

Consultee	Representation	Outcome
Natural England	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.	Comments noted. No change required
Older Peoples Forum	Under 'Who will be consulted' examples of groups who may be contacted (Page 7), add ' <i>Horsham District Older Peoples Forum</i> '.	Reference to older people's groups has been included in the document - the terminology is more general than suggested, to enable other older persons groups to be consulted if appropriate.
Older Peoples Forum	For future draft proposals in general i.e. policy/strategy documents, the HDPF should be included as a matter of course for being considered at the least for inclusion for consultation on older people issues.	This will take place as is now signposted in the SCI. No further change required.
Southern water	<p>Page 5 - Planning Document Preparation Process - Publication & Consultation - For the sake of clarity and to reflect the requirements of Reg 19 (b) of Town & Country Planning (Local Planning)(England)Regulations 2012, it is considered that the intention to notify and send the documents to those 'specific consultation bodies' listed on Page 6 should be included. We therefore suggest the following amendment to the 3rd point as follows '<i>All consultation documents will be made available for inspection on the council website and at relevant libraries, and specific consultation bodies will be notified in writing</i>'</p>	Table amended to state "- Formal notification of the consultation to statutory consultees" . It should be noted that writing can legally be in the form of e-mail contact, and to use writing could suggest that contact will be made by post only.
	<p>Page 5 - Planning Document Preparation Process - Examination & Adoption - For the sake of clarity and to reflect the requirements of Reg 22 © of Town & Country Planning (Local Planning)(England)Regulations 2012, the second sentence should be amended to '<i>Summarise and make publically available the issues raised by representations received during consultation, and set out how these have been taken into account</i>'. The Council's response to individual representation made during the planning policy process is beneficial to Southern Water as it helps us to understand the Council's position and gives us the opportunity to clarify any misunderstandings before a document reaches the submission stage. Therefore, the commitment to provide summaries of the main issues and how these were taken into account in terms od DPDs and SPDs would be welcomed.</p>	This box is intended as a summary table. Regulation 22 sets out the information that must be provided to the examiner. This has been addressed by incorporating - Submit DPDs and supporting documentation to Secretary of State for independent examination. The commitment to summarising and making available comments submitted as part of the consultation is in addition to this legal requirement and has not therefore been amended.

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Southern Water	<p>Page 6 - Who will be consulted? - Welcome the inclusion of 'relevant sewerage and water undertakers' as specific consultation bodies. This enables SW to highlight planning policy issues that relate to provision of water and wastewater at an early stage in the plan preparation process.</p>	Comments noted. No change required
	<p>Page 7 - Neighbourhood Planning - for the sake of clarity and to reflect the requirements of Reg 14 (b) of Town & Country Planning (Neighbourhood Planning)(England) Regulations 2012, paragraph 2 of this sections should be amended to include reference to the 'consultation bodies' that should be consulted as a requirement of Regulation 14 (b). Given that planning decisions will be made in accordance with NPs, it is considered that it would be of assistance to those involved in the process to have a section detailing the pre-submission consultation and publicity process. Again, we would look for a commitment to consult consultation bodies, such as SW.</p>	Regulation 14 consultations are carried out by the local community and not by Horsham District Council. It is not the remit of this SCI to set out how local communities should undertake these consultations, which are likely to vary to some degree depending on the nature of each community. Notwithstanding this however, HDC does work closely with neighbourhood planning groups to ensure that regulatory requirements are met, and consultation bodies including southern water are consulted as part of this process. No changes proposed.
	<p>Page 10 - Planning Application Publicity - Whilst not a statutory consultee on planning applications, it is important that SW is consulted on major applications that may impact on the provision of water and wastewater services to existing customers, for example, if the proposed development affects access to SW's operational assets, including underground mains and sewers. Accordingly, it is suggested that reference to those that will be notified of applications in the 4th bullet point is widened from 'parish/neighbourhood councils' to include '<i>and relevant service providers</i>'.</p>	Noted. Paragraph amended to read: Consult all parish/neighbourhood councils, <u>statutory consultees and other relevant organisations</u> on appropriate applications within their parish/neighbourhood <u>or administrative area</u> .
Mole Valley District Council	No amendments proposed.	Comments noted. No change required
Horsham Town Community Partnership	Raises specific comments on the current (as opposed to this draft) SCI - regarding factual inaccuracies regarding the name of youth groups and lack of reference to the Horsham Town Community Partnership. It is suggested that this is updated and that reference to the HTCP is added to the document.	Whilst these comments relate to the existing SCI, the fact that these references were out of date were behind the reasons for redrafting the SCI. In the new document, references to youth groups have been made more general to allow for organisational name changes. <u>Local community partnerships</u> have been added to the list of consultees on page 7.

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Denne Neighbourhood Council	Page 5 - Early Engagement - The second point should read ' <i>Notify key stakeholders including Councillors, Parish Councillors, <u>Neighbourhood Councillors</u>, local groups and organisations'</i>	Reference to Neighbourhood Councils incorporated as suggested.
	Page 6 & 7 - Under 'Who will be consulted' add ' <i>Horsham District Older Peoples Forum'</i>	Reference to Older persons groups / organisations has been made as suggested
	Page 7 - 'Full Council' 2nd sentence - there is either a word missing or an extra 'and' as the sentence does not make sense ' <i>...the budget, which includes and Development ...'</i>	Noted. Sentence clarified to read: It is responsible for approving or adopting the Council budget and other key documents affecting the whole district, such as Development Plan Documents and Plans and Strategies (such as the HDPF).
	Page 8 - ' <i>In some areas residents associations or other bodies may be interested in drawing up a Neighbourhood Plan and act as a forum; however, this will be carried out with the Parish/Neighbourhood Council(s) who initiate and support the project'</i> . This sentence is completely inaccurate and needs rewriting. NCs cannot initiate or support a project; only HDC can designate a Neighbourhood Forum. This has been done for the un-parished part of Horsham by Horsham Blueprint on behalf of the three NCs.	This section has been clarified to make this point that HDC can designate a Neighbourhood Forum in unparished areas. In Horsham District, the vast majority of which is parished, it is the Parish Council who prepares a Neighbourhood Plan. A Neighbourhood Plan can cover all or part of a parish and in some cases may involve a number of parishes if they choose to 'cluster.' In unparished areas, where there is a desire from the community to produce a neighbourhood plan, it is necessary to form a Neighbourhood Forum or Forums to cover the unparished area. Alternatively, a Parish Council can include unparished areas, subject to the approval of the Local Authority who designate the Neighbourhood Plan area.
	Page 8 - ' <i>The Council will seek to provide support and advice on a range of issues, including consultation and the process of document production'</i> . The phrase 'will seek to provide' is little more than vague hope and should be replaced by ' <i>The Council will seek to provide support'</i> . What does ' <i>range of issues'</i> mean exactly? Anything could be included or excluded.	In order to clarify this point, the following sentence has been added: <u>This is set out in more detail in the Council's offer of support which can be viewed on the neighbourhood planning section of the Council's website.</u>

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Denne Neighbourhood Council	<p>Page 9 - Developers undertaking pre-application are asked to address the following: '<i>Set clear objectives and agree the consultation approach with Development Management including who will be consulted</i>'. Please ensure it is clear that consultees should include PCs & NCs, all too frequently developers fail to consult NCs.</p>	<p>This section does not identify any specific organisations - no specific change to the document required. However, officers will continue to request that consultations are undertaken with parish and neighbourhood councils</p>
	<p>Page 10 - '<i>Use different engagement approaches</i>' - this is vague and gives no idea of specific, recommended options e.g. contacting individuals and groups, public exhibitions and advertising.</p>	<p>This section is primarily aimed at developers, who are asked to agree the consultation approach with DM. This will include the different methods, (or engagement approaches) for consulting communities and individuals. No change required.</p>
	<p>Page 10 - '<i>Consult all parish/neighbourhood councils on appropriate applications within their area</i>'. Please clarify what is meant by 'appropriate'.</p>	<p>This sentence has now been redrafted to set out that other statutory and other consultees will be consulted. In terms of appropriate, this will depend on the type and scale of an application - for example, Historic England would not be consulted on a proposal on an unlisted building away from any other area of historic importance. No change required.</p>
	<p>Page 12 - Development Committee - Amend sentence as shown '<i>The case officer recommendation is contrary to the view of the relevant Parish or Neighbourhood Council and the Parish or Neighbourhood Council have requested the opportunity to address the Committee</i>'.</p>	<p>Noted - sentence amended</p>
Waverley Borough Council	<p>Thank you HDC for consulting Waverley. No comments to make.</p>	<p>Noted - no change required.</p>
Pulborough Parish Council	<p>The Planning & Services Committee have instructed me to advise that they could see no significant differences.</p>	<p>Noted - no change required.</p>

Consultee	Representation	Outcome
<p>Horsham Blueprint Neighbourhood Forum</p>	<p>1. "The preparation of Neighbourhood Plans follows a formal legal process, and is subject to a minimum of two stages of consultation undertaken first by the local community and then by the Council."</p> <p>There is not a legal process for the preparation of a Neighbourhood Development Plan (NDP). The NDP must meet certain regulations and planning guidance in the same way as a Local Plan, but the process of preparation prior to consultation is not specified by legislation. It is a requirement that the local community should be engaged in the plan making process as widely as possible prior to consultation on the first draft of the NDP.</p>	<p>This section was drafted to set out that the preparation of a NDP must undertake certain statutorily required consultations - this was what was intended by the reference to process. Nevertheless the wording has been amended to ensure that this point is clarified. The sentence now reads "The preparation of Neighbourhood Plans must undertake a minimum of two stages of consultation undertaken first by the local community and then by the Council. "</p>
	<p>2. "If recommended by the Examiner, the next stage of plan preparation is to submit the plan to a referendum where the local community can vote on whether the plan should be used to determine planning applications in the Neighbourhood Plan area. If more than 50% of the community vote 'yes', then the plan will then be 'Made' by Horsham District Council (a similar process to the formal adoption of a DPD."</p> <p>Strictly speaking, this should say, "If more than 50% of the vote is in favour of the NDP, then the plan will be 'Made'". There is no requirement for a certain proportion of the community to vote in the referendum.</p>	<p>Noted. This point has been clarified as suggested.</p>
	<p>3. "In a parished area like Horsham District it is usually the Parish Council who prepares a Neighbourhood Plan. A Neighbourhood Plan can cover all or part of the parish and in some cases may involve a number of parishes where they choose to cluster. In some areas residents associations or other bodies may be interested in drawing up a Neighbourhood Plan and act as a forum; however, this will need to be carried out with the Parish/Neighbourhood Council(s) who initiate and support the project."</p> <p>There are numerous mistakes here. Firstly, the majority of Horsham District may be parished, but the Horsham Town area is unparished and is represented by the three Neighbourhood Councils; Horsham Denne Neighbourhood Council, Horsham Forest Neighbourhood Council and</p>	<p>This section has been clarified to make this point that HDC can designate a Neighbourhood Forum in unparished areas. In Horsham District, the vast majority of which is parished, it is the Parish Council who prepares a Neighbourhood Plan. A Neighbourhood Plan can cover all or part of a parish and in some cases may involve a number of parishes if they choose to 'cluster.' In unparished areas, where there is a desire from the community to produce a neighbourhood plan, it is necessary to form a Neighbourhood Forum or Forums to cover the unparished area. Alternatively, a Parish Council can include unparished areas, subject to the approval of the Local Authority who designate the Neighbourhood Plan area.</p>

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<p>Horsham Blueprint Neighbourhood Forum</p>	<p>Horsham Trafalgar Neighbourhood Council. The Neighbourhood Councils are not recognised by the legislation as eligible bodies for the preparation of an NDP. It was therefore necessary to form a Neighbourhood Forum or Forums to cover the unparished area. There are rules governing the formation of a Neighbourhood Forum, but these do not require any involvement of the Neighbourhood Councils as these are not recognised by the legislation. There is a requirement for there to be at least 21 members of the Forum, and these should include people who live in, work in or represent the area covered by the Forum. Neighbourhood Forums have their own distinct constitutions and are separate from any other organisations, including residents' associations.</p> <p>It should be noted too, that in those areas with a Parish Council, the Parish is the only organisation which is eligible to produce an NDP. It is expected that a parish will involve the wider community with the production of the NDP, but there is no scope within the legislation for any other body to have this responsibility. There is therefore no possibility of a Neighbourhood Forum being formed within a Parish area, and no Forum may include any of a neighbouring Parish within its own area. This is not true in reverse, as a Parish may include an unparished area within its area, subject to approval by the Local Planning Authority which designates the NDP area.</p>	
	<p>4. There is another situation which has been over-looked by the Statement. This is that the LPA has the right to designate a Neighbourhood Area as a Business Neighbourhood Area if they "consider that the area is wholly or predominantly business in nature". This has been the case with the Horsham Town Area which has been designated as a Business Neighbourhood Area. Horsham Blueprint Neighbourhood Forum was designated as the Forum for this Area which includes the entire unparished area represented by the three Neighbourhood Councils.</p> <p>In this instance there will be two referendums; one for residents and one for non-domestic rate-payers. There needs to be a 50% majority in both for the NDP to be "Made". If there is not a majority in either of the referendums, then the LPA has to decide whether or not to bring the NDP into force. Useful website suggested.</p>	<p>Whilst this is noted, this section is intended to give a very general overview to Neighbourhood Planning, with more detail on the Council's website. This particular scenario does not apply to the vast majority of Horsham District, and would introduce unnecessary complexity into this document. This information will be provided in relation to the blueprint area as this plan is produced. No change proposed.</p>

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Horsham Blueprint Neighbourhood Forum	<p>Page 9: Pre-application Consultation This needs to include all organisations with responsibility for preparing an NDP.</p>	<p>This section does not identify any specific organisations - no specific change to the document required. However, officers will continue to request that consultations are undertaken with parish and neighbourhood councils, including any relationship with a NDP.</p>
	<p>Page 10 : Planning Application Publicity 5. "Consult all parish/neighbourhood councils on appropriate applications within their parish/neighbourhood" It would be helpful if this could also include Horsham Blueprint Neighbourhood Forum.</p>	<p>This section has been amended to read: Consult all parish/neighbourhood councils, statutory consultees and other relevant organisations on appropriate applications within their parish/neighbourhood or administrative area. This change covers the Blueprint Neighbourhood Forum.</p>
Slinfold Parish Council	<p>Slinfold Parish Council would like to see the consultation period for responding to Planning Applications extended from 21 days to 5 weeks. If this is not possible then it would be possible to include in your procedures a mechanism whereby if the Planning Officer decides an application between 3 and 5 weeks that they ask for comments from the PC when they have not received them. It is often difficult for smaller Parish Councils to respond to applications within 21 days when they may only meet once a month</p>	<p>Whilst it is understood that Parish Councils have to programme their own meetings, the Horsham District Council are required determine the vast majority of planning applications within an 8 week timescale. If this is not achieved then the Planning Department is at risk of being designated by DCLG, and well as being heavily criticised by service users. As such, it is not possible to extend consultation periods beyond the national statutory timeframe, as this would slow the determination of applications down and result in a real risk of designation, which would mean that applications could then be determined by central government and not locally. It is recommended that if concerns arise in relation to specific applications in this respect that the Parish Council contact the case officer as soon as possible to discuss the next steps.</p>
Broadbridge Heath Parish Council	<p>One observation on consultation is the time given to Parish Council's to respond to consultations. This one is a very good example whereby HDC notified the PC on 29th September with a request to respond in a little over 5 weeks. Parish Council's meet monthly with a week's lead in time for an agenda. Under normal circumstances the consultation would be notified at one meeting, digested and considered during the month and feedback</p>	<p>Whilst it is understood that Parish Councils have to programme their own meetings, the Horsham District Council are required determine the vast majority of planning applications within an 8 week timescale. If this is not achieved then the Planning Department is at risk of being designated by DCLG, and well as being heavily criticised by</p>

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	agreed at the next. A 5 week consultation period does not allow sufficient time for a PC to properly consider their response. Please can HDC allow at least 2 months for Parish Council's to respond to consultations	service users. As such, it is not possible to extend consultation periods beyond the national statutory timeframe, as this would slow the determination of applications down and result in a real risk of designation, which would mean that applications could then be determined by central government and not locally It is recommended that if concerns arise in relation to specific applications in this respect that the Parish Council contact the case officer as soon as possible to discuss the next steps.
KTI Energy Limited	General remarks made on Horsham and Crawley Local Plan and KTI Energy Ltd's proposals for an energy plant in the West of Crawley area. No specific comments made on the content of the SCI.	Noted - no change to the document required.
Surrey County Council	Pleased to note the reference in the SCI made to the county council as a specific consultation body required to be consulted on HDPF planning documents. We have no further comments to make on this document.	Noted - no change to the document required.
Historic England	Historic England has no comments to make on the above consultation document.	Noted - no change to the document required.
Storrington and Sullington Parish Council	The section on Neighbourhood Planning is different to the existing SCI. To us it seems to give HDC a formal/legal ability to intervene which was not there before – is this the case?	This section has been updated to reflect more accurately the position on Neighbourhood Planning which has evolved since the current SCI. The wording has been clarified as a result of other comments made as part of this consultation to set out that the preparation of a NDP requires two formal stages of consultation and independent examination. No change required.

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Storrington and Sullington Parish Council	<p>A whole new section has been added in the new second paragraph. A subtle change in emphasis from the words “broader policies set out in the Council’s local planning documents” to “strategic policies set out in the Council’s local planning documents” followed by the new part which details the two stages of consultation (emphasising local community AND input from the Council), then the process of Independent examiner and referendum.</p>	<p>As set out above this is change in the wording is to reflect the requirements of NDP production, which has evolved since the current SCI. No change required.</p>
	<p>One area whereby there is a change is the old 6.8 which referred to Neighbour Notifications. Previously there were terms such as “..by selecting those neighbours who are immediately adjoining the application site. Additionally, further notification may be carried out following the case officer’s visit to the site. Alternatively if appropriate a site notice may be displayed.” This has been watered down to “..This will vary according to the type of application: methods of notification MAY include adjoining neighbour notifications and displaying site notices.” Members feel that all neighbours should be informed as a matter of course i.e. not “MAY” be informed.</p>	<p>As set out in the earlier section of this paragraph, the type of notification undertaken will depend on the type of application. For example, on very rural, isolated sites as part of larger land holdings, site notices may be a better method of informing affected parties of an application . No change required.</p>

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	<p>There is also an understandable greater emphasis on the online planning service “Public Access”. However, members have received complaints from residents who do not use the internet and because the library no longer has a help desk they are unable to view any planning applications should they so wish, without having to contact the Parish Council. A lot of local people did not know the end date for the Glebe input for comments. As a result of this members believe notification should be strengthened not watered down.</p>	<p>In the current financial climate, local authority resources are increasingly limited. Online resources enable a large section of the population to read and view planning applications. It is not however possible for the authority to inform all residents in a settlement of every application and the SCI sets out a range of mechanisms by which they are advertised, including timescales for response. Members of the public who do not use online resources are still able to contact the Council through a variety of means including the telephone, whereby assistance and advice can be provided on how to comment on planning applications. Contact numbers are provided in the SCI. No change required</p>
	<p>Overall there is a lot less detail than the existing document but it does seem to cover all legal requirements of engagement regarding planning.</p>	<p>Noted - no change to the document required.</p>