



**HORSHAM DISTRICT
LOCAL DEVELOPMENT FRAMEWORK**

Leading change in partnership

**Statement of Community
Involvement**

September 2011

This document can be requested in alternative formats.
Please contact the Strategic Planning Team on (01403) 215398
or email strategic.planning@horsham.gov.uk



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Chapter 1: Introduction

- 1.1** The aim of the Horsham District Council Statement of Community Involvement (SCI) is to ensure that the community is genuinely involved in the production of Local Development Framework (LDF) documents and to strengthen community involvement in planning and development in the District over time.
- 1.2** The Council has a long history of involving local communities and organisations in planning and other Council matters. A number of consultation documents have been produced in recent years and the Council has undertaken successful and well attended exhibitions throughout the District on a range of issues and documents. The Council continues to work closely with local communities in the production of Parish Appraisals, Parish Plans and Design Statements, and the Single Equality Scheme, and with many local organisations which have specific interests. The Council has in the past held 'Developer Days' to give developers the opportunity to present their proposals for potential housing development sites in the District. This may be an appropriate process to use again in the future. While people responding to the Council's consultations have been mainly established adult members of the community or local amenity organisations, as well as statutory organisations such as the Environment Agency, more recently, through LDF document consultations, there has been greater involvement from the wider community. However, there are some groups that rarely respond to consultations such as young people and the business community.
- 1.3** With the Planning and Compulsory Purchase Act 2004, a new planning system was introduced which gave the Council the opportunity to formalise many of the arrangements and processes it had used over previous years to try and reach all sections of the community. The 2007 SCI showed what the Council was going to do over and above the minimum required by Government. The intention with the present document is to continue this strong focus on involvement across the District, although recent changes to the Act, regulations and guidance have also further embedded community involvement in the planning system. The SCI, however, is not intended to be a detailed discussion of the different methods the Council will use to involve people, but to outline its approach. It describes how the Council is already involving the community as well as further work it will be undertaking.
- 1.4** The SCI provides information on the planning system and the documents which will be produced, and sets out how the Council will work with partner organisations, other interested parties ('stakeholders') and the community in the production of LDF documents. The Statement also outlines how consultation and involvement processes happen within the Council. It outlines the arrangements for monitoring, the resources to be used and how the Council

will feedback the results or outcomes to the community. It also discusses community involvement in relation to planning application decisions and explains the role of the Council and that of applicants or their agents.

- 1.5** The SCI enforces the importance of the Council's active approach to community involvement in planning, including the value it places on the contributions from a wide range of people within the community, whatever form these may take - ranging from formal comments to people offering opinions and insights and their expertise. Community and stakeholder involvement will take place on particular issues or on a site by site basis, with continuing widespread involvement and consultation on documents of a more general nature. These will be available in a variety of formats to allow all members of the community to comment on them.
- 1.6** The SCI will assist the Council and the community in working towards achieving as much agreement as possible on development proposals and contentious planning issues. While it will not be possible to achieve agreement in all matters, the use of methods outlined in the SCI should ensure that as wide a range of views as possible is taken into account to assist the Council in the formal decision-making process.
- 1.7** The SCI sets out realistic ways in which the Council can achieve community involvement taking into account the Council's available resources and the need to make best use of existing methods and approaches wherever possible.
- 1.8** The SCI will also assist the Council in working towards meeting its requirements under The Equality Act 2010 which aims to eliminate discrimination, advance equality of opportunity, and foster good relations between different groups.
- 1.9** The SCI will be monitored annually, which will allow it to be updated where there are changes in circumstances.
- 1.10** In updating the Statement of Community Involvement, the Council has again worked with other local authorities within West Sussex, including the County Council, and has sought information from organisations and societies on how and when they would like to be involved and which issues particularly interest them.



Components of the Local Development Framework

Local Development Scheme (LDS)

This is the Council's timetable (or programme) for the production of Local Development Documents. (Already produced).

Local Development Documents (LDD)

Documents that make up the Local Development Framework, listed below.

Statement of Community Involvement (SCI)

Sets out how and when the Council will involve the community in the preparation and review of all Local Development Documents and in significant planning applications.

Development Plan Documents (DPD) (part of the statutory Development Plan) see below

The Core Strategy

This is the planning framework for the District. It includes a vision and objectives, a strategy to achieve these, and a number of 'core' policies. All other documents produced must be consistent with the contents of the Core Strategy.

Site Specific Allocations of Land

Areas of land identified for development which can include sites for housing, employment and other uses.

Area Action Plans

Produced for areas where significant change is happening (for example an area of large scale development) or where conservation of an area is needed. This includes more detail than in the Core Strategy or Site Specific Allocations of Land documents.

General Development Control Policies

Sets out the criteria against which planning applications for development and use of land and buildings will be considered.
(In future these policies may be included in the Core Strategy rather than in a separate document)

Proposals Maps

This shows proposals and policies on a map with 'inset' maps for particular areas where necessary.

Supplementary Planning Documents (SPD) These may cover a range of topics or be for individual sites. They provide further detail to policies and proposals contained in a Development Plan Document. They will be consulted on widely but will not be subject to an Examination.

Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) This process assesses the social, environmental and economic effects of the policies and proposals contained in DPDs & SPD's and aims to ensure that each DPD and SPD contributes to sustainable development. It is a legal requirement of the new planning system.



Chapter 2: The Local Development Framework planning system

- 2.1** The Planning and Compulsory Purchase Act (2004), updated 2008 and 2009, introduced a changed planning system in this country which aimed to speed up the process of plan preparation, whilst allowing more public involvement. This replaced the previous system which included Regional Planning Guidance, County Structure Plans and Local Plans. The 2004 Act replaced Structure and Local Plans with a Local Development Framework folder. This is made up of a series of documents put together in the folder. This is part of the statutory Development Plan and is the starting point in the consideration of planning applications for the development or use of land within the District.
- 2.2** The 2004 Act introduced several new names for a number of documents which are produced as part of the Local Development Framework (LDF). These documents set out different aspects of the Council's policies for meeting the community's economic, environmental and social needs for the future of the District where this has an impact on the use of land. These are described in the chart on the previous page.
- 2.3** For further information on these documents and the current timetable for production of the initial documents please see the Local Development Scheme which can be viewed on the Council's website or obtained from the Strategic Planning Team on (01403) 215398.

Stages in the Production of Development Plan Documents

- 2.4** The 2004 planning system (and updated 2008 and 2009), introduced several different stages in the production of Development Plan Documents (DPDs). The SCI and Supplementary Planning Documents do not follow the same procedure, but involvement and consultation on these still takes place before they are published. The stages of involvement are set out in the paragraphs below. These include additional stages to those which are required by law in the production of DPDs :
- 2.5 Early involvement /Options Stage** - this stage is more informal and is based around discussions with 'stakeholders' (these are people and/or organisations who have an important role in planning for the future of the District), statutory consultees and other interested parties.
- 2.6 Preferred Strategy** - this is not a required stage of consultation but gives the opportunity for consultation on the preferred way forward following the Early Involvement/ Options consultation stage before the Proposed Submission is published.

- 2.7 Proposed-Submission stage** - this is a formal stage where the Council will produce the draft submission documents for consultation. This stage of preparing documents takes into account the informal stages and the communities' comments and early involvement. At this stage it is not yet Council policy. The Proposed Submission stage includes a statutory six week consultation period and gives people the opportunity to comment on how the local planning authority is approaching the preparation of the final document.
- 2.8 Submission stage** - the document is now Council policy and is the final stage of preparation for each DPD. The documents, excluding the SCI and Supplementary Planning Documents, are sent to the Secretary of State. An Examination will be held if there are formal objections to the documents from any interested person or organisation at the Proposed Submission stage. When each document is submitted, a 'statement of conformity' with the adopted SCI will be produced. This will state how the community has been involved with the production of the document in line with the contents of the SCI.
- 2.9** It will:
- Give the details of those taking part in the background and early production part of the document and the nature of their involvement;
 - Indicate how the community has been involved in the preparation and provide a summary of individual participants or numbers of participants;
 - Set out the dates of the consultation periods;
 - Summarise the steps taken to achieving consultation responses (the methods involved and how they relate to those identified in the SCI);
 - Give details of supplementary material published or produced as part of, or subsequent to, the consultation.
- 2.10 Examination** - an independent Planning Inspector considers objections made at the Pre-Submission stage either in writing, informal and formal hearings and 'round table' discussions. Once the Inspector has considered these, he/she will prepare a 'binding' report which identifies any changes to be made, and the Council will be obliged to make these changes.
- 2.11 Adoption** - this is a formal process for the Council to adopt the documents as part of the LDF.
- 2.12** A timetable for the production of LDDs is set out in the Local Development Scheme (LDS), which is available to view on the Council's website. Information on what form of community involvement the Council will be undertaking at each stage of the LDF documents is identified in 'Appendix 1: Consultation on Local Development Documents'.



The Planning Regulations - The Town and Country Planning (Local Development) (England) Regulations 2004 (and updated 2008 and 2009)

- 2.13** The Planning Regulations contain minimum requirements for the consultation process on Development Plan Documents and the SCI. The Council is required to make sure that all the consultation documents are available for inspection at the Council Offices and other places, such as libraries and Parish Offices in the case of Horsham District during the consultation period. Documents and supporting information will be published on the website, which will include information on when and where people can see the documents. As well as sending documents to the 'specific consultation bodies' (see 'Appendix 3: Specific consultation bodies and other 'General Organisations)'), notices will be placed in local newspapers, such as the West Sussex County Times or the West Sussex Gazette with detailed information on the consultation period and where comments can be sent.
- 2.14** Changes coming forward in planning encourage greater community involvement and empowerment, maximising participation in many areas including plan making. The Statement of Community Involvement encourages wide spread consultation and public participation in the planning process. This document will be considered when working with communities and stakeholders on any new initiatives which may come forward.



Chapter 3: Who we will be working with

3.1 The following information outlines who the Council will involve and consult.

Horsham District Community Partnership

- 3.2 Working with the Horsham District Community Partnership is a key way in which the Council involves partner organisations and interested parties on planning matters. The Horsham District Community Partnership is the local strategic partnership (LSP) for Horsham District and consists of representatives from a wide range of public, private, voluntary and community organisations as well as a number of individuals with specific skills, experience and interests.
- 3.3 In September 2009, the Horsham District Community Partnership published [*All Our Futures, the Horsham District Sustainable Community Strategy*](#) which provides the context for the LDF. The Partnership's priorities will be delivered through annual action plans, and these will be represented within the LDF documents as appropriate.
- 3.4 The Horsham District Community Partnership Board will assist as appropriate with decisions on the Core Strategy and other strategic issues, particularly how and when the Local Development Framework can help to deliver objectives from the Sustainable Community Strategy.
- 3.5 There are four 'Goal Groups' within the Horsham District Community Partnership corresponding to the four 'goal' sections in the Sustainable Community Strategy. These groups will discuss and advise on matters relevant to the LDF process and where the LDF can deliver some of their identified priorities. The Goal Groups cover a number of topics, as follows:
- A Better Place to Live (Housing, Transport, Natural and Built Environment, Climate Change, Services, Infrastructure and Facilities, Involving People, including Resident Engagement and Working with the VCS)
 - Opportunity for All (Economic growth, Education and Skills, Tourism)
 - Better Health for All (Health and Wellbeing, Ageing Population)
 - Staying and Feeling Safe (Crime and Fear of Crime, Respect, Road Safety)

- 3.6** For further information on the Horsham District Community Partnership (including members) or the Sustainable Community Strategy contact the Strategic Planning Team:

Horsham District Council
Park North
North Street, Horsham
West Sussex RH12 1RL

Tel: 01403 215184

Email: strategic.planning@horsham.gov.uk

Fax: 01403 215597

Statutory Consultees

- 3.7** The Planning and Compulsory Purchase Act (2004), updated 2008 and 2009, requires that local authorities consult with 'statutory consultees' or 'specific consultation bodies' as they are termed in the Act. These are listed in 'Appendix 3: Specific consultation bodies and other 'General Organisations"; they include organisations such as neighbouring authorities and gas and electricity providers. They are sent copies of the documents as a matter of course and are consulted at all stages. They are often involved in early discussions on particular issues and development sites where their work and provision of services and facilities is affected.

Council Members and other Council Departments

Strategic Planning Advisory Group (SPAG)

- 3.8** The role of this group of elected Council Members is to advise and work with the Cabinet Member for Strategic Planning on planning policy issues. The membership of the group is cross-party and all Members of the Council can attend and receive the papers. The group meets on a regular basis and the meetings are open to the public. The meetings are advertised in the local newspapers and are generally attended by Parish and Neighbourhood Councils, developers and the press. As the meeting is public, it provides the community with an early opportunity to listen to the debate and discussion before the matters are discussed on a more formal basis through the Council system (see below).

All Council Members

- 3.9** Occasional training sessions and workshops are held for all Members of the Council. These are often used to update Members on matters relating to the planning system and to allow for a question and answer session. Informal discussions with Members are also held on an occasional basis and Members approach the Strategic Planning Team (see paragraph 5.2) on a regular basis



to discuss specific issues. All Members have a key liaison role in alerting Parish and Neighbourhood Councils to the LDF process and encouraging involvement at a local level. Local Members also attend exhibitions and drop-in sessions organised by the Council wherever possible within their area.

Cabinet and Council

3.10 Many of the documents produced will be discussed by full Council (all Council Members) as appropriate. For example, The Core Strategy and Site Specific Allocations of Land documents were, when produced, presented to SPAG (see above), and then to the full Council. Where relevant the Cabinet (which consists of the Leader of the Council and other Council Members with specific responsibility for certain services) will also be consulted. The LDS sets out the management arrangements for each document that will form part of the LDF.

Internal Consultation

3.11 Formal and informal consultation with other departments within the Council also takes place wherever relevant. There are a number of Council Officers who are members of the Horsham District Community Partnership and they are also able to contribute to the process in this way.

Adjoining Authorities

3.12 Where relevant (for example when working with Crawley Borough Council on the Joint Area Action Plan for West of Bewbush) the Council will work with adjoining authorities, including adjoining parish councils, to ensure that their communities are involved in the consultation and involvement process and how this is best undertaken. Where practical contact will be made with residents who may be directly affected by development proposals and drop-in sessions held at locations convenient for them. The Council will also endeavour to advertise in relevant newspapers and locations to ensure as much information as possible is given to those communities.

Parish/Neighbourhood Councils

3.13 Parish and Neighbourhood Councils have a key role to play in voicing community needs and relevant issues and in having an input throughout the preparation of LDF documents. Meetings and information exchanges with the Parish and Neighbourhood Councils are an effective use of resources and assist in developing a good level of understanding between the Council and the local community on development matters. All Parish and Neighbourhood Councils are invited to presentations from the Council on planning issues and a number regularly invite representatives of the Council to update them on matters relating to their settlements and the future planning of their area. These arrangements are welcomed by Parish and

Neighbourhood Councils, particularly when Council presentations can fit in with other Parish and Neighbourhood Council business. Where there are Parish Offices, extra copies of documents are provided for the public to view there.

- 3.14** The Council will continue to encourage all Parish and Neighbourhood Councils to be involved in the planning process. When the Council is organising events such as exhibitions and workshops, Parish and Neighbourhood Councils will be notified to discuss how best to advertise locally and whether there are any specific requirements which need to be met to make sure that the local community is fully involved.
- 3.15** Some Parish and Neighbourhood Councils are also involved in early discussions on potential development proposals which affect their area. It is likely that this involvement will continue and will be encouraged for those Parishes and Neighbourhood Councils not currently involved in this level of detail. Parish Plans, Community Partnership Action Plans, Village Appraisals and Village/Parish/Town Design Statements have an influence on the development control process and will continue to input into the formulation of strategy both for the Sustainable Community Strategy and LDF documents.
- 3.16** Recently the Council has reviewed all Parish and Town Partnership Plans across the District in order to capture and analyse the aims and objectives for each parish, to inform both its Corporate Plan and the Sustainable Community Strategy. The next Corporate Plan will cover the period 2011-2014 and take a “bottom-up” approach by focusing on local issues identified at Parish level.

Specific Groups we wish to target

- 3.17** In addition to targeting the working population by creating involvement opportunities outside normal working hours, there are a number of other groups within the District, highlighted below, which the Council would like to be more involved in the planning process as their views can be seldom heard.

Young People

- 3.18** Young people represent both the present and the future of the District, although it has sometimes been difficult to involve them in a way that is meaningful to them. However, working with HYPER (the Horsham Young People's Empowered Representatives) and other youth groups in the District has strengthened the relationship in recent years and enabled many young people to contribute their views - for instance to the preparation of the Sustainable Community Strategy - on issues such as leisure, transport and nightlife. HYPER meets on a regular basis and is made up of a group of approximately a dozen 13-18 year olds. In partnership with a number of local organisations, the Council hosts an annual youth conference, Speak Out, which is planned



by a group of young people. The conference addresses issues identified by young people and previous conferences have included money and the recession, feeling safe and ContactPoint. The Council also supports a number of other projects that support young people's community involvement including Roffey Children Can Do and the Snack Wagon.

- 3.19** Young people are keen users of email and websites. These are an effective and cost efficient way of seeking their participation. HYPER maintains its own website which it uses to promote itself and share news about its activities. HYPER also maintains its own Facebook page.

Businesses

- 3.20** At present there are only a small number of businesses in the District which regularly correspond with the Council as part of the planning policy process. There was a good response to a recent e-mail questionnaire sent to local businesses relating to their property needs in the future. It is anticipated that further use of this format would prove useful. The Council will also use the Horsham District Business Directory database to contact businesses directly and send any specific information relating to employment issues. When arranging exhibitions and sessions in specific areas, local businesses will be sent letters notifying them of the events, particularly where the issues being discussed relate to employment development.
- 3.21** Businesses often prefer to be involved during 'out of business hours' for example through 'breakfast' or evening meetings. The Council will attend meetings of the local Chambers of Commerce as appropriate. Issues and ideas will also be discussed at meetings of the Horsham Local Economic Advisory Group (LEAG) and the Horsham Rural Towns Forum which represent business interests in urban and rural areas respectively, as well as with the Opportunity for All Goal Group (part of Horsham District Community Partnership) as this group aims to take forward the 'business and education' agenda within the Sustainable Community Strategy and comprises several high-profile business representatives. Businesses also respond well to visits to their premises. Experience suggests that it may be appropriate to meet a group of businesses on a particular industrial estate to discuss issues relevant to them. The Council's Economic Development section will continue to work pro-actively with the local business community.

Older People

- 3.22** Working with the Horsham Senior Persons' Council and other groups has enabled many older people to contribute their views, for instance to the preparation of the Sustainable Community Strategy and on issues such as practical assistance, fear of crime, and transport. The Senior Persons' Council meets on a regular basis and is made up of a group of approximately fifty people. In partnership with a number of local organisations, the Council hosts

an annual event for older people, Life is for Living, which aims to promote active, healthy and independent lifestyles, including opportunities to have a voice and to volunteer.

Disabled People

- 3.23** Local talking newspapers and other formats, such as producing documentation in large print or audio for the visually impaired can be made available and the Council will seek to make the community aware that we provide information in these formats.
- 3.24** The Local Access Forum consists of residents with knowledge and experience of difficulty with mobility and movement. It meets on a regular basis and addresses practical access issues relevant for different users within the District. It provides a useful information exchange for ideas and how best to implement proposals in a way that meets all users' requirements. The Local Access Forum will be consulted on appropriate proposals that include the development of land, such as the master planning of strategic locations.

Gypsies, Travellers and Travelling Showpeople

- 3.25** The Council is committed to working closely with all groups in society, including traditionally excluded groups such as the Gypsy and Travellers' community and Travelling Showpeople. It has and will endeavour to develop new partnerships and relationships with these sections of the community to ensure that they are actively involved in shaping the future of the District, including individual planning applications, when relevant. The Council also realises that, for a number of reasons, the consultation exercise cannot depend solely on written literature. Face-to-face dialogue will be actively promoted and audio material will be available (on request) as a substitute for all written literature published by the Council. This is a group that the Council will seek to engage in the preparation of the LDF, in particular in the preparation of a Gypsy, Travellers' and Travelling Showpeople DPD (Development Plan Document).

Other seldom heard groups

- 3.26** The Council acknowledges that there are some traditionally excluded groups which need to be involved in the longer term. The Office of National Statistics Census 2001, and the forthcoming Census 2011, as well as other data sources on different diversity strands (ethnicity, disability, gender, gender identity, age, sexual orientation, religion and belief, and social class) provide the Council with broad bands of classification within the District, but does not help identify specific groups or individuals, making it particularly difficult to consult them. The information will have to be gained from other sources including local knowledge, for example there is a newly formed Filipino community in Horsham. The ethnic minority population makes up approximately 5% of the



population of the District (representing one in twenty of our residents) and there may be specific needs within these communities which we are currently not addressing. The progress on this work will be followed through the Horsham District Equalities Forum which will feed into the Council and to the Horsham District Community Partnership.

Other Groups and Organisations

- 3.27** There are a large number of groups, societies and organisations within the District, most of which are either members of the Horsham District Community Partnership or are on the LDF contact database. It is not possible to list all of these specifically in this document but they will be involved in the production of documents on specific issues relevant to their organisation. These groups often contact the Council to arrange meetings or visits to them to discuss particular issues. Informal discussions with some of these organisations have confirmed that this is a suitable way for them to be involved. There is also a representative group, the Federation of Sussex Amenity Societies, which a number of smaller amenity societies belong to. The Federation often respond to consultations in conjunction with their members. Organisations may offer to have information in their newsletters and these opportunities will be used where appropriate.
- 3.28** Landowners and their agents play an important part in the life of the community and in decisions which affect the District. The consultation database referred to in paragraph 4.2 of the SCI includes all landowners and developers/agents who have informed the Strategic Planning Department that they wish to be informed about the Local Development Framework process or who have made comments during any LDF consultation exercise. This database is maintained and regularly updated and cleansed. The Council is also in regular contact with developers/agents with particular land interests and the Council has sought their input into many aspects of plan making.
- 3.29** Where it is appropriate, the Council consults with relevant organisations outside the District. Where their interest is known by the Council, their attention will be drawn to proposals which may affect their members or their area of interest.



Chapter 4: Other methods of involvement and consultation

- 4.1 The following information outlines other methods the Council uses to provide information to, and involve and consult the community.

Key Contacts and Consultation Database

- 4.2 The Council holds an electronic database of contact details for organisations and community groups. It contains details of people who have responded to previous consultations and who responded to an earlier questionnaire on how groups would like to be involved (see 'Appendix 2: The Statement of Community Involvement Questionnaire'). This is monitored, updated and cleansed on a regular basis to ensure only those who wish to be kept informed are on the database. The database will be used to identify groups which can be involved in specific and more general issues and contains the contact details for statutory consultees. All data will be held pursuant to the principles of the Data Protection Act 1998. Individuals can apply for a copy of any personal information held about them; for further information please write to Peter Dawes, Data Protection Officer, Horsham District Council, Park North, North Street, Horsham, West Sussex, RH12 1RL.

Website

- 4.3 All consultation and planning policy documents will be published on the Horsham District Council dedicated LDF website. The website was developed to ensure that LDF documents will be produced first for the website from which printed versions will be made available. The website also allows on-line responses to consultation documents to be made.

Planning Aid

- 4.4 Planning Aid is a voluntary service offering free, independent and professional advice and support on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. Links to Planning Aid and other sources of help and advice on the planning system have been placed on the website, as well as being advertised through supplying Planning Aid leaflets when conducting involvement and consultation exercises, particularly at exhibitions and 'drop-in' sessions. The Council is continuing to work with Planning Aid in assisting the volunteers in learning about the new planning system and the production of Statements of Community Involvement and will continue to maintain this key link.

Branding

- 4.5** All the LDF documents will be branded with the LDF logo and the Leading Change in Partnership strapline to allow all documents to be easily recognised.

Exhibitions and 'drop-in' sessions

- 4.6** These are generally a successful way of presenting and discussing issues with local communities and answering their immediate questions and queries. They are a good way of attracting people who may not normally be interested, providing that the location and opening times of exhibitions are carefully considered to maximise the opportunity for local community involvement. Exhibitions allow more information to be explained to visitors and give the opportunity to answer some local concerns which the Council are only normally made aware of during written consultations or official representations. Where appropriate a laptop computer will be available capable of showing images of potential development sites.
- 4.7** Generally exhibitions are held in public halls but where there is an opportunity other accessible locations will be used where appropriate, such as public houses, social clubs or outside railway stations, and in major centres of employment. Exhibitions and 'drop-in' sessions will be held as near as possible to sites that may be developed. Events will generally be planned for the late afternoon/early evening and/or Saturdays.
- 4.8** Visitors are often encouraged to actively participate by sticking comments on the wall or marking plans with coloured dots to indicate preferred locations for development. This has proved successful and will be an integral part of exhibitions and workshops. Comments left in this manner are summarised and are fed-back as part of the overall process. These informal techniques are an important part in the involvement process as there are a number of people who are more willing to respond in this way rather than a more formal method and visitors are able to respond to comments/views already expressed.
- 4.9** 'Drop-in' sessions combined with exhibitions are particularly useful where there has been co-operative working between the local community (usually Parish and Neighbourhood Councils), the Council and in some cases, developers. Where this happens there will be an opportunity for the community to comment and discuss with Council Officers and other people involved in the proposals on different options and design, highlight specific community needs and any requirements which the community would like to see as part of the development.



Media and Publicity

- 4.10** There are local newspapers which will be used to advertise publication of documents and meetings. Parish and Neighbourhood Council, church and society newsletters which we are able to produce articles for, or advertise in, will be used where appropriate. Advertising with posters is also a useful way of notifying local communities of events and will be undertaken where appropriate. There are electronic notice boards in some of the local communities which are also used for advertising events.
- 4.11** All documents will be made available in public libraries and Help Points. (See 'Appendix 4: Opening hours of Council offices and libraries' for details). All documents will be written in plain English avoiding jargon wherever possible. All written formats (paper and web-based) and audio formats (tape copies etc.) will be made available on request. All LDF documents will be provided in a downloadable format on the Horsham District Council website.
- 4.12** People will also be able to view documents at the Council's planning reception in Park North, North Street, Horsham. (See 'Appendix 4: Opening hours of Council offices and libraries' for opening times).
- 4.13** Although all documents will be made available to view at the above locations, the official deposit locations will be the Council's planning reception, and Storrington Help Point.

'Master Planning' for Development Proposals

- 4.14** 'Master planning' an area covers issues such as potential layout, design and aims to incorporate the communities' requirements. There are a number of techniques which are useful tools in master planning an area which involve local communities, particularly for larger scale developments but they can also be used on smaller scale developments. These techniques include 'Enquiry by Design', 'Charettes' and 'Planning for Real' exercises and may also include 'mediation' if appropriate. The Council does not want to be prescriptive about the type of tool to be used, but will work with developers, Parish and Neighbourhood Councils and adjoining authorities to decide the best approach based on the resources available to all those involved.



Chapter 5: Monitoring, feedback and resources

Monitoring

- 5.1** It is our intention to revise the SCI on an ongoing basis having regard to any particular problems or successes which we experience in consulting on the Local Development Framework. This means that consultation techniques that have not been well responded to may be dropped and other alternative tools and processes may be identified. Comments on the success or otherwise of the methods of consultation may be made at any time of the year and will be recorded for consideration during the formal monitoring process.
- 5.2** There are some sections in the Statement of Community Involvement which will require particular monitoring, especially those areas where work to set new groups up or getting target groups involved in the planning process has only just started. These areas are listed below; however, the Council will undertake to assess all the information and methods contained within the Statement of Community Involvement:
- The Young - in particular whether the arrangements with the youth groups are working;
 - Businesses - to assess whether the numbers of businesses involved in the planning process are increasing;
 - Gypsies, Travellers and Travelling Showpeople - to assess whether the numbers of gypsies, travellers and travelling showpeople involved in the planning process are increasing;
 - Work being undertaken through the Equalities Forum and the Local Access Forum, and;
 - The work undertaken with the Horsham District Community Partnership.
- 5.3** The Council will assess the success of its SCI through its Annual Monitoring Report (AMR), which will be published in December each year. Any necessary changes to the SCI arising from the AMR will be made thereafter with further appropriate public consultation carried out accordingly. Regard will be had to any emerging best practice guidance and/or changes in legislation that have been put in place since the SCI was originally published.

Feedback

- 5.4** At each stage in the process of preparing Local Development Documents, the various methods of consultation used and the outcome of this process will be reported back to the community and Council members. A summary report of the responses to the consultations will be produced and made available as a background document to the next stage. This report will also be presented to the Members of the Strategic Planning Advisory Group (and to Council where appropriate), along with the Council's response to overall community concerns. In appropriate circumstances individual responses may be given to key stakeholders. Comments sent in to the Council cannot be treated as confidential.
- 5.5** Articles in Horsham District News will continue, where appropriate, be used to give updates and feedback to the community. In addition, the website has been developed to allow people to respond electronically and view comments that others have made on documents, including the details of individual respondents.

Resources and Community Involvement in the LDF

- 5.6** The majority of the work which is undertaken on community involvement will be dealt with by the Strategic Planning and Performance Department of the Council which includes the Strategic Planning Team and the Community Planning Manager. The Spatial Planning Manager, has overall responsibility for the Strategic Planning Team including the preparation of the LDF and the Community Planning Manager has responsibility for the Horsham District Community Partnership and the Sustainable Community Strategy. The Strategic Planning Team comprises the Spatial Planning Manager, a Principal Officer, Planning Liaison Officer, Technical Advisor, five Senior Planning Officers, a Senior Environmental Officer who leads the preparation of SA/SEA documentation as well as two Planning Officers. The Department is supported by an Administrative Assistant and a Graphics Technician, who is part of the Web Development Team but has the LDF preparation work as the identified priority of the post.
- 5.7** The Strategic Planning Team also utilises some of the time of specialist Design and Conservation, Landscape and Arboricultural officers in Development Management. Other officers in the Council who assist in the preparation of policies include representatives from other sections of the Strategic Planning and Performance Department such as the Housing Development and Strategy Manager, as well as from other Council departments including Development Management, Housing and Community Development and Leisure and Economic Development.



Chapter 6: Community involvement in planning application decisions

- 6.1** The Council has the responsibility for the determination of planning applications within the District.
- 6.2** There are a number of planning applications which may require more community involvement, particularly those which are likely to be 'controversial'. These are mainly:
- Large scale applications or those that are not in line with policies contained within the Local Development Framework (examples include extensive shopping sites or waste sites).
 - Developments where there will be significant environmental impact, larger residential developments or where there are significant transport implications.
 - Other applications where community involvement may be important, for example where employment land may be lost or where there is an impact on adjoining Conservation Areas.

The Role of the Council

- 6.3** Currently the Council publishes all relevant applications on the website through the Public Access system. "Public Access" for planning is an on-line Internet service that allows the public to view details including associated plans and documents of planning applications received by the Council. The system allows people to monitor the progress of an application, submit comments about the application, search a constantly updated list of applications received and decided each week, view details of many historic applications and view property details by reference to a map. The website also has links to the Planning Portal which contains additional information on the planning system; it also lists the dates of forthcoming Development Control Committee Meetings.
- 6.4** All Parish/Neighbourhood Councils are consulted on appropriate applications within their Parish/Neighbourhood and will continue to be involved in this manner.
- 6.5** The Council encourages public participation in Development Control Committee meetings and the right to speak is extended to Parish and Neighbourhood Councils, objectors and applicants or their supporters, subject to a limited number. The speaker list operates on a first come, first served basis. More information on speaking at Committee meetings can be obtained from the Council on 01403 215598, request a copy of the leaflet on the subject - 'Public Involvement in Planning - The Opportunity to Speak at Meetings'.

Publicising Planning Applications

- 6.6** The Council is only statutorily required to publicise certain types of development but will ensure that applications are appropriately publicised. The weekly list of registered planning applications is available on Public Access, which can be accessed via the Council's Home page: www.horsham.gov.uk

Newspaper Advertisements

- 6.7** Appropriate applications will be advertised weekly in a newspaper circulated in the locality of the planning application site.

Neighbour Notifications

- 6.8** Where appropriate the Council has a policy of notifying neighbouring properties of the submission of an application. This is initially undertaken by selecting those neighbours who are immediately adjoining the application site. Additionally, further notification may be carried out following the case officer's visit to the site. Alternatively if appropriate a site notice may be displayed.

Site Notices

- 6.9** If the application relates to a Listed Building, a site notice will be put up by the case officer. Where, in the opinion of the Local Planning Authority, the application is likely to affect the character or appearance of a Conservation Area, the case officer will put up a site notice. Site notices will be displayed at the discretion of the case officer where there are other special circumstances that may apply.

Making Comments

- 6.10** Members of the public will be given 21 days to make comments on new planning applications.

The Role of the Applicant/Agent

- 6.11** The role of the applicant is becoming increasingly more important in community involvement, and there are examples of good practice in the District where developers have undertaken a large amount of community involvement before, and during, submission of an application. The Council wishes this good practice to become more widespread and will encourage developers (but cannot make it a requirement). The Council will also work with applicants where possible to help the community consider issues early where this might help resolve conflict. The following list covers some of the ways of involving the community which applicants could consider.



Consultation Forums

6.12 These are used in other authorities and give the community a chance to ask questions of the developer and what their proposals might be. These could be organised for the large and more controversial schemes. The Council acts to organise and to note take, but the meeting is essentially for the community to state their concerns and input into the design of the scheme in conjunction with the developer.

Parish/Neighbourhood Councils

6.13 Before a planning application is submitted which meets the categories on page 25, the Council will encourage the developer/agent to discuss their proposals with Parish/Neighbourhood Councils and local groups where this is also necessary, with Council Officers present if this is requested.

Development Guidelines/Development Briefs

6.14 Where applications are likely to generate concern and have an impact on the local community in design terms, a set of development guidelines will be published, listing the essential criteria for the design of a development. Development briefs will only be produced in major cases and where resources allow. Developers will be encouraged to produce development briefs.

Public Exhibitions

6.15 Developers will be encouraged where there is considerable local interest to provide further details on their proposals for the local community. These can be used at any stage in the planning application process.

Press Releases

6.16 These will be used to specifically inform the community of any application of community interest that is registered, above and beyond normal 'adverts' which appear in local newspapers.

Statements of Community Involvement

6.17 It is possible for developers/agents to submit a 'Statement of Community Involvement' which outlines how they have involved the community during the preparation of a planning application.

Feedback

6.18 In accordance with Government guidance, the Council enables the majority of planning applications, i.e. those that are not contentious, to be determined by the Head of Planning and Environmental Services under officer delegated

powers. Full details of the Scheme of Delegation are set out in the Council's Constitution (which is available on the website). Examples of delegated decisions include householder development, changes of use, advertisements and minor commercial development. There are circumstances set out in the Scheme of Delegation whereby powers to consider matters under delegated powers can be removed with the result that an application is determined by the relevant Committee.

Planning Committee Decisions

- 6.19** If a planning application is to be determined by the Development Control Committees, the Council will notify the applicant and all those persons or community organisations who submitted comments about the application. The notifications will advise the date, time and location of the Development Control Committee meeting and whether the Head of Planning and Environmental Services is recommending that permission be granted or refused. The Council welcomes public speaking at meetings of its Development Control Committees in accordance with its adopted protocol. The opportunity to register to speak at the Committee meeting will therefore be offered. Planning Committee agendas will be made public a minimum of five working days prior to the Committee meeting; the report will identify how the technical merits of the representations on the applications have been taken into account. Copies of the agenda and minutes of previous meetings will also be available on the Council's website.

Delegated Decisions

- 6.20** If a planning application has been determined under the Scheme of Delegation, the Council will notify the applicant/agent of the decision including reasons for refusal or conditions imposed on permissions (and including reasons for granting permission). This will also be available for public inspection. All delegated decisions are based on a written report and the Council will make this available for public inspection; the report will identify how the technical merits of the representations on the applications have been taken into account.

Notification of Decisions

- 6.21** Once a decision has been made on an application, either by the Development Control Committee or by delegation, the Council will notify the applicant/agent of the Council's decision.
- 6.22** All decision notices will be made available for inspection at Planning Reception, Park North, North Street, Horsham and on the website. If a planning permission is granted subject to a legal agreement between the Council and the developer, then the agreement will also be made available. Minutes of the Development Control Committee meetings that considered the planning



application will be made available on request and also be available on the website. Where an application was determined under delegated powers, a copy of the report will be made available on request and on the website.

Resources

- 6.23** The Development Management function, including responsibility for dealing with planning applications and compliance matters, is undertaken by the Council's Development Department. Administrative support is also provided within this Department. The budget for any community involvement exercise which the Department undertakes will come from its own budget and if applicable the Strategic Planning and Performance Department budget.



Appendix 1: Consultation on Local Development Documents

For a list of specific consultation bodies and other general organisations, see Appendix 3.

Note: The timing of preparation of LDF documents can be found in the Council's Local Development Scheme which is available for inspection at the Council Offices and is published on the website.

Outline of the consultation undertaken in preparing Development Plan Documents (statutory and non statutory stages shown)	
SA/SEA Scoping Report	<p>Scoping Report sent to a limited number of relevant statutory consultees for a formal five-week consultation period.</p> <p>Notification to other interested parties of the availability of the report as appropriate.</p>
Early Involvement/ Options Stage	<p>Discussions with appropriate Parish/ Neighbourhood Councils about proposals and alternative proposals. Including attendance at Parish/ Neighbourhood Council meetings where relevant.</p> <p>Informal discussions and involvement with key stakeholders including service providers. Where proposals are site specific informal discussions and involvement with key local stakeholders including interest groups and developers.</p> <p>Internal consultation with relevant Council Officers and Council Members.</p> <p>Documents available to view, and a facility to comment/make representations electronically.</p> <p>Normally a six-week period of consultation.</p> <p>Notified relevant consultees on database of the stage of Development Plan Document preparation.</p> <p>Local advertising.</p> <p>All documents will be made available in relevant public libraries and Help Points.</p> <p>Documents will also be available at deposit locations - Horsham District Council Planning Reception and Storrington Help Point (see Appendix 4 for opening times).</p>

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Outline of the consultation undertaken in preparing Development Plan Documents (statutory and non statutory stages shown)	
Preferred Strategy Stage and Interim SA/SEA (where necessary/ appropriate)	<p>Key stakeholders sent documents, including local stakeholders.</p> <p>Ongoing discussions with key stakeholders including local stakeholders when site specific proposals.</p> <p>Formal consultation period on Preferred Strategy and Interim SA/SEA over a six-week period.</p> <p>All previous respondents to the document sent direct notification of publication of documents.</p> <p>Documents available to view, and a facility to comment/ make representations electronically.</p> <p>Local advertising, which may include local newspapers and electronic parish notice boards.</p> <p>Officers to attend Parish Council meetings where relevant.</p> <p>Discussions with relevant Parish and Neighbourhood Councils about proposals, however not normally relevant in the case of SA/SEA.</p> <p>All documents will be made available in relevant public libraries and Help Points.</p> <p>Documents will also be available at deposit locations - Horsham District Council Planning Reception (see Appendix 4 for opening times).</p>



Outline of the consultation undertaken in preparing Development Plan Documents (statutory and non statutory stages shown)	
Proposed Submission Stage and Final SA/SEA	<p>Key stakeholders sent documents, including local stakeholders.</p> <p>All previous respondents to the document sent direct notification of publication of documents.</p> <p>Formal consultation period on Proposed Submission final SA/SEA over a six-week period.</p> <p>Officers to attend Parish/ Neighbourhood Council meetings where relevant.</p> <p>Documents available to view, and a facility to comment/ make representations electronically.</p> <p>Local advertising, which may include local newspapers and electronic parish notice boards.</p> <p>All documents will be made available in relevant public libraries and Help Points.</p> <p>Documents will also be available at deposit locations - Horsham District Council Planning Reception and Storrington Help Point (see Appendix 4 for opening times)</p>

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Outline of the consultation undertaken in preparing Supplementary Planning Documents	
SA/SEA (SEA if applicable) Scoping Report	<p>Scoping Report sent to a limited number of relevant statutory consultees for a formal five-week consultation period.</p> <p>Notification to other interested parties of the availability of the report as appropriate.</p>
Early Consultation	<p>Initial consultation with relevant parties on likely content of the document.</p> <p>Where proposals are area specific informal discussions with key local stakeholders, including Parish and Neighbourhood Councils.</p> <p>Ongoing discussions with relevant parties and discussions with key stakeholders including local stakeholders when area specific proposals, in the preparation of the draft document.</p> <p>Internal consultation with relevant Council Officers and Council Members.</p> <p>Website, where relevant.</p> <p>Local advertising, where relevant.</p>
Consultation on Draft Supplementary Planning Document and Interim SA/SEA (SEA if applicable)	<p>Key stakeholders including key local stakeholders where area specific proposals sent documents. All other previous respondents to early consultation notified of publication for consultation.</p> <p>Formal consultation period on draft Supplementary Planning document and</p> <p>Final SA/SEA over a six-week period.</p> <p>Documents available to view, and a facility to comment/ make representations electronically.</p> <p>Local advertising.</p> <p>Documents will be available at deposit locations - Horsham District Council Planning Reception and Storrington Help Point (see Appendix 4 for opening times). Also available to view at other local locations and libraries where appropriate.</p>



Outline of the consultation undertaken in preparing Supplementary Planning Documents	
Adoption of Supplementary Planning Document and Final SA/SEA (SEA if applicable)	<p>Key stakeholders including key local stakeholders where area specific proposals, notified of adoption and how to obtain documents.</p> <p>Documents available to view on the website.</p> <p>Local advertising.</p> <p>Documents will be available to view at deposit locations - Horsham District Council Planning Reception and Storrington Help Point (see Appendix 4 for opening times). Also available to view at other local locations and libraries where appropriate.</p>



Appendix 2: The Statement of Community Involvement Questionnaire

To support the production of the original Statement of Community Involvement, a questionnaire was devised in order to:

- generate interest and identify priorities for involvement in the LDF process;
- identify issues in which there was likely to be a high level of community interest and where we will have to prioritise resources;
- identify limitations on the ability, time and resources of the community and stakeholders to get involved, and;
- manage expectations in terms of involvement in the process.

The Council aimed to contact as many people representing as many different interests as possible during the production of the LDF. In addition the Council sought information on the different organisations that represent groups in the area from places such as the libraries, CAB and Volunteer Bureau.

The survey also asked how groups would like to be contacted and how they would like to receive information as well as offering assistance if necessary.

Following this exercise, the Council's consultation database was updated.



Appendix 3: Specific consultation bodies and other 'General Organisations'

The following groups will be consulted as required throughout the preparation of the LDF. They are also indicated in The Town and Country Planning (Local Development) (England) Regulations 2004 (and updated 2008 and 2009).

- Natural England
- The Environment Agency
- English Heritage (additional statutory consultee for the SA/SEA process)
- The Secretary of State for Transport
- Highways Agency
- Adjoining County Councils (West Sussex and Surrey)
- Adjoining District/Borough/City Councils (Adur, Arun, Brighton and Hove, Chichester, Crawley, Mid Sussex, Mole Valley, Waverley)
- South Downs National Park Authority
- Parish Councils/Neighbourhood Councils
- Adjoining Parish Councils
- South East England Development Agency - SEEDA (Regional Development Agency)
- Relevant electronic communication companies
- Appropriate local NHS bodies
- Relevant electricity and gas companies; Such as Scotia Gas Networks, and EDF Energy.
- Relevant Sewerage and Water undertakers; Southern Water and Thames Water.
- Government Office for the South East (GOSE)

There are many other groups and organisations and listed below are the types that we will also involve where appropriate. The full list of consultees is found on the contact database which is updated on a regular basis.

- Organisations involved in the management of Areas of Outstanding Natural Beauty
- Developers and Agents
- Environmental groups (local and region)
- Voluntary bodies
- Business groups and forums
- Sport and Open Space organisations
- Transport representatives and organisations
- Local civic and amenity societies
- Health organisations including the relevant Primary Care Trust.
- Fire and Police services
- Youth organisations

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- Guild of Travelling Showmen
- Relevant Community Groups/Organisations
- The Local Strategic Partnership (Horsham District Community Partnership)

For an up-to-date list of the LSP members please contact strategic.planning@horsham.gov.uk or telephone (01403) 215398.



Appendix 4: Opening hours of Council offices and libraries

Horsham District Council Office Hours:

8.45am - 5.20pm Monday to Thursday

8.45am - 4.20pm Fridays

Park North

North Street, Horsham

West Sussex RH12 1RL

Strategic Planning Team: (address as above)

Telephone: (01403) 215184

Email: strategic.planning@horsham.gov.uk

Fax: (01403) 215597

Library Information

General Service Enquiries (01243) 642111

Table 1 Details of opening times for libraries in the Horsham District

Libraries and Help Points	Telephone Number	Opening hours	
Billingshurst Mill Lane, Billingshurst RH14 9JZ	(01403) 783145 Fax: (01403) 786817	Mon- Fri: Saturday:	10:00 - 17:00 10:00 - 14:00
Henfield off High Street, Henfield BN5 9HN	(01273) 493587 Fax: (01273) 494238	Mon - Fri: Saturday:	10:00 - 17:00 10:00 - 14:00
Horsham Lower Tanbridge Way, Horsham RH12 1PJ	General Enquiries: (01403) 224350 Information Enquiries: (01403) 211972	Mon - Fri: Saturday:	9.00 - 19.00 9.00 - 17.00
Pulborough Brooks Way, off Lower Street, Pulborough RH20 2BP	(01798) 872891 Fax: (01798) 875419	Mon - Weds: Thurs & Fri: Saturday:	13:00 - 17:00 09:00 - 13:00 09:00 - 13:00

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Libraries and Help Points	Telephone Number	Opening hours	
Southwater Beeson House, 26 Lintot Square, Fairbank Road, Southwater RH13 9LA	(01403) 734660 Fax: (01403) 733672	Mon - Weds: Thurs -Sat:	13:00 - 17:00 09:00 - 13:00
Steyning Church Street, Steyning BN44 3YB	(01903) 812751 Fax: (01903) 816827	Mon - Fri Saturday:	10:00 - 17:00 10:00 - 14:00
Storrington Ryecroft Lane, Storrington RH20 4PA	(01903) 743075 Fax: (01903) 740175	Mon Fri: Saturday:	09.30 - 17.30 10.00 - 16.00
Horsham Library Help Point Lower Tanbridge Way, Horsham, RH12 1PJ	(01403) 217957 Fax: 01403 211972	Monday: Tues - Thurs: Friday: Saturday:	09:00 - 16:30 09:00 - 13:10 09:00 - 16:30 Closed
* Help Point Park North North Street Horsham, RH12 1RL	(01403) 215390 Fax: (01403) 215297	Mon - Thurs Friday: Saturday:	08:45 - 17:20 08:45 - 16:20 Closed
* Storrington Help Point Storrington Library Ryecroft Lane Storrington RH20 4PA	(01903) 742233	Monday Tuesday: Wednesday: Thursday: Friday: Saturday:	Closed 9:30 - 13:00, 14:00 - 17:30 Closed 9:30 - 13:00, 14:00 - 17:00 9:30 - 13:00, 14:00 - 17:30 Closed

* Deposit Locations



Glossary and Abbreviations

Annual Monitoring Report (AMR)

Produced by the Council to provide an assessment of the progress made against targets and the performance of policies. The monitoring period is April to March.

Adoption

The formal process by which the LDF documents become valid and replace the previous Local Plan.

Area Action Plans (AAP)

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

Community

A generic term which includes all individuals (including the general public) and organisations external to the Council. It includes the statutory and other consultees (stakeholders).

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; a spatial strategy, core policies and a monitoring and implementation framework with clear objectives for achieving delivery. Once adopted, all other Development Plan Documents must conform to it.

Development Plan

The statutory development plan is the starting point in the consideration of planning applications for the development or use of land. Under the new planning system introduced by the 2004 Planning and Compulsory Purchase Act, the development plan will consist of Regional Spatial Strategies prepared by the regional planning bodies (now revoked); and Development Plan Documents prepared by the District Council, with Minerals and Waste Development Plan Documents, prepared by County Councils

Development Plan Documents (DPD)

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

Early Involvement Stage

See Options Stage

Examination

See Independent Examination.

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.

Head of Planning and Environmental Services

The leading officer in the Council's Development Management section who is responsible for determination of the majority of planning applications as set out in the Council's Scheme of Delegation.

Horsham District Community Partnership

A voluntary grouping of public, private, voluntary and community organisations and individuals that is responsible for preparing the Sustainable Community Strategy. The Strategy outlines the needs and priorities of the people living and working in the District, and also shapes the activities of the organisations within the Partnership to fulfil those needs and priorities.

Independent Examination

Undertaken to assess the 'soundness' of the Submission Local Development Framework Documents. The examination is held by an independent inspector appointed by the Secretary of State. The final report is binding on the Council. For Development Plan Documents an examination is held even if there are no representations.

Options Stage

This is the first stage in the production of Development Plan Documents which the Council brings possible issues and options for the District into the public domain, in order to generate responses to aid the development of the 'Preferred Strategy' development documents, which is a statutory stage of the Local Development Framework preparation for the District.

Joint Area Action Plan

See Area Action Plans (AAP)



Local Action Plan

An action plan produced by the Horsham District Community Partnership identifying the short-term activities and priorities to achieve the visions in the Community Strategy.

Local Development Documents (LDD)

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

Local Development Framework (LDF)

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

Local Development Scheme (LDS)

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

Masterplanning

The process of outlining the use of land and the overall approach to the design and layout of a development scheme in order to provide detailed guidance for subsequent planning applications.

Planning Obligations

Legal agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken, for example, the provision of highways. These are sometimes called "Section 106" agreements.

Proposals Map

The Proposals Map illustrates, on an Ordnance Survey base, all the policies and proposals in Development Plan Documents (DPD). It will be revised as new DPDs are prepared and it will always reflect the up-to-date planning strategy for the area.

Preferred Strategy Stage

If considered necessary/ appropriate to carry out this additional stage in preparing documents, it takes into account the comments in the previous consultation stage, having regard to them in the preparation of the Proposed Submission Development Plan Document. The intention is to provide sufficient information to ensure that people can understand the implications of the Preferred Strategy. The aim of the formal public participation on the Preferred Strategy stage is to give people the opportunity to comment on how the local planning authority is approaching the preparation of the particular Development Plan Document and to ensure that the Council it is aware of all possible options before it prepares the 'Proposed Submission' Development Plan Document which is the next stage in the process and last consultation stage.

Proposed Submission Stage

This is the last consultation stage in the preparation of a Development Plan Document. The intention is to provide sufficient information to ensure that people can understand the implications of the Proposed Submission document. The consultation on the Proposed Submission Development Plan Document is the last stage of consultation before the Submission document is submitted to the Secretary of State for independent examination.

Public Consultation

Either informal or formal processes for involving the community (individuals and organisations external to the Council) in planning processes. Usually involves the publication of a consultation document which is available for public inspection and comment over a set period (normally six weeks for development plans).

Regional Spatial Strategy (RSS)

Central Government produces Regional Spatial Strategies which, until recently, directed planning in the Regions.

South East Plan

Until recently this formed the Regional Spatial Strategy for the Region, prepared by the South East England Regional Assembly (approved by the Secretary of State) directing planning in the South East, focusing on improvements needed to ensure the region remains economically successful and an attractive place to live. Important issues were addressed, such as housing, transport, economy and the environment, The South East Plan also set the housing requirements for the region. This document has now been revoked and is no longer legally binding on local authorities and other Government agencies in the region.



Scheme of Delegation

In accordance with Government guidance, the Council enables the majority of planning applications, i.e. those that are not contentious, to be determined by the Head of Planning and Environmental Services under officer delegated powers. Full details of the Scheme of Delegation are set out in the Council's Constitution (which is available on the website – www.horsham.gov.uk). Examples of delegated decisions include householder developments, changes of use, advertisements and minor commercial development.

Site Specific Allocations of Land

A document detailing the allocations of sites for specific or mixed uses or development. Policies will identify any specific requirements for individual proposals and all site specific proposals will be identified in the Proposals Map.

Supplementary Planning Guidance/ Supplementary Planning Documents

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.

Soundness

A Development Plan Document is considered sound if it is based upon good evidence and has been prepared in accordance with all the necessary procedures including the measures set out in the authority's Statement of Community Involvement.

Stakeholders

A combination of statutory consultees, as identified in legislation and Government guidance, and other organisations which are identified by the Council as having a 'stake' or interest in the preparation of a development plan.

Statement of Community Involvement (SCI)

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

Statutory Consultees

Public, private or voluntary groups and organisations identified in legislation and Government guidance as having an interest in the preparation of a development plan. The Local Authority has to consult with these organisations at each consultation stage of the Local Development Framework.

Strategic Planning Advisory Group (SPAG)

A cross party group of Council members who work with and advise the Cabinet Member for Strategic Planning on planning policy issues.

Submission Stage

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

Supplementary Planning Documents (SPD)

Where required, they cover a wide range of issues on which the plan-making authority wishes to provide policy guidance to supplement the policies and proposals in Development Plan Documents (DPD). They will not form part of the development plan or be subject to independent examination.

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

The Planning and Compulsory Purchase Act (2004), updated 2008 and 2009, 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.

Tests of Soundness

See Soundness.



Village (or Parish) Design Statement (VDS)

The VDS is written by the relevant local community and includes a thorough consultation and community involvement process. It describes the character of a village or parish including its countryside or landscape setting, the form of the settlement and the characteristics and details of the buildings and spaces within the village. The VDS in the form of design guidance helps to inform planners, developers and other interested parties about the important characteristics of the village, as determined by that community, and will influence new development. If adopted by the District Council as Supplementary Planning Guidance / Document it will become a material consideration in the determination of a planning application.

Abbreviations:

AAP: Area Action Plan

AMR: Annual Monitoring Report

CAB: Citizens Advice Bureau

DPD: Development Plan Document

JAAP Joint Area Action Plan

LDD: Local Development Document

LDF: Local Development Framework

LDS: Local Development Scheme

RSS: Regional Spatial Strategy

SA/SEA: Sustainability Appraisal/Strategic Environmental Assessment

SCI: Statement of Community Involvement

SPAG: Strategic Planning Advisory Group

SPD: Supplementary Planning Documents

VDS: Village (or Parish) Design Statement

