

Consultee	Summary of Representation	Outcome
Highways England	<p><b>Part 2, Planning Policy, Who will be consulted?</b> – quotes old 2012 regulations referring to previous name, Highways Agency. Therefore to avoid potential confusion suggest insert in brackets "(now known as Highways England)". May wish to do likewise for other organisations such as the former Homes and Communities Agency.</p>	<p>Comments noted. Add (<i>as amended</i>) to the end of all references to the Town and Country Planning (Local Planning) (England) Regulation 2012.</p> <p>Clarification made to names of statutory consultees as specified.</p>
	<p><b>Part 3, Development Management</b> – To assist others in understanding how the system operates, may wish to include text referring to the roles and responsibilities of statutory consultees.</p>	<p>The involvement of statutory consultees in both pre-application and planning application stages is vitally important. The draft SCI reflects this within the pre-application consultation section by stating ‘we recommend that any development scheme is developed involving consultation with local residents, organisations and other <b>key stakeholders</b> in addition to the Council and prior to submitting any planning applications for major developments and other complex developments, which would invoke significant public interest.’ The planning application publicity section also states ‘consult all parish/neighbourhood councils, <b>statutory consultees</b> and other relevant organisations on planning applications within their parish/neighbourhood or administrative area. No change required.</p>
Waverley Borough Council	No comment on any specific issues.	Comments noted. No change required.

<p>Gatwick Airport</p>	<p><b>Part 2, Planning Policy, Who will be consulted?</b> – Airport operators are a statutory consultee by way of ODPM/DfT Circular 01/2003 ‘Safeguarding of aerodromes &amp; military explosives storage areas: The Town &amp; Country Planning (Safeguarded Aerodromes, Technical Sites &amp; Military Explosives Storage Areas) Direction 2002. Request inclusion in list of statutory consultees and that mention is made of relevant circular.</p>	<p>Circular 01/2003 refers to a direction which requires local planning authorities to consult on planning applications. The circular also refers to local plans but only states that a local plan includes a statement that certain applications will be consulted on. Airport operators are not listed under the terms of The Town and Country Planning (Local Planning)(England) Regulations 2012 (as amended) and will therefore not be included in the list of statutory consultees. Reference to Airport Operators (which includes Gatwick Airport) will be included in the additional list of consultee/stakeholders.</p>
<p>Southern Water</p>	<p>Document has been reviewed. No comments.</p>	<p>Comments noted. No change required.</p>
<p>Nuthurst Parish Council</p>	<p>Page numbers and paragraph numbers would have been preferable.</p>	<p>Formatting of document amended to include page and paragraph numbers.</p>
	<p><b>Part 2, Planning Policy, Local Planning Documents</b> – Parish Design Statements should be recognised as SPDs.</p>	<p>Whilst Design Statements are written by local communities, as the Planning Authority Horsham District Council oversees the process and provides advice and input where necessary leading to an eventual adoption as a Supplementary Planning Document (SPD). No change required.</p>

	<p><b>Part 3, Development Management, Pre-application Planning Advice</b> – Pre-application advice (particularly to a commercial developer) should be made publically available on the Planning Portal when the applicant submits a planning application.</p>	<p>Pre-application correspondence between an applicant/developer and the Council is confidential because at that stage it is just a concept which may or may not be pursued. If it is pursued it may be subject to significant change. The Council and the government strongly encourage applicants and developers to carry out public consultation prior to the submission of a planning application to help inform what any submission will be, and this is clear within the Governments Planning Practice Guidance.</p> <p>The local plan review (and Neighbourhood Plans), where future sites are allocated provides for public consultation from the Council, together with public consultation which takes place at the formal submission of a planning application.</p> <p>It is also considered that if pre-application schemes were made public at a very early concept stage it would discourage the development industry from using the pre-app process, which is encouraged as best practice by Government. This would mean that officers would not have the opportunity to try to improve schemes, and more schemes may be submitted which are unacceptable.</p> <p>No change required.</p>
<p><b>Part 3, Development Management, Pre-application Consultation</b> – Early engagement with the local community should be carried out by developers attending a meeting of Parish Council held in public so that they can present their proposals prior to making an application and hear any views from the public.</p>		
<p><b>Part 3, Development Management</b> – Developers and local communities frequently have different requirements and are often in conflict. Rural communities want smaller houses for younger people and older people to downsize and to protect their countryside.</p>		

Denne Neighbourhood Council	<p><b>Part 3, Development Management, Pre-application Consultation –</b> Request an extra clause in Development Management section stating that it is a requirement for an applicant submitting an amendment to an application to include a statement detailing the changes or additions.</p>	<p>An additional bullet point has been added to the end of the Pre-Application Consultation section which reads <i>‘when developers are proposing to amend a scheme which already has permission they are still encouraged to undertake pre-application consultation with the Council, local communities and stakeholder. They are also requested to submit a statement as part of a final application clearly setting out what the proposed changes are.’</i></p> <p>Requiring an applicant to submit a statement of amendments would require a change to the validation checklist, which has only recently been updated following a formal public consultation. However this can be considered as part of the next review.</p>
	<p><b>Part 1, An Introduction to getting involved in shaping the future of Horsham District, Where can planning documents be viewed? –</b> clarification required on whether paper copies can be provided on request?</p>	<p>Yes, one per Parish/Neighbourhood Council. Amend relevant sentence to <i>‘Hard copies of draft planning policy documents.....’</i></p>
	<p><b>Part 2, Planning Policy, What is Planning Policy? –</b> Opening sentence needs redrafting</p>	<p>Sentence amended to read <i>‘Planning Policy involves making plans that help to decide where and when development takes place’.</i></p>
	<p><b>Part 2, Planning Policy, Adoption of Planning Documents –</b> Second paragraph, second sentence – Should it be ‘adopting’ instead of ‘adapting’?</p>	<p>No, Full Council is responsible for both the approval and adaption of the Council budget.</p> <p>No change required.</p>

	<p><b>Part 2, Planning Policy, Community Infrastructure Levy, Key Stages of Production Table – Who is consulted?</b></p>	<p>Since production of the Draft SCI and related consultation; the CIL Regulations have been updated. There is no longer a requirement to produce a Preliminary Draft Charging Schedule. The SCI has been updated to reflect this. In terms of ‘who is consulted’ this would be statutory consultees and other organisations / bodies as set out in ‘Who will be consulted?’ section of the SCI.</p>
	<p><b>Part 2, Planning Policy, Monitoring and Review – What does LDS mean?</b></p>	<p>The purpose of a Local Development Scheme (LDS) is outlined in the fourth section of the Statement of Community Involvement – Part 2 – Planning Policy.</p> <p>No change required.</p>
	<p><b>Part 3, Development Management, Pre-application Planning Advice – Link to webpage does not work.</b></p>	<p>Comments noted. Link to webpage inserted.</p>
	<p><b>Part 3, Development Management, Making a decision, Planning Committee – Does the 35 day rule (outlined in bullet point 3) only apply to District Councillors?</b></p>	<p>District Councillors only, in accordance with the Councils constitution. It is considered that lengthening the period of consultation for any other parties, beyond our statutory requirements, would slow the planning system down. No change required.</p>
	<p><b>Part 3, Development Management, Making a decision – web link to Constitution links to complete document, it would be more helpful to quote the specific section.</b></p>	<p>Comments noted. Constitution should be read as a whole. No change required.</p>

Surrey County Council	Pleased to see included in list of statutory consultee. No comments.	Comments noted. No change required.
Billingshurst Parish Council	Page numbers and paragraph numbers would have been preferable.	Formatting of document amended to include page and paragraph numbers.
	<p><b>Part 1, An Introduction to getting involved in shaping the future of Horsham District, Why involve local communities in planning issues?</b> – Third paragraph, second sentence – delete ‘to’ and put comma after ‘views’</p>	Comments noted. Amendment made as stated.
	<p><b>Part 2, Planning Policy, What is Planning Policy?</b> – Opening sentence needs redrafting.</p>	Sentence amended to read <i>‘Planning Policy involves making plans that help to decide where and when development takes place’</i> .
	<p><b>Part 2, Planning Policy, Neighbourhood Planning, What is the role of Horsham District Council?</b> – Key Stage Production Table, Stage 3 Independent Examination – should second sentence of Examination read ‘...any hearings the examiner may request.’?</p>	Comments noted. Second sentence amended to read <i>‘If required the Council will work with the examiner and relevant parish to organise any hearings the examiner may request.’</i>
	<p><b>Part 3, Development Management, Pre-application Consultation</b> – Second paragraph, second sentence – ‘communities’ should either have an apostrophe after it or, if referring to a single community should read ‘community’s’.</p>	Comment noted. Second sentence amended to read <i>‘..... by understanding the communities’ aspirations and reducing the scope for objections at a later stage’</i> .
	<p><b>Part 3, Development Management, Planning Application Publicity</b> – second paragraph – ‘Town and County Planning’ should read ‘Town and Country Planning’</p>	Comments noted. Amendment made as stated.

	<p><b>Part 3, Development Management, Making a decision</b> – sixth paragraph ‘Up-to-Date’ should read ‘Up-to-date’.</p>	<p>Comments noted. Amendment made as stated.</p>
	<p><b>Part 2, Planning Policy, Neighbourhood Planning, What is the role of Horsham District Council?</b> – In Key Stage Production Table, Stage 2 – is it possible for HDC to set out a timetable in which they will respond to stages of the process?</p>	<p>Comments noted. Timescales in which the Council will respond depends upon the complexity and issues within each Neighbourhood Plan. However, on receipt of documents for comments the Council will respond with the anticipated response date.</p> <p>No change required.</p>
	<p><b>Part 2, Planning Policy</b> – Would it be possible for HDC to make updates available on the progression of the Local Plan Review?</p>	<p>The Council has committed to ensuring the Local Plan Review process is communicated widely, including to Parish / Neighbourhood Councils and a programme of consultation is being prepared.</p> <p>No change required.</p>
	<p><b>Part 3, Development Management, Making a decision, Planning Committee</b> – Bullet Point 2 – Parish Council is not necessarily aware of the case officer recommendation within the 21 day consultation timescales and cannot request a referral to Committee. For example, the Parish Council requested to refer DC/18/1190 to Committee once the officers recommendation was available and was denied in accordance with para 3.2.2 (Part C.7) of Constitution. The Parish Council has taken a contrary view to the case officer on six applications in recent months. Can all applications that the Parish Council feel strongly about be considered at Committee?</p>	<p>The threshold for an application being heard at committee is in accordance with the Council’s constitution, and amendments to the constitution are a separate matter outside of the SCI (although it does inform the SCI). In terms of a Parish being able to call an application to committee it is perfectly acceptable for a Parish to call an application to committee subject to the officers’ recommendation (if the recommendation is not known at the time the comments are received). For example the</p>

	<p><b>Part 3, Development Management, Making a decision, Planning Committee</b> – The Parish Council is still of the opinion that the threshold for the number of objectors to an application should remain at 5 rather than the increase to 8 in 2017 and the proposal to increase the threshold further in April 2019.</p>	<p>Parish Council could say ‘we strongly object to this application and wish to speak at committee on this application in the event that the officers’ recommendation is for approval’. This would ensure that the application would only be heard at committee in the event of an officer view contrary to that of the Parish, but also ensure comments are received within the required consultation period. Comments noted. No change required.</p>
<p>Thames Water</p>	<p><b>Part 2, Planning Policy</b> – When carrying out the necessary early consultations with Thames Water in relation to the capacity of sewerage and water supply systems in accordance with Regulation 18 of the Town &amp; Country Planning (Local Planning) Regulations 2012, adequate time should be allowed for Thames Water to consider development options and proposals so that an informed response can be formulated. It is not always possible to provide a detailed response within a matter of weeks. Realistic consultation periods with water and sewerage undertakers need to be taken into account in the preparation of a Local Plan. It will be similarly important that Thames Water are consulted early regarding Neighbourhood Plans and their impact on water supply and sewerage capacity.</p>	<p>Comments noted. Timescales quoted are the statutory requirement. No change required.</p>
	<p><b>Part 3, Development Management</b> – Thames Water would expect to be consulted on most major planning applications. The adequacy of infrastructure can be a material consideration in deciding whether permission should be granted. Thames Water published 'Water Services Infrastructure Guide for LPAs on Planning Applications &amp; Development Plan Consultations which Thames Water Utilities as Statutory Water and Sewerage Undertaker' in June 2017, this will be of assistance when determining which applications to consult Thames Water on.</p>	<p>This is covered under Planning Application Publicity, forth bullet point ‘...statutory consultees and other relevant organisations on planning applications within their parish/neighbourhood or administrative area.’</p> <p>No changes required.</p>

<p>Horsham Society</p>	<p><b>Part 2, Planning Policy, Who will be consulted?</b> – request the inclusion of Horsham Society as a listed consultee.</p>	<p>Comments noted. Reference to ‘local residents’ associations’ already included – terminology is more generic than requested, enables other resident associations to be consulted. No change required.</p>
<p>Natural England</p>	<p>Supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. Unable to comment, in detail, on individual SCIs. Information on planning service Natural England provide is available on their website.</p>	<p>Comments noted. No change required.</p>
	<p>Ask that all planning consultations are sent electronically to the central hub for planning and development advisory service at <a href="mailto:consultations@naturalengland.org.uk">consultations@naturalengland.org.uk</a></p>	<p>A process matter which has been raised with the Business Support Team Leader.  No change required.</p>
<p>P Carter</p>	<p><b>Part 2, Planning Policy</b> – Consultee database affects the participation of residents with Internet accessibility problems and limits the pool of potential consultees to those who are either already registered or who are aware through media advertising. By contrast, stakeholders such as developers and land agents may be invited to become involved which is considered an advantage over local residents being guaranteed the opportunity to be able to influence emerging plan policies (including via SHELAA consultation process). It would useful for an explanatory leaflet to be included with newsletters mailed to all households on a regular basis by the County, District and Parish Councils as well as the annual Council Tax notifications.</p>	<p>An article was published in the ‘Our District’ Summer 2019 newsletter, which is sent to all residents. Further updates will continue in this publication and will encourage residents to register.</p>

	<p><b>Part 2, Planning Policy, Planning Document Preparation Process</b> – The consultation periods stated for Local Plan documents are the minimum required by the Regulations. It would be desirable to allow longer periods of consultation depending upon the significance and/or complexity of the DPD or SPD, as well as for all larger settlement Neighbourhood Development Plans.</p>	<p>The Council commits to undertaking the minimum consultation period but already regularly extends timescales where it is practical to do so.</p> <p>No change required.</p>
	<p><b>Part 3, Development Management, Pre-application Consultation</b> – Major Development planning applications - though developers' pre-application consultation with local communities and stakeholders is 'strongly encouraged' there is no requirement to take the views of local communities into account before finalising the application. Can developers be advised that failure to do so may provide additional grounds for refusal or required modification?</p>	<p>Some of this is discussed in response Nuthurst Parish Council representation, and therefore please also refer to that response. The wording of the draft SCI regarding developer consultation with the public reflects that found in national policy and guidance. It is not possible to refuse to validate or determine an application if consultation has not taken place, nor if it did take place but the scheme does not appear to have considered any comments made by the public, because it is not a valid planning reason to do so. However there is a clear expectation from all parties that the developer should take those comments into account when amending / finalising and bringing forward a scheme. It is in the interests of all parties for the developer to do so and this approach is strongly encouraged by the Council. To reflect this an additional sentence has been added under the pre-application consultation section which reads <i>'The applicant should consider the outcome of any public consultation to help inform the submission of any planning application.'</i> This is in addition to the wording already in the document at the forth bullet point within this section which discusses the submission of a statement as part of a planning application. The document states 'this should include a</p>
	<p><b>Part 3, Development Management, Pre-application Consultation</b> – Postal notification should be extended to all households within a distance within which adverse impacts can be reasonably expected to result from construction activity for major development applications. The effective period for comments should be extended where possible to at least a month.</p>	<p>Some of this is discussed in response Nuthurst Parish Council representation, and therefore please also refer to that response. The wording of the draft SCI regarding developer consultation with the public reflects that found in national policy and guidance. It is not possible to refuse to validate or determine an application if consultation has not taken place, nor if it did take place but the scheme does not appear to have considered any comments made by the public, because it is not a valid planning reason to do so. However there is a clear expectation from all parties that the developer should take those comments into account when amending / finalising and bringing forward a scheme. It is in the interests of all parties for the developer to do so and this approach is strongly encouraged by the Council. To reflect this an additional sentence has been added under the pre-application consultation section which reads <i>'The applicant should consider the outcome of any public consultation to help inform the submission of any planning application.'</i> This is in addition to the wording already in the document at the forth bullet point within this section which discusses the submission of a statement as part of a planning application. The document states 'this should include a</p>

Appendix 2 Draft SCI 2019 Consultation Responses

		summary of any responses received at consultation, and should explain how feedback has influenced the proposals'.
--	--	---