

**PLANNING  
FOR OUR FUTURE**



**HORSHAM DISTRICT  
LOCAL DEVELOPMENT FRAMEWORK  
TO 2018**

**Local Development Scheme**

**March 2006**

**Development Plan Document**

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## FOREWORD

This Council is well underway with the preparation of plans under the new planning system to replace the adopted Horsham District Local Plan. Many of you have already taken the opportunity to be involved in this process.

The Council is required in the new system to prepare a number of local development documents. These documents set out different aspects of the Council's policies for meeting the community's economic, environmental and social needs for the future of the District where this has an impact on the use of land. The Local Development Framework is a 'folder' of these documents.

This Local Development Scheme explains what documents are being, and will be, produced as part of the Local Development Framework, when they will be produced, and when you can get involved in the production of each document.

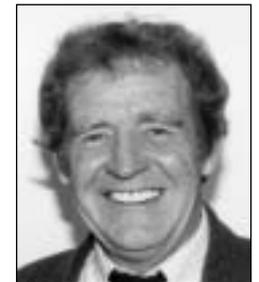
Last year we set ourselves a challenging timetable of having the main Local Development Framework documents for this District, formally completed and adopted by Summer 2007 in order to meet Government requirements. We have met all our key milestones in the production of these documents so far and are confident that, subject to the views of the independent Inspector who will examine the soundness of these documents, we will meet our adoption target date. We have needed to take this approach because it is important for the Council to continue to act responsibly in the delivery of the development requirements placed on us, whilst maintaining and enhancing the natural beauty of the area.

In addition to the main documents, this Local Development Scheme timetables the preparation of a number of other documents that will play a vital role in delivering development and facilities to meet both local needs and to contribute towards meeting the development requirements of the sub-region.

As we build up to the start of the examinations into the main documents in the Autumn, together with the preparation of other Local Development Documents, the year ahead promises to be one of our most interesting and challenging.



*Councillor  
Mrs Elizabeth Kitchen  
Leader of the Council*



*Councillor  
David Jenkins  
Cabinet Member for  
Strategic Planning*

*Elizabeth Kitchen . David Jenkins*

March 2006



## **CHAPTER 1 INTRODUCTION**

- 1.1 The Planning and Compulsory Purchase Act 2004 requires the Council to prepare and maintain a Local Development Scheme (LDS). This is the Council's programme for preparing documents for the District that will form part of the new planning policy framework that is introduced by the Act. These documents are called Local Development Documents (LDDs). The LDDs together with other supporting documents will make up the Horsham District Local Development Framework (LDF).
- 1.2 This document is the Local Development Scheme for Horsham District. It is publicly available and can be purchased from the Council. It has also been placed on the Strategic Planning website: [www.strategic\\_planning.gov.uk](http://www.strategic_planning.gov.uk). It is required to be submitted to the Secretary of State for approval and to be updated when necessary.
- 1.3 A list of abbreviations and explanation of some of the terms used in this LDS are contained in the Glossary at the end of this document.



## CHAPTER 2 WHAT IS THE LOCAL DEVELOPMENT SCHEME?

- 2.1 This document is the starting point for you to find 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 programme timetabling the documents that this Council intends to produce. The LDS also indicates in general terms, what future work is proposed by the Council, beyond the next three years.
- 2.2 The LDS has three main purposes:
- To inform the public and stakeholders (those organisations that have a role in the future of the District), of the documents that will make up the new planning policy framework (the LDF), what geographical area they will cover, and the timescale for producing each one;
  - 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 There are a number of different types of Local Development Documents that are discussed in this LDS. These are described in the paragraphs below.
- 2.4 **Development Plan Documents (DPDs)**  
These are the key documents in the Local Development Framework because they have 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 scrutiny by an independent inspector at a public examination. Once adopted they will replace the West Sussex Structure Plan 2001-2016 and the Horsham District Local Plan, 1997.

There are three stages to preparing a DPD:

- *Issues and Options*:- where the Council develops its evidence base (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 are consulted on these emerging issues and options, which help to formulate the Council's early views.



- *Preferred Options*:- the comments received on the Issues and Options consultation influence the content of the Preferred Options DPD. Alternative options that are not included within the draft policies at this stage are also discussed, together with the Council's reasons for them not forming part of the preferred approach. Comments received on the Preferred Options are used to help prepare the submission draft DPD.
- *Submission Draft and Examination*:- the DPD is submitted to the Secretary of State and now forms Council policy. It is made available for interested parties to make formal representations regarding the 'soundness' of the plan. An independent Inspector will consider the representations, which, where necessary, will include hearings at a public examination. The Inspector will determine whether the plan is 'sound' and will make recommendations in a report which is binding on the Council.

#### 2.5 **Supplementary Planning Documents (SPDs)**

These may cover a range of issues, which provide detailed guidance to supplement the policies in a DPD. Supplementary Planning Documents are produced in consultation with stakeholders but are not subject to public examination. They are a material consideration in the determination of planning applications and carry more weight in the planning application decision making process than the former Supplementary Planning Guidance.

#### 2.6 **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 but if there are unresolved objections they will be examined by an independent Inspector, which may, if necessary, include public examination hearings.

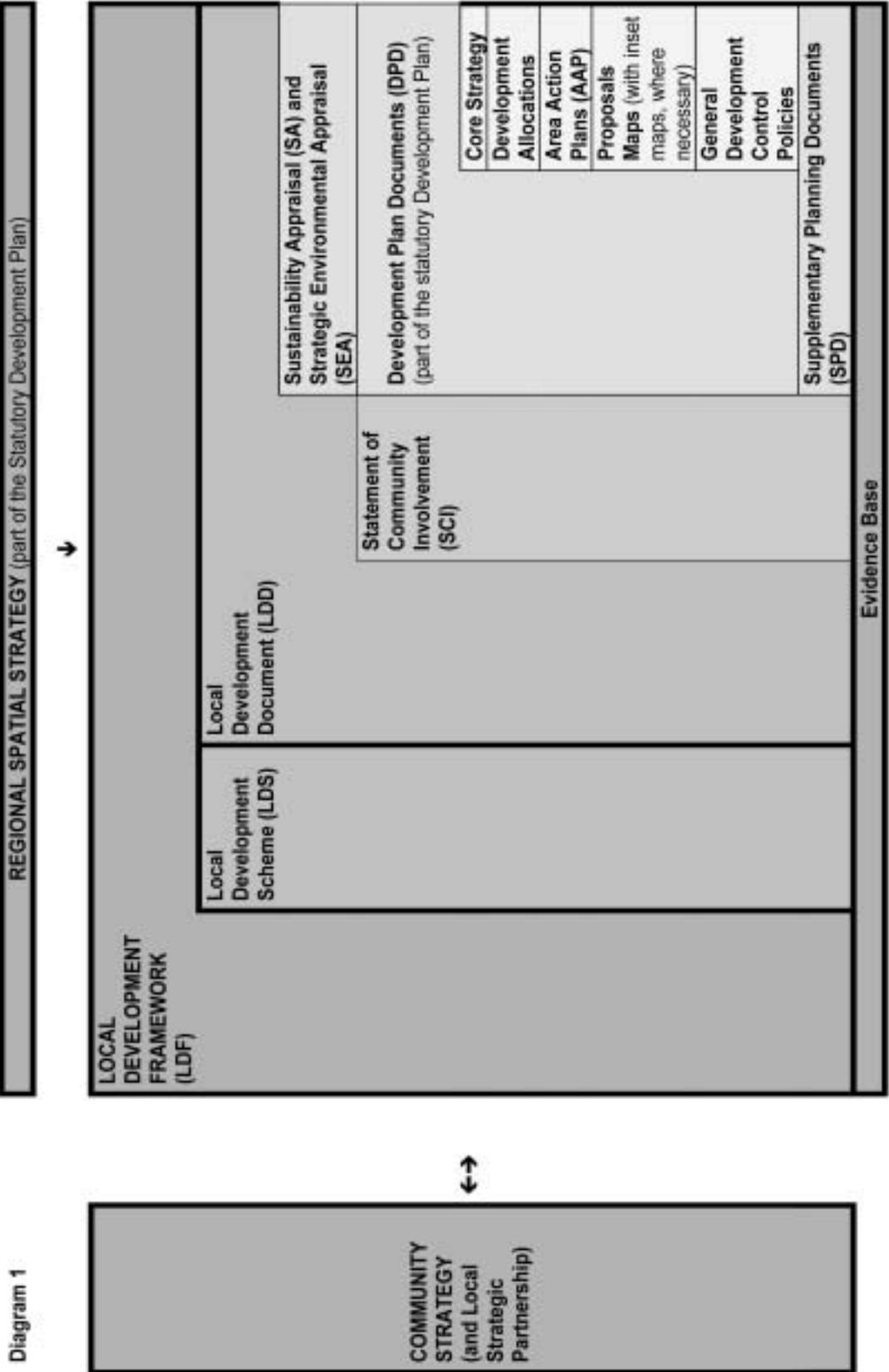
#### 2.7 **Other background or supporting documents**

Extensive technical and other background work is necessary to provide the appropriate evidence base to inform the preparation of policies and proposals contained in the LDDs.

- 2.8 The diagram on the next page (Diagram 1) illustrates the relationship between the Local Development Documents described in this section including the role of the background and supporting documents as the evidence base. It also refers to the Sustainability Appraisal/Strategic Environmental Assessment, whose role is explained further in Section 4.



**CHAPTER 2 - WHAT IS THE LOCAL DEVELOPMENT SCHEME?**





### **CHAPTER 3 SUSTAINABILITY APPRAISAL AND STRATEGIC ENVIRONMENTAL ASSESSMENT**

- 3.1 A Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) will be produced for all Local Development Documents (LDD), including SPDs, in accordance with the requirements of the Planning and Compulsory Planning Act 2004, European Directive 2001/42/EC and Environmental Assessment of Plans and Programmes Regulations 2004. The SA/SEA process is an important element in the preparation of a LDF as it helps to ensure that the policies and proposals of the individual LDDs pay the highest regard to the aim of sustainable development. The formulation of a SA/SEA report to accompany a LDD demonstrates how the Council intends to achieve its sustainable development objectives. The content of the SA/SEA will be considered at Examination when determining the soundness of individual Development Plan Documents.
- 3.2 The production of a SA/SEA report incorporates a number of key processes and consultation documents, which are set out below:
- i) An SA/SEA initial scoping report, which sets out baseline information and the main sustainability issues facing the area for which the LDD is being produced; 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.
  - ii) 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 considers 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. The interim SA/SEA has regard to representations received on the previous SA/SEA documents and the LDD consultation documents.
  - iii) The final SA/SEA report develops the previous SA/SEA report documents and sets out how the LDD has been appraised and influenced by the sustainability objectives and process. It sets out its compliance with the SEA directive and, where necessary, indicates mitigation measures through policy formulation and implementation. The final SA/SEA has regard to representations received on the previous SA/SEA documents and the LDD consultation documents.



- 3.3 The Town and Country Planning (Local Development) (England) Regulations 2004 outlines a different production and adoption process for DPDs and SPDs. The preparation of an SA/SEA and the timing of the different stages of production of the SA/SEA also differ.

#### **Preparation of a DPD**

- 3.4 The SA/SEA initial scoping report will be prepared in conjunction with Issues and Options consultation (Regulation 25). The interim SA/SEA report will be published in conjunction with the Preferred Options DPD for public consultation and participation (Regulation 26) and the final SA/SEA report will be submitted with the Submission DPD.

#### **Preparation of a SPD**

- 3.5 The SA/SEA initial scoping report will be prepared before the draft SPD is published. The interim SA/SEA report will be published in conjunction with the draft SPD and the final SA/SEA report will be published when the Council adopts the SPD.

#### **SA/SEA preparation for the main LDF documents**

- 3.6 The process of SA/SEA was started at the outset of the preparation of the new planning framework for Horsham District. A Scoping Report was published with the Issues and Options consultation document, which set out the baseline information about the District together with sustainability issues affecting the area. The Scoping Report also set out the likely options for an assessment of their sustainability, together with proposals as to how the SA would be undertaken.
- 3.7 Changes were made to the SA process and the assessment of different options, as a result of responses to the Scoping Report and Issues and Options consultation document. Mitigation measures were also suggested and have been included in the preferred options Core Strategy and Site Specific Allocations of Land Development Plan Documents published in February 2005. This information is set out fully in the SA/SEA Draft Final Report, which was published alongside the preferred options documents. Independent consultants were appointed to test rigorously the appraisal and assessment work.
- 3.8 A Final Sustainability Appraisal Report was submitted to the Secretary of State along with the corresponding Local Development Documents, which were submitted in November 2005. This took into account any changes as a result of the previous consultation on the preferred options.



## **CHAPTER 4**

### **A SUMMARY OF THE LOCAL DEVELOPMENT SCHEME FOR THIS DISTRICT**

4.1 The Council has decided that the following documents should be produced in the first round of LDF documentation and are included in this Local Development Scheme:

- Statement of Community Involvement
- The Core Strategy Development Plan Document
- Site Specific Allocations of Land Development Plan Document
- General Development Control Policies Development Plan Document
- Gypsy and Travellers Development Plan Document
- Land North and North-West of Crawley Joint Area Action Plan
- Land West of Horsham Masterplan Supplementary Planning Document
- Planning Obligations Supplementary Planning Document

The Statement of Community Involvement has been adopted and a review is programmed in the LDS. The Core Strategy and Site Specific Allocations of Land documents are already well progressed and are moving towards adoption. The timelines for the review of these documents are also indicated in this LDS.

4.2 A Proposals Map with Inset Maps, where necessary, will also be produced to reflect the content of the LDDs. In addition, the Council produces an Annual Monitoring Report (AMR) each December, which monitors the performance of the LDDs and Local Development Scheme. The AMR is discussed further in Section 6.

4.3 The timeline chart ( Appendix 4 ) summarises the expected timetable for production for each Local Development Document the Council intends to prepare and Appendix 1 provides an overall profile of each of the LDDs listed above, including details of the document, a summary of the timetable and arrangements for production.

4.4 A number of supporting documents, which are listed below, have been produced to assist in the preparation of this Council's LDDs. However, some of the documents used for background information have been produced as "stand alone" documents, independent of



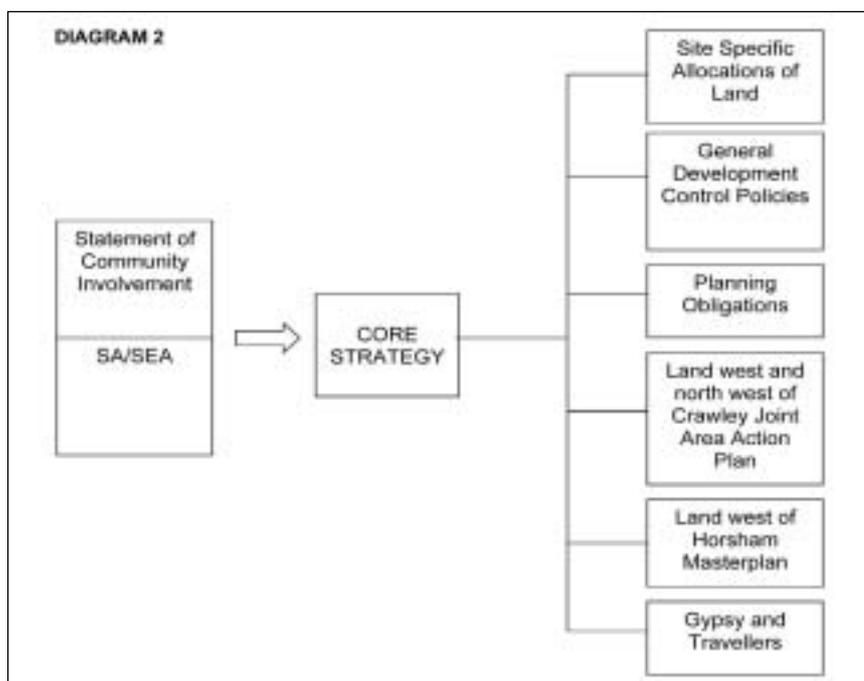
the preparation of the new planning framework, but contain information that is directly relevant to the spatial planning of the future of the District. These documents are marked with an asterisk\*.

- Community Strategy/Action Plan\*;
- Urban Housing Potential 2004-2018;
- Horsham Housing Needs Survey, 2003\*;
- New Housing Residents Survey, 2003;
- Key Worker Study, 2004;
- Private Housing Stock Dwelling Balance Analysis, 2003;
- Settlement Sustainability Hierarchy, 2005;
- Settlement Sustainability and Greenfield Site Allocations Study, 2005;
- Retail Health Check, 2003;
- Horsham Town Retail Health Check Update, 2005;
- Employment Land Review, 2005;
- Economic Development Strategy and Action Plan\*;
- Industrial Estates Survey;
- Horsham Town Neighbourhood Appraisal, 2005;
- Horsham Town Park and Ride Study, 2005;
- Landscape Character Assessment, 2003;
- Assessment of Open Space, Sport and Recreation, 2004;
- Biodiversity Action Plan (BAP), 2003\*;
- Analysis and Response to Representations on Issues and Options Preliminary Consultation Document, 2005;
- Statement of Compliance, 2005;
- SA/SEA Scoping Report, 2004;
- SA/SEA Draft Final Report, 2005;
- SA/SEA Final Report, 2005; and
- Annual Monitoring Report, 2005\*.

- 4.5 These documents will be subject to review as part of the review of the relevant LDD or may be identified for review earlier in the Annual Monitoring Report. Those documents marked with an asterisk\*, have their own specific review timetable, although the Community Strategy and The Core Strategy will be reviewed in parallel to ensure that The Core Strategy remains the up-to-date spatial expression of the Community Strategy.



- 4.6 All background or supporting documents are publicly available for inspection and purchase.
- 4.7 Further supporting documents for each LDD will need to be prepared. These will include:
- a statement of conformity with regional planning policy (where relevant);
  - a Sustainability Appraisal/Strategic Environmental Assessment (where appropriate);
  - a statement of how the policies in a DPD relate to the Horsham District Local Plan, 1997;
  - a list of documents that are relevant to the LDD topic or area, which need not necessarily all be published by this Council; and
  - a statement of public participation (Statement of Compliance) as required by The Town and Country Planning (Local Development) Regulations 2004.
- 4.8 It may be necessary to publish other background or supporting documents during the preparation of LDDs. It is proposed therefore to include a list of background and supporting documents in the Annual Monitoring Report.
- 4.9 Diagram 2, illustrates how the LDDs the Council intends to prepare relate to one another.





- 4.10 This Council set itself a challenging timetable for the production of the first LDDs because it considered it essential to continue to act responsibly and follow up the community engagement that it had established over a period of two and a half years before the new planning system was put in place, in consulting with the public and stakeholders in planning the future of the District. The Council met all the key milestones it set out in the first LDS for the production of the main LDDs. The current timetable set out in this LDS is in many ways an even greater challenge because it incorporates the preparation of a number of documents whilst progressing to examination with the three main DPDs; the Core Strategy, Site Specific Allocations of Land and the General Development Control Policies documents. Nevertheless, the Council believes that it is important to continue to control the future development within the District and to seek to meet identified local needs.
- 4.11 The Council began work on the review of the current Horsham District Local Plan, 1997 in Autumn 2002 when it launched a District-wide consultation on a number of key issues that related to the future planning of the District. The outcome of this early consultation, together with the outcome of some topic-based focus groups that were held in Spring 2003, helped to inform work on the first stage of plan preparation (issues and options) under the new planning system.
- 4.12 The Issues and Options Preliminary Consultation document was published for public comment in June 2004. The purpose of the consultation was to seek comments on the issues that were identified of particular concern and relevance to this District, including potential development options, to inform the preparation of proposals for the future planning of the area.
- 4.13 In general terms there were no fundamental objections to the vision and the objectives that were set out in the consultation document, for the District. A majority of comments related to the scale, location and type of development that was discussed. The emphasis of the responses supported the Council's view however that as far as possible the character and appearance of the District should be preserved and enhanced, whilst providing affordable housing to meet local needs.
- 4.14 The type and level of responses received, coupled with the need to continue to meet the District's housing requirements, including meeting local housing need, has helped to confirm the Council's



priorities for the new plan making system. Other influences that have helped to confirm the Council's priorities include:

- land-use requirements arising from the preparation of the Horsham District Community Strategy;
- new Government guidance on planning matters;
- the emerging evidence base and monitoring information;
- discussions with stakeholders; and
- known developer interest.

4.15 The Preferred Options Core Strategy and Site Specific Allocations of Land documents were published for public participation in February 2005. Many comments were received and the documents were significantly reworked in the light of these comments before Submission in November 2005.

4.16 The Core Strategy DPD has been prepared in general conformity with both the current Regional Planning Guidance for the South East (RPG9) and the adopted West Sussex Structure Plan 2001-2016. The Core Strategy is a crucial document in the interpretation of regional, and in particular, strategic guidance at the local level. It provides an articulation of the shared vision and spatial strategy of an area that has been recognised as operating at a pivotal point of a triangle of large urban communities. There are specific sensitivities in the local economy as well as the challenges that emerge from a mixed rural and urban environment, whilst maintaining and enhancing the natural beauty of the area, that confirm the need to prepare a District-wide strategy rather than relying on the County-wide Structure Plan.

4.17 Whilst the Core Strategy is of vital importance in setting the local framework for decision making, it is the provisions of the Site Specific Allocations of Land DPD and the masterplanning documents for the two strategic locations for development that will dictate the form and quality of development, including the type of development necessary to assist in meeting local housing need. It was for this reason that this Council decided that the most appropriate way of seeking to address this District's urgent need for affordable housing and to direct our housing requirements, was to progress the Site Specific Allocations of Land DPD at the earliest opportunity (in parallel with the Core Strategy), together with a limited suite of general development control policies, with the masterplanning documents for land West and North-West of



Crawley and West of Horsham programmed as early in the process as resources will allow.

- 4.18 The West of Horsham proposals are much further advanced than the joint working on the strategic location West of Crawley, which is reflected in the content of the Core Strategy. This has enabled the masterplan for West of Horsham to be progressed as a Supplementary Planning Document. This is being prepared in the same way as the Area Action Plan for West of Crawley will be, in terms of public participation with local stakeholders and the community. The masterplan for West of Horsham will not need to be independently examined, however, as the principles and objectives of the development will be rigorously examined as part of the Core Strategy Examination. This means that the timetable for the adoption of the masterplan document for West of Horsham can be brought forward so that it is adopted as soon as possible after the adoption of the Core Strategy. An adopted masterplan for this strategic location will provide a firm basis on which to determine planning applications for the development of the site. The timetable for the production of the masterplan document in the LDS provides the earliest opportunity for the delivery of this important development, which will not only help to ensure the highest quality development but will provide affordable housing for local people where there is the greatest identified need.
- 4.19 The timing of the examination of the Site Specific Allocations of Land and General Development Control Policies documents has been set back from the original timetable for these documents (contained in the LDS 2005) on the advice of the independent Inspector appointed to hold the Examination into the Core Strategy. He has advised that the Council should not proceed to examination of the Site Specific Allocations of Land document until he has submitted his binding report on the Core Strategy to the Council. This is because the content of his binding report on the strategy for development for the District, for example, will have a direct impact on the representations that can be examined in relation to the Site Specific Allocations of Land document. If a representation is not in accordance with the development strategy that is deemed to be sound by the Inspector in the Core Strategy it cannot form part of the examination of development site allocations.



- 4.20 One of the outcomes of the Preferred Options consultation was the identification of a need for the District specifically to address the requirements of Gypsies and Travellers. The submission Core Strategy was amended to include a Gypsy and Traveller Sites policy. It also committed the Council to undertake a Gypsy and Traveller Site DPD at the earliest opportunity to identify specific sites for provision. This LDS timetables the production of the Gypsy and Travellers Site DPD to be published for Preferred Options public participation shortly after the anticipated adoption of the Core Strategy.
- 4.21 This LDS reflects the priorities of the Council of providing an appropriate framework, in a plan-led system, as rapidly as possible, in which informed planning decisions can be made and which provides the greatest level of certainty for the future of the District.



## **CHAPTER 5 EXISTING PLANNING POLICY DOCUMENTS**

- 5.1 The Local Development Documents set out in this, and future, Local Development Schemes will, in due course, provide a new planning policy framework at the local level. They will eventually replace the West Sussex Structure Plan 2001-2016, the Horsham District Local Plan, 1997 and Supplementary Planning Guidance for the District.
- 5.2 As part of the new system, the existing development plan is 'saved' for three years. This means that the Horsham District Local Plan, 1997 will remain part of the development plan until September 2007 or until it is deleted in whole or in part by a Local Development Document. The transition from saved Local Plan policies to LDDs is explained at Appendix 2.
- 5.3 Supplementary Planning Guidance that has been adopted will continue to be a material consideration in the determination of planning applications until they are withdrawn by the Council or replaced by LDDs. The Supplementary Planning Guidance notes that will remain of relevance are listed at Appendix 3.



## **CHAPTER 6 MONITORING AND REVIEW**

- 6.1 The Horsham District Local Development Framework will be monitored on an annual basis from 1st April to the 31st March. Each year an Annual Monitoring Report (AMR) will be considered by Cabinet that will:
- Set out how the Council is performing against the timescales set out for that year in the Local Development Scheme, giving reasons if any LDD is behind the timetable set out in the LDS;
  - Provide information on the policy indicators set out in the LDDs, which will help to assess the success of individual policies;
  - Identify whether any LDDs need to be reviewed to update or alter policies, or whether any new LDDs are required, or if any can be deleted from the LDS;
  - Provide a progress report on the delivery of housing, including reference to the housing trajectory;
  - Identify which, if any, of the saved planning policies have been replaced or are redundant;
  - Include a list of background and supporting documents and identify if further updated background or supporting information is required; and
  - Guide the annual revision of the LDS.
- 6.2 It is anticipated that the AMR will be agreed by Cabinet; made publicly available and submitted to the Secretary of State by the end of December each year. This Council's first AMR covered the period April 2004 to March 2005.
- 6.3 Each LDD has been given a review period, as identified in the LDD profiles at Appendix 1. The review periods relate, in part, to the emerging new regional guidance timetable, which will set out future development requirements.



## **CHAPTER 7**

### **RESOURCES AND RISK ASSESSMENT**

- 7.1 The Council has a team of planning policy officers which deals with the production and review of the LDF. The Strategic and Community Planning Department (SCP) comprises the Head of Strategic and Community Planning, who has overall responsibility for both the Community Strategy and LDF preparation, an LDF Project Manager, three Senior Planning Officers, one of whom also assists in the preparation of the Community Strategy and a Senior Environmental Assistant who is the lead officer in the preparation of SA/SEA documentation. The Department also includes three other officers; a Planning Assistant, Research Monitoring and Information Officer and a Graduate Trainee who is currently undertaking studies to become a qualified town planner. The Department is supported by an Administrative Assistant. The Graphics Technician is part of the Communications Department but has the LDF preparation work as the identified priority of the post. The SCP Department also utilises some of the time of officers from the Urban Design Team, including an architect; a Design and Conservation Adviser, and Landscape Officer. Other officers in the Council who assist in the preparation of policies include representatives from the Development Department, and from others sections of the Council, including Housing Services and Community Development and Leisure.
- 7.2 Officers from the Planning Department of 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.
- 7.3 The Land West and North-West of Crawley Joint Area Action Plan will be prepared with Crawley Borough Council in accordance with the joint working logistics and arrangements agreed by the Joint Member Steering Group.
- 7.4 The Land West of Horsham Supplementary Planning Document is being prepared with input from local stakeholders, including West Sussex County Council and representatives from the development industry who have an interest in the land, and representatives of the local community, including Parish and Neighbourhood Councils.



- 7.5 The Council also makes provision for the need to use expert consultants to assist in producing various elements of the technical background work where either the necessary expertise is not available within the Council or insufficient resources exist to be able to bring forward the necessary work within the required timescale.
- 7.6 An indication of the resource implications of each of the Local Development Documents is given in the LDD Profiles at Appendix 1.
- 7.7 Responsibility for the preparation of the Community Strategy and planning policy has been brought together in the relatively newly formed SCP Department. It is considered that there are significant benefits in this structure, which maximises the potential involvement of the Horsham District Local Strategic Partnership in the spatial interpretation of the Community Strategy.
- 7.8 The main areas of risk to the preparation of the LDDs set out in this document relate to:
- \* Staff turnover - Measures have been taken to ensure that any vacancies in post are not 'frozen'. Vacancies will be advertised as quickly as possible in order to minimise the time taken to fill the post. Most posts within the Department are career graded to allow for some flexibility in the retention and recruitment of staff. Consultants could be appointed for project work. A staff retention package has been agreed for some members of staff until June 2007. This package is currently under review to include all staff in the Department and to be extended for a further 12 month period.
  - \* Political decision making - The Local Development and Transport Advisory Group has a cross party membership and meets regularly in both formal and workshop sessions. It is closely involved in the preparation of the new planning policy framework and advises the Cabinet Member for Strategic Land Use Planning who is the Chairman of the Group. The extent of Member involvement in the preparation of the components of the LDF minimises the risk of proposals reaching Council for approval, which are contrary to a majority of Council membership. Similarly, the Joint Member Steering Group that guides the preparation of the Joint Area Action Plan for Land West and North-West of Crawley also has cross party membership and is chaired by the Cabinet Member for Strategic and Land Use Planning.



- \* Capacity of PINS and other outside agencies - The resourcing of these bodies is outside this Council's control, but it is hoped that this LDS and previous consultations, correspondence and meetings will ensure that they are fully aware of this Council's timetable. A number of Service Level Agreements will be developed between the Council and PINS to ensure that the Examination element of the LDS timetable can be met. With regard to other bodies such as the Environment Agency, English Nature and the Countryside Agency, these bodies will be sent agenda versions of the LDDs, once agreed for publication, as an 'early warning' mechanism to allow a much greater amount of time to respond. Published LDDs will be forwarded in due course and formal responses from these bodies will be requested within the statutory consultation period.
- \* Soundness of the DPDs - The Council will minimise the risk of being deemed to have unsound DPDs by working closely with the Government Office and PINS at all relevant points throughout the production of each Development Plan Document.
- \* 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 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 LDDs within the timescale set out in this Local Development Scheme. The contingencies detailed above are aimed at ensuring that each LDD is produced to the timescale set out in this document.



Local Development Scheme

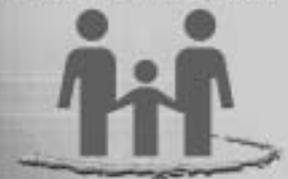
Appendix 1

Local Development Document Profile		
<b>Title</b>	Statement of Community Involvement (SCI)	
<b>Status</b>	Local Development Document	
<b>Role / Subject / Content</b>	Sets out how and when the community and stakeholders will be engaged in the plan making process and major planning applications	
<b>Geographic Coverage</b>	District-wide	
<b>Prepared jointly with other Local Authorities?</b>	Yes - Crawley Borough Council with regard to the preparation of the JAAP Land West and North-West of Crawley	
Timetable		
<b>Completion of pre-production and technical work</b>	May 2006 – August 2006	
<b>Production</b>	<b>Public participation on draft SCI</b>	November – December 2006
	<b>Prepare submission SCI</b>	January – February 2007
	<b>Submit revised SCI</b>	March 2007
	<b>Consideration of comments</b>	May – June 2007
	<b>Pre-examination meeting (Not expected to be necessary)</b>	July 2007
<b>Examination</b>	<b>Examination period (Not expected to be necessary)</b>	September 2007
<b>Adoption</b>	<b>Receipt of Inspector's binding report (If Examination is needed)</b>	October 2007
	<b>Adoption and Publication</b>	December 2007
Arrangements for Production		
<b>Lead Department</b>	Strategic and Community Planning	
<b>Management arrangements</b>	LoDTAG; and Cabinet Member for Strategic Land Use Planning	
<b>Resources required</b>	The production of the SCI will primarily be undertaken by a Senior Planning Officer in SCP, assisted by the Communication Team and representatives from the Development Department.	
<b>Community and stakeholder involvement</b>	All consultees on existing LDF database are contacted to establish how, and on what subject matter they wish to be involved in the preparation of the various components of the LDF.	
<b>Monitor and Review</b>	The SCI will be monitored annually. Review will take place on an ad hoc basis or when monitoring highlights such a need.	



# Local Development Scheme

Local Development Document Profile		
<b>Title</b>	<b>The Core Strategy</b>	
<b>Status</b>	Development Plan Document	
<b>Role / Subject / Content</b>	Sets out the long term spatial vision, objectives and strategy for the District. It provides a framework for delivering development and the key issues for development control	
<b>Geographic Coverage</b>	District-wide	
<b>Prepared jointly with other Local Authorities?</b>	No	
<b>Current Status</b>	Submitted in November 2005. Independent Inspector to hold Examination in September 2006 Will replace some policies of the Horsham District Local Plan 1997 (see Appendix 2)	
<b>Chain of Conformity</b>	National guidance; existing RPG9; emerging South East Plan; the adopted West Sussex Structure Plan 2001-2016; and the Community Strategy Action Plan for Horsham.	
Timetable		
<b>Evidence gathering and early community and stakeholder engagement</b>	October 2002 – April 2004	
<b>Production</b>	<b>Consultation on Issues and Options</b>	June – July 2004
	<b>Public participation on Preferred Options</b>	February – March 2005
	<b>Prepare Submission Draft</b>	April – September 2005
	<b>Submission to Secretary of State and public consultation period</b>	November – December 2005
<b>Examination</b>	<b>Pre-Examination consideration of representations</b>	January – April 2006
	<b>Pre-Examination Meeting</b>	May 2006
	<b>Examination period</b>	September 2006
<b>Adoption</b>	<b>Receipt of Inspector's binding report</b>	January 2007
	<b>Adoption and Publication</b>	March 2007
Arrangements for Production		
<b>Lead Department</b>	Strategic and Community Planning	
<b>Management arrangements</b>	LoDTAG/Cabinet Member for Strategic Land Use Planning/Council	
<b>Resources required</b>	Head of Strategic and Community Planning Department assisted by all members of the SCP Department and the Graphics Technician.	
<b>Community and stakeholder involvement</b>	Newsletters; focus groups; exhibitions; workshops; public and technical meetings.	
<b>Monitor and Review</b>	Monitored annually. Review will commence with Issues and Options stage in June 2007 in accordance with the South East Plan preparation timetable, which is due to be adopted in early Summer 2007.	



# Local Development Scheme

Local Development Document Profile	
<b>Title</b>	<b>Site Specific Allocations of Land</b>
<b>Status</b>	Development Plan Document
<b>Role / Subject / Content</b>	Sets out site specific allocations for development, including any requirements of the development. Sites will be identified on the Proposals Map
<b>Geographic Coverage</b>	District-wide
<b>Prepared jointly with other Local Authorities?</b>	No
<b>Current Status</b>	Submitted in November 2005. Independent Inspector to hold Examination in September 2006. Will replace some policies of the Horsham District Local Plan 1997 (see Appendix 2)
<b>Chain of Conformity</b>	The Core Strategy
Timetable	
<b>Evidence gathering and early community and stakeholder engagement</b>	October 2002 – April 2004
	<b>Consultation on Issues and Options</b> June – July 2004
<b>Production</b>	<b>Public participation on Preferred Options</b> February – March 2005
	<b>Prepare Submission Draft</b> April – September 2005
	<b>Submission to Secretary of State and public consultation period</b> November 2005 – February 2006 (includes consultation on alternative sites and boundary changes)
<b>Examination</b>	<b>Pre-Examination consideration of representations</b> January - April 2006
	<b>Pre-Examination Meeting</b> May 2006/February 2007
	<b>Examination period</b> April - May 2007
<b>Adoption</b>	<b>Receipt of Inspector's binding report</b> July 2007
	<b>Adoption and Publication</b> September 2007
Arrangements for Production	
<b>Lead Department</b>	Strategic and Community Planning
<b>Management arrangements</b>	LoDTAG/Cabinet Member for Strategic Land Use Planning/Council
<b>Resources required</b>	LDF Project Manager assisted by all members of the SCP Department and the Graphics Technician
<b>Community and stakeholder involvement</b>	Newsletters; focus groups; exhibitions; workshops; public and technical meetings.
<b>Monitor and Review</b>	Monitored annually. Review will commence with Issues and Options stage in August 2007. Public participation on Preferred Options May – August 2007. Submission to SoS in November 2007.



# Local Development Scheme

Local Development Document Profile	
<b>Title</b>	<b>General Development Control Policies</b>
<b>Status</b>	Development Plan Document
<b>Role / Subject / Content</b>	Set criteria against which planning applications for the development of land and buildings will be considered.
<b>Geographic Coverage</b>	District-wide
<b>Prepared jointly with other Local Authorities?</b>	No
<b>Current Status</b>	In progress. Will replace some policies of the Horsham District Local Plan 1997 (see Appendix 2)
<b>Chain of Conformity</b>	The Core Strategy
<b>Evidence gathering and early community and stakeholder engagement</b>	
	October 2002 – April 2004
	Consultation on Issues and Options
	June – July 2004
Production	Public participation on Preferred Options
	November – December 2005
	Prepare Submission Draft
	January – July 2006
Examination	Submission to Secretary of State and public consultation period
	September – December 2006 (includes consultation on alternative sites and boundary changes)
	Pre-Examination consideration of representations
	November 2006 – January 2007
	Pre-Examination Meeting
	February 2007
	Examination period
	May – June 2007
Adoption	Receipt of Inspector's binding report
	August 2007
	Adoption and Publication
	October 2007
<b>Lead Department</b>	Strategic and Community Planning
<b>Management arrangements</b>	LoDTAG/Planning Review Group/Cabinet Member for Strategic Land Use Planning/Council
<b>Resources required</b>	Strategic and Community Planning Department; Development Department and Graphics Technician
<b>Community and stakeholder involvement</b>	Newsletters; focus groups; public and technical meetings.
<b>Monitor and Review</b>	The document will be monitored annually and will be reviewed when the monitoring highlights such a need.



# Local Development Scheme

Local Development Document Profile		
<b>Title</b>	<b>Gypsy and Travellers</b>	
<b>Status</b>	Development Plan Document	
<b>Role / Subject / Content</b>	To allocate specific sites to meet the needs of gypsies and travellers, including the provision of a transition site or sites.	
<b>Geographic Coverage</b>	District-wide	
<b>Prepared jointly with other Local Authorities?</b>	No	
<b>Current Status</b>	In progress.	
<b>Chain of Conformity</b>	The Core Strategy	
Timetable		
<b>Evidence gathering and early community and stakeholder engagement</b>	January 2005 – December 2006	
<b>Consultation on Issues and Options</b>	November – December 2006	
<b>Production</b>	<b>Public participation on Preferred Options</b>	June – July 2007
	<b>Prepare Submission Draft</b>	August – November 2007
	<b>Submission to Secretary of State and public consultation period</b>	January – May 2008 (includes consultation on alternative sites and boundary changes)
<b>Examination</b>	<b>Pre-Examination consideration of representations</b>	March - July 2008
	<b>Pre-Examination Meeting</b>	September 2008
	<b>Examination period</b>	November 2008
<b>Adoption</b>	<b>Receipt of Inspector's binding report</b>	February 2009
	<b>Adoption and Publication</b>	May 2009
Arrangements for Production		
<b>Lead Department</b>	Strategic and Community Planning	
<b>Management arrangements</b>	LoDTAG/Cabinet Member for Strategic Land Use Planning/Council	
<b>Resources required</b>	Strategic and Community Planning Department; and Graphics Technician	
<b>Community and stakeholder involvement</b>	Exhibitions/workshops; public and technical meetings.	
<b>Monitor and Review</b>	The document will be monitored annually and will be reviewed when the monitoring highlights such a need.	



# Local Development Scheme

Local Development Document Profile		
<b>Title</b>	<b>Land West and North-West of Crawley Joint Area Action Plan</b>	
<b>Status</b>	Development Plan Document	
<b>Role / Subject / Content</b>	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 of Crawley comprising at least 2500 homes, commercial development, infrastructure and facilities.	
<b>Geographic Coverage</b>	Land west and north-west of Crawley	
<b>Prepared jointly with other Local Authorities?</b>	Yes – Crawley Borough Council	
<b>Current Status</b>	Joint working in progress	
<b>Chain of Conformity</b>	Horsham District LDF Core Strategy and Proposals Map	
Timetable		
<b>Evidence gathering and early community and stakeholder engagement</b>	May 2005 – August 2006	
<b>Consultation on Issues and Options</b>	September – November 2006	
<b>Production</b>	<b>Public participation on Preferred Options</b>	April – May 2007
	<b>Prepare Submission Draft</b>	March – July 2007
	<b>Submission to Secretary of State and public consultation period</b>	November – February 2007 (includes consultation on alternative sites and boundary changes)
<b>Examination</b>	<b>Pre-Examination consideration of representations</b>	January – March 2008
	<b>Pre-Examination Meeting</b>	March 2008
	<b>Examination period</b>	June 2008
<b>Adoption</b>	<b>Receipt of Inspector's binding report</b>	September 2008
	<b>Adoption and Publication</b>	December 2008
Arrangements for Production		
<b>Lead Department</b>	Strategic and Community Planning, Horsham District Council and Forward Planning Department, Crawley Borough Council	
<b>Management arrangements</b>	Technical Working Groups/Joint Officer Board/Joint Member Steering Group/both authority's Executive/Cabinet and Full Councils. NB. Crawley Borough Council's Executive to agree Issues and Options document.	
<b>Resources required</b>	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.	
<b>Community and stakeholder involvement</b>	Consultation will be undertaken in accordance with both authority's Statements of Community Involvement and The Town and Country Planning (Local Development) (England) Regulations 2004.	
<b>Sustainability Appraisal and Strategic Environmental Assessment</b>	Timetable for production of SA/SEA reports will reflect the approach set out in Chapter 3 of this document.	
<b>Monitor and Review</b>	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.	



# Local Development Scheme

Local Development Document Profile	
<b>Title</b>	<b>Land West of Horsham Masterplan</b>
<b>Status</b>	Supplementary Planning Document
<b>Role / Subject / Content</b>	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 of Horsham to provide around 2000 homes, commercial development, infrastructure and facilities including design guidance.
<b>Geographic Coverage</b>	Land west of Horsham
<b>Prepared jointly with other Local Authorities?</b>	No
<b>Current Status</b>	In progress
<b>Chain of Conformity</b>	The Core Strategy and Proposals Map
Timetable	
<b>Evidence gathering and early community and stakeholder engagement</b>	May 2005 – November 2006
<b>Production</b>	Public participation on draft SPD <i>January - March 2007</i>
<b>Adoption</b>	Consideration of consultation representations <i>March 2007 – April 2007</i>
	Adoption and Publication <i>June 2007</i>
Arrangements for Production	
<b>Lead Department</b>	Strategic and Community Planning
<b>Management arrangements</b>	LoDTAG/Cabinet Member for Strategic Land Use Planning/Cabinet
<b>Resources required</b>	Strategic and Community Planning Department /Officers from Development Department/Building Control/Housing Services/Design Team/Community Development and Leisure/Officers from WSCC and Graphics Technician
<b>Community and stakeholder involvement</b>	Workshops; exhibitions; and technical meetings
<b>Monitor and Review</b>	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.



# Local Development Scheme

Local Development Document Profile	
<b>Title</b>	<b>Planning Obligations</b>
<b>Status</b>	Supplementary Planning Document
<b>Role / Subject / Content</b>	Will state the requirements and priorities, arising from new development, of service infrastructure and facilities.
<b>Geographic Coverage</b>	District-wide
<b>Prepared jointly with other Local Authorities?</b>	West Sussex County Council will have a key input with regard to the provision requirements from services and infrastructure it is responsible for, such as, transport infrastructure; education, fire, and library facilities
<b>Current Status</b>	In progress
<b>Chain of Conformity</b>	The Core Strategy, Site Specific Allocations of Land and General Development Control Policies
Timetable	
<b>Evidence gathering and early community and stakeholder engagement</b>	April 2005 – April 2006
<b>Production</b>	Public participation on draft SPD <i>June - July 2006</i>
<b>Adoption</b>	Consideration of consultation representations August – December 2006
	Adoption and Publication <i>March 2007</i>
Arrangements for Production	
<b>Lead Department Management arrangements</b>	Strategic and Community Planning LoDTAG/Development Control Working Group/Cabinet Member for Strategic Land Use Planning/Cabinet/West Sussex County Council Cabinet
<b>Resources required</b>	Strategic and Community Planning Department /Officers from Legal Services/Officers from WSCC and Graphics Technician
<b>Community and stakeholder involvement</b>	Focus group; and technical meetings
<b>Monitor and Review</b>	The document will be monitored annually and will be reviewed when the monitoring highlights such a need.



# Local Development Scheme

## Appendix 2

### Transition from the Horsham District Local Plan, 1997 to the Horsham District Local Development Framework

The table below sets out how it is anticipated that the policies of the adopted Horsham District Local Plan, 1997 will be incorporated into Development Plan Documents that will form part of the new Local Development Framework for this District. The table lists each policy and explains whether the issue dealt with by that policy will be considered during the process of producing the relevant DPD. It does not mean that the policy will automatically be included in that DPD.

**If the table shows the current policy being replaced, it can be assumed to be saved until the DPD listed to replace it is adopted.**

Some policies will not be included in future DPDs and these are highlighted as 'not included'. This only relates to site-specific policies in the Horsham District Local Plan where the allocated site has already been developed or is no longer considered appropriate for development.

Please note that this Appendix is only intended as a guide and that a statement will be produced with each Development Plan Document which explains how the document relates to the Horsham District Local Plan, 1997 (see paragraph 4.7). Furthermore, the annual review of the Local Development Scheme will identify which, if any, of the saved planning policies have been replaced or are redundant (see paragraph 6.1).

Volume 1: Policy	Where the issue will be integrated in the LDF
<b>General Policies</b> G1 - G2 G3 G4 - G5	The Core Strategy General Development Control Policies DPD The Core Strategy
<b>Agriculture and Countryside</b> CS1 – CS3 CS4 – CS28	The Core Strategy The Core Strategy with further detail in the General Development Control Policies DPD
<b>Environment, Design and Conservation</b> EDC1 - EDC2  EDC3 - EDC55	The Core Strategy with further details in both the Site Specific Allocations of Land DPD (where there are specific site requirements) and the General Development Control Policies DPD  The Core Strategy with further detail in the General Development Control Policies DPD
<b>Housing</b> HS1 – HS5  HS6 – HS18	The Core Strategy and further detail in the Site Specific Allocations of Land DPD  The Core Strategy with further detail in the General Development Control Policies DPD



# Local Development Scheme

<b>Employment</b> <b>E1 - E2</b> <b>E3</b> <b>E4 – E9</b>	The Core Strategy Site Specific Allocations of Land DPD The Core Strategy with further detail in the General Development Control Policies DPD
<b>Shopping</b> <b>S1 - S2</b> <b>S3 - S11</b>	The Core Strategy General Development Control Policies DPD
<b>Transport and Utilities Infrastructure</b> <b>TU1</b> <b>TU2 - TU7</b> <b>TU8 - TU10</b>  <b>TU11 - TU13</b> <b>TU14 - TU21</b>	The Core Strategy General Development Control Policies DPD The Core Strategy with further detail in the General Development Control Policies DPD General Development Control Policies DPD The Core Strategy with further detail in the General Development Control Policies DPD
<b>Community Facilities and Leisure/Recreation</b> <b>CL1 - C14</b>	The Core Strategy with further details in both the Site Specific Allocations of Land DPD (where there are specific site requirements) and the General Development Control Policies DPD
<b>Tourism</b> <b>TM1</b> <b>TM2</b> <b>TM3 - TM9</b>	The Core Strategy Site Specific Allocations of Land DPD The Core Strategy with further detail in the General Development Control Policies DPD



# Local Development Scheme

Volume 2: Policy	Where the issue will be integrated in the LDF
<b>Billingshurst</b> BL1 - BL3 BL4 - BL5  BL6 BL7 BL8	<i>Not included</i> The Core Strategy and further detail in the General Development Control Policies DPD <i>Not included</i> Site Specifics Allocations of Land DPD <i>Not included</i>
<b>Broadbridge Heath</b> BB1 - BB2	<i>Not included</i>
<b>Colgate</b> CG1	<i>Not included</i>
<b>Horsham Town</b> HU1 - HU7 HU8  HU9 - HU11 HU12 - HU15	<i>Not included</i> The Core Strategy and further detail in the General Development Control Policies DPD General Development Control Policies DPD <i>Not included</i>
<b>Itchingfield</b> I1	<i>Not included</i>
<b>Lower Beeding</b> LB1	<i>Not included</i>
<b>North Horsham</b> NH1 – NH5	<i>Not included</i>
<b>Nuthurst</b> N1	<i>Not included</i>
<b>Rudgwick</b> RW1 - RW2	<i>Not included</i>
<b>Rusper</b> RS1	<i>Not included</i>
<b>Slinfold</b> SF1 SF2	<i>Not included</i> General Development Control Policies DPD
<b>Southwater</b> SQ1 – SQ2 SQ3 SQ4 SQ5 SQ6  <b>Warnham</b> WN1 - WN2	<i>Not included</i> Site Specific Allocations of Land DPD <i>Not included</i> Site Specific Allocations of Land DPD <i>Not included</i> <i>Not included</i>



Volume 3: Policy	Where the issue will be integrated in the LDF
<b>Amberley</b> AM1	<i>Not included</i>
<b>Ashington</b> AS1 - AS5	<i>Not included</i>
<b>Bramber</b> BM1	<i>Not included</i>
<b>Coldwaltham</b> CW1	<i>Not included</i>
<b>Cowfold</b> CF1 - CF2 <b>Henfield</b> HF1 HF2 HF3	<i>Not included</i>  Site Specific Allocations of Land DPD The Core Strategy and further detail in the General Development Control Policies DPD Site Specific Allocations of Land DPD
<b>Pulborough</b> PL1 - PL3 PL4 PL5	<i>Not included</i> The Core Strategy with further detail in the General Development Control Policies DPD The Core Strategy and further detail in the General Development Control Policies DPD
<b>Shipley</b> SP1	<i>Not included</i>
<b>Steyning</b> ST1	The Core Strategy and further detail in the General Development Control Policies DPD
<b>Storrington</b> SR1 SR2  SR3 SR4  SR5 SR6 SR7	<i>Not included</i> <i>Residential allocation not included. Rest of site Core Strategy with further details in the General Development Control Policies DPD</i> <i>Not included</i> The Core Strategy with further detail in the General Development Control Policies DPD <i>Not included</i> Site Specific Allocations of Land DPD <i>Not included</i>
<b>Sullington</b> SG1 SG2 SG3	Site Specific Allocations of Land DPD <i>Not included</i> The Core Strategy and further detail in the General Development Control Policies DPD



# Local Development Scheme

<b>Thakeham</b> T1	General Development Control Policies DPD
<b>Upper Beeding</b> UB1 UB2	Site Specific Allocations of Land DPD <i>Not included</i>
<b>Washington</b> WS1	<i>Not included</i>
<b>West Chiltington</b> WC1 WC2	General Development Control Policies DPD <i>Not included</i>
<b>West Grinstead</b> WG1 - WG2	<i>Not included</i>



**Appendix 3**

**List of Supplementary Planning Guidance notes  
relevant to Horsham District**

The following list of Supplementary Planning Guidance notes has been adopted by the Council and will continue to be a material consideration in the determination of planning applications until they are withdrawn by the Council or replaced by Local Development Documents.

The list indicates how these documents may be incorporated in the LDF in due course.

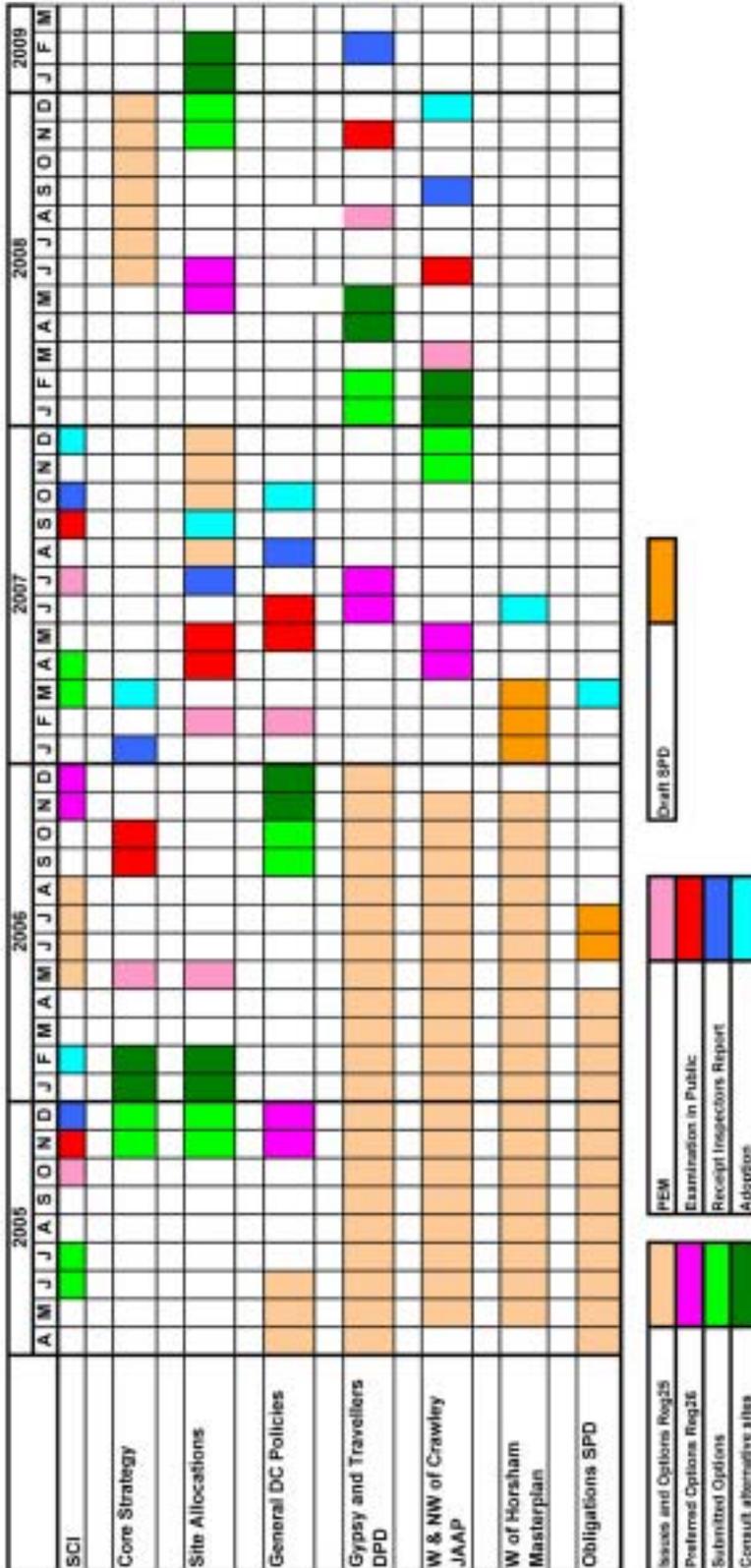
<b>Supplementary Planning Guidance</b>	<b>Long term position in the LDF</b>
Heath Common Village Design Statement	Will be reviewed, if necessary, after 2007 and prepared as an SPD
Refuse and Recycling, 1999	Will be reviewed after 2007 and, if necessary, prepared as an SPD
Conversion of Agricultural and Other Rural Buildings into Dwellings, 2001	Will be reviewed after 2007 and may be prepared as an SPD
The Conversion of Rural Buildings, 2003	Will be reviewed after 2007 and may be prepared as an SPD
Small Dwellings in the Countryside, 1997	Will be reviewed after 2007 and may be prepared as an SPD
Parking Standards in Relation to Development, 2003	Will be replaced by the Planning Obligations SPD due to be adopted in Spring 2007
Horsham Conservation Area Appraisal	Will be reviewed, if necessary, after 2007 and prepared as an SPD
Bramber Conservation Area Appraisal	Will be retained as a Background Document to the LDF
Slinfold Conservation Area Appraisal	Will be retained as a Background Document to the LDF
Amberley Conservation Area Appraisal	Will be retained as a Background Document to the LDF
Southwater Village Design Statement	Will be retained as a Background Document to the LDF
Partridge Green and Dial Post Design Statement	Will be reviewed, if necessary, after 2007 and prepared as an SPD
Thakeham Parish Design Statement	Will be reviewed, if necessary, after 2007 and prepared as an SPD
West Chillington Parish Design Statement	Will be reviewed, if necessary, after 2007 and prepared as an SPD



Local Development Scheme

Appendix 4

LOCAL DEVELOPMENT SCHEME : TIMELINE CHART



APPENDIX 4



## GLOSSARY

### **Affordable Housing**

Housing subsidised in some way for people unable to rent or buy on the open housing market. The definition of 'affordable housing' includes key worker housing and shared ownership homes.

### **Annual Monitoring Report**

Provides an assessment of the progress made against targets and the performance of policies. The monitoring period is April to 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.

### **Built-up area boundaries**

These identify the areas in the District of primarily built form, rather than countryside. They identify areas within which development of brownfield land may normally be appropriate, including infilling, redevelopment and conversions in accordance with Government guidance in PPG3 'Housing'. They do not include a presumption for the development of greenfield land such as playing fields and other open space, as indicated in PPG 17 'Planning for Open Space, Sport and Recreation'. Identified built-up area boundaries do not necessarily include all existing developed areas.

### **The Core Strategy**

The Core Strategy sets out the key elements of the planning framework for the area. It is comprised of a spatial vision and strategic objectives for the area; a spatial strategy; core policies; and a monitoring and implementation framework with clear objectives for achieving delivery. Once adopted, all other Development Plan Documents must be in conformity with it.



### **Development Plan**

The statutory development plan is the starting point in the consideration of planning applications for the development or use of land. In future the development plan will consist of Regional Spatial Strategies prepared by the regional planning bodies; and Development Plan Documents prepared by the District Council, with Minerals and Waste Development Plan Documents, prepared by County Councils.

### **Development Plan Documents**

The Local Development Framework is partly comprised of Local Development Documents. This includes Development Plan Documents within it, which in turn comprises the Core Strategy, Site Allocations, Area Action Plans, Proposals Map, General Development Control Policies.

### **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. Such policies will ensure that development accords with the spatial vision and objectives set out in the core strategy.

### **Horsham Community Partnership:- Community Strategy / Action Plan**

The documents produced by the Horsham Community Partnership (see Local Strategic 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.

### **Horsham Town Neighbourhood Appraisal (HTNA)**

The HTNA is a form of 'Parish' Plan, including action plans and character assessments for the unparished part of Horsham Town, undertaken by the three Neighbourhood Councils (Denne, Forest and Trafalgar).

### **Independent Examination**

This is a form of inquiry into the Local Development Framework. 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 preliminary consultation document**

This was 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 Options' development documents, which is a statutory stage of the Local Development Framework preparation for the District.

**Local Development Framework**

The Local Development Framework is not a statutory term, however it sets out, in the form of a 'portfolio/ folder', the Local Development Documents which collectively deliver the spatial planning strategy for the local planning authority's area. The Local Development Framework will be comprised of Local Development Documents, and Supplementary Planning Documents. The Local Development Framework will also include the Statement of Community Involvement, the Local Development Scheme and the Annual Monitoring Report.

**Local Development Document**

The Local Development Framework will be partly comprised of the Local Development Document, prepared by the District Councils. These documents include the Statement of Community Involvement; Supplementary Planning Documents; and Development Plan Documents (being the Core Strategy, Site Allocations, Area Action Plans, Proposals Map, General Development Control Policies).

**Local Development Scheme**

This is a public statement of the Council's programme for the production of Local Development Documents. The scheme will be revised when necessary. This may either be as a result of the Annual 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 local development documents.

**Local Strategic Partnership**

A group of public, private, voluntary and community organisations and individuals that is responsible for preparing the Community Strategy; called the Horsham District Community Partnership in this District.



### **Preferred Options**

This stage of preparing documents takes into account the communities comments, having regard to them in the preparation of the final Development Plan Document. The intention is to provide sufficient information to ensure that people can understand the implications of the Preferred Options. The aim of the formal public participation on the Preferred Options 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 'submission' Development Plan Document which is the next stage in the process.

### **Regional Planning Guidance (RPG)**

#### **Regional Spatial Strategies (RPS)**

Central Government produces Regional Planning Guidance Notes, to be replaced by Regional Spatial Strategies which direct planning in the Regions. Current Regional Planning Guidance for the South East (RPG9) covers the period up to 2016 setting the framework for the longer term future.

### **Saved Plan**

The Planning and Compulsory Purchase Act allows for existing plans to be "saved"; that is they will remain a material consideration (i.e. has to be taken into account) as part of the development plan for three years and be contained within the Local Development Framework.

### **South East Plan**

The Plan is being prepared by the South East England Regional Assembly between now and 2006. It will set out a vision for the region through to 2026, focusing on improvements that are needed to ensure the region remains economically successful and an attractive place to live. Important issues such as housing, transport, economy and the environment will be addressed. Once approved it will become a legal document that local authorities and other Government agencies in the region will have to follow.

**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 to be achieved by the local authority in involving the community in the preparation, alteration and continuing review of all Local Development Documents and planning applications. The Statement is a clear public statement enabling the community to know how and when they will be involved in the preparation of Local Development Documents and how they will be consulted on planning applications.

**Statutory Organisations**

Organisations the Local Authority has to consult with at consultation stages of the Local Development Framework.

**Structure Plan**

The West Sussex Structure Plan 2001-2016 provides a planning framework for the County until replaced by the South East Plan and, the Horsham District Local Development Framework.

**Submission**

The final stage in preparation of Development Plan Documents and the Statement of Community involvement. The documents are sent to the Secretary of State and an Independent Examination will be held.



**Supplementary Planning Guidance  
Supplementary Planning Documents**

Where prepared under the new planning system, Supplementary Planning Documents will be included in the Local Development Framework and will form part of the planning framework for the area. 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.

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

The Planning and Compulsory Purchase Act 2004 requires Local Development Documents to be prepared with a view to contributing to the achievement of sustainable development. Sustainability appraisal is a systematic appraisal process. The purpose of sustainability appraisal is to appraise the social, environmental and economic effects of the strategies and policies in a Local Development Document from the outset of the preparation process. This will ensure that decisions are made that accord with sustainable development.

**Urban Housing Potential Study 2003-2016**

A paper produced that considers the potential of underused, vacant and derelict sites, and assesses the scope for reusing existing buildings for housing. There will be continued detailed monitoring of unidentified sites coming forward, and the document will be updated if the position changes, as and when required.