



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

# Planning & Infrastructure Policy Development Advisory Group

**Tuesday, 27th February, 2024 at 5.30 pm**

**Wallis room and via Remote Access**

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend and may speak, both at the discretion of the Chairman and subject to providing advance written notification to the Chairman of the meeting and [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Councillors: John Milne (Chairman)

Peter van der Borgh  
Philip Circus  
Mike Croker  
Len Ellis-Brown

Alex Jeffery  
Liz Kitchen  
Joanne Knowles  
Lynn Lambert

You are summoned to the meeting to transact the following business

Jane Eaton  
Chief Executive

## Agenda

	Page No.
1. <b>Apologies for absence</b>	
2. <b>Notes of previous meeting</b> To receive the notes of the meeting held on 31 October 2023	3 - 4
3. <b>Update on Local Plan Regulation 19 Period of Representation</b> To receive an update on the Horsham District Local Plan 2023 - 2040 Regulation 19 period of representation	
4. <b>Update on Planning Committee Review</b> To consider the outcome of the Planning Committee Review workshop and to discuss the next steps	

5. **Forward Plan Extract for the Planning & Infrastructure Portfolio**

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To note the Forward Plan extract for the Planning & Infrastructure portfolio

**Planning & Infrastructure Policy Development Advisory Group**  
**31 OCTOBER 2023**

Present: Councillors: John Milne (Chairman), Peter van der Borgh, Philip Circus, Mike Croker, Len Ellis-Brown, Alex Jeffery, Liz Kitchen and Lynn Lambert

Apologies: Councillors: Malcolm Eastwood  
Absent: Councillors: Joanne Knowles and Clive Trott

Also Present: Ruth Fletcher, Tony Hogben and Alan Manton

15 **NOTES OF PREVIOUS MEETING**

The notes of the meeting held on the 12<sup>th</sup> of September 2023 were received.

16 **WELLS COTTAGES CONSERVATION AREA**

Officers provided a presentation on the proposal to create a new conservation area in West Chiltington. Horsham District Council Planning Authority have identified that the Wells Cottages should be considered for designation as a conservation area due to historical interest. Once designated, the local planning authority will be required to ensure that special attention is paid to the desirability of preserving or enhancing the character or appearance of the area.

The boundary area would be comprised of 176 cottages.

Evidence of the special interest of the Wells Cottages has been identified within the West Chiltington draft Neighbourhood Plan and earlier documents.

A public consultation was held in early 2023. With 51 comments received from 44 responders. The key elements from these were: the lack of special interest, constraints and costs of designation, lack of consultation, position of the Conservation Area Boundary, traffic, use of resources and the character of the area already changed due to new inappropriate development.

Next steps would be to update the Appraisal and Management Plan taking into consideration the public consultation, and then to take the report to Cabinet in January 2024.

Members of the PDAG were supportive of the proposal, but questioned if the planning authority could pursue a system of local listed buildings as the roads that would make up the proposed conservation area also contain more modern buildings, albeit they keep in character of the area. Members also asked how the conservation area would impact the residents within the boundary.

17 **PLANNING COMMITTEE REVIEW**

The Monitoring Officer presented the details of the proposed Planning Committee Review including the proposed timetable, following a recommendation from Full Council in 2019 to review any changes to the committee structure after 12 months. This review has not yet taken Place.

The Head of Development and Building Control highlighted challenges around ensuring sufficient training for all Members under the current arrangements, the provision of site visits and consistency in planning decisions across the current two committees.

The Head of Development and Building Control detailed a number of potential options for committee structures, the scope of the review, as well as the timetable.

Members discussed the participation of Local Ward Members at Planning Committee following proposed changes and the structure of neighbouring Planning Authorities. It was suggested that it would be useful to visit another authority to further understand their Planning Committee arrangements. Additionally, it was suggested that pre-meetings be held with Committee Members prior to the final report being published. It was also agreed that engagement was needed with all members and officers committed to holding a workshop.

18 **FORWARD PLAN EXTRACT FOR THE PLANNING & INFRASTRUCTURE PORTFOLIO**

The Forward Plan extract was noted.

*The meeting closed at 6.50 pm having commenced at 5.30 pm*

CHAIRMAN

## **FORWARD PLAN – Planning & Infrastructure Portfolio**

This notice sets out details of key decisions that the Cabinet or a Cabinet Member intend to make, and gives 28 days' notice of the decision under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The notice may also include details of other decisions the Council intends to make.

The reports and any background documents that have been used to inform the decisions will be available on the Council's website ([www.horsham.gov.uk](http://www.horsham.gov.uk)) or by contacting Committee Services at the Council Offices.

Whilst the majority of the Council's business will be open to the public, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information. This is formal notice under the 2012 Regulations that part or all of the reports on the decisions referred to in the schedule may be private because they contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and the public interest in withholding the information outweighs the public interest in disclosing it.

If you wish to make representations about why part or all of the papers should be open to the public, please contact Committee Services at least 10 working days before the date on which the decision is to be taken.

If you wish to make representations to the Cabinet or Cabinet Member about the proposed decisions, please contact Committee Services to make your request.

Please note that the decision date given in this notice may be subject to change.

To contact Committee Services:

E-mail: : [committeeservices@horsham.gov.uk](mailto:committeeservices@horsham.gov.uk)

Tel: 01403 215123

Published on 01 February 2024: republished 19 February to include 'Drill Hall, Horsham'. Republished 22 February to include 'An Additional Service for the Isolated Property Rounds'.

**What is a Key Decision?**

A key decision is an executive decision which, is likely –

- (i) to involve expenditure or savings of £250,000 or more as well as otherwise being significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	Subject	Decision Taker	Date(s) of decision	Is all or part of this item likely to be dealt with in private	<b>Contact Officer</b>  <b>Cabinet Member</b> (NB include name, title and email address)
5.	<b>Planning Skills Delivery Fund – Approval of Budget</b>	Cabinet  Council	25 Jan 2024  21 Feb 2024	Open	Head of Strategic Planning (catherine.howe@horsham.gov.uk)  Deputy Leader and Cabinet Member for Planning and Infrastructure (Councillor John Milne)

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