



Horsham
District
Council

Horsham District Council Authority Monitoring Report

1st April 2023 - 31st March 2024

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Executive Summary

- i) It is a legal requirement for every authority to produce an Authority Monitoring Report (AMR) containing information on its progress towards the preparation of Local Development Documents¹, the details of any Neighbourhood Plans that have been progressed over the monitoring period², the implementation of the Community Infrastructure Levy (CIL)³ and the extent to which the planning policies set out in the Local Plan are being achieved⁴. Production of an AMR enables the effects of planning policy to be monitored transparently and guides where there is a need for a plan to respond quickly to changing circumstances and to implement change where a policy may not be working as anticipated.
- ii) This AMR covers the year from 1st April 2023 to 31st March 2024, and where applicable rolls forward to include more up to date information. For ease of monitoring and use, the AMR has been published in a series of downloadable chapters. This enables each Chapter to be updated as and when information becomes available.
- iii) The Town and Country Planning Act Regulations (2012) require Authority Monitoring Reports to contain information on a range of matters including:
- Progress made against meeting the timetable specified in the District's Local Development Scheme;
 - Details of all actions taken to meet the Duty to Co-operate during the monitoring period;
 - The annual number of net additional dwellings and gross affordable units delivered each year in the plan period;
 - Details on all neighbourhood development plans and/or neighbourhood development orders;
 - Details on all CIL receipts and expenditure; and
 - Any up to date information the District has collected for monitoring purposes
- iv) The Town and Country Planning Act Regulations (2012) require Authority Monitoring Reports to contain information on a range of matters including:
- Progress made against meeting the timetable specified in the District's Local Development Scheme;
 - Details of all actions taken to meet the Duty to Co-operate during the monitoring period;
 - The annual number of net additional dwellings and gross affordable units delivered each year in the plan period;
 - Details on all neighbourhood development plans and/or neighbourhood development orders;

¹ See Chapter 1 of the AMR named the Local Development Scheme.

² See Chapter 4 of the AMR regarding Neighbourhood Planning.

³ See Chapter 5 of the AMR regarding the Community Infrastructure Levy.

⁴ See Chapters 3 and 6 of the AMR regarding implementation of planning policies.

- Details on all CIL receipts and expenditure; and
- Any up to date information the District has collected for monitoring purposes

Authority Monitoring Report Preparation and Content

- v) The AMR has been prepared by the Strategic Planning Team, who are responsible for the development and implementation of the Horsham District Planning Framework (HDPF) and the Local Plan Review.
- vi) In line with the regulations, a summary of the AMR content and findings is as follows:

Topic	Contents
1. Local Development Scheme	This monitors the progress of Horsham District Council (HDC) in meeting the timetable set out in its Local Development Scheme (LDS). The LDS was updated in September 2023 and again in February 2025 to reflect the progress and anticipated timescales for adoption of the emerging Local Plan.
2. Duty to Co-operate	This Chapter summarises the work undertaken by HDC and the surrounding authorities to address the strategic planning issues relevant to the area in relation to the Duty to Cooperate. A key topic for joint working under the Duty to Co-operate has been Water Neutrality.
3. Housing	<p>This chapter monitors the delivery of housing and the performance against the District's target housing requirement. It contains the latest housing trajectory and five-year housing land supply calculation. As the current Local Plan is more than five years old, the housing target for the District is based on the target set by National Government. After an update to the National Planning Policy Framework (NPPF) in December 2024, this target is now 1,357 dwellings per annum.</p> <p>For the 2023/24 monitoring year, a total of 452 net dwellings were completed. The latest Housing Delivery Test for Horsham District showed that Horsham had only delivered 62% of its overall housing targets over the previous three years (due to the constraints of Water Neutrality).</p>

Topic	Contents
	The shortfall in housing delivery, plus a 20% buffer gives a new five year supply target of 9,030. The Council can only demonstrate a 20% (1.0 years) against the new requirement.
4. Neighbourhood Planning	This chapter summarises the progress being made by the Parish Councils and Neighbourhood Forums to produce their Neighbourhood Development Plans (NDPs). Nineteen NDPs have been 'Made' up to 30 April 2024. A number of parishes have been prevented from finalising their plans due to the requirement for their plans to demonstrate Water Neutrality.
5. Policy Indicators	This chapter contains information which has been collected to monitor the policies adopted through the HDPF. The indicators used will be regularly reviewed and added to where necessary, in order to ensure they are fit for purpose. The chapter will provide quantifiable feedback on several policies within the HDPF.
CIL receipts & Infrastructure Expenditure	<p>The CIL receipts collected by the Authority and the amount of expenditure spent on infrastructure is now the subject of a separate CIL Annual Report available on the Council website.</p> <p>https://www.horsham.gov.uk/planning/planning-policy/community-infrastructure-levy/cil-annual-report</p>

- vii) As per the requirements of section 113 of the Localism Act, the 2023/24 AMR has been made available to the public by being published on the Council's website. It can be found at the following webpage: <https://www.horsham.gov.uk/planningpolicy/planning-policy/annual-monitoring-report>.

Abbreviations

AMR	Authority Monitoring Report
AONB	Area of Outstanding Natural Beauty
BREEAM	Building Research Establishment Environmental Assessment Method (building standard)
CIL	Community Infrastructure Levy
CP	Core Policy
DCLG	Department for Communities and Local Government
DPA	Dwellings per annum
DPD	Development Plan Document
EA	Environment Agency
GDCP	General Development Control Policies
HA	Hectares
HDPF	Horsham District Planning Framework
HIS	Housing Implementation Strategy
LDD	Local Development Documents
LDF	Local Development Framework
LDS	Local Development Scheme
NI	National Indicator
NPPF	National Planning Policy Framework
ONS	Office for National Statistics
PDL	Previously Developed Land
PINS	Planning Inspectorate
PPG	Planning Policy Guidance
RSPB	Royal Society for the Protection of Birds
SA	Sustainability Appraisal

SoCG	Statement of Common Ground
SxBRC	Sussex Biodiversity Record Centre
SDNP	South Downs National Park
SDNPA	South Downs National Park Authority
SEA	Strategic Environmental Assessment
SEP	South East Plan
SCI	Statement of Community Involvement
SHLAA	Strategic Housing Land Availability Assessment
SHELAA	Strategic Housing & Economic Land Availability Assessment
SHMA	Strategic Housing Market Assessment
SSAL	Site Specific Allocations of Land document
SPD	Supplementary Planning Document
WSCC	West Sussex County Council

Use Class Order (up to August 2020)

A1	Shops
A2	Financial and Professional Services
A3	Restaurants and Cafes
A4	Drinking Establishments
A5	Hot Food Takeaways
B1-a	Business, Offices
B1-b	Business, Research and Development – Laboratories, Studios
B1-c	Business, Light Industry (also included within this AMR, CIDS B1– F classification)
B2A4	General Industry
B8	Storage or Distribution
D2	Assembly & Leisure

Use Class Order (from September 2020)

E	Shops, Financial and Professional Services, Restaurants and Cafes, Business, Offices, Light Industry, Indoor Sport
B2	General Industry
B8	Storage or Distribution
F1	Learning and Non-residential institutions
F2	Local Community
Sui Generis	Drinking Establishments Hot Food Takeaways, Assembly & Leisure

(Please refer to the Use Classes Order 1987 (as amended)⁵ for further definitions)

Acknowledgements

Horsham District Council would like to thank all those who have contributed to this Authority Monitoring Report, in particular officers from West Sussex County Council and Sussex Biodiversity Record Centre.

⁵ <https://www.legislation.gov.uk/uksi/2020/757/made>