

LPA name:	Horsham District Council
Version number:	1
Date:	10/31/2026

Area	Activity	We have made the recommended progress	We have started but have a bit more work to do to make the recommended progress	We may not have started or have significant work to do to make the recommended progress	Notes
Legal requirements you must have met before proceeding	Preparing and publishing a timetable in line with the data standard, publishing a notice of intention to commence and undertaking the scoping consultation	☒ We have complied with these legal requirements.	☐	☐ We have not met some or all of these legal requirements.	The notice was published on 25th June 2026 alongside a timetable and the scoping consultation was conducted between 30th June and 28th July 2026
Preparing and publishing a local plan timetable	Considering the expected time it will take to adopt the plan	☐ The timetable shows how we will prepare and adopt a plan within 30 months.	☒ The timetable shows how we will prepare and adopt a plan within 30 months but there are significant risks to this.	☐ The timetable shows that preparing and adopting a plan will take substantially longer than 30 months.	The timetable does show the adoption of the Plan within the 30 month timeframe. However, there are significant, unmitigated risks including (but not exclusively): a. Local Government Reorganisation - uncertainties about timings, geographies and not being able to set governance arrangements for the whole plan preparation period, political/corporate changes and priorities. b. Horsham District Council elections – an full election of Horsham District Council members will take place in May 2027. Prior to this will be a pre-election period which limits documentation which can be the subject of consultation. Post the election any new members will require induction and training which can also impact decision making timescales c. 'Legacy Plan' - Currently the Horsham District Local Plan 2023-40 is at examination, which is taking a lot of the Policy Team's resource, which will continue up until adoption of that Plan. d. Sussex and Brighton SDS - Work has begun on SDS but the content of the SDS is yet to influence the Plan. However, the Council is conscious of the need to have regard to an SDS that is in development per the updated NPPF. The SDS could set out the likely quantum of development that the plan area should accommodate (which at this time cannot be known) and the Council will have to respond to this, which may involve further work being undertaken if accommodation figures exceed that indicated by the standard housing method. e. Additionally, and indicative of historic Local Plan preparation, the Council is unaware of Local Plans being made without modification following the examination period. This will add time in the preparation of the Local Plan which is not currently accounted for in the timetable.
Establishing project management and governance arrangements	Establishing appropriate project management, governance and resourcing to support the timetable	☐ We have a robust approach to manage, govern, resource and finance the preparation of the plan that supports the delivery of the local plan timetable.	☒ We have considered our approach to manage, govern, resource and finance the preparation of the plan, but there are some gaps or an approach is not yet signed off.	☐ We have key unresolved questions for how we will manage, govern, resource or finance the preparation of the plan.	The Council has a robust constitution in place which will allow the preparation of the local plan to pass through its key stages, including necessary scrutiny and decision making. The constitution is kept under regular review in order to take account of any changes in legislation (such as the new planning system). Councillors and senior leaders were involved in the development of the scoping consultation, which was conducted between 30th June and 28th July.
	Testing and agreeing project management and governance internally	☒ All relevant teams and decision makers have been involved in designing, and signing-off the approach.	☐ Relevant teams and decisions makers have been involved in designing and testing our approach, but it is not yet signed off.	☐ We still need to involve other relevant teams and decision makers.	The Council also has effective project management frameworks to oversee the preparation of the new plan. This includes a Local Plan Project Board which was used in the preparation of the Local Plan 2023-2040 that is currently at examination and therefore it is known that it is a useful mechanism for managing the preparation of the Local Plan.
	Establishing risk monitoring, management and mitigation	☐ We have identified potential risks and have effective processes in place to monitor, manage and mitigate them.	☒ We have identified potential risks and are working to establish processes to monitor, manage and mitigate them.	☐ We're still identifying risks or are yet to consider how we will monitor, manage and mitigate them.	Whilst these measures are already in place, there is no certainty that this approach will exist throughout the whole of the Plan's preparation due to LGR, and therefore what impact any changes may have for the timescales of Local Plan production. The Council is however aware of the risks and will mitigate these as far as possible through the ongoing LGR process.
Consulting and engaging on the plan	Preparing an engagement strategy	☐ We have a positive strategy for engaging the community and other key stakeholders in the preparation of the plan, which has been prepared with regard to government guidance.	☒ We have made some progress in preparing an engagement strategy.	☐ We need to start preparing an engagement strategy.	HDC has already undertaken a scoping consultation and a call for sites, to understand high levels views on key issues and gain an understanding of potential site allocation options from the community, developers and other stakeholders. Our engagement strategy will be informed by the scoping consultation and existing experience of involving the community and key stakeholders in previous Local Plans. It will seek to take advantage of new technologies to speed up the process of understanding and analysing different points of view.
	Establishing processes for consultation and engagement	☐ We have clear processes in place to maximise diversity in participation, utilising both digital-first and traditional methods.	☒ We have scoped out digital-first and traditional methods for engaging with different audiences, but our processes are not yet fully formed.	☐ We haven't explored what engagement methods we could use.	In our scoping consultation, we asked questions in relation to how respondents would like to be consulted. This will be taken into account going forward, we have been researching (both for this Local Plan and the legacy-style Plan at examination), digital consultation tools that are compatible with AI software to enable the processing and analysing of consultation comments.

	Agreeing the engagement strategy internally	☐ We have sought feedback on and agreed the engagement strategy with key decision makers.	☒ We have sought feedback on the engagement strategy with key decision makers, but it's not yet signed off.	☐ We still need to seek feedback on our engagement approach with key decision makers.	Given the early stage of plan making and the focus on progression of the Horsham District Local Plan 2023-240 through examination, the Council has not made final decisions relating to how we will engage at all stages of plan preparation. Potential approaches have been considered by senior officers and relevant members.
Scoping the anticipated content of the plan	Defining the scope of the plan	☐ We understand the proposed scope of the local plan. We know the main areas or locally specific subject matters it will address. This is based on data from the existing local plan, as well as information gathering, baselining and early engagement to date. Scoping work aligns with the work we have carried out on our SEA (if SEA is required).	☒ Scoping work is underway. We have reviewed monitoring information for the previous local plan, but still have work to do on information gathering, baselining and early engagement. The scoping work aligns or partially aligns with the work we have carried out on our SEA (if SEA is required).	☒ We're only in the early stages of scoping and haven't considered how this relates to the SEA.	The Council is in the unusual position of still preparing the Horsham District Local Plan 2023-2040 which remains at examination, whilst formally commencing work on the new-style Local Plan. The Council therefore has a lot of up to date evidence, and an understanding of what will need to be reviewed and updated, and has ensured that this is accounted for in budget setting for the Council. Any new local plan will need to undertake an SA/SEA but this has not yet commenced given the early stage in plan production. However given the availability of evidence and understanding of issues facing the District this is not considered to be a significant risk. The Council has begun a scoping exercise that has looked at the policies of the legacy-style Plan that is at examination, to see whether, in light of the revised NPPF, local policies will be included in the new-style Local Plan.
	Drafting a vision for the plan	☐ We have used early baselining and engagement activities to begin drafting a vision.	☐ Using our baselining work and analysis of feedback from the scoping consultation we have started to develop some ideas about what the vision might focus on.	☒ We need to start drafting a vision.	The Council have not begun any detailed work on producing a vision. It is considered that this should take account of outcomes of the initial scoping consultation. In addition, the priority for the Council has been the Horsham District Local Plan 2023 -2040, which remains at examination, and will provide the policy framework for decision making whilst Horsham District 2045 is under preparation.
	Considering how we will monitor progress towards the vision	☐ We have started to identify measurable outcomes to monitor our progress towards the vision.	☐ We have considered how we might monitor progress towards our vision, but haven't identified specific measurable outcomes yet.	☒ We haven't considered how we will monitor progress towards our vision.	For the reasons described above (ie the focus on completing the preparation of the local plan already at examination) work on the vision of the new local plan has not yet commenced, and therefore monitoring towards this has not been set up. Notwithstanding this point, the Council has a clear process of local plan monitoring (including the authority monitoring report), and it is envisaged that these processes will be transferred to the new local plan in due course. No significant risk is therefore identified.
	Gathering evidence to inform the new plan	☐ We have mostly identified and scoped our evidence needs and have a plan for how we will deliver this.	☒ We have identified some of our evidence needs but still have work to do to scope the work and identify how we will deliver this.	☐ We need to start identifying our evidence needs and how we will deliver this.	The Council has undertaken a call for sites, but is likely to repeat this exercise in early 2027 to ensure that the land options for development are as up to date and comprehensive as possible. The Council has established which evidence base documentation requires updating, and has made budgetary provision for this. It is also expected that some of the evidence base for the Horsham District Local plan 2023-2040 can be carried forward. Conversations as to the benefit / practicalities of a shared evidence base with other LPAs will also need to be explored.
	Calculating a housing requirement	☐ We have calculated a housing requirement for the plan area using the Government's recommended standard method and started to identify the needs for homes of different sizes, types and tenures, including affordable homes.	☒ We have calculated a housing requirement for the plan area using the Government's standard method. We haven't started to identify the need for homes of different sizes, types and tenures and affordable homes yet.	☐ We haven't calculated a housing requirement using the Government's standard method.	The standard method is known (with a reduced the figure to remove the area located within the South Downs National Park). As outlined in earlier sections, the Council will need to undertake other evidence base updates in relation to housing needs (eg a Strategic Housing Market Assessment). It may be appropriate to undertake this with adjacent LPAs, but this will be dependent on LGR geographies and timescales.
	Exploring our high-level options and policies	☐ We have started to consider high-level and conceptual spatial options to deliver the identified development need, and begun to identify the potential scope of locally specific policies.	☐ We have identified the high-level capacity and constraints for development but have not started to develop spatial options to deliver the development need or scoped out locally specific policies	☒ We haven't done any work on high-level spatial options or locally specific policies.	We have not started work on this element. This can only realistically be started once the Horsham District Local Plan 2023-2040 is adopted, as this plan will provide the starting point for future plan making.
	Identifying other plans/programmes that have a relationship with the local plan	☐ We have identified other relevant plans and programmes and their relationship to the local plan to establish how the plan or programme is affected by those plans or programmes.	☐ We have identified other relevant plans and programmes but have not yet analysed how the local plan is affected by those plans or programmes.	☒ We have not yet identified other relevant plans or programmes that affect the local plan.	Any new local plan will need to undertake an SA/SEA but this has not yet commenced given the early stage in plan production. The Council already holds a large amount of relevant and up to date information as a result of the legacy-style Local Plan being at examination, and a good understanding of the key documents / issues which would inform any SA/SEA. The early stages of SA/SEA are considered to be achievable and no significant risks are identified in relation to this matter.
Progressing the Strategic Environmental Assessment	Collecting baseline information for the SEA	☐ We have identified baseline information showing the existing environmental characteristics of the area and their likely evolution without implementation of a new plan, as well as data on historic and likely future trends. It provides the basis against which we can assess the likely effects of our different options.	☐ We have identified baseline information on the existing environmental characteristics of the area. We have not used this information to establish trends or used it to test the environmental effects of our options.	☒ We are in the early stages of (or haven't yet started) assembling baseline information to inform our strategic environmental assessment.	
	Identify environmental protection objectives to inform plan preparation	☐ We have identified the relevant environmental protection objectives, established at international, community or national level, and environmental considerations that will be taken into account during the preparation of the plan and recorded in the environmental report.	☐ We are in the process of identifying relevant environmental protection objectives that will be taken into account when preparing the plan.	☒ We have not identified any environmental protection objectives.	

	Developing the scope of the SEA	☐ We have begun to identify the scope and level of detail of the information we intend to include in the environmental report. We have started to set out this information in a suitable document, such as a draft, emerging environmental report or scoping document. We are on track to consult on the scope of the SEA at the consultation on proposed plan content and evidence.	☐ We're still working out what the scope and/or level of detail to include in the environmental report. We're making progress on setting out this information in an appropriate document, but we're not ready to consult on the scope of the SEA.	☒ We have not decided on the scope of the SEA or the level of detail we should include in the environmental report.	
	Developing SEA objectives	☐ We have started to develop SEA objectives which will help assess the environmental performance of the local plan.	☐ We have begun to identify the key themes likely to be important when developing SEA objectives to use to assess the environmental performance of the local plan.	☒ We have not yet begun on developing SEA objectives to assess the environmental performance of the plan against.	