



# Cabinet

**Thursday, 25th May, 2017 at 5.30 pm**  
**Conference Room, Parkside, Chart Way, Horsham**

Councillors:	Ray Dawe	Leader
	Jonathan Chowen	Deputy Leader and Leisure and Culture
	Philip Circus	Housing and Public Protection
	Roy Cornell	Waste, Recycling and Cleansing
	Brian Donnelly	Finance and Assets
	Gordon Lindsay	Local Economy
	Kate Rowbottom	Community and Wellbeing
	Claire Vickers	Planning and Development

You are summoned to the meeting to transact the following business

Tom Crowley  
Chief Executive

## Agenda

	<b>Page No.</b>
1. <b>Apologies for absence</b>	
2. <b>Minutes</b>	3 - 6
To approve as correct the minutes of the meeting held on 27 <sup>th</sup> April 2017	
3. <b>Declarations of Members' Interests</b>	
To receive any declarations of interest from Members of the Cabinet	
4. <b>Announcements</b>	
To receive any announcements from the Leader, Cabinet Members or the Chief Executive	
5. <b>Public Questions</b>	
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. <b>Future of the Revenues and Benefits Service</b>	7 - 16
To receive the report of the Cabinet Member for Finance and Assets	
7. <b>Horsham District Housing Strategy position statement</b>	17 - 34
To receive the report of the Cabinet Member for Housing and Public Protection	

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|-----|--|-----------|
| 8.  | <b>S106 Commuted sum funding for Hyde Housing at Christs Hospital</b>                            | 35 - 38   |
|     | Report of the Cabinet Member for Housing and Public Protection                                   |           |
| 9.  | <b>Nuthurst 'Parish Design Statement' - Supplementary Planning Document - agreement to adopt</b> | 39 - 110  |
|     | Report of the Cabinet Member for Planning and Development  |           |
| 10. | <b>Waste and recycling collections from isolated properties - phase 2</b>                        | 111 - 116 |
|     | To receive the report of the Cabinet Member for Waste, Recycling and Cleansing                   |           |
| 11. | <b>Overview &amp; Scrutiny Committee</b>   |           |
|     | To consider any matters referred to Cabinet by the Overview & Scrutiny Committee                 |           |
| 12. | <b>Forward Plan</b>  | 117 - 122 |
|     | To note the Forward Plan   |           |
| 13. | <b>To consider matters of special urgency</b>  |           |

**Cabinet**  
**27 APRIL 2017**

Present: Councillors: Ray Dawe (Leader), Jonathan Chowen (Deputy Leader), Philip Circus, Roy Cornell, Brian Donnelly, Kate Rowbottom and Claire Vickers (Planning and Development)

Apologies: Councillors: Gordon Lindsay (Local Economy)

Also Present: Councillors: John Blackall and Peter Burgess

EX/92 **MINUTES**

The minutes of the meeting of the Cabinet held on 30<sup>th</sup> March 2017 were approved as a correct record and signed by the Leader.

EX/93 **DECLARATIONS OF MEMBERS' INTERESTS**

There were no declarations of interest.

EX/94 **ANNOUNCEMENTS**

There were no announcements.

EX/95 **PUBLIC QUESTIONS**

No questions had been received.

EX/96 **OVERVIEW & SCRUTINY COMMITTEE**

There were no matters currently outstanding for consideration.

EX/97 **CENSUS ICT CLOUD MANAGED SERVICE PROVIDER - PREFERRED SUPPLIER**

The Cabinet Member for Finance and Assets reported that, in December 2016, the Census Joint Committee had agreed a new strategy for the Partnership which would see local data centres transferred into the cloud, which would provide a number of benefits to the delivery of IT for all the member Councils.

A key part of the support of this new environment was the procurement of a managed service provider to provide:

- Design of the new cloud hosting environment
- Transition of applications and data into the new environment
- Support of the new environment once in production.

Following a procurement exercise, Company A had emerged as the preferred bidder by providing the highest scoring responses to the criteria for the tender whilst also demonstrating value for money over the length of the contract.

The Finance and Assets Policy Development Advisory Group had discussed the proposal.

RESOLVED

That the bid submitted by Company A be accepted and they be awarded the contract as the preferred supplier of the managed service for the Census Cloud hosting environment.

REASON

To progress the agreed Census ICT strategy and move to the cloud, a managed service provider is required.

EX/98 **APPOINTMENT OF A CONTRACTOR TO SUPPLY A REPLACEMENT  
REFUSE COLLECTION FLEET**

The Cabinet Member for Waste, Recycling and Cleansing reminded Cabinet that, on 24<sup>th</sup> November 2016, they had approved the introduction of alternate weekly refuse collections for household waste and, in addition, had agreed to procure a replacement rear-loading refuse fleet to deliver the revised service.

Cabinet was therefore now requested to approve the award of a contract for the supply of a new refuse fleet following a procurement exercise. This would be funded from the approved capital allocation of £3,000,000.

Upon receipt of the new fleet, the existing fleet would be disposed of on the best terms achievable.

The Waste, Recycling and Cleansing Policy Development Advisory Group supported the proposal.

RESOLVED

- (i) That the tender received from Company A, being the most economically advantageous, be accepted and they be awarded the contract, as reported.
- (ii) That approval be given for the disposal of the existing refuse collection fleet on the best market terms achievable.
- (iii) That the Director of Community Services (or designated interim) be authorised to enter into a contract for the appointment of

Company A and a requisite contract for the disposal of the existing fleet vehicles.

REASONS

- (i) To provide for a new refuse collection fleet to replace the existing fleet which has come to the end of its operational working life.
- (ii) To provide authority to dispose of the existing fleet at the best market price achievable.

EX/99 **FORWARD PLAN**

The Forward Plan was noted.

EX/100 **TO CONSIDER MATTERS OF SPECIAL URGENCY**

There were no matters of special urgency to be considered.

*The meeting closed at 5.58 pm having commenced at 5.30 pm*

CHAIRMAN

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## Report to Cabinet

25 May 2017

By the Cabinet Member for Finance & Assets



**Horsham  
District  
Council**

### **DECISION REQUIRED**

Non-exempt

Exempt Appendices 1 & 2 under paragraph 3 Part 1 of  
Schedule 12A of the Local Government Act 1972

## **Resupply of the Revenues and Benefits Service**

### **Executive Summary**

The Council served notice on Mid Sussex District Council on 8 March 2017 of its intention to withdraw from the CenSus Revenues and Benefits partnership by no later than 30 September 2018. This report advises Cabinet about the options appraisal for the future provision of the Revenues and Benefits Service. The report asks Cabinet to choose a preferred resupply route based on the options appraisal work completed. However, there are opportunities for savings and improvements in quality that will become clearer as the process progresses. Based on the options appraisal the report recommends the Council seek its resupply from LGSS, an existing local authority partnership.

### **Recommendations**

Cabinet is recommended:

- i) to agree to secure the provision of the revenues and benefits service through a local authority partnership with LGSS.
- ii) to delegate to the Director of Corporate Services the negotiations to secure the agreement with LGSS in consultation with the Cabinet Member for Finance & Assets.

### **Reasons for Recommendations**

We recommend using an established public-public partnership because of the speed and cost with which such service can be supplied, the potential for improving our housing benefits subsidy and business rates position and the track record of the partnership proposed. Section 6 of the report gives details of the reasons for rejecting alternative courses of action.

**Background Papers:** None

**Wards affected:** All

**Contact:** Jane Eaton, Director of Corporate Resources, telephone 01403 215300,  
[jane.eaton@horsham.gov.uk](mailto:jane.eaton@horsham.gov.uk)

## **Background Information**

### **1. Introduction and Background**

- 1.1. At its meeting on 26 January 2017, Cabinet decided to leave the CenSus Revenues and Benefit Partnership. On 8 March the Council's Chief Executive issued notice to leave the partnership by no later than 30 September 2018.
- 1.2. The Cabinet report on 26 January highlighted 3 possible options for management to look into. These were:
  - Horsham DC running the service itself;
  - finding another partner, (a) locally or (b) further away;
  - out-sourcing the service.
- 1.3. This report explains the findings of work into these options and recommends a way forward.
- 1.4. AK Consultants, a consultancy firm recommended by the Local Government Association, prepared an initial business case of each option. The Local Government Association gave Horsham District Council a productivity grant to fund the initial phase of this work.
- 1.5. To develop the options appraisal the consultants analysed the options against pre-set criteria. Our performance team examined the performance of the potential suppliers' current customers to the nearest neighbour group and our accountants completed a financial review of indicative costings. The Director of Corporate Resources and the consultants had exploratory meetings with 2 local authority partnerships and 5 private companies interested in carrying out the work.
- 1.6. On completion of the analysis, we concluded that moving the service to another local authority partner, LGSS, offers the best overall value with the lowest risk to the Council.

### **2. Relevant Council policy**

- 2.1. This report supports the Council's policy of efficiency and balancing the budget over the medium term by seeking a new supplier who gives best value and ensures a quality improvement in the service.

### **3. Details**

- 3.1. When starting our investigation into a suitable public sector partner we looked for potential partners who had well established existing partnerships, involved multiple partners and significant workloads and were geared up to incorporate additional partners on a bought service model.
- 3.2. We initially discussed the proposition with 2 partnerships: the Anglia Revenues Partnership from Norfolk and LGSS from Northamptonshire. We chose these partnerships because of their size and experience of working with multiple councils.

Unfortunately, Anglia Revenues Partnership withdrew from the discussions during April because they could not gain approval from all their partner Councils to submit a bid.

- 3.3. LGSS has a well-established revenues and benefits model and is keen to employ, ideally through a TUPE type transfer, employees from CenSus to work as home workers in their operation. They will recruit additional staff from the Northamptonshire area to carry out the workload from Horsham DC above the numbers of employees who transfer to them. The partnership would do this under an established model and, given the location of the partnership, new recruits are likely to be on lower pay rates than we can achieve in Horsham
- 3.4. None of the Councils in LGSS has lost housing benefit subsidy above either the lower or the upper threshold other than for original inherited issues. We compared LGSS' performance to that of their nearest neighbour group. LGSS perform near or above their group for every service except Norwich's Council Tax, which had inherited problems. Norwich are now withdrawing from the LGSS service and taking the service back in-house, using additional external support and intervention. Norwich's Chief Executive has confirmed that LGSS performed very well during their time operating services for her Council.
- 3.5. LGSS has well established governance arrangements and strong service management and reporting. They have asked to discuss performance standards with us as part of negotiating the service because they believe the standards we applied to CenSus led to too much emphasis on speed over quality and they want to turn this back. LGSS has a highly developed training plan, with milestones each employee has to pass before progressing, to ensure all staff are up to standard. They have detailed performance management of staff members. LGSS also employ an "above establishment" resilience team to ensure they can fill gaps in the workforce without the use of temporary or agency staff or outsourced processing units.
- 3.6. The key commercial consideration associated with this option is defining a clear specification of service and performance requirements and using that to negotiate a commercially viable partnership agreement. LGSS has an existing partnership agreement that it used with Northampton Borough, Milton Keynes and Norwich City Councils when they joined the partnership. We would use this as a starting point for developing our legal agreement.
- 3.7. A financial advantage of selecting this option is that an agreement between local authorities avoids a lengthy public procurement process. LGSS have suggested we could reach agreement by the end of July 2017. Estimates indicate transition to this model is substantially cheaper than a full EU procurement (see exempt appendix 1).
- 3.8. LGSS has experience of transitioning in these services having achieved this in full for Milton Keynes, Northampton Borough and Norwich City Councils. They have also transitioned parts of service with Wycombe District Council.
- 3.9. LGSS is familiar with using the computer systems we currently use. There are questions around our current costs of IT, which we are working on. This will be an

issue in developing all options because the original CenSus Revenues and Benefits budgets did not include a recharge for IT costs from the CenSus ICT partnership. This question over costs is no worse for LGSS than the private sector or in house options.

3.10. The key risks associated with this option are set out below:

- concerns about a remote service;
- sustaining service delivery and performance during transition;
- bottoming out the real costs of our current ICT provision;
- potential cost of redundancy of current CenSus staff if TUPE does not apply;
- any cost of differences in pension provision should TUPE apply.

3.11. Exempt appendix 1 shows the cost model to date for this option compared to other options.

#### **4. Next Steps**

4.1. This report asks Cabinet to approve the proposal to commission the delivery of the revenues and benefits service from LGSS at the end of the current CenSus arrangements, subject to agreement of the final details of the agreement. The target date for reaching agreement is 31 July 2017.

These target dates are subject to agreement with the preferred partner and Mid Sussex District Council around the start date.

#### **5. Views of the Policy Development Advisory Group and Outcome of Consultations**

5.1. The Cabinet Member for Finance and Assets regularly updated his Policy Development Advisory Group on the progress of the reviewing options in particular at their meetings on 20 March 2017 and 8 May 2017 and raised no objections.

5.2. The Head of Customer Service said he was encouraged by LGSS' commitment to customer satisfaction and that *"98-99% of Norwich City Council service users rated (their).... service as 'Very Satisfied' in recent monthly surveys."* He was also encouraged by LGSS having a team dedicated to customer engagement. He felt an appointment-based approach to face-to-face meetings would work well as this is a similar approach to that Horsham currently operate for Housing.

5.3. The Head of Housing Services said LGSS' proposal provided substantial reassurance and commitment towards the joint working approach needed to prevent homelessness. He was encouraged that LGSS' operating model included telephone, face-to-face and appointment contact options whilst still considering the individual needs of the customer alongside the migration to digital services. In his initial discussions with LGSS, they committed to work closely with him through the detailed negotiations to create fast track solutions to Housing Services priorities. These include (homeless prevention, temporary accommodation and private rented tenants, our commitment to reduce Bed and Breakfast use for families). In addition, LGSS confirmed to the Head of Housing they would work with him to create policies

to ensure we gain the maximum benefit for our customer from our Discretionary Housing Payments.

- 5.4. The Monitoring Officer advised throughout the process and will continue to do so throughout the transition to a new service.
- 5.5. The Procurement Team Leader has advised on timescales for a public procurement approach should this become necessary.
- 5.6. The Senior Leadership Team reviewed this proposal and supports it.
- 5.7. The Chief Executive of Mid Sussex District Council has been consulted.

## **6. Other Courses of Action Considered but Rejected**

### **6.1. In-house service**

6.1.1. We considered in detail the option for delivering a service in-house, including developing a costed model for the option (see appendix 1).

6.1.2. The main reasons for rejecting the idea of creating a locally based service are:

- It is over 10 years since Horsham DC delivered this service internally and there is very limited internal knowledge about operating such a service, especially a service with current difficulties.
- One of CenSus' difficulties has been recruiting and retaining staff locally. An in-house service would have the same problems.
- It is difficult, and expensive, to provide the specialist technical parts of revenues and benefits in a small team. These services include housing benefits subsidy, business rates, committals and court work, property inspections and Council Tax fraud work.
- Implementing this option would involve a lot of management time. It would be necessary to recruit and employ a new Head of Service for several months before the start of the service to design and recruit to the service.
- If TUPE does not apply, we would have to recruit in the challenging local marketplace in addition to paying redundancy to current staff.
- Because the skills in our new team would be unknown, and because we have no recent track record in providing these services, we are unsure of our ability to meet expectations of a speedy turnaround of performance and subsidy loss.
- The option would cost more than the local authority partnership option at transition and beyond.

### **6.2. Option 2a: Locally based local authority partnership**

6.2.1. We dropped the option for a local partnership early in our assessment because we were unable to identify a local partner with any experience of delivering a full service to another Council. Reigate and Banstead were interested in providing us with some specialist services but had no experience of providing a full service.

6.2.2. In the latter stages of the evaluation Reigate and Banstead proposed a new option of a local authority partnership in which they would passport the majority of the processing work to a private sector partner. Although the option was of a similar

cost to the preferred option, we were concerned about the lack of track record of this proposal and the procurement risks associated with this proposal were hard to quantify.

### 6.3. Option 3: Outsource to the private sector

6.3.1. We considered 2 private sector options: procuring through frameworks and procuring through a full market assessment.

6.3.2. The main reasons for rejecting the framework options were insufficient confidence there was a satisfactory legal option that would not be open to potentially successful legal challenge under EU procurement law. A successful challenge would be expensive, time consuming, could lead to an overturn of decision to award the contract and potentially the Council having no service. In addition:

- There is no national framework we could use.
- 3 companies suggested they had a viable local framework. One of these expired on 1 October 2017 leaving very little time to negotiate and put in place a contract. One was a County Council framework that, as far as we can tell, was untried for a pure district council service such as revenues and benefits. The 3<sup>rd</sup> did not specifically name Horsham so could be open to challenge.
- 3 companies suggested delegating our service to a Council with whom they already had a legal contract and them passporting us to their contract.

6.3.3. The attraction of the EU compliant tender was an indication from suppliers it could be between 4 & 10% cheaper than the LGSS offer (£100-200k a year). However, there are risks associated with this approach that outweigh the attractiveness of these apparent potential savings. The main reasons for rejecting a full EU compliant process are:

- The longer timescale required for a formal procurement process. This would take 9 months and an accelerated process 6 months. An accelerated process has a higher risk of abortive work on reviewing bids from under-experienced bidders because it cuts out some of the selection stages. Either process would have a higher impact on Horsham's management workload and a higher cost of negotiation and legal fees than the other options. Estimates of these costs are around double the transition costs of the LGSS option.
- Any procurement carries the risk of procurement challenge. The trend in our procurement recently is for more frequent threat of challenge. An unsuccessful challenge can be costly and time consuming. A successful challenge can lead to an overturn of the decision to award the contract, leading to no service.
- Indicative savings suggested by suppliers were heavily caveated around redundancy, improving the subsidy situation and due diligence, especially around the current condition of the service. There is a possibility a 4-10% saving could be lost in resolving these issues.
- If one of the larger companies were to win, there is a risk we would be a "minor client". This can lead to a standard and competent, but less responsive service, than larger customers receive.
- Although some of the suppliers suggested they would take some CenSus staff as home workers, all prefer an out of area model based on their centres of

excellence, mostly in the north or west of England. Depending on the future employer if TUPE applies we could face redundancy cost for all employees, if it doesn't apply there was no indication from the suppliers they would offer staff other jobs so we could still face full redundancy costs

- Any outsourcing option would require a full 1-month public consultation. This would add delay to the process and should take place before advertising in the European Journal.
- An EU approach will mean implementation of the new service cannot be earlier than October 2018. This means 3-6 months' more uncertainty for CenSus staff and 3-6 months' more risk of declining service due to this uncertainty.
- Our estimates suggest the costs of transition to this option could be considerably higher than those to the LGSS could be (see appendix 1).

## **7. Resource Consequences**

- 7.1. Reaching an agreement with a supplier, tendering a contract or setting up an in-house service will incur transitional costs. Indicative prices from LGSS suggest the services will cost around the same as the present service to start with and fall in later years. The figures in appendix 1 assist with making a choice about options and exclude any savings arising from no longer having to repay housing benefit subsidy. Based on recent years' losses this will save the Council £200-£250,000 a year on all models by 2019/20. We will not know the full budget impact of the resupply until we have concluded all legal arrangements with LGSS, Mid Sussex and their sub-contractors.
- 7.2. This project will not affect the employment of any Horsham employee. Mid Sussex have told us that TUPE does not apply at the end of the current CenSus service. This could lead to redundancies, whichever option the Council chooses. TUPE applying is likely to be beneficial to Horsham DC, Mid Sussex DC and the employees affected. Therefore, management are working with Mid Sussex to try to reach a position where this can happen. Whatever the outcome, LGSS propose to offer work to employees as home workers. Should employees prefer the option of retaining their continuous service in local government, this could reduce the redundancy impact.

## **8. Legal Consequences**

- 8.1. The Council can enter into a new agreement for the provision of this service with LGSS under section 111 of the Local Government Act 1972 and all other enabling powers.

## **9. Risk Assessment**

- 9.1. Appendix 2 shows the full risk assessment of this change.

## **10. Other Considerations**

- 10.1 Because LGSS is located in Northamptonshire, there is risk that customers with learning disabilities or lower levels of IT literacy will find the new service harder to access than at present. LGSS have indicated they will provide Horsham-based surgeries. They also propose their established telephone service to provide

targeted telephone support to these groups. Management will develop further mitigations during their discussions with LGSS.

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

25<sup>th</sup> May 2017

By the Cabinet Member for Housing and Public Protection

### INFORMATION REPORT



Not Exempt

#### Horsham District Housing Strategy Position Statement - Annual Review 2016/17

### Executive Summary

The purpose of this report is to provide an update of the progress in meeting the objectives set out in the Housing Strategy 2013-2015. It further advises of options that officers will be considering going forward to support the objective to deliver accommodation solutions to households in housing need.

This Housing Strategy Position Statement and annual review details the reasons for the progress and outlines options for the future. Options being considered are at various stages of progress and full reports will be brought to Cabinet as required.

Changes detailed within the Governments White Paper “Fixing Our Broken Housing Market” surrounding definitions of Affordable Housing, Housing Company restrictions and a fairer private rented sector need to be fully explored and linked into the options going forward. A number of the options previously considered are being revisited in light of restrictions added within the White Paper.

### Recommendations

Cabinet is recommended to:

- i. Note the contents of the Housing Strategy Position Statement Annual Report 2016/17 (Appendix 1) and options to be considered in the future to meet local housing need.

### Reasons for Recommendations

The Housing Strategy Position Statement Annual Review 2016/17 (Appendix 1) is an update of progress within the last financial year and is for information only.

The options detailed within the “looking ahead” section advises Cabinet of the options officers are currently exploring to deliver more housing to meet local need in the future.

**Background Papers:** Housing Strategy 2013-15

**Wards affected:** All wards

**Contact:** Rob Jarvis – Head of Housing Services 01403 215449

## **Background Information**

### **1 Introduction and Background**

- 1.1 We published our Housing Strategy 2013-15 in April 2013. The Strategy outlined how we intended to provide housing and housing-related services for all residents in the District, making the best use of all the resources we have at our disposal and delivering the objective identified in the Horsham District Plan. This Housing Strategy Position Statement and annual review 2016/17 presents how we continue to meet the objectives set out within the strategy.
- 1.2 Since 2015 Housing authorities have been waiting for the Housing White Paper - "Fixing Our Broken Housing Market" which after an 18 month delay was published in February 2017. This year will see a General Election being held, progress on the United Kingdom's plans to leave the European Union and the implementation of the Homeless Reduction Act. Like many Local Authorities these changes and anticipated Housing White Paper guidance have delayed us in reviewing our Strategic Housing Policies.
- 1.3 The headlines that we can report are:
  - The continued high delivery of affordable homes,
  - An increase in demand for temporary accommodation to support homeless households to remain in the Horsham District
  - An increase in demand to support those most vulnerable and those in greatest housing need.

### **2 Relevant Council policy**

- 2.1 This report accords with the objectives of the Corporate Plan, as it supports the delivery of housing to meet local need and to prevent homelessness throughout the Horsham District.

### **3 Details**

- 3.1 The Housing Strategy Position Statement (Appendix 1) contains a review of what has been achieved during 2016/17 and how these achievements support the objectives set out in the Housing Strategy 2013-2015.
- 3.2 The Housing Strategy Position Statement addresses progress in respect of the following objectives:
  - Increasing the supply of homes that people in need can afford
  - Effective support for homeless households
  - Appropriate housing provision for vulnerable people
  - Thriving rural communities

3.3 The Housing Strategy Position Statement (Appendix 1) identifies further options currently being explored which will continue to aid the objectives listed above. These options include:

- The creation of a Housing or Property Company
- Options to increase the delivery of smaller unit schemes (numbers delivered, not size)
- Increasing the use of S106 Commuted Sum funding to support on site delivery of affordable housing
- Undertaking a review of the Housing Register and Nominations Policy
- Creation of a new Housing Strategy
- Identify options to support hidden households to secure appropriate housing

## **4 Next Steps**

4.1 Cabinet to note the contents of report and specifically be aware of the “looking ahead” options currently being explored for further consideration. Individual options will be consulted upon and reports brought to Cabinet for consideration as appropriate.

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

5.1 The Housing and Public Protection PDAG considered and supported the draft Housing Strategy Position Statement (Appendix 1) at their meeting on 15<sup>th</sup> May 2017.

5.2 Legal and financial implications in the looking ahead options will be sought as options are progressed. Members will be advised in due course as options are explored. Required decisions will be brought to Cabinet as appropriate. These will have full consideration of legal and financial implications.

## **6 Other Courses of Action Considered but Rejected**

6.1 This report is for information only and provides an indication of the options officers will be investigating further. If an option is progressed a report will be brought to relevant PDAG(s) for comment and Cabinet for approval.

## **7 Resource Consequences**

7.1 No financial consequences.

7.2 The financial consequences of any individual options that may be progressed will be reported to Cabinet.

## **8 Legal Consequences**

8.1 No legal consequences.

8.2 The legal consequences of any individual options that may be progressed will be reported to Cabinet.

## **9 Risk Assessment**

9.1 There are no direct risks associated with this report.

## **10 Other Considerations**

10.1 There are no consequences in respect of Crime & Disorder; Human Rights; Equality & Diversity and Sustainability.

## **APPENDICES TO REPORT**

Housing Strategy Position Statement – Annual Review 2016/17



Horsham  
District  
Council

# Housing Strategy Position Statement



Annual Review 2016/17

# HORSHAM DISTRICT COUNCIL

## Housing Strategy Update 2017

We published our Housing Strategy 2013-15 in April 2013. The Strategy outlined how we intended to provide housing and housing-related services for all residents in the District, making the best use of all the resources we have at our disposal and delivering the objective identified in the Horsham District Plan 2011-15: to access appropriate and affordable housing to meet local needs.

We said we would check where we had got to after a year; this update presents our progress to the end of 2016/17 financial year.

Since 2015 Housing authorities have been waiting for the Housing White Paper “Fixing Our Broken Housing Market” which after an 18 month delay was published in February 2017. 2017 will see a General Election being held, progress on the United Kingdom’s plans to leave the European Union and the implementation of the Homeless Reduction Act. Like many Local Authorities these changes and anticipated Housing White Paper guidance have delayed us in reviewing our Strategic Housing Policies.

A light touch review and assessment of the current position at the end of the 2016/17 financial year against the originally agreed objectives has been undertaken to inform some of the initial work involved in creating a new strategy.

Our vision is that Horsham District should be a place where people and businesses feel they belong and are proud to call home, and in order to capture that vision we set out the following objectives:

1. An increasing supply of homes that people in need can afford
2. Effective support for homeless households
3. Appropriate housing provision for vulnerable people
4. Thriving rural communities

Latest Horsham District profile data suggests we will have a 72.2% growth in our population aged 65+ to 2039 including an extra 3,629 residents aged 90+ over the same period. The average house price in Horsham District is £390k against a national average of £300k with an increase of households on the housing register with 656 at the end of March 2017.

The headlines that we can report are the continued high delivery of affordable homes, an increase in demand for temporary accommodation to support homeless households to remain in the Horsham District and an increase in demand to support those most vulnerable and in greatest housing need.

These and other significant achievements are highlighted in this update.

The aim is not to repeat all of the background information in the Housing Strategy 2013-2015, however this update should be read in conjunction with that document.

## 1. An increasing supply of homes that people in need can afford

**We said that we would:**

***Develop and implement new planning policies within the Horsham District Planning Framework to secure appropriate levels of affordable housing***

Progress

- The Horsham District Planning Framework was adopted in November 2015 and set out proposed targets and thresholds for affordable housing provision when new housing is built as follows:
  - On sites providing 15 or more dwellings, or on sites of over 0.5 hectares, the Council will require 35% of dwellings to be affordable
  - On sites providing between 5 and 14 new dwellings, the Council will require 20% of dwellings to be affordable
  - Appropriate affordable provision on strategic sites at Land North of Horsham, Land West of Southwater and Land South of Billingshurst
  - Strategic sites in Southwater and Billingshurst are within development stages now and the planning application for North Horsham has been received.

***Work with our Housing Association partners to develop over new affordable homes***

Progress

- Between 1 April 2016 and 31 March 2017, 224 affordable homes were delivered.
  - Previous years have delivered:

2015/16 – 150
2014/15 – 245
2013/14 – 239
2012/13 – 147
  - The homes have been developed for both working age and retirement age households across the district by a number of the Council's Registered Provider Partners. Completions are as follows:

### A2 Dominion

38 homes for rent

1 home for shared ownership

### Hyde Housing

9 homes for rent

9 homes for shared ownership

### Landspeed Homes

6 homes for shared ownership/shared equity

Moat

5 homes for rent

2 homes for shared ownership

Orbit Homes

37 homes for rent

36 homes for shared ownership

Saxon Weald

65 homes for rent

16 homes for shared ownership

Total: 154 homes for rent

70 homes for shared ownership

***Continue to implement our Empty Homes Strategy***

Progress

- Twenty five empty properties were brought back into use during the past financial year 2016/17.

***Continue to implement our Housing Assistance Policy***

Progress

- We approved 95 Disabled Facilities Grants and spent £554,140 in 2016/17 to assist households to remain in their homes. A majority of the funding has been used for wet rooms and stair lifts where appropriate.

***Explore the possibility of self-build schemes within the District with organisations promoting self-build***

Progress

- The Council operates a self-build register which at the start of April 2017 has 145 entries, 87 of which were Horsham District Residents.
- A proposal for a 30 units at The Land North of Horsham Strategic site for self-build or custom build will be considered as part of the planning application.

***Implement Our Gypsy, Traveller and Travelling Showpeople (GTTS) Site Allocations Development Plan Document (DPD)***

Progress

- The Council's Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment (2012) identified a requirement for the provision of an additional 39 pitches up until 2017. The Horsham District Planning Framework (HDPF) Policy 21 details how to meet the requirement of 39 pitches up until 2017. At present, the site allocations identified in this policy have not yet come forward. There remains a need to identify land to for Gypsy and Traveller accommodation beyond 2017. In the meantime, there continues to be a criteria-based policy (Policy 23) for assessing planning applications which have not been specifically allocated through the HDPF

- To address the future need for Gypsy and Traveller sites, the Council has updated this previous Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment and has undertaken a thorough site assessment of potential sites within the district. The draft Accommodation Needs Assessment has identified an overall need for 93 pitches over the Plan period that includes an existing 'backlog' of 47 pitches that are either unauthorised, have a temporary planning permission, or a personalised planning permission. A number of potential sites and options to meet this need have been considered and are set out in the 'Gypsy, Traveller and Travelling Showpeople Draft Site Allocations Development Plan Document (DPD) – Preferred Strategy' which was published for consultation between 21 April and 2 June 2017.
- In terms of transit provision, in partnership with other Local Authorities in West Sussex, the Council had agreed to jointly fund the provision and maintenance costs of a Transit Site for Gypsies and Travellers as a County-wide resource. A transit site within the Chichester District for 9 pitches was officially opened on 16 March 2015 at Westhampnett and can be used by any Gypsy and Traveller visiting West Sussex, including those working or visiting the Horsham District.'

## **2. Effective support for homeless households**

### **We said that we would:**

#### ***Eliminate the use of B & B for expectant mothers and households with children***

##### Progress

- The Council's objective is always to eliminate the use of Bed and Breakfast accommodation for expectant mothers and households with children. There has been an increase of homeless approaches and there are currently 16 households in Bed and Breakfast accommodation that are pregnant or with children. The average number of households in Bed and Breakfast accommodation throughout the year is 19.
- Attempts are made to prevent homelessness by undertaking visits to the family home and through landlord liaison to mediate with families and discuss alternative housing options where possible.

#### ***Enable people to remain in their homes, possibly with financial support***

##### Progress

- During the past financial year the Council prevented 198 households from becoming homeless. For 21 of these households, homelessness was prevented by using the Council's rent deposit scheme and the Eviction Prevention Fund.

***Ensure that customers have access to the best housing options advice and information from the Council***

Progress

- Our daily housing triage drop-in service has been further redesigned to prioritise homeless households ensuring they receive face-to-face advice from a Housing Officer which will be tailored to their individual circumstances as early as possible.
- The Council's Housing Register and Nominations Policy was adopted in April 2013, and underwent a 'light touch' reviews in both January and October 2016. The reviews amended minor working updates and introduced additional qualification criteria to reflect the needs of those working in the District to have secure appropriate accommodation close to employment. Households needed to demonstrate employment in the District of at least 16 hours per week for at least nine of the last twelve months prior to an application being received. 656 households remained on Horsham's housing register on 1<sup>st</sup> April 2017.
- Commitment to engage in the Syrian Vulnerable Persons Resettlement Service (SVPRS) was also added as part of the January 2016 review. We committed to rehouse two families per year for five years (2016/17 – 2020/21). Two families were resettled within the Horsham District during 2016/17
- The number of households on the register have reduced since the Housing Register and Nominations Policy was adopted 2013 (April 2013 – 722, April 2017 – 656), the households that remain on the register need to be housed and the Council has a duty to enable such households to find suitable accommodation, either through nomination to housing association properties or the private rented sector.
- The Council introduced online housing applications to ensure everyone throughout the District can submit a housing application regardless of their location within the District or work patterns. Support is provided to those households without online access at the main Council offices.

***Maintaining the quality of temporary accommodation provided in the District, expanding the stock of one and two bed flats and providing enhanced support where necessary with newly acquired stock to be centrally located, near to services***

Progress

- The Council purchased ten 3 bedroom houses throughout the District to ensure those families with dependant children could remain as close to support networks, children's schools and social support wherever possible.
- Acquisition of a block of 17 one and two bedroom flats within the Bishopric, Horsham is nearing completion and due to be handed over June 2017. The property contains two disabled adapted units.
- Two additional sites have been identified to potentially deliver additional units of temporary accommodation to further support the Councils ambition to eliminate the use of Bed and Breakfast accommodation for expectant mothers and households with children.

## ***Expanding our forum of private landlords willing to offer tenancies to homeless households***

### Progress

- The Council works with Private Landlords to manage their properties. This enables households an alternative to staying in temporary accommodation or having to remain on the Housing Register when the private sector can provide them with a suitable housing solution.
- The Council's Housing Officer for Private Landlord Services has created 9 new tenancies in the last financial year (2016/17) and in total sustains tenancies for 40 self-contained privately rented properties for households accommodated from the Council's Housing Register.

### **3. Appropriate housing provision for vulnerable people**

#### **We said we would monitor and where possible, work with our partners to increase our support for various groups:**

The purpose of supporting the groups listed below is to provide early solutions to prevent the need for a household to present as homeless. These services also enable households to sustain accommodation leading to a reduction of homeless applications from 203 in 2014/15 to 191 during 2016/17.

### Progress

#### ***Older people with support needs***

- The Council has worked alongside Saxon Weald to occupy older persons housing schemes in Steyning, Upper Beeding and Partridge Green in recent years. During 2016/17 Highwood Mill, an extra care community was developed and let to those on the Council's Housing Register.
- Disabled Facilities Grants enable adaptations to be made to accommodation to ensure residents can continue to live independently. 95 households were supported during 2016/17. This is a reduction against the 103 households supported during 2015/16.

#### ***Mental health***

- Horsham District Council works alongside West Sussex Homelessness Prevention Partnership's (WSHPP) *Hospital Team* which introduces integrated Housing Support Workers to assist those with mental health issues and work with practitioners in local Hospitals across the County. The Hospital Team consists of 3 full time Housing Support Workers who are fully integrated within Sussex Partnership NHS Foundation Trust acute sites, and 1 full time Team Leader supervising the staff.

- Langley Green Hospital (LGH) is a 4 ward, 69 bed mental health hospital based in Crawley. LGH predominantly serves patients who are registered at GP surgeries in the Crawley, Horsham and Mid Sussex areas. Homeless households accepted as priority need due to a mental health or handicap issue has decreased from 10 during 2015/16 to 7 during 2016/17.
- One of the Housing Support Worker posts is based full time in LGH and is tasked with offering direct housing support to inpatients staying at the hospital, as well as their care teams and carers. The main aims of the Housing Support Worker are to:
  - Collaborate with ward and community mental health team staff to offer a housing needs assessment to all inpatients. These will identify potential housing issues as soon as possible, with a view to intervening early so to prevent homelessness.
  - Work in partnership with Local Housing Authorities, landlords and support providers to prevent homelessness where possible and source suitable accommodation upon discharge for homeless patients.
  - Establish good working practices within the hospital in terms of developing the ward staff's understanding of, and ability to identify housing issues promptly.
- The Richmond Fellowship also provides a specialist accommodation and a floating support service for people with mental health needs and learning difficulties. Their accommodation consists of 7 residential units at Blatchford House in Horsham and move on is facilitated through two additional preference allocations per year.

### ***Learning and Physical disability***

- Southdown Housing Association continues to support clients across West Sussex as part of its Independent Living Scheme (ILS). Southdown have contracts with two local Registered Providers for 37 properties to support residents through a subletting arrangement. Conversations are ongoing to increase the capacity of this service.
- The current ILS provision in Horsham was successfully re-tendered and is now linked to Horsham, Crawley and Worthing in a single contract. Southdown currently works in all three areas delivering traditional ILS, Floating Support and a range of small initiatives supporting people to develop independent living skills.
- Southdown Housing replaced the MyKey Floating Support Service with West Sussex Homeless Prevention partnership in January 2017.

### ***Ex-offenders***

- The Council works with Youth Offending Service and Change Grow Live (CGL) to support homeless ex- offenders or those at risk of becoming homeless.
- Change, grow, live (CGL) Supported Housing provides short to medium term, good quality, accommodation with support for ex-offenders being released from prison. The aim of the service is to accommodate, safely manage, support and reintegrate individuals who have demonstrated the motivation to change their offending behavior. Resettlement of service users into the community, together with the management of any risk, is the main focus of the service. The Council resettled 2 clients during 2015/16 and 1 client during 2016/17.

- We retain a statutory duty to house vulnerable people discharged from prison and can provide Additional Preference to those that have successfully managed residency in approved premises.

### ***Outreach Support Services***

- As part of a planned move-on, CGL offers a follow on Outreach Support Service for approximately 1 – 6 months, occasionally more if needed. This service enables support to service users through the difficult transition from supported to independent accommodation.

### ***Substance (Drug) Misuse***

- Change Grow Live (CGL) provide services at Baptist Church, Brighton Road, Horsham in order to support people homeless or threatened with homelessness to manage substance misuse issues.
- The Council will be working closely with Emerging Futures who support people actively in recovery. Emerging Futures are a community interest company contracted to provide direct transitional support to CGL clients by way of one to one coaching support.

### ***Care leavers and young people with support needs***

- West Sussex County Council (WSSCC) and Local Housing Authorities have a joint working protocol for care leavers. Care leavers are aged 18-21, at the end of March 2017 there were 18 care leavers residing in the Horsham District. This is a decrease from 2016 when there were 20 care leavers residing in the Horsham District being supported with the transition into independent living.
- This protocol aims to ensure that accommodation needs and associated support in the community for young people leaving care are identified and procedures put in place to ensure that agencies work in partnership to achieve this. This protocol will also address practice relating to those young people age 16/17 as they approach adulthood. It is the belief of the partner agencies that there should be no need for a young person to make an application under homelessness legislation if the pathway planning and this protocol have been successful. This is because housing and support needs will be kept under review from a young person's 16<sup>th</sup> birthday and suitable accommodation identified before the young person's 18<sup>th</sup> birthday.
- Regarding 18-20 year old care leavers who are considered to be in Priority Need if they are made homeless, liaison continues between HDC and WSSCC as they are still able to access support.

### ***Women and children suffering domestic violence***

- The Council supports North Sussex Refuge Service and runs the Safe@Home scheme, which aims to make it possible for households that experience violence to remain in their own home and feel safe. When these support measures aren't appropriate or fail households have to access homeless services. Throughout 2015/16 and 2016/17 5 households have been accepted as homeless as a result of domestic violence.

- Where residents are at risk of Domestic Violence the Housing Register and Nominations Policy amended October 2016 enables four households to be nominated through additional preference per annum.

### ***Other related support for vulnerable groups***

Community Link (Assistive technology).

Horsham District profile data suggests we will have a 72.2% growth in our population aged 65+ to 2039 including an extra 3,629 residents aged 90+ over the same period. Projected demand for care exceeds supply in sheltered and residential accommodation and we have the highest projected increase in the number of people expected to be living with dementia (74%)

- This service, provided by the Council, continues to provide a home safety and personal security system that enables people to live independently within their homes. The service involves the provision of a telephone link 24 hours a day between the home and the control centre.
- At present around 1700 households benefit from a Community Link system.
- The scheme was successfully accredited by the Telecare Services Association in March 2014. This accreditation was retained when reassessed April 2016.
- To support the growing diagnosis of dementia referred to above and desire to remain independent, the Community Link team has increased the offer of technology to a GPS tracking device. There is a perceived reduction in the missing person reports for High Risk vulnerable, for those who are using the device.

### ***Going forward beyond 2017***

Horsham District Council is fortunate to be working closely with co- located workers from the following projects:

#### **Worthing Churches Homeless Project (WCHP)**

- A Homelessness Outreach Worker commenced in November 2016 to work with the council and other agencies, including a partnership with Horsham Matters. The annual rough sleeper count during November 2016 identified six rough sleepers, an increase from three the previous year.

The role will continually review further resources that are needed in the local area to work with single homeless applicants and identify which services may be needed to help the homeless and insecurely housed in Horsham including a Housing First pilot.

- WCHP have the following objectives:
  - Locate, assess and support those who are rough sleeping and vulnerably housed in Horsham
  - Develop and maintain strong partnership working across the Horsham Community including statutory and voluntary sector organisations
  - Create resources and a hub for those who may be at risk of homelessness and eviction to prevent future homelessness

- Develop a 'housing offer' for those who are rough sleeping and long term homeless with continuation of support once they are suitable housed

### **Citizens Advice**

- Citizens Advice provide a Homeless Prevention and Debt Advisor who has vast of experience and skills to bring to the housing team. The advisor is co-located within the housing department four mornings a week (this was increased from two mornings per week October 2016) to support the work of the Housing Officers dealing with homelessness prevention. During 2016/17, the case worker supported 75 referrals from Housing Officers for debt advice.
- The objective is to meet with applicants at the Council offices who have a number of complex financial needs. Focus most recently has been contacting applicants disadvantaged by Welfare Reform (Benefit cap) to stabilise their financial situation.
- Citizens Advice has the following objectives:
  - Maximising income and checking entitlement to benefits and health related support
  - Advice on debt solutions and options
  - Advice on all tenant-related issues including rent arrears, disrepair, deposits, access to accommodation
  - Advice for home owners including mortgage arrears, shared ownership, leases, buying and selling a home
  - Housing and Relationship breakdown
  - Support and advice on other types of accommodation
  - Support and Advice relating to the Benefit Cap

### **West Sussex Homeless Prevention Partnership (WSHPP)**

Horsham District Council has two Floating Support Officers co-located in the Council offices in order to assist in the prevention of homelessness by working collaboratively with the Council Homelessness Officers.

West Sussex Homeless Prevention Partnership has a number of objectives to support vulnerable households in need of advice and assistance.

## **4. Thriving rural communities**

### **We said we would:**

***Work with Saxon Weald Homes to develop local needs rural housing schemes in Cowfold, West Chiltington and Partridge Green***

### **Progress**

- A housing scheme in Partridge Green has been completed and occupied by households from the Council's Housing Register.

- The housing scheme in Cowfold is due to be completed in financial year 2017/18 and will deliver 20 affordable rented homes.
- A planning application has been approved for a West Chiltington scheme which will deliver 14 affordable homes.

***Explore developing a mixed tenure model for local connection schemes with Housing Association partners***

- Discussions are ongoing, but such developments are likely to come through the Neighbourhood Planning process.

***Looking ahead***

Horsham District Council is committed to finding creative and innovative solutions to meet the objectives set out within the Housing Strategy.

Some options currently being considered include:

- The creation of a Housing or Property Company which would be used to develop and manage residential property delivering flexible tenure options. This would ensure accommodation can be used most effectively to house eligible people in housing need.

It is clear from the Housing White Paper “Fixing Our Broken Housing Market” that housing companies will be treated similarly to Registered Providers and the benefits of a company need further consideration. Once further legal advice has been obtained an options report will be delivered to members.

We need to ensure we continue to deliver much needed temporary accommodation for homeless households which we have previously delivered and can continue to do.

Identify options to increase the delivery of Affordable Rented accommodation to provide a solution to those households waiting on the Council’s Housing Register.

Identify options to deliver alternative tenure types such as Assured Shorthold Tenancies to provide a housing option to those that may or may not currently be identified on the Council’s Housing Register whilst also providing a financial return to the Council.

- Options for increasing the delivery of smaller unit schemes either through encouraging site interest from Registered Providers or developing our own Registered Provider to deliver these schemes that generally deliver less than eight affordable units. A full report will be delivered to members in due course which will identify the risks and benefits of such an option in light of appropriate legal advice which is currently being sought.
- Increase the use of Section 106 commuted sum payments to support the delivery of affordable rented units as often as possible where appropriate.
- Increase the use of Section 106 commuted sum payments to deliver additional self-contained temporary accommodation units. This will in turn reduce the reliance upon costly Bed and Breakfast placements for homeless households.

- Undertake a further review of the Housing Register and Nominations Policy to ensure it best reflects and supports households securing affordable accommodation with the added considerations required in light of continued Welfare Reforms.
- Consult with partners and stakeholders regarding the creation and implementation of a new housing Strategy once the recommendations contained within the 2017 Housing White paper “Fixing Our Broken Housing Market” have been fully considered. These include changes to the definitions of Affordable Housing, the commitment to make private renting fairer and increase homeless prevention focus in light of the upcoming Homeless Reduction Act.
- Identify options to support hidden households with a housing need. These households could include local workers within the Horsham District on a reduced wage or a locally defined key worker.

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## Report to Cabinet

25<sup>th</sup> May 2017

By the Cabinet Member for Housing and Public Protection

### **DECISION REQUIRED**



### **Notice of general exemption to Regulation 9 of the local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012**

Notice is hereby given in accordance with Regulations 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012 that it was impracticable to give 28 days' notice of the intention to take a Key Decision by the Cabinet on 25<sup>th</sup> May 2017.

The Chairman of the Overview and Scrutiny Committee has been informed of this matter in accordance with Regulation 10.

### **Allocation of Section 106 Commuted Sum funding of Hyde Housing development at Christs Hospital**

#### **Executive Summary**

Hyde Housing, with support from Horsham District Council, is providing new affordable homes on land at The Old Goods Yard, King Edward Close/Station Road, Christs Hospital.

Planning consent was granted for the scheme in November 2014 (DC/13/1412 and Reserved Matters DC/16/1412), and the development will provide seven affordable rented homes.

Hyde Housing has applied to Horsham District Council for financial support from commuted sums held by the Council for the provision of affordable housing. The payment of commuted sum will enable the Council to secure the provision of seven affordable rented homes that will meet an identified and acute housing need.

The Council will retain 100% initial nomination rights of tenants and 75% subsequent nomination rights of tenants to the scheme.

#### **Recommendations**

Cabinet is asked to:

- i. Approve the expenditure of £404,000 which is funded from Section 106 receipts secured for new affordable housing, to enable the development of seven new affordable rented homes on land at The Old Goods Yard, King Edward Close/Station Road, Christs Hospital.

## **Reasons for Recommendations**

- i) To assist the Council in achieving its target of delivering 240 affordable homes a year.
- ii) To assist Hyde Housing to deliver much needed affordable accommodation for persons in housing need.

## **Background Papers**

Planning applications: DC/13/1412 and DC/16/1412

**Wards affected:** Southwater

**Contact:** Rob Jarvis, Head of Housing Services 01403 215449

## **Background Information**

### **1 Introduction and Background**

- 1.1 The purpose of this report is to seek Cabinet's approval to grant fund the development of seven new affordable rented homes by Hyde Housing on land at The Old Goods Yard, King Edward Close/Station Road, Christs Hospital.
- 1.2 These affordable rented units will directly reduce the number of households on Horsham Housing Register with a housing need.

### **2 Relevant Council policy**

- 2.1 District Plan - *Provide access to appropriate and affordable housing*

The Council's Housing Strategy 2013-15 states that in order to meet current and projected housing need in the District, 240 affordable homes a year should be delivered. This scheme contributes to that target provision.

### **3 Details**

- 3.1 The scheme was granted planning consent November 2014 under HDC ref DC/13/1412.
- 3.2 Reserved Matters application DC/16/1961 was approved at committee 10<sup>th</sup> January 2017.
- 3.3 The site will deliver seven affordable rented homes in addition to eight Shared Ownership units.

### **4 Next Steps**

- 4.1 Hyde Housing is constructing the homes and they are due to be handed over within 2017/18.

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

- 5.1 Local members have been consulted on this proposal.
- 5.2 The Housing and Public Protection PDAG was consulted 15<sup>th</sup> May 2017 and were supportive of the proposal to allocate the appropriate commuted sums.

### **6 Other Courses of Action Considered but Rejected**

- 6.1 Not supporting the scheme would result in the scheme not being delivered and the additional affordable rented homes not being provided to assist those with a housing need on the Council's Housing Register.

## **7 Resource Consequences**

- 7.1 The Council has a budget (KT 03001) for Housing Enabling Grants. This is funded from Section 106 receipts which have been secured through the planning system and the money is used exclusively for the provision of affordable housing in the District. It is proposed that the grant of £404,000 for this new affordable housing development is paid from this budget. Currently sufficient funding has been received by the Council via Section 106 agreements.
- 7.2 The Director of Corporate Resources has been consulted and supports the use of funds to deliver affordable rented units.

## **8 Legal Consequences**

- 8.1 No Legal consequences.

## **9 Risk Assessment**

- 9.1 There are no direct risks associated with this report.

## **10 Other Considerations**

- 10.1 Access to housing is vitally important to preventing people from turning to crime
- 10.2 The Council is obliged (a) to give positive effect to the Convention rights and (b) not to infringe those rights as scheduled in the Human Rights Act 1998. Of particular relevance to the proposal are Article 8 (right to respect for private and family life) and Article 1 of the First Protocol (right to property). Hyde Housing will have primary responsibility – however, the Council will be deemed to have met its statutory duty under the 1998 Act.

As said, the Council is required to consider not only the detrimental effects on citizens' Convention rights but also positively to enhance those rights. Providing affordable housing through the scheme highlighted in this report will enable those in need to have a home of their own.

- 10.3 The scheme will contribute to meeting the housing need of persons in the District.
- 10.4 Delivering affordable housing and preventing homelessness are fundamental to establishing and maintaining sustainable communities.

## Report to Cabinet

25 May 2017

By the Cabinet Member for Planning and Development

### **DECISION REQUIRED**

Not Exempt



**Horsham  
District  
Council**

Nuthurst Village Design Statement – Supplementary Planning Document

## **Executive Summary**

Nuthurst Parish have prepared a Village Design Statement in consultation with the local community. It is proposed that this document be adopted as SPD by Horsham District Council to aid the determination of planning applications.

The Nuthurst Village Design Statement will provide officers and stakeholders with further information and guidance in relation to the policies in both the Horsham District Planning Framework and the Nuthurst Neighbourhood Plan.

## **Recommendations**

Cabinet is asked to approve the following recommendations:

- i) To note the content of the Consultation responses submitted to the Council.
- ii) To approve the Nuthurst Village Design Statement as a Supplementary Planning Document for adoption to guide the Development Plan.
- iii) That the Cabinet Member for Planning and Development has delegated authority to agree minor editorial changes to the Nuthurst Village Design Statement

## **Reasons for Recommendations**

- i) To take account of all consultation responses made in relation to the draft SPD.
- ii) To enable the revised SPD to be adopted as Council Policy.

## **Background Papers**

Horsham District Planning Framework (HDPF) November 2015  
Nuthurst Neighbourhood Plan  
Nuthurst Village Design Statement (May 2017)

## **Wards affected:**

Nuthurst

## **Contact:**

Dr Chris Lyons, Director of Planning, Economic Development & Property ext 5401  
Barbara Childs, Head of Strategic Planning and Sustainability ext 5181

## **Background Information**

### **1 Introduction and Background**

- 1.1 Nuthurst Parish have prepared a Village Design Statement in consultation with the local community. It is proposed that this document be adopted as SPD by Horsham District Council to aid the determination of planning applications.
- 1.2 The Nuthurst Village Design Statement will provide officers and stakeholders with further information and guidance in relation to the policies in the Horsham District Planning Framework and the Nuthurst Neighbourhood Plan, specifically Policy 10 – “Housing Design”.
- 1.3 This report is seeking agreement of the cabinet to adopt it to be used to guide officers and stakeholders and contains further detail on the preparation of the SPD to date.

### **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 32 of the HDPF sets out guidance on how the quality of new developments will be considered, including in relation to design and character.
- 2.2 In addition to the Horsham District Planning Framework, the Statutory Development Plan for the Nuthurst Parish also comprises the Nuthurst Neighbourhood Plan which was ‘made’ in October 2015. Policy 10 of the Nuthurst Neighbourhood Plan “Housing Design” sets out the details of how development proposals in Nuthurst Parish will be considered in terms of design, and it makes reference to further design guidance to assist with these considerations. The Parish have now prepared this document and are seeking to have this adopted by Horsham District Council as a Supplementary Planning Document.

### **3 Details**

- 3.1 The SPD has been developed by Nuthurst Parish as a way of providing officers and stakeholders with further information and guidance in relation to policies in Nuthurst Neighbourhood Plan. A draft version of the Village Design Statement was prepared by the Parish in 2016, and was subject to informal consultation with the community at that stage.
- 3.2 The draft document was then shared with officers of HDC who made a number of suggestions and clarifications to the text to ensure the document complied with planning requirements, so as to be of maximum benefit to stakeholders and officers considering planning proposals in the Parish. Nuthurst Parish made amendments to the draft document in light of this feedback.

- 3.3 On the 21<sup>st</sup> February 2017 the Cabinet Member for Planning and Development agreed that the draft report be published for a four week consultation in accordance with Town and Country Planning (Local Planning) (England) Regulations 2012. The consultation was held between 3<sup>rd</sup> March 2017 and 31<sup>st</sup> March 2017. In accordance with the legal requirements statutory consultees including adjoining parish Councils and Districts together with organisations such as Natural England and Historic England were informed of the consultation. In addition an advert was released in the District Post and a copy of the draft SPD was made available in Horsham library as well as on the Horsham District Council website and reception. The Parish Council also made a copy of the notice of consultation available on their Parish noticeboards.
- 3.4 Six representations were received on the consultation. These have been shared with Nuthurst Parish Council, and the response to these comments has been taken in consultation with the Parish. The comments are set out in more detail in the Statement of Consultation which is provided in Appendix 1. Four representations made no specific comments. More detailed points were made by Natural England. These were often general in nature, and having considered the comments many of the suggestions are already addressed in the document or in other planning documents or guidance. It was therefore considered that no specific changes were needed.
- 3.5 The second set of detailed comments was received from a member of the public, who made a number suggested amendments, often requesting the deletion of certain words or sections. Some of these changes had been made by the Parish following the advice of Horsham District Council at the early draft stage, in order to provide a full range of guidance for stakeholders, and it is not considered that these references should be removed. Other suggested wording changes were felt to risk making the SPD guidance too restrictive and have also not been taken forward.
- 3.3 If adopted as an SPD, the Nuthurst Village Design Statement is broken down into four sections which sets out the design guidance, and a fifth section which contains a number of appendices with more detailed information. The key sections of the document are as follows:
- Section 1 relates to 'Development Sites' and discusses the layouts and sizes of plots, as well as the sizes of houses in the Parish.
  - Section 2 relates to 'Building Materials and Design' and discusses factors such as the appearance of walls, roofs, chimneys, porches, garages, extensions and general building materials.
  - Section 3 relates to the 'Landscape' and discusses the appearance of boundary markers, gates, drives, verges, ponds, trees, fields, open spaces and landmarks.
  - Section 4 is titled 'Guidance'. This section provides a summary of the previous three sections.
  - Section 5 contains a number of appendices which provides the relevant supporting information referred to within the main bulk of the document.

## **4 Next Steps**

- 4.1 If the Nuthurst Village Design Statement is agreed, it will be used to inform planning decisions as officers are of the view that this will assist the implementation of

Nuthurst Neighbourhood Plan, by providing further guidance and advice on the interpretation of policy.

## **5 Outcome of Consultations**

- 5.1 As set out above, the Council undertook extensive consultation during the preparation of the SPD in accordance with regulations. In addition to the detail set out in section 3 the Local Member was advised of the consultation.
- 5.2 The Monitoring Officer and the Director of Corporate Resources have been consulted during the preparation and adoption of the SPD.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 A separate course of action would be to not progress this document for adoption as an SPD. This has been rejected as the Nuthurst Neighbourhood Plan policy refers to future design guidance, which this document will now provide. By not adopting this guidance, this approach would limit the effective implementation of the Nuthurst Neighbourhood plan.

## **7 Resource Consequences**

- 7.1 There are no financial consequences arising from the preparation of this document.
- 7.2 There are no HR consequences resulting from this decision.
- 7.3 There are no staffing consequences arising from the preparation of this document.

## **8 Legal Consequences**

- 8.1 There are no legal implications of this report

## **9 Risk Assessment**

- 9.1 Following the adoption of the SPD there is a six week period when the decision to adopt the SPD can be judicially reviewed. However the Council has undertaken extensive consultation in accordance with the relevant planning legislation in order to minimise the risk of the SPD being challenged.

## **10 Other Considerations**

- 10.1 There are no Crime & Disorder; Human Rights; Equality & Diversity or Sustainability consequences resulting from this decision.

Organisation / Name of respondent	Summary of Comments	Proposed Action / Response
Southern Water	Confirm that Southern Water have no comments to make at this time.	Noted. No Action required
Environment Agency	Thank you for providing us with the opportunity to comment on the draft Nuthurst Parish Design Statement. The only comment that we wish to make is that we support the use of Sustainable Urban Drainage systems (Guidance 3 (j) page 31).	Noted. No action required
Natural England	<p><b>Natural England welcome this opportunity to give our views, the topic this Supplementary Planning Document covers is unlikely to have major effects on the natural environment. No specific comments on the document are recommended, but suggest that the following issues are considered:</b></p> <p><b>Green Infrastructure</b> This SPD could consider making provision for Green Infrastructure (GI) within development. This should be in line with any GI strategy covering your area. A number of mechanisms to achieve this were suggested, including aspects such as new tree planting or altering the management of land to enhance biodiversity.</p> <p><b>Biodiversity enhancement</b> This SPD could consider incorporating features which are beneficial to wildlife within development, in line with paragraph 118 of the National Planning Policy Framework, which for example advises the provision of features such as nest boxes in residential units.</p> <p><b>Landscape enhancement</b> The SPD may provide opportunities to enhance the character and</p>	<p>Having given consideration to these comments it is not considered that any specific amendments to the SPD are required. Aspects of the SPD will contribute to the provision of green infrastructure, and in particular section three which makes specific provision for verges, ponds, ditches and fields. Maintenance of these features will also help enhance biodiversity. This document will however be used in relation to planning matters, and does not have any control over land management issues.</p> <p>Other suggestions made in this response are addressed in the HDPF which has specific landscape policies and makes reference to the need to consider landscape character assessment documents which have been produced by the Council.</p> <p>With regard to lighting, the SPD indicates that developments should not automatically have street lighting – it should only be considered when needed on safety/security grounds</p>

Organisation / Name of respondent	Summary of Comments	Proposed Action / Response
	<p>local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community, for example through green infrastructure provision and access to and contact with nature. Landscape characterisation and townscape assessments, and associated sensitivity and capacity assessments provide tools for planners and developers to consider how new development might make a positive contribution to the character and functions of the landscape through sensitive siting and good design and avoid unacceptable impacts.</p> <p><b>Other design considerations</b> The NPPF includes a number of design principles which could be considered, including the impacts of lighting on landscape and biodiversity (para 125).</p> <p><b>Strategic Environmental Assessment/Habitats Regulations Assessment</b> A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance here. While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance.</p> <p>Should the plan be amended in a way which significantly affects its impact on the natural environment, then, please consult Natural England again.</p>	<p>Given that the document either addresses the points suggested by Natural England, or that issues are covered elsewhere (eg in the HDPF, it was considered that no change to the SPD is required)</p> <p>Comments in relation to the SEA are noted – it is noted that the response recognises that significant adverse impacts on the environment are unlikely. This supports the Council’s screening opinion that an SEA for this document is not required.</p>

Organisation / Name of respondent	Summary of Comments	Proposed Action / Response
Highways England	Thank you for inviting Highways England to comment on the Nuthurst Parish Design Statement. We do not have any comments on the Nuthurst Parish Design Statement.	Noted. No Action required
Southwater Parish Council	Advise that Southwater Parish Council have no comments.	Noted. No Action required
Mr Chris Beer	1b .Questions the reference to HDC guidance on open and play space as development which takes place in the Parish	1b) Reference to open and play space was suggested to the Parish by Horsham District Council as this is a useful consideration for developers when designing schemes of any scale. It is not considered that this reference should be removed.
	2(b) This could be expanded to provide more guidance by adding “Consideration should be given to using locally sourced multi-coloured stock bricks , clay tiles, Horsham stone and sandstone”	2 b) Clay tiles, Horsham Stone and sandstone are mentioned in the text in 2.1
	2c) Considers this section is too demanding and expensive for the builder and should be removed	2 c) The wording used is “encouraged” is used, not “must”. This document is to provide advice and guidance for developers and stakeholders but does not set planning policy. No change is therefore required.
	2e) As tile hung upper wall elevations in single colour orange (from Kemer) or brown small flat clay tiles are attractive and can be found all around Sussex and Surrey , the reference to two tile colours needs to be removed . May be worth adding that shaped lead flashing under windows is preferred to straight  2(i) As with 2(e) above , the use of two colours should be removed for roof tiles as they can be very unsightly	2 e) The wording used is “ideally” is used, not “must – again for the developer to decide. This document is to provide advice and guidance for developers and stakeholders but does not set planning policy. In addition, it is not considered appropriate to remove reference to two colours as this is a matter of personal preference. Not change is therefore required. It is considered that the lead flashing is too detailed a point for inclusion in this guidance document.

Organisation / Name of respondent	Summary of Comments	Proposed Action / Response
	2h) minimum roof pitch of 45 degrees can lead to a very top heavy structure and an expensive build , especially if small flat clay tiles are used, As previously mentioned to NPC, a figure of 35 degrees may be more sensible	The wording used is “preferably” is used, not “must” – This document is to provide advice and guidance for developers and stakeholders but does not set planning policy. No change required.
	2(j) This should be expanded to cover the use of bonnet style tiles for sloping ridges rather than half pipes , which are usually used on the horizontal ridges	This is considered to be a very detailed point, and a range of styles may be appropriate. The document would not meet SPD guidance if it were viewed as overly restrictive. No change required.
	2(v) This should be modified to say that the colour of the solar tiles should MATCH and NOT be of a different colour to the roof	It is unlikely that solar panels can be an exact match. The text therefore refers to solar panels “merging in” with roof tiles. No change required
	3(b) This should be expanded to say that boundary hedges should be planted sufficiently far from the boundary to prevent the hedge from ever trespassing on the adjacent highway . ( This will help avoid what we have along Church Road )	The Parish Council has a system for dealing with overgrown hedges and this is not considered a necessary approach.
	3(U) This section seems superfluous and should be removed as all the sites in the current NNP are for under 10 homes. It may apply to the only remaining medium sized infill site of Saddlers when it is developed .	Some sites in the NP could have 10 or more homes and was suggested to the Parish by Horsham District Council as this is a useful consideration for developers when designing schemes of any scale. It is not considered that this reference should be removed.

Organisation / Name of respondent	Summary of Comments	Proposed Action / Response
Mr Chris Beer	<p>Final Comment- What's missing from the Guidance</p> <p>It is very disappointing that NPC have not used this opportunity to add a section on Heritage assets that asks readers to reference their list of Heritage assets ( designated and un designated ) that are within the Parish</p> <p>Several Residents asked for this when the NNP was being formed , but to date nothing seems to have been done</p> <p>Such a list would have prevented the damage that NPC could have caused when it passed the original application for 10 homes on the land opposite the Dun Horse , without taking into consideration the adjacent 'listed' building of Chumleigh or indeed the recommendations 1(a) and 1(b) of its own recently drafted Parish Design statement !</p>	<p>Heritage assets are listed in the "made" Nuthurst Neighbourhood Plan – no need to list them again in the SPD</p> <p>NPC does not "pass" applications, it merely comments on them for HDC to determine. The application mentioned has been superseded by an amended application for 8 houses. Planning applications are public documents and comments can be submitted to HDC at the appropriate time. These will be taken into account when determining the application.</p>

Other consultees which responses were not received from include:

- West Sussex County Council
- Mid Sussex District Council
- Crawley Borough Council
- Chichester District Council
- Arun District Council
- Adur & Worthing
- South Downs National Park Authority
- Network Rail
- National Health Service
- Historic England
- Mobile Operators Association
- Marine Management Organisation

- Surrey Council Council
- Brighton & Hove City Council
- Mole Valley District Council
- Waverley Borough Council
- Sports England
- Colgate Parish Council
- Forest Neighbourhood Council
- Lower Beeding Parish Council
- Cowfold Parish Council
- West Grinstead Parish Council
- Shipley Parish Council



# Parish Design Statement



## Supplementary Planning Document 2016 to the Nuthurst Parish Neighbourhood Plan





Map A: Nuthurst Parish

# Nuthurst Parish Design Statement

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## The Aims of the Parish Design Statement

The Parish Design Statement is applicable to the new housing developments in the Parish on the 8 sites allocated in the Neighbourhood Plan (Appendix A). These houses are grouped into small developments which are spread across the Parish. They may be built any time between now and 2031. The Parish Design Statement is also applicable to residents who wish to extend or re-build their houses.

During the preparation of the Neighbourhood Plan, research and surveys indicated that the vast majority of residents were keen to retain the unique and largely rural nature of the Parish. The Parish Council decided that the best way of achieving this was to produce a Parish Design Statement as an adjunct to the Neighbourhood Plan, which is now part of Horsham District Council's Planning Framework. The guidance in this Parish Design Statement is consistent with that Framework and, in particular, policy 33 of the Framework dealing with Development Principles. **Both the Neighbourhood Plan and the Parish Design Statement will be used by Horsham District Council to determine planning applications.**

The Parish Design Statement is relevant to:

- **Developers:** to inform them of the results of the research and surveys carried out during the preparation of the Neighbourhood Plan, for instance, regarding housing design and building materials, open spaces and the provision of drives/garages that makes street parking less likely, so that developments do not harm the existing unique rural nature of the Parish. Developers could, for instance, place **covenants** on purchasers of new houses, forbidding gates and fences in order to maintain the Parish's rural character.
- **Horsham District Council (HDC):** to inform HDC when it is considering planning applications. HDC could place **conditions** on planning permissions, such as requirements on the design of buildings and whether there should be verges, open spaces, no street lamps etc.
- **Residents of the Parish:** who, for example, may wish to extend or alter their property or remove/erect high fencing, all of which could affect the character of the property and the street scene. Also, to provide a

reference for residents who may wish to make comments to HDC on any planning applications.

- **Parish Council:** to assist the Council when it makes comments to HDC on planning applications

**Every choice or decision made by these four groups potentially affects the character of the Parish and therefore everyone living in it.**

### **What does the Parish Design Statement say?**

The guidance in the Statement is very largely based on research and surveys carried by out the Parish Council during the preparation of its Neighbourhood Plan, including its open days and exhibitions. This evidence is recorded in the State of the Parish Report (April 2014). The Statement covers, amongst other things, matters that affect the nature of the Parish: building design and building materials; solar panels; boundary markers (fences, hedges, walls and gates); drives; verges, trees and street furniture; and the preservation of old buildings, open spaces and views.

### **The format of the Parish Design Statement**

The format was chosen to make it **quick and easy for its audiences to read, thereby making it more likely that the guidance is implemented.**

The text is therefore brief. The Appendices give additional information for those who need it.

Guidance is enclosed in green boxes and is repeated fully in Section 4.

This guidance is augmented by photographic examples. Some illustrate what is recommended, other photographs illustrate what is not recommended. This is the main criterion that was used:

**Is this choice/decision sympathetic to the immediate environment?**

**Does it help retain the largely rural nature of the Parish?**

Whilst this photographic approach may appear blunt, we believe it achieves the main purpose of ensuring that the Parish Design Statement is quick and easy to use and therefore, more likely to be implemented.

*Residents are thanked for giving permission for the Parish Council to use photographs of their properties. With the exception of 5 photographs which do not identify individual properties, all those that are not recommended were taken at locations well away from the Parish.*

## An Introduction to Nuthurst Parish

Nuthurst is a geographically large Parish, covering some 1,700 hectares (just over 4,000 acres) (Map A). Its underlying geology has largely determined the Parish's landscape character (Appendix B). The Parish is in the High Weald Fringes and is characterised by many small fields, hedgerows, streams, broad ridges, and woodland, much of it ancient (Appendix C). It is also characterised by a network of historic lanes, bridleways, droveways (Appendix D) and footpaths that afford walkers views to the South Downs and sightings of wildlife. A small part of the Parish in the north of Mannings Heath is in the High Weald Area of Outstanding Natural Beauty.



Although the Parish has six settlements scattered within its boundaries, it still retains its largely rural nature. Thirteen farms manage to remain viable by rearing sheep, cattle and deer, growing arable crops and producing dairy products. Increasingly, fields are used as paddocks, reflecting the popularity of horse-riding in the Parish.

Approximately 1,800 people live in some 750 houses in the Parish's six settlements – the hamlets of Copsale, Maplehurst, Monks Gate and Sedgwick and the villages of Mannings Heath and Nuthurst.

Mannings Heath is the largest settlement with some 1,100 people and is situated mainly to the north east of the A281 Horsham to Brighton Road. It has four main streets intersecting at a central crossroads, two of which are designated as "ancient routeways". Along these four streets and the A281 there are mainly Victorian and Edwardian houses, including small terraces, cottages and larger detached houses. The remainder of Mannings Heath consists largely of small developments of detached houses with a few semi-detached houses and bungalows. These were built during the 1950s to 1990s in minor streets accessed from the four main streets.

The other five settlements have primarily linear developments along their rural lanes and consist of a mix of houses built at various times going back to Tudor times. They include terraces, cottages, bungalows, semi-detached houses and some substantial detached houses. In the last 30 years, only a few houses have been built in these smaller settlements.

Houses in the Parish are traditionally built of brick with tiled roofs and with some walls hung with tiles, thereby reflecting the clay soil of the area. The walls of some houses are decorated with wooden clapper boarding and the roof lines with barge boards, echoing the large number of trees in the Parish. The historic nature of the Parish is evidenced by 40 Grade II listed buildings and two historic parklands at Sedgwick and Swallowfield.



About a quarter of the Parish's residents are retired. Those of working age mainly travel by car into the town of Horsham, approximately 2 to 6 miles away, to Gatwick Airport, or by train into London. Services in the Parish are limited and reflect the relatively low population. The Parish has only a Church of England primary school, two churches, two pubs, a village shop and a garage/shop. There are no playgroups, secondary schools, doctors' surgeries, dentists or hospitals. All of these services have to be accessed in Horsham or further afield. But, public transport is limited with only Mannings Heath and Monks Gate having a regular bus service between Horsham and Brighton.

When the Parish's Neighbourhood Plan was in preparation, it became evident that residents were concerned by the possibility of large-scale, speculative development in the Parish, and the urbanisation that would accompany it. The Neighbourhood Plan sought to address those concerns and protect the largely rural nature of the Parish, whilst providing some new homes, as required by central government. The Neighbourhood Plan made provision for approximately 50 new homes to be built in only small developments across the Parish between 2015 and 2031. It contains policies to mitigate against urbanisation. Policy 10 on Housing Design requires the scale, density, massing, height, landscape design, layout and materials of all developments, including alterations to existing buildings to reflect the architectural and historic character and scale of the surrounding buildings. Also the conditions associated with the policy for each site allocation require the landscape proposals to include the retention or planting of trees and bushes.

Following a Parish referendum, the Neighbourhood Plan became an important and legal component of Horsham District Council's Planning Policy in October 2015. This new Parish Design Statement is an adjunct to that Neighbourhood Plan and it aims to ensure that these new houses fit in well with our unique and largely rural Parish.

# SECTION 1

## DEVELOPMENT SITES

Aim: to make sure new developments fit in well with the unique and largely rural nature of the Parish

### 1.1 The Layout of Sites and Size of Plots

The Parish is predominantly rural, with many green fields, hedges and trees. Residents wish to avoid any developments that urbanise the Parish's character.

Houses, even terraced and semi-detached, should be complemented by sufficient open green space to avoid massing and an over-developed suburban effect. The size of the open green spaces, including front and back gardens, should reflect the layout of existing nearby housing. Some of the open green space should be planted with green living hedges, bushes and trees to help to maintain a rural feel.

In a new development, the houses should not all be of the same design, as this also gives an urbanised feel. The houses should complement one another and yet be built of different materials that reflect those used in existing houses in the Parish. For example, houses should be built of brick with clay tiled roofs and some may be tile-hung, whilst others may have wooden feather edge boarding (or clapboard) reflecting the clay of the High Weald and the wooded nature of the Parish. The architectural style of development should fit in with the character of the surrounding area and not have a detrimental impact on the neighbouring properties or the street scene.

Developers should meet the guidance issued by West Sussex County Council for Car Parking in New Residential Developments, published September 2010, and any further up-dated guidance. In addition to this, it is preferred that all houses should have at least one garage which should either be attached to the house or alongside the house. Siting garages in front of houses has a detrimental effect on the street scene and should be avoided. The drive should be capable of taking at least one car to avoid unsightly street parking. The drive should not occupy the whole of the frontage of the house so that there is garden left in which to plant flowers, bushes and trees to enhance the street scene.

Verges between the road and pavement are preferred to relieve the urbanising effect of too much hard surfacing. Verges should be left unmown, mown or part mown and planted with spring bulbs, bushes or trees to encourage wild life. Open neighbourhood spaces (17 m<sup>2</sup> per person) should also be left for people to meet and children to play in accordance with the guidance in HDC's Sport, Open Space and Recreation Assessment published in 2014. Further information on verges can be found on page 33.

#### **GUIDANCE 1:**

##### **1(a). New houses should preferably:**

- **Have sufficient open space, including front and back gardens, to avoid massing and a suburban effect and to reflect the layout of existing nearby houses**
- **Have at least one garage and a drive capable of taking at least one car and meet WSCC guidance on parking**

##### **1(b). New developments should preferably:**

- **Have houses of varied design which are sympathetic to the locality and neighbouring houses**
- **Have some open space for people to meet and children to play in accordance with HDC guidance on neighbourhood space**
- **Have verges that can be mown or part mown and planted with spring bulbs, bushes or trees**
- **Not automatically have street lights**
- **Have a designated area for wheelie bins that is not visible from the street**

## **1.2 Size of Houses**

The Neighbourhood Plan specifically provides for some smaller houses such as two/three bedroomed semi-detached houses and bungalows that younger people can afford and to which older people can down-size. This is because in recent years, the stock of smaller houses in the Parish has reduced due to extensions to existing houses. For example, bungalows have been converted into two storey houses. The Neighbourhood Plan also recommends that

houses should be no higher than two storeys in order to reflect existing buildings.

### GUIDANCE 1: CONTINUED

#### 1(c). New developments should:

- Contain some smaller houses such as 2/3 bed roomed semi-detached houses or bungalows
- Not have houses higher than two storeys
- Preferably have covenants forbidding the extension of new, smaller houses in order to maintain a supply of such houses



A detached bungalow



A pair of semi-detached houses



A pair of semi-detached bungalows



Three storey houses like this are inappropriate in the Parish

## SECTION 2

# BUILDING MATERIALS AND DESIGN

Aim: to ensure that new houses and extensions fit in well with existing houses

### 2.1 Building materials

The Parish lies partly in the High Weald with its underlying clay soil which encourages the growth of trees. Consequently, the Parish is heavily wooded.

Houses in the Parish traditionally reflect the underlying geology. The walls of many houses are tile-hung and the use of clay tiles for roofs is common. Often, the use of differently shaped and coloured tiles gives these walls and roofs attractive patterns and textures.

In the past, bricks have been heavily used as a building material and there are many examples of them being used imaginatively to create patterns in local colours, such as warm reds and light browns, sometimes interspersed with grey (see photographs for examples). Other materials commonly used in the Parish include Hythe Sandstone, Horsham Stone and Ardingly Sandstone.

Wood has also been used either structurally or as feather edge boarding (or clapboards)) to cover the upper storeys of houses, or as barge boards to embellish the roof lines.

### 2.2 Walls

Many houses in the Parish have brick walls where traditional methods of laying bricks have been employed for example using stretchers and headers. The use of different colours and sizes of bricks laid in patterns relieves the “flat” appearance of walls and is to be encouraged.

Traditionally, the upper storeys of houses in the Parish have been tile-hung. When different coloured and shaped tiles have been used, the patterns and texture add interest to walls. This too is to be encouraged. However, the over-use of very large areas of tiles in one colour and shape is not encouraged.

In the past, wooden feather edge boarding has been used instead of tiles on upper storeys. This has been painted either cream or brown, or left to weather to an attractive silver hue. It forms a good model for new housing and allows

houses to be varied in appearance by decorating some with tiles and others with feather edge boarding.

### **GUIDANCE 2:**

**2(a). Natural materials in keeping with the locality are preferred**

**2(b). Preferably walls should be of brick in a warm reddish or light brown colour. Ideally there should be a complementary colour chosen for detailing such as corbelling, quoins (corner stones) etc.**

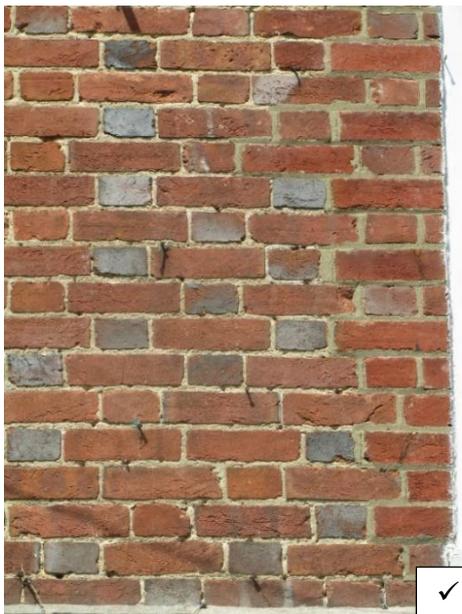
**2(c). Traditional methods of laying bricks are encouraged, such as using stretchers and headers**

**2(d). Unrelieved walls in a single brick colour are discouraged**

**2(e). Tile-hung upper storeys are encouraged, ideally with tiles of two colours and shapes**

**2(f). Feather edge boarding (or clapboard) can be used judiciously to provide variety in a development**

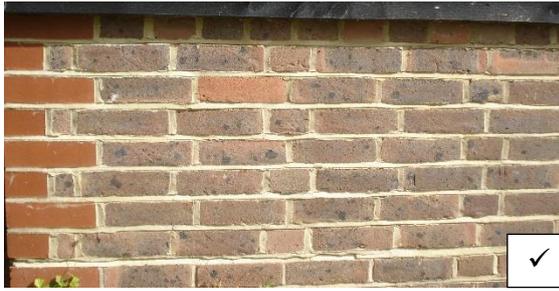
**2(g). Materials that are not characteristic of the Parish (such as slate) are not encouraged**



Example of traditional laying using stretchers and headers



Contrasting quoins (corner stones)



Another example of traditional laying using stretchers and headers



Plain walls



Complementary colour of bricks



Two colour tile-hung wall



Wooden feather boarding



An American style house with much use of synthetic clapboards



Patterned tile-hung wall

## 2.3 Roofs and Chimneys

Traditionally, roofs in the Parish have been constructed with clay tiles and often embellished with ridge tiles. Because roofs have a large area, different shaped and coloured tiles are sometimes used to create distinctive patterns that relieve the plain effect. Sometimes gable ends and dormer windows have been used to introduce variety into an otherwise plain roof. Wooden barge boards are often seen in older houses and their use in new houses is to be encouraged to embellish the roof line.

Older houses have traditionally had chimneys to serve their fires. The design of these chimneys with intricate brickwork is often a distinctive feature of houses and adds character to the roof line. Where chimneys are needed in new houses, they should use these older chimneys as models.

### **GUIDANCE 2: CONTINUED**

**2(h). Preferably, roofs should have a slope of at least 45° and flat roofs should be avoided**

**2(i). The continued use of clay tiles (not concrete tiles) for roofs is encouraged, ideally using two colours or shapes to create patterns**

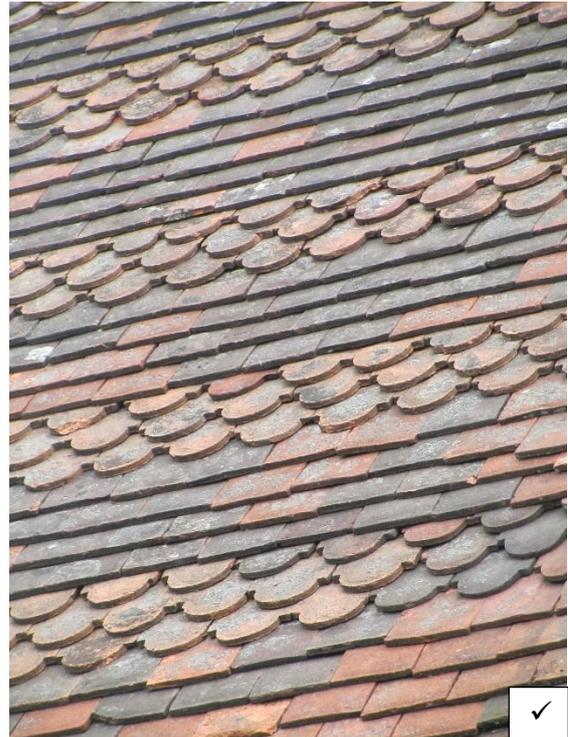
**2(j). Detail such as ridge tiles, gable ends and wooden barge boards are encouraged**

**2(k). Dormer windows with pitched roofs are encouraged but flat roofed dormers are not**

**2(l). Chimneys should contain some detailing to give an interesting roof line**



Barge board enhancing roof line



Patterned two coloured clay roof tiles



Plain clay roof tiles used to create an eye-brow effect



Plain clay roof tiles with dormer window with wooden feather boarding



A decorative brick chimney

## 2.4 Porches

Sensitively designed porches can add greatly to the appearance of houses. There are many examples of very attractive porches in the Parish and these should serve as models for developers, and residents wishing to embellish their existing houses. Flat roofed porches are generally less successful than those with pitched roofs.

Porches can either be 'open' or 'enclosed' and they look much better if made of natural materials such as brick, wood and tiles. .

### GUIDANCE 2: CONTINUED

**2(m). Porches should be sympathetic to the existing house**

**2(n). Generally, porches constructed of natural materials are preferred**

**2(o). Porches with pitched roofs are encouraged and flat roofs should generally be avoided**





A flat roofed porch

## 2.5 Doors and Windows

Traditionally, houses in the Parish have doors and window frames made of wood that are painted or stained. Windows visible from the street scene tend to be small to medium sized. Large areas of glass should preferably be confined to French windows or patio doors where they are not visible from the street scene.

### GUIDANCE 2: CONTINUED

**2(p). The use of wood for doors and window frames is preferred and encouraged, but it is recognised that the use of uPVC has become standard**

**2(q). Large areas of glass are discouraged except, for example, for French windows, picture windows or patio doors**





A dormer window with decoration



A traditional window

## 2.6 Garages

In an effort to reduce street parking, new houses should ideally have at least one garage and one parking space on the drive. The number of car parking spaces should meet the guidance West Sussex County Council's Car Parking in New Residential Developments, published September 2010.

### GUIDANCE 2: CONTINUED

**2(r). Preferably, developers should provide at least one garage and one car parking space for each house so as to limit the amount of street parking since this is not only unsightly, but potentially unsafe for road users. They should meet the WSCC guidance on parking**

**2(s). Garages should preferably not be built in front of houses or in their back gardens. They should be sited alongside the house, or set slightly back in order to minimise their impact**

**2(t). Garage doors, being large and obtrusive, should preferably be painted in muted colours in keeping with the rural characteristics of the Parish**



## 2.7 Energy Efficiency

New houses should be designed with energy efficiency, carbon reduction and sustainability in mind as these are important for protecting the environment. The use of solar power, ground source heat pumps, air source heat pumps, for example, should be considered. Any of these methods should be as unobtrusive as possible to the street scene and the environment. Most solar panels are “permitted development” and do not need approval from HDC.

Unfortunately, bulky solar panels that have been installed on roofs that face the street scene are unattractive. However, more recently solar tiles have become available and are preferred. These tiles form part of the roof and merge in with the conventional roof tiles. They are much less obtrusive and affect the street scene to a much smaller degree.

### GUIDANCE 2: CONTINUED

**2(u). New houses should be designed with energy efficiency, carbon reduction and sustainability in mind**

**2(v). The use of more attractive solar tiles, rather than solar panels, is preferred**



Solar tiles which contrast with the existing roof tiles



Solar tiles which merge almost imperceptibly with the existing roof tiles

## 2.8 Extensions

As family circumstances change, extensions such as “granny annexes” are sometimes desired. The opportunity can sometimes be taken to improve the look of a house with a cleverly designed extension. However, in general terms, there is concern about the disappearance of smaller and cheaper housing in the Parish.

### GUIDANCE 2: CONTINUED

**2(w). Extensions should be sympathetic to the existing house and those nearby and preferably use natural building materials such as brick, tile and wood**

**2(x). Flat roofs should be avoided, especially where the original building has a predominantly pitched roof**



A sympathetic extension and updating of a property



An extension that is not sympathetic to the original property

## SECTION 3

### LANDSCAPE

***Aim: to protect and promote the rural character of Nuthurst Parish***

#### **3.1 BOUNDARY MARKERS (hedges, walls, fences, railings)**

In Mannings Heath, the more modern estate type developments generally do not have boundary markers. In the rest of Mannings Heath and the linear developments in the other settlements, boundary markers are traditionally hedges, mainly deciduous, with small trees along the roadside. Sometimes post and rail and picket fencing are used in keeping with the rural nature of the Parish.

Retaining our hedges, trees and verges was important to 93% of residents who took part in the Neighbourhood Plan General Survey.

The type of boundary marker used by developers and residents has a significant impact on the visual appearance of the street scene. Therefore, an individual's choice of boundary marker affects everyone.

**Living green hedges have several important advantages over other types of boundary markers.**

- They promote a rural character, are traditional to the Parish and provide a link to the past. But, the number of hedgerows is sadly in decline.
- They offer good habitats for birds, small mammals, insects and wild flowers and enable wildlife to travel in search of food.
- Deciduous hedges provide visual interest to everyone as they alter in appearance with each passing season.
- However, hedges should be trimmed so as not to impede footpaths and roads.
- Low hedges are advised so as not to obscure views. The police advise that keeping homes visible to neighbours and passers-by is important as it serves to deter crime.
- Suitable hedging species include: blackthorn, hawthorn, beech, wild cherry, field maple and dog rose. To maximise wildlife, a mixed

species hedge is recommended. Evergreen hedges support less wildlife. Post and rail or picket fencing along with wire mesh can be used whilst the hedge grows.

- Low wooden post and rail and picket fencing without hedging are also acceptable if the trimming of hedges is thought to be too onerous.

**High, close-boarded fences and brick walls create a suburban appearance in a locality and change the character of the Parish. Additionally, they do not support wildlife and impede their foraging movements. Their use should be avoided where they would impact on the street scene. However, sometimes, back gardens run parallel to the road and if a high wall or fence is used to give some privacy, then the effect can be softened by the use of hedging, (see photo for an example). Sometimes, when a house is on a very busy road (such as the A281), a high wall or fence or gate may be used to minimise traffic noise.**

The maintenance of traditional, Victorian iron railings as boundary markers is applauded and to be encouraged. Low walls constructed from brick or natural stone, perhaps enhanced by planting, could sometimes be appropriate (see photo for an example).

**In some circumstances, at the front of houses in a close for example, it may be appropriate for there to be NO BOUNDARY MARKER. This can be achieved by either a covenant on the sale of houses or a condition of planning permission. This avoids a plethora of different boundary markers which can have an unsightly visual impact.**

#### **GUIDANCE 3:**

**3(a). Boundary markers should be sympathetic to their locality. A plethora of different types of boundary markers along a road/lane is best avoided**

**3(b).When used, boundary markers should preferably be living green hedges and kept low. Deciduous species are more beneficial to wildlife.**

**3(c). Close boarded, high wooden fences and high walls are best avoided if they impinge on the street scene**

**3(d). Sometimes it is appropriate for there to be no boundary markers**



✓

A green living hedge with post and rail and wire mesh fence



✗

A high brick wall



✗

A close boarded high fence



✓

A high brick wall, with planting to shield a back garden from the road.



✓

A wooden picket fence



✗

A close boarded fence which is unsympathetic to the nearby hedges and open space



Sometimes the street scene is better without boundary markers



Low brick wall with planting

### 3.2 GATES, DRIVES AND VERGES

The type of gate, drive and verge used by developers and residents also has a significant impact on the visual appearance of the street scene and rural character of the Parish and therefore affects everyone.

#### (i). Gates

For new developments, where there may be a few houses in a new street, it may be appropriate for there to be no boundary markers and therefore no gates. This can be achieved either by a covenant on the sale of houses or a condition of the planning permission. This avoids a muddle of different types of gate spoiling the street scene.

In other circumstances, where residents wish to install gates, there are a wide variety of gates to choose from. Some gates are sympathetic to the boundary marker (hedge, wall fence etc.) and the surrounding environment, but not all. Over-ornate, high metal gates and high close-boarded gates that “shut away” the dwelling from its environment create a suburban appearance. Traditional five-barred wooden gates are generally in keeping with the rural nature of the Parish, as are wooden picket fences and simple wrought iron gates. Generally these gates should not exceed 1.5 metres in height.

**GUIDANCE 3: CONTINUED**

**3(e). Gates should be sympathetic to the boundary marker and the locality**

**3(f). When used, gates should preferably be wooden five-barred or wooden picket/paling or simple wrought iron**

**3(g). Close boarded high wooden gates and over-ornate high metal gates are less sympathetic to the rural nature of the Parish**

**3(h). Sometimes it is appropriate for there to be no gates**



A large five-barred gate



A high close boarded gate



A small picket gate



A small wrought iron gate



A small wrought iron gate



A small five-barred gate



A large wrought iron gate



**(ii). Drives**

All dwellings should have drives that enable off-street parking and allow pedestrian access to the dwelling. But, attempts should be made to avoid a suburban appearance by the imaginative use of grass, flowers, trees and bushes around the hard standing. Drives have hard surfaces which replace ground which would naturally allow surface water to soak away. Therefore drives should be constructed from a porous material or incorporate alternative sustainable drainage systems (SuDS), such as drainage to a soakaway within the curtilage. Various materials are available for the construction of drives. The chosen material should be sympathetic to the surrounding environment and maintain the rural character of the Parish.

**GUIDANCE 3: CONTINUED**

**3(i). Generally, the area of driveway should be as small as practical and not cover the whole frontage of the dwelling**

**3(j). The material should be either porous (shingle/gravel, including resin bound gravel) or incorporate a sustainable drainage system. Both will mitigate flooding**

**3(k). Tarmac or brick setts are suitable in appropriate settings, but with sustainable drainage incorporated**



A shingle drive (porous)



Over extensive drive



A non-porous concrete drive



A shingle drive with paving



Brick setts

### **(iii). Verges**

Verges are an important part of the street scene and can help to create a rural feel if managed sensitively. Grass verges mitigate the effect of grey/black tarmacked roads and paths. They are also important habitats for wild flowers, insects, small mammals and birds. Close-mowing of verges is not sympathetic to wildlife or a rural aspect, but it is recognised that in certain locations, such as new streets, verges look better mown, especially if they are used as a path in lieu of a paved walkway. At road junctions, where safety is paramount, short sections of verges should be mown to permit good visibility. When not used as a path, planting of spring bulbs, small trees or bushes in verges enhances the street scene. In rural lanes with houses, verges look better if allowed to support wild flowers in order to maintain the rural aspect of the lanes. Drivers of vehicles should take care not to damage verges in our rural lanes. See Appendix E for information from West Sussex County Council on ownership and maintenance of verges.

#### **GUIDANCE 3: CONTINUED**

**3(l). Where close mown verges are appropriate, such as in new streets, planting of spring bulbs, small trees or bushes is encouraged to enhance the street scene, provided they do not obscure vision**

**3(m). In other situations, a halfway measure by mowing the part of the verge next to the road and leaving the rest wild is encouraged (see photo of a good example at Monks Gate)**

**3(n). In rural lanes, verges should remain uncut to allow wildflowers to proliferate. Cutting should only take place for safety reasons, for example to ensure good visibility at junctions**



A wild flower verge



Part mown/part left unmown



Close mown verge



Trees planted in narrow, mown verges

### 3.3 PONDS, DITCHES, TREES AND FIELDS

#### (i). Ponds and ditches

There are numerous ponds and ditches in the Parish. They are very important because they help to mitigate flooding by collecting and disposing of rain water. They are also important for supporting wildlife. However, to mitigate flooding, it is necessary for ponds and ditches to be properly maintained by being regularly cleaned out so that they effectively carry out their function. In very many instances, it is residents who are responsible for ditches outside their property, not West Sussex County Council.

#### **GUIDANCE 3: CONTINUED**

**3(o). Owners of ponds and ditches should clear them out regularly to mitigate flooding**



Well maintained pond at Monks Gate



Well maintained ditch with planting on the bank

## (ii). Trees

There are many ancient woodlands in the Parish and many species of trees flourish, especially oak trees. All trees are important habitats for wildlife and oaks support more wildlife than any other species of tree. Trees also help to give the Parish its rural character. It is important to manage, protect and preserve our trees and especially to discourage the unnecessary felling of trees. The planting of more new trees is encouraged, especially when mature trees die. Suitable trees are indigenous species including oak, beech and maple. It is illegal to fell trees that are protected by a Tree Preservation Order (TPO) without permission from Horsham District Council (HDC). Where trees are not covered by a TPO, it should be noted that there is a requirement to obtain a felling licence from the Forestry Commission for the removal of greater than 5 cubic metres of trees in the countryside in any calendar quarter. Anyone can apply to HDC for a TPO on a tree that is under threat of felling from potential developments. Certain criteria need to be met for HDC to make a TPO.

### GUIDANCE 3: CONTINUED

**3(p). Tree preservation orders (TPO) should be applied for when trees are under threat of felling from potential developments**

**3(q). Trees should not be felled unnecessarily** (if it happens it should be reported to the Parish Council's clerk or Horsham District Council's tree officer)

**3(r). New young trees should be planted where appropriate**





Planting a new tree



The unacceptable felling of trees fronting a property without any discernible reason.

### (iii). Fields

Fields are important in the Parish as they help to create the rural character. Their main use is for agriculture and associated businesses, for example, growing arable crops or grazing of animals, such as sheep, cattle, deer and horses. Fields and their trees and boundary hedges support a variety of wildlife. They are also host to footpaths where residents can walk in the countryside for the benefit of their health and well-being. It is important that our children see crops being grown and animals grazing so that they understand where our food comes from.

Traditional agriculture has become less viable but farmers are encouraged to cultivate fields, even if it means diversifying. Fields can be used to grow vines or fruit bushes or used as paddocks for leisure activities, for example. Farmers are encouraged to establish buffer strips around fields for wildlife and wild flowers. Farmers are discouraged from allowing fields to deteriorate into scrubland with noxious plants such as ragwort and giant hogweed. Advice to landowners on managing land for wildlife can be obtained from the Sussex Wildlife Trust <https://sussexwildlifetrust.org.uk/what-we-do/landowner-advice>.

Farms and historic estates are under threat from splitting up into small holdings with the concomitant erection of numerous sheds and other structures which can spoil the landscape. Whilst it highly preferable to retain

farms and estates as single units, if they have to be split up, any structures necessary to support the small holdings should be sympathetic to the surroundings and screened to protect the landscape and views.

Fields near our settlements are also under threat from housing development. Our Neighbourhood Plan, which allocates sites for development, aims to protect the vast majority of our fields from unwanted development.

### **GUIDANCE 3: CONTINUED**

**3(s). Wherever possible, fields should continue to be used for agricultural purposes and farmers are encouraged to diversify, if necessary, by growing vines or fruit trees, for example. Fields should not be allowed to deteriorate into scrubland**

**3(t). Any structures necessary to support smallholdings should be designed in keeping with the surroundings, using local materials and not detract from the landscape character and views**



A field now being used as a vineyard



A field spoiled by unsightly buildings and other litter



It is important for children to see where their food comes from



A field used for grazing to facilitate horse riding

### 3.4 OPEN SPACES, VIEWS AND LANDMARKS

#### (i). Open spaces

Open spaces in, or adjacent to, our settlements are important in order to maintain the rural character of the Parish and to mitigate the effects of housing developments. A number of open spaces called “local green spaces” have been protected from future development in our Neighbourhood Plan. Open neighbourhood spaces (17 m<sup>2</sup> per person) should also be left in developments for people to meet and children to play in accordance with the guidance in HDC’s Sport, Open Space and Recreation Assessment published in 2014.

Whilst most of an open space may be closely mown grass, small areas of wildflowers or spring bulbs and small trees or bushes help to maintain the rural appearance.

#### GUIDANCE 3: CONTINUED

**3(u). All new developments should have some open space for people to meet and children to play in accordance with HDC guidance on neighbourhood space. Open spaces should be suitably landscaped with grass, small trees or bushes and some small areas of wild flowers or spring bulbs. Suitable arrangements should be made for the care and maintenance of open spaces**



Open spaces for people to meet and children to play





Open spaces for people to meet and children to play

## (ii). Views and Landmarks

Views and landmarks should be valued. The ridgeway paths, other footpaths and lanes in the Parish provide distant views for everyone to enjoy. For example, Chactonbury Ring can be seen from footpaths on the Sedgwick Estate and the spire of St Andrew's Church can be seen from the ridgeway above Nuthurst. Proposals to erect structures that impinge on views and landmarks, such as pylons and overhead wires, solar farms and unsympathetic agricultural buildings and sheds, should be resisted.

### GUIDANCE 3: CONTINUED

**3(v). Any structures should be sympathetically designed and, if necessary screened, to protect views and landmarks. Electricity poles and pylons and overhead wires should be resisted**



Unightly structures spoiling view



A wild flower meadow



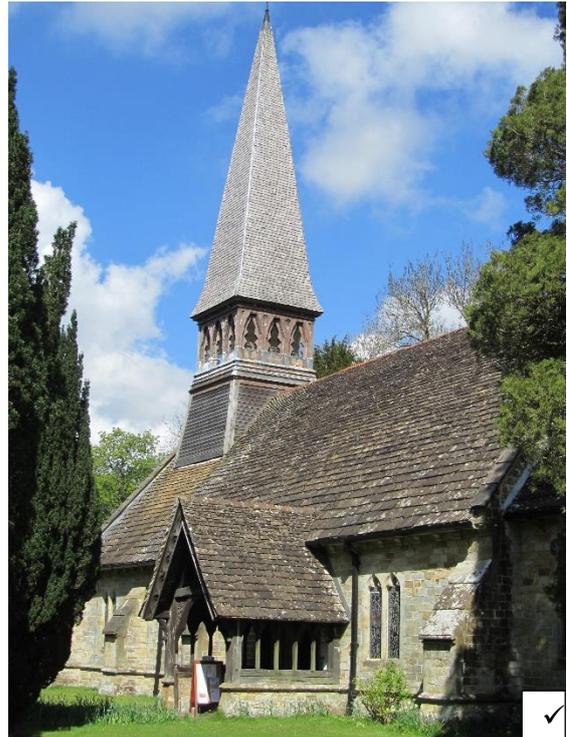
Electricity poles spoiling a view



View of a landmark worth preserving.  
Cottages and the Black Horse pub



A view from the ridgeway above Nuthurst to St Andrews Church, Nuthurst



View of a landmark worth preserving – St Andrews Church, Nuthurst



A view from the ridgeway above Nuthurst to Chactonbury Ring

### 3.5 STREET FURNITURE

Street furniture includes road signs, street names, street lights, telephone and electricity poles, cabinets for utility services and advertising boards etc. These are often seen as necessary features of modern society but there are probably too many of them in our Parish. They tend to form “visual litter” creating a suburban look to our settlements. For new developments an assessment should be made of the need for street lighting taking into account safety and security. Street lighting may not be necessary in some developments. Structures associated with utility services, as far as practical, should be underground. New road signage should only be considered when strictly necessary on safety grounds and superfluous road signage should be removed. Traditional wooden finger posts for direction signage should be retained and maintained as they are appropriate to the rural character of the Parish. Roadside advertising notices and boards should be kept to a minimum and should not create a safety hazard by restricting vision on our roads.

#### **GUIDANCE 3: CONTINUED**

**3(w). Street lights should not automatically be provided in new developments**

**3(x). Structures associated with utility services, as far as practical, should be underground**

**3(y). New road signs should only be installed when strictly necessary on safety grounds. Advertising boards should be minimised and not create a road safety hazard**



Unightly street furniture



Traditional rural style finger post

## SECTION 4

### GUIDANCE

#### Guidance 1: Development Sites

- 1(a).** New houses should preferably:
- Have sufficient open space, including front and back gardens, to avoid massing and a suburban effect and to reflect the layout of existing nearby houses
  - Have at least one garage and a drive capable of taking at least one car and meet WSCC guidance on parking
- 1(b).** New developments should preferably:
- Have houses of varied design which are sympathetic to the locality and neighbouring houses
  - Have some open space for people to meet and children to play in accordance with HDC guidance on neighbourhood space
  - Have verges that can be mown or part mown and planted with spring bulbs, bushes or trees
  - Not automatically have street lights
  - Have a designated area for wheelie bins that is not visible from the street
- 1(c).** New developments should:
- Contain some smaller houses such as 2/3 bedroomed semi-detached houses or bungalows
  - Not have houses higher than two storeys
  - Preferably have covenants forbidding the extension of new, smaller houses in order to maintain a supply of such houses

#### Guidance 2: Building Materials and Design

##### Walls

- 2(a).** Natural materials in keeping with the locality are preferred
- 2(b).** Preferably walls should be of brick in a warm reddish or light brown colour. Ideally there should be a complementary colour chosen for detailing such as corbelling, quoins (corner stones) etc.

**2(c). Traditional methods of laying bricks are encouraged, such as using stretchers and headers**

**2(d). Unrelieved walls in a single brick colour are discouraged**

**2(e). Tile-hung upper storeys are encouraged, ideally with tiles of two colours and shapes**

**2(f). Feather edge boarding (or clapboard) can be used judiciously to provide variety in a development**

**2(g). Materials that are not characteristic of the Parish (such as slate) are not encouraged**

### **Roofs and chimneys**

**2(h). Preferably, roofs should have a slope of at least 45° and flat roofs should be avoided**

**2(i). The continued use of clay tiles (not concrete tiles) for roofs is encouraged, ideally using two colours or shapes to create patterns**

**2(j). Detail such as ridge tiles, gable ends and wooden barge boards are encouraged**

**2(k). Dormer windows with pitched roofs are encouraged but flat roofed dormers are not**

**2(l). Chimneys should contain some detailing to give an interesting roof line**

### **Porches**

**2(m). Porches should be sympathetic to the existing house**

**2(n). Generally, porches constructed of natural materials are preferred**

**2(o). Porches with pitched roofs are encouraged and flat roofs should generally be avoided**

### **Doors and windows**

**2(p). The use of wood for doors and window frames is preferred and encouraged, but it is recognised that the use of uPVC has become standard**

**2(q). Large areas of glass are discouraged except, for example, for French windows, picture windows or patio doors**

### **Garages**

**2(r). Preferably, developers should provide at least one garage and one car parking space for each house so as to limit the amount of street parking since this is not only unsightly, but potentially unsafe for road users. They should meet the WSCC guidance on parking**

**2(s). Garages should preferably not be built in front of houses or in their back gardens. They should be sited alongside the house, or set slightly back in order to minimise their impact**

**2(t). Garage doors, being large and obtrusive, should preferably be painted in muted colours in keeping with the rural characteristics of the Parish**

### **Energy Efficiency**

**2(u). New houses should be designed with energy efficiency, carbon reduction and sustainability in mind**

**2(v). The use of more attractive solar tiles, rather than solar panels, is preferred**

### **Extensions**

**2(w). Extensions should be sympathetic to the existing house and those nearby and preferably use natural building materials such as brick, tile and wood**

**2(x). Flat roofs should be avoided, especially where the original building has a predominantly pitched roof**

### **Guidance 3: Landscape**

#### **Boundary markers**

**3(a). Boundary markers should be sympathetic to their locality. A plethora of different types of boundary markers along a road/lane is best avoided**

**3(b). When used, boundary markers should preferably be living green hedges and kept low. Deciduous species are more beneficial to wildlife.**

**3(c). Close boarded, high wooden fences and high walls are best avoided if they impinge on the street scene**

**3(d). Sometimes it is appropriate for there to be no boundary markers**

### **Gates, drives and verges**

**3(e). Gates should be sympathetic to the boundary marker and the locality**

**3(f). When used, gates should preferably be wooden five-barred or wooden picket/paling or simple wrought iron**

**3(g). Close boarded high wooden gates and over-ornate high metal gates are less sympathetic to the rural nature of the Parish**

**3(h). Sometimes it is appropriate for there to be no gates**

**3(i). Generally, the area of driveway should be as small as practical and not cover the whole frontage of the dwelling**

**3(j). The material should be either porous (shingle/gravel, including resin bound gravel) or incorporate a sustainable drainage system. Both will mitigate flooding**

**3(k). Tarmac or brick setts are suitable in appropriate settings, but with sustainable drainage incorporated**

**3(l). Where close mown verges are appropriate, such as in new streets, planting of spring bulbs, small trees or bushes is encouraged to enhance the street scene, provided they do not obscure vision**

**3(m). In other situations, a halfway measure by mowing the part of the verge next to the road and leaving the rest wild is encouraged (see photo of a good example at Monks Gate)**

**3(n). In rural lanes, verges should remain uncut to allow wildflowers to proliferate. Cutting should only take place for safety reasons, for example to ensure good visibility at junctions**

### **Ponds, ditches, trees and fields**

**3(o). Owners of ponds and ditches should clear them out regularly to mitigate flooding**

**3(p). Tree preservation orders (TPO) should be applied for when trees are under threat of felling from potential developments**

**3(q). Trees should not be felled unnecessarily** (if it happens it should be reported to the Parish Council's Clerk or Horsham District Council's tree officer)

**3(r). New young trees should be planted where appropriate**

**3(s). Wherever possible, fields should continue to be used for agricultural purposes and farmers are encouraged to diversify, if necessary, by growing vines or fruit trees, for example. Fields should not deteriorate into scrubland**

**3(t). Any structures necessary to support smallholdings should be designed in keeping with the surroundings, using local materials and not detract from the landscape character and views**

### **Open spaces, views and landmarks**

**3(u). All new developments should have some open space for people to meet and children to play in accordance with HDC guidance on neighbourhood space. Open spaces should be suitably landscaped with grass, small trees or bushes and some small areas of wild flowers or spring bulbs. Suitable arrangements should be made for the care and maintenance of open spaces**

**3(v). Any structures should be sympathetically designed and, if necessary screened, to protect views and landmarks. Electricity poles and pylons and overhead wires should be resisted**

**3(w). Street lights should not automatically be provided in new developments**

**3(x). Structures associated with utility services, as far as practical, should be underground**

**3(y). New road signs should only be installed when strictly necessary on safety grounds. Advertising boards should be minimised and not create a road safety hazard**

## SECTION 5

### APPENDICES

#### Appendix A

#### List of the 8 Sites allocated for Development in the Nuthurst Parish Neighbourhood Plan

**Policy 2:** Swallowfield Nursery, Mannings Heath (4 to 7 dwellings, primarily 2/3 bedroom semi-detached houses and bungalows)

**Policy 3:** Holly Farm, Mannings Heath (up to 5 dwellings, primarily 2 and 3 bedroom semi-detached or detached houses)

**Policy 4:** Opposite the Dun Horse public house, Mannings Heath (8 to 10 dwellings, primarily maisonettes, 2 bedroom semi-detached and/or terraced houses)

**Policy 5:** Great Ventors, Monks Gate (9-12 dwellings, a mix of 1 to 4 bedroom houses)

**Policy 6:** Saxtons Farm (6 dwellings, an even mix of 2, 3 and 4 bedroom houses)

**Policy 7:** Micklepage Leigh, Nuthurst (3 dwellings, primarily 2 and 3 bedroom houses or bungalows)

**Policy 8:** Land adjacent to Heathtolt Cottages, Maplehurst (3 to 4 pairs of 2 or 3 bedroom semi-detached houses)

**Policy 9:** Land behind the White Horse public house, Maplehurst (the number of dwellings to be determined by a mixed use scheme that retains and improves the public house)

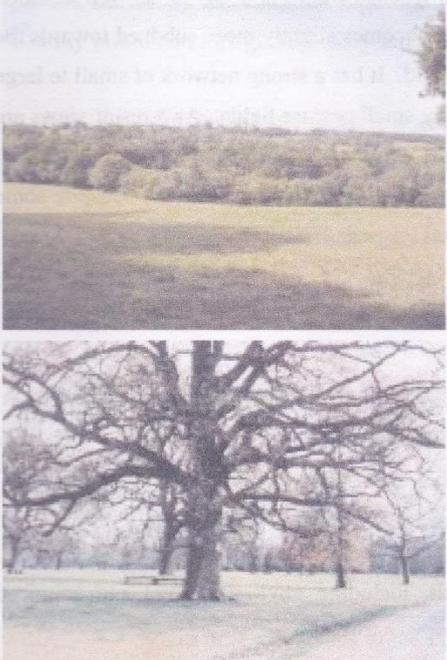
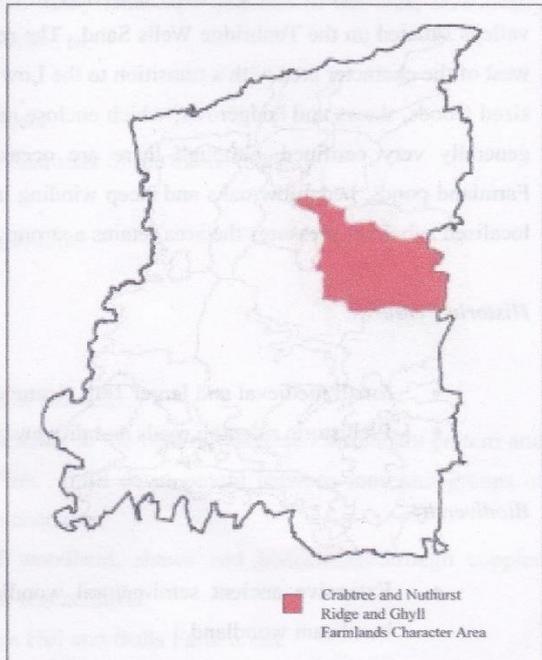
The Neighbourhood Plan can be found on the following websites:

- [nuthurstplan.wordpress.com](http://nuthurstplan.wordpress.com)
- [nuthurst.parishcouncil.net](http://nuthurst.parishcouncil.net)

## Appendix B

### Landscape Character Assessment (Source: Horsham District Council 2003)

**M1 CRABTREE AND NUTHURST RIDGE AND GHYLL FARMLANDS**

**Key Characteristics**

- Steep wooded ridges and ghylls.
- Strong pattern of woodlands, shaws and hedgerows.
- Ancient hedgerow oaks.
- Small to medium size irregular and regular-shaped pasture fields.
- Field ponds and small lakes.
- Numerous historic parks and gardens, e.g. Leonardslee, Sedgwick Park, Denne Park.
- Dispersed settlement pattern of farmsteads, and small hamlets, e.g. Nuthurst.
- Confined views.
- Traditional local building materials of sandstone, brick and tile hanging.



### *Overall Character*

This is a well wooded and enclosed landscape of steep wooded ridges and ghylls, as well as small valleys situated on the Tunbridge Wells Sand. The relief becomes slightly more subdued towards the west of the character area with a transition to the Low Weald. It has a strong network of small to large sized woods, shaws and hedgerows, which enclose mainly small pasture fields. As a result views are generally very confined, although there are occasional long views over the undulating ridges. Farmland ponds, hedgerow oaks and steep winding lanes are also distinctive features. Despite some localised suburban pressures the area retains a strong rural unspoilt character.

### *Historic Features*

- Small medieval and larger 18th Century/19th Century field carved out of woodlands.
- Prehistoric ridgetop roads and droveways.

### *Biodiversity*

- Extensive ancient semi-natural woodlands, including ghyll woodland and coppiced hornbeam woodland.
- The hedgerow and shaw network provides important wildlife corridors.
- Small areas of heathland

### *Key Issues*

- Decline in coppice management of woodlands.
- Decline in hedgerow management associated with expansion of horse paddocks.
- Introduction of suburban features in localised areas, e.g. intrusive gates, fences.

### *Landscape Condition*

Overall condition is good, although there are localised areas where it is declining due to loss of hedgerows.

### *Sensitivity to Change*

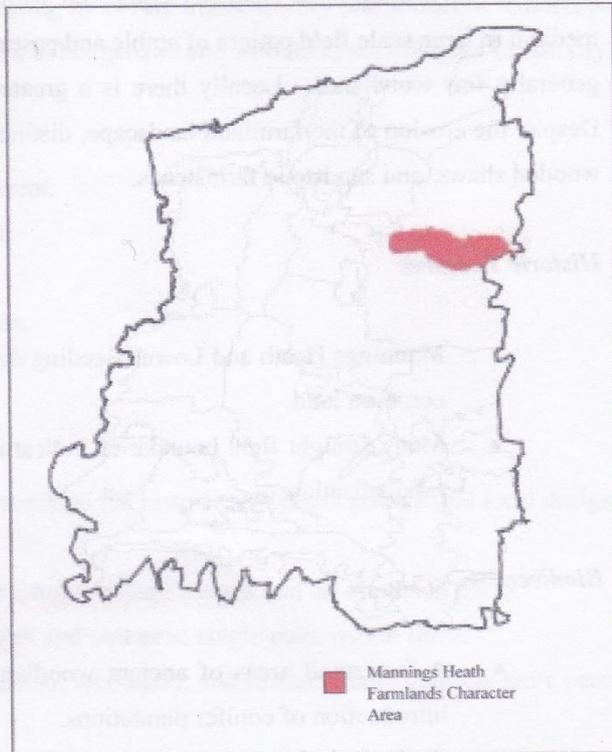
Overall sensitivity to change is high due to the many landscape qualities of the area, and locally visually prominent topography. Key sensitivities are to:

- Any large scale housing development.
- Incremental improvements to the character of the minor roads.
- Suburbanisation.
- Changes in traditional land management.

### *Planning and Land Management Guidelines*

- Conserve the strongly rural unspoilt character.
- Ensure any new development responds to the historic dispersed settlement pattern and local building design and materials. Infill development between looseknit groups of cottages along lanes would erode character.
- **Conserve** the strong pattern of woodland, shaws and **hedgerows** through coppice management, planting and natural regeneration.
- Plant new woodlands in the Prings Hill and Bulls Farm areas.
- Encourage the planting of tree groups around modern farm buildings.
- Maintain and manage small field ponds and lakes.
- Conserve and restore historic parklands as appropriate.

## N1 MANNINGS HEATH FARMLANDS



### *Key Characteristics*

- Broad flat topped ridge and undulating valley.
- Open character.
- Mixed arable/pasture farmland with a fragmented hedgerow pattern
- Hammer ponds and field ponds.
- Patches of remnant heathland.
- Local historic vernacular of sandstone, tile hanging and brick.
- Scattered farmsteads along roads. Small linear villages/hamlets of Mannings Heath and Lower Beeding.



### ***Overall Character***

This area has a more open character compared with adjacent High Weald character areas. It has a medium to large scale field pattern of arable and pasture farmland, a fragmented hedgerow pattern, and generally few woodlands. Locally there is a greater degree of enclosure around Mannings Heath. Despite the erosion of the farmland landscape, distinctive characteristics include patches of heath, tall wooded shaws, and sandstone farmsteads.

### ***Historic Features***

- Mannings Heath and Lower Beeding developed from 19th Century encroachments onto common land.
- Many straight field boundaries indicating parliamentary enclosure or more recent field rationalisation.

### ***Biodiversity***

- A few small areas of ancient woodland, some of which have been degraded by the introduction of conifer plantations.
- Ecological character is weakened by intensive arable agriculture with relatively few hedgerows.

### ***Key Issues***

- Past **loss of hedgerows**.
- Recreational pressures, e.g. golf course development.
- Introduction of suburban features along main roads.

### ***Landscape Condition***

The condition of the landscape is considered to be declining due to the extent of intensive arable agriculture, loss of hedgerows and visual intrusion of urban development.

### *Sensitivity to Change*

Overall sensitivity to change is moderate, reflecting moderate intervisibility and moderate landscape qualities. However, areas with a stronger network of hedgerows and woodland are of higher sensitivity.

Key sensitivities are to:

- Large scale recreational development.
- Introduction of suburban features.
- Infill development along roads.
- High density housing development.

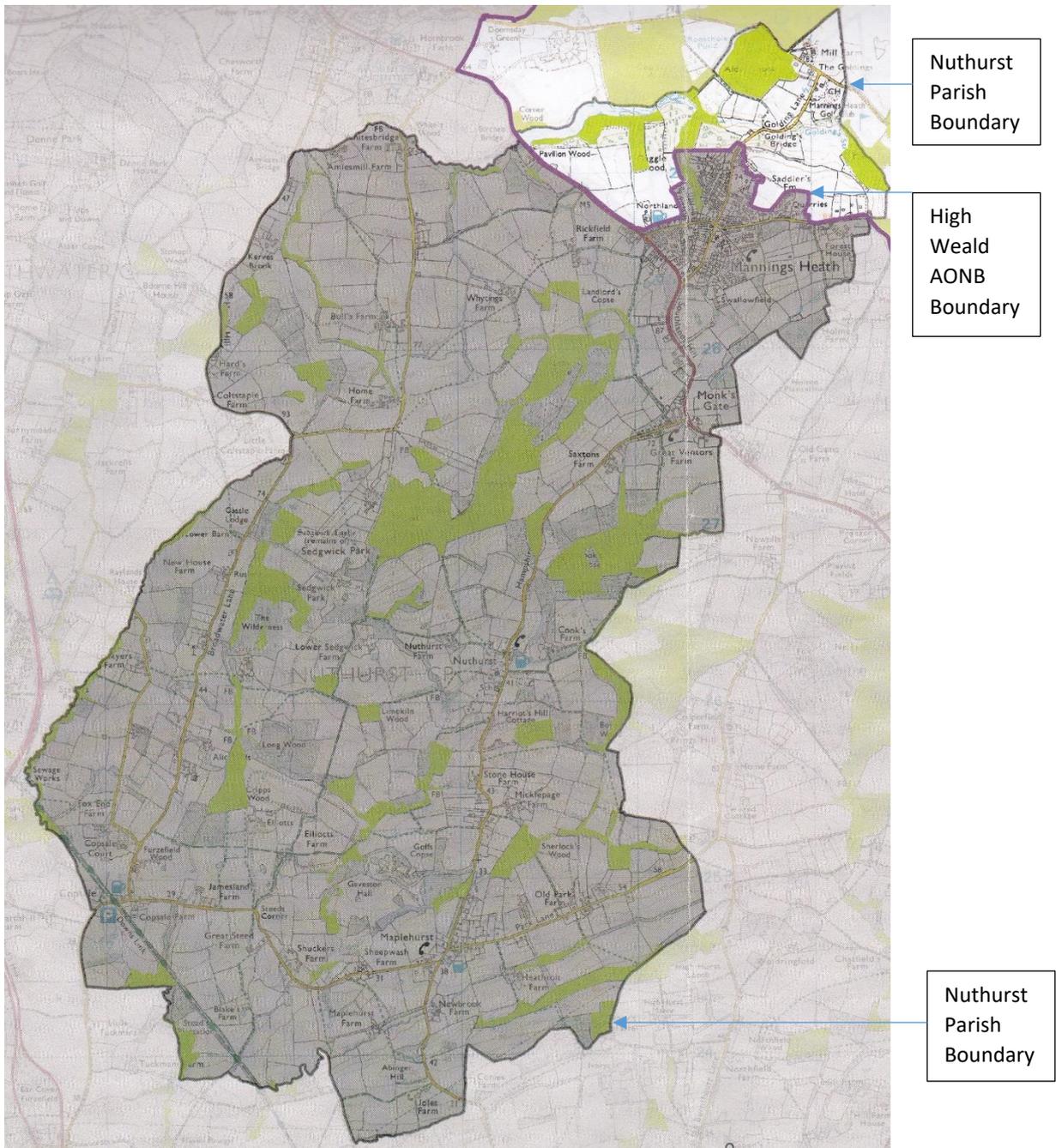
### *Planning and Land Management Guidelines*

- Ensure any new development responds to the historic settlement pattern and local design and materials.
- Conserve and enhance tree cover around village fringes and on approach roads.
- Restore lost, fragmented hedgerows and conserve single oaks within them.
- Conserve and manage existing ancient woodland, and restore where conifers have been introduced.
- Conserve remnant patches of heathland and seek opportunities to restore heathland.
- Conserve and manage ponds.

## Appendix C

### Ancient Woodland

Map extracted from High Weald AONB Landscape Character: Ancient Woodland, Nuthurst Parish



Ancient Woodland 

## Appendix D

### Lists of Ancient Routeways and Ancient Farms

These are extracted from the maps of historic routeways and historic settlements in the High Weald AONB Landscape Character series of maps for Nuthurst Parish. The map of historic routeways only shows the ancient routeways that pass through the High Weald AONB. The map of historic settlements, including ancient farms, only notes those ancient farms in the part of the Parish that lies in the AONB, ie the northern fringes of Mannings Heath. There are likely to be other ancient routeways and farms in other parts of the Parish.

**Note: that the aim of the High Weald AONB is to protect the historic pattern of settlements in its designated area.**

#### Ancient routeways:

- Hammerpond Road, Mannings Heath to Doomsday Green, Horsham
- Goldings Lane and Church Road, Mannings Heath
- Winterpit Lane, Mannings Heath
- The Brighton Road (A281) from Horsham to Monks Gate, and beyond.
- Sedgwick Lane from the A281 past Bulls Farm to Home Farm, Sedgwick

#### Ancient farms: (some of the buildings have since disappeared)

- Northlands Farm, off Pound Lane, Mannings Heath
- Pavilion Farm, to the east of Gaglewood, Mannings Heath
- Goldings Lane Farm, Mannings Heath, on the site now occupied by "Lower Goldings"
- Mill Farm, Hammerpond Lane, Mannings Heath (now used by Mannings Heath Golf Club for storage)

## Appendix E

### **Verges – who owns them and is responsible for them?**

**Note:** this is the current position (June 2016) as advised by West Sussex County Council, Highways Department.

West Sussex County Council (WSCC) says that a few verges are privately owned but for the most part, WSCC is responsible for them.

Verges along urban roads (30mph sections) are cut 7 times per year by WSCC. Verges alongside other roads are cut 3 times per year. Generally, only a metre width is cut so that verges can also serve as a footpath.

WSCC says that residents can cut verges, even though they do not own them, provided that they do not put themselves and road-users at risk of accident. However, this will not save WSCC any money as contractors receive a fixed, lump sum for cutting all the verges.

WSCC no longer install bollards to protect verges and does “not support” residents who place objects such as stones or wood upon verges. Residents should be aware that this action could leave them open to legal challenge in the event of vehicle damage or injury.

## **Appendix F**

### **Evidence base**

The list below contains the documents reviewed in the process of preparing this Parish Design Statement.

- Nuthurst Parish Council, State of the Parish Report 2014
- Nuthurst Parish Council, Neighbourhood Plan Community Survey 2014
- Nuthurst Parish Council, Neighbourhood Plan 2015
- Horsham District Council, Horsham District Planning Framework 2015
- Horsham District Council, Landscape Character Assessment 2003
- Horsham District Council, Sport, Open Space and Recreation Assessment 2014.
- West Sussex County Council, Car Parking in New Residential Developments, September 2010.
- West Sussex County Council, Landscape Management Guidelines, HW4, High Weald Fringes, undated
- High Weald Area of Outstanding Natural Beauty, Landscape Character maps for Nuthurst Parish created on 2016-03-24

## Appendix G



### **ACKNOWLEDGEMENTS**

*The Parish Council acknowledges with thanks the following members of the Working Group who made contributions to the Parish Design Statement:  
Councillor Owen Hydes OBE (Chair), Councillor Jill Chayter, Dennis Livingstone and Richard Webber*

*Carol Hydes took the photographs*

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## Report to Cabinet

25<sup>th</sup> May 2017

By the Cabinet Member for Waste, Recycling & Cleansing

### DECISION REQUIRED

Not Exempt



## Waste and recycling collections from isolated access properties - Phase 2

### Executive Summary

In 2009 the Council procured 4 x12 tonne small capacity refuse collection vehicles which provide services to properties that are isolated, have restricted access or have long driveways. The cost of providing waste collections to these properties is much greater due to the loss of productivity time. In addition, our staff are often faced with challenging vehicle manoeuvres which necessitate reversing out on to the highway. This report seeks to reduce expenditure by reducing the number of small vehicles from 4 x12 tonne vehicles down to 2 x 15/16 tonne vehicles - which are part of the larger fleet procurement exercise.

Cabinet previously approved the implementation of Phase 1 at its meeting in July 2016. Phase 1 primarily focused on properties with unmade tracks and electrical gated access arrangements. This phase was implemented over the summer and was generally well received. This report proposes an additional 200 properties across the district (Appendix 1) to be included in Phase 2. This will enable further efficiencies to be made to the service and remove driving risks by re-designating collection points at the public highway. These properties will be serviced by either 15/16 tonne or 26 tonne refuse vehicles.

This report seeks that further phases of collections from isolated properties are agreed by the Director of Community Services in consultation with the Cabinet Member for Waste and Recycling. If the recommendations contained in this report are agreed, the Council proposes to write to the affected property owners and inform them of new collection points located at the highway with a 28-day period of consultation prior to any changes being implemented. The Council will continue to provide assisted collections to residents meeting the relevant criteria.

### Recommendations

That the Cabinet is recommended:

- i) To agree Phase 2 of the revised collection points for properties serviced by small capacity vehicles as set out in appendix 1.
- ii) To delegate authority to the Director of Community Services in consultation with the Cabinet Member for Waste and Recycling to agree and implement further phases of isolated property collections.

## **Reasons for Recommendations**

The service provided by small 12 tonne collection vehicles costs the Council over three times more than a service provided by a 26 tonne collection vehicle. Collections from remote properties increase the exposure of our refuse crews to challenging vehicle manoeuvres onto the highway. In addition, third party claims are made against the Council for damage to property (grassed lawns, paving damage, trees etc) due to restricted access and manoeuvring arrangements.

## **Background Papers**

Report to Cabinet July 21st 2016 - Isolated property collections Restricted Access

**Wards affected:** All wards (Appendix 1)

**Contact:** John McArthur, Head of Waste, Street Scene and Fleet.

## **Background Information**

### **1 Introduction and Background**

- 1.1 The Council will return to a Rear End Loading fleet comprising of 18 x 26 tonne and 2 x 15/16 tonne vehicles in February 2018. The current collections system requires 4 x 12 tonne vehicles which will be replaced by 2 x 15/16 tonne vehicles which gives a similar fleet contingency deployed prior to the introduction of side loaders. In order to meet service demand there will be a transitional period during which the Council needs to reduce the total number of properties currently serviced by the 4 x 12 tonne vehicles. This will be achieved by re-defining collection points at the majority of specific properties, to the main highway using 26 tonne collection vehicles. This would result in a much-reduced requirement to be catered for by the 2 x 15/16 tonne vehicles, which form part of the new collections fleet.
- 1.2 When providing services to remote properties the Council is exposed to disproportionate service costs and the risk of damage to private property.

### **2 Relevant Council policy**

- 2.1 Implementing the proposed waste collection changes will support:

Efficiency - Great value services, through the delivery of a more cost effective, productive waste collection service, which minimises damage to Council vehicles.

Environmental - manage our natural and built environment- by enabling more households to have access to a kerb-side service. Also reduced CO<sub>2</sub> emissions resulting from fewer specialist vehicle journeys.

- 2.2 The Council's waste collections policy is enabled by legislation, which permits collection points to be defined and therefore the Council policy is to apply this consistently to remote properties across the district.

### **3 Details**

- 3.1 An additional review of isolated properties has been undertaken. This has identified nearly 200 properties within ward /parish areas referred to in Appendix 1. The service delivery model will be changed to improve efficiency, health and safety, financial risk and resilience.
- 3.2 The proposal continues to offer customers access to the same collection of materials in line with Council policy and relevant legislation.

### **4 Next Steps**

- 4.1 If this proposal is agreed, letters will be issued to each of the affected properties informing them of the changes and allowing owner/occupiers a reasonable time (28 days) to discuss the proposed changes.

- 4.2 It is proposed that further phases will be implemented over the next 3 years, with around 1,200 properties being subject to future phases as identified during the initial phase of the recent collection round route optimisation review. The total efficiency savings for 1,200 properties will be approximately £190k over an estimated 3 year period.

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

- 5.1 The Cabinet Member's Policy Development and Advisory Group (PDAG) have been consulted on Phase 2.
- 5.2 The Councils Monitoring Officer and Director of Corporate Resources have been consulted and their comments have been incorporated in to this report.
- 5.3 Where appropriate Ward Councillors have been informed of the number of properties that are likely to be affected by these proposals.

## **6 Other Courses of Action Considered but Rejected**

- 6.1 The service can remain unchanged, however, this exposes the Council to unacceptable and avoidable risks including damage to vehicles and property, disproportionate cost, Health and Safety risks (e.g. reversing onto public highway) and damage to third party property.

## **7 Resource Consequences**

- 7.1 The Council currently requires specialist 4 x12 tonne collection vehicles with 5 tonne payloads. By moving collection points to the public highway collections can be undertaken using 26 tonne vehicles with 11 tonne payloads, which drives down the cost of collection and improves logistical capability when transporting waste to its final destination.
- 7.2 Part of the efficiency saving is measured against current service provision using a 12 tonne vehicle entering the demise of each property, compared to service provision costs for a 26-tonne collection vehicle, collecting from the edge of the public highway. A potential efficiency saving of around £41,000 (£205 per property) can be achieved given that collection costs are approximately three times higher when using a small capacity vehicle.
- 7.3 The current fleet of 4 x 12 tonne REL's which are all nearing the end of their useful economic life will be replaced by 2 x 15/16 tonne REL's, which will save approximately £100,000 against the capital budget.
- 7.4 Staffing requirements will change slightly, however the impact will be absorbed within the operational staffing establishment.

## **8 Legal Consequences**

- 8.1 The Environmental Protection Act 1990 at sections 45 and 46, offers authorities the power to review collections where disproportionate costs are incurred for service provision and in addition, gives the Council powers to determine where and at what time waste and recycling containers should be placed out for collection by residents.

## **9 Risk Assessment**

- 9.1 Lack of acceptance on the part of the property owner maybe a risk, however we will consider variations on a case-by-case basis if appropriate. In Phase 1 of the review, lack of acceptance was not a significant issue
- 9.2 The revised collection arrangements will reduce the risk associated with vehicle and property damage and improve health & safety exposure to our crews when considered against reversing manoeuvres undertaken in tight restricted spaces or directly onto the highway.

## **10 Other Considerations**

- 10.1 The proposal adds value in terms of sustainability and reduction in carbon footprint and enables more properties to have access to the kerbside recycling service.

## Appendix 1 – Phase 2

Table 1: Property distribution across Wards / Parishes where properties will be affected by revised waste collection points.

<b>Ward</b>	<b>Property Numbers</b>
Itchingfield, Slinfold & Warnham	34
Cowfold, Shermanbury & West Grinstead	29
Steyning	26
Bramber, Upper Beeding & Woodmancote	23
Chanctonbury	22
Henfield	19
Rusper & Colgate	19
Holbrook West	9
Chantry	8
Southwater	6
Billingshurst & Shipley	5
<b>Total</b>	<b>200</b>

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

## **FORWARD PLAN**

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

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

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

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

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

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

To contact Committee Services:

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

Tel: 01403 215123

Published on 01 May 2017

**Page 118** **What is a Key Decision?**

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

(i) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(ii) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
1.	<b>Future of the Revenues and Benefits Service</b> Policy Development Advisory Group 8 May 2017	Cabinet	25 May 2017	Part exempt	Jane Eaton, Director of Corporate Resources jane.eaton@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
2.	<b>Horsham District Housing Strategy position statement</b>  Policy Development Advisory Group 15 May 2017	Cabinet	25 May 2017	Open	Natalie Brahma-Pearl, Director of Community Services natalie.brahma-pearl@horsham.gov.uk  Cabinet Member for Housing and Public Protection (Councillor Philip Circus)
3.	<b>Nuthurst 'Parish Design Statement' - agreement to adopt as planning guidance</b> Policy Development Advisory Group	Cabinet	25 May 2017	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
4.	<b>S106 Commuted sum funding for Hyde Housing at Christs Hospital</b> Policy Development Advisory Group 15 May 2017	Cabinet	25 May 2017	Open	Rob Jarvis robert.jarvis@horsham.gov.uk  Cabinet Member for Housing and Public Protection (Councillor Philip Circus)
5.	<b>Pay Policy Statement</b>	Council	21 Jun 2017	Open	Robert Laban, HR & OD Manager robert.laban@horsham.gov.uk
6.	<b>Waste and recycling collections from isolated properties - phase 2</b> Policy Development Advisory Group 18 May 2017	Cabinet	25 May 2017	Open	John McArthur, Street Scene & Fleet Manager john.mcarthur@horsham.gov.uk  Cabinet Member for Waste, Recycling and Cleansing (Councillor Roy Cornell)
7.	<b>Commercial Waste - Skip Hire Service</b> Policy Development Advisory Group	Cabinet	Before 30 Jun 2017	Part exempt	John McArthur, Street Scene & Fleet Manager john.mcarthur@horsham.gov.uk  Cabinet Member for Waste, Recycling and Cleansing (Councillor Roy Cornell)

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
8.	<b>Town Centre car parks - investment</b> Policy Development Advisory Group 17 May 2017	Cabinet	Before 30 Jun 2017	Part exempt	Chris Lyons, Director of Planning, Economic Development and Property chris.lyons@horsham.gov.uk  Cabinet Member for Local Economy (Councillor Gordon Lindsay)
9.	<b>Horsham Town Centre Vision</b> Policy Development Advisory Group	Cabinet	21 Sep 2017	Open	Barbara Childs, Head of Strategic Planning and Sustainability barbara.childs@horsham.gov.uk  Leader (Councillor Ray Dawe)
10.	<b>Creation of a vehicle for the delivery of housing</b>  Policy Development Advisory Group	Cabinet	20 Jul 2017	Open	Brian Elliott, Property & Facilities Manager brian.elliott@horsham.gov.uk  Cabinet Member for Finance and Assets (Councillor Brian Donnelly)
11.	<b>Consideration of business case for shared building control service with Crawley and Arun councils</b>  Policy Development Advisory Group	Cabinet	20 Jul 2017	Open	Steve Shorrocks, Building Control Manager stephen.shorrocks@horsham.gov.uk  Cabinet Member for Planning and Development (Councillor Claire Vickers)

	<b>Subject/Decision</b>	<b>Decision Taker</b>	<b>Date(s) of decision</b>	<b>Is all or part of this item likely to be dealt with in private</b>	<b>Contact Officer</b> <b>Cabinet Member</b> (NB include name, title and email address)
12.	<b>Children's Play Strategy 2017-2027</b> Policy Development Advisory Group	Cabinet	21 Sep 2017	Open	Trevor Beadle, Head of Community & Culture trevor.beadle@horsham.gov.uk  Deputy Leader and Cabinet Member for Leisure and Culture (Councillor Jonathan Chowen)