upgrading



Part II: Management Plan continued

Dormer windows and rooflights

Within the conservation area there are examples of dormer windows in a street facing location. In many cases the windows were constructed as part of the original design of the dwelling, and are designed so as to retain the character of the host dwelling. With regards to new dormer windows within the Conservation Area careful consideration should be given to the architectural style of the dwelling, including whether it forms part of a semi detached pair or terrace where the symmetry of the building adds to the appearance of the Conservation Area.

Where new dormer windows and rooflights are considered appropriate, they should be small in scale and not dominate the roofslope, ensuring that a large area of the roof remains visible. Dormers need to be of a traditional form, in scale with the building and its roof and their windows should be smaller than those on the floor below. Rooflights need to be flush with the roof face and normally the 'conservation' type metal rooflight is preferred. In most cases, the dormer or rooflight should align with the window below.



Cladding, rendering or painting of walls

In most cases, the walling material of a building is part of its character and contributes positively to the appearance of the Conservation Area. There may, however, be cases where the existing wall surface is unattractive or is decaying, and cladding, rendering or painting can be justified. Where this is the case the cladding needs to be in a locally used material, such as tile-hanging using local red clay tiles. Painting of natural brickwork is discouraged. If any proposed work involves changing the front elevation of a building, Conservation Area advice from the Local Planning Department at Horsham District Council should be sought.

Repointing of brick walls

Repointing can ruin the appearance of brick walls. The purpose of the mortar in the joints is to stop rainwater penetrating into the wall and to act as a conduit for moisture trapped in the wall to escape. The mortar joint or pointing is therefore sacrificial and needs to be softer and more porous than the wall material. This is why for conservation work a lime-based mortar is normally recommended. It is important to dig out the old pointing to allow a sufficient 'key' for the repointing. Mortar should fill the joints but not spread out onto the surface of the wall material, and where the arises (corners) have been worn away, the mortar face may have to be slightly set back. Raised or 'strap' pointing should be avoided as not only does it stand out and change the appearance of the wall, it can act as a shelf for rainwater.



Part II: Management Plan continued

Demolition

Within the Conservation Area, the demolition of an unlisted building or wall over a certain volume or height without prior planning permission is a criminal offence. Furthermore, demolition of buildings or built features which have been identified as making a neutral or positive contribution to local character will normally not be permitted. Where buildings and features have been identified as making a negative contribution of local character, development incorporating some demolition may be permitted, as long as what will replace the existing building is judged to respond positively to its local context.

For advice on whether planning permission is required for works please refer to the Horsham District Council website or The Planning Portal (https://www.planningportal.co.uk/info/200125/do_you_need_permission).

New development

Opportunities for new development

These must be considered carefully and the effect of new buildings on the setting of the Conservation Area, and on views both into it and out of it, particularly taken into account. New development must be sympathetic to its context in terms of its siting, scale (including height, size and massing), materials and details. It should also follow the existing pattern or grain of development, not obstruct important views, and not dominate buildings in the immediate vicinity. Materials should be carefully chosen to complement the Conservation Area's existing palette of materials.

Setting and views

All development affecting the setting of the Conservation Area should demonstrate how the setting and long distance views, into and from the Conservation Area, are preserved and enhanced including those that reference the landmark of St Marks spire.



The environment and public realm

Trees

The presence of trees makes an important contribution to the character and appearance of the Conservation Area. Anyone who cuts down, uproots, lops, wilfully destroys or wilfully damages a tree of a diameter 75mm or more at 1.5m above ground level in a Conservation Area without giving the Local Planning Department at Horsham District Council six weeks' prior notice of their intention may be guilty of an offence. In Conservation Areas, the same penalties as those for contravening a Tree Preservation Order apply and a person who cuts down a tree in a Conservation Area without first giving notice is liable, if convicted in the Magistrates Court, to a fine. A person who carries out damaging work in a way that is not likely to destroy the tree is also liable to a fine.

Part II: Management Plan continued

Public realm

Street furniture

Careful consideration should be given to the placing of telecommunication cabinets to ensure that they are placed in less sensitive locations. Any redundant street furniture such as signage should be removed.

Opportunities for enhancement

The Council wishes to encourage schemes which preserve or enhance the character and appearance of the Conservation Area. The key objective is to encourage the repair, reinstatement or retention of features which would reinforce the special character of the area.

Parking is an issue within the Conservation Area. A partnership between West Sussex County Highways Authority, Horsham District Council and Denne Neighbourhood Council could be considered to instigate schemes that would make vehicles less dominant and pedestrians might feel more comfortable.

The provision of bin storage should be considered as part of any redevelopment of a site and encouraged to be contemplated for any extensions.




Appendix

Gazetteer of locally listed buildings

What is a locally listed building?

It is a building identified by Horsham District Council as of local historic, architectural or townscape interest. Local listed buildings are non-designated heritage assets as defined within the National Planning Policy Framework. Many local authorities have lists of such buildings and structures. The National Planning Policy Guidance suggests it is helpful

for local planning authorities to keep a local list of non-designated heritage assets and that this list is publically accessible. Historic England advises that local lists play an essential role in building and reinforcing a sense of local character and distinctiveness in the historic environment.

Image	Name	Description *
	1 - 4 Peel House and Bailey House, Barttelot Road	Former police station buildings. Peel House is two storey with four gables fronting the road, and central porch and door. West Sussex County shield carved in stone between ground and first floor. Brick with stone dressings and a slate roof. Bailey House built to similar designs, however of a smaller street front with two gables. In use as a police station between 1894 and 1973. Now used as offices. Gates to rear yard display the Centenary 1994 police badge. Built 1884.
	Christian Life Church, East Street	Previously the Pentecostal church and originally the Primitive Methodist church. Brick built, with 3 bays, the central one over the door below. Decorative terracotta panels with pediments and finials. Plaster decorative panels. c.1891.
	51 and 53 East Street	51 East Street is a 2 and a half storey Victorian brick building, with projecting bay window at first floor and a quality traditional shop front at ground floor. It forms a group with number 53, of which the most prominent feature is the corner tower at first and second floor. c.1890

*https://www.horsham.gov.uk/__data/assets/pdf_file/0017/63413/Horsham_Town_Local_List.pdf

Glossary of Terms

A

Arcade - a row of arches supported by columns.

Arch - a section above a door or opening window with the structural function of dispersing the weight from above around the opening. Also referred to as a head above a door or window. The shape will determine its name; most common are segmental (semi-circular), lancet (pointed) and gauged (composed of shaped bricks).

Architrave - in Classical architecture, the lower part of a moulded cornice. Commonly used term for the moulded surround of a door or window.

Arts and Crafts - derived from an artistic movement of the late C19, based on the ideas of William Morris, which promoted traditional forms of design and the use of craft techniques in construction. Its architectural expression is seen in the use of traditional materials and restrained vernacular decoration.

Art Nouveau - an artistic movement of the turn of the century characterised by stylised forms of flowers and animals, prevalent in Edwardian buildings.

Ashlar - smoothed, even blocks of stone masonry.

B

Baluster - the upright in a staircase or balustrade that supports the horizontal top rail or coping.

Balustrade - the upstanding part of a stair or balcony that supports a rail or coping. The individual uprights (balusters) may be decorated or ornate, for example in the shape of bottles, in which case it is termed a bottle balustrade.

Bargeboard - a timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect.

Baroque - a style associated with late Classical architecture, that evolved during the C17 and C18 and is characterised by exuberant decoration overlaid on classical architectural details.

Battered - a feature, such as a chimney, with sloping faces or sides making it narrower at the top than at the bottom.

Battlement - the top part of a castle wall, often used to detail a parapet; also known as crenellation.

Bay - an extension to the main building line, termed canted or splayed when angled back at the sides, and squared when perpendicular (see also Window).

Bow window - a curved window extending from the front of a building.

Bull nose - the rounded end of a brick or tile.

Burr - a rough, poor quality brick used as infill.

C

Canted - angled at the sides, as in a bay window.

Cap - a stone piece on top of a pier to protect it from weathering.

Cape - extension to the footpath to narrow the road width.

Capital - the ornate top of a column, sometimes decorated with carvings of leaves and flowers.

Cartouche - a carved panel of stone or plaster.

Casement window - a window opening on side or top hinges.

Chamfered - an object with the edges of the front face angled back to give a sense of depth; e.g. on a door stile.

Channelled - stucco or render grooved to look like stone masonry.

Character - The main visual characteristics of an area resulting from the influence of geology, topography, urban layout, plot form, and predominant building ages, types, form and materials.

Chinoiserie - a decorative style, inspired by oriental art and design.

Classical - an architectural style based on Greek and Roman antiquities, characterised by the arrangement of the elements of a building according to a set of rules (i.e. Orders).

Clerestorey - a row of windows at high level lighting the ground or principal floor; very common in churches where they are positioned over the aisles.

Colonnade - a small, slim column, usually arranged in groups. Column - a structural or decorative vertical element, usually circular, supporting or framing the upper parts of a building.

Coping - a sloping or curved, overhanging section of stone on top of a wall or parapet designed to protect the masonry from rain water.

Corbel - a projecting piece of timber, stone or brick supporting an overhanging structure, such as an arch or balcony.

Corinthian - an ornate type of column with exuberant decoration of the capital.

Cornice - a decorative mould applied to parapets and pediments.

Crenellation(s) - a parapet that has been built in the form of castle battlement.

Crow-stepped gable - a gable with stepped sides like a stair case.

Cupola - a domed structure on the roof.

Curtilage - the area within the boundaries of a property surrounding the main building.

D

Dentil - a square block, often used as a detail in a cornice, where it is alternated with a gap.

Distinctive frontage - a structure or series of buildings, such as a terrace, that has specific architectural quality, recognisable plot rhythm, consistent use of materials, or a combination of the above. A distinctive frontage will make a positive contribution to local character or even define the local character.

Glossary of Terms continued

Doorcase - the surrounding frame of a door, usually timber.

Doric - a plain column with little decoration.

Dormer window - a window projecting from a roof.

Dressings - the decorative elements of building elevations used to define windows, doors, etc., and usually of a material contrasting with the main one; for instance, stone window surrounds on a brick facade.

Dutch gable - a gable with tiered and curved sides as evolved in the Low Countries.

E

Eaves - the lower, overhanging section of a pitched roof, intended to throw rain water away from the wall below.

Egg and Dart - a moulding pattern of alternating eggshaped and arrowhead shaped pieces.

Engineering brick - an extremely hard brick used mainly in engineering structures such as bridges.

Entablature - the top part of a column or pediment comprising a number of elements; i.e. architrave, cornice, modillion, capital, etc.

F

Faience - a glazed clay tile or block.

Fenestration - the pattern of windows.

Fielded - a flat, undecorated but raised part of a door panel.

Fin - a simple projection at right angles to the face of the building, repeated to give some relief to flat modernist facades.

Finial - a decorative device to finish off a building element with a flourish, most commonly seen on railings.

Fleche - a pointed spike or finial, common on church roofs.

Frieze - a band or decorative motif running along the upper part of the wall, sometimes carved.

Fluted - carved with long vertical depressions, as in many columns.

G

Gable - a decorative finish to the upper part of a wall designed to obscure the roof structure. Termed Dutch if replicating the style common in Holland; crow-stepped if rising in stages like a staircase.

Gablet roof - roof with a small gable at the top of a hipped or half-hipped section.

Galleting - a technique in which small pieces of stone are pushed into wet mortar joints during the construction of a building. Has both a decorative and weathering function.

Gardenesque - of a style associated with the C18 English Romantic garden designs; naturalistic rather than formal.

Gauged - bricks shaped to fit together closely, as in an arch or head.

Gault brick - a light cream/yellow brick commonly made in East Anglia (hence Suffolk gaults).

Gothic(k) - term applied to Medieval architecture characterised by pointed arches and windows, fine decorative carving, tracery, etc. Revived in the later C19 by ecclesiastical architects who looked back to the Medieval cathedrals and churches for their main inspiration.

H

Ha ha - a linear hollow or ditch defining a property or field boundary and primarily used to exclude livestock from the grounds of a house while maintaining a view of the landscape.

Head - the common term for the arch over an opening.

Heritage asset - Heritage assets are identified as having a degree of significance meriting consideration in planning decisions, because of their heritage interest. Designated heritage assets include Conservation Areas, listed buildings, Scheduled Monuments, Registered Parks and Gardens. A non-designated heritage asset are those identified by the Local Authority of local communities that are not of sufficient interest to be statutorily designated but still warrant consideration in planning decisions due to their local interest. Non-designated heritage assets can be identified at any time and within the context of Conservation Areas are those which contribute to local distinctiveness.

Herringbone pattern - a pattern created by laying rectangular blocks of wood or stone in an interlocking arrangement; e.g. some door panels and paving.

Hipped roof - a roof sloping at the ends as well as the sides.

Hood - a projecting moulded section over a door or window.

I

International - a modern architectural style that eschews decoration and is based on designing buildings in simple cubist forms with no reference to local styles or materials. Characterised by modern building materials, such as concrete, steel and plate glass.

Ionic - a type of column.

Italianate - built in a style derived from Italy.

J

Jettied - extended out over the floor below, usually on timber joists.

K

Knapped flint - flint stones that have had one side broken off and flattened to present a smooth face.

L

Lancet - a window or arch coming to a narrow point and much used in Gothic architecture.

Leaded light - a window pane subdivided into small squares or diamonds by lead strips (known as cames).

Lesene - a pilaster without a base or capital.

Light - a window with fixed glazing.

Lintel - a structural beam above an opening, such as a window or door, which may be expressed externally as an architectural feature.

Loggia - an open gallery, often in the form of an arcade.

Glossary of Terms continued

M

Mansard roof - a roof set back from the building frontage, usually behind a parapet, and rising in two pitches to form an attic space.

Materials - the predominant building materials used in an area for walling, windows, paving and roofing.

Mathematical tile - a building material used extensively in the southeastern counties of England—especially Sussex and Kent—in the C18 and early C19. They were laid on the exterior of timber-framed buildings as an alternative to brickwork, which their appearance closely resembled. Mathematical tiles had an extra price advantage during the time of the brick tax (1784–1850), although later there was a tax on tiles also. The tiles were laid in a partly overlapping pattern, akin to roof shingles. Their lower section - the part intended to be visible when the tiling was complete - was thicker; the upper section would slide under the overlapping tile above and would therefore be hidden. They would then be hung on a lath of wood, and the lower sections would be moulded together with an infill of lime mortar to form a flat surface. The interlocking visible surfaces would then resemble either header bond or stretcher bond brickwork. Mathematical tiles had several advantages over brick: they were cheaper, easier to lay than bricks (skilled workmen were not needed), and were more resistant to the weathering effects of wind, rain and sea-spray, making them particularly useful at seaside locations.

Modillion - part of a cornice comprising a series of small brackets.

Morphology - the study of the shape and layout of an area as defined by natural and man-made features; e.g. valleys, rivers, roads, boundaries.

Mullion - a vertical piece of stone or timber dividing a window into sections.

N

Nailhead - a style of moulding in the form of a small pyramid shaped projection, which when laid horizontally in a band form a string course.

Negative buildings - buildings that due to their location, scale, material, form or detailed design, are a negative intrusion on the area and which offer the potential for beneficial change that would enhance the character of the Conservation Area.

Neutral buildings - buildings which make neither a positive nor negative contribution to the character and appearance of a Conservation Area.

O

Ogee - a moulding shaped with a double curve.

Oriel - a window which is suspended from the face of the building.

Ovolar (or Ovolo) - a moulding section of a quarter circle.

P

Panel tracery - a late Medieval form of tracery characterised by subdivision of the window by strong vertical and horizontal members.

Pantile - a clay roofing tile with an 'S'-shaped profile.

Parapet - the upper part of a wall, often used to hide roofs and decorated for architectural effect; e.g. crenellated or battlemented in the form of a castle wall.

Party-line - the dividing wall between properties.

Paviors - small brick-like paving units.

Pediment - a triangular feature of classical buildings surmounting a portico, but often used on a smaller scale over doors and windows, which are then referred to as pedimented. When the upper sloping sides are curved it is called segmental. It may be broken or open when either the bottom horizontal or angled upper sides do not meet.

Pilaster - a flattened column used to frame door and window cases and shopfronts.

Planter - a container for holding plants.

Plat - a string course without mouldings.

Plinth - the base of a column or wall.

Portico - a grand entrance extending in front of the building line, usually defined by columns and surmounted by a pediment.

Q

Queen Anne Style - an architectural style of the late C19 century, related to the Arts & Crafts movement, and reviving Dutch style buildings of the reign of William and Mary (late C17).

Quoin - a corner of a building defined by contrasting or exaggerated materials.

R

Range - a line of buildings, often grouped around a courtyard.

Reveal - the area of masonry or frame visible between the outer face of a wall and a door or window which is set back from it.

Roughcast - a type of render of plaster or concrete with a rough surface finish.

Rubble stone - stonework left rough and unworked.

Rustication - stucco or stone blocks with large angled joints.

S

Salt glaze - a method of glazing brick or clay to give a glassy finish.

Sash window - a window that slides vertically on a system of cords and balanced weights.

Scale - Building scale refers to building elements and details as they proportionally relate to each other and to humans. Aspects of scale include: size (2D measurement); bulk (visual perception of the composition of shape of a building's massing); and mass (determined by volume, shape and form, relationship to neighbouring structures, building plot and relationship to streets).

Scorria block - a hard, durable engineering brick, looking like granite; used in paving, especially in gutters.

Scroll(work) - a circular or spiral decorative piece, representing a curved leaf, such as a bracket or the top of a column. If included in a decorative panel, it would be referred to as a scroll leaf panel.

Segmental - a section of a circle and the term applied to a curved element, e.g. above an arch or pediment.

Sett - a small block of hard stone, such as granite, used for paving.

Glossary of Terms continued

Setting - the setting of a heritage structure, site or area is defined as the immediate and extended environment that is part of, or contributes to, its significance and distinctive character. Beyond the physical and visual aspects, the setting includes interaction with the natural environment; past or present social or spiritual practices, customs, traditional knowledge, use or activities and other forms of intangible cultural heritage aspects that created and form the space as well as the current and dynamic cultural, social and economic context.

Significance - The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

Soldier band - a string course made up of bricks set with the long side vertical.

Soffit - the underside of eaves or other projection.

Spandrel - a blank area between arch supports or below a window.

Splayed - a bay window with angled sides.

Sprocket - a small supporting piece of stone or timber carrying a larger item such as a bracket.

Stable block - small square stone or clay pavior traditionally used as flooring in stables and similar buildings.

Stack - the part of the chimney breast visible above the roof.

Stile - the vertical sections of a door or window.

Stippled - the effect created by carving small depressions in the face of stone.

Stock brick - a traditional clay brick commonly used in house construction; often called London stocks because of the frequency of use locally. May be yellow or red in colour.

String course - a horizontal band in a wall, usually raised and often moulded.

Stucco - a lime based render applied to the exterior of a building. Often scored to imitate courses of masonry, then called channelled, and sometimes more deeply incised to give the appearance of roughly hewn stone, in which case it is rusticated.

Swag - a decorative carving representing a suspended cloth or curtain.

T

Tented - a roof structure shaped to look like a tent.

Tessellated tiles - small clay tiles or mosaics, geometrically shaped, and fitted together to make intricate formal designs; commonly used for front paths to houses.

Tetrastyle - a portico with four columns.

Toothed - a brick detail like a dentil in which bricks are alternately recessed and projected.

Topography - The physical form of an area defined by natural features and geographic elements such as rivers.

Tourelle - a small tower-like structure suspended from the corner of a building (also called a turret).

Tracery - delicately carved stonework usually seen in the windows of Gothic churches and cathedrals; various forms exist, including panel type.
69

Transom - a horizontal glazing bar in a window.

Trefoil - literally "three leaves", thus relating to any decorative element with the appearance of a clover leaf.

Tuscan - a plain, unadorned column.

Tympanum - the space between a lintel and an arch above a door.

U

Unlisted building making a positive contribution to the street scene

- Buildings that are not designated assets but which, due to their local architectural or historic interest or forming part of a group, contribute to or enhance our appreciation of local character and historic development. These are buildings which make a positive contribution to the overall character and sense of place of the Conservation Area. They form a material consideration in planning meaning that their preservation and sensitive adaptation will be encouraged through the planning process.

V

Venetian - a window composed of three openings or lights within the frame, the central light arched, the two flanking with flat heads.

Vernacular - based on local and traditional construction methods, materials and decorative styles.

Views - Within the scope of Conservation Area appraisals, views are discussed in terms of location from a view to a specific landmark, or panorama incorporating a series of features (natural or built) is possible. For the view to have value and therefore merit consideration within planning, the features within the view should be worthy of conservation or contribute to our understanding of the place and its setting.

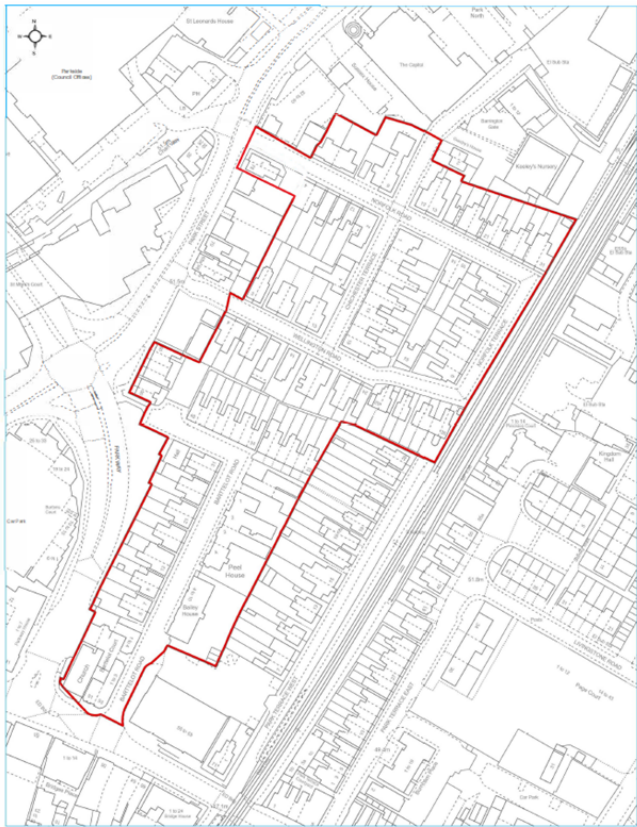
Vousoir - the shaped bricks or stones over a window forming a head or arch.

W

Weatherboarding - overlapping timber boards cladding the outside of a building.

Window - an opening to allow light and air into a building which has developed into a significant element of architectural design; collectively referred to as fenestration. The form of opening determines the type of window; most common are sashes, which slide vertically, and casements, which are side hinged and open inwards or outwards. Those with a side light are said to have margins. A window may be projected from the building frontage, and termed a bay or bow (if curved), or oriel if suspended above ground. The top is usually defined by an arch. A dormer is one set into the roof slope.

Map of proposed Conservation Area



Proposed Conservation Area:
Norfolk Terrace, Chichester Terrace, Bartlett Road, Wallington Road

Reference: Scale: 1:1,500 (at A4)

Date: 09/06/2023 Revision:

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