

Appendix A1 – Housing: Northern West Sussex Housing Market Area (NWSHMA)

Evidence of cooperation pre Reg 18 consultation

(Up to 19th December 2022. Regulation 18 consultation 7th Nov – 19th December 2022)

Cooperation Mechanism	Group/Prescribed body	Membership	Date of Meeting	Agenda - Key Issues Covered	Outcomes
Northern West Sussex Authorities	Northern West Sussex Planning Officers	Mid Sussex District Council, Crawley Borough Council, Horsham District Council, West Sussex County Council	12 July 2018	DtC issues – CBC raised prospect of joint plans. HDC suggested joint plan not favourable but joint evidence is. MSDC suggested NWS position statement is resurrected and signed by 3 authorities. Transport – discussion around transport modelling MSDC gave update on housing evidence. two stage process for SHELAA which will lead to site selection paper to inform Site Allocations DPD CBC intending to adopt Plan by December 2020	Agreed not to progress with a Joint Plan. Agreed to prepare joint evidence base on Housing and Employment. Agreed to prepare a joint position statement / SoCG. (See Appendix A2)
			6 November 2018	No formal notes from this meeting	
			14 November 2018	No formal notes from this meeting	

			24 January 2019	No formal notes from this meeting	
			21 October 2019	No formal notes from this meeting	
			19 December 2019	General update on Plan making. CBC prepared draft SoCG	Confirmed that CBC will write to LAs for unmet need assistance Agreed that CBC will recirculate SoCG for further comment (See Appendix A2)
			26 January 2021	Local Plan update NWS SoCG update Cumulative impacts on infrastructure – A23, Health, Education – how to address? (Agenda, see Appendix A2)	Agreed that CBC/HDC/MSDC would review the draft SoCG and determine whether a full review was needed Agreement to include infrastructure impacts as a standing item so that cross-boundary issues can be raised and addressed (No formal note of meeting)
			17 May 2021	Local Plan update – MSDC starting to work on site assessments and early conclusion that it will be challenging to meet own housing need given options and constraints. HDC delays to LP timetable. NWS SoCG update. Discussion about how unmet	(No formal note of meeting)

				<p>need will be met and how CBC is going to address in plan.</p> <p>Cumulative impacts on infrastructure (Agenda, see Appendix A2)</p>	
			12 July 2021	<p>Local Plan update</p> <p>MSDC Site Allocations DPD Examination in two weeks.</p> <p>NWS SoCG - need to update position re OAN v supply, confirming need met in entirety in current set out Plans.</p> <p>Infrastructure – highway and education cross boundary matters</p> <p>Completion of water neutrality work needed for CBC to progress Plan. (Agenda, see Appendix A2)</p>	<p>Agreed that MSDC will begin the update to NWS SoCG aim to have final draft by end of July.</p> <p>(See Appendix A2)</p>
			31 March 2022	<p>CBC/HDC Plan timetable uncertain to water neutrality</p> <p>MSDC expect Site Allocations DPD report soon. Will then formally commence District Plan Review, this to include commissioning of Urban Capacity Study and reviewing site assessment work, as part of due diligence to ensure work is robust/consistent/evidenced.</p>	<p>Agreed that CBC and MSDC will discuss potential for site allocation at Crabbet Park and how to engage on this site moving forward.</p> <p>Agreed that MSDC would be reviewing all potential housing sites as a result of standard method increase and need to maximise supply, as part of its internal due diligence work.</p> <p>Agreed that MSDC will consult further with CBC and HDC on site selection</p>

				Standard Method Update – has increased housing need in the HMA by more than 100dpa. NWS SOCG – need resolution to water neutrality to progress (Agenda, see Appendix A2)	methodology to inform this stage of the process. (See Appendix A2)
	Sub meeting	Planning Officers from Mid Sussex District Council, Crawley Borough Council, Horsham District Council	16 May 2022	Purpose of meeting for MSDC to brief NWS on background to preparation of DP and evidence base to support Plan. Site selection process was explained (methodology previously circulated for comment). An opportunity was provided for HDC and CBC to question, challenge and understand work of MSDC. Update on implications of Standard Method increases to housing requirement. HMA unmet need increase by at least 1,800. (Agenda, see Appendix A2)	Agreed that HDC and CBC to review the site selection evidence and provide feedback to MSDC. Agree CBC and HDC to share their site selection work with the group. Agreed that the priority order remains relevant (any surplus supply meeting unmet need in the NWS HMA as first priority) Agreed that MSDC will start work on SoCG update (See Appendix A2)
			26 May 2022	CBC plan making stalled due to water neutrality. HDC reviewing plan timetable	MSDC to publish all housing and supporting evidence on the website for scrutiny to enable other HMA partners to challenge approach and

				<p>MSDC adopting Site Allocations DPD at next Council</p> <p>NWS SoCG - MSDC not previously in position to know what contribution able to make but can now update</p> <p>To have specific meeting to talk about evidence</p> <p>WS&GB – discussion around how to progress including whether NWS authorities could progress discussions with the lead authority (WBC) or update the joint SoCG?</p> <p>(Agenda, see Appendix A2)</p>	<p>understanding of potential options for addressing need.</p> <p>Agreed the previous meeting was helpful in determining the extent to which the three authorities could meet/contribute towards need now that positions are clearer.</p> <p>Agreed NWS authorities to collectively contact WBC for an update on LSS3.</p> <p>(See Appendix A2)</p>
	Sub meeting	Planning Officers from Mid Sussex District Council, Crawley Borough Council, Horsham District Council	7 July 2022	<p>(Meeting follow up to 16.05.22)</p> <p>HDC have completed an initial review of MSDC sites and supporting evidence but having a further look at transport.</p> <p>CBC still reviewing but interested in transport. No issues with overall approach.</p> <p>Transport – general discussion about transport</p>	<p>Agreed that HDC and CBC will provide feedback to MSDC re site selection and transport evidence. (Horsham provided feedback by letter, 01 08 2022, see Appendix A2)</p> <p>Agreed NWSHMA authorities need to chase Worthing Borough Council for an update on LSS3 as an update and progress had not been forthcoming.</p>

				models and cross boundary matters.	Agreed that MSDC to progress with an updated version of the NWS Position Statement and Housing Paper. (See Appendix A2)
			21 July 2022	<p>CBC reviewing LP timetable HDC aiming for Reg 19 Spring 2023 MSDC – Site Allocations DPD adopted. Work has now shifted towards District Plan Review with aim of reaching Reg 18 by end of year Transport discussion about cross boundary impacts and how this is reflected in modelling MSDC likely first Plan to be tested using ‘Decide/Provide approach’</p> <p>NWS SoCG – 1 general overarching and 1 for housing to be prepared. MSDC continuing to lead on the NWS Housing SoCG. WS&GB and Gatwick Diamond – HDC, sent chasing email re-signing of SoCG. Housing numbers need updating. Brighton disagree</p>	<p>Agreed that whilst approach to Water Neutrality was moving forward, implications for Local Plans still unclear. Potential to look at a joint trajectory once the WN Strategy is agreed.</p> <p>Agreed that all to keep group informed about transport modelling progress at each NWS meeting and ensure that each authorities’ transport model is compatible with one another and impacts of cross-boundary sites factored in.</p> <p>Agreed that MSDC and CBC will discuss co-ordinated approach to applications affected by Water Neutrality on the boundary.</p> <p>Agreed that MSDC will set up meeting with CBC and site promoter to discuss Crabbet Park. [this meeting occurred in August 2022 and is detailed in Appendix A5]</p>

				<p>that hierarchy should be for NWs.</p> <p>(Agenda, see Appendix A2)</p>	<p>Agreed that MSDC will circulate Housing SoCG.</p> <p>Agreed that Transport modelling and cross boundary impacts to be covered in SoCG.</p> <p>(See Appendix A2)</p>
			15 September 2022	<p>MSDC Reg 18 Plan to Council in November.</p> <p>Transport issues on the network – likely to impact on what can be delivered, can meet own needs but not significantly help others given this constraint at present.</p> <p>NWS SoCG – MSDC to share with HDC/CBC</p> <p>WS&GB – All have pressed chair of group to update group and progress but no response received.</p> <p>(Agenda, see Appendix A2)</p>	<p>Agreed that the group will continue to press for movement on WS&GB work.</p> <p>Agreed that MSDC will work on a joint NWS trajectory (water neutrality related) once this position is clearer, to understand position and for inclusion in SoCG.</p> <p>(See Appendix A2)</p>
			10 November 2022	<p>CBC housing position not yet confirmed.</p> <p>HDC Reg 19 to Council in January. Stepped trajectory due to water neutrality.</p> <p>Unmet need implications will need further discussion.</p>	<p>Agree that MSDC will discuss with the promoters of Crabbet Park ways of engaging with CBC on evidence base/site master planning. [follow-up meeting was held with all parties in May 2023 as detailed in Appendix A5]</p>

				<p>MSDC Reg 18 consultation commenced. NWS SoCG Acknowledge there maybe areas of disagreement but can be discussed. WS&GB – no updates, awaiting SoCG sign off. Gatwick Diamond - No active work progressing, but keep up to date</p> <p>(Agenda, see Appendix A2)</p>	<p>Agreed that MSDC to circulate SoCG update</p> <p>Agreed that MSDC and CBC to work on SoCG in relation to Crabbet Park.</p> <p>(See Appendix A2)</p>
--	--	--	--	---	--

Explanation of how the cooperation has influenced plan making

Whilst Horsham flagged unmet need as potential issue as a result of the emerging Water Neutrality position, the scale was not yet quantified. CBC are also affected by Water Neutrality but this is unlikely to change their unmet need position which was already known and request submitted for assistance. NWS authorities continue to chase WS&GB chair to make progress on the SoCG and production of a joint evidence base to support LSS3 however no progress had been made despite best efforts of the NWS authorities.

MSDC continued to update group on emerging Plan, emerging strategy and evidence base. Actively sought feedback to establish if any further work needed to be undertaken but nothing raised by other local authorities.

Evidence of cooperation between Reg 18 and Reg 19

(19th Dec 2022 – 23rd Feb 2024. Regulation 19 consultation 12th January – 23rd February 2024)

Cooperation Mechanism	Group/Prescribed body	Membership	Date of Meeting	Agenda - Key Issues Covered	Outcomes
Northern West Sussex Authorities	Northern West Sussex Planning Officers	Planning Officers from Mid Sussex District Council, Crawley Borough Council, Horsham	5 January 2023	CBC to take Reg 19 to Committee end January and Council Feb.	Agree that MSDC will set up transport meetings with other authorities to discuss emerging findings and cross-boundary implications. [details in appendix B1]

		District Council, West Sussex County Council.		<p>HDC considering implications of WMS/ NPPF on plan making timetable MSDC Reg 18 closed in December. NWS SoCG – MSDC shared draft in Dec. All authorities explained they would need to be content that each are maximising housing growth within their areas before being able to agree the SoCG. This may require further engagement, explanation and exploring further options.</p> <p>WS&GB – MSDC recently met with Brighton and Hove CC and flagged progress on SoCG had stalled and suggested Brighton (as the largest generator of unmet need) might want to consider who takes this forward given Worthing (current lead) had recently adopted their Plan.</p> <p>(Agenda, see Appendix A2)</p>	(See Appendix A2)
			13 February 2023	To discuss NWS SoCG Housing	MSDC shared version of draft SoCG for all to comment on. These comments were then discussed in the meeting with a view to signing the SoCG ahead of Crawley submission.

					No formal note of meeting as the discussions were incorporated 'live' into the draft SoCG.
			9 March 2023	<p>CBC Council approval of Reg 19 in Feb, publication in May HDC plan making pause prior to election</p> <p>NWS SoCG – working on housing element update. WS&GB and Gat Diamond – No update. MSDC have chased Adur & Worthing re progress SoCG. WSCC also discussing with Adur & Worthing and Chichester. WSCC still hold pot of money for this work.</p> <p>(Agenda, see Appendix A2)</p>	<p>Agreed that MSDC to work on second draft of the Housing SoCG ready for circulation in coming weeks.</p> <p>Agreed that MSDC will set up meeting of senior officers at MSDC/CBC to discuss Crabtree Park [an informal meeting of Heads of Planning took place in April 2023 – no minutes/agendas].</p> <p>(See Appendix A2)</p>
			27 April 2023	<p>CBC requested comments on DtC paper before publication or as part of Reg19 responses. NWS SoCG - MSDC circulated updated version on housing, needs to be ready for CBC submission. Also to update overarching SoCG to same timetable</p>	<p>Agreed that HDC and MSDC will provide comments to CBC on the DtC statement prepared for Local Plan.</p> <p>Agreed that NWS Housing and overarching SoCG to be updated by MSDC and ready for CBC submission [was subsequently agreed ahead of CBC submission]</p>

				<p>WS&GB - awaiting contact from Worthing BC re progress with this work</p> <p>(Agenda, see Appendix A2)</p>	<p>(See Appendix A2)</p>
			29 June 2023	<p>NWS SoCG – updated version to be signed off by 7th July (for Crawley submission). MSDC/CBC and Crabbet Park promoters have done joint site visit and discussed delivery matters.</p> <p>HDC confirmed Mayfield site not being promoted in this Plan.</p> <p>Shared information about transport planning and significant sites.</p> <p>WS&GB - No update/meeting for GB or Gat Diamond</p> <p>(Agenda, see Appendix A2)</p>	<p>Joint site visit with MSDC/CBC/site promoters to Crabbet Park held with actions to be addressed by MSDC and the promoter ahead of next formal stage.</p> <p>(See Appendix A2)</p>
			17 August 2023	<p>NWS SoCG –HDC to update on numbers when Reg 19 is known.</p> <p>No update/meeting for WSGB or Gat Diamond.</p> <p>(Agenda, see Appendix A2)</p>	<p>CBC published NWS Housing and Overarching SoCG.</p> <p>(See Appendix A2)</p>
			07 December 2023	<p>CBC LP Examination has started – HDC and MSDC participated in support of the Duty to Co-Operate given</p>	<p>Agree to review SoCG at Feb meeting in readiness for MSDC and HDC submission. Can include the learnings from the CBC examination.</p>

				<p>longstanding history of engagement.</p> <p>HDC Reg 19 LP to be considered by meeting of Council 11th Dec</p> <p>MSDC Reg 19 LP to be considered by Council 13th Dec – no changes to sites from Reg18, oversupply to assist NWS authorities increased to 996 from 300.</p> <p>NWS SoCG noted future update will be needed for Submission Plans of MSDC and HDC.</p> <p>WS&GB meeting for 13th Dec – to discuss future of group.</p> <p>(Agenda, see Appendix A2)</p>	
			01 February 2024	<p>NWSSoCG - Shared first edit of SoCG Documents</p> <p>WSCC - ('Monitor and Manage') being implemented at Chichester DC and proposed for Crawley BC and MSDC.</p> <p>WS&GB MSDC to consider latest draft of WS&GB SoCG and whether it can be revived.</p> <p>(Agenda, see Appendix A2)</p>	<p>(See Appendix A2)</p> <p>Agreed that MSDC will share transport report with HDC [subsequently shared post-meeting]</p> <p>Agreed that WSCC will share template for Transport Infrastructure Management Group [further details shared post-meeting]</p>

					(See Appendix A2)
Explanation of how the cooperation has influenced plan making					
<p>Position regarding Water Neutrality had become clearer to the extent that HDC were able to re-commence plan-making. The extent of HDC unmet need was confirmed in November 2023 which demonstrated an unmet need with no ability to assist with Crawley’s unmet need. At the same time MSDC had published its Reg19 Plan prior to approval by Council. Demonstration of ongoing support from CBC and HDC for the District Plan, and the extent to which MSDC could assist in meeting unmet need was agreed in the published Housing SoCG which supported Crawley’s examination – no further options were identified which could increase housing supply in the HMA. No changes to the Plan were required at this stage to address concerns raised by NWS authorities.</p>					

Evidence of cooperation between Reg 19 and Submission (24th Feb 2024 – 8th July 2024)

Cooperation Mechanism	Group/Prescribed body	Membership	Date of Meeting	Agenda - Key Issues Covered	Outcomes
Northern West Sussex Authorities	Northern West Sussex Planning Officers, including West Sussex County Council	Planning Officers from Mid Sussex District Council, Crawley Borough Council, Horsham District Council, West Sussex County Council.	28 March 2024	<p>CBC Main Mods consultation finished</p> <p>HDC completed Reg19 consultation</p> <p>MSDC completed Reg 19 consultation</p> <p>NWSSoG - Minor updates to overarching SoCG agreed – ready to be signed.</p> <p>New Standard Method figures released and could be considered ahead of submission – would increase MSDC contribution to unmet need.</p> <p>HDC raised local concerns about Sayers Common sites</p> <p>CBC need to consider cumulative impacts of</p>	<p>Agreed overarching NWS SoCG which is ready to be signed.</p> <p>Agreed that MSDC to finalise Housing SoCG</p> <p>Agreed that HDC/MSDC to work on updating WS&GB SoCG</p>

				<p>Crabbet Park and infrastructure Housing SoCG – CBC confirmed their need now fixed; therefore new SM not relevant for this SoCG. MSDC to finalise SoCG on this basis, addressing remaining comments, unmet need approx. 8,000 therefore unlikely to be resolved. W&GB - HDC & MSDC to make a start on updating SoCG but recognise this may not be finalised in time for respective submissions given where other authorities in the group are at the moment.</p> <p>(Agenda, see Appendix A2)</p>	(See Appendix A2)
			23 May 2024	<p>Impact of election on Plan making timetable, delay CBC adoption, HDC submission June, MSDC submission post-election. MSDC propose some modifications include extending Plan period which would also increase contribution towards unmet need. NWSSoG – Continue to work on NWS SoCG: Housing</p>	<p>Agree that this group continue to try to progress WS&GB work and SoCG with other LAs Agreement that NWS has historically met needs and that current situation reflects particular circumstance which may be temporary, therefore only impacting this set of plans and potential to revise this in next set of plans with commitment to doing so to be set out in the SoCG.</p>

				<p>including setting out all considerations made by this group during plan-making – including cross-boundary options, impacts of water neutrality and withdrawal of significant sized sites from consideration WS&GB - Chair of WS&GB leaving Worthing DC Update to SoCG unlikely to be signed before HDC and MSDC submission.</p> <p>(Agenda, see Appendix A2)</p>	<p>Noted that MSDC will put forward proposed main modification to extend plan period when submitting Plan and additional supply will contribute towards the NWS HMA.</p> <p>(See Appendix A2)</p>
Explanation of how the cooperation has influenced plan making					
<p>Demonstration of ongoing support from CBC and HDC for the District Plan, and the extent to which MSDC could assist in meeting unmet need. No changes to the Plan were required at this stage as a result of concerns raised by NWS authorities. Authorities continue to press for action from other parties in WS&GB group to progress with a joint SoCG and evidence base now that the position regarding Water Neutrality is clearer and plans are able to progress.</p>					