

**PLANNING
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**HORSHAM DISTRICT
LOCAL DEVELOPMENT FRAMEWORK
TO 2018**

**Planning Obligations
Supplementary Planning Document**

June 2007

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CHAPTER 1: INTRODUCTION

- 1.1 This Supplementary Planning Document (SPD) is intended to provide details on services and facilities and the priorities of provision that will be required when land is proposed for a development and where a planning obligation would be sought. Its purpose is to provide developers, landowners and local communities with further details on the requirements this Council has set to ensure that the process is efficient, transparent, co-ordinated and managed.
- 1.2 The SPD flows from and has regard to the policies set out in other documents of the Horsham District Council Local Development Framework, particularly the policies contained within the Core Strategy (2007) document. It also reflects the Council's priorities as set out in the Horsham District Community Strategy. The overarching theme of this strategy states that Horsham is and should continue to be:

"A dynamic district where people care and where individuals from all backgrounds can get involved in their communities and share the benefits of a district that enjoys a high quality of life"
- 1.3 This SPD sets out the statutory background and requirements and provides further details on this Council's approach to planning obligations as set out in the Core Strategy. It is intended to assist in delivering sustainable communities in Horsham District. Now that it has been adopted as Council policy, this SPD will be a material consideration in making decisions on individual planning applications.
- 1.4 The Council is aware that the Government is considering a major reform of the present system of securing planning gain and is proposing to introduce a Planning Gain Supplement (PGS). Chapter 3 sets out briefly this Council's present understanding of PGS and how it is expected to relate to the current system of planning obligations. The present SPD is intended to offer guidance to developers and landowners until such time as any new arrangements are introduced, at which point new guidance will be prepared.

Consultation on the draft SPD

- 1.5 The draft Planning Obligations SPD was originally published in early June 2006 and was advertised for public consultation in the local press and on the Council's website. The Council held a six-week period of consultation which ended on the 16th July 2006. During this period a wide variety of bodies were specifically consulted, including all Statutory



Consultees, Parish and Neighbourhood Councils and a wide range of developers which were known to have professional interests within the District.

- 1.6 In total representations were received from 34 different bodies. These representations, many of which were highly detailed and comprehensive, included comments on every section of the draft SPD. The Council has produced a summary analysis of representations detailing the full list of consultees as well as the nature of the comments made. This is available for inspection on the Councils website.
- 1.7 In producing this SPD, the Council has carefully considered all of the representations received. The representations highlighted a number of areas where the document could be improved and every effort has been made to incorporate the suggestions and recommendations where appropriate.
- 1.8 In response to the representations, most of the chapters in the SPD have been rewritten to make them clearer and to better explain the thinking behind the Council's guidance on planning obligations. One significant change is that the majority of figures within the draft SPD have been updated and removed to a series of separate annexes which will be reviewed each year and adjusted where appropriate. Also in response to representations received, more information has been provided (particularly in the annexes) concerning the derivation of contributions that the Council is requiring, for example for open space, sport and recreation.

Sustainability Assessment / Strategic Environmental Assessment (SA/SEA)

- 1.9 Please refer also to the final Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA) which has been produced alongside the SPD. An earlier draft of this document was also consulted on along with the draft SPD. Where it was considered appropriate, suggestions and comments received in the representations made on the draft SA/SEA have been incorporated into the final version.

Contacting the Council

- 1.10 If you have any queries or comments concerning this SPD or the SA/SEA, please contact the Strategic and Community Planning Department at the Council using the contact details set out in Appendix C.



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CHAPTER 2: PLANNING OBLIGATIONS - A DEFINITION

- 2.1 Planning authorities are required to consider and determine a planning application on its individual merits and reach a decision based on whether the application accords with the development plan, unless material considerations indicate otherwise. Where applications do not meet these requirements, they may be refused.
- 2.2 However, in certain instances, it may be possible to make acceptable development proposals, which might otherwise be unacceptable, through the use of planning conditions or, where this is not possible, through planning obligations.
- 2.3 Typically, planning conditions are attached to a planning permission and are usually applied to more minor requirements of a scheme; for example, restriction on hours of use of a shopping facility or employment premises. Although planning conditions should be used in preference to planning obligations where appropriate, it is a well established principle of planning law that planning conditions cannot be used to deal with the making of a financial payment by the applicant.
- 2.4 If planning conditions cannot be used to secure the necessary mitigation or improvements to services and/or facilities which arise from the development, planning obligations may be used.
- 2.5 Planning obligations are legally binding agreements between local planning authorities and persons with an interest in a piece of land. They will generally be used to secure funds or works and for essential elements of schemes such as the provision of affordable housing, public transport services or new infrastructure such as roads or a community centre. Each planning obligation will be specific to the proposed development and should be sought only when it meets all the tests as set out in Circular 05/2005 by the Secretary of State. In essence, planning obligations, whether sought or offered, must be:
 - relevant to planning
 - necessary to make the proposed development acceptable in planning terms
 - directly related to the proposed development
 - fairly and reasonably related in scale and kind to the proposed development and;
 - reasonable in all other respects



- 2.6 Planning obligations may be used to **prescribe** the nature of development; to **compensate** for loss or damage created by development or; to **mitigate** a development's impact on the surrounding built and natural environment.
- 2.7 However, the question of whether or not an obligation is valid and material is ultimately a matter for the Courts. In several instances, the Courts have held that planning obligations that go beyond the policy tests nevertheless meet the statutory requirements of the 1990 Act and are therefore still valid and material.



CHAPTER 3: STATUTORY BACKGROUND

- 3.1 The use of planning obligations to secure appropriate infrastructure, services or facilities was enacted by Section 106 of the Town and Country Planning Act 1990 (as substituted by section 12 of the Planning and Compensation Act 1991). Although sections 46 and 47 of the the Planning and Compulsory Purchase Act 2004 gave the Secretary of State the power to make regulations to replace Section 106 (S.106), these powers have not yet been brought into effect.
- 3.2 A number of Planning Policy Guidance notes (PPG) and Planning Policy Statements (PPS) are also relevant to this SPD and will be identified as appropriate under individual sections throughout this document. However, Circular 05/2005 is the key guidance on planning obligations and provides the broad policy principles and sets out the Secretary of State's policy tests which were summarised in paragraph 2.5 above.
- 3.3 It is acknowledged in Circular 05/2005 that, in some instances, it may not be feasible for the proposed development to meet all the requirements set out in local, regional and national policies and still be economically viable. Notwithstanding this, it may still be in the local interest to bring the development forward; for example, to meet an identified need or the objectives of the spatial strategy. In such instances, it may be necessary for additional infrastructure to be provided to serve the development in order to make it acceptable in planning terms and the local authority may wish to provide this infrastructure itself. However, it is for the local authority and other public sector agencies in negotiation with private sector developers to decide what is to be the balance of contributions made by the developers and by the public sector infrastructure providers.
- 3.4 The main purpose of this SPD is to provide the guidance necessary to make the process of negotiating planning obligations expedient, transparent, predictable and accountable.

Planning Gain Supplement

- 3.5 Following the Kate Barker Review of Housing Supply in 2005, the Government consulted on proposals for the replacement of the present S.106 planning obligations system with a new Planning Gain Supplement (PGS) and a much scaled-back system of planning obligations. The PGS, which would be required at the commencement of development, would aim to capture a 'modest' portion of the increase in land value that occurs when full planning permission is granted.



- 3.6 The intention is for the revenues raised by PGS to be spent on infrastructure needed to support new development. A significant majority of the revenues would go back to the local level with the remainder used to finance regional and strategic infrastructure.
- 3.7 Although the Government has given no detail on the level of the PGS, it is anticipated that it would be set at a level that would allow planning obligations to be scaled back to apply only to items directly related to the development site, (such as an access road or environmental improvements) and to affordable housing.
- 3.8 At present, the timescale of introduction is not clear. However, it has been stated that the PGS will not be introduced before 2008. This SPD is intended to offer guidance to developers on the Council's requirements and policies under the present system and in the event that PGS is introduced, new guidance will be drawn up.



CHAPTER 4: HORSHAM DISTRICT COUNCIL POLICY BACKGROUND

- 4.1 The Council's Local Development Framework (LDF) provides the policy framework for the future planning for the District, including the general principles for seeking planning obligations from proposed development. The policies contained within the development plan documents seek to ensure that development compensates for any social, community and environmental costs associated with development on the existing community and seek to reach agreement on the form the contribution might take before granting planning permission. This SPD seeks to expand further on the policies contained within the Core Strategy (2007) and other relevant development plan documents.
- 4.2 The Core Strategy defines a set of spatial objectives which, amongst other principles, provide the basis for the spatial strategy for the District. The objectives provide a clear statement of what this Council considers to be crucial in delivering sustainable development but they also highlight the fact that they are intended to conserve and enhance the existing natural, built and historic environment of the District. Equally important is to ensure that they sustain and enhance the quality of life for all residents in the District.
- 4.3 Planning obligations, through developer contributions in one form or another, play a role in ensuring that these objectives are met. This may include the provision of affordable housing and/or ensuring that sufficient services and facilities are accessible for all. However, it is important, at this point, to ensure that the principle that planning permission may not be bought or sold is fully integrated with the planning process and that there is public confidence in the process of negotiating, collecting and spending any contributions secured through planning obligations.
- 4.4 Core Strategy Policy CP 2 establishes the need to protect the quality of the the environment in the District through a range of strategies including ensuring that development proposals avoid or mitigate an impact on the environment such as through strategies to minimise pollution or to incorporate facilities for waste or water recycling.
- 4.5 Core Strategy Policy CP 3 sets out the need for high quality design for all development within the District, including the need to optimise the potential of development sites to accommodate and contribute to the support for suitable complementary facilities as well as a framework of high quality open spaces which will meet the needs of the community.



- 4.6 Core Strategy Policy CP 12 sets out this Council's approach to meeting the housing needs in the District and states that [residential] development should provide a mix of housing sizes, types and tenures. It states that affordable housing should be provided as built units on-site unless, in exceptional circumstances, off-site contributions (commuted payments) would be an appropriate option.
- 4.7 Core Strategy Policy CP 13 provides the policy context for infrastructure requirements for new development. This includes the provision of new, and/or improvements to existing, infrastructure and service facilities. This Council's approach is that where such provision/improvements are needed as the result of a development, the developers will be required to fund or contribute towards them.
- 4.8 Core Strategy Policy CP 14 deals with the protection and enhancement of community facilities and services. It states that development proposals that would result in the loss of sites and premises currently or last used for the provision of facilities, services, leisure or cultural activities will be resisted. In exceptional cases such a loss may be considered acceptable provided that an alternative facility of equivalent or better quality and scale to meet community needs is available or will be provided at an equally accessible location within the vicinity.
- 4.9 Core Strategy Policy CP 19 sets the objectives for securing sustainable development that reduces the reliance on the private car. In order to manage the anticipated growth in demand for travel, the policy states that development should seek to maintain and improve the existing transport system and should seek to deliver better sustainable and public transport services. Contributions will be sought to enable the development to be served by more than one means of transport.



CHAPTER 5: PLANNING OBLIGATIONS - HORSHAM DISTRICT COUNCIL'S APPROACH

- 5.1 The Council has taken the decision to retain control over the whole process of prioritisation, negotiation, collection and the use of funds and acts as the co-ordinating authority for the negotiation of obligations and the collection of contributions. Although the District Council is not responsible for the provision of all services and facilities listed in this document, the Council will collect and remain accountable for the spending of contributions. Other service providers, for example, West Sussex County Council, as the Authority responsible for setting priorities and delivering Highways and Transport improvements or the Authority responsible for organising and delivering education and facilities for Children and Young People, and the Environment Agency as the agency responsible for overseeing and regulating flooding and pollution issues, will be consulted on individual planning applications likely to carry planning obligation liability.
- 5.2 Where a need for a specific service has been identified through consultation with the relevant Authority, the Authority in question will be responsible for the delivery of this infrastructure or service using the funds secured and allocated by the Council through planning obligations. In order to increase openness and transparency in the use of contributions, other relevant Authorities will be expected to follow the procedures laid down by the Council in relation to accessing the contributions once secured and allocated.
- 5.3 It is recognised that most development proposals will have essential infrastructure requirements in one form or another whether it be affordable housing provision, transport improvements or the provision of certain community and leisure facilities. Such provision should, as far as is possible and reasonable, be provided on-site or be directly linked to the particular development. However, in some instances, it may be more appropriate to seek '*in lieu*' contributions which may be pooled and put towards off-site but local initiatives or indeed more strategic priorities, for example where existing local facilities are over subscribed.
- 5.4 It is this Council's aim to provide early guidance on the services and facilities and the priorities of provision that will be required when land is proposed for development. However, it is not always possible to be specific about all the land which will come forward for development. The optimum way in which this can be achieved is through the allocation of land through the Local Development Framework (LDF) process. Greater certainty is provided by this plan-led system. However,



it is important to retain a level of flexibility in negotiations regarding the contribution, as it is not always possible to identify the specific services for which land or finance may need to be secured by way of developer contributions at the point when land is allocated in a development plan document.

- 5.5 Similarly, many sites are not identified for development in any development plan document but come forward as windfall sites through individual planning applications and, therefore, the appropriate level of service provision for the development will need to be established once the application has been registered having regard to the particular circumstances of the application site and the surrounding area.
- 5.6 As the Local Planning Authority, this Council will be able to determine, through the relevant service providers, details of locations where service provision is, or would become, inadequate to meet the needs arising from a particular development. However, this does not imply that new development should make good existing service infrastructure which is inadequate.
- 5.7 It is this Council's aim to carry out negotiations and to agree Section 106 planning obligations prior to consideration by the relevant Development Control Committee or prior to issuing the planning permission to which the agreement is linked. It is the Council's aim to ensure that developers are informed of the likely contribution required for a proposed development at the earliest opportunity, preferably at the pre-application discussion level. This may sometimes need to be achieved through consultation with the relevant service providers who can provide details of the likelihood and level of contributions sought.
- 5.8 This SPD provides, as far as is possible, an indication of the costs associated with the provision of, and/or improvements to, existing infrastructure, service and community facilities. However, the costs associated with certain provision and/or improvements may vary depending on the individual site circumstances and the financial or other developer contribution may therefore vary depending on the type and scale of the development, having regard to specific constraints associated with the application site; this is to ensure that any planning obligation does not become an unduly excessive constraint in the development process, which would jeopardise completion of development or redevelopment on the site.
- 5.9 This Supplementary Planning Document is intended to help ensure transparency and retain public confidence in the process of negotiating planning obligations. It has been developed on the principle that planning permission may not be bought or sold. It is anticipated that

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this approach will assist developers, agents and landowners to understand at an early stage in the development process the likely infrastructure costs associated with new development so that existing and future users of services benefit from the proper and timely introduction of their necessary provision.

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CHAPTER 5: PLANNING OBLIGATIONS - HORSHAM DISTRICT COUNCIL'S APPROACH



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CHAPTER 6: METHODOLOGY AND KEY PRINCIPLES

- 6.1 The principles and methodologies set out in Chapters 12 to 14 of this document, including the references to land area requirements and costs of construction, are intended to be used as a guide to the types of infrastructure and the standards of provision which will be required by this Council and by other service providers to deliver the necessary and in some cases statutory services and facilities.
- 6.2 In order to aid clarity and to allow the efficient updating of time-limited figures, it has been decided to specify all specific contribution requirement figures and construction costs in the annexes (A, B, C and D) that accompany this SPD. Details of where to locate the relevant figures can be found throughout Chapters 12 to 14. The annexes will be reviewed on an annual basis and replaced where necessary by making the new versions available on the Council's web site. In conducting the review of contribution requirements, the Council will work with service providers to ensure that the most appropriate building costs and indexes are used.
- 6.3 It should be noted that the indications of the likely costs for the provision of service infrastructure and facilities contained in the annexes are only intended to provide general guidance. Clarification should always be sought from this Council and other service providers with regard to the likely individual costs for services and facilities required as a result of a proposed development.
- 6.4 Landowners, developers and other interested parties are asked to note that the information in this document and in the annexes is subject to the following general caveats:
- The numerical standards quoted relate to situations where there is either no existing provision or where the existing provision is fully committed (actual requirements will take into account any existing spare capacity and, where appropriate, provision will be reduced accordingly)
 - The site areas quoted assume adequate off-site links to the transport networks, regular boundaries, no substantial parts which are unsuitable or otherwise impractical for the use intended due to excessive noise, steeply sloping ground etc.
 - The building costs quoted have been derived from development on 'greenfield' sites with no significant abnormal conditions. Development on brownfield site is likely to incur additional costs due to site clearance and possible decontamination / remediation.



However, where these abnormalities exist, the Council will expect that the developer has taken these into consideration when purchasing the land

- Occasionally, it may be possible to reduce land consumption by providing more than one infrastructure requirement or facility on a single site (e.g. an infants school and a junior school). Similarly, a number of service providers may agree that their requirements will be best satisfied by means of a combined facility operated under the terms of a legal agreement (e.g. a building designed and built for use both as a County Council school sports hall and as part of a District Council leisure facility)

6.5 Financial contributions towards the capital costs of Highways infrastructure requirements will not usually extend to include the costs of subsequent maintenance, recurrent expenditure or other running costs. There may however be certain exceptions to this, including:

- Maintenance payment for additional highways works which are an essential pre-requisite to the granting of planning permission and an agreement is entered into under Section 278 of the Highways Act 1980 (which specifically provides for maintenance payments); and
- Funding for necessary public transport, possibly including short term revenue support (subject to an upper limit) particularly where this would help to achieve sustainable development.

6.6 In addition to the above, readers are also advised to observe the general caveats in Chapter 11 (Setting Priorities).

Occupancy assumptions

6.7 In order to be able to use standard formulae for the calculation of various contributions, as encouraged in Circular 05/2005, it is necessary to use occupancy assumptions. To ensure a clear basis for these assumptions and to provide consistency, West Sussex County Council's figures have been used throughout the SPD except for Chapter 12 (Group A: Affordable Housing) where occupancy assumptions based on Housing Corporation standards have been used.

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6.8 The County Council's research has shown that the occupancy of new development in West Sussex has remained relatively high, with an average of around 2.5 persons per dwelling. The assumed occupancy details are as follows:

1 bed unit	1.5 persons
2 bed unit	2.2 persons
3 bed unit	2.5 persons
4 bed unit (or larger)	3 persons

Reduced contributions in respect of affordable housing

6.9 Evidence suggests that most of the eventual occupants of affordable housing already live in the same area as the development being proposed and are therefore already using existing infrastructure. The County Council has argued, based on research, that around 33% of affordable housing units are occupied by 'concealed households' already in the area, for example living with relatives.

6.10 As a consequence, it is not appropriate to expect full contributions to be paid by developers in respect of affordable housing. Therefore, the Council will allow a **33% discount** to be applied to all contributions in groups B and C of this SPD in respect of all affordable housing units provided by RSLs, regardless of tenure. In some instances, there may be a case for a greater level of discount and the Council will consider arguments for this on a case by case basis. Equally, individual arrangements will be need to be made for very large housing developments based on negotiation between the developers and the Council.

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CHAPTER 6: METHODOLOGY AND KEY PRINCIPLES



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CHAPTER 7: THRESHOLDS

- 7.1 The approach to planning obligations adopted by the Council is that contributions towards the improvement or provision of infrastructure, transport, community facilities and public services will be sought from all development whether large or small where it is considered that the development would have an impact on existing services and facilities. There are nevertheless, several circumstances where this approach is not appropriate. These are detailed below.

Affordable Housing

- 7.2 Core Strategy Policy CP12 identifies a minimum threshold below which developer contribution in the form of affordable housing provision will not be sought. This threshold is set at 15 dwellings (or on sites of 0.5 hectares). The provision of an appropriate proportion of affordable homes will be sought on development at or above either of these thresholds with the target being 40% of the total number of dwellings.
- 7.3 In settlements with a population of less 3,000, 100% affordable housing will be sought from every development, unless it can be demonstrated that market housing is required under the provisions of Core Strategy Policies CP 5 or CP 8. In such cases, the target of 40% affordable housing will apply to developments of five dwellings or more (or on sites of 0.16 hectare or above).
- 7.4 Retirement and sheltered housing will also be expected to address the affordable housing needs, subject to the site size thresholds stated above. Commercial and employment development, as well as specific large operations such as nursing homes and educational institutions will be encouraged to make appropriate contributions towards affordable housing needs, particularly for key workers.

Public Art

- 7.5 The need for public art as part of an overall design solution is more closely related to larger residential and commercial developments. Therefore, contributions in respect of public art will only be sought for residential developments in excess of 50 dwellings and for commercial developments above 2500 square metres gross internal floor area.



Small Rural Diversification Schemes

- 7.6 Core Strategy Policy CP15 promotes development which maintains the quality and character of the countryside whilst maintaining its varied and productive social and economic activity. Where such development consists of small scale rural diversification schemes with a limited impact on public services, facilities and the transport network, it is unlikely that contributions would be sought. Due to the varied nature of such schemes the setting of a precise threshold is not possible, although the overall viability of the scheme will be taken into consideration by the Council.



CHAPTER 8: NEGOTIATIONS

- 8.1 The District Council will be working closely with other service providers, agencies and organisations in order to ensure that the appropriate measures required from new development are implemented and the need for specific infrastructure can be provided from a development relevant and related in location to the identified need. These partners include:
- West Sussex County Council (WSSCC) as the appropriate Authority for children and young people's services; adult's services; libraries; fire services; and highways and transport services. The County Council's responsibility also includes the provision of services including minerals and waste planning, and liaison between local authorities and the emergency services;
 - Environment Agency as the agency with the role of overseeing and regulating flooding and pollution issues;
 - Registered Social Landlords (RSL) as providers of affordable housing;
 - NHS Primary Care Trusts as providers of acute and primary care services;
 - Utility companies which provide electricity, waste water and water supply services and gas.
- 8.2 Service providers will be expected to support the provision they have recommended which has subsequently been included in any planning obligation if that required provision is contested by the developer. The Council will also expect service providers to supply sufficient cost and indexing information to allow the correct level of contribution to be sought. This information will be placed in the annually updated annexes to this SPD.
- 8.3 Negotiations between developers and the service providers will take place primarily through this Council, although developers will often discuss requirements for planning obligations with individual service providers prior to approaching the Council in order to 'cost out' development options.
- 8.4 Within this Council, consultation and advice will be sought from the relevant Departments when necessary. Parish Plans and Neighbourhood Appraisals will also be a useful source of information when establishing the needs for particular geographical areas within the District.



- 8.5 Parish and Neighbourhood Councils may be asked to identify any particular needs arising out of the development proposals and to provide a reasonable justification for any potential request for funding/provision of services and facilities when they are consulted on particular planning applications likely to carry planning obligation liability.
- 8.6 The Development Control Case Officer will be responsible for liaising with the relevant Council departments, service providers and Parish/Neighbourhood Councils on requirements for the scheme following the priorities set out in this document.
- 8.7 As the co-ordinating authority for all planning obligations in Horsham District, the process of implementation is monitored from the time a planning application is registered through to the completion of all parts of the planning obligation.

Cross boundary issues

- 8.8 Where, by virtue of proximity to a District boundary, any proposed development within the District would be likely to have implications on service delivery in the adjoining District/County, the relevant authorities will be consulted. If it is considered that a planning obligation is required for that development, requests for contributions to services provided by those authorities will be considered. Equally, if adjoining authorities receive applications which will have an impact on the delivery of services in Horsham District, the Council will seek contributions in accordance with this SPD.

Recovery of costs incurred

- 8.9 The Council will expect developers to contribute towards the costs which Council legal and planning staff, as well as third parties such as the Highways Authority, incur in the negotiation of Section 106 Agreements and the subsequent implementation and monitoring of those agreements. The Council has adopted a standard scale of fees for the recovery of costs which can be found in Annex D. These fees will be reviewed annually and updated as appropriate. Developers and landowners are advised to contact the Council Legal Section for more information on the recovery of costs.
- 8.10 Occasionally infrastructure proposals referred to in the spending programmes published by the County Council become necessary to meet the needs arising from a new development. In those circumstances, a financial contribution may be required in respect of



the costs of advancing (bringing forward in time) the overall capital expenditure, in addition to the costs relating directly to the new development itself.

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CHAPTER 8: NEGOTIATIONS



CHAPTER 9: PHASING

- 9.1 The Core Strategy emphasises the need to ensure that development does not take place faster than the provision of the infrastructure which its occupiers will need. Therefore, development will only be permitted when agreement has been reached on the total funding and on the programmed implementation of required on-site and off-site provision. In the vast majority of cases where a planning obligation would be required, it is considered appropriate to secure a legal planning agreement before the relevant planning permission is released. In cases where a planning application subject to a planning obligation is to be presented to the relevant Development Control Committee, it is expected that the legal agreement will be completed prior to the relevant Committee meeting.
- 9.2 As previously established in this document, Horsham District Council, acting in conjunction with the relevant service providers, will be the controlling Authority in determining what contributions are to be sought and in establishing the justification for and validity of seeking those contributions. In establishing the impact of and needs generated by any particular development, the Council will refer, in addition to this document and national guidance, to the Horsham District PPG 17 Assessment, the Horsham Town Neighbourhood Appraisal and the Parish Plans as further guidance. It is recognised however, that it is not the role of planning obligations to correct existing deficiencies in facilities or services.

Service infrastructure provided by the developer

- 9.3 This Council expects service infrastructure related to a new development to be provided in full by the developer and/or landowner. Such service infrastructure is considered as part of the development itself and is therefore not an additional requirement of this Council. Such infrastructure includes, for example, provision of access into the site and the supply of mains sewer, water, gas and electricity.

Indexation of contributions

- 9.4 Contributions will normally be paid on commencement of the development or on the occupation of the first dwelling/unit. They will be index-linked between the date of the legal agreement and the date that the payment is made.

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CHAPTER 9: PHASING



CHAPTER 10: ALLOCATION OF FUNDS

Contributions towards specified projects

- 10.1 Generally, the payments towards specified projects (such as those relating to Council-led initiatives or to specific highways projects) will be determined by the Council's Head of Development. Contributions collected for a specific project will not be made available for any project other than that identified in the legal agreement. The funds for the delivery of specified projects and services will be released upon the letting of an appropriate contract or giving the appropriate work order, the agreement of the project officer, or issuing of a certificate as appropriate. Some flexibility will need to be applied in cases where there are up front costs that must be funded for a project to progress to contract.

Contributions towards non-specified projects

- 10.2 Contributions for projects which are not specified in the legal agreement and which could be used for a number of different projects (subject to compliance with the relevant policy tests set out in Chapter 2) will be allocated in one of two ways:
1. The contributions collected on behalf of service providers that have the sole responsibility for the provision of that service will be allocated to specific projects and will be made available to the relevant service provider on request for use on the project(s) identified. This category would include the County Council (for children and young people's services, libraries, adult services and fire and rescue) as well as the relevant Primary Care Trust relating to health services.
 2. The allocation of funds for other non-specified projects, where there is more than a single relevant service provider, will be made through the completion of a prescribed form. Contributions in this category include those relating to community facilities and sustainable transport initiatives. The form and accompanying guidance notes can be obtained from the Planning Liaison Officer at the Council. It identifies the origin of the funding; the use of the contribution as prescribed within the legal agreement; the specific proposed use of the contribution by the applicant; the link to the relevant LDF policy and (if appropriate) Parish or Neighbourhood



Plan. This process ensures that a clear link is established at the outset between the planning policy framework, the planning application, the legal agreement and the final proposed use.

Variation of Agreements

- 10.3 If a variation to an agreement is sought that affects any aspect of the payment or use of contributions, the Authority solely responsible for that service (as detailed in 1. above) will be treated as though they are a party to the agreement and will have the right to contribute to the negotiations over any changes.

Return of unspent contributions

- 10.4 In the event that contributions are made towards specific infrastructure provision but the infrastructure is not provided within an agreed timeframe, as set out in the legal agreement, arrangements will be made for contributions to be returned to developers.

Accountability

- 10.5 A report on the progress in the implementation of planning obligation agreements, the allocation of funding by the Council and the contributions diverted to other service providers is submitted to the relevant Development Control Committee every quarter, at which point it will be available for public inspection.



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CHAPTER 11: SETTING PRIORITIES

- 11.1 The priorities which are set out in Chapters 12 to 14 of this document reflect the overall relative need for additional services and facilities in general across the District. They also reflect the priorities established through the Horsham District Community Strategy.
- 11.2 The Community Strategy for Horsham District, published in October 2005, identifies a number of 'theme groups' to improve the overall quality of life for all residents within the District. The Spatial Strategy will play an important role in achieving the objectives set out in the Community Strategy. It is important to ensure that, as far as is possible, the principles set out in the Local Development Framework reflect those identified in the Community Strategy. Consequently, planning obligations and the way in which priorities are made will support these objectives and, in some cases, prioritisation of obligations may need to be flexible (whilst maintaining the link between contributions sought and any identified requirements from a proposed development) and more area specific than the general advice contained within this generic document.
- 11.3 Services and facilities are split into the following categories:
- Group A (Chapter 12 and Annex A)
The sole requirement within Group A is for Affordable Housing and contributions will be secured from all developments that fall within the threshold as set out in Core Strategy Policy CP12.
- Group B (Chapter 13 and Annex B)
Group B will comprise those services and facilities for which obligations are likely to be sought from every development and includes, amongst other requirements, contributions towards sustainable transport, community facilities, open space and leisure facilities.
- Group C (Chapter 14 and Annex C)
Group C will comprise those services and facilities for which obligations may be sought, depending on the site circumstances and specific requirements.
- 11.4 The group order reflects the priorities of this Council when seeking planning obligations. However, within groups B and C, which cover more than one area, the requirements will be prioritised according to the specific requirements from the proposed development. Moreover, it is recognised that, depending on the location of the proposed development, there may be a specific project towards which the scheme



should contribute. Therefore, the priorities as set out in this document may not always apply to all development proposals, but should be seen as a general guide to the Council's overall priorities.

- 11.5 It must be recognised also that each development proposal will have different specific requirements and these should be reflected in the priorities being sought. Therefore, not all of the requirements listed will necessarily be sought from all proposals and the list should be used as a guide only.
- 11.6 Similarly, some development may require additional services and/or facilities not listed in this document and a level of flexibility should always be applied when estimating contributions likely to be sought (or offered) in connection with development proposals.



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CHAPTER 12: GROUP A

- 12.1 The Group order set out in this document reflects the priorities of this Council when seeking planning obligations. They should be used as a guide as, within each Group (apart from Group A which is solely for Affordable Housing), the requirements will be prioritised according to the specifically identified requirements from the proposed development. Depending on the location of the proposed development, there may be a specific project towards which the scheme should contribute.
- 12.2 The sole requirement within Group A is for Affordable Housing and contributions will be secured from all developments that fall within the threshold as set out in Core Strategy Policy CP 12. Applicants are advised to refer also to Groups B and C for further details on additional contributions likely to be sought from proposed development.

A1: Housing need

- 12.3 The level of housing need in Horsham District is determined through a District-wide Housing Needs Survey. A survey was undertaken in 2003 by David Couttie Associates and a further update was produced in 2006 to reflect changes in the relationship between incomes and housing costs. Evidence of future needs will be determined in accordance with national Government policy/guidelines.



- 12.4 Section 1 of Annex A details the current level of housing need in the District at time of producing this SPD. In addition details of local average incomes, rents and affordability can be found in Section 2 of Annex A.

Key Points

Local housing need

The key points from the Housing Needs Survey Update 2006 are as follows:

- Net annual need for 822 new affordable homes.
- Affordability based on assessment of the relationship between local incomes and house and rental prices.
- Range of different housing needs within the district.
- Majority of need in the Horsham district is for affordable rented homes.
- Need for a range of intermediate homes, including homes for rent and low cost home ownership.

A full copy of the housing needs survey is available at www.horsham.gov.uk/housing

A2: Definition of affordable housing

- 12.5 Affordable housing is defined by the relationship between local incomes and the local housing market. For the purpose of this SPD, the Council's definition of affordable housing is based on the draft South East Plan (Policy H4) definition of affordable housing and is as follows:

"Affordable Housing comprises that provided with a subsidy to enable the sale price or rent to be substantially lower than the prevailing market prices or rents in the locality, and where mechanisms exist to ensure that the housing remains affordable for those who cannot afford to access market housing. The subsidy will be provided from the public and/or private sector."

- 12.6 This definition covers housing for affordable rent, sub market/intermediate rent, low cost home ownership and may include keyworker housing dependant on local priority need and funding circumstances.



- 12.7 Generally this will include a wide range of housing subsidised to varying degrees in order to keep prices, whether the properties are for rent or for sale, at affordable levels. The subsidy may come from the public purse (for example in the form of Social Housing Grant) and/or from the landowner/developer. It is unlikely that housing produced without subsidy will be genuinely affordable enough to meet the relevant housing needs, hence the inclusion of the term subsidy within the definition.
- 12.8 Housing outside of that defined above will not be classed as affordable housing and therefore not be counted towards the overall provision of affordable housing. This includes housing provided at discount by a developer at first occupation with no further provision to ensure that the property remains affordable to subsequent occupiers. A detailed definition of each tenure is provided in Appendix 1.
- 12.9 On developments where the affordable housing provision is subject to a service charge, the charge should not be so great as to make occupancy unaffordable. The Council will consider the level of service charges in the context of prices, rents and overall affordability and in relation to the findings of the Housing Needs Survey. The assessment of affordability will be considered having regard for the tenure and type of affordable housing provision i.e. intermediate housing may sustain higher service charge levels than affordable rented or retirement housing. The Council and the RSL will require a detailed breakdown of what the service charge comprises and a forecast for the subsequent five years when agreeing the affordable housing planning obligation.



12.10 There will be an expectation that no ground rents will be payable in respect of the affordable homes.

Key Points

Definition of affordable housing for Section 106 quota sites

- Homes provided for rent at affordable rent levels as determined through the national rent regime
- Homes provided for sale through shared ownership and/or shared equity
- Homes provided at an intermediate rent below the Housing Benefit ceiling, offering a substantial discount to market rent levels (generally no more than 75% maximum of market rent)
- Housing provided by way of low cost market sale (discount to market price) is not expected to produce genuinely affordable homes which will meet need and therefore will not be counted as contributing to meeting the affordable housing obligation
- Service charges should not be so high as to make occupancy unaffordable in context of local incomes.

A3: Application of policy

12.11 The Affordable Housing Policy (Core Strategy Policy CP12) places an obligation on the developer / landowner to consider how development proposals affected by the policy may provide the required proportion of affordable housing. Consideration should be given prior to the sale or purchase of a site or the acquisition of an option.

12.12 In terms of securing affordable housing on private developments, the Council's Affordable Housing Policy (CP12) sets the following site thresholds for residential development: residential developments of 15 dwellings or more (or on sites of 0.5 hectare and above) will be expected to include an appropriate proportion of affordable homes, with the target being 40% of the total. In settlements with a population of less than 3,000, permission will only be granted for schemes providing 100% affordable housing unless it is demonstrated that market housing is required under Policies CP5 or CP 8. In such cases the target of 40% will apply to developments of five dwellings or more (or on sites of 0.16 hectare and above).



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12.13 All private residential development at or above the Affordable Housing Policy thresholds will be required to provide an element of affordable housing. Mixed use developments which include a residential element, for example live work units or residential units above or combined with other uses, will be subject to Affordable Housing Policy (CP12). Where such schemes trigger an affordable housing requirement, the affordable housing should be provided as purely residential units (including potentially live/work units) except where solely residential development is not permitted. Certain forms of housing, such as Extra Care Housing and Continuing Care Retirement Communities (CCRCs) which may fall, in part within use Class C2, will be subject to the Affordable Housing Policy in relation to any self-contained units provide.

12.14 Affordable Housing Policy (CP12) will not apply to the following forms of development:

Student Housing - Student housing is not considered as affordable housing for the purpose of the Affordable Housing Policy (CP12) and will not count towards the overall provision of affordable housing in the Horsham district. Where a development is solely for student housing, the Affordable Housing Policy (CP12) will not apply.

Hostels - The development of hostel accommodation is not expected to provide additional affordable housing. Where a development is solely for Hostel accommodation, the Affordable Housing Policy (CP12) will not apply.

Educational Establishments - The Affordable Housing Policy (CP12) will not apply to educational establishments which include an element of residential accommodation which is directly linked to educational facilities on site.

Residential Care / Nursing Homes - Residential Care / Nursing Homes where the accommodation is non self-contained and falls within Use Class C2 will not be subject to the Affordable Housing Policy



12.15 Developers are encouraged to have early discussions with Council officers either in planning or housing services to establish any affordable housing requirements. Negotiations should take place prior to a planning application being submitted. Contact details can be found in Appendix 3.

Key Points

Application of the affordable housing policy

- There is an obligation on the developer/landowner to consider the provision of affordable housing
- In settlements with a population greater than 3000, the affordable housing site threshold of 15 dwellings or more (or on sites of 0.5 hectare and above) will apply
- In settlements with a population of less than 3000, permission will only be granted for 100% affordable housing unless it is demonstrated that market housing is required in such cases the target of 40% will apply to developments of 5 dwellings or more (or on sites of 0.16 hectare and above)
- All private residential and mixed use developments are subject to the Affordable Housing Policy (CP12)
- Certain forms of development are excluded from the Affordable Housing Policy
- Developers are urged to have early discussions with the Council regarding any potential affordable housing obligation

A4: Type, tenure, integration and design requirements

12.16 The provision of affordable housing is not just about the number of homes provided. The properties must also contribute towards achieving sustainable communities, be of a high quality and of a size and type to meet housing need in the District.

12.17 The affordable housing target of 40% should be provided as 25% affordable rented accommodation and 15% other intermediate housing provision of the overall housing numbers within a scheme. As a proportion of the total affordable housing provided, this would equate to 62.5% affordable rented accommodation and 37.5% other intermediate housing provision.



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- 12.18 The above percentages are intended to inform discussions between the applicant and the Council. Depending on subsequent housing needs surveys/housing market assessments the Council may seek to vary the division of the affordable housing target between affordable rented and intermediate housing.
- 12.19 The application of the Affordable Housing Policy target will result in some of the required dwellings to be shown as fractional units. Where the derived proportions are fractional, the proportion to be applied will be considered on a site by site basis to achieve the most appropriate overall solution. This will often be dependant on block layout such as where the requirement is either for 7.5 or 8.5 rented flats and the best available solution is a block of 8 flats.
- 12.20 Unit sizes will be based on occupancy rates as well as number of bedrooms in response to the Housing Corporation's replacement of Scheme Development Standards with Design and Quality Standards and Housing Quality Indicators (HQI). HQI enables schemes to be assessed on the basis of quality rather than simply cost. Therefore, the affordable units will be based on the number of bedrooms and the number of bedspaces. For example, 1 x 2 bed house with 1 double and 1 single bedroom, 1 x 2 bed house with 2 double bedrooms, 1 x 3 bed house with a double and 2 twin bedrooms and 1 x 3 bed house with 2 doubles and 1 single bedroom.
- 12.21 Need, and therefore provision on site, will be determined at the time of application or preferably through pre-application discussion to reflect the current housing need requirements of the district. This will reflect the need identified in the current Housing Needs Survey combined with the needs, in priority order, of those on the Council's Housing Register. This may include provision for a wide ranging group of needs including those requiring general needs housing, those requiring supported or retirement housing, homeless individuals or households, and keyworkers. The key principle is that the Council will expect to see affordable housing provision reflect, pro rata, the mix brought forward for market housing.
- 12.22 The Council seeks high design standards on all developments. The affordable housing element of any proposed development will be subject to the same standards. Therefore the design and layout of the development should accord with any relevant design statement or development briefs adopted by the Council and any other guidance that may be produced together with any reasonable requirements by the RSL.



- 12.23 All affordable housing units should be designed to meet Housing Corporation standards with the expectation of grant being available. These include a minimum level of the Code for Sustainable Homes, Housing Quality Indicators, Design and Quality Standards and any other relevant Housing Corporation standards applicable at the time of delivery.
- 12.24 In line with Government policy, particularly the Sustainable Communities Plan, the affordable housing element should be integrated into the overall development. The affordable housing should therefore appear tenure neutral and be indistinguishable from the market housing to ensure attractive and cohesive developments. The affordable housing should not be segregated from the open market housing.
- 12.25 As a guide the Council would not wish to see grouping of more than 10 – 12 affordable housing units in one location on the site. Larger clusters maybe considered where innovation is applied through Modern Methods of Construction or Eco-design.
- 12.26 Parity in orientation of affordable and private units is expected. All dwellings should have equitable access to new open space/other facilities provided on/near the site as part of the development.
- 12.27 Lifetime Homes Standard enables the provision of homes which are flexible and adaptable to changing needs. The Council may seek for a proportion of affordable homes to be completed to lifetime homes standard.
- 12.28 Although the Lifetime Homes Standard provides flexible accommodation, some individuals or households require a higher level of provision. In order to meet an identified level of need, the Council may seek specific affordable housing units to be designed to meet special housing needs.
- 12.29 The affordable housing element of any development should provide an appropriate level of parking in line with Council's general planning policies.



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- 12.30 Developers are encouraged to discuss these requirements at an early stage with the RSL or affordable housing provider.

Key Points

Type, tenure, integration and design

- Target to provide 40% affordable housing on all sites meeting the policy threshold.
- Units to be provided as 25% affordable rented accommodation and 15% intermediate housing.
- Affordable housing provision to be pro rata to the market housing provision.
- Early discussion on size, type and tenure is recommended.
- The affordable housing should be high quality and well integrated and appropriately sited within the development.
- The affordable housing should be designed to meet a range of standards including Housing Corporation Design and Quality Standards, Housing Quality Indicators and the Code for Sustainable Homes with the expectation of public subsidy being available.
- The Council may seek to secure lifetime homes or units to provide for those with special needs.

A5: Delivery of affordable housing provision - on site

- 12.31 The Affordable Housing Policy aims to ensure balanced mixed communities with the appropriate affordable housing obligation integrated into the development. The expectation therefore is that the affordable housing obligation should be provided on site as completed units. Only in exceptional circumstances will the provision of land, completed units on an alternative site or a commuted sum in lieu of affordable housing provision on site be considered. Further details concerning off-site provision can be found in Section A7.
- 12.32 Before making a planning application, applicants should make contact with the Council's Housing or Planning Officers to discuss any affordable housing requirements of the application.
- 12.33 The Council has established a good relationship with a number of Registered Social Landlords (RSLs) and works in partnership with these preferred RSLs to provide affordable housing which meets local housing needs.



- 12.34 The current list of preferred partners originated from a formal selection process based on a wide ranging selection criteria to ensure these organisations contribute to the Council's strategic housing objectives. As such, the Council encourages developers to meet their affordable housing obligations by working in partnership with these preferred RSL partners. A list of preferred partners is provided in Appendix C.
- 12.35 Whilst this is the favoured approach, the Council recognises that there are a range of providers including non-RSL organisations which have the ability to provide affordable housing. In such cases the Council will wish to ensure the continuing availability of the affordable housing by means of a legal agreement and that suitable long term management and community development and involvement arrangements are in place. The Council will only support bids for Housing Corporation subsidy by partner RSLs or other providers if it is satisfied with the proposals. Section A9 provides further detail on management arrangements.
- 12.36 The choice of an appropriate RSL is often dependant on the type and location of the development. The Council will recommend a suitable RSL for a particular site. In circumstances where a development involves a particular specialism or where an alternative RSL may bring additional benefit, the Council may wish to recommend an alternative RSL to those on the list of preferred partners.
- 12.37 The Council's requirement can be best met by the developer through the transfer of fully serviced completed units to an RSL for which the developer can expect to reclaim reasonable build costs (not property values) but which will exclude the value of the serviced land.
- 12.38 To provide clarity to land owners, developers, RSLs and other affordable housing providers the Council has, in conjunction with the District Valuer, set out a guide to build costs in Section 3 of Annex A, which illustrates the approximate values at which completed units should be transferred to an RSL. The transfer or sale price per unit, which applies to all units regardless of tenure, has been based on build cost per metre square, based on number of bedspaces and assumes a free serviced land approach.
- 12.39 The size of the units is based on the Housing Corporation's Housing Quality Indicators. These relate to number of occupants the dwelling will accommodate over a number of storeys.
- 12.40 To ensure genuinely affordable housing, the purchase price should not exceed reasonable build costs. Build costs vary according to the type of unit provided. In circumstances where specifications vary



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considerably from the standard specification for affordable housing, for example, specialist housing a reasonable alteration to the build costs can be negotiated to reflect the variation.

- 12.41 This approach has been adopted to replace the Housing Corporation Total Cost Indicators bandings and provides a simple and easily updateable methodology for calculating the price to be paid by an RSL. Build costs will be updated on an annual basis in conjunction with the District Valuer and reference to the BCIS Schedule of Building Costs. The price to be paid will be agreed between the Council and the developer as part of a S.106 legal agreement required as a condition of the planning permission. Section A8 provides details on the legal agreement.
- 12.42 Developers should discuss the mechanism for funding the affordable housing provision with the Council's Housing Strategy and Development Manager at an early stage. The main source of funding for affordable housing is from the Housing Corporation. The requirement to provide affordable housing will apply whether or not Housing Corporation or other subsidy is available. If public subsidy is not likely to be available at the required time and a funding gap ensues the Council will seek to ensure that this does not hold up development. The Council will consider a cascade mechanism of land, part commuted sum, alteration to unit types and sizes or a variation in tenure, or a combination of these. A clause permitting the cascade will be included in the legal agreement. It will stipulate the trigger permitting the developer to renegotiate and agree a variation to the original affordable housing obligation with the Council. The Council will only consider a cascade



if the affordable housing provision has met all Housing Corporation requirements necessary to secure grant and then in the event no grant is available will a cascade be agreed.

Key Points

Delivering affordable housing

- The Council has established a strong partnership with set of preferred RSLs to deliver new affordable housing in the District.
- For the affordable units the developer will provide free serviced land and reclaim reasonable build costs.
- A Section 106 agreement will be used to secure the delivery of the affordable housing obligation.
- Triggers will be included in the Section 106 agreement to ensure timely and appropriate delivery of any affordable housing obligation.

A6: Development viability

- 12.43 On certain sites development viability may be affected by a range or combination of factors such as high abnormal costs and/or competing or existing use values.
- 12.44 Developers and landowners are expected to consider the overall cost of development, including the required planning obligations and any abnormal costs, prior to negotiating the sale or purchase of land or the acquisition or sale of an option. Developers are urged to seek the Council's advice regarding the provision of affordable housing (and planning obligations in general) prior to purchasing land.
- 12.45 The Council will expect developers to take into consideration the economic viability implications of meeting the planning obligation on affordable housing at the site acquisition stage. Failure to do so will not be considered as a justifiable reason for reducing the affordable housing obligation.
- 12.46 Where development viability is considered to be affected, the developer should identify these issues and associated costs and submit detailed information to the Council at the earliest opportunity. An assessment of the development viability will be undertaken by the Council, usually in conjunction with the Valuation Office Agency (VOA) District Valuer or other independent valuer. This assessment will include a thorough



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appraisal of the site economics and will require co-operation and an open book approach between the developer or landowner and the Council.

Key Points

Development viability

- Costs of development, including planning obligations and abnormal costs are to be considered at an early stage.
- Where viability is affected, detailed cost information should be submitted to the Council at the earliest opportunity.
- Detailed assessment of viability will be undertaken by independent valuer.
- There is a requirement for co-operation and an open book approach between the developer or landowner and the Council

A7: Delivery of affordable housing provision - off site

12.47 The Council's expectation for the delivery of the affordable housing obligation is through the transfer of completed units on site to an RSL.

12.48 Only in exceptional circumstances, and where there is a robust and evidenced reason will the Council consider the acceptance of provision off-site. Circumstances where the Council may consider the acceptance of a commuted sum include the following;

- Where housing need priorities could be better met in an alternative location
- Where there is a dominance of a particular type of affordable housing provision in the immediate area
- Where the integrity or viability of the particular form of development might be compromised by the integration of affordable housing for reasons that can be clearly set out and justified.

12.49 Where agreed by the Council, off site provision may be in the form of; completed units on an alternative site; a suitable alternative site; land on the proposed development site; a commuted sum payment or; a combination of these.



- 12.50 The provision of land may apply where the Council considers that the provision of land, either on the proposed development site or on an alternative site, would enable the Council to apply the contribution more effectively towards meeting the identified housing needs of the District. The contribution of land will in most cases be land, serviced to its boundaries, of sufficient area to provide the equivalent on site provision. An appropriate timescale will be applied. Cash contributions may also be sought in addition to land where the land is of insufficient area to provide the equivalent on site provision.
- 12.51 The provision of units on an alternative site may apply where the Council considers that the provision of completed units elsewhere would enable it to apply the contribution more effectively to meeting the District's housing need. Provision of completed units on an alternative site will be in addition to any applicable affordable housing requirement arising from the development of the alternative site. The completed units will also be subject to the principles, design & specification requirements set out in this document and the Core Strategy. It is important that off-site provision does not compromise the aim of the mixed balanced communities.

The provision of a commuted sum payment

- 12.52 The methodology adopted by the Council for the calculation of commuted sums relates to the on-site affordable housing scenario of developer subsidy equating to the value of an alternative similar location, fully serviced, with appropriate planning consent and covering incidental costs associated with purchasing land.
- 12.53 The Council's aim first and foremost is to secure on-site provision owing to the scarcity of opportunities to provide much needed affordable housing. The Council and its RSL partners do not have large land holdings on which to do so. The cash in-lieu approach therefore has to reflect the cost of buying plots elsewhere from the market.
- 12.54 The Council's approach is not to set out a complex scale of contributions reflecting the multitude of local land value patterns but to look at each case according to its circumstances and based on the same principles of negotiation as adopted for on-site provision.
- 12.55 Therefore as a starting point, for each unit type, the calculation will take 40% of the open market value (OMV) of the completed dwelling to get to a base land value. To the resulting plot values 10% will be added to reflect costs associated with purchasing the land and costs of fully servicing the land to site boundaries. The 10% is of the 40% OMV, therefore equating to 4% of OMV and not an additional 10%.



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- 12.56 For the purposes of clarity, the Council aims to guide land owners and developers by reference to the following table and example calculation. The values stated are applicable at the time of developing the SPD and are illustrative only. Relevant values will be applied when negotiating a commuted sum.
- 12.57 Example: A developer proposes a residential application of 20 homes for sale comprising 15 x 3 bed houses (OMV of £260,000 per unit) and 5 x 2 bed houses (OMV £208,000). This equates to 75% 3 beds and 25% 2 beds. A total of 8 affordable homes would be required on site – 6 x 3 bed houses and 2 x 2 bed houses. The cash in lieu of on-site provision would be calculated as set out in the table below.

Property	OMV (Illustrative example only)	40% Land Value	10% addition	Commuted sum payment per unit	Total commuted sum payment
2 bed house	£208,000	£83,200	£8,300	£91,500	£183,000
3 bed house	£260,000	£104,000	£10,400	£114,400	£686,400
Total commuted sum payment for the application	£869,400				

- 12.58 The calculation of commuted sum payments will be calculated at the time of application and will be included in a S.106 agreement. To ensure that contributions reflect conditions applicable at the time the contribution becomes payable, the S.106 agreement will include an index linking formula.
- 12.59 The method for calculating the commuted sum is based on free serviced land. This is derived from the assumption that the land element equates to an average of 40% of the open market value of the completed units. The index linking formula will therefore reflect changes in house prices. The Council has selected the Land Registry figures as an appropriate House Price Index.
- 12.60 The formula will equate to the change between the Quarter preceding the planning consent and the Quarter preceding commencement of development or other date agreed between the parties as the date the agreed sum becomes payable. The expectation is that the commuted sum will be payable on commencement of the development. However, in recognition of the need to generate cash flow, the Council and the developer may agree an alternative trigger.



12.61 Payments received in lieu of affordable housing on site will be held by the Council in a ring-fenced Affordable Housing Fund and will be used for capital funding to enable the provision of affordable housing, in accordance with Circular 05/2005 and the following criteria:

- That the proposal fulfils the scope of the relevant Section 106 Agreement, the Affordable Housing Policy (CP12) and any relevant case law and Government guidance
- That the proposal fulfils the aims of the current Housing Strategy Statement and any other relevant documents
- Revenue raised from the interest accruing from the Affordable Housing fund will be made available to fund affordable housing and research in connection with the provision of affordable housing and the Local Plan Affordable Housing Policy.

12.62 In circumstances where there is dispute over the valuation of the affordable housing contribution, either the price of the affordable housing units to be transferred or the value of a commuted sum, the Council will seek an independent valuation by the Valuation Office Agency (VOA) District Valuer or other independent valuer.

Key Points

Off site provision

- On site provision is the expected form of provision . Off-site contributions may be considered in exceptional circumstances.
- Land, completed units on an alternative site or a commuted sum (cash in lieu) payment, or a combination thereof, may be suitable as off-site provision
- Land contributions should be of sufficient size to provide the required affordable housing units elsewhere or must be further supplemented by a commuted sum payment
- Commuted sum methodology is based on a land value element and the cost of purchasing and servicing land elsewhere.
- Independent valuation will be sought where there is dispute over the affordable housing contribution.
- Any commuted sum payment will be indexed to the Land Registry House Price Index.



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A8: Legal agreement

- 12.63 Where the Affordable Housing Policy (CP 12) applies, a Section 106 (S.106) agreement will be used to ensure that the affordable housing is secured and delivered in accordance with the details outlined in this SPD.
- 12.64 Where provision is as completed units, the agreement will include detailed information on the affordable housing provision including; the number; type; size; location of the affordable housing; the design, quality and sustainable homes standards to be met; the price to be paid; the timing of completion in relation to the market housing and; other provisions necessary to secure the affordable housing. Where the transfer of suitable alternative land or a commuted sum (cash in lieu) is the agreed affordable housing contribution, the S.106 will be drafted to reflect this.
- 12.65 A draft S.106 agreement should be completed by the time the planning application is considered. The agreement will need to be concluded before the granting of permission. The Council is considering the development of a standard S.106 agreement which may be used if available at the time of application.
- 12.66 It is important for the affordable housing to come forward at an appropriate time. The Council will therefore seek to secure, through the S.106 agreement, the completion of the affordable housing within a specified timescale. This will usually mean the completion of the affordable housing, ready for occupation, prior to the sale of a specified number of open market units, usually no more than 50%. The exact timescale will be agreed between the developer and the RSL as appropriate to the layout of the development and the location of the affordable units on site.
- 12.67 Where a commuted sum is the agreed affordable housing contribution, the sum will usually become payable on commencement of development or other appropriate time agreed between the Council and the developer. Provision will also be made through a S.106 agreement, for the timely transfer of any land where land is the agreed contribution.

A9: Management of affordable housing provision

- 12.68 Affordable housing will in most cases be transferred to a Registered Social Landlord and managed as affordable housing in accordance with Housing Corporation guidelines. This is the Council's preferred mechanism.



- 12.69 The Council however recognises that developers have the ability to apply directly to the Housing Corporation for social housing grant. Where the affordable housing provision is delivered directly by a developer, the Council will insist on entering a legal agreement to ensure that; the affordable housing is available to those judged to be in housing need by the Council; that appropriate management arrangements are in place, that the affordable housing is provided at an affordable level and; that the housing remains affordable to successive occupiers to be nominated by the Council. Any such agreement will also need to reflect regional or sub-regional arrangements such as the current Homebuy Zone Agent Scheme for allocating Housing Corporation funded low cost homeownership products.
- 12.70 The provision of affordable housing will be subject to a nomination agreement between the Council and the owning/managing RSL or other body. The nomination agreement details how the affordable housing will be allocated and will provide the Council with 100% initial nomination rights and 75% of subsequent nominations to the affordable rented homes. The Council will also have 100% nomination rights to low cost homeownership dwellings. The Council may defer its nomination rights to the low cost homeownership dwellings to a Homebuy Zone Agent or other such Housing Corporation scheme.
- 12.71 The Council will nominate applicants according to housing need and in accordance with the Council's published Housing Register and Nominations policy.

Key Points

Management of the affordable housing provision

- A legal agreement that secures the effective management of the affordable housing will be required by the Council.
- The Council will have 100% of initial nominations and 75% of subsequent nominations to the affordable housing.
- The legal agreement will need to reflect any local, sub-regional or regional arrangements regarding nominations to and management of affordable housing.
- The Council will nominate in accordance with its published Housing Register and Nominations policy.



CHAPTER 13: GROUP B

- 13.1 The Group order set out in this document reflects the priorities of this Council when seeking planning obligations. The priorities should be used as a guide as, within each Group (apart from Group A which is solely for Affordable Housing), the requirements will be prioritised according to the specifically identified requirements from the proposed development. Depending on the location of the proposed development, there may be a specific project towards which the scheme should contribute.
- 13.2 Group B covers the requirements for: Sustainable Transport Initiatives and Highways; Open Space, Sport and Recreation; Community Facilities and Services; Children and Young People's Services, Recycling and Refuse Facilities and Fire and Rescue. Applicants are advised to refer also to Groups A and C for further details on additional contributions likely to be sought from proposed development.

B1: Sustainable Transport Initiatives and Highways

- 13.3 PPG13 'Transport' provides the national planning context and defines the role of the planning system in delivering the Government's integrated transport strategy. The guidance also sets out the general principles for the use of obligations when considering transport provision.
- 13.4 Horsham District Community Partnership supports the further provision of sustainable transport initiatives and the need for joined up thinking with a start being made on creating transport strategies which encompass all services, including buses, trains and taxis. The District Council, as the local planning authority, has an important role to play in ensuring that this objective is met. We will work closely with the Highways Authority, the Horsham District Community Partnerships Transport Theme Group and the Parish and Neighbourhood Councils in order to help in delivering the appropriate sustainable transport initiatives, or other local links, as identified by the Highways Authority and communities in Parish Plans/Rural Town Action Plans.
- 13.5 As sustainable transport is becoming increasingly important in the planning process, the use of contributions is becoming more commonplace. Core Strategy Policy CP19 provides the local planning context in that it sets out the key principles for 'Managing Travel Demand and Widening the Choice of Transport'.



Key sustainable transport aims

- 13.6 It is important to ensure that all new development makes provision for safe and adequate access and that it is appropriate in scale to the transport infrastructure, including public transport. New development will be expected to comply with the key sustainable transport aims: to reduce the length and number of motorised journeys; to encourage alternative means of travel which have less environmental impact; and to reduce reliance on the private car.
- 13.7 Therefore, it is important for new development to have good access to pedestrian, cycle, bridleway, byway and public or community transport facilities. Where appropriate, contributions will be required towards the provision of, or to enhance, public or community transport infrastructure and services as well as routes and facilities for pedestrians, cyclists, horse riders and people whose mobility is impaired. The Council will seek to encourage, including through planning obligations, initiatives incorporating enhancements to Rights of Way as a means of sustainable travel as well as safe routes to schools, new or improved cycle routes, pedestrian safety enhancements and improved connections to leisure facilities and open space.
- 13.8 This approach is based on advice given in PPG13: “Transport” and the Council wishes to draw particular attention to the concept that the design and layout of residential developments will be expected to embrace the needs of people before the ease of traffic movement.

Assessing transport and highways contributions

- 13.9 There are a number of components that are likely to comprise the total transport and highways contribution of any particular development, although not all components will be sought in all cases. This Council will consult West Sussex County Council as the Highway Authority on all transport planning issues and highway requirements for proposed schemes
- 13.10 The sections below offer guidance on these and on when they might be required. However, landowners, developers and any other interested parties should contact the Development Control Section of the County Council’s Highways and Transport Development Control Group prior to the submission of a planning application, or this Council’s (development control) case officer after an application has been submitted, for further information or assistance with regard to the following highway and transport concerns relating to new development:



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- TAD
- Transport assessment Guidance
- Travel Plan Guidance
- access for residential development*
- accessible transport
- bus services, timetables and stops
- other public transport (including rail, taxis and private hire)
- community transport
- cycling studies and cycleways, cycle parking and storage
- pedestrian enhancements
- highway improvement lines
- Process for design and adoption of highway structures
- local and pedestrian signs
- local traffic management schemes and traffic calming
- off-site parking for residential development*
- on-site parking for residential development (contact Horsham District Council)
- plans and studies for car parking (in association with Horsham District Council)
- provision for people with disabilities
- road safety
- road signs
- standards of parking and servicing for non-residential development
- street lighting
- sustainable transport policy
- The Local Transport Plan for West Sussex
- The Horsham Urban Transport Plan
- tourism signs
- traffic calming
- traffic schemes

*Copies of the County Council's Residential Design Guidance "Traffic in Residential Development – A Working Practice Note and may be obtained from West Sussex County Council.

Transport Assessments and Travel Plans

- 13.11 Where a development will have significant transport implications (as defined in paragraph 89 of PPG 13) and for residential developments over 100 dwellings, a Transport Assessment (TA) will normally be required to be submitted alongside the relevant planning application. Although this requirement will normally affect only large scale development, there is flexibility in that any developer or landowner is



free to submit a TA for a smaller development in place of using the Total Access Demand methodology outlined below in order to show how the impact of the development on transport can be mitigated.

- 13.12 The Transport Assessment should reflect the scale of development; for example, in the case of smaller schemes, the TA should simply outline the transport implications of the proposals, bearing in mind the aims of sustainable transport. For more major proposals the TA should also illustrate accessibility to the site by all transport modes and give details of measures to be incorporated to encourage access by sustainable modes of travel.
- 13.13 Proposals for non-residential development which exceed the thresholds set out in Development Control Policy DC45 will, in addition, be required to submit a Travel Plan alongside the planning application. Planning obligations as well as planning conditions may be appropriate methods of securing the provisions of a Travel Plan. Measures incorporated within a Travel Plan will be in addition to the contributions required under the Total Access Demand or Transport Assessment.

Total Access Demand

- 13.14 Whilst large scale developments are likely to require a Transport Assessment to identify the likely extent and level of contributions, small scale development, or developments which have more localised impacts, should also make contributions towards sustainable transport initiatives in order to ensure that they are integrated with the wider transport network. For any one development, a proportion of any such contributions will be based on the methodology developed by County and District Officers which relates the contributions to 'Total Access Demand' (TAD) and will be applied to all B1 office, B2 industrial, B8 warehousing and to all new residential development.
- 13.15 TAD methodology is made up of two interrelated elements:
- a Sustainable Access contribution in respect of each occupant or employee without a parking space
 - an Infrastructure contribution per occupant or employee with a parking space.
- 13.16 The TAD methodology relates to the impact of of new development and allowances will be made for movement generated by existing uses on a development site or existing parking provision provided. Hence, for the purposes of the contributions methodology, development includes all proposals likely to result in a net increase of movement. In practice, the higher the proportion of parking spaces compared to



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occupants or employees, the greater the overall contribution to public transport/sustainable transport initiatives. Details of the TAD methodology are set out in Section 1 of Annex B that accompanies this SPD.

- 13.17 The overall level of contribution sought by this Council is likely to be higher for sites in less accessible locations. This is recognised in PPG13 and the in TAD methodology which states:

“While the individual circumstances of each site and the nature of the proposal will affect the details of planning obligations in relation to transport, developers will be expected to contribute more to improving access by public transport, walking and cycling for development in locations away from town centres and major transport interchanges, than for development on more central sites. Where development can only take place with improvements to public transport services, a contribution from the developer (payable to the local authority) would be appropriate.”

- 13.18 It should be noted that the contributions required as a result of the TAD methodology will be in addition to contributions or improvements required to ensure that the development provides sustainable and safe access within the capacity of the transport network and in addition to contributions required to mitigate the impact of the proposed development on on-street parking. Although the TAD methodology provides a clear, open and equitable basis for calculating contributions, there may be exceptional circumstances which will be considered on their own merits. As a general rule contributions will not be sought from development if no improvement can be identified that relates directly to movement generated by the proposed development.
- 13.19 Sustainable transport contributions secured, whether through TAD methodology or as a result of measures identified in a Transport Assessment, will be allocated to schemes identified in the Annex to the County Council's Highways and Transport Works Programme entitled 'Schemes to be progressed if developer funding is secured' (also known as the 'Blue Book'). The contributions will be released to the Highway Authority in accordance with procedures laid down by this Council and referred to in Chapter 10.

Parking Standards

- 13.20 With regards to parking spaces, this Council will use the County Council's parking standards and will consult the Highways Authority accordingly. The standards will apply to all development in the associated class. In developing the standards, consideration has been



given to evidence from recent applications, views of Development Control officers and work progressed by other County Councils and District Councils. A copy of the West Sussex Parking Standards is available on the website of both the County Council and Horsham District Council.

- 13.21 In accordance with PPG 13, the parking standards are based on 'maximum' standards with no set minimum levels of provision. In exceptional instances, where development with zero parking provision is permitted, a contribution will be nevertheless be sought to ensure that the necessary improvements can be made to the public transport network and walking and cycling facilities. This is in line with the TAD methodology. Contributions may also be sought towards improving the Park and Ride facilities around the town. Development where no parking provision is made is only likely to be acceptable in or near Horsham Town Centre.

On and off-site infrastructure

- 13.22 In relation to new development, the landowners and developers will be required to provide the entire infrastructure needed to facilitate the movement of people and goods in ways, which are safe, sustainable and otherwise satisfactory and make proper provision for emergency vehicles.
- 13.23 For non-residential and mixed developments, the on-site infrastructure needs will be assessed individually based on the functional requirements of the proposed development, the relevant standards adopted by the County Council and with due regard to any other material considerations. For residential developments and for purely residential parts of mixed developments, the internal infrastructure will be required to be in accordance with the local design guide published by the County Council.
- 13.24 In addition, consideration will also be given to the extent to which the existing off-site infrastructure is able to accommodate the extra movements likely to arise in consequence of new developments. Where the capacity of the existing highway network is inadequate, or the increased use arising from the development will give rise to safety concerns, the landowners and developers will have to provide or fund the necessary new or improved off-site infrastructures. When considering the question of capacity and safety, this Council, in consultation with the Highway Authority, will take into account the effects of other development, which is already committed, including unimplemented planning permissions and proposed land allocations.



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Commuted maintenance payments

13.25 Commuted maintenance payments may be required where it is reasonable to do so, equivalent to the capitalised costs of future maintenance. Typical items would include landscaping, special lighting and other street furniture, and drainage soakaways, but this list is by no means exhaustive. Commuted payments will not generally be required for carriageway and footway maintenance and will not be sought for car parking. Further guidance is provided in the West Sussex County Council Commuted Sum Protocol. PPG13 advises that:

“Given that there should be no minimum parking requirements for development (see paragraph 52), it is inappropriate for a local authority to seek commuted payments based purely around the lack of parking on the site. However, it may be appropriate to negotiate for contributions towards the provision of a park and ride scheme, where this will improve accessibility to the site by public transport, or towards the costs of introducing on-street parking controls in the vicinity of the site.”

13.26 Where infrastructure such as bridges, underpasses, retaining walls and surface water retention systems is required, future maintenance costs can only be assessed case by case.



Section 278 agreements

- 13.27 Improvements to public highway infrastructure will require a separate agreement under Section 278 of the Highways Act 1980 to regulate construction. The County Council's administrative and legal costs will be recovered through this agreement and a guide to these costs can be found in Section 1 of Annex B.

Requirement Sustainable Transport Initiatives and Highways

To mitigate the impact of development, contributions towards sustainable transport will be sought from all development as outlined above. Contributions towards off-site highway works will be sought if it is considered that they are necessary to facilitate the development. The developer will be required to carry out any such works directly or meet the Council's costs in doing so.

This Council will apply the Parking Standards, as published by West Sussex County Council, to all development.

Therefore, the financial contributions for individual schemes will be calculated having regard to the scale of the development, the particular site circumstances and the need for off-site highway works. An indication of standard contributions can be obtained by applying the TAD methodology as outlined in Section 1 of Annex B. It should be noted that the contributions will be reviewed annually and the Annex updated accordingly.

B2: Open Space, Sport and Recreation

- 13.28 The District Council is committed to ensuring the provision of open space and leisure facilities and to ensuring that opportunities throughout Horsham District can meet the requirements of all sections of the population. It is important therefore, to ensure that adequate provision of open space, sport and recreational facilities is secured as part of new development. This provision can include indoor and outdoor sports, recreation and leisure facilities as well as equipped play space for children and more informal open space.



The Horsham District PPG 17 Assessment

- 13.29 The requirements for open space, sport and recreation facilities that are set out in this section have been derived from a robust analysis of need following the guidance given in *PPG17: Planning for Open Space, Sport and Recreation*, and its companion guide which deals with how to undertake assessments.
- 13.30 Paragraph 33 of PPG 17 is relevant with regard to planning obligations. It states that “Planning obligations should be used as a means to remedy local deficiencies in the quantity or quality of open space, sports and recreational provision. Local authorities will be justified in seeking planning obligations where the quantity or quality of provision is inadequate or under threat, or where new development increases local needs. It is essential that local authorities have undertaken detailed assessments of needs and audits of existing facilities, and set appropriate local standards in order to justify planning obligations.” In meeting this guidance however, it is recognised that planning obligations should follow the requirements set in Circular 05/2005.
- 13.31 The Council has met the recommendations of PPG 17 through an audit of provision carried out by officers at the Council which was then used by consultants Kit Campbell Associates (KCA) to inform a full PPG 17 Assessment for the District. In recognition of the Assessment undertaken, the Council now considers it appropriate to use the derived standards resulting from the Assessment and therefore, to cease use of the National Playing Fields Association (NPFA) based standards as set out in the 1997 Horsham District Local Plan. These new standards are derived from the analysis of local need and are more reactive to local circumstances. An extract of the relevant quantity and quality standards from the Horsham District PPG 17 Assessment can be found in Appendix 2 of this document.

Development from which contributions may be sought

- 13.32 Any new residential development can normally be expected to generate the additional need for open space, sport and recreation opportunities that is proportional to the scale of the development. As far as is possible, the need should be met through provision on-site. Where it is not considered appropriate to provide all categories of open space, sport and recreational facilities on-site, the developer will be expected to make financial contributions to the Council that can be pooled towards the cost of providing new or extended off-site facilities and



open space. New or enhanced existing facilities for which contributions are sought should clearly relate to the development site at the local, District-wide or sub-regional level as appropriate.

- 13.33 In some cases, non-residential development may create added demand for leisure facilities or impact on existing provision, such as open space or Public Rights of Way. In these situations on-site provision or a financial contribution may be appropriate in order to mitigate or compensate for the impact of the new development.

Level of provision for which contributions may be sought

- 13.34 The standards (as set out in Appendix 2) will be used to assess the level of provision that will be sought. The standards have been worked out by having regard to the quantity, quality and accessibility of provision. PPG 17 makes it clear that deficiencies in provision can relate to accessibility and quality every bit as much as quantity, although it suggests that planning obligations designed to mitigate the impact of new developments should relate only to deficiencies in quality and quantity.
- 13.35 In addition, the standards will be used to indicate this Council's aspirations in relation to those areas which have already been developed and where there are deficiencies in the existing provision. In some circumstances it may be possible to overcome an identified existing deficiency in a way which is linked to a new development. However, developers and landowners can be required to fund or provide only the level of infrastructure required as a direct result of their own developments.
- 13.36 It is emphasised that the Council will not be setting out to resolve existing inadequate leisure provision in the District through planning obligations but, in line with PPG 17 and with Core Strategy Policy CP 13, negotiations will concentrate on ensuring that the appropriate level of service or facilities is provided in relation to the scale and nature of development proposed.

Type of provision for which contributions may be sought

- 13.37 The types of facilities for which the Council may seek contributions in relation to open space, sport and recreation are set out in detail in Appendix 2 (Quantity and Quality Standards) and summarised in Section 2 of Annex B which indicates the range of contributions that will be required for each of the facilities where appropriate. It is essential to be clear that contributions will not be sought for every type of facility



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in every case and that this decision will be based on the predicted impact of the proposed development in relation to the relevant standards and capacity of existing provision.

13.38 The following points should be read alongside the relevant standards in Appendix 2 and the construction costs data and contribution requirements in Section 2 of Annex B:

- Informal public open space (referred to also as **amenity green space**) will be required on all residential and some non-residential developments and may include areas of landscaping, footpaths and cycleways as well as the enhancement of Rights of Way as an important recreation facility. This Council is also committed to ensuring that existing and important site features such as trees and hedgerows are retained.
- A need for **equipped play space** will arise from almost all residential development. This Council will seek the provision of play space on site. Where this is thought to be inappropriate however, developers will be expected to make financial contributions towards the cost of providing these facilities off-site, for example at a shared play and recreation facility.
- **Youth activity areas** normally include skateboard ramps, a hard surface ball course and a BMX track on larger facilities. Most residential development will give rise to an increased need for these facilities for which existing provision in the District is very low. The PPG 17 Assessment recognises the need to give teenagers a choice of facilities which would normally result in a larger contribution being required for development in Category 1 settlements (as defined in Core Strategy Policy CP 5).
- **Outdoor sports facilities** include grass and artificial sports pitches as well as other facilities such as tennis and multi-courts. Most residential development will generate increased need for one or more of these facilities.
- **Indoor sports facilities** normally comprise sports halls and swimming pools. The need for these generated by new residential development will be met off-site. However, in some cases enhancements and adaptations to community centres and halls can offer a practicable way in which need for indoor sports halls can be met and contributions required for this use may be allocated in this manner.

Calculation of contributions

13.39 The contributions table and equations set out in Section 2 of Annex B give a robust, open and clear formula based approach to determining contributions for open space, sport and recreation requirements. The



contributions are based on the provision standards as well as construction cost evidence deriving from both the *BCIS Quarterly Review* and from recent contracts awarded by the Council for a range of relevant facilities within the District. The contributions and the evidence base will be reviewed annually and updated in revisions to the Annex.

- 13.40 The actual contributions required are set out on a range basis and the point within the range required for any given development's contribution will be flexibly determined by a number of factors. Principal amongst these will be the type, size and mix of dwellings proposed. This reflects the range of needs likely to be generated by differently sized dwellings. The level of affordable housing provided will also be a factor as well as more site specific considerations. It therefore expected that contributions will vary from site to site.

Maintenance of open space and recreational facilities

- 13.41 The Council may be prepared to adopt and maintain properly laid-out playing space and informal open space within a residential area. However, where the facility to be adopted is intended primarily for the benefit of residents of the new development, adoption is subject to the payment by the developer of a commuted sum to cover future maintenance for a period of 20 years or more. If the developer does not intend to offer these areas for adoption, the Council will need to be satisfied that adequate alternative arrangements have been made for their long-term maintenance.

Requirement
Open Space, Sport and Recreation

Contributions will be sought towards the provision or improvement of open space, sport and recreation facilities such as amenity green space, equipped play areas, youth activity areas, outdoor sports facilities and indoor sports facilities. The total contributions for individual schemes will depend on the specific proposals and the identified local need but will fall within the range set out in Section 2 of Annex B. The extracts from the Horsham District PPG 17 Assessment in Appendix 2 provide further details on the relevant quantity and quality standards within the District.



B3: Community Facilities and services

13.42 The Council will continue to work closely with Parish and Neighbourhood Councils and other organisations to ensure that new development either provides for new community facilities to serve the community or provides pooled financial contributions towards enhancing existing community buildings and other community managed facilities. This approach is consistent with Core Strategy Policies CP 13 – Infrastructure Requirements and CP 14 – Protection and Enhancement of Community Facilities and Services.

Horsham District PPG 17 Assessment

13.43 It is important that Parish and Neighbourhood should have some form of community centre. The Horsham District PPG 17 Assessment recommends a minimum community centre size of 75 square metres, in order for it to be suitable for many activities, with a minimum provision of 0.15 square metres per person. In practice however, the size and nature of a provision will be dictated primarily by the qualitative rather than the quantitative element of the provision standard; for example, a hall will have to be at least a minimum of 75 square metres to be suitable for most activities. See Appendix 2 for more details of the relevant standards.

On-site provision

13.44 Large-scale housing development may generate the need for new purpose-built community buildings to be provided as an integral part of the development and should form part of the planning application. The proposed layout of a development site should include the location of community buildings/facilities.

13.45 Parish and Neighbourhood Councils will be consulted to identify specific needs within a locality and how best to provide for them. If the need can be identified at an early stage in the process, it may be appropriate for the developer to provide the necessary community facilities as part of the planning application. In other instances it may be more appropriate for the developer to provide a serviced site, to be identified in the planning application and the provision of a commuted sum for the provision of the facilities/buildings by a Parish or Neighbourhood Council or the District Council at a later date.

13.46 This approach is consistent with Core Strategy Policy CP14 which states that services and facilities should be planned for and suitable land provided in accessible locations. This should preferably be within



the built-up areas or in direct connection with large-scale new development. However, it is recognised that in exceptional circumstances, it may be located outside such areas where it is the only practical option and/or a need for the facility in that location can be identified and justified.

- 13.47 For the two Strategic Development Locations, west of Crawley and west of Horsham, provision will be established and set out in the relevant Joint Area Action Plan and Masterplanning documents respectively. Provision should be of a form and type which is compatible with the scale of the development and should meet at least the minimum standards set out in the PPG 17 Assessment.

Off-site provision

- 13.48 Smaller scale development where no on-site provision is made will be expected to contribute funding that will be pooled towards enhancements or extensions of existing facilities. Using the procedure set out in Chapter 10, these funds will be allocated to enhancements in the fabric of existing buildings or to other improvements to community managed facilities or services. In either case, it will be essential that the use of the contributions meets the policy tests laid down in Circular 05/2005 and summarised in Chapter 2.
- 13.49 In some cases the required improvements may involve adapting or extending an existing community hall or centre for use as a community sports hall. In such instances, a combination of contributions from Group B2; Open space, sport and recreation and from Group B3 Community facilities and services may be used for the enhancement.

Calculating contributions

- 13.50 The level of provision sought will be based on the standards set out in the PPG 17 Assessment, which will reflect the scale of the development and the likely additional need such development will generate. The actual contributions required are set out on a range basis in Section 3 of Annex B. These are based on the level of provision required as well as the construction cost evidence deriving from the *BICS Quarterly Review* also set out in the Annex. The contributions and the cost evidence base will be reviewed annually and updated in revisions to the Annex.
- 13.51 The point within the contributions range required for any given development will be flexibly determined by a number of factors. Principal amongst these will be the type, size and mix of dwellings



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proposed. This reflects the range of needs likely to be generated by differently sized dwellings. The level of affordable housing provided will also be a factor and developments that do not make provision for affordable homes, are likely to be required to make a higher contribution towards community facilities. In addition to this, site specific considerations will be considered and it is therefore expected that contributions will vary from site to site.

Libraries

- 13.52 Where a new development will generate additional need, contributions will be sought towards the provision of new, extended and/or improved library services and facilities. Although the Council will be responsible for collecting and allocating any contributions secured, the County Council's general standards and advice will be used to calculate the likely contributions required from new development. The contributions secured will be released to the County Council when requested for expending on proposed identified schemes.
- 13.53 For communities or catchment populations up to 4,000, service provision will be by means of mobile libraries. For communities or catchment populations of over 4,000 population, the service will be delivered through built libraries as follows:
- neighbourhood libraries - serving catchment populations from 4,001 to 10,000;
 - community libraries – serving small towns, suburban areas or large rural communities with populations between 10,001 and 30,000;
 - major libraries - serving towns which are shopping centres with populations in excess of 30,000
- 13.54 Where the best means for the delivery of library services to a new development is a mobile library, the landowner/developer will be required to provide a suitable parking area (with good links to the local transportation network and access to a power supply). In addition, a proportionate financial contribution towards the costs of providing and stocking an extra vehicle may be required depending on the scale of development.
- 13.55 Where the appropriate means for the delivery of library services to a new development is a built library, the landowner/developer will be required to make fair and proportionate contributions towards the costs of providing and stocking a new or improved permanent building, including any necessary land acquisition.



- 13.56 The additional floorspace requirements for library provision as well as the current costs of providing new library space and the contributions normally required can be found in Section 3 of Annex B. The floorspace requirements are based on those issued by the International Federation of Library Associations and the construction costs per square metre are provided by the County Council based on recent evidence. The final column of the relevant table in Section 3 of Annex B indicates the contribution per dwelling.
- 13.57 The contributions for libraries indicated in Section 3 of Annex B assume an average resident household structure (2.5 per dwelling). However, adjustments may be necessary where the proposed development deviates from the overall pattern for West Sussex. Each development will be examined to assess the type and size of the proposed housing and any other relevant factor. For example, a proposal comprising mainly of flatted development could give rise to a reduced contribution where it is thought likely that the occupancy profile will be lower than average. Developers and landowners are encouraged to contact the District or the County Council for guidance on specific cases.
- 13.58 The needs of the library services relating to new development proposals will have to be assessed individually and in context. Occasionally, more than one feasible way of meeting those needs will be identified. For example, improvement of the mobile library service in combination with an enhancement at the major library in the nearest town could be an acceptable alternative to development of a neighbourhood library. Therefore, where the library needs of a particular development proposal



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may be satisfied equally well by one or more alternatives, the developer will be required to contribute towards the solution preferred by the Council in conjunction with advice from the County Council.

Requirement

Community facilities and services

Contribution will be sought towards the provision of new or improved community buildings and other facilities from all residential development. The total contributions for individual schemes will depend on the specific proposals and the identified local need but will fall within the range set out in Section 3 of Annex B. The extracts from the Horsham District PPG 17 Assessment in Appendix 2 provide further details on the quantity and quality standards within the District.

The floorspace requirements and per dwelling contributions towards library facilities are set out in Section 3 of Annex B. Contributions will depend on the capacity of existing services and the likely increase in population generated by the proposed development.

B4: Children and young people's services

13.59 The County Council, as the Children and Young People's Services Authority, has the statutory responsibility to provide education for all children of school age, normally 4 to 16 years of age and ensure sufficient nursery education for 3 to 4 year olds in partnership with the private and voluntary sectors. It also has powers to provide education for children over school age who have not attained the age of 19 years and to provide a youth service. In West Sussex, primary education generally includes children from 4 to 11 years of age and secondary education is provided for children from 11 to 16 or 18 years of age (although this pattern varies in some areas, for example the Rydon Community School in Storrington which has children from 10-13 years of age). Special schooling is provided for children with specific learning needs from 4 to 18 years of age, in mainstream schools, in special schools or in a variety of special units.



Assessment of capacity and requirement of contributions

- 13.60 The need for development to provide additional primary, secondary and sixth form school places will be guided by the total Net Capacity of schools within the locality and by forecast future demands. A locality is a group of one or two secondary schools and the primary schools that feed into them.
- 13.61 Temporary buildings that were provided for a previous peak in pupil numbers and have only a temporary planning permission are discounted from the calculation of total Net Capacity due to their transitory nature.
- 13.62 Contributions will be sought where forecast future demand is equal to or exceeds 95% of the total Net Capacity for the locality. The Audit Commission recommends authorities plan for a 95% occupancy rate across an area in order to achieve a match between pupils and places, efficient and educationally effective outcomes and to offer diversity and choice to parents.

County Council admissions policy

- 13.63 Landowners and developers should always bear in mind the County Council's policies for admission of pupils to schools (published annually under the titles "Education in West Sussex – Admissions to Primary School and Admissions to Secondary School"). These aim to ensure that parents can normally expect places for their children at the schools serving the area in which they live. However, it should be noted that individual governing bodies of Church Aided and Foundation schools are responsible for their own admissions policies which are described in each school's prospectus.

Assessment of additional need and the 'pupil product' ratio

- 13.64 The additional need for children's and young people's services in terms of contributions sought will be assessed by calculating the net additional population likely to come from a proposed development after the population of dwellings to be demolished have been taken into consideration.
- 13.65 The County Council's "pupil product" standards for new residential developments assume an average resident household structure in terms of numbers and age profiles. In practice, however, adjustments will be necessary where the proposed development deviates from the overall pattern for West Sussex. Each development will be examined



to assess the type and size of the proposed housing and any other factor which is likely to influence the age characteristics of the occupants and developers and landowners are encouraged to contact the District or County Council for guidance on specific cases. However, the following factors will typically result in a reduction of the contributions sought for children's and young peoples services for any given development:

- Housing proposed for occupation solely by the elderly, such as sheltered housing, will be excluded from the calculation of contributions
- Single bedroom or 'studio' flats will be excluded from the calculation of contributions
- Other flatted development may give rise to a reduced contribution where it is thought likely that fewer than the average number of people and children in particular, will reside in these dwellings
- Affordable housing will attract the standard 33% reduction (see Chapter 6) assuming that the affordable housing will not significantly increase the overall number of children residing within the relevant school locality

13.66 The pupil product average standards are set out below:

- Primary schools - For children from 4 to 11 years of age (i.e. seven full year groups) the child product is 25 pupils per 100 dwellings
- Secondary schools - For children from 11 to 16 years of age (i.e. five full year group) the child product is 18 pupils per 100 dwellings. For children from 16 to 18 years of age (i.e. two full year groups) the child product is 7 pupils per 100 dwellings.

13.67 These standards derive from the following population model:

- a. average household occupancy = 2.5 persons based on profile assumption of 2 adults and 0.5 children or young people
- b. 400 dwellings gives an average population of 1000 (400 x 2.5) including 200 children or young people (400 x 0.5)
- c. $200 \div 14$ (number of year groups) = 14 per year group

13.68 In relation to proposals for large scale housing developments, it may be necessary for landowners and developers to provide a combination of land and funds for new primary schools as well as appropriate contributions towards the costs of facilities for secondary education. New secondary school sites will only be necessary in relation to the largest of new developments. For smaller scale proposals, it is



more likely that contributions will be required towards the costs of enlarging primary and secondary schools to provide the extra pupil places needed. Where the sites of existing schools are too small to accommodate enlargements which are necessary in relation to particular development proposals, and provided it is practical to extend the sites concerned, the contributions required from the landowners and developers towards school enlargement costs will include land acquisition, land development and building costs.

Cost of providing school places and the calculation of contributions

- 13.69 As a guide to the costs of enlarging existing schools, building costs per pupil place are assessed annually by the County Council. The most recent cost multipliers will be used to assess contributions and these are provided in Section 4 of Annex B. The WSCC figures are based on the actual costs of school building projects. They include the costs of fixed equipment and professional fees but exclude site specific costs and the costs of providing loose equipment.
- 13.70 The cost of building a new school is subject to wide variations from site to site according to ground conditions, drainage requirements and other project specific factors. However, as a general rule, the costs per pupil place of providing new schools are significantly more than the costs of enlarging existing schools. Therefore, where financial contributions are required towards the costs providing new schools, they will be assessed individually.
- 13.71 Land requirements for new primary school sites are as set out in the table below, but it must be recognised that each site will be considered individually to take account of such characteristics as shape, contours, access arrangements and facilities for the setting down and picking up of pupils.

	Number of Pupil Places	Area of Site Required (Hectares)
Primary school (4 to 11 years of age)	210 (1 form entry)	1.0 to 1.2
	420 (2 form entry)	1.7 to 1.9



Early years education

13.72 Both the District Council and the County Council recognise the importance of early years services for the development of young children. Since the launch of the Government's National Childcare Strategy in 1997 the County Council has produced detailed plans on the development of integrated early years and childcare services across the County. The Schools Standards and Framework Act 1998 and the underpinning regulatory framework place a duty on local authorities to secure nursery education provision (whether or not by them) for three and four year olds. Eligible three and four year olds whose parents wish them to receive a free early education place have access to a range of provision including LEA-maintained nursery or primary schools and voluntary and private providers on the West Sussex County Council directory of providers.

13.73 The Government's Ten Year Strategy for Childcare: 'Choice for parents, the best start for children' (December 2004) and the Childcare Bill (November 2005) seek to extend the free entitlement offering early learning integrated with childcare. The Childcare Bill also seeks to place a statutory duty on local authorities to ensure sufficient childcare places are available to meet local demand. An audit has been completed and plans will be drawn up to extend integrated early education opportunities to three and four year olds on the basis of the additional Government funding promised to deliver the free entitlement for 2007/08 and beyond. Therefore, any development giving rise to needs for additional early years provision infrastructure may be required to contribute towards the financing of buildings and/or the land which is necessary to enable its provision.

Other children and young people's services

13.74 The demand for other children's services such as youth services, children's centres and extended schools may also arise in relation to proposals for large new housing developments. Therefore, according



to the location and scale of new housing proposals, landowners and developers may be required to contribute towards the costs of providing necessary facilities (land and/or building costs) for services for children.

Requirement
Children and young people's services

Contributions towards children's and young people's services will be sought where forecast future demand is equal to or exceeds 95% of the total Net Capacity for the locality. Contributions will be calculated in light of the likely net additional population generated by the proposed development. Normally the average 'pupil product' and standard occupancy assumptions will be used, although in certain circumstances these assumptions will be modified depending on the nature of the proposed development and on site-specific characteristics.

Section 4 of Annex B offers guidance of the specific contributions, based on latest build costs, which will be required for typical residential developments.

B5: Recycling and Refuse facilities

13.75 The District Council is committed to promoting sustainable development and encouraging the recycling of waste. It is anticipated that the amount of materials to be recycled will increase in the future. As part of the objective to encourage the recycling of waste and to ensure that all development is of a high standard of design and layout, the Council will normally expect all development to:

- ensure adequate facilities for storage and collection of waste/recyclable materials; and
- depending on the scale of development, either provide a local recycling facility within a development site or pay financial contribution towards the provision of such a facility off-site.

Household collection facilities

13.76 Whilst the general requirements in relation to the storage of household waste are set out in the Building Regulations, the Department of Transport's "Manual for Streets" should also be referred to and early consultation with the Council is encouraged. Prospective developers are encouraged to ensure that the occupants of new dwellings are able to minimise the amount of household waste they produce. A



storage space should always be provided for recoverable materials and, wherever practicable, facilities should be provided for home composting.

- 13.77 In considering planning applications for new housing development, the Council will require communal collection points for refuse/recycling at the end of private drives, adjacent to the highway or adjoining the rear access to terraced properties, perhaps within the communal parking area for the terrace. This provision is only likely to require a small hardstanding area (an area measuring 2.5 metres x 1 metre will provide sufficient space for five wheeled bins and recycling baskets), designed as an integral part of the development and screened by walling or landscaping. The road layout will need to be designed to allow for ease of manoeuvring for refuse vehicles which service these facilities and clearly laid out turning areas. In order to ensure that satisfactory provision has been made for the storage and collection of refuse and recyclable materials, particularly for flat and terrace development, an appropriate condition will be imposed on any planning permission.

Local recycling facilities

- 13.78 There is an increasing need to provide small local recycling sites within residential areas. Such provision will reduce the need for car borne trips and encourage more people to recycle. Small local recycling sites only require a hardstanding area of approximately 30 sq metres and are occupied only by relatively small recycling bins. Where visual impact is important, underground systems can be installed that are no larger than a litter bin above ground. Therefore, it is often possible for facilities be located within the residential areas, as long as this can be done so as to avoid any nuisance to nearby properties.

On-site requirements

- 13.79 On all residential development of 50 or more dwellings the Council will normally require the provision of one or more local recycling facilities. Recycling facilities provided as part of a new development shall be completed at an early stage in the development and shall normally be open for public use prior to any of the dwellings for that part of the estate having been completed and occupied.
- 13.80 In cases where on-site facilities genuinely cannot be provided, a financial contribution equivalent to the cost of providing a local recycling facility will be expected by the Council.



Off-site contributions

- 13.81 All residential development that is not providing facilities on-site as described above will normally be required to make a financial contribution towards the cost of a local recycling facility or the enhancement of the facility where one already exists. The contribution required will be on a per dwelling basis as set out in Section 5 of Annex B. The exact contribution required will take into consideration the size and mix of dwellings and the existing capacity of any existing local facilities.

West Sussex County Council Household Waste Recycling

- 13.82 Improvements and additions to the existing County Council household waste recycling facilities (formerly known as civic amenity sites) may be required as a result of new residential development. This may include the replacement of some of the mobile service locations with static sites, extensions to existing static sites and other building works necessary in order to accommodate additional waste from new housing development.
- 13.83 Contributions for this purpose will only be required where the proposed development will lead to increased demand that meets or goes beyond the current capacity of existing services. In such cases the contribution required will be on a per dwelling basis as set out in Section 5 of Annex B. This contribution is based on the County Council's estimated cost per household of providing waste management infrastructure to the required standard and will be reviewed annually.



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- 13.84 Contributions collected for household waste recycling services will be released to the County Council to be used for specifically identified service improvements that are related to the development that has provided the contribution.

Requirement Recycling and Refuse facilities

Residential developments over 50 dwellings will be expected to provide on-site local recycling facilities. Contributions for local recycling facilities will be sought in all other cases as outlined above. The financial contribution, in lieu of on-site provision, is set out in Section 5 of Annex B.

Where residential developments will lead to the capacity of a County Council householder recycling centre being exceeded, a financial contribution (as set out in Section 5 of Annex B) will be sought in order to extend or enhance the identified facility.

B6: Fire and rescue

- 13.85 Where there is an identified need for a developer to provide fire hydrants within a proposed development, the following guidelines are intended to assist landowners and developers:

- In cases where developments require additional fire hydrants, contributions will be sought for this purpose. A guide to the current cost of hydrants can be found in Section 6 of Annex B
- hydrants are to be fitted to water mains at least 100mm in diameter in residential areas and 150mm diameter in commercial/industrial areas. The current cost of mains of those sizes from the nearest main of adequate size can be found in Section 6 of Annex B
- in residential areas fire hydrants should be positioned approximately 350 metres apart, and in industrial areas approximately 180 metres apart. Fire hydrants covering large public buildings and areas such as hospitals, hotels, schools and town centre developments should be spaced at 180 metre intervals unless relevant codes of practice state otherwise. In planning the provision of fire hydrants in rural areas, particular attention should be paid to specific risks and therefore no definitive distances can be provided
- where development is considered to be a 'major risk', it will be considered individually to ensure that the overall provision for fire



fighting comprising, as appropriate, internal water based protection systems, private fire hydrants, statutory fire hydrants and other 'open water' supplies, is adequate

- Fire hydrants should be sited in positions to be agreed by the Fire Authority and, where possible, such locations will be at main roads, feeder roads or road junctions where they are readily visible.

13.86 In addition, to fire hydrant provision, a financial contribution towards fire and rescue infrastructure, such as fire stations and appliances, may be required to meet the population growth from a proposed development.

13.87 The Fire and Rescue Service works on an integrated, Countywide structure. Where a need for supporting infrastructure in relation to a proposed development is identified, a proportional contribution towards the cost of the infrastructure will be required. The contribution will be based on the cost per head in relation to the projected population growth generated by the proposed development. In practice the standard occupancy assumptions will generally be used to calculate contributions, although where a development is thought likely to significantly deviate from the average West Sussex occupancy profile, this factor will be considered in the calculation. The Contributions collected will be allocated to specific service/facility improvements which will be related to the development in question.

13.88 Further details of the Fire Brigade standards for access roads (including weight requirements) and for water supplies are available on request from West Sussex County Council.

Requirement
Fire and rescue

Where there is an identified need for a developer to provide fire hydrants within a proposed development, a contribution for this purpose will be sought. Where water undertakers are not proposing to lay appropriately sized mains an appropriate contribution will be sought based on the current cost of such provision as set out in Section 6 of Annex B.

In addition, where such a need has been specifically identified by the West Sussex Fire and Rescue Service, a financial contribution towards fire and rescue infrastructure, such as fire stations and appliances, may be required to meet the population growth from a proposed development.



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CHAPTER 14: GROUP C

- 14.1 The Group order set out in this document reflects the priorities of this Council when seeking planning obligations. They should be used as a guide as, within each Group (apart from Group A which is solely for Affordable Housing), the requirements will be prioritised according to the specifically identified requirements from the proposed development. Depending on the location of the proposed development, there may be a specific project towards which the scheme should contribute.
- 14.2 Group C covers the requirements for: Health Provision; Crime Prevention; Adult Services; Safeguarding the Environment and; Public Art. Applicants are advised to refer also to Groups A and B for further details on additional contributions likely to be sought from proposed development.

C1: Health Provision

- 14.3 Contributions will be sought towards the provision or improvement of primary health care facilities. Such provision should reflect the scale of development and may include contributions towards the provision or improvements to existing GP surgeries, healthcare “centres” and so on. The Council will work with the West Sussex Primary Care Trust (PCT), or its successors, in identifying needs and requirements in the different parts of the District.
- 14.4 The PCT steers the work of GP Practices and directly provides community nursing services, such as health visiting, district nursing and community rehabilitation services and makes sure that hospital care and other specialist treatment is there when needed. The PCT also works with local Pharmacists, Dentists and Opticians. The PCT is responsible for managing the local health care budget and can pool



budgets with partner organisations to make more effective use of the existing resources. The PCT also has the power to buy secondary (hospital) services from NHS and private providers.

**Requirement
Health Provision**

This Council will liaise with the West Sussex Primary Care Trust, or its successors, in order to identify the need and requirements in the different parts of the District.

C2: Crime Prevention

- 14.5 The Council encourages the promotion of safety and security measures in the design and layout of new development. Good design and layout may not always be sufficient to achieve the satisfactory safety and security and the Council may therefore require other crime prevention measures to be provided by the developers in particular areas where the Council believes there is a need to improve community safety or where the security of the site itself may need to be improved.
- 14.6 For example, some development may raise security issues which can be addressed by the provision of stand alone CCTV systems or linked into that already provided. Contributions may therefore be sought from developers to fund the installation and networking of CCTV. Sussex Police will be consulted as appropriate and will be able to assist in



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giving up-to-date calculations of the likely cost implications of such provision and whether new cameras can be linked into any existing networks.

Requirement

Crime Prevention

Where the Council believes there is a need to improve community safety, or the security of the site itself, developers will be asked to fund the installation and networking of security measures such as CCTV systems.

C3: Adult services

- 14.7 Generally, an increased population will require a full range of adult service facilities including day care, extra care homes, residential and nursing care as well as social work support.
- 14.8 Many social services will be delivered through private and voluntary sector providers by contractual arrangements. Even so, it may be necessary to seek the allocation of sites for the development of new purpose-built facilities, such as day care centres, through development plan policies.
- 14.9 The County Council states that it is committed, wherever possible, to the local delivery of adult's services and this may often be achieved through the shared use of community facilities. Therefore, where landowners and developers are required either to provide or to contribute towards the costs of providing necessary community facilities, the aim of this Council is to secure built accommodation which is also suitable and accessible for part-time use by social services as well as other voluntary organisations and community groups. Uses could include day care and a local contact point for occupational



therapy and social work support. Where there is scope for shared use of buildings such as health centres, valuable partnerships may develop to the benefit of the local community.

**Requirement
Adult Services**

Where appropriate, to secure the opportunity for use of community facilities by social service related activities.

C4: Safeguarding the environment

- 14.10 The Council is committed to the safeguarding and enhancement of the environment in Horsham District. Therefore, the assessment of the need for developers/landowners to take measures to avoid or to mitigate any adverse effects on the environment is an important concern for the Council in relation to all planning applications for new development.
- 14.11 In this context, the term 'environment' encompasses a very wide range of basic resources including soil, air, water and energy as well as historical and cultural elements. It is also inextricably linked to the principle that biodiversity (the variety of life) is fundamental to the continuance of life as we know it. There is a wide range of issues which are encompassed in the overall need to safeguard the environment and an exhaustive list has not been drawn up. However, these issues primarily relate to the need to protect and improve existing habitats and biodiversity generally as well as the need to protect and improve water quality (both ground and surface).

Natural habitats and biodiversity

- 14.12 Where development will have a detrimental impact on important natural habitats or on areas specifically designated for their nature conservation importance, contributions may be sought towards environmental measures that will safeguard the habitat/area or mitigate the impact of the development.
- 14.13 In relation to sites allocated for development by a Development Plan Document, the relevant policies set out requirements for the provision of necessary environmental measures associated with the implementation of the proposal. However, in relation to allocations for development on a large scale, the relevant policies may require that



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development briefs and applications for planning permission should be accompanied by formal assessments of the impact the development would have on the environment and proposals for the provision of appropriate environmental measures.

- 14.14 Proposals for new development on sites which are not identified through the Local Development Framework, whether or not they have already been previously developed, often give rise to the need for the provision of environmental measures. Accordingly, the policies set out in the Core Strategy and the General Development Control Policies documents will be applied in the consideration of such proposals to ensure that any environmental measures that would be required in relation to new development are indeed provided.

Adoption of natural areas

- 14.15 The Council commonly requires that environmental measures provided in relation to new development are managed and maintained indefinitely. Therefore, the Council will normally be prepared to adopt and maintain areas comprising such environmental measures subject to the payment by the developer of a commuted sum in respect of the costs of maintenance. Where developers would prefer to make alternative arrangements for the future management and maintenance of environmental measures, the Council will need to be satisfied that their proposals are acceptable in all respects.

Guidance relevant to natural habitats and biodiversity

- 14.16 This Council will have regard to both the Horsham and the Sussex Biodiversity Action Plans and to the latest government advice and guidance when considering the need to safeguard the environment. Such guidance includes PPS 9 “Nature Conservation and Planning” and PPS 23 “Planning and Pollution Control”. Advice produced in Biodiversity Action Plans, Habitat Action Plans, Species Action Plans and other specific plans should also be followed.
- 14.17 The Royal Town Planning Institute publication, “Planning for Biodiversity – good practice guide” indicates how the planning process can achieve biodiversity objectives. The County Council’s publication, “West Sussex Nature Conservation and Planning Guidance”, is intended to aid understanding of the needs for assessment of the environmental impact of new development. The guidance highlights nature conservation issues that should be taken into account in the planning process. It also lists sources of relevant information (including by Natural England, the County Council and the Sussex Biodiversity Record Centre) and



it sets out a simple checklist designed to indicate whether nature conservation issues are likely to arise in relation to specific proposals for new development.

Historic environment

- 14.18 Contributions will also be sought towards the recording of known archaeological sites where the protection of such sites cannot be guaranteed. Where appropriate, contributions will be sought for the enhancement of protected sites within development schemes and for their interpretation to the public for educational purposes.
- 14.19 Where appropriate, contributions will be sought towards protecting and enhancing the wider historic environment, including historic buildings and conservation areas, historic parks and gardens and historic landscapes.
- 14.20 In determining the need for contributions for the historic environment, the Council will have regard to national guidance including that within PPG 15 “Planning and the Historic Environment” and PPG 16 “Archaeology and Planning”.

The role of the Environment Agency

- 14.21 The Environment Agency (EA) has a wide range of duties and powers relating to environmental management, some of which overlaps with the requirements outlined above. In recognition of the potential for conflict between the impacts of new development and environmental concerns, the EA is also a statutory consultee in relation to both the preparation of the Local Development Framework and the consideration of some planning applications.

Flood prevention

- 14.22 Contributions may also be sought towards flood prevention and alleviation measures such as Sustainable Drainage Systems (SuDS) if there are particular reasons to believe that such measures are necessary in order to bring forward a satisfactory development.

Environmental infrastructure

- 14.23 In relation to proposals for new development, whether it is in the form of site allocations in a development plan document or planning applications, developers/landowners must assess whether the existing



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environmental infrastructure (such as the sewerage system) would be able to accommodate the additional development. Such assessments should include all elements of the environmental infrastructure which would be directly affected and should take into account demands expected to arise from other development which is already committed. The onus in this process is on the developer/landowner to carry out the assessment acting where necessary on the advice of the EA, Southern Water or other relevant agencies.

14.24 If sufficient capacity is not, in practical terms, readily available within the existing environmental infrastructure to enable proposed development to go ahead, provision of the necessary additional infrastructure or contributions towards the cost of providing such infrastructure will be sought by the Environment Agency. The forms of environmental infrastructure which should be assessed and for which provision or contributions may be sought include:

- Sustainable solutions to surface water run-off – e.g. where appropriate – creation of balancing ponds with new wetland habitats, grass swales permeable surfaces and including provision for adoption and maintenance.
- Restoration of natural functioning of floodplains.
- Restoration of rivers and wetlands degraded by engineering and urbanisation.
- Improvements to river corridors – e.g. – re-profiling of channels, creation of buffer zones, provision of simulated natural river features.
- Increased access, where appropriate e.g. footpaths, cycleways, alongside stretches of rivers.



- Improvements to water quality by natural and artificial initiatives.
- Habitat creation.

Requirement Safeguarding the Environment

Where development will have a detrimental impact on natural habitats or on areas designated for their nature conservation importance, contributions may be sought towards environmental measures. The Council will normally be willing to adopt and maintain areas comprising such environmental measures subject to the payment by the developer of a commuted sum.

Contributions may be sought towards the recording of known archaeological sites where the protection cannot be guaranteed or towards the enhancement of protected sites within development schemes or possibly towards protecting and enhancing the wider historic environment where it is affected by the development.

Contributions may also be sought towards flood prevention and alleviation measures such as Sustainable Drainage Systems (SuDS) where considered appropriate.

Developers/landowners must assess, in a manner acceptable to the Environment Agency (EA), whether the existing environmental infrastructure (such as the sewerage system) would be able to accommodate the additional development. If sufficient capacity is not already available, provision of the necessary additional infrastructure or contributions towards the cost of providing such infrastructure will be sought by the EA. The Council will consult the EA and enforce provision of any required contributions.

C5: Public art

- 14.25 The Council believes that public art brings many benefits to a development including assisting in providing a cultural identity, adding character and quality to the built environment as well as providing commercial appeal. Through these benefits, artwork can help to create or reinforce a 'sense of place'.
- 14.26 Public artwork is defined as "the creation of an art or craftwork project, designed and/or made by professional artists and craftspeople, which enhances the appearance of the public realm."



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- 14.27 All residential developments of 50 or more dwellings and all commercial developments larger than 2,500 sq. metres gross internal floor area will be expected to specially commission one or more pieces of public art. The artwork should be integrated as an essential part of the development. It could be sited externally or internally, though it should be accessible or visible to the general public.
- 14.28 The actual form of the artwork will be a matter for discussion and agreement with the Council and the relevant Parish or Neighbourhood Councils. It could be a sculpture, painting, mosaic, tapestry or an individually designed piece of 'street furniture'. Developers will be encouraged to support local artists through their commissions.

Pooled contributions

- 14.29 Where developers choose not to commission public art as above, a financial contribution will be required in lieu of the provision. This contribution will be spent by the Council on supporting local public art commissions in a public open space, either within or close to the development. The level of required contribution required for residential and commercial development at or above the thresholds is set out in Annex C.

Requirement Public art

Residential development of 50 or more dwellings and commercial development larger than 2,500 sq. metres will be expected to commission public art which will be integrated as part of the development and accessible or visible to the general public. If developers choose not to commission the art, they will be required to pay a contribution that will be pooled towards local public art commissions. The level of contribution is set out in Annex C.

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CHAPTER 14: GROUP C



CHAPTER 15: UTILITY COMPANY FACILITIES AND SERVICES

- 15.1 The Development Plan, comprising the Regional Spatial Strategy and the Local Development Framework provide the utility companies with essential inputs for their own planning. Also, the adequacy of existing infrastructure and needs for additional infrastructure may well influence the timescales for implementation of development proposals.
- 15.2 Therefore, in preparing their Local Development Frameworks the Council will liaise with those utility companies responsible for the provision of infrastructure for electricity supply, gas supply, public telecommunications services, sewerage services and water supply. In addition, the relevant electricity, gas and telecommunications undertakers are formally and specifically consulted on all proposals having significant infrastructure implications as are the relevant water companies on matters relating to water and sewerage services generally and to the retention, treatment or disposal of sewerage, trade waste or sludge.
- 15.3 In these ways, the ability of the utility companies to provide improved or additional infrastructure to serve the demands expected to be generated by new development and the need for land to accommodate that infrastructure as well as the environmental effects of such additional land uses are taken into account in the Local Development Framework process.
- 15.4 With regard to individual proposals for new development, landowners or developers must normally requisition any necessary or appropriate utility service connections in accordance with the relevant statutory duties to connect and the costs of connection are generally met by the person requiring it. Each of the statutory duties to connect is subject to specific caveats and more general limitations, including the need to ensure public safety and allowances for unforeseen circumstances. In addition to this, the utility companies are able to use their compulsory purchase powers to acquire land or rights over land for service connections where there are no existing private services rights.
- 15.5 Where, nonetheless, difficulties are identified with regard to the provision of the extended, improved or additional utilities infrastructure which would be required to serve needs generated by new development, the Council will not permit the development to proceed without a clear and agreed programme of provision for the essential infrastructure.





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CHAPTER 16: MONITORING

- 16.1 Monitoring will assess the effectiveness of the LDF policies relevant to planning obligations as well as of the detailed guidelines set out in this SPD. An Annual Monitoring Report (AMR) will be prepared to indicate the extent to which the guidelines here are contributing towards the realisation of the envisaged benefits of planning obligations. The AMR will also aim to identify any changes required if a policy or guidelines are not working or if the targets, are not being met. Should annual monitoring of the indicators reveal any significant failure(s) to meet targets, the Council will take action to rectify the situation as soon as possible.
- 16.2 A range of Indicators, set out in the table below, have been developed which provide a consistent basis for monitoring the performance of the SPD. They have been chosen to provide a brief guide to overall progress and to concentrate particularly on the delivery of the key priorities as set out in the SPD and primarily for affordable housing. Not all the indicators will be influenced solely by the guidelines in this SPD and some will also depend on the performance of LDF policies in other DPDs (such as the Core Strategy and Development Control Policies Document) as well as on external events.
- 16.3 In addition to the indicators here which will be reported on in the AMR, a report on the status of planning obligation agreements, the allocation of funding by the Council and the contributions diverted to other service providers will be submitted to the respective Development Control Committees every quarter.
- 16.4 This document is accompanied by a formal Sustainability Appraisal / Strategic Environmental Assessment report, considering the social, environmental and economic effects of the proposals, particularly in terms of measuring the contribution towards achieving sustainable development.



CHAPTER 16: MONITORING

Objective	Indicator/Proposed Action	Targets	Responsible Agency	Comments
To ensure that everyone has good access to good quality affordable homes that meet their need	Provision of a proportion of affordable housing on qualifying residential schemes	40% of the total development on schemes at or above the relevant thresholds	Private sector, Housing Associations and District Council	Indicator and target are those set out in Core Strategy monitoring framework for Policy CP 12
To ensure that everyone has access to the health, education, leisure and recreation facilities that they require	Total number of all types of affordable housing units completed	120 per year	Private sector, Housing Associations and District Council	Including 'intermediate' shared ownership and key worker housing
To reduce crime and the fear of crime	Total value of all contributions received for health	No specific target set	Private sector and District Council	Includes all requirements listed in Group C1
	Total value of all contributions received for crime prevention	No specific target set	Private sector and District Council	Includes all requirements listed in Group C2

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Objective	Indicator/Proposed Action	Targets	Responsible Agency	Comments
To conserve and enhance the landscape and townscape character of the District	Number of planning obligations including measures to conserve and enhance the townscape character of the District	No specific target set	Private sector and District Council	Includes relevant requirements listed in Group C4
	Proportion of relevant permissions which include planning obligation measures to conserve and enhance the landscape character of the District	100% of relevant permissions	Private sector and District Council	Relevant permissions are those that are identified by the SBRC as having an impact on protected landscapes
To conserve and enhance the biodiversity of the district	Proportion of relevant permissions which include planning obligation measures to conserve and enhance the biodiversity of the District	100% of relevant permissions	Private sector and District Council	Relevant permissions are those that are identified by the SBRC as having an impact on significant habitats and species



CHAPTER 16: MONITORING

Objective	Indicator/Proposed Action	Targets	Responsible Agency	Comments
To conserve and enhance the historical and cultural environment of the district	Number of planning obligations including measures to conserve and enhance historical and cultural environment of the District	No specific target set	Private sector and District Council	Includes relevant requirements listed in Group C4
To reduce car journeys and promote alternative methods of transport	Total value of all contributions received for sustainable transport and highways	No specific target set	Private sector, County Council and District Council	Includes all requirements listed under B1
To reduce the risk of flooding	proportion of relevant permissions including planning obligation measures to reduce the risk of flooding	100% of relevant permissions	Private sector and District Council	Includes relevant requirements listed in Group C4
To reduce the amount of waste produced and maximise the re-use and recycling of other facilities	Total value of all contributions received for recycling facilities	No specific target set	Private sector and District Council	Includes all requirements listed in Group B5

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Objective	Indicator/Proposed Action	Targets	Responsible Agency	Comments
To maintain the high and stable economy of the District	Proportion of relevant permissions for new development subject to planning obligations	100% of relevant permissions	Private sector and District Council	This relates to new residential, commercial and employment development
	Total value of all contributions received by the Council	No specific target set	Private sector, County Council and District Council	Includes contributions collected on behalf of other authorities
To seek to enhance areas where there are inequalities in the economy particularly the rural economy	Total value of contributions received by the Council for Open space, sport and recreation and for Community facilities and services) rural parts of the District	No specific target set	Private sector and District Council	Includes all requirements listed under B2 and B3 in Category 2 settlements
	Total number of all types of affordable housing units completed in Category 2 settlements and exceptions sites	No specific target set	Private sector, Housing Associations and District Council	Including 'intermediate' shared ownership and key worker housing

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CHAPTER 16: MONITORING



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CHAPTER 17: CONCLUSION

- 17.1 It is this Council's aim to provide early guidance on the services and facilities and the priorities of provision that will be required when land is proposed for development. This Supplementary Planning Document is intended to assist in negotiating and establishing the level of contributions that this Council will seek from development proposals. However, it is not always possible to be specific about, for example, all the land which will come forward for development. It is therefore important to retain a level of flexibility as the costs associated with certain provision and/or improvements may vary depending on the individual site circumstances. The financial or other developer contribution may therefore vary depending on the type and scale of the development, having regard to specific constraints associated with the application site. Therefore, it is considered essential for the purposes of sound planning that developers and landowners contact the Council early in the process and work with the Council to arrive at the correct level of planning obligations for the individual development concerned.
- 17.2 Nevertheless, the intention of this SPD and the accompanying annually reviewed Annexes is to offer clear indications of the likely level of contributions under each of the three Group areas. These details offer the possibility for robust estimations that should assist Council staff, developers and landowners in negotiating contributions for individual schemes put forward.

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Horsham District Local Development Framework

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CHAPTER 17: CONCLUSION



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GLOSSARY

Affordable Housing

See Appendix 1

Amenity

A positive element or elements that contribute to the overall character or enjoyment of an area. For example, open land, trees, historic buildings and the inter-relationship between them, or less tangible factors such as tranquillity.

Annual Monitoring Report (AMR)

Produced by the Council annually to review the progress made against milestones set out within the Local Development Scheme and the performance of planning policies. The monitoring period runs from 1st April to 31st March.

Biodiversity

The whole variety of life on earth. It includes all species of plants and animals, their genetic variation and the ecosystems of which they are a part.

Brownfield

Previously developed land (PDL). In the sequential approach this is preferable to Greenfield land. Previously-developed land is that which is or was occupied by a permanent structure (excluding agricultural or forestry buildings), and associated fixed surface infrastructure. The definition covers the curtilage of the development. Previously-developed land may occur in both built-up and rural settings. A precise definition is included in Appendix B of Planning Policy Statement 3 'Housing'.

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. Having been adopted in February 2007, all other Development Plan Documents must be in conformity with it.

Development Plan Documents (DPD)

The Local Development Framework is partly comprised of Development Plan Documents which local planning authorities must prepare. These include the core strategy; general development control policies; site specific allocations; a proposals map (with inset maps, where necessary); and the area action plans (AAP). Development Plan Documents will be spatial planning documents and subject to independent Examination.



Environmental measures

Actions taken as part of a new development designed to protect the environment and mitigate the impact of the development on the local environment.

Environmental infrastructure

The basic facilities, services, and installations needed for the functioning of key systems such as the sewerage network, drainage systems as well as improvements made to water courses and habitats.

Farm diversification

The introduction of non-agricultural enterprises (such as bed and breakfast) to support an existing farm business.

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.

Gross internal floorspace

The entire area inside the external walls of a building and includes corridors, lifts, plant rooms, service accommodation e.g. toilets, but excludes internal walls. The difference between gross internal floorspace and gross external area is typically between 2.5 and 5%.

Home zone

A street or group of streets designed primarily to meet the interests of pedestrians and cyclists rather than motorists, opening up the street for social use.

Horsham District Community Partnership – Community Strategy/ Action Plan

The documents produced by the Horsham District 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.

Housing Quality Indicators (HQI)

A set of criteria used by the Housing Corporation to assess the quality of a new affordable housing scheme principally in terms of design, location and external environment.



Key workers

Defined by national government as public sector employees such as nurses, police, teachers, prison staff, fire fighters. Not all public sector employees are considered key workers and the definition can vary across regions.

Lifetime Homes Standards

A design standard for residential property designed and built so that they can easily be adapted in the future to enable the current resident(s) to remain in their home regardless of any changes in their mobility, for example, a lift can be inserted through the ceiling, the property is wheel chair accessible, internal beams are of sufficient strength to receive a hoist, bathrooms can be adapted to incorporate walk in showers.

Local Development Framework (LDF)

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.

Masterplan

A type of planning brief outlining the preferred use of land and the overall approach to the layout in order to provide detailed guidance for subsequent planning applications.

Material consideration

A matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

Mitigation measures

These are measures requested or carried out in order to limit the damage by a particular development or activity.

Multi-court

A hard-surfaced enclosed ball games court which can be used for a variety of sports.

Output indicator

Indicators measuring the direct effect of a policy. Used to assess whether policy targets have been achieved using the available information.



Open market value

The value a property might reasonably fetch if sold on the open market where there is a willing buyer and a willing seller.

Parish Plan

A parish plan is a statement of how the local community sees itself developing over the next few years. They should reflect the views of all sections of the community, identify character and features which local people feel are important, identify local problems and opportunities and will say how the residents want the community to develop. An action plan is usually prepared following this. A number of parishes in the District have produced or are producing Parish Plans/Action Plans.

Plan, Monitor and Manage

A means of measuring and reviewing policy, involving the adjustment of policy through monitoring if it proves necessary.

Planning gain

Refers to items that a developer would not normally regard as commercial necessities for the development, but which are nevertheless required in the public interest if the site is to produce an acceptable development.

Planning Gain Supplement (PGS)

The name given to the fiscal system of 'capturing' a percentage of the increase in value of land once it has been granted planning permission for residential, commercial or other types of development. The PGS would be used to pay for infrastructure and other items of 'planning gain'.

Planning Obligation

A legally binding agreement between the local planning authority and persons with an interest in a piece of land. Planning obligations are used to secure funds or works for significant and essential elements of a scheme to make it acceptable in planning terms. Planning obligations will have been set out in an agreement often known as a 'Section 106 Agreement' and may be used to prescribe the nature of development, to compensate for loss or damaged created by development or to mitigate a development's impact on surrounding built and natural environment. Circular 5/2005 sets out the national policy that regulates these agreements.

Planning Policy Guidance Notes (PPG)/ Planning Policy Statements (PPS)

Central Government produce Planning Policy Guidance Notes, to be replaced by Planning Policy Statements which direct planning in the country.



Previously developed land

See *Brownfield*

Protected species

Plant and animal species afforded protection under certain Government Acts and Regulations.

Public art

The creation of an art or craftwork project designed and/or made by professional artists and craftspeople, which enhances the appearance of the public realm.

Registered Social Landlord (RSL)

An independent housing organisation registered with the Housing Corporation under the Housing Act 1996. They may be Industrial and Provident Societies, registered charities or private companies.

Significant effects indicators

An indicator that measures the significant effects of the plan. These effects could be social, economic or environmental and the criteria by which they are judged 'significant' is set out in the SA/SEA.

South East Plan

The Plan is being prepared by the South East England Regional Assembly (for approval by the Secretary of State) between now and 2008. 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 Strategy

A broad overview of how spatial planning objectives can be achieved within the development plan. 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.



Strategic Locations

Broad locations for major mixed-use development, including housing, identified within the West Sussex Structure Plan 2001 -2016. The precise locations and boundaries, mix of uses, and phasing of development to be identified in the relevant local plan i.e. in this District the Horsham District Local Development Framework.

Supplementary Planning Documents (SPD)

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.

Sustainable Communities

Places planned as part of the Government's 'Sustainable Communities Plan'. CLG defines them as "Places where people want to live and work, now and in the future They meet the diverse needs of existing and future residents, are sensitive to their environment, and contribute to a high quality of life. They are safe and inclusive, well planned, built and run, and offer equality of opportunity and good services for all."

Sustainable Development

A development that is 'sustainable' must be consistent with the principles of sustainable development. In broad terms this means development that meets the needs of the present without compromising the ability of future generations to meet their own needs. The Government has set out five guiding principles for sustainable development in its strategy "*Securing the future - UK Government strategy for sustainable development*". The five guiding principles, to be achieved simultaneously, are: Living within environmental limits; Ensuring a strong healthy and just society; Achieving a sustainable economy; Promoting good governance; and Using sound science responsibly.



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Sustainability Appraisal / Strategic Environmental Assessment (SA/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. In addition, European legislation requires that the environmental effects of certain plans are assessed, documented and where necessary adverse effects corrected. This process is commonly known as Strategic Environmental Assessment, and when carried out for LDF documents, is combined with the Sustainability Appraisal process.

Transport Assessment (TA)

An appraisal of the likely traffic generation impacts resulting from new development, taking into account the measures which are required to improve road safety and promote walking, cycling and the use of public transport.

Travel Plan

A framework developed by businesses and organisations for changing travel habits in order to provide an environment which encourages more sustainable travel patterns and less dependence on single occupancy private car use. For example, an employer may use the plan to introduce car sharing schemes or secure cycle parking facilities. Travel Plans must have measurable outcomes and should be related to targets in the West Sussex Local Transport Plan.

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Horsham District Local Development Framework

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GLOSSARY



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APPENDIX 1: DETAILED DEFINITION OF AFFORDABLE HOUSING TENURE

Affordable Rent

Affordable rented housing is that which is provided, usually by Housing Associations, and allocated according to needs by the Council at rents no greater than Target Rents determined through the national rent regime. Service charges on affordable rented properties should not be too high as to make a tenancy unaffordable.

Intermediate Housing

Submarket / Intermediate Rent

Submarket rented housing is that which is made available on the same basis as affordable rented housing but at a rent above target rents but below market rental values. Sub market rent levels should not exceed 75% of the prevailing market rents.

Low Cost Home Ownership

Low cost home ownership is a general term covering the range of home ownership initiatives including Shared Ownership (currently described as New Build Homebuy) or Shared Equity. These schemes provide access to home ownership at shares usually ranging from 25% to 50% of the value of the property. Rents may or may not be payable on the remaining share dependant on the model. Rents on the remaining share will be between 2.5%-2.75% but no higher than 3%. In most cases the occupant may purchase more shares to own the property outright.

Housing Not Classed as Affordable Housing

Housing outside of that defined above will not be classed as affordable housing and therefore not counted towards the overall provision of affordable housing. This includes housing provided at discount by a developer at first occupation with no further provision to ensure that the property remains affordable to subsequent occupiers, low end or smaller units or notionally discounted properties.



APPENDIX 1: DETAILED DEFINITION OF AFFORDABLE HOUSING TENURE



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APPENDIX 2: QUANTITY AND QUALITY STANDARDS

The Quantity and Quality standards derive from the "Horsham District PPG 17 Assessment" that was completed in 2005 by Kit Campbell Associates. The standards offer a guide to the quantity and quality of provision required in the District for a range of community, sports, recreation and open space facilities that developers/landowners may be asked to contribute towards as part of an overall planning obligation. They are included here for ease of reference only. More detail, as well as a justification of the standards can be found in the PPG 17 Assessment which can be obtained from the Council's website.

Quantity Standards

In large part, the analysis is based on a hierarchy of provision:

- **Local provision:** facilities or spaces intended to serve a small area, with residents able to walk to them in only a few minutes
- **Neighbourhood provision:** facilities or spaces intended to serve a particular village or a neighbourhood in one of the larger settlements; again, most residents will probably walk to make use of them
- **Sub-district provision:** facilities or spaces which serve a part of the District such as a group of parishes or neighbourhoods. Only those residents who live nearby will walk to sub-district provision while others will use some form of transport.
- **Strategic provision:** facilities or spaces which are likely to be used by all residents of the District and may serve a County-wide strategic purpose. As a result, most users will use some form of transport.



APPENDIX 2: QUANTITY AND QUALITY STANDARDS

Form of Provision	Overall standard (sq m per person)	Local provision (sq m per person)	Neighbour-hood provision (sq m per person)	Sub-district provision (sq m per person)	Strategic provision (sq m per person)
Accessible natural greenspace	20.0	N/a	N/a	N/a	N/a
Allotments: Category 1 settlements	1.25	1.25	N/a	N/a	N/a
Amenity greenspace	4.0	3.0	1.0	N/a	N/a
Equipped play	0.5	0.25	0.25	N/a	N/a
Pitches: grass	14.0	N/a	14.0	N/a	N/a
Pitches: artificial turf	0.6	N/a	N/a	0.4	N/a
Other outdoor sports facilities	1.0	N/a	1.0	N/a	N/a
Urban parks (Horsham area only)	2.5	N/a	N/a	4.0	N/a

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Form of Provision	Overall standard (sq m per person)	Local provision (sq m per person)	Neighbour-hood provision (sq m per person)	Sub-district provision (sq m per person)	Strategic provision (sq m per person)
Youth activity areas (Cat 1 settlements)	0.4	N/a	0.4	N/a	N/a
Youth activity areas – other areas	0.2	N/a	0.2	N/a	N/a
Community halls (floor area)	0.15	0.05	N/a	N/a	N/a
Sports halls (floor area)	0.1	N/a	N/a	0.1	N/a
Swimming pools (floor area)	0.05	N/a	N/a	0.05	N/a

APPENDIX 2: QUANTITY AND QUALITY STANDARDS



Quality Standards

<p>Introduction</p>	<p>This appendix sets out the quality standards we recommend the District Council to adopt and covers:</p> <p><i>Greenspaces:</i></p> <ul style="list-style-type: none"> • Accessible natural greenspace • Allotments • Amenity greenspaces • Local equipped play areas • Neighbourhood equipped play areas • Sports pitches • Bowling greens • Tennis and multi-courts • Urban parks and recreation grounds • Youth activity areas <p><i>Indoor provision:</i></p> <ul style="list-style-type: none"> • Community centres and halls • Indoor sports halls and swimming pools <p>We have derived each of the quality standards from examples of best practice, such as the Green Flag Award criteria for parks, plus the views and local knowledge of District Council officials, and set them out below under six standard headings:</p> <ul style="list-style-type: none"> • General characteristics • Minimum size requirements • Accessibility • Planting and biodiversity • Facilities and features • Management and maintenance
<p>Accessible Natural Greenspace</p>	<p>General Characteristics</p> <ul style="list-style-type: none"> • Open naturalistic appearance which blends into the surrounding countryside • Only limited internal areas of poor visibility • Distinct identity • Good use of views out of or across the site • Good use of topography, space and planting



Minimum Size Requirements

English Nature’s Research Report 153, Accessible Natural Greenspace in Neighbourhoods and Cities (1995), concludes that size is not as important in terms of species richness as other factors such as habitat diversity, management, vegetation structure and topography. Its guide to Providing Accessible Natural Greenspace in Neighbourhood and Cities (English Nature) recommends a minimum size of 0.25 ha (2,500 sq m).

Accessibility

- Entrances or access points linked to rights of way, bridlepaths, quiet lanes and cycling routes and water courses to create wildlife corridors and a network of greenspaces
- Accessible from the adjacent road or car park area by walking or in a wheelchair where appropriate
- Good network of internal paths, linking to rights of way, bridle paths, quiet lanes and cycling routes in the vicinity

Planting and Biodiversity

- Good mix of native species and habitats, depending on site characteristics
- Dense, bushy hedgerows
- Wildlife protection areas
- Clearings or gaps in tree crowns to allow light penetration to woodland floor, where appropriate
- Well developed shrub, field and ground layers and wide, species rich edge, where appropriate

Facilities and Features

- Built heritage structures and natural features conserved
- Interpretation of flora and fauna as appropriate
- Litter bins and seats at key points
- Signs requiring dogs to be kept under control and fouling disposed of to “pooper” bins
- Adequate safety measures adjacent to areas of water (will depend on size, depth and current, if any)
- “Way marked” routes, where appropriate



	<p>Management and Maintenance</p> <ul style="list-style-type: none"> • Managed primarily for wildlife and nature conservation • Litter clearly under control with litter bins emptied regularly • Limited evidence of vandalism or graffiti, and rapid and effective removal • Very little or no evidence of dog fouling and “pooper bins” available at various points, plus notices relating to the avoidance of dog fouling • No or very little evidence of flytipping and rapid, effective removal of tipped material • Wooded areas well managed • All paths kept clear of debris; surfaces in good condition and repaired as necessary
<p>Allotments</p>	<p>General Characteristics</p> <ul style="list-style-type: none"> • Screen planting to provide some privacy • Clear separation between adjacent allotments • Signage at site entrances giving details of ownership and how to apply for an allotment; also emergency telephone numbers • Securely fenced with lockable gates <p>Minimum Size Requirement</p> <p>20 plots</p> <p>Accessibility</p> <ul style="list-style-type: none"> • Linked to pedestrian and cycle path systems • Adequate parking close to entrance to the site (but not necessarily on-site) • Site entrance not more than 400 m from nearest bus stop and preferably not more than 250 m • Adequate paths, suitable for people with disabilities <p>Planting and Biodiversity</p> <ul style="list-style-type: none"> • Good mix of species in planting around and within the site • Dense, bushy hedgerows (where present) <p>Facilities and features</p> <ul style="list-style-type: none"> • Water point serving each group of allotments



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	<p>Management and Maintenance</p> <ul style="list-style-type: none"> • Litter clearly under control • Limited evidence of vandalism or graffiti, and rapid and effective removal • All paths kept clear of debris; surfaces in good condition and repaired as necessary • All facilities in clean, safe and usable condition <hr/> <p>Minimum Size Requirements</p> <p>There is no minimum site size for allotments.</p>
<p>Amenity Greenspaces</p>	<p>General Characteristics</p> <ul style="list-style-type: none"> • Part of a network of greenspaces providing traffic segregated routes through residential or other areas which link to major walking and cycling routes and bus stops • Designed to create a sense of place and complement and provide a setting for adjoining buildings, with “sun traps” • “Cared for” general appearance • Views out of or across the space, ideally to local landmarks • Provided with drainage and soil mixes designed to ensure that spaces are free draining and therefore dry out after heavy rain <hr/> <p>Minimum Size Requirements</p> <p>Areas of AGS should be at least large enough to be used by local young people for a kickabout without creating a nuisance for the residents of neighbouring dwellings. The smallest size of mini-soccer pitch is 27 x 18 m with margins of at least 3 m all round (minimum 33 x 24 m overall). This can be therefore taken as a guide to the minimum size of an area of AGS. A facility such as this should occupy no more than about half the site so a sensible minimum size is 0.2 ha (2,000 sq m).</p> <hr/> <p>Accessibility</p>



	<p>Traversed by hard surfaced paths, where appropriate, which are suitable for wheelchairs, wide enough for two wheelchairs to pass and broadly following desire lines (but avoiding straight lines wherever possible).</p>
	<p>Planting and biodiversity</p> <ul style="list-style-type: none"> • Good balance of mown grassed areas, in varying widths or sizes (large enough for informal recreation such as kickabouts or mini-soccer where appropriate) and mixed indigenous and ornamental species and ages of trees or shrubs, but with a predominantly open character • Range of habitat types eg woodland, ponds, grasslands, hedgerows • Buffer or shelter planting as necessary
	<p>Facilities and Features</p> <ul style="list-style-type: none"> • May incorporate provision for children or teenagers but such facilities should not be central to or the main focus of the spaces • Adequate litter bins • Signs indicating that dog fouling should be picked up and disposed of responsibly • May incorporate public art or heritage features (eg statues) • Seats, in both sunny and shaded areas • Adequate safety measures adjacent to potentially dangerous areas of water (eg rivers, canals) • Path lighting where appropriate • Passive surveillance from nearby properties, but in a way which respects the privacy of occupants
	<p>Management and Maintenance</p> <ul style="list-style-type: none"> • Litter clearly under control • Limited evidence of vandalism or graffiti, and rapid and effective removal • Very little or no evidence of dog fouling and “pooper bins” available at various points, plus notices relating to the avoidance of dog fouling • Grassed areas to have a low preponderance of broad leaved weeds; they must be cut to an even length and if clippings are left in place after cutting they must



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	<p>be short so as not to have a detrimental impact on the appearance of the area</p> <ul style="list-style-type: none"> • Horticultural areas and flower/shrub beds weed free and ideally mulched • Flowering plants dead headed and pruned as necessary • All paths kept clear of debris; surfaces in good condition and repaired as necessary • All facilities in clean, safe and usable condition • Path or other lighting adequately maintained and working
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Local Equipped Play Areas	<p>General Characteristics</p> <ul style="list-style-type: none"> • Located beside a well used pedestrian pathway • Activity area of at least 400 sq m with a buffer zone, possibly with appropriate planting, between the play area and nearest dwelling boundary of at least 10 metres on all sides. There should be at least 20m between the activity zone and the nearest dwelling window. • Ample space for children to run around and play games such as “tag” • Passive surveillance from the windows of nearby buildings is desirable • Provided with hard surfaced links from nearby paths to the entrance(s) to play areas
	<p>Minimum Size Requirement</p> <p>0.04 ha (400 sq m) activity area, plus buffer zone all round; minimum overall size 0.09 ha (900 sq m)</p>
	<p>Accessibility</p> <ul style="list-style-type: none"> • Accessible to children or adults with disabilities • Linked to the local footpath and cycleway network
	<p>Planting and Biodiversity</p> <ul style="list-style-type: none"> • Good mix of “child-friendly” (ie not sharp, spiky or poisonous) plant and tree species in the vicinity, but in positions which will not result in major leaf drop within the play area



	<p>Facilities and Features</p> <ul style="list-style-type: none"> • At least five types of play equipment, designed to provide opportunities for balancing (eg beams, stepping logs, clatter bridges); rocking (eg see-saw or spring animals); climbing/agility (eg frames, nets, overhead bars); sliding (eg straight slides); and social play (eg sheltered areas or children’s seating) • Dog-proof fencing, at least 1 m high, fitted with at least two outward-opening, self-closing gates • Seats for parents or carers • Litter bin(s) • Signage to indicate that the area is intended for children; dogs should be excluded; the name and telephone number of the District or Parish Council • Suitable safety surfacing beneath and around play equipment • Designed with internal surfaces which will not become muddy in wet weather • Effective drainage of all surfaces <p>Management and Maintenance</p> <ul style="list-style-type: none"> • Litter clearly under control • Very little or no evidence of vandalism or graffiti, and rapid and effective removal • No dangerous litter such as broken glass • Safety surfacing in good condition • Play equipment in safe and usable condition • Dog-proof fencing safe and effective at excluding dogs • Seats for children or parents/carers in safe and usable condition
<p>Neighbourhood Equipped Play Areas</p>	<p>General Characteristics</p> <ul style="list-style-type: none"> • Activity area of at least 1,000 sq m, with a range of equipment designed for children of different ages and incorporating separate areas for younger and older children • Surrounded by a buffer zone, possibly with appropriate planting, between the play area and nearest dwelling boundary of at least 30 metres on all sides.



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	<ul style="list-style-type: none"> • Suitable safety surfacing beneath and around play equipment • Accessible to children or adults with disabilities • Effective drainage of all surfaces
	<p>Minimum size requirement</p> <p>Activity zone of 0.1 ha (1,000 sq m) plus buffer zone all round at least 30 m deep; minimum overall size approximately 0.4 ha (4,000 sq m)</p>
	<p>Accessibility</p> <ul style="list-style-type: none"> • All parts of the site fully accessible to people with disabilities • Linked to local footpath and cycleway network • Accessible by public transport – nearest bus stop within 400 m of entrance/access points, but preferably 250 m
	<p>Planting and Biodiversity</p> <ul style="list-style-type: none"> • Good mix of “child-friendly” (ie not sharp, spiky or poisonous) plant and tree species in the vicinity, but in positions which will not result in major leaf drop within the play area
	<p>Facilities and Features</p> <ul style="list-style-type: none"> • At least eight types of play equipment, designed to provide opportunities for balancing (eg beams, stepping logs, clatter bridges); rocking (eg see-saw or spring animals); climbing/agility (eg frames, nets, overhead bars); sliding (eg straight slides); and social play (eg sheltered areas or children’s seating). At least five of the eight pieces of equipment should encourage adventurous climbing, single point swinging (eg in a car tyre on a rope), balancing, rotating or gliding (eg an aerial runway). • Dog-proof fencing, at least 1 m high, fitted with at least two outward-opening, self-closing gates • Seats for parents or carers • Adequate litter bin(s) • Signage to indicate that the area is intended for children; dogs should be excluded; the name and telephone number of the play area owner



	<ul style="list-style-type: none"> • Designed with internal surfaces which will not become muddy in wet weather • Parking for bicycles <p>Management and Maintenance</p> <ul style="list-style-type: none"> • Litter clearly under control • Very little or no evidence of vandalism or graffiti, and rapid and effective removal • No dangerous litter such as broken glass • Safety surfacing in good condition • Play equipment in safe and usable condition • Dog-proof fencing safe and effective at excluding dogs • Seats for children or parents/carers in safe and usable condition
<p>Sports Pitches (grass and artificial turf)</p>	<p>General Characteristics</p> <ul style="list-style-type: none"> • External lighting in car parking areas • External lighting on pavilions with PIR detectors • Signs indicating that dogs must be kept on a lead and any fouling picked up and disposed of responsibly • Rows of more than eight parking spaces to be separated by soft landscaping • Adequately separated from adjoining residential properties • Adequate measures in place to control light spill from floodlighting to adjoining properties and related land <p>Minimum Size Requirement</p> <p>Single grass pitch sites are uneconomic to maintain. Accordingly we recommend that there should be a minimum of two grass pitches on all sites. Artificial turf pitches can be stand-alone if required.</p> <p>Accessibility</p> <ul style="list-style-type: none"> • Accessible by public transport: nearest bus stop within 400 m of entrance/access points, but preferably 250 m • Convenient car parking



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- Good connections to paths and cycling routes in the vicinity of the site
- Wide access routes with clear sight lines at site entrance/egress
- Hard surfaced paths following desire lines from parking to pavilions
- Paths and buildings fully accessible by wheelchair where appropriate
- Path system appropriate to the circulation needs of players within the site, with wide, hard surfaces in heavily trafficked areas (to avoid constant muddy areas) and from changing pavilions to artificial surfaces
- Path system approximating to desire lines for those crossing the site, but avoiding straight lines wherever possible (note that this can have implications for pitch layout)

Planting and Biodiversity

- Strong structure planting around the perimeter of the site using native species (designed as buffer planting to reduce wind on pitches and noise or light spill as appropriate to the site and adjoining properties or roads and also to promote biodiversity)
- Internal structure planting where appropriate
- Amenity or naturalistic landscaping in the vicinity of buildings and car parking

Facilities and Features

Changing pavilions

- Changing rooms (with the number of rooms appropriate to the number of pitches or other facilities on site) consisting of changing spaces, showers and drying area, plus separate changing for match officials where appropriate
- Capable of simultaneous male and female team and/or officials' use, where appropriate
- First aid room (essential only for pitch sports and athletics)
- Space for refreshments with kitchen
- No rooflights in flat roofs on single storey buildings
- Adequate secure maintenance equipment storage



	<ul style="list-style-type: none"> • Lockable security shutters on all pavilion doors and windows • Passive surveillance from nearby properties <p><i>Pitches, practice areas and other facilities</i></p> <ul style="list-style-type: none"> • Correct orientation (pitches generally between 35 degrees west and 20 degrees east of N-S; athletics tracks generally oriented so the finishing straight is not in line with the prevailing south-westerly wind) • Playing facilities meeting relevant governing body requirements in terms of length, width, even-ness of surface, boundary distances (cricket) and side clearances or safety margins • Artificial surfaces in good overall condition, free from tears and uneven areas • Floodlighting to relevant governing body requirements for the standard of play • No end to end slope on pitches greater than 1:40 (1:80 preferable); no side to side slope greater than 1:40 (1:60 preferable) • No pitch more than 200 m from nearest changing pavilion • Well drained pitch surfaces • Winter sports grass pitches to have pipe drains plus sand slits where necessary (note: sand slits to be renewed every 10 years) • Artificial surfaces to comply with relevant governing body requirements and BS 7044: Artificial Sports Surfaces • All artificial surfaces (and any safety surround areas) to be fully enclosed within lockable chain link fence at least 3.0 m high <p>Management and Maintenance</p> <ul style="list-style-type: none"> • Grass lengths appropriate to sport with full grass cover on grass pitches • Posts and goals safe and free from rust or sharp edges, with hooks for nets where appropriate • Line markings straight and easily seen • Surface repairs carried out quickly and effectively • Surround netting and entrance gates to artificially surfaced areas in good condition • Floodlights in full working order
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	<ul style="list-style-type: none"> Information on site ownership and the facilities available at the site entrance Contact details for emergencies at any pavilion
Bowling Greens	<p>General Characteristics</p> <ul style="list-style-type: none"> Green, banks and ditches to meet relevant governing body standards No broad-leaved trees overhanging the green
	<p>Minimum Size Requirement</p> <p>One green plus banks and ditches and a walkway all round the green at least 3 m wide</p>
	<p>Accessibility</p> <ul style="list-style-type: none"> Accessible by public transport: nearest bus stop within 400 m of entrance/access points, but preferably 250 m Convenient car parking Linked to local footpath network Hard surfaced path all round the green Site and pavilion to be fully accessible to people with disabilities
	<p>Planting and Biodiversity</p> <ul style="list-style-type: none"> Shelter planting/screening to provide summer time shelter from wind, privacy for bowlers and support biodiversity
	<p>Facilities and Features</p> <ul style="list-style-type: none"> Greens to have at least six rinks (to allow play along and across the green to even out wear) Changing pavilion with at least male and female changing rooms and social area
	<p>Management and Maintenance</p> <ul style="list-style-type: none"> Grass sward kept short and clear of weeds
Multi-use Games Areas (MUGAs) or	<p>General Characteristics</p> <ul style="list-style-type: none"> Reasonably sheltered from the wind A free-draining or drained impervious surface



Multi-courts and Tennis Courts	<ul style="list-style-type: none"> Surrounded by netting which prevents balls escaping from the court(s) area Courts oriented roughly north-south
	<p>Minimum Size Requirement</p> <p>One court minimum 36.5 x 18.25 m plus buffer zone all round at least 10 m deep; overall minimum area approximately 0.22 ha (2,200 sq m)</p>
	<p>Accessibility</p> <ul style="list-style-type: none"> Accessible by public transport: nearest bus stop within 400 m of entrance/access points, but preferably 250 m Convenient car parking Linked to local footpath network Site and pavilion to be fully accessible to people with disabilities
	<p>Planting and Biodiversity</p> <ul style="list-style-type: none"> Amenity planting composed mainly of native species to improve appearance, provide shelter, reduce noise transfer and promote biodiversity
	<p>Facilities and Features</p> <ul style="list-style-type: none"> Posts and tennis nets in good condition, without large holes through which the ball can pass Clearly marked courts with adequate safety surrounds Basketball hoops and football goals, if present, securely fixed with no sharp edges Floodlighting (if present) to meet governing body requirements
	<p>Management and Maintenance</p> <ul style="list-style-type: none"> Litter clearly under control Very little or no evidence of vandalism or graffiti, and rapid and effective removal Very little or no evidence of dog fouling No dangerous litter such as broken glass Court(s) surface in good condition
Urban Parks	General Characteristics



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- Well defined boundaries or perimeter, preferably enclosed with railings or walls
- A welcoming appearance at the entrance and therefore well maintained, free from litter and graffiti, with good views over an attractive parkland landscape with clear points of interest to draw visitors in
- Range of natural and man-made structures of heritage features such as ponds, statues, buildings and ornamental railings
- Good use of topography so that slopes are gentle, views across and out of the park are attractive and visitors can get a sense of scale
- Reasonable privacy for the residents of nearby dwellings; ideally, houses should not back on to the park, but be on the other side of the road

Minimum Size Requirement
Minimum size depends on the context

- Accessibility**
- Clearly visible entrances, ideally signed on nearby roads and pedestrian or cycling routes
 - Park entrances linked to safe pedestrian and designated cycling routes (where they exist)
 - Secure bicycle storage at the main entrance to the park, at least, and ideally secondary entrances as well
 - Adequate parking adjacent to at least the main entrance (can be on-street) and ideally secondary entrances as well
 - Main entrance, and ideally secondary entrances, within 400 m, at most, of the nearest bus stop, but preferably 250 m
 - Internal path system which links up with adjoining roads and pedestrian or cycling routes; preferably at the junctions of streets, rather than in the middle of them, and provides a number of “short cuts” across or through the park
 - All paths hard surfaced, well drained and suitable for wheelchairs and baby buggies; maximum slope not more than 1:12 and then only for short distances; otherwise not more than 1:24



	<ul style="list-style-type: none"> • Path network linking points of interest within the park • No areas within the park accessible only by ascending or descending steps; where there are steps there should also be an easily found ramp
	<p>Planting and Biodiversity</p> <ul style="list-style-type: none"> • Diverse species of flowering and non-flowering trees, of various ages, including native species; also shrubs and plants providing a wide range of habitats • Hedgerows, where present, reasonably dense, thick and bushy so as to provide habitats • Some areas of dense planting, difficult for people to penetrate and in areas where they will not provide hiding places, but providing habitats for small animals and birds • Woodland areas to have clearings or gaps in crowns to allow light penetration to the woodland floor and development of undergrowth
	<p>Facilities and Features</p> <ul style="list-style-type: none"> • Equipped play areas for young children (under 10), where present – see separate quality standard • Provision for teenagers, where present – see separate quality standards • Sports facilities, where present – see separate quality standards • Adequate litter bins – well designed, located adjacent to the path system, bird/squirrel/rat proof and cleared regularly • Examples of public art, linked to the path system • Bandstands, if present, well maintained • Ornamental fountains, if present, in good working order and well maintained • Café facilities in larger parks • Good views through and across the park so that each visitor is providing a form of informal surveillance of other users • Adequate safety measures adjacent to areas of water which might be dangerous (eg notices regarding depths, life buoys) • Adequate lighting for appropriate paths • Informative interpretation signs or other material relating to natural features (eg geology, land form);



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	<p>heritage features (eg statues, historic/listed buildings, bandstands); wildlife (eg details of the main birds and animals to be seen in the park); landscaping (eg information on trees and other planting and especially horticulture areas)</p> <ul style="list-style-type: none"> • Adequate signage giving directions both within the park and to nearby streets or features of interest outside it <p>Management and Maintenance</p> <ul style="list-style-type: none"> • Litter clearly under control • Limited evidence of vandalism or graffiti, and rapid and effective removal • Very little or no evidence of dog fouling and “pooper bins” available at various points, plus notices relating to the avoidance of dog fouling • Grassed areas to have a low preponderance of broad leaved weeds; they must be cut to an even length and if clippings are left in place after cutting they must be short so as not to have a detrimental impact on the appearance of the area • Horticultural areas and flower/shrub beds weed free and ideally mulched • Flowering plants dead headed and pruned as necessary • Woodland areas maintained and thinned to provide easy access • All paths kept clear of debris; surfaces in good condition and repaired as necessary • All facilities (especially toilets) in clean, safe and usable condition • Path or other lighting adequately maintained and working
<p>Youth Activity Areas (age 12-16 years)</p>	<p>General Characteristics</p> <ul style="list-style-type: none"> • Located close, but not immediately adjacent, to a well used pedestrian route • Located well away from the nearest dwellings <p>Minimum Size Requirement</p> <p>As for Neighbourhood Equipped Play Areas</p>



	<p>Accessibility</p> <ul style="list-style-type: none"> • Accessible by public transport: nearest bus stop within 400 m of entrance/access points, but preferably 250 m • Linked to local footpath and cycle path network • Fully accessible to people with disabilities <p>Planting and Biodiversity</p> <ul style="list-style-type: none"> • Tough, but not prickly landscaping in the immediate vicinity of the area <p>Facilities and Features</p> <ul style="list-style-type: none"> • Mix of facilities such as skateboard/BMX ramps, basketball goals, teenage shelters • Casual seating • Low level lighting with both light and dark areas • Adequate provision of litter bins • Designed with internal surfaces which will not become muddy in wet weather <p>Management and Maintenance</p> <ul style="list-style-type: none"> • Graffiti regularly removed from more visible, high profile areas • All paths kept clear of debris; surfaces and structures in good condition and repaired as necessary • Path or other lighting adequately maintained and working
<p>Community Centres and Halls</p>	<p>General Characteristics</p> <ul style="list-style-type: none"> • External lighting equipped with movement/passive infra-red (PIR) detectors • Adequate security measures for doors and windows • Welcoming entrance <p>Minimum Size Requirement</p> <p>See below</p> <p>Accessibility</p> <ul style="list-style-type: none"> • Signposted from nearest main road(s)

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	<ul style="list-style-type: none"> • Parking for at least 10 cars or other vehicles, including at least one bay reserved for disabled drivers, with tarmac surfaced car park • Accessible throughout to people with disabilities • External signing with name of centre • Climb-proof security fencing (if required – will vary with location) <p>Planting and Biodiversity</p> <ul style="list-style-type: none"> • Good quality landscaping in the vicinity of the building, but no planting in which potential attackers could hide <p>Facilities and Features</p> <ul style="list-style-type: none"> • At least one hall, ideally large enough for a badminton court (minimum 16.5 x 8.5 m); if there is such a court, the hall should have a semi-sprung floor and be at least 6 m high • Kitchen • Adequate storage, access directly from main activity areas • Social area • Adequate toilet provision • Office and reception • Payphone <p>Management and Maintenance</p> <ul style="list-style-type: none"> • Interior well maintained and clean, crisp decoration • Floor finishes in good (or at least acceptable) condition • Adequate notice boards
<p>Indoor Sports Halls and Swimming Pools</p>	<p>General Characteristics</p> <ul style="list-style-type: none"> • External lighting, with movement or passive infra-red (PIR) detectors • Entrance clearly identifiable from the car park • No landscaping in which potential attackers could hide <p>Minimum Size Requirement - Pools</p> <p>Main pools should be not less than 20 m x 4 lanes and learner pools not less than 9 x 7 m</p>



	<p>Minimum Size Requirement – Sports Halls</p> <p>A hall with three badminton courts is needed if it is to be suitable for other indoor sports such as volleyball</p>
	<p>Accessibility</p> <ul style="list-style-type: none"> • Linked to the local footpath and cycle path network • Accessible by public transport: nearest bus stop within 250 m of entrance/access points • Adequate parking for the range of facilities available, with a tarmac surface in good repair and at least two designated disabled spaces close to the main entrance • Site and building fully accessible to people with disabilities • Cycle parking
	<p>Planting and Biodiversity</p> <ul style="list-style-type: none"> • Attractive landscaping to the site and building, incorporating native species where possible
	<p>Facilities and Features</p> <p><i>Internal Support Areas</i></p> <ul style="list-style-type: none"> • Reception desk immediately inside main entrance and clearly visible • Disabled toilets • Baby changing facility in male and female changing areas or toilets • General accessibility for people with disabilities – see separate checklist • Décor and finishes in good condition • Clear route from reception to changing and activity areas
	<p><i>Activity Areas</i></p> <ul style="list-style-type: none"> • Meeting appropriate governing body or Sport England standards • Adequate storage, accessed from activity areas



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	<ul style="list-style-type: none">• Mat storage, where required, physically separate and vented to outside air• Décor and finishes in good condition
	<p><i>Changing Areas</i></p> <ul style="list-style-type: none">• Separate male and female changing (although mixed sex villages desirable for pools)• Adequate locker provision• Adequate shower and toilet provision• Décor and finishes in good condition
	<p>Management and Maintenance</p> <ul style="list-style-type: none">• Professionally managed



APPENDIX 2: QUANTITY AND QUALITY STANDARDS



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APPENDIX 3: USEFUL CONTACTS

Horsham District Council

Park North
North Street
Horsham
West Sussex
RH12 1RL
Tel: (01403) 215100
www.horsham.gov.uk

Strategic and Community Planning:

Head of Strategic and Community Planning
(01403) 215398
Fax: (01403) 215597
strategic_planning@horsham.gov.uk
www.horsham.gov.uk/strategic_planning

Development Department:

Head of Development
Tel: (01403) 215164

Housing Services:

Housing Strategy and Development Manager
Tel: (01403) 215202

Council's Preferred RSL Partners:

Saxon Weald
Tel: (01403) 226100
www.saxonweald.com

Southern Housing Group
Tel: (08456) 120021
www.southernhousinggroup.co.uk

Moat Housing Group
Tel: (08456) 001006
www.moat.co.uk



Hyde Martlett
Tel: (01273) 234234
www.hyde-housing.co.uk

Raglan
Tel: (01202) 678731
www.raglan.org

Southdown
Tel: (01273) 405800
www.southdownhousing.org

Surrey Community Development Trust
Tel: (01372) 387100
www.scdt.org.uk