

HORSHAM DISTRICT COUNCIL: PAS LOCAL PLAN ROUTE MAPPER TOOLKIT (Parts 2 and 3)

July 2024

The Local Plan Route Mapper & Toolkit provides practical advice and tools to undertake a review and update of Local Plan policies. It is published by the Planning Advisory Service (PAS) and is available at: <https://www.local.gov.uk/pas/plans/nppf-2021-local-plan-route-mapper-toolkit-reviewing-and-updating-local-plan-policies>

All local planning authorities are required to review and, if necessary, update their local plan policies within five years of adoption, if not sooner. The aim of the Toolkit is to provide Local Authorities with resources that allow them to demonstrate that their local plan review has been undertaken in a robust and objective way.

The advice (in the form of a Local Plan Route Mapper) and the toolkit replace the previous legal compliance and soundness checklists and provide an up-to-date and comprehensive resource to help authorities navigate through the local plan review and update process.

Its main purpose is for internal auditing and project management, but it is common practice to publish elements of the toolkit alongside the emerging Local Plan.

This document is published for information only, is not definitive and has no formal status. For the purposes intended, it is considered that Toolkit Part 2: Local Plan Review and Toolkit Part 3: Local Plan Process are the more relevant toolkits therefore only these have been used.

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PAS LOCAL PLAN ROUTE MAPPER TOOLKIT PART 2: LOCAL PLAN FORM & CONTENT CHECKLIST

Why you should use this part of the toolkit

The following table sets out a checklist of the key requirements for the content and form of local plans as set out in the National Planning Policy Framework (NPPF). Guidance to supplement the NPPF is set out within [National Planning Practice Guidance](#), which is regularly updated by the Government. You should review relevant sections of the National Planning Practice Guidance and consider any implications for your policies.

This part of the Toolkit will assist by informing all plan making stages, including any visioning and scoping exercises seeking to ascertain what the plan should cover. It should be applied before consultation or publication of a local plan update. This will help to ensure that you have considered all of the key plan-making requirements in preparing your plan in accordance with the NPPF.

This part of the toolkit deals only with the local plan content requirements specified in the NPPF. Toolkit Part 1 provides more detail on carrying out a review of the need to update policies within your plan. Toolkit Part 3 sets out the process requirements for local plan preparation as set out in legislation and the NPPF. Soundness and Plan Quality issues are dealt with in Toolkit Part 4.

How to use this part of the toolkit

You can use column C in the table to record the results of your assessment against the checklist for the following plan making stages:

Local Plan Review: The toolkit can be used to inform the decision on whether or not your local plan policies need to be updated. In this case:

- Ask yourself whether the development plan for your area (which may comprise more than one development plan document or include a spatial development strategy and/or neighbourhood plans) still meets current NPPF requirements.
- Identify which policy and document addresses the requirement in column C or identify why it is not relevant.

If your plan was adopted under the NPPF 2012 you might find the following quick reference colour codes helpful to identify new or revised NPPF requirements since the adoption of your plan:

Key:

New plan-making requirement of the NPPF 2019 not contained within the previous 2012 version
Revised plan-making requirement of the NPPF, containing some changes from the 2012 version
Requirement of the NPPF which has not changed from the 2012 version in relation to plan-making

Scoping your policies update: The checklist can also be used to determine the scope of your local plan policies update and ensure that content requirements are addressed. You can work through each section of the table to determine:

- whether the provision is relevant to your local plan policies update/ planning context of your local authority area(s); and then
- consider whether your local plan policies update will need to address these content requirements or identify whether they are contained in other documents that form the development plan in your area.

Assessing your draft policies update: The checklist can also be used to ensure that your emerging draft policies update is adequately addressing content requirements of national planning policy. You can work through each section of the table to determine:

- whether the provision is relevant to your local plan policies update/planning context of your local authority area(s); and then
- if it is, whether your draft local plan policies update addresses these content requirements (or identify whether they are contained in other documents that form part of the development plan in your area).

How to use the results of this part of the toolkit

This checklist is to help you review your policies and/or develop an update to these where required. There is no requirement to publish or submit this table to the Planning Inspectorate. However, you may find it (or some elements) helpful to assist you in demonstrating how the policies update does/does not accord with the NPPF.

	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
<i>General Requirements</i>			
1.	Include any relevant material that is set out in a government policy statement(s) for the area for example a national policy statement(s) for major infrastructure and written ministerial statements.	NPPF Para 5, 6	<p>There are no major infrastructure projects planned for the district, therefore Para 5 is not applicable.</p> <p>Ministerial statements have been taken into account where relevant, including the WMS on Affordable Homes Update (May 2021) which contains policy on First Homes.</p>
2.	Contribute to the achievement of sustainable development.	NPPF Para 8, 9, 16	<p>Spatial Objective 1 makes clear that the vision for the Local Plan, which underpins its policies, is one where future development meets sustainable development principles.</p> <p>The Plan includes Strategic Policy 1: Sustainable Development, and its presumption in favour of sustainable development.</p> <p>The Authority Monitoring Report (AMR) is prepared and published annually to assess the effectiveness of the Local Plan. The AMR not only monitors the policies of the Local Plan, but also the objectives identified in the SA framework identified in Chapter 9 of the draft Regulation 19 SA Update Document published in 2024.</p> <p>The structure of the AMR document will be reviewed following adoption of the Local Plan to ensure all SA Objectives are included. This will help to tie the entire plan-making process together.</p>

	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
3.	Apply the presumption in favour of sustainable development.	NPPF Para 11	<p>Paragraph 2.3 of the Horsham District Local Plan reflects the NPPF’s requirement for sustainable development.</p> <p>Strategic Policy 1: Sustainable Development outlines the Council’s positive approach to development, which reflects a presumption in favour of sustainable development.</p>
4.	Provide a positive vision for the future; a framework for addressing housing needs and other economic, social and environmental priorities.	NPPF Para 15	<p>The plan sets out the Council’s wider corporate objectives for the future of the district, and how these have influenced the strategy outlined in the Plan.</p> <p>Chapter 3 outlines the Plan’s Spatial Vision and Objectives. This takes account of the spatial context of the district, as well as detail on the development can shape the district in relation to elements such as the economy, the character of built up and rural areas, housing, the environment, climate change and transport.</p> <p>The Plan also sets out 10 objectives, set with four overarching themes taken from the Corporate Plan; Supporting people and communities; Inspiring greener futures; Building a thriving local economy and Always listening learning and improving</p>
5.	Plans should be: Aspirational and deliverable Contain clear and unambiguous policies Accessible through the use of digital tools Serve a clear purpose avoiding duplication	NPPF Para 16	The aim, content and wording of the policies have been carefully written, refined and checked to ensure the purpose and meaning is unambiguous yet achievable.

	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
			<p>The Plan is divided into chapters with clearly defined content. Tables, maps and other formatting tools are used to aid legibility and accessibility. Links to chapters and sections have been embedded within the contents where appropriate to aid navigation through the document.</p> <p>The logical and straightforward layout reduces duplication to a minimum, with cross-referencing in place only where necessary and appropriate.</p>
6.	<i>Plan Content</i>		
7.	<p>Include strategic policies to address priorities for the development and use of land. They should set out an overall strategy for the pattern, scale and quality of development.</p>	<p>NPPF Para 17, 20</p>	<p>The Plan contains a total of 51 strategic policies, including 20 site specific allocations of land for development. The plan accords with the Planning Practice Guidance NPPF guidance on what strategic policies, being only those necessary to deliver priorities for the district as whole.</p> <p>Chapter 3: Spatial Vision and Objectives lays out the spatial vision for the district. Chapter 4: Policies for Growth and Change outlines how these will be delivered through Strategic Policies 2 (Development Hierarchy), 3 (Settlement Expansion), 4 (Horsham Town) and 5 (Broadbridge Heath Quadrant).</p> <p>The remaining strategic policies deal with housing need, economic and employment uses, infrastructure and facilities, areas that (due</p>

	A. NPPF Requirement	B. NPPF Paragraph Reference	C. Record your assessment results
			to landscape or ecological sensitivities) should be protected and development quality and principles.

8.	Outline which policies are 'strategic' policies	NPPF Para 21	<p>Strategic Policies are clearly identified, both within the Contents pages and in policy section headings. They are listed below for reference:</p> <ul style="list-style-type: none"> Strategic Policy 1: Sustainable Development Strategic Policy 2: Development Hierarchy Strategic Policy 3: Settlement Expansion Strategic Policy 4: Horsham Town Strategic Policy 5: Broadbridge Heath Quadrant Strategic Policy 6: Climate Change Strategic Policy 7: Appropriate Energy Use Strategic Policy 8: Sustainable Design & Construction Strategic Policy 9: Water Neutrality Strategic Policy 10: Flooding Strategic Policy 11: Environmental Protection Strategic Policy 12: Air Quality Strategic Policy 13: The Natural Environment & Landscape Character Strategic Policy 14: Countryside Protection Strategic Policy 15: Settlement Coalescence Strategic Policy 16: Protected Landscapes Strategic Policy 17: Green Infrastructure & Biodiversity Strategic Policy 19: Development Quality Strategic Policy 20: Development Principles Strategic Policy 23: Infrastructure Provision Strategic Policy 24: Sustainable Transport Strategic Policy 27: Inclusive Communities, Health & Wellbeing Strategic Policy 29: New Employment Strategic Policy 30: Enhancing Existing Employment Strategic Policy 34: Tourism Facilities & Visitor Accommodation Strategic Policy 35: Town Centre Hierarchy & Sequential Approach Strategic Policy 36: Town Centre Uses
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9.	Strategic policies should look ahead over a minimum 15-year period <u>from adoption</u> .	NPPF Para 22	The Local Plan, and all strategic policies within it, run until 2040. The Plan is expected to be adopted in Spring 2025, meaning the Plan will look ahead for the minimum required period.
10.	Indicate broad locations for development on a key diagram, and land use designations and allocations on a policies map.	NPPF Para 23	<p>Chapter 4 contains a Key Diagram on Page 28, which provides a spatial overview of strategic development sites proposed in the Plan in relation to existing settlements and key infrastructure.</p> <p>Both printable PDF format maps, and an interactive policies map, have also been published alongside the Regulation 19 Local plan indicating land use designations and site allocations. This is available to view here: https://experience.arcgis.com/experience/9413bbb9f0c94ab4941883ffe3a85710/</p>
11.	Strategic policies should provide a clear strategy for bringing sufficient land forward, and at a sufficient rate, to address objectively assessed needs over the plan period.	NPPF Para 23	<p>Chapter 10 identifies a housing target of 13,212 homes. This is based the Council's evidence base work. Taking account of the need for flexibility of supply, this equates to an annualised target of 777 homes each year (and includes a 10% buffer for the first five years of the Plan period). Whilst this is short of the objectively assessed housing need for the District (as calculated using the Standard Housing Method), it reflects severe constrains on housing delivery in the early Plan period arising from potential impacts on internationally designated nature conservation sites linked to groundwater abstraction (the water neutrality requirement).</p> <p>Some 6,717 of these homes already have planning permission or are allocated within a 'made' Neighbourhood Plan.</p>

			Strategic Policy 37: Housing Provision sets out an annualised housing target of 777 based on this need and identifies how this figure will be achieved – through existing permissions, sites allocated in made neighbourhood plans, previously allocated strategic sites, new site allocations and windfalls.
12.	Include non-strategic policies to set out more detailed policies for specific areas.	NPPF Para 18, 28	The Plan contains 17 development management (non-strategic) policies dealing with specific and more detailed issues, such as rural development, protecting heritage assets and safeguarding of land around Gatwick Airport.
13.	Set out contributions expected from development and demonstrate that expected contributions will not undermine the deliverability of the Plan.	NPPF Para 34, 57	<p>Policy 39: Affordable Housing sets clear requirements for the level of affordable housing that residential schemes will be expected to deliver, as a percentage of the overall scheme. This varies depending on the type and size of the scheme in question.</p> <p>Strategic Policy 23: Infrastructure Provision outlines the expectation that development will deliver necessary infrastructure through Planning Obligations or CIL, or through contributions attached to a planning permission, and that this must be timed in order to serve the development / relevant phase.</p> <p>Policy 28: Community Facilities and Uses outlines minimum standards for community facilities across various provisions.</p> <p>The policies within Chapter 10 allocate land for development. Strategic Policy HA1: Strategic Site Development Principles makes clear that schemes must deliver a range of types and tenures of housing in order to meet housing need, should deliver necessary services and facilities to</p>

			<p>serve new communities (including education, healthcare, leisure and recreation facilities) and infrastructure such as utilities, water / wastewater treatment, broadband and transport. The site-specific policies which follow make clear the specific requirements for contributions from each scheme (subject to updated advice from the relevant stakeholders or infrastructure providers). These are further clarified in the accompanying Infrastructure Delivery Programme.</p> <p>The impact of the contributions required through plan policies on the viability of sites has been tested and is shown to be viable (see the Horsham Local Plan Viability Assessment, Nov 2023). Para 10.46 and Strategic Policy 39 part 5 make provision for schemes where viability issues can be attributed to unforeseen abnormal site costs and states that in these cases a non-compliant affordable housing offer may be acceptable.</p>
	<i>Housing</i>		
14.	Be informed by a local housing need assessment, conducted using the standard method in national planning guidance as a starting point.	NPPF Para 60	<p>A Strategic Housing Market Assessment (SHMA) was carried out and informs the requirements set through Strategic Policies 37 (Housing Provision) and 38 (Meeting Local Housing Needs) and Policy 39 (Affordable Housing).</p> <p>The SHMA used the standard method in order to calculate the objectively assessed need for new homes in the district, although it is noted that the number changes annually when house price affordability ratios are published by the Office for National Statistics. This is covered in para 10.4.</p>
15.	Identify the size, type and tenure of housing needed for different groups.	NPPF Para 61	<p>This is reflected Strategic Policy 38: Meeting Local Housing Needs. Policy 39: Affordable Housing sets out the mixes of affordable housing required on different schemes.</p>

			A need for a wider range of housing suitable for an ageing population has also been identified, and this need is addressed in Policy 42: Retirement Housing and Specialist Care
16.	Where a need for affordable housing is identified, specify the type of affordable housing required.	NPPF Para 62	This is addressed in Policy 39: Affordable Housing. The policy includes requirements for the percentage mix of affordable housing as well as the mix of social rented and affordable rented homes in comparison with shared ownership/intermediate homes.
17.	Expect at least 10% of homes to be available for affordable home ownership, unless this would exceed the level of affordable housing required in the area, or significantly prejudice the ability to meet the identified affordable housing needs of specific groups	NPPF Para 64	<p>Policy 39 Affordable Housing sets the required thresholds for affordable housing units within residential developments.</p> <p>This policy requires a minimum of 45% of the total number of dwellings on greenfield sites, or at least 10% of the homes built on previously developed land, or at least 35% of the total number of units available on strategic sites to be affordable housing. At Land West of Ifield (Strategic Policy HA2) a minimum 40% of the total (gross) will apply. Of these percentages, 30% of the homes will be for affordable home ownership.</p>
18.	Set out a housing requirement for designated neighbourhood areas which reflects the overall strategy for the pattern and scale of development and any relevant allocations.	NPPF Para 65	The Plan identifies three strategic site allocations and 17 settlements with site allocations where sites have been allocated in accordance with the overall strategy for the pattern and scale of development; this is the development hierarchy identified in Strategic Policy 2 and the geography of the wider sub-region and housing market areas. As the housing target is fully accounted for within the Local Plan and made Neighbourhood Plans, there is not a need to set a separate housing requirement for any future neighbourhood plans.

<p>19.</p>	<p>Identify a supply of specific, deliverable sites for years one to five of the plan period, and specific, developable sites or broad locations for growth, for years 6-10 and, where possible, for years 11-15 of the plan.</p>	<p>NPPF Para 67</p>	<p>A Housing Delivery Study has assessed the likely rate of delivery of homes possible across the District and specifically for strategic sites. A thorough assessment of site deliverability, including land ownership, infrastructure requirements and constraints has also been undertaken. This work has informed a trajectory of housing development which is considered positive but realistic and demonstrates that the sites identified in Chapter 10: Housing are deliverable through the Plan period.</p> <p>The site assessment process and housing trajectory have assessed whether each site is likely to be delivered within years one to five, 6-10 or 11-15, and the quantum of development expected to be achieved within the plan period has been outlined specifically within the site allocation policies. As all housing delivery will, with the exception of a modest windfall allowance, be delivered on either committed or allocated sites, there is no need for identification of broad locations for growth.</p>
<p>20.</p>	<p>Identify land to accommodate at least 10% of the housing requirement on sites no larger than one hectare; unless it can be demonstrated that there are strong reasons why the 10% target cannot be achieved.</p>	<p>NPPF Para 68</p>	<p>The following site allocations identified in the Local Plan are smaller than 1ha.</p> <p>BGR3: Land at the Old School Site 0.8 ha (20 homes) LWB2 – Land at Trinity Cottage 0.5 hectares (7 homes) LWB3 – Land at Cyder Farm 0.15 hectares (6 homes) RD2: The Former Pig Farm, 0.31 hectares (6 homes) RS1: Land at Rusper Glebe, 0.6 hectares (12 homes) RS2: Land north of East Street, 0.9 hectares (20 homes) TH1 – Land North of High Bar Lane, 0.9 hectares (25 homes) WCH1 – Land at Hatches Estate, 0.89 hectares (15 homes) WCH3 – Land East of Hatches House, 0.5 hectares (8 homes)</p>

			<p>These equate to 119 units</p> <p>It is also anticipated that most of the 1,680 windfall units are likely to come forward on sites smaller than 1ha. All development within built-up area boundaries is classed as windfall and is predominantly small site development.</p> <p>The windfall supply combined with site allocations of less than 1 hectare equates to 1,799 units which is approx. 13% of the overall housing requirement.</p>
<p>21.</p>	<p>Support the development of entry level exception sites, suitable for first time buyers, unless the need for such homes is already being met within the authority’s area.</p>	<p>NPPF Para 71</p>	<p>Policy 41: Rural Exception Homes allows housing development to come forward in rural areas, where development would otherwise not be supported, where the development meets an identified affordable housing need.</p>
<p>22.</p>	<p>Include a trajectory illustrating the expected rate of housing delivery over the plan period, and requiring a buffer of 10% where the local planning authority wishes to demonstrate a five year supply of deliverable sites through an annual position statement or recently adopted plan.</p>	<p>NPPF Para 73</p>	<p>A housing trajectory illustrating the expected rate of housing delivery over the plan period is included as Figure 6. A stepped trajectory is proposed with a housing target of 480 homes in the first five years of the Plan, with a target of 901 homes per year for the remaining 12 years of the Plan. This includes an additional 10% buffer within Years 1-5, as required by paragraph 74 of the National Planning Policy Framework (September 2023).</p>
<p>23.</p>	<p>Be responsive to local circumstances and support rural housing developments that reflect local needs.</p>	<p>NPPF Para 77</p>	<p>Policy 41: Rural Exception Homes supports schemes which will deliver affordable housing in areas where development would otherwise not be supported due to being outside an identified settlement or not within a site allocation for development.</p>

24.	Identify opportunities for villages to grow and thrive, especially where this will support local services.	NPPF Para 78	The Plan supports development within smaller settlements and, in some circumstances, in rural hamlets, where this will meet identified local need and help to support local services and infrastructure, subject to consideration of certain constraints, protection of the rural landscape and of the settlement function and pattern of the district. This is supported through Strategic Policy 2: Development Hierarchy and Strategic Policy 3: Settlement Expansion.
25.	Avoid the development of isolated homes in the countryside unless specific circumstances are consistent with those set out in the NPPF.	NPPF Para 79	<p>Strategic Policy 2: Development Hierarchy prioritises development towards settlements which have the greatest ability to accommodate growth and development, and within the built-up area boundary, away from countryside locations.</p> <p>Policy 14: Countryside Protection seeks to prevent development outside built-up areas unless it is essential to a countryside location, and it meets a number of other criteria.</p> <p>Policy 45: Replacement Dwellings and House Extensions in the Countryside set out the specific circumstances where development in the countryside involving existing dwellings will be considered acceptable.</p>
<i>Economy</i>			
26.	Create conditions in which businesses can invest, expand and adapt.	NPPF Para 80	<p>The Plan sets out Horsham’s economic context in relation to the Gatwick Diamond and the Coast to Capital area, and within the North West Sussex Functional Economic Market Area.</p> <p>Chapter 9 lays out the aims and objectives of the Plan’s policies relating to economic development. These include the need to expand or</p>

			<p>improve existing business floorspace and to provide suitable high quality floorspace to allow businesses that wish to move to, or remain in, the district to do so. The need for the Plan to support both rural and urban-based business is also acknowledged.</p> <p>Strategic Policy 29 allocates four new employment sites across the district as well as employment space within each of the five strategic development sites. The policy requires employment sites to include a range of unit sizes and uses and accord with a number of measures which help ensure their quality and flexibility. Strategic Policy 30: Enhancing Existing Employment also helps ensure the Plan will meet employment needs by safeguarding existing, established employment sites and supporting proposals for their enhancement and improvement.</p> <p>Policy 31: Rural Economic Development deals with specific employment needs relating to the rural economy ensuring that local, rural employment is supported.</p>
<p>27.</p>	<p>Set out a clear economic vision and strategy which positively and proactively encourages sustainable economic growth, having regard to Local Industrial Strategies and other local policies for economic development and regeneration.</p>	<p>NPPF Para 81</p>	<p>The economic vision and objectives for the district are set out in Chapter 3: Spatial Visions and Objectives. These cover plans for sustainable growth within the district’s unique specific economic context.</p> <p>Then Chapter 9 of the Local Plan, clearly sets out how the council is positively and proactively encouraging sustainable economic growth. Please see response to 26 above for further information on this.</p>

<p>28.</p>	<p>Set criteria, or identify strategic sites, for local and inward investment to match the strategy and to meet anticipated needs over the plan period.</p>	<p>NPPF Para 81</p>	<p>Two policies identify sites for economic development and investment. Strategic Policy 29: New Employment - allocates employment space within the strategic sites (Policies H2 to HA4, which include provision of offices) and five additional sites across the district (EM1 to EM4). Strategic Policy 30: Enhancing Existing Employment identifies existing employment areas in the district where investment in economic development will be supported.</p> <p>The EGA confirms there is a need to retain employment premises and land in the District. The employment allocations exceed the minimum objectively assessed needs identified in the northern West Sussex Economic Growth Assessment Update, January 2020 and the EGA Focused Update for Horsham, November 2020.</p>
<p>29.</p>	<p>Seek to address potential barriers to investment, such as inadequate infrastructure, services or housing, or a poor environment.</p>	<p>NPPF Para 81</p>	<p>The site assessment process considers any constraints or barriers to development, and possible mitigation or ways of overcoming these, prior to site allocation.</p> <p>The introduction to Chapter 9 acknowledges potential barriers to business growth in relation to transport and communication. The Plan seeks to promote sustainable development and travel, potentially reducing future strain on the transport network in the district by encouraging the use of public transport, walking or cycling where possible. The economic strategy also seeks to reduce out-commuting by providing employment and economic opportunities.</p> <p>The Council is helping to drive investment in digital infrastructure and is working in partnership with West Sussex County Council to install full-fibre in the District. When delivered, this will help to attract inward investment and support economic growth.</p>

<p>30.</p>	<p>Be flexible enough to accommodate needs not anticipated in the plan, allow for new and flexible working practices (such as live-work accommodation), and to enable a rapid response to changes in economic circumstances.</p>	<p>NPPF Para 81</p>	<p>Chapter 9 highlights the importance of flexible uses and this is also sought through Strategic Policy 29: New Employment. This policy also states that economic growth which meets the needs of existing businesses will be supported in addition to site allocations made in the policy.</p> <p>The plan acknowledges the increasing prevalence of home working, particularly following the Covid-19 pandemic and acknowledges the need to provided alternative employment space, such as co-working spaces in order to support this.</p> <p>Flexibility has also been built into the Plan via the amount of employment land that has been allocated to provide for a choice of sites and flexibility in provision. By ensuring the allocations exceed the minimum need helps to cater for any issues with delivery on some of the sites including the commitments.</p>
<p>31.</p>	<p>Recognise and address the specific locational requirements of different sectors. This includes making provision for clusters or networks of knowledge and data-driven, creative or high technology industries; and for storage and distribution operations at a variety of scales and in suitably accessible locations.</p>	<p>NPPF Para 82</p>	<p>The Local Plan allocations for employment reflect the findings and recommendations of the Economic Growth Assessment (EGA) which has considered the current make up of industries and business in the district and how this is likely to change in the future.</p> <p>Recommendations have been made on how the future needs of a range of industries and businesses can be met through expansion of existing, and allocation of new employment sites. Allocations made in Strategic Policy 29: New Employment seek to address a range of industries and employment space requirements and future needs. It also seeks to address the demand for start-up space and Grade A offices. The expansion of existing is addressed in Strategic Policy 30: Enhancing Existing Employment.</p>

32.	Enable the sustainable growth and expansion of all types of business in rural areas, both through conversion of existing buildings and well-designed new buildings.	NPPF Para 83	Policy 31: Rural Economic Development supports sustainable economic growth in rural areas. Para 9.29 also recognises the benefit of reuse of existing buildings and brownfield sites, recognising that this can reduce the impact of development on the rural landscape, while the policy itself supports the reuse of buildings where possible, or new buildings where appropriate.
33.	Enable the development and diversification of agricultural and other land-based rural businesses.	NPPF Para 83	<p>Policy 31: Rural Economic Development supports development which provide benefits to local communities including the generation of employment opportunities. Para. 9.29 acknowledges the need for diversification and re-use and development of farm-based buildings and sites.</p> <p>Strategic Policy 34: Tourism Facilities and Visitor Accommodation recognises the contribution that diversification into tourism and the visitor economy can make to the rural economy.</p>
34.	Enable sustainable rural tourism and leisure developments which respect the character of the countryside.	NPPF Para 83	<p>The plan supports rural tourism and leisure development in the countryside, subject to the proposals meeting certain criteria relating to sustainability and impact on the rural environment. Strategic Policy 34: Tourism Facilities and Visitor Accommodation requires such proposals to take account of their surroundings and be sensitively designed.</p> <p>The policies in Chapter 6: Conserving the Natural Environment more broadly address ways rural development will be expected to consider its countryside location.</p>

35.	Enable the retention and development of accessible local services and community facilities, such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship.	NPPF Para 83	<p>Policy 36 supports small scale convenience retail or services where these will help meet a specific local need for goods or services.</p> <p>Strategic Policy 27: Inclusive Communities, Health and Wellbeing requires development to address requirements stemming from the needs of faith and other community groups and the need to protect existing, and provide new, community facilities to meet the needs to communities.</p> <p>Policy 28: Community Facilities, Leisure and Recreation seeks the retention and, where appropriate, the enhancement of the community facilities and services provided across the district to ensure the needs of communities are met. This includes both built facilities, play space, community halls, playing pitches, allotments and other open space. The policy has been informed by the Open Space, Sport and Recreation Study, Community Facilities Study, Playing Pitch and Built Facilities Strategy and the Infrastructure Delivery Plan.</p>
36.	Recognise that sites to meet local business and community needs in rural areas may have to be found adjacent to or beyond existing settlements, and in locations that are not well served by public transport.	NPPF Para 84	Development to support rural communities and the rural economy, which may need to take place in areas which would otherwise not be considered suitable for development, is supported by the Plan. Policies 6 and 7 identify specific sites, some of which are outside settlements. Policy 8: Rural Economic Development recognises that suitable development, which helps meet the needs of rural communities and businesses, may be required outside built-up areas.
37.	<i>Town centres</i>		
38.	Define a network and hierarchy of town centres and promote their long-term vitality and viability.	NPPF Para 85	Policy 35: Town Centre Hierarchy and Sequential Approach sets out the hierarchy of centres in the district, identifying Horsham as the main (primary) town centre and a number of secondary centres and smaller

			<p>local centres and supporting development which promotes this hierarchy. The policy promotes the Town Centre First strategy.</p> <p>Policy 36: Town Centre Uses seeks to direct uses to, and promote uses within, the district’s town and village centres which will ensure they can remain viable, vibrant places which meet the needs of communities. It aims to do this by positively promoting flexibility of use and the amenity and convenience of people who rely on the facilities and services.</p> <p>Policy 4: Horsham Town more broadly promotes Horsham town as the main economic and cultural centre in the district and supports development which promotes the high street and health of the wider town centre.</p> <p>Where some main town centre uses are supported outside of this hierarchy (Policy 5: Broadbridge Heath Quadrant) the plan makes clear this must not be to the detriment of Horsham town centre, and proposals exceeding 1,000sqm must be accompanied by an assessment of impact on impact on existing, committed and planned public and private investment in the town centre.</p>
39.	Define the extent of town centres and primary shopping areas and make clear the range of uses permitted in such locations.	NPPF Para 85	The extent of primary frontage and main shopping areas are defined on the Policies Map. The policy is clear and explicit about the preferred and supported uses within these areas, while also seeking to retain flexibility and agility in uses in a way which best protects the overall health of each centre.
40.	Retain and enhance existing markets and, where appropriate, re-introduce or create new ones.	NPPF Para 85	Policy 36: Town Centre Uses promotes a wide range of uses which best support and benefit the vitality of the district’s centres and promote

			daytime footfall and the evening economy, as well as making sure the needs of neighbouring occupiers are not adversely affected.
41.	Allocate a range of suitable sites in town centres to meet the scale and type of development likely to be needed, looking at least ten years ahead.	NPPF Para 85	<p>Policies 35 and 36 provide flexibility in the range of uses in town centres, and how uses should be located in order to protect town and village centres’ roles in the future.</p> <p>HA1: Strategic Site Development Principles requires strategic scale development to provide on-site employment opportunities and to deliver the necessary services and facilities required to support the needs of new communities and, where appropriate, the delivery of small scale floorspace for employment and town centre uses is supported through strategic site allocation policies.</p>
42.	Where suitable and viable town centre sites are not available for main town centre uses, allocate appropriate edge of centre sites that are well connected to the town centre.	NPPF Para 85	<p>There is suitable flexibility within Policy 35 and Policy 36 to allow most uses to be accommodated within town centres, however the Plan does acknowledge that, in some cases, it may be necessary to seek permission for main town centre uses not within town centres (either edge-of or outside-of centre), and in this instance Policy 35 requires that these applications are accompanied by a retail impact assessment where the total floorspace exceeds 500sqm.</p> <p>Policy 5: Broadbridge Heath Quadrant is an out-of-centre site which has been identified as an opportunity area where main town centre uses are appropriate. The site is well connected to Horsham town centre, and the policy requires access, particularly for pedestrians and cyclists, and by public transport between the site and the town centre, to be enhanced.</p>

<p>43.</p>	<p>Recognise that residential development often plays an important role in ensuring the vitality of centres and encourage residential development on appropriate sites.</p>	<p>NPPF Para 85</p>	<p>The section on Town and Village Centres makes clear that residential uses have the potential to add to the vitality and diversity of town centres, and that the plan will seek to consider the potential for conflict between some main town centre uses and residential requirements in order to protect the amenity and wellbeing of current and future occupiers.</p> <p>Strategic Policy 36: Town Centre Uses supports changes of use to residential uses subject to criteria which are intended to protect the ongoing vitality and vibrancy of town and village centres.</p>
<p>44. <i>Healthy and safe communities</i></p>			
<p>45.</p>	<p>Achieve healthy, inclusive and safe places which promote social interaction, are safe and accessible, and enable and support healthy lifestyles.</p>	<p>NPPF Para 91</p>	<p>Strategic Policy 27: Inclusive Communities, Health and Wellbeing promotes the consideration of health and wellbeing, safety and inclusivity in all proposals.</p> <p>Strategic Policy 35: Town Centre Hierarchy ensures that community facilities and services and other main town centre uses are, where appropriate, focused within the defined town and village centres. This is in order to optimise their convenient access, ensure community resilience, promote active travel and other sustainable modes of transport as well as maximising the opportunities for communities to integrate safely.</p> <p>Chapter 5: Climate Change and Water is widely concerned with climate change mitigation and adaptation, ensuring communities across the district remain resilient to the effects of climate change.</p>

<p>46.</p>	<p>Plan positively for the provision and use of shared spaces, community facilities (such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship) and other local services to enhance the sustainability of communities and residential environments.</p>	<p>NPPF Para 92</p>	<p>Para 3.13 of the Local Plan sets a vision for the future of the district where communities can choose to live and work, in a high-quality natural environment and low carbon economy with access to high quality jobs, services and facilities and green spaces that are close to home'. The development objectives outlined in Table 1 are for development to be based on principles of sustainability, for Horsham town and smaller settlements to meet the needs of, and support, communities around the district and for infrastructure, including community facilities and spaces which meet the needs of all.</p> <p>Strategic Policy 2: Development Hierarchy is intended to ensure development is focused around sustainable settlements in the district which can provide the required community facilities and services.</p> <p>Strategic Policy 28: Community Facilities, Leisure and Recreation provides a clear indication of the expectation for communities facilities and services which should be provided to support new communities and is informed by the Sports and Physical Activity Strategy and by the Council's Open Space, Sport and Recreation Review.</p> <p>Site allocation policies also, where appropriate, positively outline where community facility provision should be brought forward as part of a scheme. Strategic Policy 36: Town Centre Uses encourages main town centre uses in the district's centres, while allowing for the flexibility required to ensure centres and their uses can respond to the changing needs and requirements of communities.</p>
<p>47.</p>	<p>Take into account and support the delivery of local strategies to improve health, social and cultural well-being for all sections of the community.</p>	<p>NPPF Para 92</p>	<p>A number of strategies have informed the Plan's approach to health, social and cultural wellbeing, as outlined in supporting text for Policy 28: Community Facilities, Leisure and Recreation. The Council's Sport and</p>

			Physical Activity Strategy, the Built Sport Facility Strategy and Playing Pitch Strategy have all been taken into account when setting standards for community facilities.
48.	Guard against the unnecessary loss of valued facilities and services, particularly where this would reduce the community's ability to meet its day-to-day needs.	NPPF Para 92	<p>Strategic Policy 28, Part 3 states that the loss of facilities will be resisted unless they will be replaced with a replacement of equivalent or better quality, or the facility can be shown to no longer be feasible (meeting specific criteria).</p> <p>Policy 36 also requires a Class E use (which includes some facilities) must be shown to be no longer of commercial interest before an alternative use will be considered acceptable. It also seeks to protect against the loss of E, F1 or F2 uses in local centres where the use is still viable. In the case of local centres, a proposal which would meet an identified local day-to-day need will be supported. The policy ensures existing town centre uses or locally important community uses, which can include some community facilities, will be protected, while allowing new community facilities and services to come forward where there is a demonstrable need.</p>
49.	Ensure that established shops, facilities and services are able to develop and modernise, and are retained for the benefit of the community.	NPPF Para 92	<p>Policies within the plan which address community facilities and main town centre uses (Policy 28, Policy 36) are focused on ensuring the needs of communities are met. Policy 28 allows for the loss of facilities where this can be justified, either because a replacement will be provided or because there is no longer a need. Policy 36 takes account of the flexibility provided under Class E and also allows for changes of use and loss of Class E uses where this can be justified against criteria outlined in the policy. This ensure vacant premises can be kept to a minimum, with uses which will benefit communities preferred.</p>

			Policy 4: Horsham Town (3d) supports enhancements or regeneration proposals which contribute to the economy and vibrancy of Horsham town and town centre.
50.	Ensure an integrated approach to considering the location of housing, economic uses and community facilities and services.	NPPF Para 92	The development hierarchy addressed in Strategic Policy 2 will ensure appropriate scale and siting of housing, employment and community facilities. Strategic Policy 1: Sustainable Development will support an integrated approach to delivering the three elements.
51.	Consider the social, economic and environmental benefits of estate regeneration.	NPPF Para 93	The Local Plan does not consider estate regeneration in any detail, as this is not a specific issue in the district, and any proposals for estate regeneration would be expected to accord with other Local Plan policies. The overall Plan objectives, however, support housing development which leads to the creation of vibrant places and the enhancement of existing settlements.
52.	Promote public safety and take into account wider security and defence requirements.	NPPF Para 95	Strategic Policy 19: Development Quality requires development design to be functional, accessible and safe and Policy 33: Development Principles (12) requires development design to limit opportunities for crime and antisocial behaviour.
53.	Provide open space, sports and recreational facilities which meets the needs of the local area.	NPPF Para 95	Strategic Policy 28: sets out standards for open space, sports and recreational facilities provision in order to meet local need.
54.	Protect and enhance public rights of way and access.	NPPF Para 98	Site allocation policies include requirements to protect and upgrade public rights of way where appropriate. Strategic Policy 17: Green Infrastructure and Biodiversity protects networks of green infrastructure (which include public rights of way as indicated in para 6.33).

55.	<i>Transport</i>		
56.	Should actively manage patterns of growth in support of objectives in Para 102. Significant development should be focused on locations which are/can be made sustainable. Opportunities to maximise sustainable transport solutions will vary between urban and rural areas - this should be taken into account in plan-making.	NPPF Para 103	<p>The pattern of development in the Local Plan takes account of the distribution of existing settlements and their hierarchy, with smaller sites allocated which adjoin existing sustainable areas.</p> <p>Strategic site allocations contain their own requirements relating to sustainable transport, including public transport provision, a reduction in journeys made by private car and increased accessibility for pedestrians and cyclists.</p> <p>Policy 24 seeks to establish patterns of development that improve opportunities for home working, local journeys within neighbourhoods, walking, cycling, wheeling and the use of public transport. This includes electrically assisted pedal cycles (e-cycles) and scooters. All new development should also seek to achieve safe, attractive and direct links to existing and planned cycle and pedestrian routes and networks.</p> <p>It is recognised that bus services are limited, particularly in rural areas and so new development is encourage to work hard to improve this (para 8.10). This This includes, where appropriate, supporting Demand Responsive Transport Services to connect our rural communities.</p>
57.	Support an appropriate mix of uses across an area, and within larger scale sites, to minimise the number and length of journeys needed for employment, shopping, leisure, education and other activities.	NPPF Para 104	Town centre policy (Policy 35) seeks to promote the co-location of community facilities and services within defined centres across the district, according to their accessibility and the population they are likely to serve.

			<p>Non-strategic site allocations (Strategic Policies HA5 to HA21) reflect the spatial strategy to deliver sustainably located development within or bordering existing sustainable settlements, reducing the need to travel from isolated rural locations where public transport connections and walking and cycling infrastructure is limited. Larger scale, strategic site allocations (Policies HA2 to HA4) all seek to provide varying levels of self-containment depending on their proximity to existing settlements. This approach results in a reduction of journeys.</p> <p>Policy 24: Sustainable Transports promotes home working provision within new developments in order to reduce the need for travel.</p>
58.	Identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice and realise opportunities for large scale development.	NPPF Para 104	<p>Policy 26: Gatwick Airport Safeguarding reflects the ‘Aviation 2050: The future of UK aviation’ Green Paper and the legal requirements in the International Civil Aviation Organisation (ICAO) and safeguards land which would be required for the future expansion of Gatwick airport.</p> <p>All site allocations in the plan seek to widen infrastructure choice, in line with Strategic Policy 24. While there are no areas or routes which are protected more generally, there are site allocations where new or enhanced routes for cyclists and pedestrians are required and where additional car and cycle parking at existing railway stations will need to be provided.</p>
59.	Provide for high quality walking and cycling networks and supporting facilities such as cycle parking (drawing on Local Cycling and Walking Infrastructure Plans).	NPPF Para 104	<p>Policy 24: Sustainable Transport promotes sustainable forms of transport, including new and enhanced walking and cycling networks and strategies to increase uptake of public transport, particularly on larger strategic sites. The policy promotes the investment strategy outlined in the Council’s recently adopted Local Cycling and Walking Infrastructure Plan (LCWIP).</p>

			Policy 20: Development Principles (part 9) requires development to prioritise pedestrian and cycling movements (along with public transport) over private vehicles. This includes considering recreation and utility journeys and how existing routes and public rights of way can be incorporated to improve connectivity.
60.	Provide for any large-scale transport facilities that need to be located in the area and the infrastructure and wider development required to support their operation, expansion and contribution to the wider economy.	NPPF Para 104	There are no large scale transport facilities that need to be located in the area, however land is safeguarded for future expansion of Gatwick Airport, which is located just outside the district, through Policy 26: Gatwick Airport Safeguarding.
61.	Recognise the importance of maintaining a national network of general aviation airfields.	NPPF Para 104	There are a number of aerodrome safeguarding areas in the district (reflected in Policy 26: Gatwick Airport Safeguarding and explained in more detail in paras 8.25 – 8.28). Proposals that cannot be mitigated to the satisfaction of the statutory consultee are considered to be a hazard to aircraft safety and will be refused.
62.	Provide adequate overnight lorry parking facilities, taking into account any local shortages.	NPPF Para 107	There has been no need for lorry parking facilities identified in either the Transport Study or Economic Growth Assessment, nor has this been raised as an issue during the public consultation.

<p>63.</p>	<p>In assessing sites that may be allocated for development in plans, it should be ensured that: appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location; safe and suitable access to the site can be achieved for all users; and any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.</p>	<p>NPPF Para 108</p>	<p>Transport and site access has been a component of the site assessment process. A Transport Study was commissioned to assess impacts on congestions and capacity of the sites and key mitigation measures have been assessed in the Council’s own Viability appraisal.</p> <p>Engagement with infrastructure providers, such as the County Council who are responsible for highways and Public Rights of Way, has informed the Infrastructure Delivery Plan which identifies necessary infrastructure projects and costings.</p> <p>Policy 24: Sustainable Transport requires development to reduce the need to travel, and to maximise sustainable transport, particularly walking and cycling where appropriate. Policy 23: Infrastructure Provision requires mitigation measures to be delivered in time to serve the new development.</p> <p>Site promoters are also required to submit comprehensive Transport Strategies which demonstrate the scheme’s compliance with wider sustainable transport standards.</p>
<p>64.</p>	<p>Development should only be prevented on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.</p>	<p>NPPF Para 109</p>	<p>Policy 23: Infrastructure Provision seeks to ensure there is either capacity within the existing infrastructure network, or adequate planned mitigation which can be delivered in time to serve the development.</p> <p>A scheme’s transport impact will be assessed following submission of a Transport Strategy which will be expected to demonstrate there are no unacceptable impacts on the road network which cannot be mitigated.</p>
<p>65.</p>	<p><i>Communications</i></p>		

66.	Support the expansion of electronic communications networks, including next generation mobile technology (such as 5G) and full fibre broadband connections, setting out how high-quality digital infrastructure is expected to be delivered and upgraded over time.	NPPF Para 112	Objective 2 (Table 1), para 3.25 and the introduction to Chapter9 – Economic Development recognise the contribution that technological infrastructure, including full-fibre broadband, makes to economic growth. This is reflected in Strategic Policy 29: New Employment (part 7).
67.	<i>Making effective use of land</i>		
68.	Promote an effective use of land in meeting the need for homes and other uses, while safeguarding and improving the environment and ensuring safe and healthy living conditions.	NPPF Para 117	Strategic Policy 19: Development Quality and Strategic Policy 20: Development Principles promote development which is designed with an understanding of the context of the area, makes efficient use of land optimising the provision and use of buildings and space within a site. The policies also requires high quality design which takes into account local character and the needs of the community.
69.	Set out a clear strategy for accommodating objectively assessed needs, in a way that makes as much use as possible of previously-developed or 'brownfield' land.	NPPF Para 117	The Plan seeks to meet the district's objectively assessed housing need, and the need of more constrained neighbouring areas, while protecting the rural character of the district. This approach is set out in Chapter 4 – Policies for Growth and Change and in Objective 23 (Table 1). Strategic Policy 20: Development Principles requires efficient use of land and prioritises the use of previously development land, and para 4.13 outlines this part of the overall development strategy.
70.	Encourage multiple benefits from both urban and rural land, including through mixed use schemes and taking opportunities to achieve net environmental gains.	NPPF Para 118	Strategic Policy 17: Green Infrastructure and Biodiversity recognises the multi-functional nature and mixed benefits of a network of green spaces. Development is expected to incorporate public rights of way to connect with the surrounding area (Strategic Policy 20: Development Principles) and site allocation policies require development design and

			<p>layout to consider existing public rights of way, and how these can be extended and incorporated into a wider network of GI and open space.</p> <p>Strategic Policy 17: Green Infrastructure and Biodiversity also requires major development proposals to demonstrate they will deliver a minimum of 12% biodiversity net gain, with this requirement reflected in individual site allocation policies.</p>
71.	<p>Recognise that some undeveloped land can perform many functions, such as for wildlife, recreation, flood risk mitigation, cooling/shading, carbon storage or food production.</p>	NPPF Para 118	<p>The multi-functional value of open space is acknowledged throughout the plan. Objective 9 recognises that development which considers GI networks and nature recovery can have benefits for environmental quality and flood mitigation. Strategic Policy 17: Green Infrastructure and Biodiversity seeks to protect and enhance GI and open space and highlights the ecosystems services value of green, open spaces, including benefits around biodiversity, flooding, carbon storage, climate change, recreation, health and wellbeing and food production.</p> <p>Strategic Policies 19 (Development Quality) and 20 (Development Principles) encourage the retention and consideration of open space and other environmental characteristics within and adjoining the development.</p>
72.	<p>Give substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs, and support appropriate opportunities to remediate despoiled, degraded, derelict, contaminated or unstable land.</p>	NPPF Para 118	<p>Objective 3 (Table 1) and Strategic Policy 2: Development Hierarchy include the reuse of brownfield land in seeking to protecting and promoting existing settlements and promote the development hierarchy. Chapter 4 – Policies for Growth and Changes recognises the need to prioritise brownfield sites for development where possible.</p>

			<p>Policy 39: Affordable Housing recognises the potential viability implications of redeveloping brownfield land and this is reflected in the proportion of affordable units which are required on these sites.</p> <p>There are relatively few brownfield sites within the district and none have been specifically allocated for development with the exception of one site identified as an opportunity area (Policy 5: Broadbridge Heath Quadrant).</p>
73.	Promote and support the development of under-utilised land and buildings.	NPPF Para 118	<p>The plan supports development which improves and enhances conditions in the district (Policy 1: Sustainable Development; Policy 4: Horsham Town) and makes efficient use of land (Policy 19: Development Quality; Policy 20: Development Principles).</p> <p>Policy 5: Broadbridge Heath Quadrant identifies an area of land as an opportunity area, where redevelopment should address a number of local and district wide needs within a high quality scheme.</p>
74.	Support opportunities to use the airspace above existing residential and commercial premises for new homes.	NPPF Para 118	<p>The Local Plan does not specifically reference support for the use of airspace above existing buildings for new homes, however this is supported generally in the recognition throughout the Plan of the need to provide new homes in the district and to make effective use of space in sustainable locations. This can result in development which limits the need for travel, improves access to public transport, services and facilities and results in integrated, healthy communities.</p> <p>Furthermore, the textbox under Town and Village Centres (ahead of Policies 35 and 36) notes that residential uses in the town centres can add to their vitality, whilst also making clear that there is potential for</p>

			conflict between residential requirements and lively town centre activities that would need to be considered.
75.	Reflect changes in the demand for land.	NPPF Para 120	The Authority Monitoring Report will assess the effectiveness of Local Plan policies each year during the monitoring period. This assessment of performance against targets and policy objectives will highlight how policies are performing against changing demand, and where reviews and changes might be required in order to address ineffective policies or shortfalls in achievements against targets.
76.	Support development that makes efficient use of land, taking into account the need for different types of housing and other forms of development, local market conditions, the availability and capacity of infrastructure and services, the character and setting of the area, and the importance of securing well-designed, attractive and healthy places.	NPPF Para 122	<p>Objective 8 of the Local Plan is to ensure development protects the rural character of the district and targets development to the most sustainable locations, based on the existing settlement hierarchy. Objective 5 seeks to deliver a range of housing to meet the needs of people in the district taking account of the development hierarchy.</p> <p>Strategic Policy 19: Development Quality and Strategic Policy 20: Development Principles both require proposals to make efficient use of land, while Strategic Policy 2: Development Hierarchy and Strategic Policy 3: Settlement Expansion ensure development reflects the settlement pattern of the district and does not to lead to development in the countryside.</p> <p>The Strategic Housing Market Assessment (SHMA) set out the overall housing need and helped inform the requirements for different types and tenures of housing set out in Strategic Policy 37: Housing Provision, Strategic Policy 38: Meeting Local Housing Need, Policy 39: Affordable Housing, and Policy 42: Retirement Housing and Specialist Care. The</p>

			Horsham Housing Delivery Study also provided evidence on whether the local and sub-regional market could support a range of housing targets and helped inform the Plan's strategy.
77.	Avoid homes being built at low densities where there is an existing or anticipated shortage of identified housing needs, and where appropriate include the use of minimum density standards.	NPPF Para 123	Strategic Policies 19: Development Quality and 20: Development Principles require proposals to make "efficient use of land". The Glossary indicates that development which makes efficient use of land should have regard to the surrounding landscape, built character of the area and local infrastructure, as well as good design principles.
78.	<i>Design</i>		
79.	Set out a clear design vision and provide maximum clarity about design expectations.	NPPF Para 125 & 126	<p>A number of policies in the Plan make reference to design and wider principles around development which will lead to good design.</p> <p>Policy 40: Improving Housing Standards in the District deals directly with space and accessibility standards requiring these to be met wherever possible in order to improve quality of life, particularly for those with mobility difficulties or disabilities.</p> <p>In seeking to protect the rural character of the district, a number of policies put green spaces and landscape at the heart of any design expectations. Strategic Policy 13: The Natural Environment and Landscape Character seeks to secure high-quality green spaces and landscape enhancements where appropriate. Strategic Policy 14: Countryside Protection requires development to be integrated with the landscape and Policy 17: Green Infrastructure and Biodiversity require proposals to retain and enhance nature conservation on sites, following the 'right habitat in the right place' principles.</p>

			<p>The policies in Chapter 7: Development Quality and Design Heritage deal specifically with expectations of built form, layout and design recognising the importance of design, architecture and landscaping which demonstrates an understanding of the history, landscape, function and needs of each site. Policy 19: Development Quality and Policy 20: Development Principles recommend reference to local guidance such as Design or Character Statements, or masterplans. Elements such as building orientation, materials, climate change mitigation and adaptation, access and transport and reducing crime are also specified.</p>
<p>80.</p>	<p>Ensure that developments will function well and add to the overall quality of the area, are visually attractive as a result of good architecture, layout and appropriate and effective landscaping, are sympathetic to local character and history, including the surrounding built environment and landscape setting, establish or maintain a strong sense of place, optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development, and create places that are safe, accessible and inclusive.</p>	<p>NPPF Para 127</p>	<p>See answer to 76-79.</p> <p>Strategic Policy 27: Inclusive Communities, Health and Wellbeing seeks to ensure all new development is safe, accessible and inclusive.</p>

81.	<i>Green Belt</i>		
82.	Set out proposals for new Green Belts within strategic policies. This should demonstrate why normal planning and development management policies would not be adequate, any major changes in circumstances, consequences for sustainable development, the need for Green Belt to support adjoining areas, and how new Green Belt would meet other objectives of the Framework.	NPPF Para 135	There are no areas of Green Belt within Horsham District.
83.	Green Belt boundaries should only be altered where exceptional circumstances are fully evidenced and justified, through the preparation or updating of plans. Strategic policies should establish the need for any changes to Green Belt boundaries, having regard to their intended permanence in the long term, so they can endure beyond the plan period. Where a need for changes to Green Belt boundaries has been established through strategic policies, detailed amendments to those boundaries may be made through non-strategic policies, including neighbourhood plans. Even when exceptional circumstances are demonstrated strategically to take land out of the Green Belt, it is still necessary to demonstrate that exceptional circumstances exist at the site level.	NPPF Para 136	There are no areas of Green Belt within Horsham District.

84.	Strategic policies should make as much use as possible of suitable brownfield sites and underutilised land and optimise the density of development including promoting an uplift in minimum density standards in town and city centres and locations well served by public transport. Where it has been concluded that it is necessary to release Green Belt land for development, plans should give first consideration to land which has been previously-developed and/or is well-served by public transport. They should also set out ways in which the impact of removing land from the Green Belt can be offset through compensatory improvements to the environmental quality and accessibility of remaining Green Belt land.	NPPF Para 137 & 138	There are no areas of Green Belt within Horsham District.
85.	When defining Green Belt boundaries, plans should ensure consistency with the development plan's strategy for meeting identified requirements for sustainable development, not include land which it is unnecessary to keep permanently open, identify areas of safeguarded land between the urban area and the Green Belt where necessary, make clear that the safeguarded land is not allocated for development at the present time, be able to demonstrate that Green Belt boundaries will not need to be altered at the end of the plan period, and define boundaries clearly.	NPPF Para 139	There are no areas of Green Belt within Horsham District.

86.	<i>Climate change, flooding and coastal change</i>		
87.	Take a proactive approach to mitigating and adapting to climate change, taking into account the long-term implications for flood risk, coastal change, water supply, biodiversity and landscapes, and the risk of overheating from rising temperature.	NPPF Para 149	<p>Objective 9 (Table 1) of the Local Plan is concerned with the environmental quality of the district, including ecosystems and biodiversity, air, soil and water quality, and the risk of flooding. Objective 6 seeks to secure necessary infrastructure in a timely manner, including water supply and possible implications for on environmental quality.</p> <p>A number of policies deal specifically with these issues: Strategic Policies 11: Environmental Protection; 12: Air Quality; 17: Green Infrastructure and Biodiversity, and policies within Chapter 5: Climate Change and Flooding.</p> <p>The Plan also makes clear the Council’s aspiration to be carbon neutral by 2030, ahead of the national carbon neutrality target of 2050.</p>
88.	Support appropriate measures to ensure the future resilience of communities and infrastructure to climate change impacts.	NPPF Para 149	<p>Chapter 5: Climate Change and Flooding aims to secure development which is adaptable to changes in climate and flood risk, as well as mitigating its own impact on the climate. Policies are based around the Council’s commitment to achieve zero net carbon by 2030, and the government’s own zero net carbon by 2050 target.</p> <p>Strategic Policy 6: Climate Change requires proposals for development to be accompanied by a Sustainability Statement.</p>

<p>89.</p>	<p>Increase the use and supply of renewable and low carbon energy and heat by providing a positive strategy for energy from these sources, identifying suitable areas for renewable and low carbon energy sources, and identifying opportunities for development to draw its energy supply from decentralised, renewable or low carbon energy supply systems and for co-locating potential heat customers and suppliers.</p>	<p>NPPF Para 151</p>	<p>Strategic Policy 7: Appropriate Energy Use outlines an energy hierarchy against which development will be considered, prioritising the most ‘Lean, Clean and Green’ energy. Development will be expected to either make use of (where available), or be future proofed to allow connection to, local heat networks. The policy also encourages on site renewable energy generation, energy statements demonstrating a proposal’s strategy for meeting a development’s bespoke low carbon/renewable energy target.</p> <p>The policy also supports renewable energy schemes, subject to meeting other policy requirements.</p>
<p>90.</p>	<p>Strategic policies should manage flood risk from all sources.</p>	<p>NPPF Para 156</p>	<p>Strategic Policy 10: Flooding requires development to follow a sequential approach to risk management, with a sequential test required within Flood Zones 2 and 3. The policy requires development to make provision for surface water flooding, not have an adverse impact on flood storage capacity and flood routing. It makes reference to the lead local flood authority’s Local Flood Risk Management Strategy, outcomes of HDC’s Strategic Flood Risk Assessments and the Gatwick Sub Region Water Cycle Study.</p> <p>Other policies in the plan seek to protect characteristics which reduce the risk of flooding and increase flood resilience (including a number of policies in Chapter 6 – Conserving and Enhancing the Natural Environment and Policies 19: Development Quality and 20: Development Principles). Site allocation policies also include more specific requirements around managing flood risk where</p>

			appropriate, such as requiring the submission of flood risk mitigation and sustainable drainage strategies).
91.	Avoiding inappropriate development in vulnerable areas and not exacerbating the impacts of physical changes to the coast.	NPPF Para 167	<p>Strategic Policy 10: Flooding requires development to follow a sequential approach to risk management, with a sequential test required within Flood Zones 2 and 3. Where necessary an exceptions test (using 1 in 100 annual probability including an allowance for climate change) will also be required).</p> <p>There are no coastal areas within Horsham District.</p>

92.	<i>Natural environment</i>		
93.	Contribute to and enhance the natural and local environment by protecting and enhancing valued landscapes, sites of biodiversity or geological value and soils, recognising the intrinsic character and beauty of the countryside, and the wider benefits from natural capital and ecosystem services.	NPPF Para 170	<p>There are a two designated, nationally importance landscapes in the district; the South Downs National Park and the High Weald Area of Outstanding Natural Beauty (AONB). There are also a number of important habitats and areas important for the biodiversity of the district.</p> <p>Strategic Policy 16: Protected Landscapes seeks to protect these nationally important landscapes from inappropriate development, include development which may have a harmful impact on their setting.</p> <p>Strategic Policy 17: Green Infrastructure and Biodiversity seeks to protect and enhance the broad network of green spaces across the district – recognising the potential for landscape, biodiversity and wider environmental benefits. The policy’s supporting text also makes reference to the emerging Nature Recovery Network, and the five year ‘Wilder Horsham Partnership’ between HDC and Sussex Wildlife Trust.</p>

94.	Plans should: distinguish between the hierarchy of international, national and locally designated sites, take a strategic approach to maintaining and enhancing networks of habitats and green infrastructure, and plan for the enhancement of natural capital at a catchment or landscape scale across local authority boundaries.	NPPF Para 171	See answer to 93. The Local Plan has also been subject to a Habitats Regulations Assessment. The Local Plan also makes reference to the Sussex Local Nature Partnership’s Sussex Natural Capital Investment Strategy for Sussex 2019 and the South Downs National Park Authority’s People and Nature Network.
95.	Conserve the special character and importance of Heritage Coast areas.	NPPF Para 173	There are no coastal areas in Horsham District.
96.	Identify, map and safeguard components of local wildlife-rich habitats and wider ecological networks, promote the conservation, restoration and enhancement of priority habitats, ecological networks and the protection and recovery of priority species, and identify and pursue opportunities for securing measurable net gains for biodiversity.	NPPF Para 174	Strategic Policy 17: Green Infrastructure and Biodiversity makes reference to the emerging Nature Recovery Network and the five year ‘Wilder Horsham Partnership’ between HDC and Sussex Wildlife Trust (para 7.35). The policy aims to secure a minimum 10% net gain in biodiversity, measured against Defra’s Biodiversity Metric 2.0.
97.	Ensure that a site is suitable for its proposed use taking account of ground conditions, any risks arising from land instability and contamination, and the likely effects of pollution on health, living conditions and the natural environment.	NPPF Para 178 & 180	Strategic Policy 11: Environmental Protection requires development proposals to address land contamination, ground conditions and land instability. It also requires the appropriate assessment and, where appropriate, the mitigation of, the potential harmful impacts of noise and light pollution, air pollution and greenhouse gas emissions, and other wider and cumulative environmental impacts.

98.	Sustain and contribute towards compliance with relevant limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and Clean Air Zones, and the cumulative impacts from individual sites in local areas.	NPPF Para 181	<p>Strategic Policy 11: Environmental Protection requires development proposals to contribute to the implication of, and to not conflict with, Air Quality Action Plans.</p> <p>Site allocation policies make reference, where applicable, to nearby Air Quality Management Areas and require impacts to be assessed and mitigated. The policy requires cumulative impacts of all relevant permitted and allocated developments are appropriately assessed.</p>
99.	Ensure that new development can be integrated effectively with existing businesses and community facilities.	NPPF Para 182	The effective integration of new development with existing facilities and businesses is predominantly addressed by Strategic Policy 19: Development Quality and Strategic Policy 20: Development Principles. These policies cover both the amenity of existing and future occupiers as well as the need for successful integration with structural surroundings and landscape.
100. <i>Historic Environment</i>			
101.	Set out a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats.	NPPF Para 185	<p>The Plan recognises the unique and high-quality heritage of the district as a characteristic which guides the pattern of settlements and development as well as supporting the local economy. Objective 7 (Table 1) aims to protect and enhance the heritage and historic character of settlements across the district.</p> <p>Policy 21: Heritage Assets and Managing Change Within the Historic Environment seeks to reflect the irreplaceable resources of heritage assets across the district (both designated and non-designated). It requires positive management of development which affects any heritage asset as well as acknowledgement of an assets significance and for benefits to be demonstrated where</p>

			harm or loss to a heritage asset will result, depending on the scale of the impact.
102.	<i>Minerals</i>		
103.	Provide for the extraction of mineral resources of local and national importance.	NPPF Para 204	<p>Horsham District Council is not a Minerals Planning Authority so does not contain specific policies relating to Minerals Planning, however reference is made to the West Sussex County Council Joint Minerals Local Plan (JMPL).</p> <p>Strategic Policy 14: Countryside Protection states that development which enables the extraction of minerals is one circumstance under which countryside development will be permitted.</p> <p>Paras 8.11 and 8.12 refer to the need to safeguard potential areas of Horsham Roofing Stone, a locally important and relatively scarce resource which is important for reinforcing the local distinctiveness of the district.</p>
104.	Take account of the contribution that substitute or secondary and recycled materials and minerals waste would make to the supply of materials, before considering extraction of primary materials.	NPPF Para 204	Horsham District Council is not a Minerals Planning Authority so does not contain specific policies relating to Minerals Planning, however reference is made to the West Sussex County Council Joint Minerals Local Plan (JMPL).
105.	Safeguard mineral resources by defining Mineral Safeguarding Areas.	NPPF Para 204	Horsham District Council is not a Minerals Planning Authority so does not contain specific policies relating to Minerals Planning, however reference is made to the West Sussex County Council Joint Minerals Local Plan (JMPL), specifically Policies M9 and M10 which safeguard mineral resources. Para 9.18 makes clear that

			development in the district should avoid the sterilisation of mineral resources, in accordance with the JMPL.
106.	Encourage the prior extraction of minerals, where practical and environmentally feasible, if it is necessary for non-mineral development to take place.	NPPF Para 204	Horsham District Council is not a Minerals Planning Authority so the Plan does not contain specific policies relating to Minerals Planning, however reference is made to the Joint Minerals Local Plan (JMPL) which has been prepared in partnership by West Sussex County Council and the South Downs National Park Authority.
107.	Safeguard existing, planned and potential sites for: the bulk transport, handling and processing of minerals, the manufacture of concrete and concrete products and the handling, processing and distribution of substitute, recycled and secondary aggregate material.	NPPF Para 204	Horsham District Council is not a Minerals Planning Authority so the Plan does not contain specific policies relating to Minerals Planning, however reference is made to the Joint Minerals Local Plan (JMPL) which has been prepared in partnership by West Sussex County Council and the South Downs National Park Authority.
108.	Set out criteria or requirements to ensure that permitted and proposed operations do not have unacceptable adverse impacts on the natural and historic environment or human health	NPPF Para 204	Horsham District Council is not a Minerals Planning Authority so the Plan does not contain specific policies relating to Minerals Planning, however reference is made to the Joint Minerals Local Plan (JMPL) which has been prepared in partnership by West Sussex County Council and the South Downs National Park Authority.
109.	Recognise that some noisy short-term activities, which may otherwise be regarded as unacceptable, are unavoidable to facilitate minerals extraction	NPPF Para 204	Horsham District Council is not a Minerals Planning Authority so the Plan does not contain specific policies relating to Minerals Planning, however reference is made to the Joint Minerals Local

			Plan (JMPL) which has been prepared in partnership by West Sussex County Council and the South Downs National Park Authority.
110.	Ensure that worked land is reclaimed at the earliest opportunity, taking account of aviation safety, and that high-quality restoration and aftercare of mineral sites takes place.	NPPF Para 204	Horsham District Council is not a Minerals Planning Authority so the Plan does not contain specific policies relating to Minerals Planning, however reference is made to the Joint Minerals Local Plan (JMPL) which has been prepared in partnership by West Sussex County Council and the South Downs National Park Authority.

TOOLKIT PART 3: LOCAL PLAN PROCESS REQUIREMENTS CHECKLIST

Why you should use this part of the toolkit

The aim of this part of the toolkit is to assist you in ensuring that the relevant process requirements of specific legislation and policy have been met to enable you to proceed towards adoption of a local plan policies update.

The part of the Toolkit deals only with the process requirements for plan preparation set out in legislation and the NPPF associated with reviewing policies and updating local plan policies. Toolkit Part 1 provides more detail on carrying out a local plan policy review assessment. Toolkit Part 2 highlights the content that should be included in the local plan policies update as prescribed in the NPPF. Soundness and quality issues are dealt with in Toolkit Part 4.

How to use this part of the toolkit

The table below sets out key plan making process questions that you must consider when undertaking the stages of reviewing policies and updating your local plan policies. The rows marked:

- 'L' set out legal requirements included in legislation relevant for that stage of plan making; and
- 'PM' highlight project management reminders arising from these requirements.

For each requirement the table also highlights, where relevant, the supporting documents in which this information is typically recorded.

For each of the requirements listed indicate whether you have met the requirement with a *Yes* or *No*. You should ensure you can answer each question relevant to that plan stage with a 'Yes' before moving to the next stage of updating your plan. You can use the 'comments' section in the table to confirm the title and date of relevant documents and include hyperlinks to where they are published on your website (or file paths for documents not yet published).

The following abbreviations in the table are used:

P&CA - [Planning and Compulsory Purchase Act 2004 \(as amended\)](#)

T&CP - [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#)

The table does not make any reference to specific national planning policy guidance, case law or Ministerial Statements on the basis that this is not static and the degree to which it is relevant will vary depending upon particular circumstances. There is case law relevant to most plan making authorities; for example at the time of publication, when undertaking a screening assessment for a Habitats Regulation Assessment, of particular relevance is the '[People Over Wind judgement](#)' (Court of Justice of the European Union, 12 April 2018), the '[Dutch Nitrogen](#)' case (Court of Justice of the European Union, 7 November 2018) and other recent relevant Court of Justice judgements. Therefore, when developing your local plan update, you need to work with your legal team to ensure that you are familiar with relevant case law and Ministerial Statements and take account of these as and when appropriate.

You should also be aware that any reference to specific legislation includes any amendments to those instruments that are in force at the time of publication. Legislation relevant to England, including amendment regulations, can be accessed online at www.legislation.gov.uk. It is important that you check for any future amendments that may be brought into force following publication of this toolkit.

How to use the results of this part of the toolkit

You can use the results of this tool throughout the plan making process to ensure that requirements are met. There is no requirement to publish or submit this table to the Planning Inspectorate as part of the independent examination, but you may find it (or some elements) helpful to include with your supporting documents or to help you answer any questions from the Planning Inspector related to plan process.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage A: Navigating the process of reviewing Local Plan policies				
	L	Have you consistently kept under review the matters which are likely to affect the development of your area and the planning of its development?	P&CPA Section 13 T&CP Regulation 34	Y	<ul style="list-style-type: none"> ● Authority Monitoring Report ● Baseline technical data 	All planning and development matters relevant to the Local Plan have continuously and consistently been kept under review. The following demonstrate compliance: <ul style="list-style-type: none"> ● Authority Monitoring Report (2019-2022 – and past versions. Published each December to cover proceeding financial year) ● Evidence Documents ● Revisions to the Horsham Local Plan from 2018 to date: <ul style="list-style-type: none"> ○ Local Plan Review: Issues and Options (2018) (Regulation 18) ○ Draft Local Plan (2020) (Regulation 18)
	L	Have you prepared to undertake a review of your local plan policies and complete the review within 5 years of the date of adoption of the current local plan? (also see guidance within Part 1 of the Route Mapper and the ‘Local Plan Review Assessment’ within Part 1 of the Toolkit)	T&CP Regulation 10A NPPF para 33	Y	<ul style="list-style-type: none"> ● Local Development Scheme 	The Horsham District Planning Framework (HDPF) was adopted in November 2015. The Local Plan Review: Issues and Options (2018) (Regulation 18) commenced the review of the HDPF within 3 years of adoption as recommended by the HDPF Inspector. The timetable for the review of the HDPF via the Horsham Local Plan 2021-2038 had been set out in the Local Development Scheme (LDS) (latest version:2023-2026, published 2023), which has been updated throughout this period to provide an up-to-date timetable and a review of the progress that has been made (LDS updates were also published in July 2018, July 2019, March 2021). It is accepted that there has been some slippage when considered against the

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>earlier expectations and the review will not be completed within 5 years of adoption of the HDPF. There are robust reasons which are reflected in respective AMRs, these include:</p> <ul style="list-style-type: none"> • In 2018 a Gypsy and Traveller Site Allocation DPD was being prepared but a site was withdrawn leading to the decision to address within the Local Plan Review process • An unprecedented number of responses (over 6,000) to the draft Local Plan (2020) (Regulation 18) • The impact of the Covid-19 pandemic and the consequent need for evidence updates; • The impact of periods of purdah in relation to General and Local Elections upon slippage in timetable; • Legal issues arising from the publication of a revised National Planning Policy Framework in July 2021; • Further delays due to the issuing of a Position Statement by Natural England effectively requiring all development in the District to demonstrate water neutrality in order to meet Habitats Regulations Assessment (HRA) requirements.
	L	Have you prepared to review your Statement of Community Involvement and complete the review within 5 years of the date of adoption of the current Statement of Community Involvement?	P&CPA Section 18 and 19(3) T&CP Regulation 10A	Y	<ul style="list-style-type: none"> • Local Development Scheme • Statement of Community Involvement 	<ul style="list-style-type: none"> • Statement of Community Involvement (SCI)(September 2020) <p>The current SCI was published in 2020 and is available on the Councils website. This document takes account of Government requirements for public health measures</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>that were necessary at the time in light of the Covid-19 pandemic.</p> <p>Previous SCI's relevant to the Local Plan preparation have been published in September 2019, February 2017.</p>
	PM	<p>Have you checked your scheme of delegation and engaged with the relevant person(s) who will make decisions on the outcome of any review(s) of the Local Plan policies and the Statement of Community Involvement?</p>	<p>The Council's scheme of delegation</p>	<p>Y</p>	<ul style="list-style-type: none"> ● The Council's scheme of delegation 	<p>Yes, the following sets the key decision making stages to date and a link to the Council's Constitution:</p> <p>The Local Plan Review – Issues and Options Consultation Draft: Employment, Tourism and Sustainable Rural Development was considered and approval obtained to go out to consultation (Regulation 18) at Cabinet on the 22 March 2018</p> <p>The Horsham District Local Plan – Regulation 18 Consultation was considered and approval obtained to go to consultation (Regulation 18) at Cabinet on the 30 January 2020</p> <p>The Statement of Community Involvement was considered and approved at Cabinet on the 24 September 2020</p> <p>The Horsham District Local Plan – Regulation 19 Consultation was considered and approval obtained to go to consultation (Regulation 19) at full Council on the 11th December 2023.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						Constitution: <ul style="list-style-type: none"> ● Online: Council Constitution
	L	<p>Have you prepared a report for the relevant person(s) deciding on the review of the local plan policies that takes into account the matters that are likely to affect the development of your area and the planning of its development to enable them to make a decision on whether:</p> <ol style="list-style-type: none"> 1. the policies do not need updating (publishing the reasons for this decision); and / or 2. that one or more strategic policies do need updating (moving to Stage B to update your Local Development Scheme to set out the timetable for this revision)? 	<p>T&CP Regulation 10A</p> <p>NPPF para 33</p>	Y	<ul style="list-style-type: none"> ● Published report and decision ● 5 year plan review assessment (See Part 1 of this toolkit) ● Baseline technical data 	<p>Please see the documentation linked in 4 above.</p> <p>Officers have worked closely with elected Members and key stakeholders throughout the preparation of the Plan. To help this process, elected Members, Development Management, Planning Policy Officers and Director of Place form the Planning and Development Policy Development Advisory Group who meet before Cabinet and consider issues related to the production of the Plan. A number of workshops on a variety of issues (landscape / housing / viability etc) have been held for all Horsham District Councillors. In addition, elected Members have been updated when different parts of the evidence base have been updated. More formally, a number of reports have been taken to the respective Cabinets to outline key issues and how they are being tackled within the Plan.</p>
		Stage B: Scoping and preparing for your policies update				
	L	Where an update of the Statement of Community Involvement is required have you prepared, consulted and adopted a	<p>P&CPA Part 2</p> <p>T&CP Regulation 18</p>		<ul style="list-style-type: none"> ● Statement of Community Involvement 	The Statement of Community Involvement (SCI) (September 2020), which took into account changes necessary to address the effect of the Covid-19

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		revised Statement in accordance with the procedures set out in Part 2 of the P&CPA? Have you ensured that the Statement is up to date and reflects who the relevant consultation bodies are - for all stages of the plan making process - and what actions will be undertaken to involve the community in any updates to the local plan policies?	NPPF Para 16			<p>Pandemic and updated the previous version published in September 2019 and, was considered and approved at Cabinet on the 24 September 2020</p> <p>It was prepared, consulted upon and adopted in accordance with the procedures set out in Part 2 of the P&CPA.</p> <p>Part 2 of the SCI sets out the statutory plan making processes and the opportunities available for the community to get involved. It provides a list of the statutory consultees in paragraph 2.16 of the SCI.</p>
	PM	<p>Have you prepared a report for the relevant person(s) who will make a decision on the outcome of the review of the Statement of Community Involvement including where relevant details and justification of proposed changes?</p> <p>This should also consider the any practicalities of making documents available for inspection at the submission stage.</p>	<p>P&CPA Section 18</p> <p>T&CP Regulation 10A</p>	Y	<ul style="list-style-type: none"> ● Published report and decision ● Statement of Community Involvement 	As detailed in 6 above the Statement of Community Involvement (SCI)(September 2020), which took into account changes necessary to address the effect of the Covid-19 Pandemic and updated the previous version published in September 2019, was considered and approved at Cabinet on the 24 September 2020 .
	PM	Have you identified the proposed scope of the update of the local plan by setting out the principal policy areas that will be considered?		Y	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● Baseline technical data 	The Inspector who found the HDPF sound recommended a review be commenced within 3 years of its adoption to identify the future accommodation needs of Gypsies and Travellers and to ensure that sufficient land was made available to meet the needs of businesses and to support economic growth. Since the adoption of the HDPF in

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						November 2015 the NPPF has been revised, and the standard housing methodology and housing delivery test have been introduced. It was therefore apparent at an early stage in plan preparation that a ‘full’ review of all policies was required.
	PM	Have you drafted a project plan to manage and timetable the development and update of the local plan policies?		Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	<p>The timetable for the progression of the new Local Plan has been clearly set out within different iterations of the Council’s Local Development Scheme. Progress has been reported within the Council’s Annual Monitoring Reports published in December each year. See response to section 2 above. Furthermore, project plans and trackers have been used internally to guide the preparation of the Plan.</p> <ul style="list-style-type: none"> ● Local Development Scheme (LDS) (latest version: 2020-2022, published 2021) ● Authority Monitoring Report (2019-2020 – and past versions. Published each December to cover proceeding financial year)
	L	Have you prepared a new Local Development Scheme which identifies the local plan policies update document(s) and the Sustainability Appraisal and timescales for their production?	P&CPA Section 15(2) and Section 19(1)	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	See response to sections 2 and 9 above. The Local Development Scheme will continue to be updated up to, and beyond, the adoption of the new Plan.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	Does your Statement of Community Involvement and project plan identify the legally prescribed bodies you will engage with under the duty to cooperate? This should also include each Local Enterprise Partnership and each Local Nature Partnership in the area.	P&CPA Section 20 and Section 33A T&CP Regulation 4	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground 	<p>Paragraph 2.16 of the SCI (September 2020) identifies the prescribed bodies. Note that some bodies have become defunct or been renamed/re-organised since the SCI was published.</p> <p>Further information is contained within the Consultation Statement, Duty to Cooperate Statement, Statements of Common Ground, and Position Statements.</p>
	L	Have you identified the “strategic matters” that will be included in the updated local plan policies and which have / would have a significant impact on your area and at least one other planning area and on which you are required to engage constructively, actively and on an ongoing basis?	P&CPA Section 20 and Section 33A	Y	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● 5 year plan review assessment (See Part 1 of this toolkit) ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>All key issues and strategic matters were identified at an early stage in liaison with partner organisations. The consideration of these issues has helped to inform the updating of the Council’s evidence base and the spatial strategy / policies that have been incorporated within the Plan.</p> <p>Full information is contained within the Duty to Cooperate Statement, Statements of Common Ground, and Position Statements.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	In addition to the legally prescribed bodies does your Statement of Community Involvement and project plan identify any additional bodies / person(s) who you will engage with on strategic cross-boundary matters and who will be party to your Statement(s) of common ground?	NPPF para 27 and para 35	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	In addition to the legally prescribed bodies listed in Part 2 of the Town and Country Planning (Local Planning (England) Act 2012, the SCI includes reference to: <ul style="list-style-type: none"> ● County Councils (West Sussex and Surrey) ● Adjoining district, borough and unitary local authorities (Arun, Adur & Worthing, Brighton & Hove, Chichester, Crawley, Mid Sussex, Mole Valley and Waverley) ● The South Downs National Park Authority ● Parish Councils / Neighbourhood Councils (including those which adjoin Horsham District) ● NHS Sussex and Sussex Police ● Relevant electricity and gas companies ● Relevant sewerage and water undertakers, and ● Relevant electronic communication companies
	PM	Have you designed a template to record the progress made with the above bodies / person(s). This should document where effective co-operation is and is not happening throughout the plan making process, and the outcomes from engagement. This will also be required as evidence to demonstrate that you have met the Duty to Cooperate.	P&CPA Section 20 and Section 33A NPPF para 27 and para 35	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Template documents 	Close co-operation and engagement with neighbouring authorities and key stakeholders has been ongoing throughout the preparation of the Local Plan. This has been reported within the Duty to Co-operate Statement, and the Statements of Common Ground and Position Statements. These documents demonstrate how this work has influenced the outcomes reached within the Local Plan and other related work undertaken across the sub-region.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	PM	<p>In line with your Local Development Scheme and project plan have you timetabled relevant meetings / briefings with the authorities senior management team and elected Members (including any relevant Cabinet / Committee) to ensure that there is support for the development of the local plan policies update and that any necessary permissions for publication are obtained?</p>		Y	<ul style="list-style-type: none"> Any relevant local authority reports and decisions 	<p>Planning policy officers have regular meetings with the Council’s leadership team to update on progress and provide briefings on key issues. Officers have worked closely with elected Members throughout the preparation of the Plan. To help this process, Members and Planning Policy Officers along with Development Management Officers form the Planning and Development Policy Development Advisory Group (PDAG) who meet every other month to consider planning issues including those related to the production of the Plan. In addition, the Cabinet Member for Planning and Development is provided with regular updates / briefings.</p> <p>A number of workshops on a variety of issues (particularly sites) have been held for all Horsham District Councillors. In addition, elected Member have been updated when different parts of the evidence base have been updated. More formally, a number of reports have been taken to the respective committees to obtain formal endorsement at each key stage (two Regulation 18 publications/consultations, Regulation 19 publication).</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>Have you prepared a Scoping Report for the development of your Sustainability Appraisal to inform the update of your plan policies? Have you included a proposed framework for testing local plan policies update options and alternatives using the baseline information and an identified set of sustainability objectives? Have you incorporated the requirements of the Strategic Environmental Assessment?</p>	<p>P&CPA Section 19 and Section 39</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>NPPF Para 32</p>	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Sustainability Appraisal Scoping document ● Sustainability Appraisal report 	<p>A Scoping Report (August 2019) was undertaken by consultants LUC on behalf of Horsham District Council. It met the requirements of Stage A of the Sustainability Appraisal Process as set out in the Planning Practice Guidance to ensure it meets the regulatory requirements as set out in Schedule 2 of the SEA Regulations (Environmental Assessment of Plans and Programmes Regulations 2004).</p> <p>A Sustainability Appraisal, incorporating Strategic Environmental Assessment, has been undertaken against the framework of objectives. A range of reasonable strategy and policy alternatives have been tested against this framework, in line with all legislative requirements.</p>
	L	<p>Have you consulted the statutory environment consultation bodies, and other interested parties, on the scope and level of detail of the environmental information to be included in the Sustainability Appraisal report?</p>	<p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Sustainability Appraisal report scoping document ● Sustainability Appraisal report ● Copies of the consultation letters sent to, and any responses from, the bodies 	<p>The Scoping Report was published on the Council’s website for 5 weeks between 3 September to 7 October 2019, and the three relevant statutory bodies were invited to comment. Responses were received from the Environment Agency, Natural England, and Historic England.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage C: Developing the update to your local plan policies				
	L	Have you collected in a presentable format the relevant baseline information that will inform and evidence an update to your plan? This may include evidence commissioned by third parties.	P&CPA Section 13 and Section 20	Y	<ul style="list-style-type: none"> ● Baseline technical data ● Commissioned reports and studies ● Authority Monitoring Report 	<p>A thorough evidence base review was undertaken at the start of the local plan review process. This helped to identify the gaps that needed to be filled and the components that needed to be updated. This then helped to establish the prioritisation for updating the evidence base, the commissioning of reports / studies and the work programme for the planning policy team.</p> <p>Given the delays to progressing the Plan and changing circumstances, some of the evidence that was progressed in the early stages and before the Covid-19 pandemic was updated so that key evidence is robust and up-to-date. Similarly, additional evidence was commissioned and / or updated to address changing legislation at the national level and to respond to issues raised by interested parties during consultation stages.</p> <p>The Council’s website provides a clear link to all evidence produced to date (this is currently held on the Examination Library webpages).</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>Have you undertaken early engagement with stakeholders to help develop spatial options, particularly on strategic cross-boundary matters?</p> <p>Have you ensured that you are keeping a continual log of engagement for your Duty to Cooperate Statement of Common Ground?</p>	<p>P&CPA Section 20 and Section 33A</p> <p>NPPF para 27 and para 35</p>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>Early and continuous engagement with key stakeholders and neighbouring authorities across the sub-region has helped to inform and influence the drafting of the plan. The engagement has taken many forms (both informal and formal) at officer and Member.</p> <p>Throughout the process the Council has maintained a log of engagement, and this is summarised within the Duty to Co-operate Statement. Key outcomes are evidenced in the Statements of Common Ground.</p>
	L	<p>Have you drafted policies / policy options and alternatives based on evidence and engagement? Do the options serve a clear purpose, have they been prepared positively and written in a clear manner and unambiguous?</p>	<p>NPPF para 15 to 34</p>	Y	<ul style="list-style-type: none"> ● First draft plan ● Sustainability Appraisal report ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>Taking into account land availability within the District, there are various policy options that have been informed by the comprehensive evidence base. Where appropriate, views have been sought on these through informal engagement and then more formal consultation stages. In particular, the Issues and Options consultation (2018) allowed people to comment on some of the topics and policy options for the approach to settlement boundaries and employment allocations. Options were then refined and clear and unambiguous policies were prepared along with site assessment evidence relevant to prospective site allocations which were then subject to consultation at the Draft Plan stage (2020). Throughout this process, the Sustainability Appraisal has informed the policies and allocations. The evidence and stakeholder comments have helped to inform the Sustainability Appraisal Report, which is a tool used to appraise the plan in order to promote sustainable</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>development and balance social, environmental and economic aspects.</p> <p>Engagement with key stakeholders has been undertaken at all stages as evidenced in Statements of Common Ground.</p>
	L	<p>Have you taken account of the NPPF requirements for plan content and the Government’s planning policy for traveller sites? At the time of publication this was included in the August 2015 DCLG Planning Policy for traveller sites. This policy must be taken into account in the preparation of development plans.</p>	<p>NPPF</p> <p>Planning policy for traveller sites, DCLG August 2015</p>	Y	<ul style="list-style-type: none"> ● Evidence based documents ● First draft plan ● Consultation statement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>We note that the latest version of the Planning Policy for Traveller Sites is 19 December 2023. Gov.uk explains that following the judgment in the Court of Appeal in the case of Smith v SSLUHC & Ors, the government is reverting the definition of Gypsies and Travellers used in the Planning Policy for Travellers Sites to that adopted in 2012, with this change applying from today (19 December 2023) for plan and decision making. The government intends to review the approach to this area of policy and case law in 2024.</p> <p>The primary objective of the Gypsy and Traveller Accommodation Assessment, January 2020 (GTAA) was to provide a robust assessment of current and future need for Gypsy, Traveller and Travelling Showpeople within Horsham District. The study provides an up to date evidence base and responds to the publication of the PPTS 2015. The key change in this publication was the change in the definition of Travellers for planning purposes (which as noted above was reversed in Dec 2023). Due to passage of time and updated caselaw, an update was produced in November 2023, and a further</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<p>update is at the time of writing being finalised with publication anticipated in August 2024.</p> <p>Whilst the updated figures are to be finalised in the coming weeks, it is clear there is a significant unmet need for Gypsy and Traveller pitches in the District. Three “call for sites” exercises have been held to identify and assess potential sites for future use by Gypsies, Travellers and Travelling Showpeople. One was held between 3 June 2019 and 30 August 2019, a second between Monday 7 September 2020 and Friday 2 October 2020, the final Call for Sites exercise between Monday 7 November and 5pm Monday 19 December 2022. All Call For Sites exercises allowed stakeholders to propose additional sites for consideration for use as Gypsy, Traveller or Travelling Showpeople use. Information on this can be found on the following webpage: https://www.horsham.gov.uk/planning/planning-policy/gypsy-and-traveller-site-allocation</p> <p>Following the call for sites, an approach to positively address the unmet need has been set out in Strategic Policy 43 which allocates 14 sites to provide new pitches over a 10-year period, along with a criteria-based approach to address ongoing unmet need.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>Have you considered plan production processes set out within the NPPF, including:</p> <ul style="list-style-type: none"> • Plan making provisions set out in section 3 – para 15-37 • Considering transport issues at the earliest stages of plan production – para 102 • Aligning strategies and investments – para 104 • Considering changes in the demand for land – para 120 • Discussing the strategic location of housing growth and any proposed changes to Green Belt boundaries with neighbouring authorities – para 137 • Applying a sequential, risk-based approach to the location of development to avoid flood risk to people and property – para 157 • Allocating land with the least environmental value – para 171 	NPPF	Y	<ul style="list-style-type: none"> • Evidence based documents • First draft plan • Consultation statement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	The evidence base, including the Sustainability Appraisal, and the Local Plan’s vision and objectives take into account and address these matters as appropriate to Horsham District. The evidence has helped to ensure that the most sensitive areas within the District are either protected or that appropriate ways to mitigate the impacts from development are embedded within the Local Plan policies, whilst the approach to aligning future land use with economic strategies and investments (for example within the Gatwick Diamond) is set out in Chapter 9. Transport, flood risk and environmental considerations have been carefully considered from the outset as evidenced in relevant technical assessments and reports, and have informed the spatial strategy.
	L	<p>Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the policies in the plan and to enable a review to be triggered where necessary?</p>	<p>P&CPA Section 13 and Section 35</p> <p>T&CPA Regulation 34</p> <p>The Environmental Assessment of Plans</p>	Y	<ul style="list-style-type: none"> • Sustainability Appraisal • Authority Monitoring Report • Reports or documents setting out the 	As part of the Sustainability Appraisal a framework has been developed to appraise the potential significant effects of the proposed Local Plan including policies and sites. This was set out in the Scoping Report and updated to take into account comments. It is a requirement of the SEA Directive that the significant effects of a plan or programme are monitored. This will be incorporated into the wider annual monitoring and presented in the

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			and Programmes Regulations 2004 (as amended) NPPF Para 31, 33, 75, 120		appraisal and monitoring framework	Authority Monitoring Report (AMR). This will review the effectiveness of the Plan and its constituent policies. The AMR and Local Development Scheme will also be used to inform interested parties of the timeline of the subsequent review of the adopted Local Plan (which, in line with national requirements, will be undertaken within 5 years of Local Plan adoption).
	L	Have you undertaken a Habitats Regulations Screening Assessment to determine whether the update to the local plan is likely to have a significant effect on a European site or a European offshore site (either alone or in combination with other plans or projects)?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	A screening report has been undertaken by Place Services on behalf of Horsham District Council. This was published alongside the Draft Local Plan (Regulation 18, February 2020) and can be found on the Examination Library webpages.
	L	Have you consulted the relevant “nature conservation body” on your Habitats Regulations Screening Assessment and had regard to their representations? Have you also consulted, if considered appropriate, other relevant organisations?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of 	As detailed above, the HRA Screening Report was published on Horsham District Council’s website alongside the Draft Local Plan (Regulation 18, February 2020). Natural England was therefore consulted at the Regulation 18 stage (February / March 2020) and they made a number of comments on the report in their interim response. It was clear from the response that further work on the screening was needed, so a review of the screening was included in the brief for Stage 2, for which Aecom was subsequently appointed to undertake.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					Common Ground / Duty to Cooperate Statements	A full Habitats Regulation Assessment has been undertaken by Aecom and this was shared with Natural England for their input. The HRA published in November 2023.
	L	<p>Did the Habitats Regulations Assessment screening assessment determine that the plan is likely to have a significant effect on a European site or a European offshore site?</p> <p>If so you <u>must</u> undertake an appropriate assessment of the implications of the plan (as part of your Habitats Regulatory Assessment (HRA)) for the Plan’s policies and site(s) within the context of the European site’s conservation objectives.</p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The HRA Screening Report could not rule out likely significant effects on habitats (European) Sites which meant a Stage 2 Appropriate Assessment was found to be necessary.</p> <p>A Stage 2 HRA has been undertaken by AECOM on behalf of Horsham District Council which is published as part of the Examination Library.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Have you carried out an Equalities Impact Assessment?	Equality Act 2010	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	<p>The Equalities Impact Assessment was initially combined with the Sustainability Appraisal (see Appendix G).</p> <p>Then a separate EqIA was undertaken to accompany the Regulation 19 Consultation document. This is available in the Examination Library.</p>
		Have you considered combining the Sustainability Appraisal, Equalities Impact Assessment and potentially Habitats Regulations Assessment as part of an Integrated Impact Assessment that is developed and updated alongside the plan in order to inform its options? This may not be appropriate in all instances.	Equality Act 2010	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Equalities Impact Assessment 	<p>As raised above, the Equalities Impact Assessment was initially combined with the Sustainability Appraisal, 2021.</p> <p>The decision was made to transfer it to a stand alone document to provide better accessibility.</p>
	L	Have you assessed the draft plan / policy options against relevant soundness and quality measures?	NPPF Para 35 to 36		<ul style="list-style-type: none"> ● Draft plan / policy options ● Duty to Cooperate Statement(s) of Common Ground ● Local Plan Form and Content Checklist (see Part 2 of this Toolkit) 	<p>Throughout the Plan making process great care has been taken to ensure the Council has complied with relevant soundness checks and quality measures. This has included a thorough review of legislation and guidance with input from ‘critical friends’. Furthermore, best practice examples and documentation / experiences from a number of local authorities within and adjacent the Northern West Sussex area have helped to inform the preparation of the Horsham Local Plan and supporting documents.</p> <p>In addition, see Local Plan Form and Content Checklist (Part 2 of this Toolkit).</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					<ul style="list-style-type: none"> ● Local Plan Soundness and Quality Assessment (see Part 4 of this Toolkit) 	
	L	<p>Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map?</p> <p>If yes, have you prepared a submission policies map?</p>	T&CPA Regulations 5(1) (b), 9 (1), 17 & 22(1)	Y	<ul style="list-style-type: none"> ● Submission policies map ● Brief statement if a submission policies map is not required 	<p>Amendments have been made to the adopted Policies Map to take account of updated:</p> <ul style="list-style-type: none"> ● Site allocations (housing and employment) ● Amendments to the Key Employment Areas ● Amendments to the Built Up Area Boundary ● Designation of Secondary Settlements ● Amended town centre / retail boundaries ● Updated Environmental Designations ● Updated waste and mineral sites (to accord with West Sussex / joint with South Downs National Park Development Plans) ● Updated / new Neighbourhood Development Plans ● Updated flood risk area data <p>A revised policies map was prepared alongside the draft Local Plan (Regulation 18) (February 2020).</p> <p>And later again for the Proposed Submission (Regulation 19) Local Plan publication in 2024.</p> <p>The Regulation 19 policies map forms the formal submission policies map. However the Council has put</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						forward suggested policies map modifications for consideration by the Inspector.
	L	Is the local plan policies update consistent with any other adopted Local Plan Documents for the area?	T&CPA Regulation 8(3) and (4)		<ul style="list-style-type: none"> Local Plan and relevant background papers 	The Local Plan, when adopted, will supersede and replace the Horsham District Planning Framework (HDPF, 2015) with the exception of HDPF Policies SD1 to SD9, relating to the strategic allocation of Land North of Horsham which are proposed to be 'saved'. The West of Bewbush Joint Area Action Plan, 2009 will also remain part of the Council's Development Plan. The Site Specific Allocations of Land (SSAL, 2007) will be superseded.
	L	Is the local plan policies update intended to supersede any adopted development plan policies, does it state that fact and identify the superseded policies?	T&CPA Regulation 8(5)		<ul style="list-style-type: none"> Local Plan 	See previous response.
	L	Is the local plan policies update (if a London Borough or Mayoral DC) in general conformity with the spatial development strategy?	P&CPA section 24		<ul style="list-style-type: none"> Letter from Mayor of London/ Mayoral Development Corporate Local Plan and relevant background papers 	N/A

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
Stage D: Consulting and engaging on the policies update						
	PM	Have you obtained the relevant authority permissions to publish the first draft / options for public consultation?			<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	<p>In line with the Council’s Scheme of Delegation, each stage of Local Plan preparation has been granted the relevant authority to publish.</p> <ul style="list-style-type: none"> Cabinet documents – Thursday, 22nd March, 2018, 5.30pm (approval for the publication of the Issues and Options Consultation Draft, Regulation 18, April 2018) Cabinet documents – Thursday 30th January, 2020, 6pm (approval for the publication of the draft Local Plan, Regulation 18, February 2020) The Horsham District Local Plan – Regulation 19 Consultation was considered and approval obtained to go to consultation (Regulation 19) at full Council on the 11th December 2023.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>Have you notified the following bodies or persons that you are preparing a local plan policy update and invited them to make representations on what the plan should contain?</p> <ul style="list-style-type: none"> • The specific consultation bodies that may have an interest; • The general consultation bodies that the authority consider appropriate; • Residents or other persons carrying on business in the area as considered appropriate; and • Any other stakeholders that you have engaged with in earlier stages on strategic matters and who will be party to your Duty to Cooperate Statement(s) of Common Ground and are relevant parties pursuant to your duty to cooperate 	<p>P&CPA Section 20 and Section 33A</p> <p>T&CP Regulation 18</p> <p>NPPF Para 16, 24-27, and 35</p>	Y	<ul style="list-style-type: none"> • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement • Copies of consultation notifications • Records of discussion 	<p>At Regulation 18 draft Local Plan stage the Council consulted with all consultation bodies required under the regulations. This included all statutory bodies along with a large number of other appropriate local groups and organisations. This work was undertaken in line with the Council’s Statement of Community Involvement.</p> <p>The consultation process is outlined in the Statement of Consultation.</p> <p>The Council has agreed a number of Statements of Common Ground with neighbouring authorities that sets out how they are working together to address cross-boundary strategic planning issues.</p> <p>See also responses given in Local Plan Form and Content Checklist (Part 2 of this Toolkit).</p>
	L	<p>Have you made sure that the consultation and invitation to make representations:</p> <ul style="list-style-type: none"> • Follows the principles set out in your adopted Statement of Community Involvement; • Integrates any involvement with the Duty to Cooperate Statement(s) of Common Ground; and 	<p>P&CPA Section 19</p> <p>NPPF Para 27 and 35</p>	Y	<ul style="list-style-type: none"> • Statement of Community Involvement • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The consultation and invitation to make representations followed the principles set out in the adopted Statement of Community Involvement. Further information is provided in the Statement of Consultation.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> Is proportionate to the scale of issues involved in the local plan policies update. 			<ul style="list-style-type: none"> Consultation Statement 	
	L	<p>Have you prepared a draft of your Consultation Statement (a “proposed submission document”) that includes a record of:</p> <ul style="list-style-type: none"> The individuals or bodies invited to make representations; How this was done; The main issues raised; and In preparation of Stage E (and to be completed in Stage E as outline below) how the main issues have been addressed in the local plan policies update. 	<p>P&CPA Section 19 T&CPA Regulation 17, 18, 19 and 22 NPPF Para 16, 24-27, and 35</p>	Y	<ul style="list-style-type: none"> Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements Consultation Statement 	<p>A Regulation 18 Consultation Report was issued in 2021 which describes how that consultation was carried out, the main issues raised and how these issues would be addressed. This report now forms an appendix to the final Statement of Consultation dated July 2024.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L / PM	<p>Have you consulted on the following emerging documents alongside your first draft plan so that they can be reviewed against representations and policy options and alternatives as they are developed?</p> <ul style="list-style-type: none"> ● Sustainability Appraisal; and ● Habitats Regulations Screening Assessment (or Habitats Regulations Assessment if one has been developed at this stage) 	<p>P&CPA Section 19 and Section 39</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>The European Directive 92/43/EEC</p> <p>NPPF Para 32</p>	Y	<ul style="list-style-type: none"> ● Sustainability Appraisal (and any drafts) ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement 	<p>At draft Local Plan (Regulation 18) (2020) stage both the HRA screening report and Interim Sustainability Appraisal were consulted upon alongside the draft plan from 17 February to 30 March 2020.</p> <p>These can be found by following the links from the Regulation 18 webpage: https://www.horsham.gov.uk/planning/local-plan/regulation-18-consultation</p>
		<p>Stage E: Developing the submission version of the policies update</p>				

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	PM	Taking account of the consultation have you considered whether there is a need for further evidence and / or evidence to be updated to support the policy options set out in your plan?	P&CPA Section 13 and Section 20	Y	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies 	<p>After the publication of the draft Local Plan (Regulation 18) and prior to the preparation of the proposed Submission version of the Local Plan, the Council sought independent legal and planning advice and reviewed what evidence was required and what needed to be updated / enhanced.</p> <p>Updates to the evidence base included the following:</p> <ul style="list-style-type: none"> ● Update to the Site Assessments Report. ● A Horsham Focused Update of the EGA was undertaken to take into account the impacts of Covid-19 and the amendments to the Uses Classes Order (deletion of B1 Use Class and introduction of E Use Class). ● A Housing Delivery Study to inform opportunities and constraints presented by the operation of the housing market. ● A Transport Study to identify issues arising on the road network, and then to identify appropriate mitigation. ● A Landscape Capacity Study. ● Updates to the whole plan Viability Assessment to also include strategic site viability assessments ● A review of the Baseline Information was undertaken to provide a more recent picture of the current issues affecting the District (SA Update). ● Updates to the Sustainability Appraisal and HRA to appraise amendments to policies and the updated site assessment work.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<ul style="list-style-type: none"> ● Completion of the Open Space, Sport and Recreation Study update to inform the open space standards. ● Completion of the Carbon Reduction Study. ● More detailed Heritage Assessments. ● Completion of the Water Neutrality studies. ● Updates to the Infrastructure Delivery Plan (IDP). ● Preparation of Statements of Common Ground and Position Statements. ● Preparation of these PAS Route Mappers.
	PM	<p>Have you considered whether further consultation and engagement is required depending on the nature and significance of any proposed changes to the preferred strategy following consultation and / or further evidence?</p> <p>Where further consultation and engagement is required prior to submission this should be undertaken, recorded and reported in line with the requirements set out above. This includes updating and consulting where necessary on any corresponding amendments to the Sustainability Appraisal and Habitats Regulations Assessment.</p>	P&CPA Section 13 and Section 20	Y	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies ● Sustainability Appraisal (and any drafts) ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement 	<p>As part of the Regulation 18 consultation, a preferred strategy was clearly indicated, and a ‘long list’ of potential sites for allocation was presented to consultees for comment. Whilst further evidence has led to refinement of the spatial strategy and the Plan policies, the fundamental strategy has not significantly altered albeit the scale of growth has necessarily been reduced due to water neutrality. The Regulation 19 publication and period of representations has provided further opportunity for all interested parties to comment on the soundness and legality of the final strategy.</p> <p>Therefore the level of consultation and engagement carried out as part of the stages of the plan-making process is considered appropriate.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	
	L	Have you prepared the Sustainability Appraisal report on any revised draft of the local plan policies update? Is it clear how the sustainability appraisal has influenced the plan?	<p>P&CPA Section19(5)</p> <p>Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633</p>	Y	<ul style="list-style-type: none"> ● Sustainability Appraisal 	<p>The Sustainability Appraisal of the Proposed Submission Local Plan considers the key changes made to the Local Plan following the Regulation 18 consultation.</p> <p>The SA Report has also re-tested the policies of the Local Plan and updates site assessment information to identify any significant total, cumulative or synergistic effects.</p> <p>The SA Report sets out how recommendations from the SA process have influenced the Local Plan.</p>
	L	Have you prepared an Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur?	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	<p>The HRA Screening Report could not rule out likely significant effects on habitats (European) Sites which meant a Stage 2 Appropriate Assessment was found to be necessary.</p> <p>A Stage 2 HRA has been undertaken by AECOM on behalf of Horsham District Council. The HRA is published on the Examination Library webpage.</p> <p>Natural England has agreed a Statement of Common Ground with the Council which confirms general</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			NPPF Para 32			contentment with the HRA findings, with the exception of how the issue of ammonia deposition at The Mens SAC has been approached. Both parties are committed to working together through the examination process to address the issue. Further HRA related work on the specific issue at The Mens is due to complete in August 2024.
	L	Have you updated your Equalities Impact Assessment?	Equality Act 2010	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	An Equalities Impact Assessment has been undertaken to appraise and inform the Local Plan. This fulfils the requirements of the Equalities Act. The EqIA is available on the Examination Library webpage.
	L	Have you taken account of all of the representations received from all person(s) in response to the consultation(s) in Stage D? Have you recorded how the main issues have/will be addressed in your draft consultation statement?	T&CPA Regulation 17, 18 and 22	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement ● Local Plan ● Relevant correspondence 	Please see the Statement of Consultation found on the Examination Library website.
	PM	Have you considered whether or not you intend to confirm the housing land supply through the independent examination process? If so, have you clearly stated this	NPPF para 74 T&CPA Regulation 17, 18 and 22	Y	<ul style="list-style-type: none"> ● Local Plan ● Relevant correspondence 	The Council has proposed a stepped housing target covering the Plan period, supported by evidence found in the Examination Library and in particular by the Housing Trajectory. Paragraph 10.21 in the submission Local Plan,

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		within your Regulation 19 Submission local plan policies update and have you ensured that you will engage appropriately with developers and others with an interest in housing delivery on the housing land supply?				which supports Strategic Policy 37: Housing Provision, states: <i>“This policy sets out how the Council will meet the housing needs for this District and contribute to the delivery of unmet housing needs from other areas.”</i>
	PM	Does your local plan policies update include a trajectory illustrating the expected rate of housing delivery over the plan period? Will your local plan policies update provide for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on adoption against the housing requirement (which is informed by a local housing need assessment conducted using the standard method as a starting point)?	NPPF paras 11, 73 and 74	Y	<ul style="list-style-type: none"> Local Plan 	<p>The proposed Submission Local Plan includes a housing trajectory illustrating delivery over the plan period that meets the housing requirement. Note that the trajectory is subject to change given it sets out a ‘point in time’ whilst the Local Plan is a long-term strategy. The Local Plan will provide for a 5 year supply of deliverable housing sites (taking account of a 10% buffer as shown on the trajectory).</p> <p>In addition to this, the Council will publish the Housing Trajectory in its Authority Monitoring Report each December.</p>
		Stage F: Independent examination and adoption				
	PM	Have you obtained the relevant authority permissions to publish the submission version of the local plan policies update?		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	See meeting papers for Extraordinary Council Meeting on 11 December 2023: https://horsham.moderngov.co.uk/ieListDocuments.aspx?CId=188&MIId=2536

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		You may want to consider including approval to submit this to the Secretary of State (Planning Inspectorate)				
	L	Have you made clear where and within what period representations must be made?	T&CPA Regulation 17, 19, 20 and 35	Y	<ul style="list-style-type: none"> ● Report or record of decisions 	The period of representations is at Regulation 19. See relevant webpages confirming the period for representations, which includes the Statement of Representations Procedure ('Formal Notice').
	L	<p>Have you published on your website and made copies of the following available for inspection:</p> <ul style="list-style-type: none"> ● the proposed submission documents ● the statement of the representations procedure ● statement and details of where and when documents can be inspected <p>Have you checked you have met all other requirements of your Statement of Community Involvement?</p>	T&CPA Regulations 19 and 35	Y	<ul style="list-style-type: none"> ● Statements and record of where and when documents were made available ● Consultation Statement 	<p>See relevant webpages confirming relevant documents were published.</p> <p>See previous responses in respect of SCI compliance.</p>
	L	<p>Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> ● A copy of each of the proposed submission documents; and ● the statement of the representations procedure 	T&CPA Regulation 19(b)	Y	<ul style="list-style-type: none"> ● Consultation Statement ● Evidence of notifications (email) 	See previous responses.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	<p>Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1):</p> <ul style="list-style-type: none"> the statement of the representations procedure; and where and when the documents can be inspected 	T&CPA Regulation 19(b)		<ul style="list-style-type: none"> Consultation Statement Evidence of notifications (email) 	See previous responses.
	L	<p>Have you, on the day of publication, requested the opinion of the Mayor of London (if a London Borough or Mayoral DC) on the general conformity of the local plan update with the spatial development strategy?</p>	<p>P&CPA Section 24</p> <p>T&CPA Regulation 21</p>	N/A	<ul style="list-style-type: none"> Copy of letter 	N/A
Getting ready for submission to PINS						
	PM	<p>Get ready for submission and examination, this might mean starting the process of appointing a programme officer, securing rooms for a potential hearing and other practical arrangements. Refer to guidance from the Planning Inspectorate.</p>	<p>See PINS Procedure Guide for Local Plan Examinations 2019</p>	Y		Such arrangements have been or are being made.
	PM	<p>Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS)</p>		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	See previous responses.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L	Have you collated all of the representations made to the publication draft plan policies update?	P&CPA Section 20(3) T&CPA Regulation 22(1)(e)	Y		See Statement of Consultation found on the Examination Library website.
	PM	Does each representation made have a unique ID and contact details? PINs require that these are provided in an electronic database enabling the full text of each representation to be accessed easily in both policy and paragraph number order and representor order. The database should also clearly identify those who have made a request to be heard by the Inspector under section 20(6) of the PCPA	See PINS Procedure Guide for Local Plan Examinations 2019	Y		See Examination website.
	L	Have you assembled the relevant supporting documents (documents relevant to the preparation of your plan which normally includes or comprises the evidence base)?	P&CPA Section 20(3) T&CPA Regulation 22(1)(g)	Y	● Submission documents / Examination library	See Examination Library website.
	PM	Do all of the documents that you will submit to the inspectorate have a unique reference listed in an 'Examination Library'?		Y	● Submission documents / Examination library	See Examination Library website.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	L/PM	You may need to consider whether you need to redact certain personal details from representations for the website and inspection purposes. However, those who have made representations should be able to contact one another and documents should be provided without details redacted. See the guidance from the Planning Inspectorate.	General Data Protection Regulation 2018 See PINS Procedure Guide for Local Plan Examinations 2019	N/A		Personal details have been redacted. It is considered that any previous guidance that representors are able to access each others' contact details via the Council is outdated. Such requests will need to be made via the Programme Officer.
	L	Have you prepared a statement setting out: <ul style="list-style-type: none"> • Which bodies and persons were invited to make representations under Regulation 18 • How they were invited • A summary of the main issues raised • How the representations have been taken into account 	P&CPA Section 20 (3) T&CPA Regulation 22(1)(c)	Y	<ul style="list-style-type: none"> • Consultation statement 	See Statement of Consultation found on the Examination Library website.
	L	Have you prepared a statement giving: <ul style="list-style-type: none"> • the number of representations made under Regulation 22 • a summary of the main issues raised OR • Stating that no representations were made 	P&CPA Section 20(3) T&CPA Regulation 22(1)(c)	Y	<ul style="list-style-type: none"> • Consultation Statement • The Statement as required in Regulation 22(1)(c) – this can be included in the Consultation statement 	See Statement of Consultation found on the Examination Library website.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
	PM	Consider what documents need printing to ensure that hard copies are available where necessary for inspection and for the examination library.	See PINS Procedure Guide for Local Plan Examinations 2019	Y		Liaison with Planning Inspectorate has been undertaken to determine hard copy requirements. Hard copies of relevant documents to be available for inspection at the Council's offices.
		Submission to PINS				
	L	<p>Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of:</p> <ul style="list-style-type: none"> • a copy of the local plan policies update • and (if prepared) policies map <p>Have you sent the Secretary of State (the Planning Inspectorate) an electronic version of:</p> <ul style="list-style-type: none"> • the Final 'consultation statement' supplemented by or incorporating the documents consultation required under Regulation 22(1) • The Sustainability Appraisal • Copies of representations • 'Supporting documents' 	<p>P&CPA Section 20(1) and 20(3)</p> <p>T&CPA Regulations 22</p> <p>See PINS Procedure Guide for Local Plan Examinations 2019</p>	Y		Liaison with Planning Inspectorate has been undertaken to determine hard copy requirements and ensure that the Inspector will have electronic access to all relevant documents.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<p>Guidance from PINS also highlights other material necessary for the examination which includes:</p> <ul style="list-style-type: none"> ● An Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur; ● The LPA’s current Local Development Scheme; ● In London, confirmation that the Mayor has indicated general conformity with the London Plan (note however that the Inspector is entitled to take his/her own view on conformity). ● It is also helpful if the LPA provide an Equalities Impact Assessment 				
		<p>As soon as practical after submission, on your website, have you published:</p> <ul style="list-style-type: none"> ● The documents submitted to PINS (identified above) including representations made under Regulation 20 (where practicable) 	T&CPA Regulation 22(3) and 35(1)(b)	Y		See Examination website. A public notice will be published in the local newspaper shortly after submission.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		taking into account GDPR requirements? <ul style="list-style-type: none"> Statement as to where and when these documents are available for inspections (again this should be in line with any requirements in your Statement of Community Involvement)? 				
	L	For each general consultation body invited to make representations under Regulation 18(1), have they been sent: <ul style="list-style-type: none"> notification that the documents submitted to PINS are available for inspection details of where and when they can be inspected 	T&CPA Regulation 22(3)(b)	Y	<ul style="list-style-type: none"> Copies of correspondence 	To be undertaken shortly after submission.
	L	Have you given notice to persons who have requested to be notified that submission has taken place?	T&CPA Regulation 22(3)(c)	Y	<ul style="list-style-type: none"> Copies of correspondence 	To be undertaken shortly after submission.
	L	If examination hearings are being held, at least six weeks before its opening has the Programme Officer: <ul style="list-style-type: none"> published the time and place of the examination and the name of the person appointed to carry out the examination on your website? 	P&CPA Section 20 T&CPA Regulations 24 and 35	N/A	<ul style="list-style-type: none"> Website 	TBC during examination.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> notified those who have made representations on the published DPD which have not been withdrawn of these details? 				
	L	Have you asked the Inspector to recommend ‘main modifications’ (changes that materially affect the policies) to make a submitted local plan policies update sound and legally compliant? These modifications should be published for consultation.	<p>See Section 6 of the PINS Procedure Guide for Local Plan Examinations 2019</p> <p>P&CPA Section 20 (7C)</p>	N/A	<ul style="list-style-type: none"> Schedule of proposed main modifications 	TBC during examination.
	L	Depending on the scope of the modifications, have you considered whether there is a need to undertake further Sustainability Appraisal, Habitats Regulations Assessment, and Equalities Impact Assessment on the modifications.	<p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p>	N/A	<ul style="list-style-type: none"> Sustainability Appraisal (and any drafts) Equalities Impact Assessment Habitats Regulations Assessment screening report 	TBC during examination.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			The European Directive 92/43/EEC Equality Act 2010			
	L	If the plan policies update is sound, have you formally adopted the plan policies update in a full meeting of the local planning authority?	T&CPA Regulation 4(1) and (3) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000).	N/A	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	TBC at a future date.
	L	On adopting a Local Plan policies update, have you made publicly available a copy of the plan, an Adoption Statement and Sustainability Appraisal?	T&CPA Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.	N/A	<ul style="list-style-type: none"> Adoption Statement 	TBC at a future date.