

## **Executive Summary**

This is Mid Sussex District Council's first Annual Monitoring Report (AMR) as required by Section 35 of The Planning and Compulsory Purchase Act 2004. The purpose of the AMR is to report on progress of the Council's Local Development Framework against the programme for preparation as set out in the Council's Local Development Scheme. In future Reports, the impacts of policies contained within Local Development Documents, which will form the Local Development Framework, will be monitored. In the meantime, the most significant impacts of the adopted Local Plan for Mid Sussex will be monitored.

This first Annual Monitoring Report covers the period 1<sup>st</sup> April 2004 to 31<sup>st</sup> March 2005. During this time period, the progress on all the Local Development Documents was in accordance with the timetables set out in the approved Local Development Scheme. These Local Development Documents include the Small Scale Housing Allocations Development Plan Document, a range of Supplementary Planning Documents, the Statement of Community Involvement and the East Grinstead Area Action Plan. In addition, the District Council has met the timetables for the evidence-based documents. This report provides a commentary as to how these timetables have been met and if any slippages against future timetables are anticipated.

Guidance contained in the ODPM publication, 'Annual Monitoring Reports: A Good Practice Guide' (March 2005) requires local authorities to provide information on as many core output indicators as possible. In some instances it has not been possible to monitor all of these core output indicators, as the information required has not been available to the District Council. In these instances, a way of obtaining this information and monitoring these indicators for future Annual Monitoring Reports has been identified.

The core output indicators that have been monitored show that of the District's Structure Plan requirement to supply 210,000 square metres of employment floorspace in the period from 2001 to 2016, 39,496 square metres have been supplied to date. Taking this figure, existing large site commitments and an allowance for small employment sites that will come forward in this period, Mid Sussex is currently left with a shortfall of 25,682 square metres of employment floorspace to be provided by 2016.

The housing trajectory shows that Mid Sussex is currently falling below its required level of residential completions against the Structure Plan requirements. This trend is anticipated to continue until 2007/08, after which it is predicted that the completion rate for sites currently allocated for housing in the Mid Sussex Local Plan will increase.

To help reflect the diversity and context of Mid Sussex, government guidance encourages the use of 'local indicators' in addition to 'core indicators'. A number of local indicators that reflect local circumstances and policy issues are set out in the document. Explanation is also given as to how the Council's monitoring framework will evolve and broaden to help deliver a more comprehensive range of local indicators in future Annual Monitoring Reports.



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## **CHAPTER 1 - INTRODUCTION**

- 1.1 This is Mid Sussex District Council's first Annual Monitoring Report as required by Section 35 of The Planning and Compulsory Purchase Act 2004. It is a requirement of the new planning system that the Council reports to the Secretary of State, by means of an Annual Monitoring Report, the progress that has been made in preparing Development Plan Documents over the previous year and the delivery of the emerging Mid Sussex Local Development Framework. Where possible the Report also takes into account the performance of these documents and the adopted Mid Sussex Local Plan (2004) particularly in relation to the delivery of residential and commercial uses.
- 1.2 To assist in identifying whether policies are working a set of core indicators has been produced by the government. This Annual Monitoring Report focuses on reporting against these Core Output Indicators as required by, and set out in Table 4.4 of the ODPM Local Development Framework Monitoring Good Practice Guide. The monitoring framework will be kept under review and will be developed and amended in conjunction with progress on the emerging Local Development Documents. In the future, the Annual Monitoring Report will focus solely on monitoring the adopted policies of the Local Development Framework.
- 1.3 The monitoring framework will also need to have regard to the requirements of the emerging Regional Spatial Strategy, as this replaces the current West Sussex Structure Plan.

### **Why prepare an Annual Monitoring Report?**

- 1.4 The presence of clear mechanisms for implementation and monitoring forms part of the test of 'soundness' of the Local Development Framework.
- 1.5 Monitoring is crucial as it provides feedback within the process of policymaking and provides information on the performance of policy and its surrounding environment. Monitoring identifies challenges and opportunities and enables adjustments and revisions to be made to policies if necessary. In the context of the new planning system, with its focus on the delivery of sustainable development and sustainable communities, monitoring takes on added importance in providing a check on whether those aims are achieved.

### **Requirements of the Planning and Compulsory Purchase Act 2004**

- 1.6 Section 35 of The Planning and Compulsory Purchase Act 2004 requires every Local Planning Authority to produce an Annual Monitoring Report for submission to the Secretary of State. The Act also requires that these reports should contain information on the implementation of the project management plan for the Local Development Framework, the Local Development Scheme (LDS), and the extent to which policies set out in Local Development Documents are being achieved.
- 1.7 Regulation 48(4) indicates this requirement also applies to old (i.e. Local Plan) policies and Regulation 48(7) requires the Annual Monitoring Report to report on the net additional dwellings in the area.
- 1.8 For this first Annual Monitoring Report, only the implementation of the Local Development Scheme and measurable objectives derived from policies within the current Local Plan and Sustainability objectives will be monitored as no Local Development Documents (LDD) have been adopted (as at 31<sup>st</sup> March 2005).
- 1.9 To meet with the requirements of the Act this first Annual Monitoring Report will be submitted to the Office of the Deputy Prime Minister (ODPM) in December 2005.

### **ODPM Guidance on Monitoring**

- 1.10 Planning Policy Statement 12: Local Development Frameworks (PPS12) and the ODPM publication 'Annual Monitoring Reports: A Good Practice Guide' (March 2005) provide detailed guidance on the way in which Annual Monitoring Reports should be produced.
- 1.11 The Annual Monitoring Report should seek to achieve five key monitoring tasks, all of which are inter-related. This is required, by section 35 of the Planning and Compulsory Purchase Act 2004, Local Planning Regulation 48 and SEA Regulation 17.
- 1.12 The five key tasks of this Annual Monitoring Report are as follows:
- review actual progress in terms of Local Development Document preparation against the timetable and milestones in the Local Development Scheme;
  - assess the extent to which policies in local development documents are being implemented and what impact they are having in respect of primary national, regional and local policy targets;
  - where policies are not being implemented, explain why and set out what steps are to be taken to ensure that the policy is implemented; or whether the policy is to be amended or replaced;
  - identify the significant effects of implementing policies in local development documents and whether they are as intended; and
  - set out whether policies are to be amended or replaced.

(Section 35, Planning and Compulsory Purchase Act 2004)

- 1.13 Planning Policy Statement 12 – Local Development Frameworks, indicates that Local Planning Authorities and Regional Planning Bodies should co-ordinate activities to ensure monitoring frameworks work together. Local Planning Authorities should also seek to integrate monitoring with other local initiatives such as Community Strategies, to report the extent to which policies within Development Plan Documents fit in within wider community objectives.

### **Monitoring Period**

- 1.14 Annual Monitoring Reports are required to address the period 1<sup>st</sup> April to 31<sup>st</sup> March of each year. However, the first Annual Monitoring Report is only required to address the six-month period from enactment of the Planning and Compulsory Purchase Act 2004 on 28<sup>th</sup> September 2004 up to March 2005.
- 1.15 Good Practice Guidance states that authorities may assess the whole of the 2004/ 2005 year as this approach has a number of advantages. The monitoring period from 1<sup>st</sup> April 2004 to 31<sup>st</sup> March 2005 is more practical given the way in which the majority of monitoring information is collected. Additionally, this first Annual Monitoring Report aims to create the template for future Reports and for reasons of continuity and to enable comparisons to be made, it is more effective to monitor a twelve month period. Therefore, the time period covered by for this first Annual Monitoring Report actually exceeds the minimum requirement.

### **Sources of Information**

- 1.16 The Council has used many existing sources of monitoring information to produce this report. The West Sussex County Council monitoring team has provided data included within the key indicators on housing and commercial delivery. This information has been supplemented by information held by the District Council within new and existing 'in-house' monitoring systems. This includes targets and indicators that form part of the Sustainability Appraisal work used to inform the emerging Local Development Documents. Additionally, other departments within the Council and external agencies have helped to provide information to help meet the requirements and objectives for the Annual Monitoring Report.
- 1.17 To help establish an appropriate framework for the report, tackle issues and provide general consensus across the county, Mid Sussex District Council has been represented on the cross boundary West Sussex Annual Monitoring Report officers working group.

### **Limitations of the Annual Monitoring Report**

- 1.18 Monitoring is an increasingly important task for the Council but it is acknowledged that there are limitations on the extent that effective monitoring can be feasibly carried out. Prioritisation has had to take place over which policies of the Local Plan are monitored to ensure that the Annual Monitoring Report only monitors meaningful and robust indicators and targets.
- 1.19 Good Practice Guidance published in March 2005 acknowledges that the first Annual Monitoring Report will not be able to cover everything that it recommends and that there will be gaps in the data provided. Where these gaps exist, local authorities are encouraged to explain how these deficiencies will be addressed in future reports. One of the objectives for this first Report is therefore to help identify where the Council is presently deficient in its monitoring information. Future Annual Monitoring Reports will seek to address this, and the Council will, where appropriate and feasible, establish new monitoring systems to provide more information on the effectiveness of policies in the Local Plan and the emerging Local Development Framework.

## **CHAPTER 2 – LINKAGES WITH OTHER STRATEGIES AND DOCUMENTS**

- 2.1 The Local Development Framework system goes beyond traditional land use planning to deliver a spatial approach to planning. Spatial planning brings together and integrates other policies and programmes, which influence the nature of places and how they function.
- 2.2 As part of the Local Development Framework, the Annual Monitoring Report is influenced by a range of documents and strategies, which in turn were influenced by sources both internal and external to the Council. For most of these documents and strategies existing monitoring procedures will be in place to determine the effectiveness of implementing them. The Annual Monitoring Report will draw upon this monitoring and also aid in improving the Council's holistic monitoring framework for these documents and strategies. These documents and strategies include:

### **Corporate Plan**

- 2.3 The purpose of the Corporate Plan is to bring together all the activities of the Council in a single document so the whole organisation continues to work in support of the same overall themes of better environment, better lives and better services. The Corporate Plan puts on record the Council's objectives for the future of Mid Sussex and how they are to be achieved.
- 2.4 The political priorities on which the current Council were elected are integrated into the document. It also explains to other stakeholders in partner organisations the Council's overall objectives with the aim of communicating to the people of Mid Sussex what the Council is doing on their behalf and to make the Council accountable for its actions.
- 2.5 The initial Corporate Plan was approved in June 2004. Since then the Council has completed a review of all its services and reviewed the Financial Strategy. Further engagement with the community has been undertaken to inform the Council's spending priorities, within the overall context of the Council's financial position.

Another important factor in considering and implementing the Corporate Plan for Mid Sussex District Council is the Community Strategy.

### **Community Strategy**

- 2.6 The Community Strategy for Mid Sussex (January 2004) seeks to improve the social, economic and environmental well being of the District and to improve the quality of life for everyone. The focus of the strategy is to identify and address the issues and needs facing the communities of Mid Sussex and to approach this through partnership working.

The Community Strategy:

- Reflects local communities' aspirations, needs and priorities;
  - Enables coordinated action between local partners;
  - Enables greater efficiency and effectiveness in the use of resources available to partners;
  - Provides an opportunity to develop a shared understanding of partners' needs and learn from everyone's experience.
- 2.7 The Community Strategy clearly sets out particular issues that are impacting upon the quality of life in the District. The issues identified have been grouped under six key themes:
    - The Environment
    - Community Safety

- Housing and Inclusion
- Lifestyle
- Health and Social Care
- The Economy

The Community Strategy details aims and actions relating to each of the six key themes and the LDF will contribute to the implementation of many of these actions.

### **Local Development Framework**

- 2.8 The basic purpose of the Annual Monitoring Report will be to monitor the effectiveness of the policies in the Local Development Documents that comprise the Local Development Framework. The Council's Local Development Scheme sets out what documents will initially comprise the Local Development Framework. The following chapter sets out the Local Development Documents that will be prepared and their initial timetable for production.

### **Sustainability Appraisal and Strategic Environmental Assessment**

- 2.9 A Sustainability Appraisal Report simultaneously fulfils the requirements of both European Directive 2001/42/EC, relating to the Strategic Environmental Assessment (SEA) of plans and programmes, and the requirements of the Planning and Compulsory Purchase Act 2004 regarding the Sustainability Appraisal (SA) of the Local Development Framework. It achieves this by giving full consideration to environmental issues whilst addressing the spectrum of socio-economic concerns, thereby fulfilling the requirements of both SA and SEA.
- 2.10 Effects of all Local Development Framework policies on the Sustainability Appraisal objectives will be assessed in the Annual Monitoring Report. Because the Sustainability Appraisal objectives incorporate the requirements of both the SA and the SEA, the Local Development Framework Annual Monitoring Report will provide a monitoring framework, which covers the scope of both the SA and SEA.

## **CHAPTER 3 – PROGRESS OF THE LOCAL DEVELOPMENT FRAMEWORK**

- 3.1 The Planning and Compulsory Purchase Act 2004 and Planning Policy Statement 12 (Local Development Frameworks), states that one of the key tasks of the Annual Monitoring Report is to review actual progress of Local Development Document preparation against the timetable and milestones set out in the Local Development Scheme (LDS).

This chapter considers whether the timetables from 1<sup>st</sup> April 2004 to 31<sup>st</sup> March 2005 for the documents set out in the Local Development Scheme have been met or progress is being made towards them.

### **Progress Against the Local Development Scheme**

- 3.2 The Local Development Scheme sets out the programme for the preparation and review of Local Development Documents, which is the collective term for documents that make up the Local Development Framework. This Framework is made up of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs).
- 3.3 The Local Development Scheme, which provides a three-year 'management plan', also sets out the programme for the preparation of evidence based documents that provide background and technical information for the preparation of Local Development Documents. This chapter provides a progress report on a number of Development Plan Documents, Supplementary Planning Documents and evidence based documents to be produced by the Council.
- 3.4 The timetables for the progression of all these documents are set out in the form of tables (Gantt Charts) extracted from the Local Development Scheme (April 2005). These tables, set out below, only display the relevant targets within the monitoring period, which for the purposes of this Annual Monitoring Report, is from April 2004 to March 2005. A short commentary is included under each extract / table to provide an understanding of how each document had progressed against identified targets. It should be noted that there has been little scope for the progression (or slippage) of many of the documents within the monitoring period in question, given that the Planning and Compulsory Purchase Act was not formally enacted until 28<sup>th</sup> September 2004.

The Local Development Scheme can be viewed in full on the Council's website ([www.midsussex.gov.uk](http://www.midsussex.gov.uk)).

**Local Development Scheme (LDS)**

Stage	2004												2005					
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Submit Informal Draft to GOSE	█	█																
Revise Informal draft				█	█													
Report to Cabinet							█											
Submit to GOSE															█			

✓ **LDS Targets Met** – Timetables for the preparation of Local Development Documents were produced and a report was put before Cabinet on 12<sup>th</sup> July 2004. The document was submitted to the Government Office of the South East in March 2005 and was approved when the Secretary of State agreed that the Local Development Scheme could take effect following a Council resolution. This met the requirement to have an approved Local Development Scheme by 28<sup>th</sup> March 2005. The Local Development Scheme was brought into effect by a Cabinet resolution in April 2005.

3.5 Development Plan Documents

**Statement of Community Involvement (SCI)**

Stage	2004												2005					
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Early Consultation/Community Engagement	█	█																
Pre Submission Consultation											█	█	█					
Submit to GOSE and public Submission																		█

✓ **LDS Target Met** – This document identifies how the Council intends to engage with the community on each of its Local Development Documents. At the beginning of 2004, a questionnaire was sent to Town and Parish Councils, neighbouring authorities, community groups, environmental groups, businesses and statutory consultees asking how they would like to be involved in the planning process. A similar questionnaire was posted on the Council's website to gauge the views of the general public. The responses that were received helped determine the engagement techniques set out in the Statement of Community Involvement Pre-submission draft that was published for public consultation in December 2004.

The Council advertised this consultation period and made the document available on the Council's website, in libraries and Help Points across the district. Short presentations relating to this consultation were given at each of the district's Area Community Forums, at a meeting of the Local Strategic Partnership and at a special meeting for all Town and Parish Council clerks. Further engagement was undertaken with Access Groups, Age Concern and the Burgess Hill Multicultural Society. In total, the Council received 76 representations from 37 respondents during the consultation period and officers began to revise the document to reflect the public's comments where appropriate.

**Small Scale Housing Allocation Document**

Stage	2004												2005					
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Community engagement																		
Pre Submission Consultation																		

✓ **LDS Targets Met** – This process as set out in the LDS, is designed to allow for public comment on a range of potential housing site options that would help to meet the West Sussex Structure Plan's requirements for housing development on previously developed and small-scale greenfield sites. Community engagement involved a series of public consultation events. A presentation and workshop was held at each of the Community Area Forums between November and December 2004. Additional engagement took place between October 2004 and March 2005 with Town and Parish Councils, environmental bodies and service providers. As part of the Sustainability Appraisal/Strategic Environmental Assessment process a Scoping Report was produced during the community engagement stage. The report was issued for consultation in January 2005.

**East Grinstead Area Action Plan Strategic Development**

Stage	2004		2005					
	N	D	J	F	M	A	M	J
Stakeholder Engagement on issues and options								

✓ **LDS Targets Met** – To help meet the Structure Plan requirement an Area Action Plan is needed to allocate land for a large scale mixed use development including 2,500 homes, associated infrastructure and a package of transport improvements, including a relief road. To help inform the progression of this document a wide range of additional background studies, fieldwork, transport modelling and meetings were undertaken between November 2004 and March 2005. A stakeholder event on issues and options was held in November 2004.

Other Local Development Documents Listed in the Local Development Scheme

**Core Strategy and Policies** - Early community engagement on issues and options was carried out in 2004 but further progression of this document was not due to commence until Autumn 2005.

**Update of Proposals Map** - Work not programmed to commence until 2006.

### 3.6 Supplementary Planning Documents

#### Provision of Infrastructure in New Development

Stage	2004												2005					
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Stakeholder Engagement on issues and options																		
Consultation																		
Adoption																		

✓ **LDS target met** – This document, when adopted, will provide clear guidance on services and infrastructure that will need to be provided as part of new development. Stakeholder engagement was undertaken in November and December 2004 with a wide range of interested parties including developers, West Sussex County Council, Town and Parish Councils, GOSE and the Primary Care Trust. A report was taken to Better Environment Committee in February 2005 and to Cabinet in March 2005. At 31<sup>st</sup> March 2005 it was anticipated that consultation on this document would not take place in April 2005 as timetabled in the Local Development Scheme. With this expected delay in mind, it is unlikely that the target dates for consultation will be met. The reasons for any slippage that may occur for this and any other document will be explained in next years Annual Monitoring Report.

#### Town Centre Master Plans

Stage	2004												2005					
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Engagement on issues and options																		
Consultation																		

✓ **LDS target met** – In 2004, the Council unveiled an action plan to revitalise the District and in particular the town centres of the three main towns through a long-term private public partnership. The result has been the formation of the 'Better Mid Sussex Partnership' between the Council and Thornfield Properties plc, a company that specialises in regeneration projects. Comprehensive engagement on issues and options commenced in March 2005. This process would include interviews with key opinion formers, visioning workshops and discussions with local working groups.

Other Supplementary Planning Documents listed in LDS

**Sustainable Construction** - Progression of this document was not due to commence until April 2005.

#### Evidence Based Documents and Technical Reports

3.7 The following studies and reports have either been produced by the Council or have been commissioned during the monitoring period to help inform the progression of the Local Development Framework and ensure a robust information baseline.

### Urban Potential Study

	2004												2005					
Document	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Urban Potential Study																		

✓ **LDS targets met** – To meet with government guidance an Urban Potential Study was published to help establish how much additional housing could be accommodated within urban areas and therefore how much greenfield land may be needed for development. The findings of the study will assist in the preparation of the Local Development Framework and help inform decisions on the location of new homes. Consultation with key parties was an important part of the process and this engagement presented an opportunity for partners to suggest sites and comment on the methodology and findings. All stages of fieldwork, data collection and consultation were completed throughout 2004. The findings were then analysed and the report was drafted and prepared for publication by March 2005.

### Housing Needs Assessment

	2004												2005					
Document	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Housing Needs Assessment																		

✓ **LDS targets met** – The Council is required to assess the housing needs in Mid Sussex and to take these into account in framing our planning policies and housing strategies. Housing Needs Assessments are designed to provide information databases that can be developed into delivery strategies, especially at the neighbourhood level. The Housing Requirements Study, published in 2004, demonstrates a shortage of affordable housing in Mid Sussex.

### Landscape Character Assessment

	2004												2005					
Document	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Landscape Character Assessment																		

✓ **LDS targets met** – The Landscape Character Assessment for Mid Sussex, carried out in partnership with West Sussex County Council, seeks to identify distinct character areas across the district. For each area a description of the character and land management guidelines will be provided. Background work and field studies were progressed throughout 2004/05.

### PPG17 Study

	2004												2005					
Document	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
PPG17 study																		

✓ **LDS targets met** – Study needed to meet PPG17 requirement that the Council carry out an audit of open space and recreation facilities. Study put out to tender in June 2004. Survey work

involving qualitative and quantitative assessments of all open space, sport and recreation facilities commenced in August 2004 and continued to March 2005.

**Retail Study**

	2004												2005					
Document	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J
Retail Study																		

✓ **LDS targets met** - The retail study will provide an assessment of the nature, vitality and viability of retail provision in each of the main retail centres in Mid Sussex. Their catchment areas will be identified and as will their relative position in the retail hierarchy in the sub-region. An assessment will be made of their potential for future growth based both on existing retail trends and on planned future housing development in the District. Background work to meet these objectives was carried out by consultants from December 2004 to February 2005 and initial findings were received in March 2005.

**Employment Study** - Progression of this document was not due to commence until summer 2005.

**Summary of Progress Against Local Development Scheme**

- 3.8 This first Annual Monitoring Report shows that there has been little scope for the progression of many of the documents at this stage, given that the Planning and Compulsory Purchase Act was not formally enacted until 28<sup>th</sup> September 2004. However, all timetabled milestones in the LDS from April 2004 to March 2005 have been achieved to target.
- 3.9 A substantial amount of work has progressed from April 1<sup>st</sup> 2005 to the time of publication of this Annual Monitoring Report. This includes progress on the East Grinstead Area Action Plan and extensive public consultation on the Small Scale Housing Allocation Document, which generated an unexpectedly high consultation response (in excess of 2,000 responses). Due to the increased level of work than initially expected (in terms of sustainability appraisals, inputting, responding and considering responses) it is likely that the next timetabled stages for some documents will not be met. This could ultimately result in a review of the timetables in the Local Development Scheme. Any subsequent amendments or slippage in the original timetables will be reported in future Annual Monitoring Reports.

**Other Documents Likely to be Prepared**

- 3.10 It is expected that additional documents will be prepared by the District Council that have not been identified in the current Local Development Scheme. These may be Development Plan Documents, Supplementary Planning Documents or evidence based documents and technical reports. In the next monitoring year these documents are likely to include Development Briefs for existing allocated housing sites in the Local Plan, (e.g. Mackie Avenue, Hassocks and Clock Field, Turners Hill), Conservation Area appraisals and an update of the Mid Sussex Ancient Woodland Survey. Further technical reports and background documents to assist in the progression of various Local Development Documents, such as the Core Strategy and the East Grinstead Strategic Development Area Action, are also likely to be prepared. Where appropriate, these will be detailed in future reviews of the Local Development Scheme and subsequent Annual Monitoring Reports.

**CHAPTER 4 – CONTEXT AND INDICATORS**

**Existing Planning Policy**

- 4.1 This report has been able to measure the progress of the Local Development Framework (LDF) against timetables set out in the Local Development Scheme. However, it is not able to review the effectiveness of the Local Development Documents contained in the LDF until such time as the Council adopts them. Once adopted, Local Development Documents, such as the Core Strategy and the Small Scale Housing Allocations Document, will replace certain policies in the Local Plan. As the Core Strategy progresses the Council will have a greater understanding of the timetable within which existing Mid Sussex Local Plan (2004) policies will be replaced, saved, deleted or amended. The schedule for policy replacement will be reported in future Annual Monitoring Reports.
- 4.2 The adopted policies in the Mid Sussex Local Plan will need to be saved beyond three years from the commencement of the Planning and Compulsory Purchase Act (September 2004) as the Council have not prepared the Core Strategy at the start of the new plan making process. In order to comply with the requirements of the Planning and Compulsory Purchase Act (2004) and to help inform the preparation of Local Development Documents the Annual Monitoring Report must document the extent existing Local Plan policy objectives are being achieved.
- 4.3 Although this Annual Monitoring Report does not attempt to analyse the effectiveness of every individual policy contained in the adopted Local Plan it does report on the effectiveness of key objectives set out in the Local Plan. As explained below, the core and local monitoring indicators included within this document have been selected to reflect local circumstance and policy issues. This report documents how progress is being made towards meeting these aims and provides reasons why some are not being met or not on track.

#### **Core Output Indicators**

- 4.4 The ODPM publication, 'Annual Monitoring Reports: A Good Practice Guide' (March 2005) sets out a range of core output indicators that should be monitored by each Local Planning Authority. These indicators have, in most instances, been successfully monitored for this report. Where it has not been possible to monitor some of the core output indicators, the report details how these gaps will be addressed in the future.

#### **Local and Contextual Indicators**

- 4.5 Government guidance encourages local authorities to include local indicators that are not necessarily covered by the themes related to the core output indicators. A number of local and contextual indicators are monitored in this report. The identification of these indicators reflects the increasing importance of taking into account the social, environmental and economic circumstances which exist within the District, when developing policies for the Local Development Framework. In establishing local and contextual indicators it is important to establish the current characteristics and issues that are facing Mid Sussex. This work was undertaken for the District Council's Scoping Report (January 2005) on the Local Development Framework, as part of the Sustainability Appraisal process. From this work, the following key issues were identified for Mid Sussex:
- As the current economy of the District is generally good and unemployment is very low the key sustainability issues for the economy are maintaining a healthy, vibrant and diverse economy into the future;
  - The rural economy has been affected in recent years by falling incomes from farming, and as a significant part of the District is rural, there is a need to support the revitalisation of the rural economy including diversification schemes;

- Mid Sussex is well provided for in terms of primary and secondary education. There is however limited provision of tertiary and early years education. There is also a growing demand for the provision of childcare within the District;
- Much of the district is rural and is protected under Area of Outstanding Natural Beauty (AONB) designation and/or Local Plan development restraint policies. There are also many areas within the district of biodiversity value (Sites of Special Scientific Interest, Sites of Nature Conservation Importance, etc). There is a need to balance the protection of biodiversity and the district's high quality landscape against development pressures faced;
- The District has distinctive historic and built heritage. Inappropriate development could potentially adversely affect this character and the historic features of the District;
- The amount of waste produced in Mid Sussex is increasing, and at the same time the land available to dispose of this waste (landfill sites) is reducing;
- The need to improve the quality of the district's watercourses and reduce the adverse impacts of fluvial and surface water drainage flooding;
- The provision of housing is a major issue in Mid Sussex. This is two fold, the requirement to meet government targets and the provision of housing to meet local needs, including affordable housing;
- As Mid Sussex is predominantly a rural area with a lot of rural communities, rural isolation can also be an issue. Rural areas often have limited facilities, and coupled with poor public transport links, can prevent those without access to a car accessing the facilities they need;
- With an ageing population the demands on health and social care are also likely to increase, particularly the need for residential nursing care.

4.6 Local indicators are designed to address the outputs of policies not covered by the local development framework core output indicators. The choice of these reflect the local circumstances and issues identified and also reflect the availability and quality of existing data sources and their relevance to the local level. A number of local indicators have been included that are tailored to local policy and these will be developed on an incremental basis over time. The monitoring framework will evolve to help deliver a more comprehensive range of local and contextual indicators that fully reflect the range of environmental, social and economic issues identified for Mid Sussex. This framework will also reflect the changing policy monitoring needs of Mid Sussex, the development of monitoring experience and the availability of resources. Local indicators, together with the core output indicators, help to provide a robust assessment of policy implementation.

## CHAPTER 5 – MONITORING INDICATORS

### Introduction

- 5.0 The Local Development Framework Good Practice Guide (March 2005) indicates that monitoring should be based on whether targets in Local Development Documents have been met and what impact the policies are having in respect of national, regional and other targets with the overarching theme of sustainable development. This first Annual Monitoring Report must therefore present an analysis of what has been achieved in delivering sustainable development, particularly taking account of Core Output Indicators. The Report also has regard to 'saved' policies of the Mid Sussex Local Plan (2004).
- 5.1 Although the Local Plan sets out objectives, it does not set out specific targets. The West Sussex Structure Plan 2001 – 2016 (adopted October 2004), does set county-wide targets and where appropriate at the local level, they have been used for this Report.
- 5.2 This section of the Report concentrates on reporting information against the Core Output Indicators as set out in Table 4.4 of the document "Local Development Framework: Good Practice Guide". Where appropriate, figures are compared to objectives and/ or targets set out either in the existing Local Plan or the West Sussex Structure Plan. West Sussex County Council has provided key data relating to commercial and residential completions. Local indicators have been included where relevant and appropriate.

### SECTION A - BUSINESS DEVELOPMENT

#### **Core Indicator 1 - Amount of Land Developed for Employment by Type. (Use Classes B1b,B1c, B2 and B8)**

- 5.3 This indicator is defined in the Local Development Framework Core Output Indicators (updated October 2005) as completed gross internal floorspace for Use Classes B1a, B1b, B1c, B2 and B8 (see Appendix 2 – Use Class Order Definition).
- 5.4 The West Sussex Structure Plan 2001 – 2016 states that provision should be made for 210,000 square metres of net employment floorspace for the period from 2001 to 2016 in Mid Sussex. This requirement includes both commercial (industrial) under Use Classes B1(b) and (c), B2 and B8 and offices under Use Classes B1(a) and A2. The West Sussex County Council employment target figure does not separately identify the industrial and offices components. Therefore, when comparing Mid Sussex performance against Structure Plan employment floorspace requirement, we must take account of office provision. In addition, the County target is measured in net terms whilst Good Practice Guidance defines the core indicator in gross terms. When comparing the District's progress against the County figure, net figures are used.
- 5.5 The timescale for the data supplied by West Sussex County Council for this first Annual Monitoring Report differs from the stated 12-month Annual Monitoring Report monitoring period (1<sup>st</sup> April 2004 and 31<sup>st</sup> March 2005) due to the transition of County monitoring timescale procedures to fit Annual Monitoring requirements. County monitoring previously monitored from 1st January – 31<sup>st</sup> December of each year. Future data collection will correspond with the annual requirements of the monitoring report.

**Figure 1 - Completed sites 1<sup>st</sup> January 2004 – 31<sup>st</sup> March 2005 for employment uses**

The table below enables analysis of completion figures for different use classes in gross and net terms. The difference between gross and net figures is the amount of floorspace lost in redevelopment of sites either overall, or to other use classes (or residential which is monitored under Core Indicator 6).

	<b>No. of permissions</b>	<b>Sq Metres (gross)</b>	<b>Sq Metres (Net)</b>
<b>Commercial</b>			
B1 (b/c)	9	5467	330
B2	4	675	575
B8	7	2323	2148
Other	6	2888	-556
<b>Offices</b>			
B1 (a)	8	1160	1160
A2	4	842	721
<b>Total</b>	<b>38</b>	<b>13355</b>	<b>4378</b>

- 5.6 There were 38 permissions that were completed and occupied between 1<sup>st</sup> January 2004 and 31<sup>st</sup> March 2005 for employment uses totalling 13,355 sq metres gross (4,378 square metres net). (See Appendix 3 for details).
- 5.7 The Core Indicator requires that the Council monitors the amount of land developed for use classes B1 (b/c), B2 and B8. However, the Structure Plan sets no specific target for these use classes alone. There were 20 permissions developed between 1<sup>st</sup> January 2004 and 31<sup>st</sup> March 2005 for use classes B1 (b/c), B2 and B8 totalling 8465 square metres gross (3053 square metres net).

**Figure 2 - Performance against West Sussex Structure Plan**

<b>Total Requirement - 210,000 sq metres</b>			
	<b>Large Sites</b>	<b>Small Sites</b>	<b>Total</b>
<b>Completed and Occupied 2001 – 2004</b>	21,842	13,276	<b>35,118</b>
<b>Completed and Occupied 2004 – 2005</b>	3,234	1,144	<b>4,378</b>
<b>Total Built</b>	<b>25,076</b>	<b>14,420</b>	<b>39,496</b>
<b>Balance Required</b>			<b>170,504</b>
<b>Large Site Commitment*</b>	102,242		<b>102,242</b>
<b>Small Site Allowance</b>		57,000	
<b>Completed</b>		14,420	
<b>Allowance Remainder</b>		<b>42,580</b>	<b>42,580</b>
<b>Total Commitment and Allowance*</b>			<b>144,822</b>
<b>Total to be provided</b>			<b>25,682</b>

\* Includes permissions and allocations in the Local Plan 2004.

5.8 Mid Sussex requires 25,682 net square metres of employment floorspace to meet the Structure Plan requirements. The figure has increased since the previous position (January 2004) where there was a shortfall of 22,689 net square metres.

**Core Indicator 2 – Amount of land developed for employment by type, which is in development and/or regeneration areas defined in the LDF**

5.9 This indicator as defined in the Local Development Framework Core Output Indicators (updated October 2005) is not applicable to the District as there are no development or regeneration areas within the District.

**Core Indicator 3 - Percentage of Core Indicator 1 by type which is on previously developed land**

5.10 The table below shows the percentage of employment floorspace (B1/B2/B8 uses) completed and occupied on previously developed land from 1<sup>st</sup> January 2004 – 31<sup>st</sup> March 2005.

**Figure 3 – Employment floorspace completed on previously developed land 1<sup>st</sup> January 2004 – 31<sup>st</sup> March 2005**

No. of permissions (B1/B2/B8 uses)	Total Area (gross)	No. of permissions on PDL (B1/B2/B8)	Total Area (gross)	Percentage on PDL
20	8,465	9	5,109	60.4%

5.11 20 permissions were completed and occupied for B1/B2/B8 uses between 1<sup>st</sup> January 2004 and 31<sup>st</sup> March 2005 totalling 8,465 square metres (gross). Of this figure, 9 permissions were completed and occupied between these dates on previously developed land totalling 5,109

square metres (gross). This represents 60.4% of the total completed and occupied floorspace for B1/B2/B8 uses.

**Core Indicator 4 - Employment land supply by type**

5.12 The total supply of employment land for Mid Sussex, as required by the West Sussex Structure Plan, is 210,000 net square metres between 2001 and 2016. This figure includes both industrial uses and offices (see 5.4). Completions from January 2001 to March 2005 accounted for 39,496 net square metres and commitments as at 31<sup>st</sup> March 2005 amount to 144,822 square metres including the small site allowance of 42,580 square metres. These two figures total 184,318 square metres, leaving a shortfall of 25,682 square metres to be provided by 2016.

The following table is a breakdown of commitments measured in square metres for employment land in Mid Sussex as at 31<sup>st</sup> March 2005 (including small sites).

**Figure 4 - Commitments for employment land as at 31<sup>st</sup> March 2005**

		Commercial Class				
		A2	B1	B2	B8	Sui Generis
<b>Industrial and Warehouse</b>	Small	0	9,926	125	-183	902
	Large	0	27,555	48,800	345	0
<b>Office</b>	Small	536	1,945	0	0	0
	Large	0	25,542	0	0	0
<b>Total</b>		536	64,968	48,925	162	902
						<b>115,493</b>

5.13 The table shows a total of 115,493 net square metres of employment floorspace committed for development.

**Core Indicator 5 – Losses of employment land in i) development / regeneration areas ii) in Mid Sussex**

5.14 Mid Sussex is not covered by any development/ regeneration areas so it is not possible to report on this indicator.

5.15 It is not possible for Mid Sussex to monitor losses of employment land to non-employment at this stage, as there is currently no framework in place to monitor this indicator. West Sussex County Council aim to establish monitoring procedures to help record losses of employment land in time for inclusion in the second Annual Monitoring Report due December 2006.

**Core Indicator 6 – Amount of employment land lost to residential development**

5.16 It is not possible for Mid Sussex to monitor losses of employment land to residential development at the stage of writing this first Annual Monitoring Report. This is due to no current monitoring procedure being in place for this indicator. However, monitoring procedures are expected to be in place for this indicator in the second Annual Monitoring Report due December 2006.

**SECTION B - HOUSING**

**Introduction**

- 5.17 Policy NE1 of the West Sussex Structure Plan sets out the housing requirement for Mid Sussex for the period 2001 – 2016. The Structure Plan sets out a **gross** requirement for 10,175 dwellings during the period 2001 – 2016. However, Regional Planning Guidance 9 requires that provision should be stated in **net** terms. The net requirement for dwellings in Mid Sussex is 9,700 new homes during the period 2001 – 2016. The difference of 475 dwellings between the figures is the allowance estimated by West Sussex County Council for the number of dwelling demolished to make way for new development.
- 5.18 The Structure Plan requirement has been annualised for monitoring purposes by dividing the net requirement equally over the fifteen years, which equates to 647 dwellings per annum.
- 5.19 The West Sussex Structure Plan 2001-2016 takes account of any shortfall from the previous Structure Plan up to 2001. Therefore, formal monitoring of housing supply will start from the year 2001-02. The trajectory table includes the 2000-2001 year so the previous five-year performance is included but the chart only shows completions since 2001–2002 so that performance is measured against the West Sussex Structure Plan 2001-2016 requirement.
- 5.20 As required by the Planning and Compulsory Act 2004 a housing trajectory has been prepared (figure 5) to illustrate the actual and projected levels of completions against the Structure Plan requirement for the period 2001-2016.

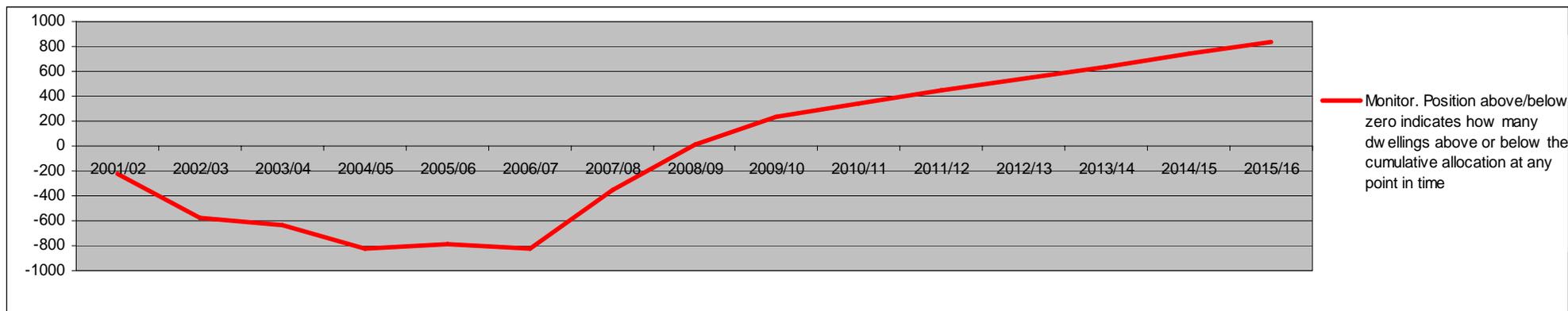
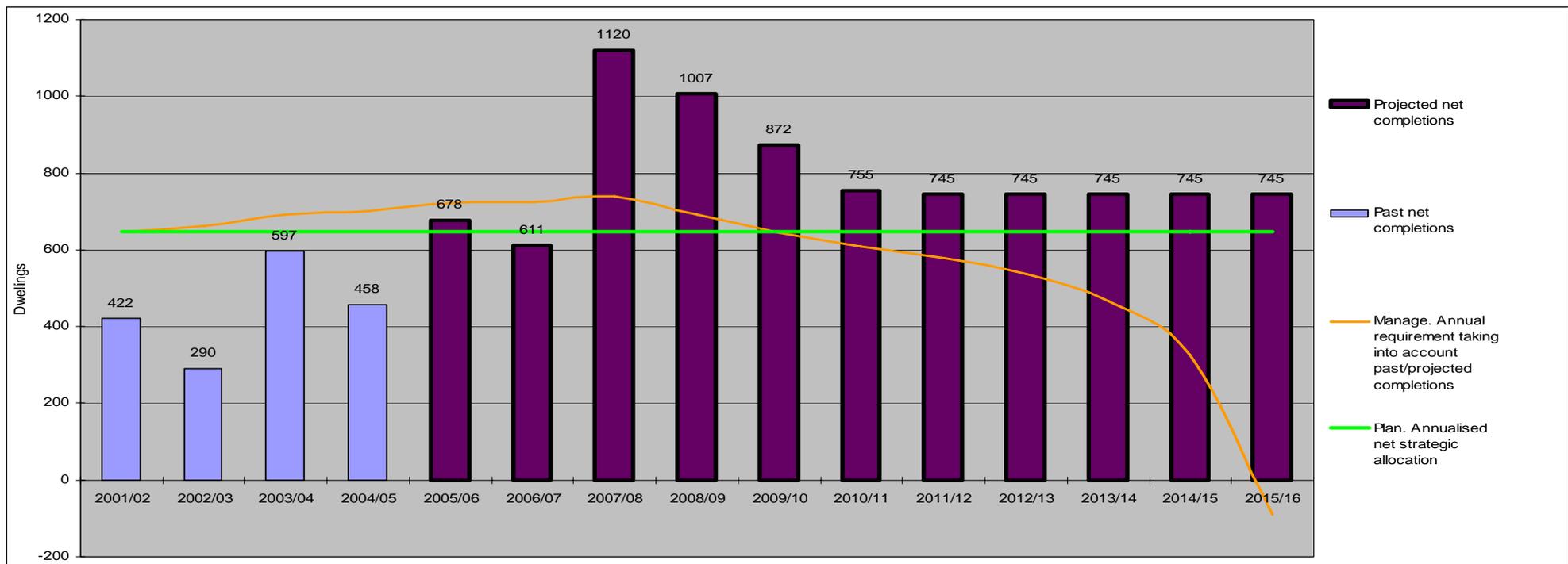
**Core Indicator 7 – Mid Sussex Housing Trajectory – 2006 - 2016**

**Figure 5 - Housing Trajectory for Mid Sussex District Council – Figures**

	ACTUAL COMPLETIONS					PROJECTED COMPLETIONS										
	2000/01	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
Completions (allocated sites)	40	184	93	316	178	258	292	683	699	575	460	450	450	450	450	450
Completions (non-allocated sites)	273	265	230	313	352	435	345	466	339	327	325	325	325	325	325	325
Total Past Completions	313	449	323	629	530											
Total Projected Completions						693	637	1149	1038	902	785	775	775	775	775	775
Estimated losses	18	27	33	32	72	15	26	29	31	30	30	30	30	30	30	30
Past net completions	295	422	290	597	458											
Projected net completions						678	611	1120	1007	872	755	745	745	745	745	745
Cumulative net completions		422	712	1309	1767	2445	3056	4176	5183	6055	6810	7555	8300	9045	9790	10535
Plan. Annualised net strategic allocation		646	647	647	646	647	647	646	647	647	646	647	647	646	647	647
Monitor. Position above/below zero indicates how many dwellings above or below the cumulative allocation at any point in time		-224	-581	-631	-819	-788	-824	-350	10	235	344	442	540	639	737	835
Manage. Annual requirement taking into account past/projected completions		647	663	691	699	721	726	738	691	645	608	578	536	467	328	-90

- Notes:
- i) This trajectory does not take account of the phasing set out in Table 1 of the West Sussex Structure Plan 2001-2016.
  - ii) All totals, cumulative completions and strategic allocations are net.

**Figure 6 - Mid Sussex Housing Trajectory Graphs**



- 5.21 The housing trajectory shows that Mid Sussex has fallen below its required level of completions against Structure Plan requirements for the past four years. However, the trajectory predicts that the District will meet the requirement in 2005-06 and although falling below requirements in 2006-07, will exceed requirements for all the years up until 2016.
- 5.22 Delay in the delivery of housing during this period has been caused by two main factors. In Haywards Heath, the failure of the NHS Executive to bring land forward for development which was granted planning permission in March 2003 has delayed delivery of the two largest Local Plan allocations – HH2 and HH3. Both sites are dependent upon the completion of the Haywards Heath Relief Road. The permission for the NHS land (HH3, granted by the First Secretary of State following the call-in of the application in April 2001) includes the construction of Stage 6 of the relief road. Applications for 725 units on HH2 were submitted in 2004 and were deferred in July 2005 pending decisions on the NHS land and certainty over delivery of the relief road. Currently, English Partnerships are negotiating the sale of this land to a developer. The Council has been unable to establish when this land will be brought forward for development. A total of 947 units are directly affected.
- 5.23 In the southern part of the District, concerns over the capacity of the foul drainage system have delayed the determination of two applications (BH7 and HU1) for 155 units. In the case of BH7, permission was granted in June 2005, but the developer has been unable to agree a drainage solution with Southern Water. In the case of HU1, a drainage scheme has yet to be approved.
- 5.24 It is acknowledged that the trajectory and the expected level of completions may appear optimistic, particularly for the years 2007-08 and 2008-09 when compared to the previous four-year completion rates. However, higher completion rates are achievable as many of the delayed housing sites in the Local Plan are expected to come forward during this period. Figure 7 below, lists some of the housing allocations that are expected to come forward in this relatively short period of time. It is acknowledged that this table refers to actions that have taken place subsequent to the monitoring period covered by this report. However, it is considered appropriate to consider this information to justify the assumptions made in the housing trajectory. It is anticipated that these allocations would result in approximately 1,490 housing units being delivered. These units make up one element of the housing to be delivered in the coming years. Another element is housing on previously developed land and windfall sites. Taking into account previous housing completions on such sites and the finding of the Urban Potential Study (April 2005), it is anticipated that approximately 300 units will be delivered on such sites per annum.

**Figure 7 - Allocated Housing Sites Where Completions are Expected Between 2007 – 2009**

Site	Details
Bolnore Village, Haywards Heath Phases 4 and 5	Outline applications submitted October 2004 for 785 units. Amended plans for 725 submitted June 2005. Full application for Phase 4A (306 units) submitted January 2005. Applications have been considered but were deferred July 2005. Further application expected in near future.
Haywards Heath South East Sector	Permission for 220 units granted March 2003. Land transferred to English Partnerships in March 2005. The Council are aware that the land is likely to be sold to developers and in near future.
Folders Farm, Burgess Hill	Permission granted June 2005 for 90 units. Further application submitted August 2005 with layout amendments to accommodate drainage works. Decision expected early 2006.
2-4 Orchard Way, East Grinstead	Surplus to WSCC requirements. Sale agreed on this site. Development should be forthcoming for 12 units
Stonequarry Woods, East Grinstead	Application submitted December 2004 and subsequently withdrawn. Fresh application with second access submitted October 2005. Development of this site may now result in 60 units.
St Paul's School, Haywards Heath	Outline Permission granted for development of 80 units. Site is currently being marketed for development.
Land west of High Street, Cuckfield	Permission granted for 63 units. Commencement expected early 2006.
Land west of Orchard Way, Hurstpierpoint.	Resolution to grant permission, subject to Section 106 agreement. The development would result in 65 units.
Hemsleys Nurseries, Pease Pottage	Permission granted for 48 units (Crest Homes). Permission granted subject to Section 106 agreement (nearing completion) for 75 (Wimpey Homes)
Mackie Avenue, Hassocks	Applications for 120 and 250 units submitted April 2005. Awaiting amendments on applications.

5.25 The Council has also taken steps to aid the delivery of these major housing schemes, including the lifting of reserve status on the Mackie Avenue site. A total of eight Development Briefs for housing site allocations have now been prepared. Four of these (listed below) were published within the monitoring year covered by this report. These Briefs are designed to inform developers and other interested parties of the constraints and opportunities presented by a site and the type of development expected or encouraged by local planning policies. In addition, the Council has reviewed how 'major' applications are dealt with. Central to this has been the establishment of a Planning Implementation Team which is dedicated to working on major planning schemes and aims to work closely with developers to bring housing schemes forward quicker.

**Figure 8 - Development Briefs Published April 2004 – March 2005**

CU2	Land West of High Street, Cuckfield (May 2004)
PP1	Hemsleys Nursery, Pease Pottage (July 2004)
HU1	Orchard Way, Hurstpierpoint (September 2004)
BH7	Folders Farm, Burgess Hill (September 2004)

**Core Indicator 8 – Percentage of new and converted dwellings on previously developed land**

5.26 The following table shows almost 68% of all new and converted dwellings completions between 1<sup>st</sup> April 2004 and 31<sup>st</sup> March 2005 (520 in total) were on previously developed land in Mid Sussex.

**Figure 9 – Percentage of new and converted dwellings on previously developed land**

Greenfield		Brownfield	
Units	% of total	Units	% of total
168	32.3	352	67.7

5.27 The level of housing completed on brownfield land compares favourably with the government target as it surpasses the target of 60% for brownfield completions by 8% (60% target as set out in Planning Policy Guidance 3 – Housing 2001).

**Core Indicator 9 – Percentage of new dwellings completed at:  
i) less than 30 dwellings per hectare  
ii) between 30 and 50 dwellings per hectare; and  
iii) above 50 dwellings per hectare**

5.28 The following table shows that the average density of residential completions in Mid Sussex from April 2004 to March 2005 is approximately 36 dwellings per hectare. Overall, 77% of new housing was completed at 30 dwelling per hectare or above. PPG3 and The Town and Country Planning (Residential Density) Direction 2005 seek densities for new housing developments of at least 30 dwellings per hectare. Higher densities are encouraged in town centre locations or in areas well served by public transport. From the table below it is clear that Mid Sussex is meeting and surpassing this target, with over half the residential units being developed at over three times (103.6 dwellings per hectare) the density sought by PPG3.

**Figure 10 – Density of residential completions in Mid Sussex**

Dwellings per hectare (gross)	Units	Hectares	Average density	Percentage of completions
Less than 30	120	9.08	13.2	23%
30-50	110	2.63	41.8	21%
Over 50	290	2.80	103.6	56%
All sites	520	14.51	35.8	100%

### **Core Indicator 10 – Affordable housing completions**

- 5.29 There were 68 affordable dwellings completed between 1<sup>st</sup> April 2004 and 31<sup>st</sup> March 2005. This figure is taken the Mid Sussex Housing Development Database, which informs Mid Sussex's Housing Investment Programme (HIP) returns.
- 5.30 As previously explained in this report, the Council has recently commissioned a cross tenure Housing Requirements Study. The most recent Housing Requirements Study, undertaken in 2004, demonstrates the acute lack of affordable housing in Mid Sussex and recommends that an additional 551 affordable homes a year should be developed. Although this level of affordable housing development cannot feasibly be expected to be delivered annually in the District this figure (551) does emphasise the importance in maintaining, and where possible increasing, the level of this provision in the coming years.
- 5.31 Although Local Indicator 2 (below) provides some information on the tenure of affordable housing, a more detailed framework of monitoring the tenure of completed affordable housing will be created, including the number of key worker units delivered. The results will be included in future Annual Monitoring Reports.

### **Local Indicator 1 - Financial contributions towards affordable housing provision**

- 5.32 From the 1<sup>st</sup> April 2004 through to the 31<sup>st</sup> March 2005 two Section 106 agreements were signed that contributed a combined £420,000 towards the provision of affordable housing in the district. In addition, three other Section 106 agreements were signed which will provide 31 affordable housing units, once constructed.

### **Local Indicator 2 – Affordable Housing Tenure**

- 5.33 As set out in Core Indicator 10 (above), during the period from the 1<sup>st</sup> April 2004 through to the 31<sup>st</sup> March 2005, 68 affordable dwellings were completed. Of this figure, 54 were affordable rented homes and 14 were shared ownership.

### **Local Indicator 3 – Households accepted as full homeless**

- 5.34 From the 1<sup>st</sup> April 2004 through to the 31<sup>st</sup> March 2005 seventy-six households were accepted as full homeless. The Best Value Performance Indicator had a target of less than 128 for this monitoring period, hence this target was met.

## SECTION C - TRANSPORT

### **Core Indicator 11 - Percentage of completed non-residential development complying with car parking standards**

5.35 Car parking standards for Mid Sussex are set out in The Provision of Service Infrastructure: A Guide to Planning Obligations (May 2004). West Sussex County Council Highways Department monitor appropriate non-residential developments for compliance with car parking standards. West Sussex County Council's Head of Highways and Transport has advised that the standards, which represent maximum provisions, have not been breached. Therefore, there is full compliance within Mid Sussex with the agreed countywide car parking standards.

### **Core Indicator 12 - Percentage of new residential development within 30 minutes public transport time of a GP, hospital, primary and secondary school, employment and a major health centre.**

5.36 The District or County Councils do not currently monitor or map the location of new residential development in relation to public transport distances to essential services and facilities. Although a further update of definitions (e.g. what is classed as employment) was provided by the ODPM in October 2005 this was too late to be incorporated within the production of this report. A great deal of work is required to establish appropriate mechanisms to meet the requirements of this indicator. West Sussex County Council are assisting with this and it is hoped that data be available for future Annual Monitoring Reports.

### **Local Indicator 4 - Financial contributions towards sustainable transport measures**

5.37 Sustainable transport schemes include enhancement in the provision of public transport facilities, cycle ways, traffic calming measures and bus shelters. Contributions towards these schemes are sought through Policy G3, which relates to infrastructure provision. From the 1<sup>st</sup> April 2004 through to the 31<sup>st</sup> March 2005, nineteen section 106 agreements were signed that contributed a combined payment of £211,230 towards new and enhanced sustainable transport schemes.

5.38 The District Council will establish a local indicator concerning the number or percentage of planning permissions that have a green transport plan to report in the 2005/6 Annual Monitoring Report.

## SECTION D - LOCAL SERVICES

### **Core Indicator 13 - Amount of completed retail, office and leisure development**

5.39 In order to monitor this indicator the following types of development are required to be monitored; Shops (Use Class, A1), Financial and Professional Services (A2), Offices - other than A2 financial and professional services (B1a) and Assembly and Leisure (D2). Office floorspace is included in the employment total and needs to be assessed together with the industrial floorspace, as identified in Section A, Business Development.

5.40 The following table shows that 4,047 square metres gross floorspace, of retail, office and leisure were completed between 1<sup>st</sup> January 2004 and 31<sup>st</sup> March 2005.

**Figure 11 – Retail, Office and Leisure Completions in Mid Sussex between 1<sup>st</sup> January 2004 and 31<sup>st</sup> March 2005**

Principal Use	Floorspace – Square Metres (gross)
Retail (A1)	2045
Office (A2+ B1(a) )	2002
Leisure (D2)	-
<b>Total</b>	<b>4047</b>

5.41 There is currently no framework in place to monitor Leisure completions either at District or County level. It is aimed to establish monitoring procedures to record completions of Leisure developments in time for inclusion in the second Annual Monitoring Report due December 2006.

**Local Indicator 5 - Financial contributions towards leisure facilities**

5.42 Local Plan policy G3 seeks to ensure that permitted development provides the necessary infrastructure. Within this policy context the term infrastructure includes leisure facilities. From 1<sup>st</sup> April 2004 through to 31<sup>st</sup> March 2005 twenty-four Section 106 legal agreements were signed that contributed a combined payment of £286,963 towards the provision of leisure facilities in the district.

**Core Indicator 14 – Percentage of completed retail, office and leisure development in town centres**

5.43 The percentage of completed retail, office and leisure developments in town centres within Mid Sussex is not presently monitored. However, monitoring procedures are being established to enable figures to be presented in the next Annual Monitoring Report.

**Core Indicator 15 – Percentage of eligible open spaces managed to Green Flag Award standard**

5.44 Open space is defined as all publicly accessible open space, whether public or privately owned. Eligible open space means areas that are managed to Green Flag Award standard, which is a marker of good quality in the management and maintenance of green spaces. Data for total open spaces will be available in the Council's audit of open space and recreation facilities as required by PPG17. A PPG17 survey of open space has been commissioned by the Council and is currently being undertaken. Until the results of this study have been collated and analysed the Council are not in a position to provide an up to date percentage figure to meet the requirements of this indicator. This will be addressed in future Annual Monitoring Reports.

5.45 In general, open spaces in Mid Sussex are managed to a high standard, particularly publicly owned facilities. The Green Flag standard has been awarded to the Bedelands Nature Reserve in Burgess Hill and the District Council has set the target of achieving the Green Flag Award for two sites within the next monitoring period (2005/06).

**Core Output Indicators E (Minerals) and F (Waste) as set out in Table 4.4 of the document "Local Development Framework: Good Practice Guide" have not been referred to within this report as the County Council (not District) is the planning authority for minerals and waste.**

**SECTION E - FLOOD PROTECTION AND WATER QUALITY**

**Core Indicator 16 - Number of planning permissions granted contrary to the advice of the Environment Agency on either flood defence grounds or water quality.**

5.46 From the 1<sup>st</sup> April 2004 until the 31<sup>st</sup> March 2005 there were no planning applications that were approved contrary to advice given by the Environment Agency on water quality issues. In the same time period there was one planning application (ref: BK/04/00377/FUL) that was approved contrary to an objection lodged by the Environment Agency on flood risk/flood defence grounds. The objection was lodged as the application contained a proposal to culvert part of a watercourse. This would require Land Drainage consent from the Environment Agency and can therefore be controlled under their own powers.

**Local Indicator 6 – River quality**

5.47 The Environment Agency set River Quality Objectives for all stretches of designated river. In 2004, 60% of the River Quality Objectives in Mid Sussex were met. This was an increase from the previous year, but is still some way short of compliance levels around the turn of the century. This significant decline has been attributed to two main factors - localised drought conditions in 2003, and problems with new measuring technology in the field at some sites during low flow conditions. The table below demonstrates this.

**Figure 12 - River Quality Objectives (RQOs) compliance 1997 to 2004 - percentage compliance**

	Percentage compliant
2004	60
2003	56.3
2002	87.4
2001	91.3
2000	86.4
1999	84.4
1998	87
1997	62.9

5.48 The Government has set a national target to ensure 91 per cent of assessed rivers are compliant with their RQOs by 2005. The target was met in Mid Sussex in 2001 but has not been achieved since. However, it should be noted that there are many factors that can impact upon this indicator that are outside of the control of the planning system, such as agricultural practices, pollution incidents and low river flows caused by low rainfall amounts. Although this data was not collected for the purpose of a local indicator for the Annual Monitoring Report, it has been decided to include this data for a local indicator as it presents some of the most accurate data concerning water quality in the district and land use planning can indirectly impact upon it.

## SECTION F - BIODIVERSITY

**Core Indicator 17 – Change in areas and populations of biodiversity importance, including:**  
**(i) change in priority habitats and species (by type)**  
**(ii) change in areas designated for their intrinsic environmental value including sites of international, national, regional or sub regional significance.**

5.49 (i) The Sussex Biodiversity Partnership has identified priority habitats and species for East and West Sussex. Action Plans have been, or are in the process of being, prepared for each habitat and species identified. Objectives and targets are linked to most of these Action Plans and in most cases it is proposed to undertake monitoring on an annual basis, to be undertaken by the Sussex Biodiversity Partnership. The District Council will attempt to link this monitoring with what is required for the Annual Monitoring Report in 2005/06. In addition, the District Council will endeavour to establish a procedure to monitor planning applications that are granted contrary to advice given by English Nature and/or the West Sussex County Council Ecologist on priority species and habitats.

(ii) The District Council has been able to collect data for international, national, regional, sub-regional or local designated areas of environmental value as at the 31<sup>st</sup> March 2005. The information provides the base level data against which future AMRs will report on to determine if changes have taken place.

- Ramsar sites (international designation) – there are no designations within Mid Sussex.
- Special Protection Areas (SPA's) (international) – there are no designations within Mid Sussex.
- Special Areas of Conservation (SAC's) (international) – there are no designations within Mid Sussex.
- Sites of Special Scientific Interest (SSSI's) (national designation) – there are 13 sites within Mid Sussex. Each SSSI is split into a number of units. 70% of the units within the SSSI's in Mid Sussex have been found to be in 'favourable' or 'unfavourable but recovering' condition.
- Sites of Nature Conservation Importance (SNCI's) (local designation) – there are 50 sites within Mid Sussex covering an area of 1,138.6 hectares.
- Local Nature Reserves (LNR's) (local) – there are 5 sites within the District covering an area of 126.6 hectares.
- There are approximately 4,266 hectares of ancient woodland within the District.

5.50 It is hoped that the next Annual Monitoring Report will show that these designated areas have not diminished in size or quality and additional information on ancient woodlands will have been collated. However, it needs to be recognised that changes may occur to these areas that are outside of the control of the planning system, such as agricultural practices and landscape management. With this in mind the District Council aim to set up a monitoring programme, for future Annual Monitoring Reports, which will establish the number of planning applications permitted contrary to advice given by English Nature and/or the West Sussex County Council Ecologist on biodiversity grounds.

## SECTION H - RENEWABLE ENERGY

### Core Indicator 18 – Renewable energy capacity installed by type

5.51 Information relating to this indicator can be obtained from 'SEE-Stats' ([www.see-stats.org](http://www.see-stats.org)), which provides renewable energy statistics for the south east of England. As at March 2005 no 'local' data was available on this website for the East and West Sussex region and therefore it has not been possible to adequately monitor this indicator for this report. It is hoped that additional information will be made available in the near future to enable this indicator to be fully monitored in the next Annual Monitoring Report.

5.52 Despite the lack of information available through the SEE-Stats website, through consultation with the District Council's Development Control team it has been established that no new renewable energy installations have been granted planning permission in the period of 1<sup>st</sup> April 2004 and the 31<sup>st</sup> March 2005, other than minor installations of solar panels and other small-scale building integrated systems, many of which have not required planning permission.

### Local Indicator 7 – Sustainable Construction

5.53 The Council hope to adopt a Supplementary Planning Document on Sustainable Construction, which will detail the range of renewable energy techniques that could be implemented within developments in the district. The target for adopting this document is March 2006.

## ADDITIONAL LOCAL INDICATORS

5.55 Chapter 4 of this report explains the importance of local indicators to help monitor the impacts of local policy. The inclusion of the following indicators, which do not directly relate to the core output indicators (A to I) listed above, help to meet this objective.

### Local Indicator 8 – Air Quality

5.56 The Environment Act 1995 placed a requirement on Local Authorities to assess air quality and establish Air Quality Management Areas to ensure air quality problems are dealt with. Where pollutants exceed specified thresholds an air quality management area will be designated. As at the 31<sup>st</sup> March 2005 there were no Air Quality Management Areas in the District.

### Local Indicator 9 – Listed Buildings

5.57 As at the 31<sup>st</sup> March 2005 there were no Grade I or Grade II\* Listed Buildings that were on the 'at risk' register.

### Local Indicator 10 – Recycling

5.58 Through the monitoring undertaken for the Council's Best Value Performance Indicators (BVPI) it has been possible to determine the percentage of domestic waste that was recycled in the period from the 1<sup>st</sup> April 2004 through to the 31<sup>st</sup> March 2005. 19.16% of this waste was recycled, with the BVPI target being 24%. The Council will ensure that in future Local Development Documents policies are in place to encourage this target figure of 24% to be met.

## CHAPTER 6 – SUMMARY

- 6.1 This is Mid Sussex District Council's first Annual Monitoring Report (AMR) as required by Section 35 of The Planning and Compulsory Purchase Act 2004. This document provides an initial monitoring framework that can be built upon in future monitoring reports.
- 6.2 This Annual Monitoring Report covers the period 1<sup>st</sup> April 2004 to 31<sup>st</sup> March 2005. During this time period, the progress on all the Local Development Documents was in accordance with the timetables set out in the approved Local Development Scheme.
- 6.3 In accordance with the guidance contained in the ODPM publication, 'Annual Monitoring Reports: A Good Practice Guide' a range of core output indicators have been monitored in this report, including employment floorspace supply and housing supply. Key findings from these indicators show that Mid Sussex is currently left with a shortfall of 25,682 square metres of employment floorspace to be provided by 2016 and that Mid Sussex is currently falling below its required level of housing completions against the Structure Plan requirements.
- 6.4 In some instances it has not been possible to monitor all the required core output indicators as the information needed has not been available to the District Council. In these instances, a way of obtaining this information and monitoring these indicators for future Annual Monitoring Reports has been identified.
- 6.5 To help reflect the diversity and context of Mid Sussex, a number of local and contextual indicators are set out in the document. Explanation is also given as to how the Council's monitoring framework will evolve and broaden to help deliver a more comprehensive range of local and contextual indicators in future Annual Monitoring Reports.
- 6.6 The District Council consider that the requirements of The Planning and Compulsory Purchase Act 2004 have been met by this report and that the guidance contained in the ODPM publication, 'Annual Monitoring Reports: A Good Practice Guide' has been closely adhered to.
- 6.7 Local output indicators that are closely tailored to local policy will be developed on an incremental basis over time, reflecting the changing policy needs of the District Council, the development of monitoring experience and the availability of resources. These indicators will be included in the framework for future Annual Monitoring Reports.

## **Glossary of terms used**

### **Abbreviations**

**AMR** Annual Monitoring Report  
**BVPI** Best Value Performance Indicator  
**DPD** Development Plan Document  
**LDD** Local Development Document  
**LDF** Local Development Framework  
**LDS** Local Development Scheme  
**LPA** Local Planning Authority  
**LSP** Local Strategic Partnership  
**PPG** Planning Policy Guidance  
**PPS** Planning Policy Statement  
**RSS** Regional Spatial Strategy  
**SA** Sustainability Appraisal  
**SEA** Strategic Environmental Assessment  
**SCI** Statement of Community Involvement  
**SOS** Secretary of State  
**SEEDA** South East England Development Agency  
**SEERA** South East England Regional Assembly  
**SPD** Supplementary Planning Document

**Annual Monitoring Report** - This report looks at the implementation of the Local Development Scheme and how well the policies in the Local Development Documents are being achieved.

**Area Action Plan** - Area Action Plans are a type of Development Plan Document. These are used to provide a planning framework for areas of change or conservation

**Best Value Performance Indicator** - Data measuring local authority performance on a wide range of indicators used to allow comparisons between authorities

**Community Strategy** – The Local Government Act 2000 requires Local Authorities to prepare a community strategy in conjunction with other public, private and community sector organisations. Community strategies should promote the economic, social and environmental well-being of their areas and contribute to the achievement of sustainable development. A copy of the Mid Sussex Community Strategy can be viewed on the Mid Sussex District Council website at: [www.midsussex.gov.uk](http://www.midsussex.gov.uk), from the Community Service link.

**Core Strategy** – This document is the principal Development Plan Document, setting out the long-term spatial vision for the District, as well as strategic objectives for the area and core policies.

**Development Plan** – As set out in section 38(6) of the Planning and Compulsory Purchase Act, an area's development plan consists of the relevant Regional Spatial Strategy and the Development Plan Documents contained within the Local Development Framework.

**Development Plan Documents** – All Local Authorities must produce Development Plan Documents. These documents include the Core Strategy, Site Specific Allocations of Land, Area Action Plans (where needed), and Generic Development Control Policies. These are spatial documents and are subject to independent examination. There will be a right for those making representations seeking change to be heard at an independent examination.

**Indicators** - A measure of variables over time, which can be used to measure achievement of objectives

**Issues and Options** – This document is produced during the early production stage of the preparation of a Development Plan Document and will be issued for consultation to meet the requirements of Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations 2004.

**Local Community** – A generic term, which includes all individuals (including the general public) and organisations external to the District Council. It includes the statutory and other consultees.

**Local Development Document** – The collective term for documents that form part of the Local Development Framework. These documents can either be a Development Plan Document, a Supplementary Planning Document or the Statement of Community Involvement.

**Local Development Framework** - Introduced by the Planning and Compulsory Purchase Act 2004 as the replacement for Local Plans. It is the term used to describe the whole portfolio of planning policy documents (Local Development Documents) setting out the planning strategy and policies for the area. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and the Annual Monitoring Report.

**Local Development Scheme** – This document sets out the timetable for the preparation of the Local Development Documents. It identifies which Development Plan Documents and Supplementary Planning Documents are to be produced and when.

**Local Plan** - The Local Plan sets out planning policies and allocations of land for development. It sets out where different types of development such as housing, shops and offices, are to be built during the plan period. Following commencement of the Planning and Compulsory Purchase Act (2004) they have been superseded by Local Development Frameworks.

**Local Strategic Partnership** – The partnership is a non-statutory, non-executive body bringing together representatives of the public, private and voluntary sectors. The Local Strategic Partnership is responsible for the preparation, implementation and monitoring of the Community Strategy.

**Planning and Compulsory Purchase Act (2004)** - Introduced significant changes to the plan making process at all levels.

**Preferred Options** – This document is produced as part of the process of production of Development Plan Document following the Issues and Options stage. This will set out policy issues, including alternative approaches where appropriate. The preferred options document is issued for formal public participation as required by Regulation 26 of Town and Country Planning (Local Development) (England) Regulations 2004.

**Proposals Map** – The adopted Proposals Map illustrates all of the policies and proposals in the Development Plan Document and any saved policies that are included in the Local Development Framework.

**Previously Developed Land** - Land which is or was occupied by a permanent structure (excluding agriculture or forestry buildings). The definition covers the curtilage of the development.

**Regional Spatial Strategy** – This strategy sets out the policies for the region in relation to development and use of land and forms part of the development plan for Local Authorities. See South East Plan.

**Regulations** - As set out in the Town and Country Planning (Local Development) (England) Regulations 2004.

**Sites of Special Scientific Interest (SSSI)** - Areas identified by English Nature as being of special interest for their ecological or geological features.

**Site Specific Allocations** – These are allocations for specific or mixed uses of development contained in Development Plan Documents. The policies in the document will identify any specific requirements for individual proposals.

**South East England Development Agency (SEEDA)** - Is the Regional Development Agency for the South East, is responsible for the sustainable economic development and regeneration of the region. It is a business led organisation, with some government funding and is accountable to Government

**South East England Regional Assembly (SEERA)** - A representative body, comprising 111 members including elected councillors, nominated by the region's local authorities. There are also regional representatives chosen by town and parish councils, voluntary sector, environmental groups, business and economic partnerships, education and cultural networks and faith communities.

**South East Plan** - The South East Plan is the Regional Spatial Strategy for this region and, once adopted, will replace existing regional guidance set out in Regional Planning Guidance Note 9 (RPG9). It is produced by SEERA and sets out a spatial framework of strategic policies that will promote an integrated, coordinated and a more sustainable approach to development in the region up to 2026.

**Stakeholders** - Stakeholders include any person or organisation, local or national, who have a legitimate interest in what happens in our area.

**Statement of Community Involvement** –The Statement of Community Involvement is Mid Sussex District Council’s formal policy to identify how and when local communities and stakeholders will be involved in the preparation of the documents to be included in the District's Local Development Framework. The Statement also sets out the process for consultation regarding planning applications that the District Council is responsible for determining.

**Strategic Environmental Assessment** – The European ‘SEA Directive’ (2001/42/EC) requires a formal environmental assessment of certain plans and programmes, including those in the field of planning and land use.

**Submission Version** – The version of a Local Development Document submitted to the Secretary of State and simultaneously made available for public consultation for a six-week period.

**Supplementary Planning Documents** – These documents provide supplementary information to the policies in the Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

**Sustainability Appraisal** – Sustainability Appraisal is a tool for appraising policies to ensure that they reflect sustainable development objectives (i.e. social, economic and environmental factors). It is required under the Planning and Compulsory Purchase Act to be carried out on all Development Plan Documents and Supplementary Planning Documents.

**Appendix 1 - Completed Floorspace 1<sup>st</sup> January – 31<sup>st</sup> March 2005 for Employment Uses****Commercial Floorspace**

Principal Use	Site Address			Floorspace Square Metres	
				Gross	Net
B1	DURKINS RD (EX 20&21) U2&3	CHARLWOODS BUSINESS CENTRE	EAST GRINSTEAD	232	-1657
B1	EX BT/GAS SITES	MILL GREEN ROAD	HAYWARDS HEATH	1424	873
B1	HOADLANDS FARM (UNITS 5&8)	LONDON ROAD	HANDCROSS	66	66
B1	HOADLANDS FARM (UNIT 7)	LONDON ROAD	HANDCROSS	56	56
B1	ALBERT DRIVE (UNIT 5)	BURGESS HILL INDUSTRIAL ESTATE	BURGESS HILL	305	305
B1	ALBERT DRIVE (UNIT 6)	BURGESS HILL INDUSTRIAL ESTATE	BURGESS HILL	305	305
B1	ALBERT DRIVE (UNIT 7)	BURGESS HILL INDUSTRIAL ESTATE	BURGESS HILL	306	306
B1	ALBERT DRIVE (23)	BURGESS HILL INDUSTRIAL ESTATE	BURGESS HILL	76	76
B1	UNIT 16	BIRCHES INDUSTRIAL ESTATE	EAST GRINSTEAD	2697	0
B2	CONSORT WAY	BURGESS HILL IND ESTATE	BURGESS HILL	92	92
B2	UNIT 7 (ELAN HOUSE)	CHARLWOODS ROAD	EAST GRINSTEAD	62	62
B2	UNITS 3 & 4	CHARLWOODS ROAD	EAST GRINSTEAD	100	0
B2	UBLEYS FARM	LONDON ROAD	ALBOURNE	421	421
B8	BOLNEY GRANGE IND PK (U.30)	STAIRBRIDGE LANE	BOLNEY	186	186
B8	BOLNEY GRANGE IND PK (U30)	STAIRBRIDGE LANE	BOLNEY	240	65
B8	YORK ROAD (N/O)(U.2A)	BURGESS HILL INDUSTRIAL EST	BURGESS HILL	269	269
B8	YORK ROAD (N/O)(U.2B)	BURGESS HILL INDUSTRIAL EST	BURGESS HILL	269	269
B8	YORK ROAD (N/O)(U.2B)	BURGESS HILL INDUSTRIAL EST	BURGESS HILL	269	269
B8	YORK ROAD (N/O)(U.1B)	BURGESS HILL INDUSTRIAL EST	BURGESS HILL	375	375
B8	FIRS BARN	TURNERS HILL ROAD	CRAWLEY DOWN	715	715
OTH	NORTH END SERVICE STATION	LONDON ROAD	EAST GRINSTEAD	132	132
OTH	UNIT 4B	BURRELL ROAD	HAYWARDS HEATH	155	0
OTH		BURRELL ROAD	HAYWARDS HEATH	225	0
OTH	UNIT A3	HORSTED KEYNES IND PARK	HORSTED KEYNES	407	0
OTH	COURTLANDS INDUSTRIAL ESTATE	SNOWHILL ROAD	COPTHORNE	1147	0
OTH	CRAWLEY DOWN GARAGE	SNOWHILL	COPTHORNE	822	-688

**Office Floorspace**

Principal Use	Site Address			Floorspace Square Metres	
				Gross	Net
A2	8/8a	CHURCH ROAD	BURGESS HILL	63	63
A2	50	CHURCH ROAD	BURGESS HILL	231	231
A2	110	SOUTH ROAD	HAYWARDS HEATH	284	163
A2	38-42	SOUTH ROAD	HAYWARDS HEATH	264	264
B1 - OFFICE	BOLNEY GRANGE IND PK (4)	STAIRBRIDGE LANE	BOLNEY	53	53
B1 - OFFICE	WOODFIELD FARM	ISAACS LANE	CUCKFIELD	212	212
B1 - OFFICE	WOODFIELD FARM OFFICES	ISAACS LANE	CUCKFIELD	85	85
B1 - OFFICE	DURKINS RD (EX 20&21) U4	CHARLWOODS BUSINESS CENTRE	EAST GRINSTEAD	207	207
B1 - OFFICE	DURKINS RD (EX 20&21) U5	CHARLWOODS BUSINESS CENTRE	EAST GRINSTEAD	207	207
B1 - OFFICE	DURKINS RD (EX 20&21) U6	CHARLWOODS BUSINESS CENTRE	EAST GRINSTEAD	78	78
B1 - OFFICE	DURKINS RD (EX 20&21) U7	CHARLWOODS BUSINESS CENTRE	EAST GRINSTEAD	159	159
B1 - OFFICE	DURKINS RD (EX 20&21) U9	CHARLWOODS BUSINESS CENTRE	EAST GRINSTEAD	159	159

**Appendix 2**

**Gross Dwelling Completions for Mid Sussex – 2004/05**

Total Units (Gross)	Site Address
111	PHASE 2D/2E, BOLNORE VILLAGE,HAYWARDS HEATH
61	NEALE HOUSE,MOAT ROAD,EAST GRINSTEAD
30	PHASE 3 BOLNORE VILLAGE,HAYWARDS HEATH
20	HOSP VILLAS/1-24 COLWELL GARDENS,HAYWARDS HEATH
18	51-53 BOLTRO ROAD,HAYWARDS HEATH
15	PART TILE WORKS,CANTS LANE,BURGESS HILL
15	RTM HOUSE,CANTELUPUE ROAD,EAST GRINSTEAD
14	WEALDEN HOUSE ANNEXE,LEWES ROAD,ASHURST WOOD
14	OLD TOLLGATE,FAIRFIELD/LEWES ROAD,EAST GRINSTEAD
14	SEEB,GORDON ROAD,HAYWARDS HEATH
13	PHASE 2F/2G,BOLNORE VILLAGE,HAYWARDS HEATH
12	OAKFIELDS,49B RAILWAY APPROACH,EAST GRINSTEAD
10	HOLLY HOUSE,PADDOCKHALL ROAD,HAYWARDS HEATH
9	161-171 JUNCTION ROAD,BURGESS HILL
9	R/O FIELDING,REEDS LANE,SAYERS COMMON
8	WOODBURY HOUSE HOTEL,LEWES ROAD,EAST GRINSTEAD
8	47-61 SACKVILLE LANE,EAST GRINSTEAD
8	BRIDGERS HOUSE,BALCOMBE ROAD,HAYWARDS HEATH
6	PART TILE WORKS,CANTS LANE,BURGESS HILL
6	3 PARK ROAD,BURGESS HILL
6	SOUTHOVER/HIGHOVER,FAIRFIELD ROAD,EAST GRINSTEAD
6	14-22 WEST STREET,EAST GRINSTEAD
5	PHASE 2M,2N & 2P, BOLNORE VILLAGE,HAYWARDS HEATH
4	R/O 52 ST WILFRIDS ROAD,BURGESS HILL
4	BROAD STREET VIDEO,BROAD STREET,CUCKFIELD
4	107 QUEENS RD, EAST GRINSTEAD
4	TROON COURT, IONA WAY, HAYWARDS HEATH
4	68A QUEENS ROAD,HAYWARDS HEATH
3	14 VALEBRIDGE ROAD,BURGESS HILL
3	123 LONDON ROAD,BURGESS HILL
3	TOWER HOUSE LODGE,LONDON ROAD,CUCKFIELD
3	61 QUEENS ROAD,EAST GRINSTEAD
3	HOPHURST PLACE,HOPHURST LANE,CRAWLEY DOWN
3	POPHAMS,COPTHORNE COMMON ROAD,COPTHORNE
2	ALDERSYDE,STOCKCROFT ROAD,BALCOMBE
2	JUST WORDS,51 STATION ROAD,BURGESS HILL
2	ADJ 96 WOODLAND AVENUE,BURGESS HILL
2	ADJ 99-101 CANTS LANE,BURGESS HILL
2	3 MOONHILL PLACE,BURGESS HILL ROAD,ANSTY
2	OLD AMBULANCE STN,HOLTYE AVENUE,EAST GRINSTEAD
2	11 SANDHAWES HILL,EAST GRINSTEAD
2	R/O 54/56 HIGH STREET,EAST GRINSTEAD
2	ARDENGROVE,FURZEFIELD ROAD,EAST GRINSTEAD
2	R/O 57-59 CRAWLEY DOWN ROAD,FELBRIDGE
2	29 GREEN HEDGES AVENUE,EAST GRINSTEAD
2	ROSEMOUNT NURSING HOME, NORTH BANK, HASSOCKS
2	11 SANDY VALE,HAYWARDS HEATH
2	DEPOT,BACKWOODS CLOSE,LINDFIELD

2	YEALANDS,LEWES ROAD,SCAYNES HILL
2	PENTLANDS,COPTHORNE BANK,COPTHORNE
1	THE BARN GALLOPS, THE STREET, ALBOURNE
1	LITTLE HOLMBUSH,BRIGHTON ROAD,ALBOURNE
1	GRANGE VIEW HOUSE, LONDON ROAD, ALBOURNE
1	ARDINGLY COLLEGE, ARDINGLY
1	QUEENS HEAD INN, LONDON ROAD, BOLNEY
1	HANGERWOOD FARM, FOXHOLE LANE, BOLNEY
1	ADJ 48 QUEENS CRESCENT,BURGESS HILL
1	ADJ 13 ADUR ROAD,BURGESS HILL
1	139 ROYAL GEORGE ROAD,BURGESS HILL
1	SILVER BIRCHES,HANDCROSS ROAD,STAPLEFIELD
1	BRANTRIDGE SCH,HANDCROSS ROAD,STAPLEFIELD
1	CLEAVERS BARN,CLEAVERS LANE,CUCKFIELD
1	R/O 54/56 HIGH STREET,EAST GRINSTEAD
1	120 QUEENS ROAD,EAST GRINSTEAD
1	MILL PLACE FARM,KINGSCOTE,EAST GRINSTEAD
1	27 PORTLAND ROAD,EAST GRINSTEAD
1	THE OAKS,55 CRAWLEY DOWN ROAD,FELBRIDGE
1	ADJ MAPLE LODGE,PINE GROVE,EAST GRINSTEAD
1	R/O 94 HEATHCOTE DRIVE,EAST GRINSTEAD
1	SUNNYACRES,CLAPPERS LANE,FULKING
1	OLD TENNIS COURT,GRAND AVENUE,HASSOCKS
1	3 STATION APPROACH EAST, HASSOCKS
1	THE HAM,HURST ROAD,HASSOCKS
1	4 STANFORD TERRACE,STATION APPROACH,HASSOCKS
1	ADJ 63 VALE RD, HAYWARDS HEATH
1	60 BRUCE CLOSE,HAYWARDS HEATH
1	R/O 13 EASTERN ROAD,HAYWARDS HEATH
1	LUCASTE PLACE,2 LUCASTES ROAD,HAYWARDS HEATH
1	7 BOLTRO ROAD, HAYWARDS HEATH
1	ADJ BRAMBLEWOOD,BIRCHEN LANE,LINDFIELD
1	55 HIGH STREET, HURSTPIERPOINT
1	2A CUCKFIELD ROAD, HURSTPIERPOINT
1	ADJ 5 BROWN TWINS ROAD,HURSTPIERPOINT
1	R/O DOWN HOUSE,77 HIGH STREET,HURSTPIERPOINT
1	TOTT FARM,HASSOCKS ROAD,HURSTPIERPOINT
1	48 CUCKFIELD ROAD,HURSTPIERPOINT
1	THE LODGE,STUCCLES FARM,TWINEHAM LN,HURSTPIERPOINT
1	ROUT FARM,COLWOOD LANE,WARNINGLID
1	WYNDHAM FARM, WINEHAM LANE, TWINEHAM
1	ADJ 16 GARDEN MEAD,WEST HOATHLY
1	WESTWAY,COPTHORNE
1	HOLLY COTTAGE,VICARAGE ROAD,CRAWLEY DOWN
<b>530</b>	<b>TOTAL</b>

**Appendix 3**

**Use Class Order Definition**

**Use Class Orders** - Certain changes of use are identified in planning law as not being development (not needing planning permission). Uses have been grouped into 'use classes' so that changes within a use class e.g. A1, do not need planning permission. Additional rights also exist for changes between certain classes without permission. Amendments were made to the use class order in April 2005 and these changes have been highlighted below.

Class	Use	Details
A1	Shops	<p>a - for the retail sale of goods other than hot food,                      b - as a post office,                      c - for the sale of tickets or as a travel agency,                      d - for the sale of sandwiches or other cold food for consumption off the premises,                      e - for hairdressing,                      f - for the direction of funerals,                      g - for the display of goods for sale,                      h - for the hiring out of domestic or personal goods or articles,                      i - for the washing or cleaning of clothes or fabrics on the premises,                      j - for the reception of goods to be washed, cleaned or repaired, where the sale, display or services is to visiting members of the public,                      k - Internet Cafes</p>
A2	Financial and Professional Services	<p>a - financial services, or                      b - professional services (other than health or medical services), or                      c - any other services (including use as a betting office) which is appropriate to provide in a shopping area</p> <p>-where the services are provided principally to visiting members of the public.</p>
A3	Restaurants and cafes	<p>This new class is designed specifically for restaurants and cafés, i.e. places where the primary purpose is the sale and consumption of food and light refreshments on the premises.</p> <p>A restaurant whose trade is primarily in-house dining but which has ancillary bar use will be in Class A3. Where the pub or bar activity is a minor component of the business and will not affect environmental amenity, it will be treated as ancillary to the primary (restaurant) use of the premises. Within A3 uses, any takeaway food sold on an ancillary basis is usually taken home for consumption.</p>
A4	Drinking Establishments	<p>The new A4 Drinking Establishments class is the second of three new classes replacing the former A3: Food and Drink class. It caters specifically for pubs and bars, i.e. places where the primary purpose is the sale and consumption of alcoholic drink on the premises.</p>

A5	Hot food takeaways	The A5 class is the last of the newly created classes from the former Food and Drink class. It caters specifically for takeaways and fast-food premises, i.e. premises where the existing primary purpose is the sale of hot food to take away.
B1	Businesses	a - as an office other than a use within class A2 (financial & professional services), b - for research and development of products or processes, or c - for any industrial process,  - being a use which can be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust, or grit.
B2	General Industry	Use for the carrying on of an industrial process other than one falling within class B1 above.
B8	Storage and distribution	Use for storage or as a distribution centre.
C1	Hotels	Use as a hotel or as a boarding or guesthouse where, in each case, no significant element of care is provided.
C2	Residential Institutions	- Use for the provision of residential accommodation and care to people in need of care (other than those within class C3 - dwelling houses). - Use as a hospital or nursing home. - Use as a residential school, college or training centre.
C3	Dwelling Houses	- Use as a dwelling house (whether or not as a sole or main residence), a - by a single person or by people living together as a family, or b - by not more than six residents living together as a single household (including a household where care is provided for residents).
D1	Non-residential institutions	Any use not including a residential use: a - for the provision of any medical or health services except the use of premises attached to the residence of the consultant or practitioner, b - as a crèche, day nursery or day centre, c - for the provision of education, d - for the display of works of art (otherwise than for sale or hire) e - as a museum, f - as a public library or public reading room, g - as a public hall or exhibition hall, h - for, or in connection with, public worship or religious instruction.
D2	Assembly and Leisure	Use as: a - a cinema, b - a concert hall, c - a bingo hall or casino, d - a dance hall, a swimming bath, skating rink, gymnasium or area for other indoor or outdoor sports or recreations, not involving motorised vehicles or firearms.
Sui Generis		A land use, which does not fall into one of the above specific land use categories. Examples of Sui Generis land uses may include shops selling and/or displaying motor vehicles, launderettes, taxi or vehicle hire businesses, amusement centres, petrol filling stations, hostels, theatres or nightclubs.