



**Horsham
District
Council**

**HORSHAM DISTRICT COUNCIL
LOCAL DEVELOPMENT SCHEME**

2020 –2022

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1. Introduction

- 1.1 Planning shapes the places where people live and work. Good planning ensures that the right development takes place at the right location and at the right time. It helps towns and villages thrive by providing jobs, homes and leisure opportunities whilst protecting and enhancing the historic environment and important open spaces.
- 1.2 The Local Development Scheme (LDS) is the Council's timetable for preparing documents for the district that will form part of the 'local plan'. The Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011) requires the Council to prepare and maintain a LDS.
- 1.3 The local plan is currently made up of a number of documents called Local Development Documents (LDDs), they include:
- Local Development Scheme (LDS)
 - Statement of Community Involvement (SCI)
 - Development Plan Documents (DPDs)
 - Supplementary Planning Documents (SPDs)
 - Authority Monitoring Report (AMR)
- 1.4 A list of abbreviations and explanation of some of the terms used in this LDS are contained in Appendix 3.

2. What is the Local Development Scheme (LDS)?

- 2.1 The LDS is the starting point for finding out when the Council will be preparing planning policies regarding a particular place or issue and at what stage it is at in the preparation process. It is a three year project plan setting out the timetable for the production of a number of documents. This one runs up until December 2022. Should any unforeseen circumstances result in changes to this timetable, the LDS will be updated.
- 2.2 The LDS also seeks to indicate, in general terms, what future work is proposed by the Council beyond that date. However in light of the Government White Paper and the potential changes to the planning system, updates beyond the completion of the current local plan are not indicated. Further updates will be provided when greater clarity is available on this matter.
- 2.3 The LDS has three main purposes:
- to inform the public and stakeholders of the documents that will make up the local plan, the geographical area they will cover, and the timescale for producing each one and how they relate to each other;
 - to establish and reflect the Council's priorities and to enable work programmes to be set for the preparation of the documents; and
 - to set a timetable for review of the documents.

2.4 The different types of Local Development Document (LDD) that are discussed in this LDS are described below.

2.5 ***Development Plan Documents (DPDs)***

These are the key documents in the local plan because they have lawful development plan status and are therefore the starting point for making decisions on planning applications. They are prepared with extensive community involvement and are subject to examination by an independent Inspector. It should be noted that some development plan documents such as Mineral and Waste Plans are prepared by West Sussex County Council, but still form part of the wider development plan that is used to determine planning applications.

There are three stages to preparing a DPD:

- *Early Consultation* – where the Council develops its evidence base through consultation with statutory consultees (and often involving both the public and key stakeholders) to help identify the issues that the DPD will need to address and the options available to deal with them. The community and stakeholders may be consulted through targeted or general consultation processes on these emerging *issues and options*, which help to formulate the Council's early views. These views are taken into account in the preparation of a *preferred strategy*, which will include alternative options that have been considered and the Council's reasons for them not forming part of the preferred approach. Comments received on the Preferred Strategy will influence the content of the proposed submission DPD. This stage covers regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- *Proposed Submission* – the DPD is made available for interested parties to make formal representations regarding the 'soundness' of the plan. Minor suggested amendments of clarification and factual updates may be provided to the Inspector before the DPD is submitted. This stage covers regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- *Submission DPD and Examination* – the DPD is submitted to the Secretary of State, together with any representations received. It also becomes Council policy. An independent Inspector will consider the DPD and the representations received, which where necessary, will include hearings at a public examination. The Inspector will determine whether the plan is 'sound'. An Inspector may consider that a plan requires further modifications to be made sound – further consultation on these proposed modifications may therefore take place during the Examination of the Plan.

2.6 **Area Action Plans (AAPs)**

These may be used to provide a planning framework for areas of particular change. They can deal with specific parts of a district or geographical area, or specific requirements such as the redevelopment of an area of land and buildings, or the enhancement of an area.

2.7 **Supplementary Planning Documents (SPDs)**

These may cover a range of issues, which provide detailed guidance on policies in a DPD. SPDs are produced in consultation with interested parties and stakeholders but are not subject to examination. Supplementary Planning Documents do not set out policies but are a material consideration when considering planning applications.

2.8 **Statement of Community Involvement**

The Statement of Community Involvement (SCI) explains how the community and stakeholders can expect to be engaged in the process of planning in their area. It is produced in consultation with the community and stakeholders.

2.9 **Authority Monitoring Report**

The Authority Monitoring Report (AMR) is issued at the end of every year and assesses whether policies, targets and milestones have been met and it will inform the review of the LDS.

2.10 **Other background or supporting documents**

Extensive technical and other background work is necessary to provide the appropriate robust evidence base to inform the preparation of policies and proposals contained in the Local Development Documents. This will include Statements of Common Ground which are required to address wider strategic matters as part of the Duty to Co-operate.

3. **Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA)**

3.1 It is a requirement of National Planning Policy that development which takes place contributes to achieving Sustainable Development. To test how Local Plans and other policy documents could affect environmental, social and economic issue a process known as Sustainability Appraisal (SA) is undertaken. This process is used to test different options for a plan, and to suggest ways that a plan could be changed to make sure that the plan removes or minimises or compensates for any adverse impacts. This process also incorporates the similar process of Strategic Environmental Assessment (SEA) which is a requirement of EU law.

4. A Summary of the Local Development Scheme for Horsham District

- 4.1 The **Horsham District Planning Framework (HDPF)**, was adopted in November 2015, and sets the planning framework for land outside the South Downs National Park for the period until 2031. It is a requirement of the Inspector's report on the HDPF that a review of the plan commences within three years from adoption. This review process has commenced and once complete the new '**Horsham District Local Plan**' will be adopted for the period to 2037.
- 4.2 In the Local Development Scheme published in 2018, the Council indicated that it was in the process of preparing a **Gypsy and Traveller Site Allocation DPD** to ensure the needs of these communities can be met into the future. Following the recent withdrawal of a site for use by Gypsies and Travellers by the landowner, the Council was unable to complete the preparation of this document and will therefore consider how it should meet the needs of Gypsy, Traveller and Travelling Showpeople population through the Local Plan Review process.
- 4.3 The Council has recently adopted a Community Infrastructure Levy (CIL). The CIL is a charge local authorities can levy on most types of new development in their areas based on the size, type and location of development proposed to ensure that the necessary infrastructure required for the delivery of the plan. It will be necessary to review the CIL Charging Schedule to take account of the updated Local Plan for Horsham District Council. Any update will also need to take account of any changes to the planning system which emerge as a result of the planning white paper.
- 4.4 Chart 1 below sets out the stages of production of the Local Plan and the review of the CIL charging schedule for the three year period 2020, 2021 and 2022. More detail is provided in Appendix 1; giving an overall profile of the HDPF and other existing adopted Local Development Documents (LDDs) together with the programmed new documents outlined in the paragraphs above. The LDS will be monitored each year through the AMR, and the LDS will be updated to reflect the rolling review process or to incorporate any changes that may arise, for example as a result of changes to national planning guidance.
- 4.5 In addition to development plan documents prepared by Horsham District Council, legislation (introduced by the Localism Act 2011) now enables local communities to prepare Neighbourhood Plans. Neighbourhood Plans, which are successful at Examination and are agreed by the local community at a Referendum, come into force as part of the statutory development plan. They must be 'made' by Horsham District Council within 8 weeks of the referendum except in exceptional circumstances. Once Neighbourhood Plans have lawful development plan status they are used, together with DPDs prepared by Horsham District Council, to make decisions on planning applications.
- 4.6 The Council will work with parishes to facilitate the preparation of **Neighbourhood Plans**. The progress of the production of Neighbourhood Plans will be monitored and reported in the AMR. The most recent status of progress toward neighbourhood plans in the District is set out on the Council's website and can be viewed from this link

<https://www.horsham.gov.uk/planning/neighbourhood-planning/advice-notes-and-forms>

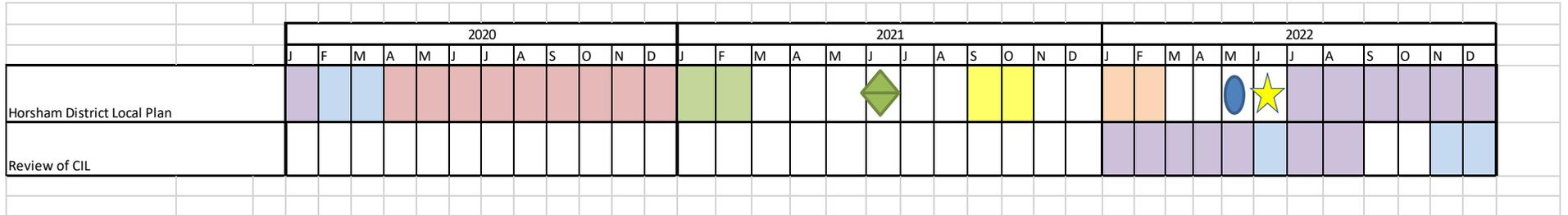
- 4.7 In addition to Development Plan Documents and Neighbourhood Plans, Supplementary Planning Documents (SPDs) are in some cases necessary to amplify and aid the delivery of certain policies. A list of existing adopted SPDs is contained in the AMR and reproduced here at Appendix 2.
- 4.8 The Statement of Community Involvement has been kept under review and the most recent document was published in September 2019. This document is in the process of being reviewed to take account of updated Government requirements in light of public health measures that may be necessary (for example in light of the Covid-19 pandemic). It is anticipated that an updated document will be published in September 2020.
- 4.9 Background evidence documents are produced to assist in the preparation of a local plan. These can be viewed on the Council's website.
<https://www.horsham.gov.uk/planningpolicy/planning-policy/background-documents>
- 4.10 The Council's *Corporate Plan 2019 -23* gives a clear direction and focus on where the Council's priorities lie. The plan identifies five priority themes for the Council, which are:
- A great place to live – continue creating well balanced communities that meet residents' needs.
 - A thriving economy – work to increase economic growth and create new local jobs
 - A strong, safe and healthy community – ensure Horsham district remains one of the best places in Sussex to live.
 - A cared for environment – prioritise the protection of our environment as we move to a low carbon future.
 - A modern and flexible council – make it easy for our residents to access the services that they need.

This document can be viewed on the Council's website:

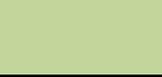
https://www.horsham.gov.uk/_data/assets/pdf_file/0007/71854/HDC-Corporate-Plan-2019-23.pdf

- 4.11 Other organisations' documents, such as the County Transport Plans and the LEP, which are not formal planning documents will influence and be influenced by the local plan.

Chart 1



Key

Evidence Gathering	
Regulation 18 / Early Consultation	
Regulation 19 preparation	
Proposed Submission and Period for Representation	
Submission	
Examination	
Main Modifications	
Inspector's Report	
Adoption	

5. Saved Planning Policy Documents

5.1 In addition to the Horsham District Planning Framework, some older adopted planning documents were not replaced when the HDPF was adopted, and the following adopted Planning Policy documents remain part of the development plan:

- Site Specific Allocations of Land (2007) DPD
- West of Bewbush Joint Area Action Plan (2009) DPD

These documents will be used by the Council to determine applications in accordance with the 'development plan' for the District.

Appendix 1 sets out a profile of those existing adopted documents.

5.2 Supplementary Planning Documents (SPDs) and other supplementary planning guidance that has been adopted will also continue to be considered in the development proposals.

6. Monitoring and Review

6.1 The preparation of planning documents will be monitored on an annual basis for the period between the 1 April and the 31 March. Each year an Authority Monitoring Report (AMR) is produced that:

- Sets out how the Council is performing against the timescales set out for that year in the LDS, giving reasons if any Local Development Document is behind the timetable set out in the LDS;
- Provides information on the policy indicators set out in the Local Development Documents, which will help to assess the success of individual policies;
- Identifies whether any Local Development Documents need to be reviewed, in order to update or alter policies, or whether any new Local Development Documents are required, or if any can be deleted from the LDS;
- Provides a progress report on the delivery of housing, including reference to the housing trajectory;
- Includes a list of background and supporting documents and identifies if further updated background or supporting information is required; and
- Guides the annual revision of the LDS.

6.2 The AMR is agreed by the Council and made publicly available. It can be found on the website at <https://www.horsham.gov.uk/planningpolicy/planning-policy/annual-monitoring-report>

7. Resources

- 7.1 The Council has a strategic planning team, within the Directorate of Place, which deals with the production and review of the local plan. The Head of Strategic Planning has overall responsibility for Local Plan preparation. The policy team comprises a Team Leader, a principal planning officer, three Senior Planning Officers, and three Planning Officers. In addition a Senior Neighbourhood planning Officer supports the preparation of Neighbourhood Plans. Support in the preparation of the Local Plan is also provided by a small team of specialists, including a Landscape Architect and Conservation Officer.
- 7.2 The expertise of other appropriate members of staff and teams across the Council may be called upon to assist in the preparation of the Local Plan. This includes technical support to aid the development of specific policies, plans and strategies together with communications support. These include staff within Development Management, Economic Development, Leisure, Housing Services and Communications.
- 7.3 Officers from West Sussex County Council (including officers responsible for transport matters and other infrastructure requirements including school provision) will be contributors to some of the documents, particularly with regard to providing background and supporting information, monitoring intelligence and advice on environmental and sustainability aspects.
- 7.4 Expert consultants may be used to assist in producing various elements of the technical background work where either the necessary expertise is not available within the Council or insufficient capacity exists to be able to bring forward the necessary work within the required timescale.
- 7.5 An indication of the resource implications of each of the Local Development Document is given in the Local Development Document Profiles at Appendix 1.

8. Risk Assessment

- 8.1 The main areas of risk to the preparation of the Local Development Documents (LDDs) set out in this document relate to:
- *Officer resources available to deliver the LDDs* – Project management and an expert team are essential to deliver the LDDs as will ensuring the necessary resourcing to meet required deadline. On occasions, it may be necessary to consider whether additional resources are required to meet agreed timescales. Consultants may be appointed for project work. The Council has a budget for local plan production.
 - *Political decision making* – The Cabinet Member for Planning and Development seeks advice through Planning and Development Policy Development Advisory Group Meetings. This Group has a cross party membership and meets regularly. It is closely involved in the preparation of the local plan and advises the Cabinet Member for Planning and Development who is the Chairman of the group. **It is not a decision making body.** All Member seminars are also held on an ongoing basis and will provide advice and updates to all members during the preparation of the

local plan. The extent of Member involvement in the preparation of the components of the local plan minimises the risk of proposals reaching Council for approval, which are contrary to a majority of Council membership.

- *Capacity of the Planning Inspectorate (PINS) and other outside agencies* – The resourcing of these bodies is outside this Council's control. The LDS, correspondence and meetings will however ensure that they are fully aware of this Council's timetable. Service Level Agreements are developed between the Council and PINS to ensure that the Examination element of the development plan document timetable can be met. Statutory consultees are involved in the development of policies through early engagement as well as formal consultation. All councils in West Sussex and those in the Gatwick Diamond, Coastal West Sussex and Coast to Capital Local Economic Partnership remain committed to working together to solve cross-boundary issues as part of the 'Duty to Co-operate' process.
- *Delivery issues* - The Council is required to demonstrate how its long term planning strategy and any specific site proposals, will be delivered. However, in many instances the Council is not the responsible organisation for delivery. Delivery may also be affected by a range of different factors outside of its control, such as a rapid change to the economic climate or other unforeseen events. The Council will work closely with delivery agencies during the preparation of Local Development Documents. Where appropriate, flexibility and contingencies will be built into the strategy to cope with changing circumstances, for example issues of viability. Monitoring of policies will be used to highlight whether a review of policies, documents or the evidence base is needed to meet delivery targets.
- *Soundness of the DPDs* – The Council will minimise the risk of being deemed to have unsound DPDs by ensuring that documents are supported by a robust and proportionate evidence base. The Council will respond to requests for further information in the Examination period to provide all necessary information to the Independent Inspector.
- *Legal challenge* – The risk of legal challenge will be minimised by ensuring that the DPDs are sound, are founded on a robust evidence base, with duty to co-operate matters and community engagement that is well audited.
- *Major community/stakeholder opposition to a policy or proposal* – The risk of this occurring will be minimised by effective community and stakeholder engagement in the early stages of the DPD preparation process. However, it is considered unlikely that, despite the Council's best endeavours, consensus is reached with regard to many development proposals and that independent examination of the soundness of DPDs will be necessary.
- *Covid-19 Pandemic* – This unforeseen event remains ongoing. In the early stages, it generated delays to the Local Plan production process, as a consequence of the move to remote working. This was universal across all organisations, and slowed

the ability of some key organisations to respond. There is now greater expertise in remote working technologies, but risks still remain, particularly in the event of a Local Lockdown at a key stage (eg just prior to a consultation event). Measures have been put in place to manage and mitigate this as far as possible, including a revision to the Council's Statement of Community Involvement.

- *Programme slippage* – The Council is committed to producing the Local Development Documents within the timescale set out in this Local Development Scheme. The contingencies detailed above are aimed at ensuring that each Local Development Document is produced to the timescale set out in this document. Careful project management and prioritisation of resources will be required. The preparation of documents will be monitored through the AMR and if necessary, the timetables will be revised through an update to the LDS.

APPENDIX 1: LDDs PROFILES; PROPOSED AND EXISTING
DOCUMENTS PROPOSED FOR PREPARATION

Local Development Document Profile	
Title	Horsham District Local Plan
Status	Development Plan Document
Role / Subject / Content	Replaces the Horsham District Planning Framework 2015. Sets out the long-term spatial vision, objectives and strategy for the district. It provides a local plan for delivering development and the key issues for development management
Geographic Coverage	District-wide (excluding the South Downs National Park area)
Prepared jointly with other Local Authorities?	No
Current Status	Evidence gathering / Initial Regulation 18 Consultation
Chain of Conformity	National guidance (NPPF);
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>January 2017– January 2020</i>
Regulation 18 Consultation periods	<i>April – May 2018 February / March 2020</i>
Preparation of Regulation 19 (Submission documentation)	<i>April 2020 – December 2020</i>
Proposed Submission and period of representation	<i>January – February 2021</i>
Submission to Secretary of State	<i>May/ June 2021</i>
Examination Hearings	<i>September– October 2021</i>
Proposed Main Modifications Consultation	<i>January / February 2022 if required</i>
Additional Examination Hearing	<i>Spring 2022 if required</i>
Inspectors Report	<i>May 2022</i>
Adoption and Publication	<i>June 2022</i>

Arrangements for Production	
Lead Department	Strategic Planning
Management arrangements	PDAG/Cabinet Member for Planning and Development
Resources required	Head of Strategic Planning assisted by all members of the SP team and the Communications Team and Project Management support
Community and stakeholder involvement	In accordance with SCI
Monitor and Review	Monitored annually.

Local Development Document Profile	
Title	Community Infrastructure Levy Charging Schedule Review (note – subject to outcome of Government White Paper)
Status	Charging Schedule
Role / Subject / Content	Sets a Charging Schedule against which proposed development will be expected to contribute in order to bring forward Infrastructure provision to help meet the needs of new development.
Geographic Coverage	District-wide (excludes the South Downs National Park)
Prepared jointly with other Local Authorities?	No
Current Status	Not yet commenced
Chain of Conformity	Horsham District Local Plan documentation
Evidence gathering and early community and stakeholder engagement	<i>January – August 2022</i>
Consultation on Draft Charging Schedule	<i>November / December 2022</i>
Review of consultation responses	<i>Jan - March 2023</i>
Submission	<i>Spring 2023</i>
Examination	<i>Summer 2023</i>
Receipt of Inspector's report	<i>Autumn 2023</i>
Adoption and Publication	<i>Autumn 2023</i>
Lead Department	Strategic Planning
Management arrangements	PDAG/Cabinet Member for Planning and Development /Council
Resources required	Head of Strategic Planning assisted by the SP team and the Communications Team.
Community and stakeholder involvement	Newsletters; workshops; Parish Council and technical meetings.
Monitor and Review	Monitored through AMR. Review will take place when monitoring highlights such a need.

ADOPTED DOCUMENTS

Local Development Document Profile	
Title	Horsham District Planning Framework
Status	Development Plan Document
Role / Subject / Content	Replaces The Core Strategy (2007) and General Development Control Policies (2007) DPD outside the SDNP. Sets out the long term spatial vision, objectives and strategy for the District. It provides a local plan for delivering development and the key issues for development management
Geographic Coverage	District-wide (excluding the South Downs National Park area)
Prepared jointly with other Local Authorities?	No
Current Status	Adopted November 2015
Chain of Conformity	National guidance (NPPF); and the Horsham District Sustainable Community Strategy.
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>Initial October 2007 – December 2008 Further work 2010 -2013</i>
Consultation on Issues and Options	<i>June – July 2009 Further consultation on Housing Numbers February – April 2012</i>
Consultation on Preferred Strategy	<i>August - October 2013</i>
Proposed Submission and period of representation	<i>April – May 2014</i>
Submission to Secretary of State	<i>August 8th 2014</i>
Pre-Hearing Meeting	<i>None held</i>
Examination Hearings	<i>November 2014</i>
Proposed Main Modifications Consultation	<i>April – May 2015</i>
Additional Examination Hearing	<i>3rd July 2015</i>
Receipt of Inspector's report	<i>October 2015</i>
Adoption and Publication	<i>November 2015</i>
Arrangements for Production	
Lead Department	Strategic Planning and Sustainability
Management arrangements	PPAG/Cabinet Member for Living and Working Communities/Council
Resources required	Head of Strategic Planning and Sustainability assisted by all members of the SP team and the Communications Team.

Community and stakeholder involvement	Newsletters; focus groups; exhibitions; workshops; public and technical meetings.
Monitor and Review	Monitored annually. Review will take place commencing with early engagement and consultation in 2017.

Local Development Document Profile		
Title	Community Infrastructure Levy Charging Schedule	
Status	Charging Schedule	
Role / Subject / Content	Sets a Charging Schedule against which proposed development will be expected to contribute in order to bring forward infrastructure provision to help meet the needs of new development.	
Geographic Coverage	District-wide (excludes the South Downs National Park)	
Prepared jointly with other Local Authorities?	No	
Current Status	Submitted for Examination	
Chain of Conformity	Horsham District Planning Framework	
Evidence gathering and early community and stakeholder engagement		
	<i>October 2012 – April 2014</i>	
	<i>May – June 2014</i>	
	<i>May – June 2016</i>	
Production	Consultation on proposed modifications	<i>November – December 2016</i>
	Submission	<i>November 2016</i>
	Examination Hearing	<i>Not required</i>
Adoption	Receipt of Inspector's report	<i>February/March 2017</i>
	Adoption and Publication	<i>April 2017</i>
Lead Department		
	Strategic Planning and Sustainability	
Management arrangements		
	PDAG/Cabinet Member for Planning and Development /Council	
Resources required		
	Head of Strategic Planning and Sustainability assisted by all members of the SP team and the Communications Team.	
Community and stakeholder involvement		
	Newsletters; workshops; Parish/Neighbourhood Council and technical meetings.	
Monitor and Review		
	Monitored through AMR. Review will take place when monitoring highlights such a need.	

Local Development Document Profile	
Title	Site Specific Allocations of Land (2007)
Status	Development Plan Document
Role / Subject / Content	Sets out site specific allocations for development, including any requirements of the development. Sites are identified on the Policies Map
Geographic Coverage	District-wide
Prepared jointly with other Local Authorities?	No
Current Status	Adopted November 2007
Chain of Conformity	Horsham District Core Strategy (2007)
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>October 2002 – April 2004</i>
	Consultation on Issues and Options <i>June – July 2004</i>
Production	Public participation on Preferred Options <i>February – March 2005</i>
	Prepare Submission Draft <i>April – September 2005</i>
	Submission to Secretary of State and public consultation period <i>November 2005 – February 2006 (includes consultation on alternative sites and boundary changes)</i>
Examination	Pre-Examination consideration of representations <i>January 2006 – March 2007</i>
	Pre-Examination Meeting <i>April 2007</i>
	Examination Hearing <i>June - July 2007</i>
Adoption	Receipt of Inspector's binding report <i>September 2007</i>
	Adoption and Publication <i>November 2007</i>
Arrangements for Production	
Lead Department	Strategic and Community Planning
Management arrangements	Local Development & Transport Advisory Group/Cabinet Member for Strategic Land Use Planning/Council
Resources required	LDF Project Manager assisted by all members of the SCP Department and the Graphics Technician
Community and stakeholder involvement	Newsletters; focus groups; exhibitions; workshops; public and technical meetings.
Monitor and Review	The document will be monitored annually and will be reviewed when the monitoring highlights such a need.

Local Development Document Profile	
Title	West of Bewbush Joint Area Action Plan (2009) DPD
Status	Development Plan Document
Role / Subject / Content	A masterplan to include detailed objectives, community and infrastructure provisions and disposition and phasing of land uses, developing the Core Strategy policy approach, for the Strategic Development Location West and North West of Crawley comprising at least 2500 homes, commercial development, infrastructure & facilities.
Geographic Coverage	Land west and north-west of Crawley
Prepared jointly with other Local Authorities?	Yes – Crawley Borough Council
Current Status	Adopted
Chain of Conformity	Horsham District Core Strategy (2007)
Timetable	
Evidence gathering and early community and stakeholder engagement	<i>May 2005 – June 2007</i>
	Consultation on Issues and Options <i>September – November 2006</i>
Production	Public participation on Preferred Options <i>September – October 2007</i>
	Prepare Submission Draft <i>November 2007 – February 2008</i>
	Submission to Secretary of State and public consultation period <i>May – July 2008 (includes consultation on alternative sites and boundary changes)</i>
Examination	Pre-Examination consideration of representations <i>June – August 2008</i>
	Pre-Examination Meeting <i>October 2008</i>
	Examination Hearing <i>January - February 2009</i>
Adoptio	Receipt of Inspector's binding report <i>April 2009</i>
	Adoption and Publication <i>July 2009</i>
Arrangements for Production	
Lead Department	Strategic and Community Planning Department, Horsham District Council and Forward Planning Section, Crawley Borough Council
Management arrangements	Joint Officers Board/ Technical Working Groups/ Joint Member Steering Group/both authority's Executive/Cabinet and Council. NB. Crawley Borough Council's Executive agreed Issues and Options document.
Resources required	Joint Officers Board and Graphics Technician, Horsham District Council. External resources are likely to include West Sussex County Council and as part of the Technical Working Group: - stakeholders, landowners, organisations and companies.
Community and stakeholder involvement	Consultation will be undertaken in accordance with both authorities' Statements of Community Involvement.

Monitor and Review	The document will be monitored annually to ensure that the masterplanning objectives and principles are being met and will be reviewed when the monitoring highlights such a need.
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APPENDIX 2: ADOPTED AND PROPOSED SUPPLEMENTARY PLANNING DOCUMENTS

- Heath Common Village Design Statement SPD 2018
- Planning Obligations and Affordable Housing SPD, September 2017
- Nuthurst Village Design Statement SPD, May 2017
- Billingshurst Village Centre SPD, March 2017
- Shipley Parish Design Statement SPD, 2013
- Pulborough Parish Design Statement SPD, 2013
- Horsham Town Plan SPD, 2012
- Southwater Parish Design Statement SPD, 2010
- West of Horsham Design Principles and Character Areas SPD, 2009
- Brinsbury Centre of Rural Excellence SPD, 2009
- Rudgwick Parish Design Statement SPD, 2009
- Billingshurst Parish Design Statement SPD, 2009
- Henfield Parish Design Statement SPD, 2008
- Warnham Parish Design Statement SPD, 2008
- Horsham Town Design Statement SPD, 2008
- West of Horsham Masterplan SPD, 2008
- Storrington Old Mill Drive Diamond Planning Brief SPD, 2008

Appendix 3 - Glossary of Terms

Authority (Annual) Monitoring Report (AMR)

A report produced by the Council annually to review the progress made against targets and the performance of policies. The monitoring period is 1 April to 31 March for each monitoring period.

Area Action Plans

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

Development Plan

The Statutory development plan is the starting point for the consideration of planning applications for development or use of land.

Development Plan Document (DPD)

The local planning documents which made up the Local Development Framework and now the Local Plan.

Duty to Cooperate

Alongside the production of DPDs, the council undertakes work with adjoining authorities in accordance with the Duty to Co-operate. This work addresses policy areas that have implications for cross-boundary working including housing, employment, gypsies and travellers, and transport. For the purposes of the Local Plan this duty is demonstrated through a statement of common ground.

Horsham Community Partnership – Community Strategy/ Action Plan

The documents produced by the Horsham Community Partnership. The Community Strategy outlines the needs and priorities of the community and shapes the activities of the organisations within the partnerships to fulfil those needs and priorities. The Action Plan identifies the short-term activities and priorities to achieve the visions in the strategy.

Independent Examination

This is a form of inquiry into the Development Plan Documents. The purpose is to consider if the Development Plan Document is sound; also to consider whether the Statement of Community Involvement is sound. An inspector will be appointed by the Secretary of State to conduct the examination.

Issues and Options

This is a non-statutory stage in which the Council chose to bring possible issues and options for the District into the public domain, in order to generate responses to aid the development

of the best possible 'Preferred Strategy', leading to a 'Proposed Submission' document, which is a statutory stage of the local plan preparation for the District.

Local Development Documents (LDDs)

The suite of documents prepared by Local Authorities, which make up the Local Development Framework and now referred to as the Local Plan. These documents include the Statement of Community Involvement, Development Plan Documents (the Local Plan, Site Allocations, Area Action Plans, Policies Map) and Supplementary Planning Documents.

Local Development Framework (LDF)

The Local Development Framework is not a statutory term and is no longer a title used. It grouped together Local Development Documents in the form of a portfolio / folder, which collectively delivered the spatial planning strategy for the local planning authority's area. The LDF comprised Local Development documents and Supplementary Planning Documents (SPDs). The LDF also included the Statement of Community Involvement, the Local Development Scheme and the Authority Monitoring Report (AMR). The phrase LDF has now been replaced through Government changes, now being referred to as a Local Plan. The Local Plan in Horsham District is the Horsham District Planning Framework.

Local Development Scheme (LDS)

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

Local Plan

Local Plans set out a vision and a framework for the future development of the area, addressing needs and opportunities in relation to housing, the economy, community facilities and infrastructure – as well as a basis for safeguarding the environment, adapting to climate change and securing good design for the area they cover. They are a critical tool in guiding decisions about individual development proposals. Local Plans, together with any neighbourhood plans that have been made, are the starting point for considering whether applications can be approved. It is important for all areas to put an up to date Local Plan in place to guide positively considered development decisions.

Neighbourhood Development Plan (NDP)

Community-based document, which may be initiated by Parish or Neighbourhood Forums. They are ultimately adopted by the Council as part of the development plan. Plans must be prepared to be in general conformity with the Local Plan, which is currently the HDPF.

Preferred Strategy

This stage of preparing Development Plan Documents is part of 'early involvement' and takes into account the communities comments, having regard to them in the next stage which is 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 is aware of all possible options before it prepares the final 'Proposed Submission' Development Plan Document which is the next stage in the process.

Spatial Planning

Spatial planning goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes, which influence the nature of places and how they function. This will include policies which can impact on land use, for example, by influencing the demands on or needs for development, but which are not capable of being delivered solely or mainly through the granting of planning permission and may be delivered through other means.

Statement of Community Involvement

This sets out the standards 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 and 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 Organisations

Organisations the Local Authority is required to consult with at consultation stages of the preparation Local Development Documents.

Submission Stage

The final stage in preparation of Development Plan Documents (DPD). 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 (SPDs)

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 where they can help applicants make successful applications or aid infrastructure delivery.

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

It is a legal requirement that certain documents (e.g. Local Development Documents) are assessed to ensure that they maximise their contribution to sustainable development. This is

achieved by carrying out a process usually referred to as Sustainability Appraisal. This process measures the effect a document will have on a range of social, environmental and economic issues and suggests measures that would help improve the sustainability of a plan.