
10 July 2019

Dear Councillor,

A meeting of **SCRUTINY COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH** will be held in the **COUNCIL CHAMBER** at these offices on **THURSDAY, 18TH JULY, 2019 at 7.00 pm** when your attendance is requested.

Yours sincerely,
KATHRYN HALL
Chief Executive

A G E N D A

	Pages
1. To note Substitutes in Accordance with Council Procedure Rule 4 - Substitutes at Meetings of Committees etc.	
2. To receive apologies for absence.	
3. To receive Declarations of Interests from Members in respect of any matter on the Agenda.	
4. To confirm the Minutes of the Meeting of the Scrutiny Committee for Community, Housing and Planning held on 6 March 2019 and the Minutes of the Annual Meeting of the Scrutiny Committee for Housing, Planning and Economic Growth held on 22 May 2019.	3 - 10
5. To consider any items that the Chairman agrees to take as urgent business.	
6. Economic Development Strategy: Annual Progress Review 2018/19.	11 - 18
7. Mid Sussex Design Guide Supplementary Planning Document - Consultation Draft.	19 - 50
8. Scrutiny Committee for Housing, Planning and Economic Growth - Work Programme 2019/20.	51 - 52

9. Questions pursuant to Council Procedure Rule 10, due notice of which has been given.

To: **Members of Scrutiny Committee for Housing, Planning and Economic Growth:**
Councillors N Walker (Chair), C Laband (Vice-Chair), R Bates, M Belsey, P Brown,
E Coe-Gunnell White, R Cromie, R Eggleston, S Hatton, S Hicks, G Marsh, J Mockford,
A Peacock, C Phillips and R Webb

Minutes of the Meeting of the Scrutiny Committee for Community, Housing and Planning held on 6 March 2019 from 7:00 p.m. to 8:07 p.m.

Present: Councillors: Neville Walker (Chairman)
Margaret Hersey (Vice-Chairman)

Andrew Barrett-Miles*
Edward Belsey*
Richard Cherry
Phillip Coote
Sandy Ellis

Sue Hatton
Chris Hersey
Colin Holden
Anne Jones*
Edward Matthews*

Anthony Watts Williams
John Wilkinson
Peter Wyan

*Absent

Also Present: Councillor Andrew MacNaughton, Cabinet Member for Housing & Planning
Councillor Norman Webster, Cabinet Member for Community

1. SUBSTITUTES AT MEETINGS OF COMMITTEE - COUNCIL PROCEDURE RULE 4.

Councillor Marples was substituting for Councillor Belsey and Councillor Binks was substituting for Councillor Jones.

2. APOLOGIES.

Apologies were received from Councillor Belsey, Councillor Jones, Councillor Barrett-Miles and Councillor Matthews.

3. DECLARATIONS OF INTEREST.

None.

4. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS URGENT BUSINESS.

None.

5. MINUTES.

The Minutes of the Committee held on 29 January 2019 were agreed as correct records and signed by the Chairman.

6. EQUALITY AND DIVERSITY PROGRESS REPORT 2018.

Neal Barton, Policy and Performance Manager introduced the report, which showed how the Council is meeting its responsibilities under the Equalities Act. This year's report had been updated with information about support for the armed forces community under the Armed Forces Covenant and bronze employer recognition scheme. He highlighted the support for vulnerable people through the use of the Corporate Grants Scheme, the work of the Health and Wellbeing Team, the annual play day events, development of Dementia Friendly Communities and the Silver Sunday events. Also the work with Citizens Advice to assist vulnerable claimants moving to Universal Credit. The report also provided information on the Council's staff, including the gender pay gap, and highlighted areas for

development in 2019 including increasing the number of changing places toilets and more work on being dementia friendly.

In response to questions about holding more play days across the district the Policy and Performance Manager advised that more play days are planned for 2019. A Member suggested that a play day could be held at Janes Lane Recreation Ground, Burgess Hill where there will be new accessible play equipment and a Changing Places toilet.

Members also discussed hate crime, conviction rates for crime generally, progress with Dementia Friendly communities, the importance of bus services to rural areas, expansion of the falls prevention programme and queried how widely the report is published.

The Policy and Performance Manger stated that the report is published on the Council's website. The Scrutiny Committee receives an annual report on the Mid Sussex Partnership, which provides more information about crime in the District. It was confirmed that the Health and Wellbeing Team are looking to expand the falls prevention programme through additional venues and a road show. The Team were also involved with providing Dementia Friends training and would investigate the possibility of including this in staff induction.

A Member noted that there is a new armed forces veterans' identity badge, which was confirmed by the Cabinet Member for Community who suggested that this should be publicised more.

Judy Holmes, Assistant Chief Executive noted that it was an aspiration of the Council to achieve Disabled Parking Accreditation for all the Council's car parks and further information will be provided to the Scrutiny Committee for Customer Services and Service Delivery.

The Cabinet Member for Community acknowledged the importance of bus services for rural areas. With regard to expansion of the play days, he suggested that Town and Parish Councils could look to run their own school holiday play days. He agreed that the Falls Prevention Service is important and needs to be taken to the rural areas. Disabled facilities grants were working in tandem with the Wellbeing Team to help elderly residents live independently in their own homes.

The Cabinet Member commented that conviction rates are the responsibility of the Police and criminal justice system. Additional Police and Community Support Officer posts are planned following the increase in the Sussex Police and Crime Commissioner's precept for 2019/20. He had visited the CCTV suite at Lewes Police Headquarters to view the extensive capabilities of the new camera system. He also mentioned the adoption of new powers to deal with antisocial behaviour discussed at the last meeting of this Scrutiny Committee

The Chairman thanked the Cabinet Member for his comprehensive report and noted that no Members wished to speak so moved to the recommendation, which was agreed unanimously.

RESOLVED

The Committee:

- (i) Endorsed the Council's approach to meeting its duties under the Equality Act, as evidenced by the Equality and Diversity Progress Report 2018 included at Appendix 1.

7. REVIEW OF THE HOUSING ALLOCATION SCHEME.

Emma Shuttleworth, Business Unit Leader for Housing Services introduced the report and advised that there are two types of changes to the Allocation Scheme. The first type of change provided clarity and ensured the Scheme was consistent with current legislation, these changes were highlighted in grey. The Committee was asked to scrutinise the second type of change highlighted in yellow, as they were substantive changes to the scheme. Following this meeting key partners would be consulted and once approved by Council the scheme would be implemented as soon as operationally possible.

The Business Unit Leader noted that the amended areas related to Applicants who did not qualify to be on the housing register, special rules for Homeless Main Duty Applicants, Direct Allocations and Allocation of Extra Care vacancies. The Members were advised that removing the exclusion of Clarion tenants would allow them to return to the register. Providing accommodation to the homeless relates to the Council's duty under the Homelessness Reduction Act and would place accepted households at the top of band C but below armed forces personnel. This would allow them to move through the system more efficiently. The Council only has to make one satisfactory offer of housing to homeless families to discharge their duty, so the proposed change removes the 12 week free bidding period in the current scheme to align with the new legislation.

Members were informed that the change relating to direct allocations is to cater for exceptional circumstances which occur possibly twice a year. An example would be to directly allocate a wheelchair accessible property if a wheelchair user is in emergency temporary accommodation as it is hard to find suitable wheelchair accessible temporary accommodation.

The Business Unit Leader highlighted the change in the way extra care vacancies are allocated and confirmed that West Sussex County Council have an Extra Care Coordinator who works directly with the providers. She noted that the initial pilot scheme has worked well in the south of the county and this will be rolled out across the district.

The officer confirmed that all Housing Associations who are part of the Common Housing Register would be impacted by the changes, not just Clarion tenants. The Council encourages all Housing Associations to join the housing register and has nomination rights to their properties. Households are nominated according to the priorities set out in the Housing Allocation Scheme. The Council has reciprocal arrangements with Franklands Village so that if their tenants are rehoused through the register the vacancy that arises in their stock is then made available for a nomination from the register.

As there is no refuge in Mid Sussex the change to statutory guidance should not impact on victims of domestic abuse. Currently the Council's allocation scheme gives priority for rehousing if victims of domestic abuse are accepted as homeless. The allocation scheme has been changed so the Council accepts a duty to rehouse them even if they don't have a local connection. The indefinite disqualification for providing false information has been amended to 5 years. Judy Holmes, Assistant Chief Executive noted that social housing is a valuable asset and the Council must be satisfied that the applicant gives truthful information.

Members sought clarification on provision for rough sleepers and key workers, and asked who decides to add people to the register. The Business Unit Leader confirmed that not all rough sleepers have a priority need under the homelessness legislation so there may be no duty to provide accommodation for them, but in extreme weather conditions

temporary accommodation is arranged. The team also work with the rough sleeper support service Turning Tides to assist rough sleepers into the private rented sector.

She also confirmed that the provision for key worker housing is not in the current programme for Homes England as the Government have not allocated any funding to develop key worker housing. The Officer advised that the Council works with key providers and housing associations who accept the Council's nomination agreement and steers developers towards key Housing Associations on S106 sites.

It was confirmed that Radian are a new housing association to Mid Sussex. The Cabinet Member for Housing and Planning advised that Radian would be providing social housing in the Pease Pottage development.

The Committee sought clarification on Clarion's rights over 25% of the lettings. Members were advised that in future Clarion would only use their 25% in exceptional circumstance when in future their tenants could be rehoused through the register.

Sam Horne, Housing Needs Team Manager advised that the team assist with securing private rented accommodation for those people who are not eligible to go on the register. The officer advised that it is a criminal offence to secure social housing using false information and they could be evicted. She was not aware of any criminal proceedings in Mid Sussex and noted that it did not happen very often.

Members also queried what actions might take place if tenants' behaviour was unacceptable. The Members were informed that landlords would recharge tenants for any damage. Housing Associations could refuse to rehouse applicants who have these types of debts.

Tom Clark, Head of Regulatory Services confirmed that the Council has no direct tenants and that households placed in the Council's own temporary accommodation would be licensees.

The Business Unit Leader confirmed that the impact of the proposed changes to the allocation of housing would be monitored and should not have a negative impact to other people on the register. She noted that the revised housing allocation scheme would be implemented as soon as practicably possible once the consultation had been completed and approved by the Council.

The Cabinet Member for Housing and Planning acknowledged that work had been ongoing to address issues with Clarion. The change to the allocation scheme will help Clarion's tenants.

The Chairman noted that no Members wished to speak so moved to the recommendation, which was agreed unanimously.

RESOLVED

The Committee:

- (i) Commented on the proposed amendments prior to the scheme being issued to key partners for their comments;
- (ii) Agreed that the Cabinet Member for Housing and Planning could authorise any further minor changes following Scrutiny and consultation with partners prior to submission to full Council on the 26th June 2019 for approval.

8. QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10 DUE NOTICE OF WHICH HAS BEEN GIVEN.

None.

The Chairman concluded the meeting by thanking the committee and the Vice-Chairman for their help and support during the committee's administration.

The meeting finished at 8:07 pm.

Chairman.

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**Minutes of a meeting of Scrutiny Committee for Housing, Planning
and Economic Growth
held on Wednesday, 22nd May, 2019
from 7.21 - 7.22 pm**

Present:

R Bates	E Coe Gunnell White	C Laband
M Belsey	R Cromie	J Mockford
P Brown	R Eggleston	A Peacock
P Budgen	S Hatton	N Walker
R Clarke	S Hicks	R Webb

1 ELECTION OF CHAIRMAN.

Councillor Laband nominated Councillor Walker as Chairman of the Committee for the 2019/20 Council year. This was seconded by Councillor Mockford and with no further nominations put forward, this was agreed.

RESOLVED

That Councillor Walker be elected Chairman of the Committee for the 2019/20 Council year.

2 APPOINTMENT OF VICE CHAIRMAN.

Councillor Walker nominated Councillor Laband as Vice-Chairman of the Committee for the 2019/20 Council year. This was seconded by Councillor Mockford and with no further nominations put forward, this was agreed.

RESOLVED

That Councillor Laband be appointed Vice-Chairman of the Committee for the 2019/20 Council year.

3 TO CONSIDER ANY ITEMS THAT THE CHAIRMAN AGREES TO TAKE AS URGENT BUSINESS.

None.

The meeting finished at 7.22 pm

Chairman

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ECONOMIC DEVELOPMENT STRATEGY: ANNUAL PROGRESS REVIEW 2018/19

REPORT OF: DIVISIONAL LEADER FOR PLANNING AND ECONOMY
Contact Officer: Mark Healy, Regeneration and Economy Programme Manager
Email: mark@midsussex.gov.uk Tel: 01444 477593
Wards Affected: All
Key Decision No
Report To: Scrutiny Committee for Housing, Planning, and Economic
Growth: 18 July 2019

Purpose of Report

1. This report sets out a summary of the progress made in implementing the Council's Economic Development Strategy for 2018-2031.

Summary

2. The current Mid-Sussex Economic Development Strategy (The Strategy) and its supporting five-year Action Plan were considered by the Scrutiny Committee for Leader, Resources and Economic Growth at its meeting on 7 March 2018. The Strategy was formally adopted by Full Council at its meeting on 25 April 2018.
3. In line with best practice and as agreed at the Scrutiny Committee meeting an annual progress report has been prepared which highlights progress and key achievements in the first year of the strategy.

Recommendations

4. **That the Scrutiny Committee notes the progress made in delivering the Economic Development Strategy set out in the report.**
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Background

5. The Council's Economic Development Strategy (2018-2031) was adopted by Full Council at its meeting on 25 April 2018. A copy of the strategy can be found at: <https://www.midsussex.gov.uk/licensing-business/economic-development-strategy/>. It is structured around four Priority Themes of *places, premises, people and promotion*. Within each of those themes there are one or more specific outcomes which the Council is working to deliver. Those outcomes are summarised in Appendix 1.
6. The strategy is supported by a five year Action Plan which sets out the 65 actions which will deliver the outcomes: 26 relating to Place, 9 to Premises, 22 to People and 8 to Promotion. Although many of the actions will be delivered over the five year period of the Action Plan some have specific delivery timeframes.

Key areas of progress for 2018/19

7. This report highlights the key areas of progress in terms of delivering the Action Plan. Ongoing business-as-usual (BAU) activities which deliver continuous outputs and which do not have a fixed end-date are not included. The most

notable examples where significant progress has been achieved are also summarised in the following paragraphs, together with a summary of key metrics for each of the four themes.

Priority Theme 1. Place

Place: key measures of progress over the last year

Increase of **2,217m²** A1 comparison and convenience retail floorspace delivered in the District.

£10.9m Local Growth Funding (LGF) secured for the Burgess Hill Place and Connectivity Programme, with a further **£10.9m** in match funding.

£4m LGF funding secured for odour mitigation at the Goddards Green Waste Water Treatment works) with a further **£6.5m HIF** funding secured in 2019/20.

£165,000 One Public Estate funding secured to support planning and feasibility studies of the regeneration of two key Burgess Hill sites

8 town centre properties were granted planning permission for new shopfronts,

Shop front improvement grants totalling **£21,000** were awarded to **five** retailers in East Grinstead to carry out improvements

Burgess Hill Place and Connectivity Programme (Actions 19 and 20 of the Action Plan)

8. Significant progress has been made in driving forward the Burgess Hill Place and Connectivity Programme. This programme consists of schemes which have been identified to deliver improved cycleways, footways and public transport improvements. The programme is being delivered in partnership with West Sussex County Council (WSSCC) and Burgess Hill Town Council (BHTC).
9. The £10.9m Local Growth Fund (LGF) funding will be spent by March 2021 with the full spend of £21.8m by March 2025. There will be ongoing community engagement throughout the development and delivery of the projects.

A2300 Corridor Improvements (Action 16)

10. A2300 corridor improvement project will upgrade the road to a dual carriageway and provide cycle and pedestrian links connecting the Northern Arc and employment sites with the rest of the town. £16.9m LGF funding has been agreed. Significant progress has been made in the delivery of the project, with the six week public engagement exercise has been completed. The design and build procurement process is complete and the project is on schedule to be delivered by March 2021.

One Public Estate (OPE) funding (Actions 3 and 9)

11. The Government's One Public Estate (OPE) provides funding for feasibility studies and masterplanning to explore the potential of the public estate been utilised to support housing and economic growth. The Council's two bids for funding have been successful, with grants of **£75k** and **£90k** awarded respectively to support feasibility studies at The Brow and Burgess Hill Railway Station. The Council is procuring consultants to carry out those studies.

Haywards Heath Masterplan (Action 11)

12. Tibbalds, a specialist consultant have been appointed to develop a Masterplan for Haywards Heath. The Masterplan remains on schedule for completion in 2021 and this will be a supplementary planning document. Public consultation will take place over autumn 2019.

Haywards Heath Business Improvement District (Action 8)

13. Heartflood, specialist consultants have been appointed to explore the feasibility of introducing a Business Improvement District (BID) for Haywards Heath. BIDs are business-led and business funded initiatives established to improve the vitality and vibrancy of town centres. Each BID is formed within a defined area agreed with the local business community. A BID can only be implemented following a successful vote by the businesses within the area. Once set up, every business within the agreed BID area will pay a small fixed levy (1-2 per cent of rateable value), which is then ring-fenced for use only within the BID area and only spent on projects which will improve the trading environment of the area. Engagement with businesses will be completed in late summer with a final report to be delivered in August.

Priority Theme 2. Premises

Premises: key measures of progress over the last year

4,000m² new employment space delivered at the Hub, Burgess Hill.

Planning permission granted for a further **24,300m²** of new employment sites across three key sites (the Hub, Handcross Garden Centre, St Modwyn's Copthorne site).

72 bed hotel delivered in East Grinstead, and a **78 bed hotel** under construction in Haywards Heath.

210 new technology businesses start-ups in the District in 2018.

Improve the stock of employment premises across the District (Actions 27 and 29 of the Action Plan).

14. The first phase of development of The Hub employment land to the south of the A2300 was completed before the end of the year, with a 4,000m² DPD warehouse delivered. Planning permission for phase 2 of the development has been granted which will deliver over 5,000m² of new employment space for Roche Diagnostics.
15. Planning permission was granted at Perrymount Road, Haywards Heath in March 2019 for the demolition of a 2,995m² office building and the replacement with 7,575m² office building with parking for approximately 91 vehicles and landscaped public realm.
16. Construction has also commenced at the former Handcross garden centre site on the A23. Planning permission was granted in September 2018. This scheme will deliver industrial units providing 7,800m² of B1 (office) and B8 (warehousing).

Work with the developers of hotels with existing planning permission (Action 33)

17. The Council is working with developers to ensure progress is maintained for the two hotel sites with planning permission. As at the end of the year:

- East Grinstead, a 72 bed hotel by Travelodge was completed in the Autumn of last year
- Haywards Heath, a 78 bed hotel by Premier Inn is being developed in Perrymount Road. Construction is underway with planned completion in 2019.

Priority Theme 3. People

People: key measures of progress over the last year

For 2018, **75,900** Mid Sussex residents were qualified to at least NVQ2, an increase of **5,800** since 2013, **84 per cent** of the District's residents are NVQ2 qualified, compared to 79 per cent regionally and 75 per cent nationally.

540 apprenticeship starts in the District (2017/18 academic year).

Two apprentices recruited by MSDC during 2018/19.

40 businesses helped to grow with microbusiness grant awards totalling **£70,825**, which attracted **£170,740** in match funding. The scheme also supported the recruitment of **three** apprentices to businesses in the District.

A reduction in the number of young people identified as NEET to **44** at the end of 2018/19 from **50** at the end of 2017/18.

The Council supported more than 40 business networking events for local business associations, including 'ask the expert' seminars on specialist themes including GDPR rules and cyber security.

£7,500 grant funding committed to supporting local business associations

92% of new businesses in the District survived for more than 1 year, compared to 91% for the South East and England as a *whole*

98.0 % of payments of undisputed invoices paid by the Council within 10 days during 2018/19, compared to 97.8% for 2017/18.

93.3% food businesses achieving good or very good ratings compared to **92.8%** in 2017/18

Work with WSCC and Department for Education to facilitate an educational use of Central Sussex Haywards Heath campus and to ensure higher and further education provision within the District (Actions 36 and 38)

18. The Council has lead the work with WSCC, Department for Education (DfE), and Chichester College Group (CCG) to secure dedicated further education / sixth form provision in the district. CCG will be re-opening the college in Haywards Heath September 2020.

Continue to support and encourage initiatives which promote and support STEM subjects across the District. (Action 39)

19. Promoting STEM skills was a key focus of the 2018/19 Open4Business event. Speakers included the Regional Network Lead from STEM learning. Jeff Alexander, CEO, Gatwick Diamond Business; and Shelagh Legrave, CEO of the Chichester College Group who spoke about ways to respond to the skills gap within organisations.

20. STEM skills were also a key theme in the launch of this Economic Development Strategy the CEO of a local meditech firm Cells4Life, was one of the keynote speakers.

Continue to work with local businesses and training providers to promote apprenticeships across the District (Actions 41) and Deliver the Microbusiness Grant Scheme (Action 43)

21. The Microbusiness Grant scheme supports local businesses by offering grants of up to £2,000 to support growth and grants of up to £1,500 to help with the costs of recruiting an apprentice. The 2018/19 40 grants were awarded with a total value of £70,825. Those grants leveraged in match funding of £170,740, representing £2.41 of private investment for every £1.00 of grant funding. The recruitment of three apprentices was supported by the scheme. Overall feedback about the scheme from the business community has been very positive.

Support business networks and Business Park Associations to identify and respond to business concerns (Actions 48 and 53)

22. The Council continues to have a regular presence at the networking and committee meetings of the local business associations. Over the last year officers worked closely with the three local business associations to promote the Microbusiness Grant Scheme and the new Independent Retailers' Scheme. The Council also continues to support the running of the three local business associations with grants of £2,500 for each of them.
23. The regular engagement with the business community ensures that officers remain sighted on key issues that concern businesses, which then informs policy and practice. For example, in response to concerns raised by BHBPA about the availability of freehold employment space, officers met with senior managers from Homes England to discuss how the Northern Arc employment space could help address their concerns.

Priority Theme 4. Promotion

Promotion: key measures of progress over the last year

1,059 new businesses set up in the District in 2018.

Three major events were held to promote Mid Sussex (EDS Launch, Open4Business, Apprenticeship Fair) complemented by over **40** other networking and engagement events with Local Business Associations, Gatwick Diamond, and Chamber of Commerce.

Promoting the District: Open4Business (Actions 45 and 58)

24. The annual Open4Business event represents one of the key channels through which the Council promotes the District as a great place to invest and do business. For the 2018/19 event 'Skills and Apprenticeships' was the theme in recognition of the importance skills will play in the future success of the District's economy.
25. The event attracted a strong field of exhibitors and speakers, and generated significant interest with over 120 delegates attending.

Work with WSCC, C2CLEP, GBEB and Gatwick Diamond to ensure that Mid Sussex District is promoted through their national and international networks and their investor development activities (Action 65)

26. The Council remains actively engaged with partners, particularly GBEB and the Gatwick Diamond Initiative where we have taken the lead role in developing GBEB's Business Survey which is taking place during summer 2019. The survey, which will be based on over 1,500 interviews, will provide a rich source of intelligence about business current thinking and behaviour, particularly around investment and training.

Policy Context

27. The Council's Economic Development Strategy supports the Council's key strategies in particular the Corporate Plan and District Plan. In addition it supports the Government's national ambition for economic growth set out in the Industrial Strategy, as well as regional aspirations set out in the Coast to Capital LEP's Strategic Economic Plan (SEP), and County Council's West Sussex Plan for 2017-2022.

Financial Implications

28. The delivery of the actions within the Strategy will be funded from within existing Council funding except where specifically noted.

Risk Management Implications

29. Each of the 65 actions set out in the action plan has been assigned a risk ('RAG') status. The risk status reflects each action's actual progress against its planned delivery schedule. It also reflects the number of possible risks that could impact delivery, the likelihood that any of those risks could be realised, and severity of the impact the risks could have on the project. The overall risk status for the action plan as at year-end is green. At an individual action level, some 64 actions currently have a green status and one action has an amber status. No risks have a red RAG status.

Equality and customer service implications

30. All of the projects and development activities referenced in the strategy have been assessed for compliance with the Council's equality and diversity policies and key legislation, in particular the 2010 Equality Act. An Equalities Impact Assessment (EIA) was completed for The Strategy and was included as an Annex in The Strategy when it was considered by the Scrutiny Committee in March 2018.

Other Material Implications

31. There are no other material implications.

Background Papers

Appendix 1: The four key themes within the Economic Development Strategy Action Plan and their associated outcomes

The four key themes within the Economic Development Strategy Action Plan and their associated outcomes

Theme 1: Places.

Outcomes:

- Viable and vibrant town and village centres with their own identity which meet the retail, leisure and employment needs of the growing population.
- The provision of business parks which provide an attractive environment which secure the retention and relocation of businesses.
- The delivery of infrastructure improvements which meet business needs.

Theme 2: Premises.

Outcomes:

- An excellent supply of quality industrial and office space to meet the needs and demand across the District.
- An employment offer which is complementary across West Sussex County.
- The development of centres of excellence and clusters of specialist industries to facilitate retention, growth and inward investment into the District by these sectors.
- The development of hotel and conference facilities to meet the needs of visitors and business community.

Theme 3: People.

Outcomes:

- Residents have access to opportunities to develop the skills to succeed.
- Education and training providers are aware of the skills required to access jobs in the growing employment sectors and provide the courses to deliver this.
- There is provision of further education and higher education in the District.
- Ensuring businesses can access robust and effective advice and support for their stage of growth, including start-ups and scale-up businesses.
- Support and encourage local business growth through the provision of Council services and awarding of Council contracts.
- Improved workplace health.

Theme 4: Promotion.

Outcomes:

- The benefits of the economic strategy are maximised by promoting the District's advantages clearly and widely, encouraging business retention and growth and appropriate inward investment.

MID SUSSEX DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT – CONSULTATION DRAFT

REPORT OF: DIVISIONAL LEADER FOR PLANNING AND ECONOMY
Contact Officer: Alma Howell
Email: alma.howell@midsussex.gov.uk Tel: 01444 477263
Wards Affected: All
Key Decision Yes
Report To: Scrutiny Committee for Housing, Planning and Economic Growth
Date of meeting: 18th July 2019

Purpose of Report

1. The purpose of this report is to ask the Committee to consider the draft Mid Sussex Design Guide Supplementary Planning Document (SPD).
2. Subject to the above consideration, the Committee is asked to recommend that Cabinet Member for Housing and Planning approves the document for public consultation.

Summary

3. This report:
 - a) sets out the background to why a Mid Sussex Design Guide is needed for the District;
 - b) describes the process of its preparation and summarises the broad content of the Document.

Recommendations

4. **That the Scrutiny Committee:**
 - (i) **Considers the Mid Sussex Design Guide SPD;**
 - (ii) **Delegates authority to Divisional Lead for Planning and Economy, in consultation with Cabinet Member, to make typographical, grammatical and photographic editorial changes before consultation; and**
 - (ii) **Recommends that Cabinet Member for Housing and Planning approves the document for public consultation.**

Background

5. The scale of growth in Mid Sussex is one of the most significant in the region. The Mid Sussex District Plan sets a minimum housing provision figure of 16,390 homes to be built in the 17-year period 2014 – 2031. It also promotes significant employment growth, including the provision of a business park and a Science and Technology Park at Burgess Hill.

6. Alongside this, the District is characterised by a large number of national and local environmental designations (e.g. Area of Outstanding Natural Beauty, Sites of Special Scientific Interest, Ancient Woodland, Conservation Areas and Listed Buildings) and by its distinctive towns and villages, attractive countryside and high quality landscape character. If the character and quality of our towns and villages is to be maintained, it is vital that the new growth is designed to a high standard.
7. While District Plan Policy DP26 Character and Design sets out a series of high level design principles expected from development, it is recognised that other planning tools are required to secure a step change in the quality of design which will help our communities better accept the growth agenda.
8. The preparation of a comprehensive District-wide Design Guide, as a Supplementary Planning Document, is seen as key to delivering a change in design quality by assisting landowners, developers, applicants and planners in the process of assessing the design quality of schemes. It will also help to support Planning Committee.
9. In addition, District Plan Policy DP26: Character and Design requires the optimisation of site potential in line with the National Planning Policy Framework (NPPF). The Design Guide provides the opportunity to enable broad density and height guidelines to be developed for specific types of locations, such as town centres, to help make best use of land and to make Development Management decisions regarding these issues more straightforward.
10. Furthermore, the Council is in the process of preparing a Site Allocations Development Plan Document that will allocate a number of brownfield and greenfield sites for residential development and employment use. A key role of the Design Guide will be to help inform the preparation of this document, providing information on appropriate design, density and layout.
11. This approach is in line with Government policy which places more emphasis on design, as set out in the revised NPPF. In paragraph 124, the NPPF states that the "...creation of high quality buildings and places is fundamental to what the planning and development process should achieve." Under paragraph 126 it adds: "To provide maximum clarity about design expectations at an early stage, plans or supplementary planning documents should use visual tools such as design guides and codes. These provide a framework for creating distinctive places, with a consistent and high quality standard of design."

The process of preparing the Design Guide

12. Following a competitive tendering process, Urban Initiatives Studios were appointed in January this year to prepare a District-wide Design Guide, Supplementary Planning Document (SPD) for new development in Mid Sussex.
13. The work of the consultants has been overseen by MSDC Urban Designer and the Planning Policy Team. A Member Workshop was held to steer development of the draft Design Guide. Early engagement has also taken

place with the Chairs of the Mid Sussex Design Review Panel, internal MSDC Council Officers and West Sussex County Council Officers.

14. A draft of the Design Guide has now been produced for consideration by this Committee before public consultation with stakeholders and the community.

Scope and content of the Document

15. District Plan Policy DP26 Character and Design sets the overall framework for the detailed guidance provided in the draft Design Guide, supplemented and cross referenced with the Commission for Architecture and the Built Environment's (CABE) (et al) 2018 edition of Building for Life criteria and the Government's Manual for Streets and Manual for Streets 2.
16. Within this framework, the document utilises the Mid Sussex District characterisation evidence base that supported the District Plan to identify the key characteristics of the landscape, towns, villages and hamlets in the District. This has enabled the identification of opportunity areas within the town centres for more intensive development, those areas that are more constrained, as well as ensuring that new development is contextual and locally distinctive.
17. The document is structured according to a series of integrated themes, including understanding the context, establishing well defined streets and layouts, transport connectivity, parking strategies, residential amenity, sustainable design and optimising site potential through building heights and housing density that reduces future pressure on development in the countryside. Each of the themes is illustrated with good and bad practice, including through local examples.
18. The Design Guide covers the following types of development:
 - Urban extensions (residential based developments)
 - Brownfield sites / urban infill / mixed-use developments
 - Rural developments
 - New dwelling design (houses and apartments)
 - Residential extensions
 - Building conversions
 - Commercial buildings / business parks / industrial estates.
19. Specific design guidance for Retail and Town Centre Developments will be covered by the proposed Shopfront Design guidance which will be prepared in 2019/20, in line with the commitment in the Economic Development Strategy Action Plan.

Next Steps

20. Following Cabinet Member approval, the Design Guide will be subject to a formal six week period of public consultation with statutory consultees, developers and the local community. After the consultation has ended there will be a review of the feedback received and, where appropriate, changes will be proposed to the Design Guide. The final draft version of the document will be reconsidered by this Committee, before being submitted to Full Council in Autumn 2019 for adoption as a SPD.

21. Once adopted the Design Guide SPD will carry weight in the planning decision making process. A training session on effective use of the Design Guide for Members and Officers will also be delivered by the consultants in the Autumn.

Policy Context

22. The National Planning Policy Framework emphasises the importance of high quality design. The Mid Sussex District Plan was adopted in March 2018 and seeks to ensure that well located and designed development, that reflects the distinctive character of the towns and villages, is delivered in the District. The Draft Design Guide supplements and adds detail to the District Plan policies.

Other Options Considered

23. An option would be not to prepare a Design Guide and rely on District Plan Policy DP 26 Character and Design. However, this would mean that the Council would have to rely on the more general guidance in DP26 and would miss an opportunity to provide clear design guidance that supplements this policy, addressing the design issues that are specific to Mid Sussex.

Financial Implications

24. The cost of the preparation of the Design Guide SPD is £30,000, which includes training sessions, and has been funded from the Development Plan specific Reserve.

Risk Management Implications

25. Without the detailed design guidance set out in the Mid Sussex Design Guide, this would make it difficult to secure a step change in design quality in the District. Given the growth agenda, there is the risk that this may result in adverse impacts on the character and quality of our towns and villages.

Equality and customer service implications

26. It is important that the Council is able to secure high quality design for new development that creates inclusive and sustainable neighbourhoods. The draft Design Guide has been subject to an Equalities Impact Assessment. This concludes that the document does not discriminate against any members of the community that have 'protected characteristics.'

Other Material Implications

27. Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) Screening have been undertaken on the draft Design Guide.

Appendix 1: Mid Sussex Design Guide SPD (Consultation Draft)

Appendix 2: Equalities Impact Assessment

Appendix 3: Strategic Environmental Assessment (SEA) Screening

Appendix 4: Habitats Regulations Assessment (HRA) Screening

APPENDIX 1
See Separate Document (Mid Sussex Design Guide)

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MID SUSSEX DISTRICT COUNCIL

Equality Impact Assessment

Title of Policy/Service/Contract:

Equalities Impact Assessment for public consultation on the draft Mid Sussex Design Guide SPD.

Division: Planning Policy and Economic Development

Lead Officer: Alma Howell

Date Assessment completed: 5th July 2019

1. SCOPING**1.1 What are the aims of the policy, service/service change or contract?**

Mid Sussex District Council has prepared a Design Guide Supplementary Planning Document (SPD) to supplement a specific design policy in the Mid Sussex development plan (District Plan policy DP26: Character and Design), as well as other policies that are related to design. The SPD will inform and guide the quality of design for all development in the District.

The SPD provides guidance on policies which have already been adopted in the Mid Sussex District Plan 2014-2031. It does not provide new policies but rather provides guidance that sets out in more detail how the policies in the District Plan should be implemented.

The aims of the SPD are to ensure that the Council's guidance on design:

- Complies with all relevant and current national planning policy and guidance, and with policies in the District Plan;
- Provides guidance which is fit for purpose and which will support the District Plan over the Plan period; and
- Establishes principles and standards for new development in the District that aim to create safe and attractive places that are sensitive to Mid Sussex's special character while also allowing creative and innovative design solutions.

There are parts of the Guidance that have particular impacts for the protected groups.

The results of this Assessment will be used to inform the Community Involvement Plan that will detail the consultation arrangements with stakeholders and the community.

1.2 Who does the service/policy/contract affect? Who are the main customers (internal or external)?

The SPD is based upon the policies contained within the District Plan, which have the potential to affect anyone who lives, works or visits Mid Sussex.

The main users of the SPDs are likely to be:

- Those involved in the development industry such as developers, house builders, architects, landowners, agents;
- Development Management Officers
- District, Town and Parish Councillors
- Members of the public;
- Organisations and individuals that represent groups of people;
- Internal customers including those service areas responsible for decisions that require consultation such as the Housing Department.

1.3 What equality information is available, including any evidence from engagement and analysis of use of services?

The SPD is based on the policies contained within the District Plan, which has been subject to its own Equalities Impact Assessment. The SPD will be the subject of full public consultation. A Community Involvement Plan, informed by the results of this Assessment, will detail how the consultation will be undertaken.

There has been early engagement with others during the production of this SPD, providing a range of expertise and advice.

These include:

A Member Workshop comprising Councillors;
 The Council's Design Review Panel, comprising local architects;
 West Sussex County Council officers giving advice on trees and transport issues, which have significant implications in regards to accessibility.

As well as internal Council officers, including:

Planning Officers from both Planning Policy and Development Management;
 Urban Designer;
 Sustainability Officer;
 Tree Officer;
 Housing Services;
 Waste and Outdoor Services;
 Community Services, Policy and Performance.

1.4 What does this information tell us about the equality issues associated with the service and implications for the protected groups?

Consultation with these groups has ensured a board range of opinions have input into the production of the SPD at an early stage.

The upcoming public consultation will also improve the Council's ability to receive input from an even more diverse range of voices, ensuring the final document is responsive to the needs of all groups of society.

The document will be available to view digitally, on the Mid Sussex District Council website, and hard copies will be available to view at the Council Offices. The Council will also be directly reaching out for responses to the consultation by utilising the Planning Policy Updates database which includes over 400 subscribers, who will receive notification and further information about the consultation.

Mid Sussex District Council has identified a number of hard to reach groups, and these groups are included in this database.

1.5 Are contractors or partnerships used to deliver the service? No

If No go to section 2.

If yes, please refer to the guidance notes, particularly Appendix One of the MSDC Guidance “Integrating Equality and Diversity into Procurement”, and complete the next three questions.

Identify the contractors/partnerships used to deliver the service.

What is their contribution to equality in service delivery and the promotion of equality?

How are equality issues addressed through contractual arrangements and service level agreements?

2. Assessment of Impact: Analysis and Action Planning

Any gaps in information or provision, opportunities to promote equalities and good relations identified above need to be translated into SMART actions and recorded here. These actions need to be delivered and monitored through the service planning process.

Please note, the Design Guide SPD principles noted in this assessment are included in full at the end of this document.

Opportunity to promote equality, good relations and/or address barriers to service/differential impact	Current action taken to address these	Further actions required and timescales	Lead Officer	How will impact be measured
The needs of different ethnic groups including white minorities, but also established white communities				
<p>The SPD should provide design guidance which encourages new development to be responsive to the needs of all sectors of society, including ethnic groups.</p> <p>The public consultation included in the preparation of the SPD will be responsive to needs of all ethnic groups.</p>	<p>Consultation with representative organisations.</p> <p>A translation service is provided by the Council.</p> <p>District Plan Policy, DP33: Gypsies, Travellers and Travelling Showpeople, aims to ensure that a sufficient amount of permanent culturally suitable housing for settled Gypsies, Travellers and Travelling Showpeople is delivered to meet identified needs within an appropriate timescale.</p>	<p>Implement the Design Guide SPD:</p> <p><i>Principle DG29: Design for everyone and look to the future.</i></p> <p><i>Principle DG34: Promote a mix of uses within larger schemes to provide services to meet local needs, conveniently located where they are most accessible.</i></p> <p><i>Principle DG35: Promote a mix of residential typologies within residential schemes to create mixed communities and ensure these are adaptable to change</i></p> <p><i>Principle G43: Provide attractive and usable external space for all</i></p>	Alma Howell	Monitoring where possible.
The needs of men and women, including taking account of pregnancy and maternity				
<p>The SPD will provide design guidance which encourages new development to be responsive to the needs of men and women.</p> <p>The public consultation included in the preparation of the SPD should be responsive to needs of men and women.</p>	<p>The consultation processes of all planning documents are open to all and accessible to those who are expecting and those with very young babies to ensure that this is not a barrier to engagement and to ensure that they can positively input into the plan-making process.</p>	<p>Implement the Design Guide SPD:</p> <p><i>Principle DG29: Design for everyone and look to the future.</i></p> <p><i>Principle DG34: Promote a mix of uses within larger schemes to provide services to meet local needs, conveniently located where they are</i></p>	Alma Howell	Monitoring where possible.

		<p><i>most accessible</i></p> <p><i>Principle DG35: Promote a mix of residential typologies within residential schemes to create mixed communities and ensure these are adaptable to change</i></p> <p><i>Principle DG43 Provide attractive and usable external space for all</i></p> <p>The document will be available to view digitally, on the Mid Sussex District Council website, and hard copies will be available to view at the Council Offices.</p>		
The needs of disabled people				
<p>The SPD should provide design guidance which encourages new development to be responsive to the needs of disabled people.</p> <p>The public consultation included in the preparation of the SPD should be responsive to needs of disabled people.</p>	<p>Liaison with Access Groups.</p> <p>District Plan policies on design, accessibility, transport, community facilities and local services, infrastructure and housing mix aim to ensure development is responsive to the needs of disabled people.</p> <p>The Development Infrastructure and Contributions SPD sets out a requirement for accessible and adaptable dwellings in both market and affordable housing, and identifies the Building Regulations standards these dwellings should meet.</p> <p>Supporting material is made available on the website which is equipped with 'browse aloud' for those with visual impairments.</p> <p>The consultation processes of all planning documents are open to all and accessible to the needs of disabled people.</p> <p>Consideration given to font size and design</p>	<p>Implement the Design Guide SPD:</p> <p><i>Principle DG19: provide attractive streets and spaces defined by buildings rather than the highway, that encourage low speeds and that a e safe to use by everyone</i></p> <p><i>Principle DG29: Design for everyone and look to the future.</i></p> <p><i>Principle DG34: Promote a mix of uses within larger schemes to provide services to meet local needs, conveniently located where they are most accessible</i></p> <p><i>Principle DG35: Promote a mix of residential typologies within residential schemes to create mixed communities and ensure these are adaptable to change</i></p> <p><i>Principle G43 Provide attractive and</i></p>	<p>Alma Howell</p>	<p>Monitoring where possible.</p>

	<p>layout. Documents written in plain English and terminology used explained in the clearest possible terms.</p> <p>Officers are available to explain the process in person, over the phone and via email.</p>	<p><i>usable external space for all</i> The document will be available to view digitally, on the Mid Sussex District Council website, and hard copies will be available to view at the Council Offices.</p>		
The needs of people with a religion or belief				
None identified.				
The needs of gay men, lesbians, bisexuals and heterosexual people				
None identified.				
Issues from marriage and civil partnership				
None identified.				
The needs of different age groups, for example older and younger people				
<p>The SPD should provide design guidance which encourages new development to be responsive to the needs of all age groups.</p> <p>The public consultation included in the preparation of the SPD should be responsive to needs of different age groups.</p>	<p>Liaison with representative organisations.</p> <p>Mid Sussex District Council has identified a number of hard to reach groups, and these groups are included in this database, who will be notified of the consultation on the SPDs.</p> <p>The draft SPDs will be published on the Mid Sussex District Council website, and will be available in the deposit points, including the main libraries, around the District.</p> <p>Supporting material is made available on the website which is equipped with 'browse aloud' for those with visual impairments.</p> <p>Consideration has been given to font size and design layout.</p> <p>Documents written in plain English and</p>	<p>Implement the Design Guide SPD:</p> <p><i>Principle DG27: Integrate space for play into the design</i></p> <p><i>Principle DG29: Design for everyone and look to the future.</i></p> <p><i>Principle DG31: Optimise the development potential of sites to deliver homes and new employment in the most sustainable locations</i></p> <p><i>Principle DG34: Promote a mix of uses within larger schemes to provide services to meet local needs, conveniently located where they are most accessible</i></p> <p><i>Principle DG35: Promote a mix of residential typologies within</i></p>	<p>Alma Howell</p>	<p>Monitoring where possible.</p>

	<p>terminology used explained in the clearest possible terms.</p> <p>Officers are available to explain the process in person, over the phone and via email.</p>	<p><i>residential schemes to create mixed communities and ensure these are adaptable to change</i></p> <p>The document will be available to view digitally, on the Mid Sussex District Council website, and hard copies will be available to view at the Council Offices.</p>		
The needs of transgender communities				
None identified.				
The needs of people who are disadvantaged by socio-economic factors such as low incomes, skill or living in a deprived area				
<p>The SPD should provide design guidance which encourages new development to be responsive to the needs of people who are disadvantaged by socio-economic factors.</p> <p>The public consultation included in the preparation of the SPD should be responsive to needs of people who live in a rural area.</p>	<p>Liaison with voluntary services, registered social landlords and the business community.</p> <p>District Plan policies on housing, including affordable housing and housing mix, and economic development that provide for a range of employment types, community facilities and local services and infrastructure, accessibility and transport.</p> <p>Supporting material is made available on the website which is equipped with 'browse aloud' for those with visual impairments.</p> <p>Consideration has been given to font size and design layout.</p> <p>Documents written in plain English and terminology used explained in the clearest possible terms.</p> <p>Officers are available to explain the process in person, over the phone and via email.</p>	<p>Implement the Design Guide SPD:</p> <p><i>Principle DG29: Design for everyone and look to the future.</i></p> <p><i>Principle DG31: Optimise the development potential of sites to deliver homes and new employment in the most sustainable locations</i></p> <p><i>Principle DG34: promote a mix of uses within larger schemes to provide services to meet local needs, conveniently located where they are most accessible</i></p> <p><i>Principle DG35: Promote a mix of residential typologies within residential schemes to create mixed communities and ensure these are adaptable to change.</i></p> <p><i>Principle DG41: Minimise environmental impact by energy efficient and sustainable design</i></p> <p><i>Principle G43: Provide attractive and usable external space for all</i></p>	Alma Howell	Monitoring where possible.

		The document will be available to view digitally, on the Mid Sussex District Council website, and hard copies will be available to view at the Council Offices.		
The needs of people who live in a rural area				
<p>The SPD should provide design guidance which encourages new development to be responsive to the needs of people who live in a rural area.</p> <p>The public consultation included in the preparation of the SPD should be responsive to needs of all ethnic groups.</p>	<p>Liaison with Parish Councils, representative groups and local communities.</p> <p>District Plan Policy DP32: Rural Exception Sites allows for the provision of rural exception sites.</p> <p>District Plan Policy DP1: Sustainable Economic Development allows new small scale economic development in the countryside.</p>	<p>Implement the Design Guide SPD:</p> <p><i>Principle DG31: Optimise the development potential of sites to deliver homes and new employment space in the most sustainable locations, reducing pressure on the countryside and the need to travel</i></p> <p><i>Principle DG54: Conversion of agricultural buildings</i></p>	Alma Howell	Monitoring where possible.

3. Mid Sussex District Council Equality Impact Assessment Summary

Key findings	Future Actions
<p>Engagement methods are suitable for seldom heard groups across the community</p> <p>The consultation will be managed to ensure that engagement reaches as wide as possible audience, including all groups</p> <p>The SPD establishes principles and standards for new development in the District that aim to create safe and attractive places that are responsive to the needs of all.</p>	<p>Promotion of consultation exercise, liaison with representative organisations and monitoring of consultation.</p> <p>Monitor design of new developments across the district in order to establish how these are used to meet the needs of a range of groups including the ethnic groups, elderly, gypsies and travellers, those with disabilities, the rural community, and people who are disadvantaged by socio-economic factors.</p>

Design Guide Principles

Principle DG19: Provide attractive streets and spaces defined by buildings rather than the highway, that encourage low speeds and that are safe to use by everyone

Streets should be designed as social spaces with the needs of pedestrians, cyclists and public transport users put above the needs of the motorist. Within larger developments a clear street hierarchy should be promoted with the principal vehicular routes integrated within the structure of development as main streets or boulevards with tree lined building frontages and not as peripheral distributor roads (bypasses). Streets should be well defined and enclosed by building frontages normally in combination with a line of trees and landscaping. Streets should encourage pedestrian movement through appropriate pavement widths, avoiding unnecessary barriers or clutter and providing places for pedestrians to rest, gather and socialise. Residential streets should be designed to a maximum speed of 20 miles per hour. Traffic calming measures should be integrated within the design of the streets (and not as engineered solutions imposed afterwards) to encourage drivers to drive with care and caution.

Principle DG27: Integrate space for play into the design

Children's play areas and equipment should normally be provided as part of new residential developments of 50 dwellings and above and on smaller developments when there are no existing nearby facilities. Play spaces should not be marginalised to the edge of developments but provided centrally in an accessible location where they are overlooked by surrounding properties. Play spaces should provide a range of equipment suitable for the intended age group and integrated with natural landscape to enable contact with nature. The national guidance on inclusive play, should be followed in Design for Play: A guide to creating successful play spaces (Play England, August 2008) and Public Space Lessons: Designing and planning for play (CABE, October 2008).

Principle DG29: Design for everyone and look to the future

The public realm should be designed so that it:

- Reflects the diversity of people using spaces;
- Is convenient, safe and easy to use for all people without having to experience undue effort, barriers to access or separation;
- Enables everyone to participate equally, confidently and independently in everyday activities irrespective of a person's mobility, age, gender or ethnicity;
- Meets the needs of wheelchair users, mobility impaired people and people with pushchairs;
- Encourages social interaction and does not purposely design-out the activities of young people or other groups; and
- Provides sensory richness.

In particular applicants should:

- Ensure that street furniture, signage, lighting and visual and textural contrast in the paving materials are carefully designed and reflect the needs of all potential users; and
- Provide sufficient levels of accessibility for all potential users in terms of accessible parking, pavement space and access to public transport.

Principle DG31: Optimise the development potential of sites to deliver homes and new employment space in the most sustainable locations, reducing pressure on the countryside and the need to travel

New development should generally respond to the scale, massing and grain of adjacent areas and the settlement context within which it is located. However in some parts of the District there may be an opportunity to deliver a new development character provided this is part of a comprehensive vision, establishes sense of place and does not impact on the sensitive townscape or landscape assets of an area.

In particular there are opportunities to:

- Promote development of a greater intensity in Mid Sussex's three town centre locations within areas identified as being coarse grain (refer to Section 2.5 of this Design Guide);
- Promote development of a greater intensity in the most accessible parts of new urban extensions where this does not adversely impact on existing homes / character and the rural edge; and
- Intensify and increase the efficiency of employment sites (as identified in Section 2.5 of this Design Guide).

Increased scale and density of development should be restricted to areas where there is good accessibility to shops and services and to public transport in order to minimise the need to travel.

Schemes of greater density should promote green travel options including reduced parking provision, provision of car club spaces and improved public transport provision.

Principle DG34: Promote a mix of uses within larger schemes to provide services to meet local needs, conveniently located where they are most accessible

Larger proposals will normally require a range of local services and facilities to be incorporated. The viability and vitality of these uses will depend on the existing and proposed catchment.

The location of mixed-use centres and neighbourhood hubs is key to their viability and long-term success.

Mixed-use centres should:

- Be conveniently located at the intersection of well-connected streets;
- Be highly visible;
- Cluster a mix of facilities around an appropriately scaled high quality public realm or public space as a central focus with buildings serving to enclose the space;
- Include residential development within the mix above non-residential uses to ensure activity and surveillance throughout the day and night;
- Wrap and conceal the non-active parts of larger nonresidential buildings (such as supermarkets or leisure buildings) within blocks with a perimeter of active development;
- Locate servicing areas where they do not visually dominate the streetscene and avoid dead frontage overlooking the public realm;
- Be accessible for all users, with particular consideration given to how the elderly and disabled will access and use the centre;
- Provide short stay / visitor and disabled car parking spaces and secure cycle parking integrated into the streetscape or landscape design with convenient access to capitalise on passing trade. The appropriate number, location and layout will depend on the local context; and
- Be served by a frequent bus route with bus stops conveniently located and well-overlooked to encourage patronage.

Principle DG35: Promote a mix of residential typologies within residential schemes to create mixed communities and ensure these are adaptable to change

Applicants should promote development that provides a mix of dwelling types (including apartments and terraced homes) and tenures to meet local need as identified in District Plan Policies DP30: Housing Mix and DP31: Affordable Housing.

Applicants should agree this mix through discussion with the Council.

Affordable housing should be 'pepper-potted' throughout the site, and have the same external appearance and quality of

finishes as private housing.

Buildings should be designed so that they can be altered internally or externally over time without the need for demolition or rebuilding as needs change. Very narrow fronted buildings are unlikely to be easily altered or extended. By building flexible internal space, rooms can be adapted to different uses depending on family requirements.

Buildings should be designed to maximise the potential for lifetime use. Refer to Lifetime homes guidance for further details.

<http://www.lifetimehomes.org.uk/>

New residential developments should address the needs of people with disabilities by complying with Building Regulations. This requires reasonable provision to be made for people with disabilities to gain access to and to use buildings.

Wheelchair accessible homes should be designed in accordance with recognised guidance such as Wheelchair Housing Design Guide (Habinteg, 2006). These homes should be positioned in highly accessible locations.

Principle DG41: Minimise environmental impact by energy efficient and sustainable design

The Council is committed to sustainable design and construction and all development must be designed so that the use of resources and energy are minimised both through building construction and on completion.

Applicants must demonstrate how this has informed their design and must consider in particular:

- Orientation and design of buildings to maximise daylight and sun penetration, whilst also avoiding overheating;
- The use of green roofs or walls to reduce storm water run off, increase soundproofing and biodiversity;
- The use of materials with low embodied energy or, where possible recycled materials (for example re-use of existing concrete as road fill or in foundations);
- The use of materials with a high thermal mass, such as stone or brick, which store heat and release it slowly;
- The use of photovoltaics or solar thermal water heating;
- The use of ground or air source heat pumps for heating; and
- The use of low flow technology in water fittings, rainwater harvesting systems and grey water recycling systems to reduce water consumption.

Principle DG43: Provide attractive and usable external amenity space for all homes

All dwellings should have access to private outdoor amenity space. This open space should be appropriate to both the location of the proposal and the type and size of accommodation and it should be located where it is not subject to continuous overshadowing.

Amenity space should be provided in the form of a private garden, patio or balcony, depending on the type of dwellings being provided. Where no private gardens are proposed private communal gardens should be provided. Private gardens should be treated as an extension of the living space of the house.

External access to rear gardens should be provided. Long, narrow alleyways should be avoided.

Communal gardens should be incorporated to the rear of blocks to provide visual amenity and outdoor space for residents. Soft landscaping should be prioritised over areas of hard standing and consideration should be given to provision of outdoor seating, eating, drying and growing space.

Ground floor homes in apartment blocks should have access to a well defined, rear, private area. This will act as 'defensible space' and create good quality amenity.

Residents living in upper floor apartments should have access to a balcony which is large enough to be enjoyed. Balconies should be positioned to ensure they do not cause overlooking of neighbouring properties.

Principle DG54: Conversion of agricultural buildings

The primary objective of all conversions of agricultural buildings must be to retain the character and appearance of the original building. Where conversion to residential uses is proposed this may require compromises in terms of the residential layout and the provision of natural light into all habitable rooms.

The introduction of conspicuous domestic features such as chimneys, satellite dishes, aerials, porches and additional window or door openings tend to be out of character with the original building and, wherever possible, such features should be avoided. Natural light can be provided by introducing glass roof tiles, glass insertions into honeycomb brickwork and slit windows.

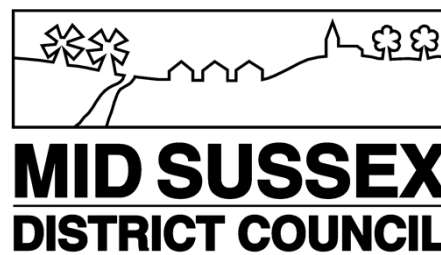
Existing openings in elevations can be used for windows or doors, and to 'borrow' light into the more central parts of the building. A simple window design is usually most appropriate. Internal walls should be retained where ever practically possible and the introduction of additional walls kept to a minimum. Timber roof trusses should be retained and not cut or removed to provide head height at first floor level.

Dis-proportionately large extensions or ancillary buildings are not usually appropriate for conversions. Such elements can dominate the original building and so detract from its character. Residential type features such as conservatories should be avoided. Wherever possible, existing ancillary buildings should be used as garaging to avoid the need for new buildings. Conversions should not subdivide historic farmyards.

Landscaping and boundary treatments need careful attention and should be designed to be as simple as possible. Hard and soft landscaping should be kept informal, and walls, fences, kerbing and any other urban features should be avoided where they would harm the building's agricultural character or farmyard setting.

A structural report will need to be submitted with any planning application to demonstrate that the building is capable of conversion without substantial rebuilding or extension.

Mid Sussex



Design Guide SPD

Strategic Environmental Assessment
Draft Screening Report

July 2019

1. Introduction

Mid Sussex District Council has prepared a Design Guide Supplementary Planning Document (SPD) to inform and guide the quality of design for all development in the District.

This document comprises the Screening Report to determine whether or not the SPD being prepared within the Mid Sussex District will require a Strategic Environmental Assessment (SEA) in accordance with the European Directive 2001/42/EC and associated Environmental Assessment of Plans and Programmes Regulations 2004.

2. Background

Supplementary Planning Documents (SPDs) can be prepared to build upon and provide more detailed advice or guidance on the policies within the development plan.

Government policy places emphasis on the importance of good design, as set out in the revised National Planning Policy Framework (NPPF) (2019). In paragraph 124, the NPPF states that the "...creation of high quality buildings and places is fundamental to what the planning and development process should achieve." Under paragraph 126 it adds: "To provide maximum clarity about design expectations at an early stage, plans or supplementary planning documents should use visual tools such as design guides and codes. These provide a framework for creating distinctive places, with a consistent and high quality standard of design."

Mid Sussex District Council has prepared a comprehensive District-wide Design Guide SPD to supplement a specific design policy in the Mid Sussex development plan (District Plan policy DP26: Character and Design), as well as other policies related to design.

This document is seen as key to delivering high-quality design of development by assisting landowners, developers, applicants and planners in the process of assessing the design quality of schemes.

The Mid Sussex District Plan 2014-2031 (the District Plan) was adopted on 28th March 2018. These policies have already been subject to Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA). The District Plan contains a number of policies related to design which the SPD will supplement and provide further guidance on:

- DP1: Sustainable Economic Development
- DP3: Village and Neighbourhood Centre Development
- DP6: Settlement Hierarchy
- DP7: General Principles for Strategic Development at Burgess Hill
- DP9: Strategic Allocation to the north and north west of Burgess Hill
- DP14: Sustainable Rural Development and the Rural Economy
- DP15: New Homes in the Countryside
- DP16: High Weald Area of Outstanding Natural Beauty
- DP18: Setting of the South Downs National Park
- DP19: Sustainable Tourism
- DP26: Character and Design
- DP27: Dwelling Space Standards
- DP28: Accessibility
- DP29: Noise, Air and Light Pollution

- DP30: Housing Mix
- DP32: Rural Exception Sites
- DP34: Listed Buildings and Other Heritage Assets
- DP35: Conservation Areas
- DP37: Trees, Woodland and Hedgerows
- DP39: Sustainable Design and Construction
- DP41: Flood Risk and Drainage
- DP42: Water Infrastructure and the Water Environment

In particular, District Plan Policy DP26: Character and Design sets the overall framework for the detailed guidance provided in the draft Design Guide SPD, supplemented and cross referenced with the CABE's (et al) 2018 edition of Building for Life criteria and the Government's Manual for Streets and Manual for Streets 2.

DP26: Character and Design

All development and surrounding spaces, including alterations and extensions to existing buildings and replacement dwellings, will be well designed and reflect the distinctive character of the towns and villages while being sensitive to the countryside. All applicants will be required to demonstrate that development:

- **is of high quality design and layout and includes appropriate landscaping and greenspace;**
- **contributes positively to, and clearly defines, public and private realms and should normally be designed with active building frontages facing streets and public open spaces to animate and provide natural surveillance;**
- **creates a sense of place while addressing the character and scale of the surrounding buildings and landscape;**
- **protects open spaces, trees and gardens that contribute to the character of the area;**
- **protects valued townscapes and the separate identity and character of towns and villages;**
- **does not cause significant harm to the amenities of existing nearby residents and future occupants of new dwellings, including taking account of the impact on privacy, outlook, daylight and sunlight, and noise, air and light pollution (see Policy DP29);**
- **creates a pedestrian-friendly layout that is safe, well connected, legible and accessible;**
- **incorporates well integrated parking that does not dominate the street environment, particularly where high density housing is proposed;**
- **positively addresses sustainability considerations in the layout and the building design;**
- **take the opportunity to encourage community interaction by creating layouts with a strong neighbourhood focus/centre; larger (300+ unit) schemes will also normally be**

expected to incorporate a mixed use element;

- **optimises the potential of the site to accommodate development.**

Within this framework, the document utilises the Mid Sussex District characterisation evidence base that supported the District Plan to identify the key characteristics of the landscape, towns, villages and hamlets in the District and to ensure that new development is contextual and locally distinctive.

The document is structured according to a series of integrated themes, including understanding the context, establishing well defined streets and layouts, transport connectivity, parking strategies, residential amenity, sustainable design and optimising site potential through building heights and housing density that reduces future pressure on development in the countryside.

The Design Guide covers the following types of development:

- Urban extensions (residential based developments)
- Brownfield sites / urban infill / mixed-use developments
- Rural developments
- New dwelling design (houses and apartments)
- Residential extensions
- Building conversions
- Commercial buildings / business parks / industrial estates.

3. Strategic Environmental Assessment (SEA)

Strategic Environmental Assessment (SEA) involves evaluation of the environmental impacts of a plan or programme. The requirement for SEA is set out in the European Directive 2001/42/EC adopted into UK law as the “Environmental Assessment of Plans or Programmes Regulations 2004”. The SEA Directive sets out a legal assessment process that must be followed. Often within the planning context, the SEA requirements are met by incorporating it within a Sustainability Appraisal (SA), which is a requirement for Development Plan Documents.

There is no legal requirement for Supplementary Planning Documents to be accompanied by Sustainability Appraisal, and this is reinforced in Planning Practice Guidance (PPG ref: 11-008-20140306). However, “in exceptional circumstances” there may be a requirement for SPDs to undertake Strategic Environmental Assessment where it is felt they may have a likely significant effect on the environment that has not been assessed within the SEA/SA of the Local Plan (District Plan).

To establish whether the SPD is thought to have significant environmental effects and therefore require SEA to be undertaken, a Screening Process has been followed and forms the main content of this report.

4. The Screening Process

The screening process is based upon consideration of standard criteria to determine whether the plan or programme (in this case the Design Guide SPD) is likely to have “significant environmental effects”. The result of the screening process is included in section 5 of this report.

The three consultation bodies (English Heritage, Environment Agency and Natural England) will be consulted to determine whether they agree with the conclusion of this report, in determining whether the SPD has a “significant environmental effect” and therefore requires SEA. Should it be determined by the local authority and consultation bodies that SEA does need to be undertaken, the District Council will need to undertake the Scoping stage of SEA.

The ODPM publication “A Practical Guide to the Strategic Environmental Assessment Directive” (2005) sets out the approach to be taken in order to determine whether SEA is required (figure 1).

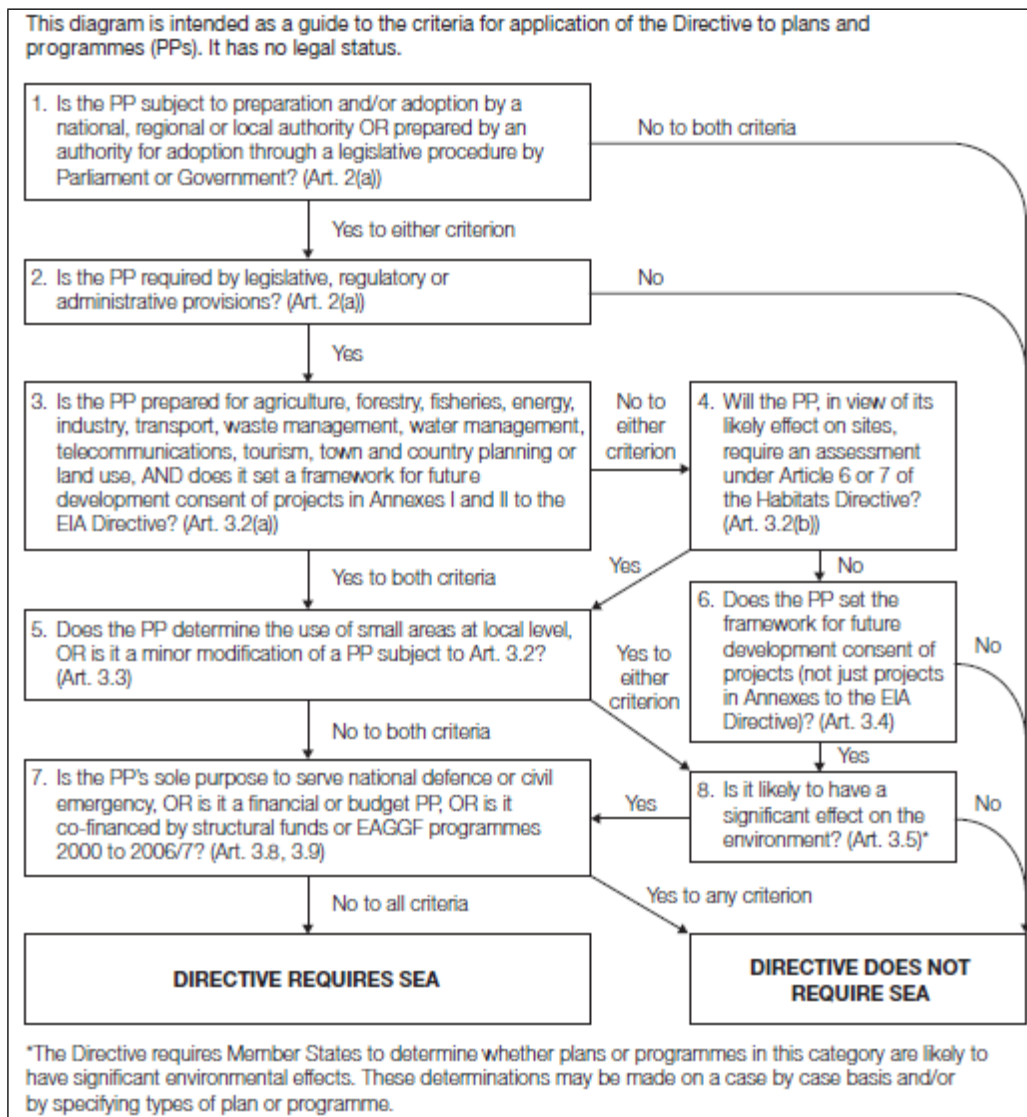


Figure 1: Application of the SEA Directive (from “A Practical Guide to the Strategic Environmental Assessment Directive”)

This approach has been followed in two parts, below. Part 1 follows the flow-chart outlined above, whilst Part 2 sets out whether it is considered that the SPD is likely to have a ‘significant effect on the environment’ (i.e. stage 8 of the above).

Assessment Part 1 – Establishing the Need for SEA

Table 1 - Establishing the Need for SEA		
Stage	Y/N	Justification
1. Is the PP (plan or programme) subject to preparation and/or adoption by a national, regional or local authority OR prepared by and authority for adoption through a legislative procedure by Parliament or Government (Art. 2(a))	Y	The Supplementary Planning Document (SPD) will be adopted by Mid Sussex District Council. It will be a material consideration in planning decisions. PROCEED TO QUESTION 2
2. Is the PP required by legislative, regulatory or administrative provisions? (Art. 2(a))	Y	SPDs are optional; there is no legislative or regulatory requirement to prepare them. This particular SPD has been produced to supplement the statutory Local Plan (the District Plan). PROCEED TO QUESTION 3
3. Is the PP prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, telecommunications, tourism, town and country planning or land use, AND does it set a framework for future development consent of projects in Annexes I and II to the EIA Directive? (Art 3.2(a))	N	Whilst the SPD has been prepared for town and country planning purposes, they do not set policy. The policies that the SPD supplement have been subject to SA/SEA. The SPD itself does not set a framework for future development consent of projects in Annexes I and II. PROCEED TO QUESTION 4
4. Will the PP, in view of its likely effect on sites, require and assessment for future development under Article 6 or 7 of the Habitats Directive (Art. 3.2(b))	N	The policies that the SPD is supplementing have themselves been subject to Habitats Regulations Assessment. PROCEED TO QUESTION 6
5. Does the PP determine the use of small areas at local level, OR is it a minor modification of a PP subject to Art. 3.2? (Art. 3.3)	N/A	Not applicable.
6. Does the PP set the framework for future development consent of projects (not just projects in annexes to the EIA Directive)? (Art. 3.4)	N	The SPD provides further guidance to supplement policies related to design and layout. PROCEED TO QUESTION 8
7. Is the PP's sole purpose to serve the national defence or civil emergency, OR is it a financial or budget PP, OR is it co-financed by structural funds or EAGGF programmes 2000 to 2006/7? (Art 3.8, 3.9)	N/A	Not applicable.
8. Is it likely to have a significant effect on the environment? (Art. 3.5)	N	The purpose of the SPD is to provide guidance to assist in the interpretation of adopted policies in the District Plan. The policies to which the SPD relates were subject to SEA (incorporated within the Sustainability Appraisal) through the District Plan process, and no significant effects were expected. Therefore the SPD

		will not itself have any significant effects on the environment.
Part 1 Overall Conclusion:		DIRECTIVE DOES NOT REQUIRE SEA

Assessment Part 2 - Likely Significant Effects on the Environment

Table 2 – Assessment of the Likely Significant Effects of Neighbourhood Plans

SEA Directive Criteria	Response	Is there a likely significant environmental effect?
1. The Characteristics of Plans and Programmes, having regard, in particular, to:		
1a) The degree to which the plan or programme sets a framework for projects and other activities, either with regard to the location, nature, size and operating conditions or by allocating resources.	The SPD will not set a framework for other projects or activities. It will provide additional guidance on existing policies within the District Plan that have been subject to SEA (concluding no significant effects expected).	N
1b) The degree to which the plan or programme influences other plans and programmes including those in a hierarchy.	The District Plan provides the adopted policies to which the SPD will supplement. The SPD will only be able to expand and provide more guidance on the policies within the District Plan, and will not be able to introduce new policy. The SPD will be at the bottom of the hierarchy and will have no influence on the documents above it.	N
1c) The relevance of the plan or programme for the integration of environmental considerations in particular with a view to promoting sustainable development.	The SPD will contribute to sustainable development by providing more detail and guidance to support the policies within the District Plan. The aim of the Design Guide is to ensure high quality development that is sustainable and inclusive. It contains principles that seek to ensure the efficient use of land, reducing future pressure on development in the countryside, and that housing is near to facilities, reducing the need for vehicle based journeys and promoting green travel options instead. It also has a section on high quality and sustainable building design.	N
1d) Environmental problems relevant to the plan or programme.	The policies within the District Plan that the SPD supplements are not expected to have any likely significant effects on the environment.	N
1e) The relevance of the plan or programme for the implementation of Community legislation on the environment (e.g. plans and programmes linked to waste management or water protection).	The SPD is not relevant to the implementation of EC legislation such as waste management or water protection.	N
2. Characteristics of the effects and of the area likely to be affected, having regard, in particular, to:		

2a) The probability, duration, frequency and reversibility of the effects.	The anticipated effects on the sustainability of the District are expected to be positive by providing guidance to support policies designed to create mixed sustainable communities. The duration and frequency of the effects is difficult to define; the effects will be linked to a planning permission which is (usually) permanent unless superseded by a subsequent permission on the same site.	N
2b) The cumulative nature of the effects.	The District Plan SA/SEA expects overall positive impacts to arise from the specific policy (DP26: Character and Design) that the Design Guide SPD primarily relates to.	N
2c) The trans boundary nature of the effects.	Design guidance will be local to Mid Sussex District and only indirect effects are expected cross-boundary (and not as a result of the SPD in itself).	N
2d) The risks to human health or the environment (e.g. due to accidents).	The SPD does not present any risks to human health or the environment; conversely they aim to encourage improvements in these areas.	N
2e) The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected).	The SPD will be applied to all relevant planning applications in the district, although the effects of the SPD will be more likely felt at a more local scale (i.e. site or neighbourhood).	N
2f) The value and vulnerability of the area likely to be affected due to: i) special natural characteristics or cultural heritage. ii) exceeded environmental quality standards or limit values. iii) intensive land-use.	The SPD itself will not be able to set policy related to specific land uses. The SPD supports a policy (DP26: Character and Design) which seeks to protect the distinctive character of the towns and villages while being sensitive to the countryside.	N
2g) The effects on areas or landscapes which have a recognised national, Community or international protection status.	None identified. Any applications for development will be required to satisfy the relevant policies for protection of the character of the area before permission is granted.	N
Part 2 Overall Conclusion:	NO LIKELY SIGNIFICANT ENVIRONMENTAL EFFECT	

5. Statement of Reasons for Determination

The policies that the SPD will supplement (listed in section 2) have themselves been subject to Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA). In particular, the appraisals for DP26: Character and Design, (the specific policy to which the SPD relates) concludes there will be no significant environmental effects. The appraisals concluded that positive impacts could be expected for social and economic objectives, and that largely neutral or possible positive impacts could be expected for environmental objectives.

As the SPD is only entitled to provide guidance to existing policies, it is not expected that it would alter the conclusions reached in the District Plan SA/SEA.

The SPD cannot set new policy. It has been prepared to build upon the District Plan policies and provide guidance to applicants regarding design quality (in accordance with the NPPF).

Applying the guidance set out in “A Practical Guide to the Strategic Environmental Assessment Directive”:

- Assessment Part 1 (table 2) concludes that the **Directive Does Not Require SEA**
- Assessment Part 2 (table 3) concludes that there is **No Significant Environmental Effect**

On this basis, and taking account of the SA/SEA undertaken at a higher level through preparation of the District Plan and the effects expected, Mid Sussex District Council concludes that the Mid Sussex Design Guide SPD does not require a full SEA to be undertaken.

A draft of this screening report is subject to consultation with the three statutory bodies (Historic England, Environment Agency and Natural England). This is a 3 week consultation, starting on Thursday 4 July 2019; responses are to be sent by email to LDFconsultation@midsussex.gov.uk by Thursday 25 July, 2019.

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Consultation Draft Mid Sussex Design Guide Supplementary Planning Document

Habitats Regulations Assessment – Screening Report

June 2019

1.0 Introduction

- 1.1 In accordance with the Conservation of Habitats and Species Regulations 2017, a proposed plan or project can only be adopted or permitted if it can be determined that the plan or project will not adversely affect the integrity of a European site (Special Area of Conservation, Special Protection Area or Ramsar site) with the exception of certain circumstances.
- 1.2 This Habitats Regulations Assessment (HRA) screening report has been undertaken by Mid Sussex District Council in respect of the Consultation Draft Mid Sussex Design Guide Supplementary Planning Document (SPD). The Mid Sussex Design Guide aims to deliver high quality new development across Mid Sussex that responds appropriately to its context and is inclusive and sustainable.
- 1.3 The aim of this HRA screening report is to assess whether there would be any likely significant effects on European sites from this Consultation Draft Mid Sussex Design Guide.

2.0 Ashdown Forest SPA and SAC

- 2.1 Ashdown Forest lies within Wealden District, and is adjacent to the north-east boundary of Mid Sussex. Parts of Ashdown Forest are classified as Special Protection Area (SPA) and designated as Special Area of Conservation (SAC). Ashdown Forest is also notified as a Site of Special Scientific Interest (SSSI).
- 2.2 Ashdown Forest is classified as a SPA because of the presence of breeding populations of Dartford warbler and European nightjar, and is a designated SAC with qualifying habitats of Northern Atlantic wet heaths and European dry heaths as well as Great crested newts. Appendix A provides a map showing the location of Ashdown Forest in relation to Mid Sussex District.
- 2.3 The protected birds on the Ashdown Forest SPA are vulnerable from increased recreational activity arising from new residential development and related population growth. As considered through the District Plan HRA, mitigation measures are necessary to counteract the effects of potential increasing recreational pressure. The proposed approach as set out in the District Plan Policy DP17 recommends a Suitable Alternative Natural Greenspace (SANG) and Strategic Access Management and Monitoring (SAMM) approach. Mid Sussex District Council has a strategic SANG at East Court & Ashplats Wood, East Grinstead. An Interim SAMM Strategy is currently being implemented and a Joint SAMM Strategy prepared with the other affected local authorities is being finalised¹.

¹ <http://www.midsussex.gov.uk/planning-building/protecting-ashdown-forest/>

- 2.4 The Ashdown Forest SAC qualifying features are vulnerable to atmospheric pollution from a number of sources including motor vehicles. There is a potential impact pathway from new development and associated increases in traffic flows on the roads such as the A275, A22, A26 and B2110, which traverse or run adjacent to the Ashdown Forest SAC. The emissions from these vehicles may cause a harmful increase in atmospheric pollutants which are then deposited on the habitats on Ashdown Forest. The main pollutant effects of interest are acid deposition and eutrophication by nitrogen deposition. The critical load for nitrogen deposition and acid (nitrogen (N) or sulphur (S)) deposition is already exceeded in parts of Ashdown Forest.
- 2.5 The District Plan HRA² concluded that adverse effects from atmospheric pollution are not considered likely for the Ashdown Forest SAC. Recreational disturbance impacts were assessed as potentially affecting the Ashdown Forest SPA, however, the impacts were considered to be adequately avoided and mitigated by the District Plan policy response.

3.0 Screening Assessment

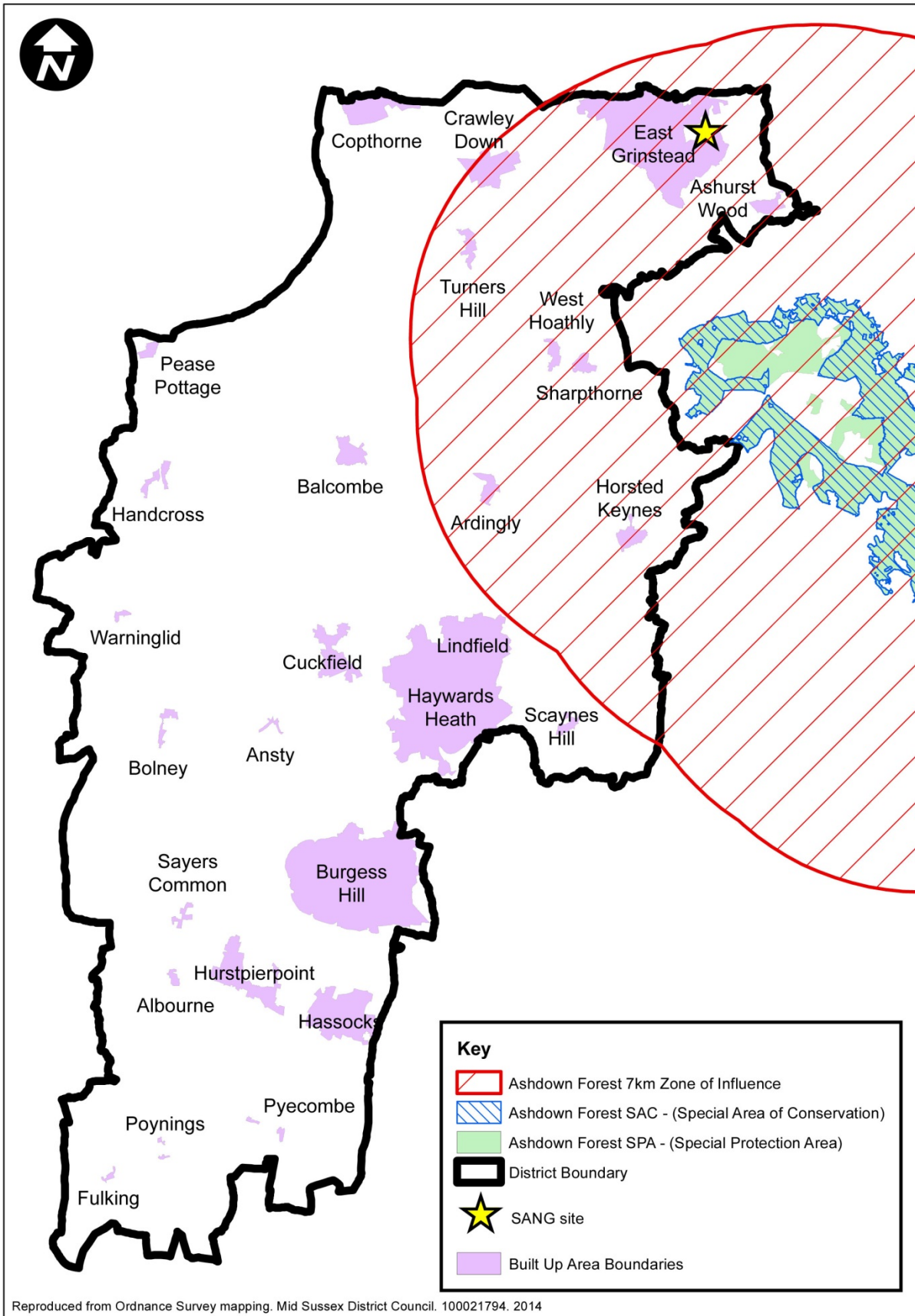
- 3.1 From review of the Consultation Draft Mid Sussex Design Guide, it is considered that it is not directly connected with, or necessary to the nature conservation management of Ashdown Forest.
- 3.2 The potential impact on the Ashdown Forest SPA and SAC arises from increased development. The Mid Sussex Design Guide does not propose new development, rather it provides more detail to policies within the District Plan. As such, it is considered that the District Plan HRA provides the background and assessment for this screening report of the Consultation Draft Mid Sussex Design Guide.

4.0 Conclusion

- 4.1 Since the Consultation Draft Mid Sussex Design Guide does not propose new development, it is not considered that it will have a likely significant effect on the Ashdown Forest SPA and SAC, and so an Appropriate Assessment is not required.

² <http://www.midsussex.gov.uk/planning-building/mid-sussex-district-plan/habitats-regulations-assessment-for-the-district-plan/>

Appendix A: Map of Mid Sussex District and the Ashdown Forest SPA and SAC



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SCRUTINY COMMITTEE FOR HOUSING, PLANNING AND ECONOMIC GROWTH WORK PROGRAMME 2019/20

REPORT OF: Tom Clark, Head of Regulatory Services
Contact Officer: Alison Hammond, Member Services Officer
Email: alison.hammond@midsussex.gov.uk Tel: 01444 477227

Wards Affected: All
Key Decision: No

Purpose of Report

1. For the Scrutiny Committee for Housing and Planning and Economic growth to note its Work Programme for 2019/20.

Summary

2. Members are asked to note the attached Work Programme. The Work Programme will be reviewed as the final piece of business at each meeting, enabling additional business to be agreed as required.

Recommendations

3. **The Committee are recommended to note the Committee's Work Programme as set out at paragraph 5 of this report.**

Background

4. It is usual for Committees to agree their Work Programme at the first meeting of a new Council year and review it at each subsequent meeting to allow for the scrutiny of emerging issues during the year.

The Work Programme

5. The Committee's Work Programme for 2019/20 is set out below:

Meeting Date	Item	Reason for Inclusion
11 Sept 2019	Parking Strategy Member Working Group	Establishment of working group.
	Preferred Options Consultation Site Allocations Plan and Supporting Documents.	For consideration and comment on work to date.
23 Oct 2019	Draft Haywards Heath Masterplan.	Prior to consultation.
	Parking Services Annual Review.	Annual Report
22 Jan 2020	To be confirmed.	

Policy Context

6. The Work Programme should ideally reflect the key priorities of the Council, as defined in the Corporate Plan and Budget.

Financial Implications

7. None.

Risk Management Implications

8. None.

Background Papers

None.