



**Horsham
District
Council**

**HORSHAM DISTRICT COUNCIL
LOCAL DEVELOPMENT SCHEME**

2023 –2026

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1. Introduction

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

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

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

2.3 The LDS has three main purposes:

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

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

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

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

There are three stages to preparing a DPD:

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

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

2.6 Area Action Plans (AAPs)

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

2.7 Supplementary Planning Documents (SPDs)

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

2.8 Statement of Community Involvement

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

2.9 Authority Monitoring Report

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

2.10 Other background or supporting documents

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

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

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

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

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

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

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

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

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

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

Chart 1 – Summary timetable for Local Development Scheme

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

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

Key

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

5. Saved Planning Policy Documents

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

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

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

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

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

6. Monitoring and Review

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

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

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

7. Resources

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

8. Risk Assessment

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

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

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

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

APPENDIX 1: LDDs PROFILES; PROPOSED AND EXISTING

DOCUMENTS PROPOSED FOR PREPARATION

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

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

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

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

ADOPTED DOCUMENTS

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

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

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

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

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

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

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

Appendix 3 - Glossary of Terms

Authority (Annual) Monitoring Report (AMR)

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

Area Action Plans

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

Development Plan

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

Development Plan Document (DPD)

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

Duty to Cooperate

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

Horsham Community Partnership – Community Strategy/ Action Plan

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

Independent Examination

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

Issues and Options

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

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

Levelling Up and Regeneration Bill

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

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

Local Development Documents (LDDs)

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

Local Development Scheme (LDS)

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

Local Plan

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

Neighbourhood Development Plan (NDP)

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

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

Preferred Strategy

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

Spatial Planning

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

Statement of Community Involvement

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

Statutory Organisations

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

Submission Stage

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

Supplementary Planning Documents (SPDs)

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

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

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