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Planning and Development Policy Development Advisory Group

Thursday, 3rd November, 2016 at 10.00 am

The Access to Information Procedure Rules are not applicable to Policy Development Advisory Groups and members of the public may not attend. Members of the Council who are not members of the Policy Development Advisory Group may attend to observe the proceedings, seating for which will be provided, subject to providing advance (by 17:00 on the day before the meeting) written notification to the Chairman and clerk of the meeting.

Councillors:

Claire Vickers (Chairman)

Toni Bradnum
Paul Clarke
Liz Kitchen
Paul Marshall

Christian Mitchell
Godfrey Newman
Brian O'Connell
Michael Willett
Tricia Youtan

You are summoned to the meeting to transact the following business

Agenda

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1. Apologies for absence	
2. To approve the notes of the previous meeting	3 - 6
To approve as correct the notes of the meeting held on 8 September 2016.	
3. Site Allocations - Employment Sites	
The Inspector at the HDPF Examination concluded that additional land was required for employment. A call for sites was undertaken in spring 2016 and these sites are being assessed for their suitability for this use. The Cabinet Member wishes to seek the advice of the group on the next steps in this work.	
4. Scheme of Delegation	
Discussion on amendments to the scheme of delegation to remove some items from an automatic referral to determination by Committee. Potential changes to be discussed are:	

- Applications where the proposal is contrary to policy, but if refused does not result in an actual departure from the Development Plan policy;
- Applications to amend proposals that have previously been approved by Committee
- Increasing the number of letters of a contrary view to the recommendation to 10
- Section 106 amendments
- Removing non planning HDC staff applications

The right for a Councillor to call an application to committee will not be altered and are to remain as existing. This ensures that any application where there is public or Member interest, will be brought to Committee.

5. **Neighbourhood Planning Update**

Horsham district has over 90% coverage of parishes or Neighbourhoods progressing Neighbourhood Development Plans. The latest position on these plans may be viewed on the Council's website here:

<https://www.horsham.gov.uk/planning/neighbourhood-planning/advice-notes-and-forms>

Public Document Pack Agenda Item 2

Planning and Development Policy Development Advisory Group **8 SEPTEMBER 2016**

Present: Councillors: Claire Vickers, Toni Bradnum, Paul Marshall,
Michael Willett and Tricia Youtan

Apologies: Councillors: Paul Clarke, Liz Kitchen, Christian Mitchell,
Godfrey Newman and Brian O'Connell

Also Present: Leonard Crosbie and Nigel Jupp

6 **TO APPROVE THE NOTES OF THE PREVIOUS MEETING**

The group approved the notes of the meeting held on 14 July 2016.

7 **DISCUSSION ON DEPARTURE APPLICATIONS GOING TO COMMITTEE**

The Development Manager explained that clause 3.12 of part 3F of the constitution of the council '*non delegated planning matters*' required that all departure applications be heard by a Development Management Committee. The clause meant that a departure application with no support for approval would have to be heard by a Committee rather than being refused by an officer under the scheme of delegation. Departures recommended for approval would still be required to be heard by a committee. Members noted:

- The time and resource saving of the proposed amendment
- That the public would not have to attend a Committee for a departure application that would be refused anyway
- That the proposed amendment would need consideration by the Monitoring Officer

The Planning and Development Policy Development Advisory Group endorsed the proposal that the constitution be amended and recommended that the Constitution Review Group consider the amendment as part of its constitution review.

The proposed change to the scheme of delegation would be reported to Council.

8 **STATEMENT OF COMMUNITY INVOLVEMENT (SCI) - CONSULTATION** **DRAFT**

The Head of Strategic Planning and Sustainability introduced the draft Statement of Community Involvement (SCI) that had been circulated to Members with the agenda pack. It was explained that the existing SCI needed to be refreshed in order to reduce its size and increase its readability for the

benefit of the public. The existing SCI also referred to revoked legislation so it was timely to prepare a new draft encompassing all necessary changes than to rely on incremental change.

Consequent to recent legislative and constitutional change, the new draft SCI was easier to comprehend and used less technical language whilst maintaining the same structural content. Cabinet would be recommended to approve the draft SCI on 22 September for a consultation period of 6 weeks. Cabinet would receive the outcome of the consultation at its meeting in November.

Members asked about:

- Whether the draft SCI covered matters like notifying adjoining properties about planning applications and whether there was a checklist for officers to ensure notifications had been given;
- Whether relevant links to the Council's constitution needed to be made explicit; and
- The consideration given to the publication and promotion of the draft SCI consultation.

Officers responded:

- That the document was about consultation on the planning process and that feedback about notices would be noted. However, the existing process of notification, including the validation process, was considered appropriate;
- That reference links within the draft SCI to the Council's constitution will be made more explicit;
- That publication of the draft SCI would include social media, press releases, the Council's website and a notice in the District Post. Officers would consider whether any other publications should be used, subject to cost.

The group resolved that Cabinet member for Planning and Development be advised that the draft SCI be forwarded to Cabinet on 22 September.

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UPDATES

The group heard the following updates from officers:

- I. The CIL Draft Charging Schedule and Draft Planning Obligations and Affordable Housing SPD documents considered at the last meeting of the policy development advisory group (minute reference 3) were scheduled for Cabinet on 22 September. Minor changes had been made consequent to the advisory meeting. As proposed and supported at the last meeting of the group, Cabinet would be recommended to *zero-rate* large strategic sites with existing permission where there is sufficient evidence to do so. Any Proposed Modifications will be subject to

consultation. The Cabinet Member explained that the changes would be subject to examination and that submission to the inspector was expected in November.

Members discussed:

- Whether such a similar policy position was nationwide.
- There would be any impact on any forthcoming neighbouring sites to the existing strategic development sites.
- The impact of any potential material change to an existing application.

Officers explained that:

- The recommended approach was nationwide and was becoming industry standard.
- The recommendation was only for the identified strategic development sites.
- Any material changes to existing applications would be considered on a case-by-case basis.

- II. The Head of Strategic Planning and Sustainability provided a further update on the progress of neighbourhood planning; Shermanbury was now at examination stage and Thakeham would be the next plan to be examined. More work was being undertaken with Storrington, Sullington & Washington and Pulborough. The government had just published a procedure focussed Neighbourhood Planning Bill and a link to that Bill would be circulated to the group along with an update on the progress of all neighbourhood plans.
- III. Members heard a summary of evidence gathered to date on the Site Allocations Document, including the Horsham District Hotel and Visitor Accommodation Study which would be forwarded to the group. Members enquired about Gypsy and Traveller site allocation and were informed that the HDPF included sufficient sites for a 5 year supply and that the Site Allocations Document would address the long term allocation.
- IV. An all-member briefing would be forthcoming to engage members with the land north of Horsham strategic site, consequent to an outline application for development being considered at Committee. Members urged that consideration be given to communication options in order to alleviate any public misperceptions.

The meeting closed 11.25 am

CHAIRMAN