



**Horsham
District
Council**

LOCAL DEVELOPMENT SCHEME

JANUARY 2017 – DECEMBER 2019

HORSHAM DISTRICT LOCAL DEVELOPMENT FRAMEWORK

TABLE OF CONTENTS

1.	Introduction	3
2.	What is the Local Development Scheme?	4
3	Sustainability Appraisal/ Strategic Environmental Assessment	5
4	A Summary of the Local Development Scheme for Horsham District	6
5	Saved Planning Policy Documents	9
6	Monitoring and Review	9
7	Resources	10
8	Risk Analysis	10

Appendices

1	Local Development Document Profiles; Proposed and Existing	13
2	List of Adopted and Proposed SPDs	20
3	Neighbourhood Planning Status	21
4	Glossary of Terms	23

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.
- 1.3 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 the LDS.
- 1.4 The local plan is currently made up of a number of documents called Local Development Documents (LDDs), they include:
- Local Development Scheme (LDS)
 - Statement of Community Involvement (SCI)
 - Development Plan Documents (DPDs)
 - Supplementary Planning Documents (SPDs)
 - Authority Monitoring Report (AMR)
- 1.5 A list of abbreviations and explanation of some of the terms used in this LDS are contained at Appendix 3.

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

- 2.1 The LDS is the starting point for finding out when the Council is preparing planning policies regarding a particular place or issue and at what stage it is at in the preparation process. It is a three year project plan for the production of documents. This one runs up until December 2019. The LDS also indicates, in general terms, what future work is proposed by the Council beyond that date. Should any unforeseen circumstances result in changes to this timetable, the LDS will be updated.
- 2.2 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.
- 2.3 The different types of Local Development Document (LDD) that are discussed in this LDS are described below.

2.4 **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.

There are three stages to preparing a DPD:

- *Early Consultation* – where 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*, which help to formulate the Council's early views. These views are taken into account in the preparation of a *preferred strategy*, which will include alternative options that have been considered and the Council's reasons for them not forming part of the preferred approach. Comments received on the Preferred Strategy will influence the content of the proposed submission DPD. This stage covers regulation 18 of the Town and Country Planning (Local Planning)(England) Regulations 2012.
- *Proposed Submission* – 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, and now forms 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'.

2.5 **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 an area and with specific requirements such as the redevelopment of an area of land and buildings, or the enhancement of an area.

2.6 **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.

2.7 Statement of Community Involvement (SCI)

The SCI explains how the community and stakeholders can expect to be engaged in the process of planning for the future of their area. It is produced in consultation with the community and stakeholders.

2.8 Authority Monitoring Report (AMR)

The 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.

2.9 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.

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

3.1 Sustainability issues are a common thread through the local plan process, from the strategic direction set out in the local plan, to more detailed issues in SPDs. LDDs are required to be subject to Sustainability Appraisal (SA), which incorporates the requirements of the EU Directive 2001/42/EC known as Strategic Environmental Assessment (SEA). SA examines the broader environmental, social and economic issues. SEA requires a report on the likely significant environmental impacts and consultation with environmental bodies and the public, and to take the results into account. These will be considerations throughout the policy development stages, to ensure sustainable development is integrated into all the plans and policies.

3.2 The production of a SA/SEA report incorporates a number of key processes and consultation documents, which are set out below:

- An *SA/SEA initial scoping report*, which sets out baseline information for the plan area; the main sustainability issues facing the District / Parish; initial sustainability objectives; the options to be considered as part of the assessment; and a summary of relevant documents that influence the preparation of the LDD. This is produced to feed into the initial stages in the production of the LDD.
- An *interim SA/SEA report*, which develops the initial scoping report by setting out the testing of the initial LDD options and policies against the sustainability objectives. It also suggests mitigation measures and the development of a monitoring procedure. The interim SA/SEA report considers and, where appropriate, incorporates amendments suggested through the production of the scoping report and the LDD consultation documents. This document is produced and consulted upon alongside draft consultation stages of LDD.

- The *final SA/SEA report* further develops the SA/SEA Scoping and Interim report documents taking into account the representations received on the previous SA/SEA documents and the LDD consultation documents. It sets out the outcome of the final assessment of how the LDD policies meet the sustainability objectives and identifies any necessary mitigation measures to be incorporated through policy formulation and implementation. This report is produced alongside the Submission of a DPD or Adoption of an SPD. Should any changes be made to a plan as a result of the Examination of the Plan it may be necessary to update this Sustainability Appraisal.

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. It is a requirement of the Inspector's report on the HDPF that a review of the plan commences within three years from adoption. Chart 1 below presents the stages of production of the HDPF review against this time line. Appendix 1 provides more detail; giving an overall profile of the HDPF as well as the existing adopted LDDs. The LDS will be monitored each year through the AMR, and the Local Development Scheme will be updated to reflect the program of this review, to incorporate any unforeseen changes.
- 4.2 A **Policies Map**, including Inset Maps, will be produced and kept up to date to reflect the content of the adopted HDPF. This will be updated to incorporate any policies or allocations which are contained in any 'made' Neighbourhood Plans.
- 4.3 A review of the Site Specific Allocations of Land document will be necessary to progress Gypsy and Traveller Site provisions through a **Site Allocation DPD** to ensure the needs of these communities can be met into the future. Should monitoring in the AMR indicate that neighbourhood planning is failing to deliver an appropriate number of sites to meet the future development needs of the District, sites may need to be allocated through the site specific allocations DPD or through the forthcoming HDPF review. This will potentially include both land for employment and housing development.
- 4.4 The Council is committed to the introduction of a Community Infrastructure Levy (CIL). Charging Schedule. 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. The CIL is based around providing the necessary infrastructure required for the delivery of the plan.

The programming for these documents is set out in Chart 1.

- 4.5 Supplementary Planning Documents (SPDs) are in some cases necessary to amplify and aid the delivery of certain policies. The **Planning Obligations SPD** will also need to be updated in light of the future introduction of the Community Infrastructure Levy (CIL).

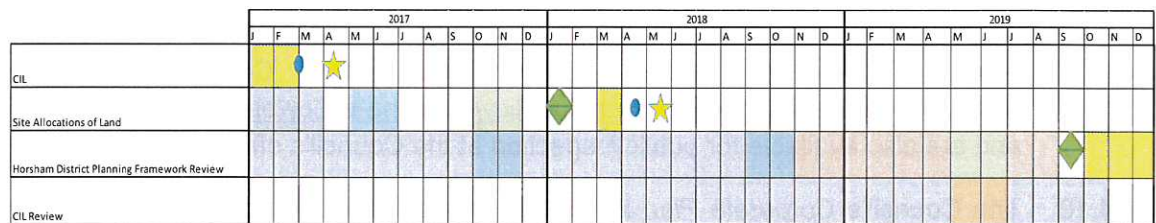
- 4.6 The Council will work with parishes to facilitate the preparation of **Neighbourhood Plans** (introduced by the Localism Act 2011). Their contribution to land use planning in the District is reflected in the HDPF. The progress of the production of Neighbourhood Plans will be monitored and reported in the AMR. This is set out in Appendix 3.
- 4.7 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 2013 SCI has been reviewed and updated to take account of updated planning legislation. A draft document was published for consultation in autumn 2016, and that the new SCI which takes account of these comments was agreed for adoption in January 2017.
- 4.9 Background evidence documents are produced to assist in the preparation of local plan. These can be viewed on the Council's web site <https://www.horsham.gov.uk/planningpolicy/planning-policy/background-documents> and are also available for public inspection at the Council's offices.
- 4.10 The Council's *Corporate Plan 2016 -19* gives a clear direction and focus on where the Council's priorities lie. The plan identifies four priority themes for the Council, which are:
- Communities - Support our communities
 - Economy - Improve and support the local economy
 - Efficiency - Great value services
 - Environment - Manage our natural and built environment

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

<https://www.horsham.gov.uk/financeandperformance/finance-and-performance/corporate-plan-2016-19>

- 4.11 Other organisations' documents, such as the County Transport Plans and the LEP, will influence and be influenced by the local plan.

Chart 1



Key

Evidence Gathering	
Preliminary draft charging Schedule	
Regulation 18 Consultation	
Regulation 19 preparation	
Proposed Submission and Period for Representation	
Submission	
Examination	
Inspector's Report	
Adoption	

5. Saved Planning Policy Documents

- 5.1 The Horsham District Planning Framework and the associated Proposals Map has replaced the Core Strategy (2007), the General Development Control Policies (2007) DPD and the 2007 Proposals Map for land in Horsham District which falls outside the South Downs National Park. Land within the SDNP will still retain the Core Strategy and General Development Control Policies as part of their development plan until the South Downs National Park Authority adopt their Local Plan.
- 5.2 Some older adopted planning documents were not replaced when the HDPF was adopted, and prior to the adoption of any review of the Horsham District Planning Framework, 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.

- 5.3 Supplementary Planning Documents (SPDs) and other supplementary planning guidance that has been adopted will also continue to be considered in the development proposals.

6. Monitoring and Review

- 6.1 The preparation of planning documents will be monitored on an annual basis from 1 April to 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 web site at <https://www.horsham.gov.uk/planningpolicy/planning-policy/annual-monitoring-report>

7. Resources

- 7.1 The Council has a strategic planning team, within the Department of Planning, Economic Development and Property, which deals with the production and review of the local plan. The Head of Strategic Planning and Sustainability has overall responsibility for Local Plan preparation. The policy team comprises a Principal Planning Officer, Neighbourhood Planning Officer, two Senior Planning Officers, and two Planning Officers. Local Plan preparation is also supported by the Principal Planning Officer (Projects) who is responsible for a small team of specialists, including a Landscape Architect and Conservation Officer who also contribute to the process of plan preparation.
- 7.2 In addition, the expertise of other appropriate members of staff is called upon to assist in the preparation of specific policies, plans and strategies. These include staff within Development Management, Economic Development and Leisure and Housing Services.
- 7.3 Officers from West Sussex County Council (including officers responsible for transport matters) 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 set out in this document relate to:
- *Officer resources available to deliver the LDS* – Project management and an expert team are essential to deliver the LDS. 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 Development 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 Development who is the Chairman of the Group. It is not a decision making body. 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 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 local plan 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, Coastal West Sussex and Coast to Capital Local Economic Partnership remain committed to working together to solve cross-boundary issues. Working with other local authorities and public bodies to address cross-boundary and other strategic planning issues is the fundamental aim of the Government's 'Duty to Co-operate'.
- *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. The Council will work closely with delivery agencies during the preparation of LDF 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 with regard to many development proposals and that independent examination of the soundness of DPDs will be necessary.

- *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 could be revised through an amendment 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	District-wide (excluding the South Downs National Park area)
Prepared jointly with other Local Authorities?	No
Current Status	Evidence gathering
Chain of Conformity	National guidance (NPPF);
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>January 2017– August 2018</i>
Consultation on Issues and Options	<i>October - November 2017</i>
Consultation on Preferred Strategy	<i>September - October 2018</i>
Proposed Submission and period of representation	<i>May - June 2019</i>
Submission to Secretary of State	<i>September 2019</i>
Examination Hearings	<i>December 2019</i>
Proposed Main Modifications Consultation	<i>Early 2020 if required</i>
Additional Examination Hearing	<i>Early 2020 if required</i>
Receipt of Inspector's report	<i>Summer 2020</i>
Adoption and Publication	<i>Summer 2020</i>
Arrangements for Production	
Lead Department	Strategic Planning and Sustainability
Management arrangements	PDAG/Cabinet Member for Planning and Development

Resources required	Head of Strategic Planning and Sustainability assisted by all members of the SP team and the Communications Team.
Community and stakeholder involvement	In accordance with SCI
Monitor and Review	Monitored annually.

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
Evidence gathering and early community and stakeholder engagement	
	<i>October 2012 – April 2014</i>
Consultation on preliminary Draft Charging Schedule	<i>May – June 2014</i>
Consultation on Draft Charging Schedule	<i>May – June 2016</i>
Consultation on proposed modifications	<i>November – December 2016</i>
Submission	<i>November 2016</i>
Examination Hearing	<i>Not required</i>
Receipt of Inspector's report	<i>February/March 2017</i>
Adoption and Publication	<i>April 2017</i>
Lead Department	
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 will take place when monitoring highlights such a need.

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	District-wide (excludes 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
Evidence gathering and early community and stakeholder engagement	<i>April 2018 – April 2019</i>
Consultation on preliminary Draft Charging Schedule	<i>May – June 2019</i>
Consultation on Draft Charging Schedule	<i>Early 2020</i>
Consultation on proposed modification	<i>As required</i>
Submission	<i>Spring 2020</i>
Examination Hearing	<i>Spring 2020</i>
Receipt of Inspector's report	<i>Summer 2020</i>
Adoption and Publication	<i>Summer / early Autumn 2020</i>
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 Council and technical meetings.
Monitor and Review	Monitored through AMR. Review will take place when monitoring highlights such a need.

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</i> <i>Further work 2010 -2013</i>
Consultation on Issues and Options	<i>June – July 2009</i> <i>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 8th 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>3rd 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 will take place commencing with early engagement and consultation in 2017.

Local Development Document Profile	
Title	Site Allocations of Land
Status	Development Plan Document
Role / Subject / Content	Sets out site specific allocations for development of land for Gypsy and Traveller sites and if required, employment or housing sites. Allocations will identify requirements of the development. Sites will be identified on the Policies Map
Geographic Coverage	District-wide (excluding land within the South Downs National Park)
Prepared jointly with other Local Authorities?	No
Current Status	Evidence base being prepared
Chain of Conformity	Horsham District Planning Framework
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>Ongoing</i>
Regulation 18 consultation	<i>May- June 2017</i>
Proposed Submission and period of representation	<i>October – November 2017</i>
Submission to Secretary of State	<i>January 2018</i>
Examination Hearing	<i>March 2018</i>
Receipt of Inspector's binding report	<i>April 2018</i>
Adoption and Publication	<i>May 2018</i>
Arrangements for Production	
Lead Department	Strategic Planning and Sustainability
Management arrangements	PDAG/Cabinet Member 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	In accordance with adopted SCI.
Monitor and Review	Monitored through AMR. Review will 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		October 2002 – April 2004
	Consultation on Issues and Options	June – July 2004
Production	Public participation on Preferred Options	February – March 2005
	Prepare Submission Draft	April – September 2005
	Submission to Secretary of State and public consultation period	November 2005 – February 2006 (includes consultation on alternative sites and boundary changes)
	Pre-Examination consideration of representations	January 2006 – March 2007
Examination	Pre-Examination Meeting	April 2007
	Examination Hearing	June - July 2007
	Receipt of Inspector's binding report	September 2007
Adoption	Adoption and Publication	November 2007
	Arrangements for Production	
Lead Department		Strategic and Community Planning
Management arrangements		LoDTAG/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>
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>
Pre-Examination consideration of representations	<i>June – August 2008</i>
Pre-Examination Meeting	<i>October 2008</i>
Examination Hearing	<i>January - February 2009</i>
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.

APPENDIX 2: ADOPTED AND PROPOSED SUPPLEMENTARY PLANNING DOCUMENTS

- Billingshurst Village Centre SPD, September 2016
- 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
- Planning Obligations SPD, 2007

Proposed Supplementary Planning Documents

- Planning Obligations and Affordable Housing SPD
- Nuthurst Village Design Statement SPD

Appendix 3: Neighbourhood Plan Status (January 2017)

NDP Area	Current Status	Next Steps (where applicable)
Amberley	Examination	SDNPA lead
Ashington	Designated 2014	Ongoing discussions with HDC to progress plan to reg 14.
Billingshurst	Designated 2015	Ongoing discussions with HDC to progress plan to reg 14.
Broadbridge Heath	Not Designated	
Coldwaltham	Not Designated	SDNPA lead
Colgate	Not Designated	
Cowfold	Designated May 2016	Ongoing discussions with HDC to progress plan to reg 14.
Henfield	JR - Quashed plan.	Ongoing discussions with Parish Council regarding next steps.
Horsham Blueprint	Designated June 2016	Ongoing discussions with HDC to progress plan to reg 14.
Itchingfield	Designated September 2015	Ongoing discussions with HDC to progress plan to reg 14.
Lower Beeding	Designated December 2016	Ongoing discussions with HDC to progress plan to reg 14.
North Horsham	Application for designation received	
Nuthurst	Plan made	Preparing Design Guidance
Parham		SDNPA lead
Pulborough	Designated 2014, Regulation 14 and 16 Consultations undertaken	Further work being undertaken by Parish
Rudgwick	Designated June 2016	Ongoing discussions with HDC to progress plan to reg 14.
Rusper	Designated 18/02/16	Ongoing discussions with HDC to progress plan to reg 14.
Shermanbury & Wineham	Designated 2014	Examination ongoing
Shipley	Designated 2014	Ongoing discussions with HDC to progress plan to reg 14.
Slinfold	Designated 2014, Regulation 14 Consultation completed (April to June 2016)	Ongoing discussions with HDC to progress plan to reg 16
Southwater	Revised designation area – June 2016	Ongoing discussions with HDC to progress plan to reg 14.
Steyning Ashurst Bramber & Wiston	Designated September 2014. Complex area. Significant evidence base work collated	Ongoing discussions with HDC to progress plan to reg 14.

NDP Area	Current Status	Next Steps (where applicable)
	by parish	
Storrington Sullington & Washington	Failed examination	Ongoing discussions with HDC to progress updated plan to reg 14.
Thakeham	Examiners Report Issued.	Examination ongoing
Upper Beeding	Designated 2013	Ongoing discussions with HDC to progress plan to reg 14.
Warnham	Designated 2014	Ongoing discussions with HDC to progress plan to reg 14.
West Chiltington	Reg 14 undertaken 2015, but reconsultation now required.	Ongoing discussions with HDC to progress updated plan to reg 14.
West Grinstead	Designated 2013	Ongoing discussions with HDC to progress plan to reg 14.
Woodmancote	Reg 16 complete – Examiner appointed.	Examination to commence early 2017.

Appendix 4 - 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.

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.

Core Strategy

The Core Strategy, adopted by Horsham District Council in 2007 set out the key elements of the planning framework for the district until adoption of the Horsham District Planning Framework. It comprised of a spatial vision and strategic objectives; a spatial strategy, core policies and a monitoring and implementation framework with clear objectives for achieving delivery. It remains in place for land within the South Downs National Park.

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.

General Development Control Policies

These are policies which set out criteria against which planning applications for development and use of land and buildings will be considered. These policies were replaced by the HDPF except for land within the South Downs National Park.

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 which also 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.

Local Development Documents (LDDs)

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

Local Development Framework (LDF)

The Local Development Framework is not a statutory term. It groups together Local Development Documents in the form of a portfolio / folder which collectively deliver the spatial planning strategy for the local planning authorities area. The LDF comprises Local Development documents and Supplementary Planning Documents (SPDs) The LDF also included the Statement of Community Involvement, the Local Development Scheme and the Authority Monitoring Report (AMR). The phrase LDF has now been replaced through Government changes, now being referred to as a Local Plan. The Local Plan in Horsham District is the Horsham District Planning Framework.

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 positively guide 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 HDPF.

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 it 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 Framework 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.

Sustainable development

Sustainable development is commonly defined as development that meets the needs of the present without compromising the ability of future generations to meet their own needs. Principles of sustainable development include social progress that recognises the needs of everyone, effective protection of the environment, prudent use of natural resources and high and stable levels of economic growth and employment.