

Mid Sussex District Council

District Plan Review

Hearings Action Points – AP-013

Duty to CoOperate

Appendix A2:

Agendas/Minutes/Notes

– Northern West Sussex Authorities

November 2024



Northern West Sussex Duty to Co-Operate Meeting – INTERNAL MSDC Note

12th July 2018

Attendees

Andrew Marsh – MSDC

Catherine Howe – Horsham District Council

Barbara Childs – Horsham District Council

Mark McLaughlin – Horsham District Council

Elizabeth Brigden – Crawley Borough Council

Sallie Lappage – Crawley Borough Council

Caroline West – West Sussex County Council

Guy Perfect – West Sussex County Council

1) Introduction/Apologies

2) DTC Issues

CBC raised the prospect of undertaking joint plans. This had been looked at before but for timing/other reasons was not pursued. This would provide more certainty with regard to how the HMA is addressing unmet needs from Crawley, given the difficulties faced in explaining this to the Inspector at the MSDC hearings. CBC questioned whether there was now merit in undertaking a joint strategic plan.

HDC suggested a joint plan would still not be favourable but joint evidence is. This has worked well in the past – the employment study, joint SHMA, 'At Crawley' study were good examples. This in turn may lead to joint plan on specific issues – such as site allocations crossing local authority boundaries.

MSDC suggested the Northern West Sussex Position Statement could be resurrected. This document pulled together the individual authorities' OAN and plan requirement into one document (signed off by all three authorities) and proved useful at examinations. The scope of the document could be widened to include joint methodologies, joint responses to site specific issues, etc. It could also provide an update with respect to the Housing Delivery Test – whilst LPAs will be reporting these individually it may be useful to pool the results to show an HMA position.

3) Transport Modelling Work

MSDC provided an update on the transport work being undertaken by Systra. WSCC provided a technical update on how the work is being progressed to the point of validation and testing scenarios.

HDC will need to commission a similar model, as the County model is out of date. They questioned the price and the tender process. There has been general lack of interest from consultants in undertaking the work as it is either too detailed or time intensive.

- **GP** to provide **MM** with the brief.
- **AM** to provide detail on the HRA/Air Quality

4) Employment Update Work

MSDC updated the group on the employment review being undertaken by MSDC, and how this will update the work previously done jointly across the HMA.

HDC had updated the EGA work for their examination, MSDC had also done so. HDC were looking at extending their plan period to 2036, and the new employment evidence would need to match this.

It was identified that HDC and CBC were needing employment evidence for a wholesale review, whereas MSDC were looking to update the figures already set out in their District Plan strategy. As there were different purposes at this time, it was not seen appropriate to commission a wider HMA EGA, but some work may be useful on whether the three authorities' employment allocations were complimentary/competing and the impacts of cross-border employment allocations such as HO9 in Reigate & Banstead.

HDC had asked one of their officers (Mark Daly) to do some work on Origin-Destination from the Census which looked at where people in Horsham were travelling to/from and for which type of job. MSDC are doing the same exercise.

CBC noted that recent studies relating to the redevelopment of the Town Hall showed that there are different types of working now – smaller office space/hot-desking/remote working/etc were all more prevalent now than at the time of the 2011 Census, so results should bear this in mind.

MSDC are to commission Oxford Economics (or similar) to look at employment projections based on their plan requirement. **AM** to share this once received, and to see if it would be worthwhile commissioning a set for CBC and HDC.

5) Housing Issues

MSDC explained the '2 stage' process for the SHELAA – with Stage 1 only looking at showstopper constraints and Stage 2 looking at more detailed policy considerations. A Stage 3 report will in effect be a site selection paper to inform the Site Allocations DPD.

HDC questioned the approach, as they are about to start work on refreshing their SHELAA. The previous iterations all used the same methodology, and HDC were concerned that MSDC were doing something different – this may have unintended consequences, particularly for how the Mayfield proposition would be assessed. MSDC shared the proformas, HDC were happy that it looked (at first glance) as if the same process was being followed, just in two separate stages.

It was suggested that a separate meeting for lead SHELAA officers would be useful to ensure that common practice was being followed. CBC admitted that the MSDC methodology had been shared, but did not find anything to be concerned about at the time.

HDC had met with Mayfield Market Towns regarding a proposal in Horsham District only. They would like to agree a PPA with HDC. HDC did however end the meeting once it was mentioned that the site would enter into Mid Sussex – **BC** suggested to MMT that this is the sort of site that would require a joint plan if there are any potential links between the two authorities, and if it was a favourable growth option (which it is not at this stage).

6) Biodiversity Issues

HDC have commissioned some work from the Sussex Biodiversity Records Centre (SxBRC) on ecosystems services. This work covers Horsham District but due to the nature of the data it would also extend to a 3km buffer. This would capture nearly all of Crawley and a good section of Mid Sussex. CH questioned whether it would be worthwhile extending it to cover both authority areas in full, as this would be of benefit to the whole HMA. **CH** to send the brief of the work through for consideration.

7) Local Plan Update

CBC are intending to adopt December 2020, otherwise their Local Plan will be out of date (5 years since adoption December 2015) and have Housing Delivery Test/5ys implications.

8) Future Meetings

Next meeting should follow the new 'standard methodology' housing figures so that these can be discussed as a group. Likely to be September.

**Actions from Duty to Cooperate Meeting NW Sussex Local Plan Reviews
12 July 2018**

| Comment | Action |
|--|--|
| <p>1. Introductions/Apologies</p> <p><u>Apologies</u> Lois Partridge, MSDC Nathan Spilsted, MSDC</p> <p><u>Present</u> Barbara Childs, HDC Catherine Howe, HDC Mark McLaughlin, HDC Sallie Lappage, CBC Elizabeth Brigden, CBC Andrew Marsh, MSDC Caroline West, WSCC Guy Parfect, WSCC</p> | <p>-</p> |
| <p>2. Reason for setting up meeting/ DTC issues across the NW Sussex HMA</p> <p>Joint Working</p> | <p>- MM to produce a draft statement to demonstrate how the Group is working together on local plan matters</p> |
| <p>3. Transport Modelling Work</p> | <ul style="list-style-type: none"> - GP to share Transport Brief with Horsham and timescales. - GP to email Systra regarding potentially doing modelling work for HDC, and send email to BC. - HDC to consider procurement arrangements for transport work, as well as drawing down budget and doing timetabling. |
| <p>4. Employment Update Work/Mid Sussex SHELAA</p> <p>•</p> | <ul style="list-style-type: none"> - Crawley BC and Horsham DC to decide on how to progress their own SHELAA methodology and whether to do that in line with Mid Sussex's. - AM, EB, Anthony (Crawley) and CH to analyse existing NW Sussex employment study and agree what work is required for new study - GP to share Mobile Network data on journeys to work etc - AM to speak to Experian re: Jobs forecasting work, with breakdown by type |

| | |
|--|--|
| <p>5. Housing Issues</p> | <ul style="list-style-type: none"> - No actions - Housing Delivery – authorities to work together to identify those developers who are not building out their sites within the wider housing market area. |
| <p>6. Biodiversity Issues</p> <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> - CH to send details to Elizabeth and Andrew |
| <p>7. Future Meetings</p> | <p>Horsham DC to set up meeting to discuss</p> <ul style="list-style-type: none"> - Housing (September once housing numbers are produced); - Transport (August/September) - Economy (August/September) - SHELAA (August/September) |

Actions from Duty to Cooperate Meeting NW Sussex HMA Policy Officer Group

19 Dec 2019 09:30 Crawley Borough Council, Town Hall Crawley

| Item | Action |
|--|--|
| <p>1. Introductions/Apologies</p> <p><u>Apologies</u> None</p> <p><u>Present</u> Sallie Lappage, CBC Elizabeth Brigden, CBC Ian Warren, CBC Andrew Marsh, MSDC Alice Henstock, MSDC Matt Bates, HDC</p> | <p>-</p> |
| <p>2. General update</p> | <ul style="list-style-type: none"> - CBC updated on current appeal case raising issue of individual vs collective 5YHLS. - MSDC confirmed 5YHLS recently confirmed at appeal. - Discussed need to monitor land supply across the HMA, noting that the HDT and MSDC APS does not take account of delivery rates beyond District. - Recent letter from LP Inspector to Sevenoaks DC highlighted (which has recommended withdrawal of their plan due to DtC failing). It was suggested CBC should formally write to all neighbouring LA regarding the unmet needs and requesting assistance. <p>All to note above EB to prepare formal letter requesting assistance with meeting unmet needs.</p> |
| <p>3. Local Plan update</p> | <ul style="list-style-type: none"> - CBC – Local Plan review commenced. Submission version of Plan approved by Full Council on 16th December. Consultation due to start 20th January. - HDC – Local Plan review commenced. Issues and Options consultation Plan to be considered |

| | |
|--------------------------------------|--|
| | <p>by Members for approval 23rd January, with consultation anticipated to start in February 2020.</p> <ul style="list-style-type: none"> - MSDC – Local Plan review not commenced. Site Allocations DPD underway. Regulation 18 consultation finished in November. To progress separate SoCG linked to District Plan to cover SA matters. |
| <p>4. Statement of Common Ground</p> | <ul style="list-style-type: none"> - The draft SoCG prepared by CBC and previously circulated was discussed. Points raised include: - Timetable for Local Plan reviews needs to be clearer. - SoCG needs to be clearer regarding the time management of the different Local Plan time periods to ensure HMA housing need continues to be met and for there to be a strategy to do this. - Clarification sought on the outcomes of SoCG, specifically in relation to how unmet need will be met. - Review wording in relation to specialist accommodation. - G+T need discussed permanent and transit. - Agreed CBC will make clarifications in response to comments and recirculate for further comment. - All noted tight timescale to start of Crawley Reg 19 consultation start (20 Jan) by which time the SoCG needs to be signed off. - CBC/HDC are happy to agree to separate MSCD Site Allocations SoCG. <p>CBC to action above (complete) MSDC & HDC to comment ASAP</p> |
| <p>5. AOB</p> | <p>None</p> |
| <p>6. Date of next meeting</p> | <p>Date TBC in new year</p> |

Meeting: NWS Authorities 2021 DtC Catch-Up

Date: Tuesday 26 January 2021

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Attendance:

| | | |
|-------------------|--|------|
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Alice Henstock | Principal Planner | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Craig Lamberton | Principal Planner | WSCC |
| Guy Parfect | Senior Planner | WSCC |

1. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan (& DtC Statement)
- b. Horsham Local Plan
- c. Mid Sussex Site Allocations DPD
- d. Mid Sussex District Plan Review
- e. West Sussex Minerals & Waste Plans Updates

2. NWS SoCG Update – factual or fundamental? (see track change version attached for anyone to consider further updates)

3. Cumulative Impacts on Infrastructure:

- a. Highways – A23
- b. Anything else? Education? Water and Waste Water? Health?

4. Evidence Base Updates? – either to update each other as to where we all are, or to consider if anything further is needed?

5. HRAs/SAs?

6. AOB

7. Date of Next Meeting?

Meeting: NWS Authorities 2021 DtC Catch-Up

Date: Monday 17 May 2021

Time: 10:30am

Venue: Virtual Microsoft Teams (link on meeting request)

Attendance:

| | | |
|-------------------|--|------|
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Alice Henstock | Principal Planner | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Guy Parfect | Senior Planner | WSCC |

Apologies

| | | |
|-----------------|-------------------------------------|------|
| Darryl Hemmings | Transport Planning & Policy Manager | WSCC |
|-----------------|-------------------------------------|------|

1. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex Site Allocations DPD
- d. Mid Sussex District Plan Review
- e. West Sussex Minerals & Waste Plans Updates

2. NWS SoCG Update

3. Cumulative Impacts on Infrastructure:

- a. Highways – A23
- b. Anything else? Education? Water and Waste Water? Health?

4. Evidence Base Updates?

5. HRAs/SAs?

6. AOB

7. Date of Next Meeting?

Meeting: NWS Authorities 2021 DtC Catch-Up

Date: Monday 12 July 2021

Time: 3pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Ian Warren | Senior Planning Officer | CBC |
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Alice Henstock | Principal Planner | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Guy Parfect | Senior Planner | WSCC |

1. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex Site Allocations DPD
- d. Mid Sussex District Plan Review
- e. West Sussex Minerals & Waste Plans Updates

2. Evidence Base Updates

- a. Housing Numbers: 5 Year Land Supply Buffer

3. NWS SoCG Update

4. Cumulative Impacts on Infrastructure:

- a. Highways
- b. Anything else? Education? Health? Waste Water?

5. HRAs/SAs

- a. Water Efficiency
- b. Ashdown Forest

6. AOB

7. Date of Next Meeting?

Note of Meeting: NWS Authorities 2021 DtC Catch-Up

Date: Monday 12 July 2021

Time: 3pm

Venue: Virtual Microsoft Teams (link on meeting request)

Attendees:

| | | |
|-------------------|--|------|
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Ian Warren | Senior Planning Officer | CBC |
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Guy Parfect | Senior Planner | WSCC |

Apologies:

Alice Henstock, MSDC

Key issues / actions

1. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
Regulation 19 period for representations ended 30 Jun. Quantity and nature of reps broadly as expected. There may be a need for a further Reg 19 later in the year subject to further advice (issue being HRA transparency) – will update in due course.
- b. Horsham Local Plan
Cabinet and Council papers now published for approval of Reg 19 LP. Meetings to happen 15 and 28 July respectively. Can't yet be sure of outcome of voting. Cabinet will also vote on a revised LDS to confirm a September Reg 19 publication.
- c. Mid Sussex Site Allocations DPD
- d. Mid Sussex District Plan Review
*Recently went through examination hearings for Sites DPD. This took longer than anticipated which has created issues with the District Plan Review timetable (as things stand a Reg 18 consultation is due later in year). Reported limited options for new housing delivery – only two sites currently deemed potentially available for developments of >1,000 homes.
Also update on Cabinet Member for Planning – now confirmed as Cllr Robert Salisbury.*
- e. West Sussex Minerals & Waste Plans Updates
No update since last meeting.

2. Evidence Base Updates

- a. Housing Numbers: 5 Year Land Supply Buffer
Discussion on how buffer should be applied and its relationship with Annual Housing Position Statement. Broadly concluded that there is commonplace

confusion over applying the 5% rolling buffer for purposes of calculating the 5YGHLS (5 year period only), and the need for a contingency margin when deciding the LP annual housing target (applies to whole Plan period). Officers are clear that these are two distinct considerations.

3. NWS SoCG Update

MSDC to make some clarification changes to reflect that things have moved on re objectively assessed need vs supply within NWS, whilst still clearly recognising that the area has met need in its entirety when considered against context of currently adopted LP targets.

4. Cumulative Impacts on Infrastructure:

a. Highways

GP raised some points for info in respect of the appropriate application of thresholds and compounding increments of less than severe impacts – one to watch. MB noted there are cross-boundary issues in respect of Hickstead junction on the A23 (impacts of both MSDC Sites DPD and emerging Horsham LP). This will need meaningful input from Highways England re appropriate mitigations but this has not yet been forthcoming. MB asked GP to provide headline record of HE non-responses to their requests for input.

b. Anything else? Education? Health? Waste Water?

CBC asked whether due reference is being made to meeting education places unmet need from Forge Wood as part of proposed W of Ifield allocation – is this explicit enough? HDC referred to wording in emerging bilateral SoCG but in any case will check wording of the relevant part of the emerging LP. No other issues raised.

5. HRAs/SAs

a. Water Efficiency

Completion of water neutrality work (CBD, HDC & Chichester) needed for Crawley LP to progress. This is in the hands of the consultants.

b. Ashdown Forest

No updates reported.

6. AOB

None

7. Date of Next Meeting?

Next meeting will be confirmed once workstreams (especially SoCG) have been progressed sufficiently to need further discussion. Will also need to work around various leave commitments in August.

ACTIONS

- *MSDC to make changes to SoCG as noted above, and any other comments or track changes for others to consider*
- *Agree we should have a final draft of the NWS SOCG agreed by officers by the end of July, and then move to Cabinet Member sign-off*
- *CH to share informally our key points from recent legal advice.*

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 31 March 2022

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Alice Henstock | Principal Planner | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Anand Pillay | Principal Transport Planner | WSCC |
| Elizabeth Brigden | Planning Policy Manager | CBC |

Apologies:

| | | |
|----------------|----------------------------|------|
| Sallie Lappage | Strategic Planning Manager | CBC |
| Guy Parfect | Senior Planner | WSCC |

1. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex Site Allocations DPD
- d. Mid Sussex District Plan Review
- e. West Sussex Minerals & Waste Plans Updates

2. Evidence Base Updates

- a. Housing Numbers – new affordability ratio
- b. Water Neutrality
- c. Transport
- d. HRA

3. Strategic Sites

4. Other Cross Boundary Matters

- a. BNG/LNRS
- b. Health
- c. Education
- d. Active Travel & Public Transport
- e. Climate Emergency Agency

5. NWS SoCG Update

6. AOB

7. Date of Next Meeting: 26 May 2022

Note of Meeting: NWS Authorities 2022 DtC Catch-Up

Date: 31 March 2022

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Attendees:

| | | |
|-------------------|--|------|
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Anand Pillay | Principal Transport Planner | WSCC |

Apologies:

Sallie Lappage, CBC

Alice Henstock, MSDC

Tal Kleiman, HDC

Key issues / actions

1. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
Whilst the uncertainty over water neutrality remains, it is not possible to update on the Crawley Local Plan timetable. CBC is currently considering what is an appropriate Plan end-date in light of the need for a 15 year horizon form adoption, against the evidence base baseline date.
- b. Horsham Local Plan
Whilst the uncertainty over water neutrality remains, it is not possible to update on the Crawley Local Plan timetable. The new HDC leadership (Cllr Jonathan Chowen, and new Cabinet postholders) are seeking greater emphasis on the environmental aspects of the LP, and a constraint-based housing target is expected due to the water neutrality constraint. MB & CH reported some forthcoming updates to the evidence base as recorded below. Also taking forward new projects during period of LP hiatus including following:
 - *‘Facilitating Appropriate Development’ guidance note to support adopted LP (HDPF) in light of housing supply issues*
 - *Parking Standards and Street Design SPD (HDC to discuss details with WSCC separately)*
 - *District-wide design guide (at scoping stage)*
- c. Mid Sussex Site Allocations DPD
Expecting PINS sign-off of Inspector report imminently, followed by MSDC receipt of the fact-check report.
- d. Mid Sussex District Plan Review
Timetable to be confirmed pending response from DHLUC (Michael Gove), keen though to undertake Reg 18 ASAP. CBC requested further bi-lateral discussion regarding potential allocation of Crabbet Park strategic site, on a similar model to the joint working with HDC on West of Ifield. AM reported that Judith Ashton

(consultant) is working with the developer/landowner and MSDC to develop a masterplan for the site.

e. West Sussex

The Transport Plan is due for adoption on 1 April 2022. Now looking at practical arrangements for monitoring the new transport plan. Also exploring how to achieve net zero carbon transport going forward.

2. Evidence Base Updates

a. Standard Housing Methodology update

AM noted that as a result of the recent increase in affordability ratio across the NWS area, the number arising from SHM is now 107 more per annum. For MSDC alone it is now 1,119. Crawley and Horsham have also seen their numbers increase - to 750 and 948 respectively. Also the group noted the increase for the West Sussex & Greater Brighton area, in particular for Brighton (>2,500 dpa) and Arun (1,352 dpa) – comments that there will be increased pressure on B&HCC in particular to address unmet need – they will need to liaise effectively with the surrounding LPAs going forward.

b. Water Neutrality

Noted that JBA continue to take forward the Water Neutrality Study Part C work. Noted that JBA will need to consider construction water usage as well as the l/p/d following occupation.

c. HDC evidence updates

*HDC are commissioning Icen Projects to look in detail at what the need is for social rented housing in Horsham District, following an Oct 2021 Council motion seeking evidence to support provision in LP policy for some social rented. The study will also consider the need for, an impact of, First Homes. HDC agreed to share the brief for this work (**Action for HDC**).*

d. MSDC evidence updates

*Troy Planning have been commissioned to undertake an urban capacity study. Looking to identify further brownfield sites for allocation, however early signs are that there won't be many additional nor a significantly increased yield arising. Also MSDC are re-looking at all sites again, may be lowering or raising threshold for allocation – only tweaks likely – will consult further with CBC & HDC on selection methodology, and ongoing analysis of future housing supply in light of SHM (**Action for MSDC**).*

3. NWS SoCG Update

EB considered it is worth progressing/agreeing aspects of the SoCG that aren't dependent on water neutrality work. All however agreed that further work on SoCG will eventually be needed to reflect the outcome of the water neutrality work, and we can't progress it beyond officer level consideration until then.

4. HRAs/SAs (aside from water neutrality)

a. Air quality

MSDC & CBC noted agreement reached with Natural England regarding implementation plan for monitoring air quality impacting on the Ashdown Forest. [HDC are not in the partnership for this work.]

HDC noted issues raised by Natural England with regards The Mens SAC (air quality/nitrogen deposition impacts). Consultants will address as part of further HRA work, once there is greater certainty on the LP. NE had also requested further detailed assessment of impacts on some SSSIs, however they have now moved back from this (subject to further reassurance on mitigation) following pushback from HDC.

5. AOB
None

6. Date of Next Meeting
26 May 2022

Northern West Sussex Authorities Meeting

Mid Sussex District Council Update: 16.05.22

Attendance:

Andrew Marsh (MSDC)
Alice Henstock (MSDC)
Sallie Lappage (CBC)
Elizabeth Brigden (CBC)
Ian Warren (CBC)
Catherine Howe (HDC)
Tal Kleiman (HDC)

Meeting Objective:

The purpose of this meeting was for MSDC to:

1. Brief the NWS authorities on the background to the preparation of the District Plan Review.
2. To ensure the NWS authorities are fully briefed on the Plan preparation process and the evidence base that has been prepared to support the Plan.
3. To provide an opportunity to question and understand the work of MSDC prior to considering more detailed responses to it..

Notes:

Background

- Work on DPR commenced in 2020/21 – evidence base update (SHMA, GTAA, EGA, Retail)
- Scope of review – 11 policies require major review, 16 policies minor review and new policies
- Work 'paused' subject to the resolution of Scrutiny Meeting 19th January and further work required.

Housing Requirement/Delivery

- SM housing requirement for MSDC has increased from 1,093 Jan 22 to 1,119 April 22
- HMA unmet need has increased by at least 1,800
- MSDC has 5 year supply; HDT 124%; 2019/20 first year of completions over 1,000

Site Selection Process

- District has significant environmental constraints e.g. 50% AONB
- Explanation of the Site Selection Methodology (previously circulated for comment)
- 3 stage process of assessment:
 - Stage 1 – SHELAA – 268 sites (31k dwellings)
 - Stage 2a – Sustainable Location – rejected sites that do not contribute to sustainable pattern of development – 97 sites rejected (examples given)
 - Stage 2b – Selection criteria – excludes sites that are NPPF Showstoppers – 46 sites rejected (examples given)

- Stage 2c – Selection criteria - excludes site where a combination of impacts is expected – 83 sites rejected (examples given)
- Explanation of the Significant Sites
- Stage 3 - Further Testing – 42 sites – reasonable alternatives in the SA. Subject to in-combination transport, HRA and Air Quality. Some site not suitable in combination with other sites

Conclusion

- Residual requirement 7,062
4 'Significant Sites': 5,580
21 Housing sites: 1,562
Windfall: 1,008
Brownfield: 200
Total: 8,620
- Spatial Strategy - Effective use of land; sustainable growth at settlements; making unsustainable settlements sustainable; protect AONB

Further work

- Troy Planning commissioned to review brownfield site potential – evidence to support windfall/brownfield allowance increase by approximately 200 units
- Transport – testing sustainable mitigation interventions; Reference case 34 junctions 'significant' 23 junctions 'serve' impacts. Areas of concern – Ansty, A23/A2300, National Highways

Next Steps

- MSDC setting up a Member Working Group
- Consideration of updated evidence; further due diligence on sites; updated NWS Position Statement or SoCG.
- Next NWS meeting 26th May to receive feedback from CBC/HDC

Update following NWS Meeting 26th May

- Authorities discussed what MSDC would like to see as an outcome to this meeting/presentation.
- MSDC confirmed it would like HDC and CBC to review evidence (all available on web site) and to raise any queries/issues with MSDC officers.
- MSDC also suggested HDC and CBC could also give a talk through of respective plan making process/ site selection/ strategy etc.
- All authorities agreed that the well-established priority order of addressing housing need is still relevant and backed up by up-to-date evidence (Priority 1: Meet own need, then if suitable/sustainable capacity exists Priority 2: Meet NWS HMA need, then if suitable/sustainable capacity exists Priority 3: Meet Coastal West Sussex need).
- MSDC proposed an update to the current Statement of Common Ground to capture the outcomes from the evidence base review, which would demonstrate the approach the three authorities have taken to seeking to address housing need in the NWS HMA.
- MSDC will start work on revising the Statement of Common Ground, for circulation
- It was agreed a further meeting to be arranged ahead of next scheduled NWS meeting to discuss any queries/issues following review of MSDC evidence and a draft SoCG. MSDC to suggest dates.

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 26 May 2022

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Alice Henstock | Principal Planner | MSDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Guy Parfect | Senior Planner | WSCC |
| Anand Pillay | Principal Transport Planner | WSCC |
| Elizabeth Brigden | Planning Policy Manager | CBC |

Apologies:

| | | |
|----------------|----------------------------|-----|
| Sallie Lappage | Strategic Planning Manager | CBC |
|----------------|----------------------------|-----|

1. Notes and Actions from the last meeting

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex Site Allocations DPD
- d. Mid Sussex District Plan Review – follow up from meeting held 16 May
- e. West Sussex Minerals & Waste Plans Updates
- f. West Sussex Transport Plan Update

3. Evidence Base Updates

- a. Housing
- b. Water Neutrality
- c. Transport
- d. HRA

4. Strategic Sites

5. Other Cross Boundary Matters

- a. BNG/LNRS
- b. Health
- c. Education
- d. Active Travel & Public Transport
- e. Climate Emergency Agenda

6. NWS SoCG Update

7. GB&WS and Gatwick Diamond

8. AOB

9. Date of Next Meeting: 21 July 2022

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 26 May 2022

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Alice Henstock | Principal Planner | MSDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Guy Parfect | Senior Planner | WSCC |
| Anand Pillay | Principal Transport Planner | WSCC |
| Elizabeth Brigden | Planning Policy Manager | CBC |

Apologies:

| | | |
|----------------|-----------------------------|-----|
| Sallie Lappage | Strategic Planning Manager | CBC |
| Matt Bates | Planning Policy Team Leader | HDC |

1. Notes and Actions from the last meeting

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan – continued to be stalled due to Water Neutrality. Starting to think about possible timetables and work which can be done to be ready for the earliest opportunity to progress. However, process is dependent on outcomes of the Water Neutrality work and its implications for the Plan (particularly viability) as to whether the changes will be so substantial they go to the heart of the Plan and it needs to go back to Full Council, or if it can progress (probably following a further Reg. 19 “modifications” consultation) to submission.
- b. Horsham Local Plan – currently reviewing tasks. Hoping to progress the Plan before purdah next year. Reviewing completed evidence to see whether updates are needed due to timing delays.
- c. Mid Sussex Site Allocations DPD – very imminent for publication of Sites DPD – seeking to adopt next Council meeting.
- d. Mid Sussex District Plan Review – follow up from meeting held 16 May – there is the political will to progress. The publication of the Bill has addressed some of the elements raised as unknowns and of concern. The White Paper response suggests housing numbers are not changing. Currently officers are in the process of seeking clarification on whether the reasons for the “pause” have been satisfied sufficiently to continue. Following this, there should be a clearer idea of a published timetable for progressing.
Significant work has been undertaken on transport and relook at policies: sustainability and net zero – due to the Sustainable Economy Strategy and carbon targets, etc. Otherwise, it is as it was in January, with some due diligence for the sites being considered.
Purpose of the meeting held on 16 May was to start the conversation of how likely as three authorities we are able to meet the HMA housing need (Standard Method) number. There is a need to demonstrate we have done all we can. Use it to scrutinise each other’s work.
All MSDC documentary evidence is available on the website. Agreed a further meeting prior to July NWS meeting for feedback on evidence once scrutinised.

- e. West Sussex Minerals & Waste Plans Updates – water neutrality: keeping an eye on what’s happening with the Bill.
- f. West Sussex Transport Plan Update – next two years: update of transport assessment guidelines (Darryl Hemmings leading) and design guidelines (Stephen Shaw leading). Ongoing partnership with LAs where needed.

3. Evidence Base Updates

- a. Housing
- b. Water Neutrality – job advert gone out and procurement approach. MSDC not yet heard back re: mapping – Turners Hill Reservoir. Need to speak to South East Water.
Costings – MSDC emailing Thakeham Homes. Need for viability.
- c. Transport – nothing to update.
Question whether there will be another iteration of the Horsham District transport evidence before the Local Plan – this depends on outcomes of water neutrality and locational strategy – if changing or remaining the same. Don’t need to undertake detailed evidence for 30year vision. Tested 3,250 dwellings at West of Ifield and West of Kilnwood Vale.
WSCC hoping for higher densities at public transport hubs with more apartments. Currently working with MSDC on that too. A presentation by GP and AP was given to site promoters.
Next study along the coast with ADC – methodology is changing and is expected to continue to evolve until transport studies and public transport are aligned.
Discussion about densities and Homes England approach towards what the “market” is seeking. There needs to be a middle ground between low and high densities. Developers need to explore what they can bring forward. It is acknowledged there are different ways to achieve it.
However, it is still an unknown about whether it will be successful getting National Highways to agree a new approach.
Issues of investments going into public transport rather than highways.
Concerns of staffing resource limitations, as bus drivers became lorry drivers.
- d. HRA – Natural England wanted increased data for Mens. However, HDC don’t have to do the full work required.

4. Strategic Sites

The Crawley Western Link Road Study – CBC has sought legal advice and the wording in the report is being amended to reflect this.

5. Other Cross Boundary Matters

- a. BNG/LNRS
- b. Health
- c. Education
- d. Active Travel & Public Transport
- e. Climate Emergency Agenda

6. NWS SoCG Update

MSDC were previously not in a position to know what contribution they were able to make, but have since done this work now as part of the District Plan Review. It was agreed AM/AH would look at the draft now for updates.

Three-way conversation to talk through evidence. CBC's is mostly published. HDC's published with the Reg. 19 proposed document, but reflects the evidence of the time – don't know if this will still all be the same in the end.

Set out clearly in NWS HMA SoCG the hierarchy of meeting needs:

Own/NWS/CWS/Surrey GD/Surrey Wide/London...

Not agreed by BHCC.

7. GB&WS and Gatwick Diamond

MSDC will be giving the same presentation given to HDC/CBC to Brighton & Hove CC.

WS&GB – how to progress? Can another LA progress discussions with Iceni or circulate the final SoCG draft for Members of the Board?

8. AOB

9. Date of Next Meeting: 21 July 2022

Northern West Sussex Authorities Meeting

Update meeting: 07.07.22

Attendance:

Andrew Marsh (MSDC)
Alice Henstock (MSDC)
Sallie Lappage (CBC)
Elizabeth Brigden (CBC)
Ian Warren (CBC)
Catherine Howe (HDC)
Tal Kleiman (HDC)

Meeting Objective:

The purpose of this meeting was:

1. For MSDC to receive feedback from HDC and CBC plan preparation and evidence base.
2. To discuss format and content of NWS position statement/ SoCG

Notes:

Background

This meeting followed the meeting on 16.05.22 where MSDC explained its District Plan Review preparation and the evidence base prepared to support the Plan.

HDC Feedback

Have had an initial review, but will want to have a further look at Transport evidence. Will be looking at evidence from a strategic view point, considering implications for the NWS area, rather than at detailed site level.

CBC Feedback

Still reviewing evidence, but also interested in transport. Not anticipating providing very detailed comments, no issues of overall approach but might have some comments on the detail.

Transport

General discussion around transport and the issue of cumulative transport issues are picked up in transport modelling, when we are all preparing our own models. Agreed this needs to be raised with WSCC (Guy Parfect) at the wider group meeting as he is the link between the transport work.

A23, A2300 corridor. NH are keen for HDC to look at developer funding for improvements – might be an issue to explore through SoCG.

Modal shift testing – HDC tested 12% reduction, MSDC currently testing 15% but other options to follow.

CBC – asked if opportunities for development that could unlock infrastructure problems, any other sites not currently being brought forward.

MSDC – responded that not many areas (particularly outside areas of protected landscape AONB/SNDP) that have not been promoted to us.

HRA

HDC – asked about impacts on AF arising from HRA.

MSDC – Jan 2022 version of the Plan was not having a transport impact, but don't know where this tipping point is for when then could be an impact.

Other LA's

MSDC explained have given same presentation to Brighton and Hove officers. Who didn't agree with meeting needs hierarchy i.e. own first, NWS second, then elsewhere. Also keen to understand why not pursuing Mayfield.

HDC – confirmed B+H raised similar issues when they met. Concern that B+H do not have a detailed understanding of their actual need. HDC also have links with Worthing (A24 corridor).

Action – need to nudge progress on LSS

SoCG

MSDC – explained proposal to have a NWS Statement and a separate paper on the housing element. Looking at:

HMA boundaries

Hierarchy

Housing requirement _ SM appropriate

Housing Supply

Assessment of options - presentation of evidence, Q+A

Further strategic option - Mayfield/LSS

HMA boundaries

MSDC to circulate draft once prepared

Bi-lateral statement likely to be needed for Ifield and Crabbet Park

NWS statement with WSCC still needed to cover education and transport. MSDC to pull out the housing related elements from this.

Next Steps

Action – EB to speak to Guy regarding joined up transport work

Action - HDC to nudge James A re LSS

Actions – MSDC to draft and circulated amended NWS position statement and housing paper

Next meeting of the wider NWS group 21. 07. 22

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 21 July 2022

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Alice Henstock | Principal Planner | MSDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSDC |
| Guy Parfect | Senior Planner | WSDC |
| Anand Pillay | Principal Transport Planner | WSDC |
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Jeannie Banks | Trainee Planning Officer | CBC |

Apologies:

1. Notes and Actions from the last meeting (26 May 2022)

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex District Plan Review – follow up from meeting held 7 July 2022
- d. West Sussex Minerals & Waste Plans Updates
- e. West Sussex Transport Plan Update

3. Evidence Base Updates

- a. Housing
- b. Water Neutrality
- c. Transport
- d. HRA

4. Strategic Sites

5. Other Cross Boundary Matters

- a. BNG/LNRS
- b. Health
- c. Education
- d. Active Travel & Public Transport
- e. Climate Emergency Agenda

6. NWS SoCG Update

7. GB&WS and Gatwick Diamond

8. AOB

9. Date of Next Meeting: 15 September 2022

Meeting: NWS Authorities DtC Catch-Up
Date: Thursday 21 July 2022
Time: 2pm
Venue: Virtual Microsoft Teams (link on meeting request)

Actions shown in Bold and ** below.

Invitees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Alice Henstock | Principal Planner | MSDC |
| Andrew Marsh | Head of Planning Policy and Housing Enabling | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Guy Parfect | Senior Planner | WSCC |
| Anand Pillay | Principal Transport Planner | WSCC |
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Jeannie Banks | Trainee Planning Officer | CBC |

Apologies:

None.

1. Notes and Actions from the last meeting (26 May 2022)

No specific actions. 1:1 discussions re SoCGs?

2. Local Plan Review Timetable Updates and Key Matters Arising:

a. Crawley Local Plan

EB – Currently reviewing the Local Plan programme:

- Based on the assumption that the Water Neutrality Strategy is signed off by the end of October.
- Programme also depends on what draft includes; for example, if there is sufficient information on costs then it will be possible to start the Viability work in parallel: this is likely to be the biggest potential issue for impacts on the CBC Local Plan and timetable.
- Crawley Western Link Rd – awaiting stakeholder feedback. The outcomes of the study have implications for the Local Plan Map and the text of the policy so will be published alongside publication of the Mods on the Local Plan and not before.
- Timing is linked to decision whether to go to Full Council, or straight out to Mods consultation.

b. Horsham Local Plan

TK – Water Neutrality is an even bigger issue for HDC – due to it covering the whole area.

- HDC’s Administration want Reg. 19 Plan out prior to elections in May (so consultation Jan – March).
- Part C is critical re. costs, and also timing of development/trajectory: the previous Reg. 19 had staircase with less development in early stages, depending on the outcomes of Part C, HDC may need further revision of this trajectory with even later delivery dates anticipated.

EB – the practical implications of implementing the Water Neutrality Strategy might be helpful to HDC as there are longer lead in times for big strategic sites so having a later trajectory would be more helpful. In the meantime, for the HMA, CBC has smaller sites so

these may be able to progress sooner without using up all the calculator, and, therefore, without affecting HDC Local Plan.

CBC happy to discuss across the HMA, the reality of the joint trajectories, once the Water Neutrality Strategy and water budget timing is known.

TK – agreed discussion needs to happen soon. HDC currently sitting on 60 planning applications including majors from previous Local Plan. There needs to be some form of mechanism/decision on what gets approved and when, once we have more information in Part C.**

TK – Neighbourhood Plan referendum last week. Now have 18 in the District.

c. Mid Sussex District Plan Review – follow up from meeting held 7 July 2022

AH – Adopted site allocations DPD 29 June.

AH – District Plan Review work:

- Officers have dealt with the issues raised by the Scrutiny Committee.
- Anticipating it will progress through the Council cycle in the autumn and Reg. 18 Local Plan will be published for consultation before Christmas.
- No formal timetable published yet.

d. West Sussex Minerals & Waste Plans Updates

CW – Lead Local Flood Authority responsibilities within Caroline's team now.

CW – Waste Local Plan – will undertake a 5-year review in early 2023 to see if needs reviewing.

CW – Has noticed that Neighbourhood Plans have slow down, due to interesting Inspectors' reports in the southern area of the county, these have halted Neighbourhood Plans as too premature in relation to Local Plans.

e. West Sussex Transport Plan Update

AP – undertaking sporadic work; working with GAL re. DCO (DH leading on GAL DCO expansion plans).

AP – West of Ifield professional team requested transport meeting – want to see progression from transport strategy documents. Reasonable work provided by Homes England's consultancy team previously on strategy in December 2021, but further work is still needed.

AP – Looking at SIPs with LAs; particularly how to link with newly adopted Transport Plan and updated (increased) costings – due to inflation trends.

GP – CBC transport study finalised and Transport Modelling is published in full.

GP – Now working with MSDC transport model and mitigation strategy – more pre-apps with site promoters are anticipated; have one coming up with Sayers Common promoters.

GP – have submitted comments to Chichester DC re. ideas for part of District adjacent to Horsham but not most sustainable location for housing allocations – would lead to higher car trips.

EB – CBC, MSDC and HDC met two weeks ago, and discussed the issue regarding individual, separate Local Plan transport modelling. These identify specific sites where they are more relevant cross-boundary and otherwise contain an adjustment for growth in neighbouring authorities. However, it was questioned whether this is sufficient to satisfy the Local Plans going through Examination, or any local residents' questions, if it doesn't lead to an understanding of actual combined impacts of all plans together? Do we know what this looks like? Could we be criticised for this? Is it a problem? Aware National Highways have an issue? Could we /should we do something about this?

SL – asked re. Gatwick DCO also in this mix.

GP – overall the modelling methodology is robust – modelling does take account of TEMPRO etc so does include housing and employment growth in other areas. Risk comes if any one plan is providing significantly more development than is forecasted in TEMPRO already.

GP – the transport models are also based on pre-Covid traffic trends so robust as peak levels are down.

GP – Would not want to have sensitivity tests on all Local Plans – have taken account of specific strategic cross-boundary developments which are committed, e.g. North Horsham for Crawley.

GP – If extra reassurance is needed could do a desk top exercise to look at specific proposals over an appropriate period and compare these to background assumptions in TEMPRO. However, there are too many neighbouring authorities for each of the three NWS authorities combined, so it raises the question of where would you stop?

GP – Has been invited to a stakeholder session on new modelling for Brighton & Hove, so will see if this informs on possible cross-boundary impact. [Note: this workshop was subsequently arranged by BHCC for whilst GP is on annual leave; have offered a separate meeting with BHCC in September].

AH – Suggested this is covered off in the SoCG, to clearly show the authorities have thought about this and this is the answer.**

GP – DCO: it was agreed it was appropriate for the Local Plan Transport Modelling to not include the DCO, instead it is for GAL to consider their impact on top of everything else. However, this could be affected by prolonged time delays on the Local Plans; need to keep watch in case sensitivity test is needed to show transport strategy for Local Plan is still appropriate if GAL does get consent.

MB – HDC and CBC have same transport consultant and did summary note for the two studies and explained difference with the two studies. MSDC used Systra, so may be a need for a similar explanation note?

AP – not as easy if two different consultants, query whether required or not?

EB – asked whether it would be possible for Systra to look at Stantec's note and add another column?

GP – confirmed the main reason for the note was West of Ifield, as it affected Crawley as well as Horsham and the note contained the site-specific modelling assumptions and outputs for West of Ifield as well as those for the overall study area.

GP – Crabbet Park is a new site adjacent to Crawley – Systra's problem for MSDC to show how it will work with Crawley strategy, not the same need for Crawley BC to integrate as not included in Crawley's Transport Study. There is a benefit to do a note but not the overriding need as was for West of Ifield.

GP – MSDC and HDC models are very similar but updated for MSDC as the study has been started more recently (base network 2019 update, whereas Crawley and Horsham 2015 base). Would have to make adjustments as they cover different forecasting periods.

AH – similar issues with Ashdown Forest as Mid Sussex model figs don't match.

AH – MSDC reluctant to get Systra to do more work on this. Instead, considers, as the issue for Crawley is Crabbet Park, so suggests WSCC (GP) to provide the interpretation of their modelling and for CBC to be happy with outputs from this. It was agreed this would be picked up further during the specific bespoke allocation discussions with CBC going forward.

GP – Crabbet Park will impact Crawley’s network, and the modelling also needs to include Reigate & Banstead/Horley Business Park impacts.

GP – has not yet had detailed discussions with Crabbet Park promoters yet – important to see how in depth they are going. Considers they should be using Crawley’s model to see the impacts on Crawley network, as was done for West of Ifield as this is where most impacts will be (although limited detail to the east).

AH – Mid August scheme promoter presentation to CBC and MSDC, flag to Wates what they will need to do.**

Also Mid Sussex is the first Plan coming forward on Decide and Provide basis, so methodology all new.

GP – To send through information on Decide and Provide approach.**

GP – WSCC are reviewing Oxfordshire Guidance on this.

3. Evidence Base Updates

a. Housing

MB – Icen study on social rent, and First Homes. HDC currently trying to work out if default is just to go with the PPG, providing First Homes. Crawley Housing rep. said development with a lot of First Homes is coming forward – may differ from PPG.

EB – First Homes considered by our Viability Study, not a major impact – left policy as was on assumption First Homes will be part of the Intermediate Housing element as want to keep option for Registered Providers to deliver element of shared ownership etc. However, this was when were in advance of needing to take it into account, may need to be more explicit now.

MB – members want more social rented, question how well the need will be met by First Homes.

TK – can cause difficulties with viability and overall mix of units: due to the cost of First Homes, only 1 and 2beds are realistic, as 3beds even with discount is above the cap, but small affordable rent homes is the area of greatest need so don’t want to lose those, and what Registered Providers want to deliver, to First Homes.

EB – NPPF paragraphs contain a caveat “significantly prejudice the ability to meet the identified affordable housing needs of specific groups” (para. 65).

b. Water Neutrality

AM – planning application in “green zone” was due to be determined today. MSDC decided to delay Committee, until can consider more fully and look into Grampian conditions re. no occupation until Weirwood ready. Green area and what Precautionary – will screen everything in this area

AM – Want a discussion with CBC re. temporary joint approach re. applications in the green zone.

EB/AM Agreed the need for a coordinated approach. CBC & MSDC to discuss further.**

SL – to discuss with SW first re. interpretation of the map.**

EB – MSDC are welcome to use the CBC screening approach for householders – Natural England have supported it. AM agreed it was sensible to stay consistent.

CW – raised the DEFRA funding option, for discussion at Executive Group meeting tomorrow.**

CW – Could use some of the LEP Bid for this, and possibly consider the need to use consultants – Part C is already known to be costing JBA more than anticipated, so additional funding could go towards continuing the JBA procurement contract/project further.

c. Transport

Covered above under WSCC Transport Plan Update (item 2e).

d. HRA

Nothing to discuss.

4. Strategic Sites

Date for CBC/MSDC discussion with Wates re. Crabtree Park set up this morning by MSDC, for 18 August at 10am.**

5. Other Cross Boundary Matters

a. BNG/LNRS

HDC – commissioning consultants to see if can go above 10% BNG. Early days.

EB agreed this would be really interesting to be kept updated on. Aware that at the pan-Sussex Level there is a concern there is insufficient evidence to have the baseline for this, but the Surrey authorities have gone higher due to having more information. It would be good to know if the information on a district/borough basis may be better than across Sussex as a whole for individual authorities to pursue independently.

AM – aware that Arun have recently completed a draft BNG study which was presented at PPOG this week. Worth contacting so that there are consistencies in brief, etc.

EB – Great Crested Newt District Licencing launching this autumn across West Sussex (includes National Rail so has included the coastal authorities).

SL – mentioned the AONB fee contribution increase and CBC concern over 900%+ increase.

b. Health

Nothing to discuss.

c. Education

WSCC officer very helpful in the discussions regarding West of Ifield, as Homes England are proposing to provide a site below the accepted minimum standards.

CW is setting up a meeting to focus on the education provision – Homes England do need to listen, and should not assume the Masterplan is fixed.**

CW – first objections have been made by WSCC on Education grounds to applications now and will take these through to Appeal if necessary.

d. Active Travel & Public Transport

Covered above under WSCC Transport Plan Update (item 2e).

e. Climate Emergency Agenda

Nothing to discuss.

6. NWS SoCG Update

EB – summarised MSDC/CBC/HDC discussion regarding the proposed restructure of the NWS SoCG: to provide a general overarching SoCG, and then a separate, focused Housing SoCG which can be updated more easily.

AH – This also allows the elements agreed with WSCC to be based in the overarching SoCG – as less updates are needed.

AM – is progressing the SoCG draft in accordance with the new structures, and has made a start on background. The intention is to get as much done and agreed now but accepting there may be areas which are not able to be filled in until the water neutrality position and impact on CBC/HDC plans is clarified, but it is ready to finalise and sign as soon as it is needed.

AM – To circulate before progressing the District Plan Review.**

7. GB&WS and Gatwick Diamond

Gatwick Diamond:

- EB – The next Gatwick Diamond meeting is in October (held twice yearly – 6monthly – in April and October – recurring meeting request in calendars).
- EB – note that Marie Killip has moved from Tandridge to Mole Valley. New officer at Tandridge (Sarah Little). EB has sent her the invitation to the recurring meetings and included her in the circulation emails.

Greater Brighton & West Sussex:

- CH sent chasing email re: signing the SoCG, also came up at PPOG – Ian Moody agreed to “nudge” James Appleton.
- ADC not sure how housing numbers were derived. AM – most up-to-date figures were circulated, can explain to ADC. ADC still disagree – they have declared their housing number is out of date so need to use the Standard Method (TK suggested they are mixing up DM and policy work).
- SoCG included the out-of-date numbers, so agree the updated numbers. Likely to be new figures published in April 2023 so need to agree beforehand whilst still up-to-date.
- B&H disagree that hierarchy should be for NWSx to meet its needs first, hence incentive for B&H to push for LSS3 work to be done.

8. AOB

MB questioned whether the Chair for the NWS group rotates?

EB confirmed she did it by default only.

Discussion agreed this would be helpful.

It was agreed HDC would Chair next time. Two officers – one to chair and one to take notes.**

CBC to prepare notes of this meeting.**

9. Date of Next Meeting: 15 September 2022

Via email only

Andrew Marsh,
Business Unit Leader – Planning Policy,
Mid Sussex District Council

Our ref: DTC/MSDC
Your ref:

1 August 2022

Dear Andrew,

Thank you for the recent discussion and sharing of information in relation to the assessment of potential housing sites for the next iteration of your local plan. We are supportive of early engagement in plan-making by MSDC with us given the strong links between our two authorities and shared principal housing market area. Such a proactive approach will assist in meeting your responsibilities under the duty to cooperate.

You have sought comments on your early work and approach, so that they can be considered ahead of the publication of a Regulation 18 version of your Local Plan for consultation by the end of the year.

You are aware, and an indeed an active participant, of work related to water neutrality in the Sussex Water North Resource Zone. There is therefore no need to go into detail with regards to the issues caused by water in this letter, but this is using up a lot of available resource within the Policy Team. Because of this we are not in a position to review, in any detailed way, your material. As such, the comments contained in this letter should be viewed as preliminary and non-prejudicial to any further views that we may provide as your plan progresses.

From the material that has been viewed and from what we have understood from your PowerPoint presentation and discussion, it would appear that you have approached site assessment in a logical manner and we have no reason to doubt the findings of your work against your identified methodology. That said, if MSDC were unable to meet its needs or contribute to meeting unmet needs in the North West Sussex Housing Market Area (which is what appears to be the case), we would advise that a further call for sites is conducted and that the methodology is reviewed in order to see whether additional sites could be considered further in the Local Plan process.

From our regular discussions and correspondence, it is clear that there is collective concern with the ability to not only meet the needs of our shared housing market area, but also to accommodate unmet needs in surrounding housing market areas. We acknowledge the need to continue to work together on such matters and set this out not only in bilateral statements of common ground but also in partnership with wider groupings of authorities across the North West Sussex Housing Market Area and the Coastal West Sussex and Greater Brighton sub-region. On this latter group, we have both expressed concerns about progress on Local Strategic Statement 3 (LSS3) with it appearing that some partner authorities have been unable to progress its development. We will continue to try and push forward LSS3 and trust that you will act in a similar manner.

I trust that the contents of this letter are of use and can confirm we wish to continue proactive engagement with you on matters of shared interest. Should you require any clarification of our views, please contact Tal Kleiman, Senior Planner on tal.kleiman@horsham.gov.uk.

Yours sincerely,



Catherine Howe
Head of Strategic Planning

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 15 Sep 2022

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Alice Henstock | Principal Planner | MSDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSDC |
| Guy Parfect | Senior Planner | WSDC |
| Anand Pillay | Principal Transport Planner | WSDC |
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Jeannie Banks | Trainee Planning Officer | CBC |

Apologies:

1. Notes and Actions from the last meeting (21 Jul 2022)

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex District Plan Review
- d. West Sussex Minerals & Waste Plans Updates
- e. West Sussex Transport Plan Update

3. Evidence Base Updates

- a. Water Neutrality (BRIEF SUMMARY)*
- b. HRA
- c. Housing
- d. Transport

*water neutrality DtC is being covered in various other meetings

4. Strategic Sites

5. Other Cross Boundary Matters

- a. BNG/LNRS/GI
- b. Health
- c. Education
- d. Active Travel & Public Transport
- e. Climate Emergency Agenda

6. NWS SoCG Update

7. GB&WS and Gatwick Diamond

8. AOB

9. Date of Next Meeting: 10 Nov 2022 - CONFIRM CHAIR & NOTETAKING

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 15 September 2022

Time: 2pm

Venue: Virtual Microsoft Teams

Actions shown in Bold

Attendees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Andrew Marsh | Head of Planning Policy and Housing Enabling | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Guy Parfect | Senior Planner | WSCC |
| Anand Pillay | Principal Transport Planner | WSCC |
| Elizabeth Brigden | Planning Policy Manager | CBC |

Apologies:

| | | |
|----------------|----------------------------|-----|
| Sallie Lappage | Strategic Planning Manager | CBC |
|----------------|----------------------------|-----|

1. Notes and Actions from the last meeting (21 Jul 2022)

Noted

- **TK – agreed discussion [on which development sites are prioritised under the WN Strategy] needs to happen soon. HDC currently sitting on 60 planning applications including majors from previous Local Plan. There needs to be some form of mechanism/decision on what gets approved and when, once we have more information in Part C.**

The commencement of the Offsetting Group as set out in the Governance Paper was discussed at WNLOG and being progressed to Executive Group on 23 September.

- **AH – Suggested [in-combination transport impacts of LPs] is covered off in the SoCG, to clearly show the authorities have thought about this and this is the answer.**

Outstanding – to be picked up as part of the updates to the SoCG – see Item 6.

- **AH – Mid August scheme promoter presentation [on Crabbett Park] to CBC and MSDC, flag to Wates what they will need to do.**

Done. Meeting held 18 August. See item 4.

- **GP – To send through information on Decide and Provide approach.**

Done

- **EB/AM Agreed the need for a coordinated approach [with regards applications in the WN ‘green zone’]. CBC & MSDC to discuss further.**

Done – “Green Zone” is no longer within the Sussex North Water Resource Zone for the purposes of water neutrality following a meeting held with Southern Water, South East Water, Natural England, Mid Sussex District Council and Crawley Borough Council on 4 August.

- **SL – to discuss with SW first re. interpretation of the map.**

Done – see Action above.

- **CW – raised the DEFRA funding option, for discussion at Executive Group meeting tomorrow.**
Done.
- **Date for CBC/MSDC discussion with Wates re. Crabbet Park set up this morning by MSDC, for 18 August at 10am.**
Done (see Action above).
- **CW is setting up a meeting to focus on the education provision – Homes England do need to listen, and should not assume the Masterplan is fixed.**
Done – meeting held
- **AM – To circulate [draft revised SoCG] before progressing the District Plan Review.**
Outstanding – see Item 6.

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. **Crawley Local Plan**
Unchanged since last meeting, albeit Water Neutrality Study Part C delayed. Awaiting the final Crawley western link road study – with the key stakeholders for their final comments. Haven't finalised dates for the Plan – still considering findings of PINS meeting. Still doing background work – densification study progressing (a previous draft has been published). The draft GTAA is to be updated, currently dealing with an appeal on a site within the Gatwick Airport safeguarded land and noise contours for additional runway.
- b. **Horsham Local Plan**
Aiming for November/December Cabinet and Council meetings. Water dependent as well as Mens SAC Air Quality issue. Timings uncertain and not publicly communicated.
- c. **Mid Sussex District Plan Review**
SoCG hasn't progressed due to insufficient capacity within team. District Plan Review working group sessions (8 members) have been held to allow process and sites to be reviewed which report back to scrutiny group. Scrutiny committees to consider strategy and policies, and sites, and will make recommendations to Council.
Council to be asked to consider Reg 18 plan on 2nd November for publication on 8th November, if agreed.
Troy Planning have done a brownfield assessment to allow increase of brownfield allowance by up to 300 homes – component of windfall allowance – but for larger sites.
Two Council owned sites are being considered for redevelopment.
Transport work – 13 issues on the network with development proposed (8 related to one site), a number of which are severe. Causing difficulties and struggling to take forward one of the sites as a result, given there are seemingly no options to mitigate (highway upgrades not physically possible). Likely to impact on what they can deliver – can meet own needs but not significantly help other needs. Should know by start of October as to what Officers' position is.
GP - Hickstead Junction is a key issue for the whole plan
- d. **West Sussex Minerals & Waste Plans Updates**
Minerals – nothing to update
NPG update to flooding guidance, still digesting it but includes:
Increasing size of functional floodplain with revised guidance

Exceptions and sequential test updates.
Guidance promoting multi-functioning SuDS, too.

- e. West Sussex Transport Plan Update
TfSE consultation closed, relevant for SIP work. Generally happy except that there are concerns over deliverability and financing, and would like to see better integration of schemes by way of area-specific packages.
WSCC have an extension to allow for Scrutiny Committee to consider final response.
Support elements of work (e.g. promotion of active travel routes), but unclear of priority given that urban routes are more likely to be preferable.
Unclear of delivering some elements of some the packages identified.
SIPS being updated for authorities to consider costs and delivery.
Consultation on update to DfT 2/13 Circular – managing strategic road network and sustainable development. WSCC quite happy, not responding to consultation – provides helpful clarification.
New Tempo Version 8 out in draft – becomes official in November. Showing reduced background growth compared to 7.2.

3. Evidence Base Updates

- a. Water Neutrality
NE responding to second draft Water Neutrality Strategy Part C by end of next week (23/9/86). Other authorities reviewing currently. Met with PINS to look at how we can progress Local Plans (including joint trajectories and evidence). Will need SoCG on the issue with affected authorities.
- b. HRA
HDC looking at Air Quality on the Mens – looking expensive, so looking at alternatives with NE to understand level of work needed. Aecom identified modelling using ANPR with new ammonia modelling more sophisticated but likely to identify lesser issue.
CBC/MSDC looking at Ashdown Forest modelling with other authorities. Going to go back to NE as to whether necessary to be gold plated.
- c. Housing
Potential joint trajectories in relation to Water Neutrality Strategy across the Sussex North Water Resource Zone with CBC/HDC/CDC. **ACTION (HDC) – set dates in diaries for this meeting. HDC to host.**
Northern West Sussex Joint Trajectories – for Crawley this will be a different series of housing delivery figures – due to including the land outside of the Water Resource Zone affected by Water Neutrality (in particular this includes the strategic development of Forge Wood and the residual land at Forge Wood). MSDC plan period to now extend to 2039.
ACTION (MSDC) – AM to give thought to NWS joint trajectory – how to show in NWS SoCG.
HDC Social Rented and First Homes final document arrived. Evidence pointing to >30% discounts on First Homes, and/or a lower qualifying income threshold of £60K. Mostly 1 or 2 bedroom as above that unlikely to be viable given £250K cap. Findings on social rented vs affordable rented are that it primarily comes down to viability – will need to be considered by Members – either can provide lower rent social rented housing for less people or can provide higher rent affordable rented for more people.
- d. Transport

HDC fed back that they are progressing further strategic modelling (Stantec) – Transport effects likely to be reduced from previous Reg 19 with less background growth (due to revised Temprow methodology) and less development coming forward.

CBC noted near completion of Crawley Western Link Road (to be re-badged multi modal corridor) study by Systra. HDC (MB) sought clarification that the study was primarily focused on the route options through Crawley albeit also looking at some land on Horsham side – CBC (EB) confirmed this was the case.

4. Strategic Sites

Crabbett Park – meetings have happened as noted in actions from previous meeting.

West of Ifield – Member meeting cancelled due to national mourning period. Rescheduled for October. Two pre-app meetings coming up in late September – one transport focused, and one covering wider matters.

Employment Strategy was due to be shared by Homes England’s consultants. Golf work ongoing.

5. Other Cross Boundary Matters

a. BNG/LNRS/GI

HDC considering going further than national standards – looking at justification and practicality. Temple employed to do further work (previously did Kent’s work)

b. Health

Review of NHS in Crawley (looking at supply and needs), draft received which CBC will review. Same NHS contacts have been involved in W of Ifield work.

c. Education

W of Ifield work continues.

New note on Education – looks at higher costs than previously. Will update when finalised.

d. Active Travel & Public Transport

New note on Highways – looks at higher costs than previous. Will update when finalised.

Eager to see W of Ifield proposals – Crawley western link road study concluding soon. To be known as Crawley Western multi-modal transport corridor.

e. Climate Emergency Agenda

Nothing noted.

6. NWS SoCG Update

Skeleton drafted but MSDC (AM) will look to complete draft and distribute.

ACTION – MSDC to distribute for CBC/HDC review and input

Looking to align work for MSDC Reg 18.

7. GB&WS and Gatwick Diamond

GB&WS – All LPAs present have pressed James Appleton to update the group and progress the work, but no responses received. Worthing BC (Ian Moody) have also been encouraged to approach JA but similarly nothing heard back. NWS authorities discussed potential need to evidence audit trail of what have done to seek to progress SoCG – but due to more formal structure, and WBC’s procurement of Icen, this has not been possible without receiving any feedback on what is holding up the SoCG circulation to members.

BHCC have indicated they have begun transport modelling. Assumption is that this will lead into their LP Pt1 review.
Next GD meeting 10th October.

8. AOB

None identified

9. Date of Next Meeting: 10 Nov 2022 - MSDC to chair

Meeting: NWS Authorities DtC Catch-Up

Date: November 10th 2022

Time: 2pm

Venue: Virtual Microsoft Teams

Invitees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Andrew Marsh | Head of Planning Policy and Housing Enabling | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Guy Parfect | Senior Planner | WSCC |
| Anand Pillay | Principal Transport Planner | WSCC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Sallie Lappage | Strategic Planning Manager | CBC |

1. Notes and Actions from the last meeting

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex District Plan Review
- d. West Sussex Minerals & Waste Plans Updates
- e. West Sussex Transport Plan Update

3. Evidence Base Updates

- a. Water Neutrality (BRIEF SUMMARY)*
- b. HRA
- c. Housing
- d. Transport

*water neutrality DtC is being covered in various other meetings

4. Strategic Sites

5. Other Cross Boundary Matters

- a. BNG/LNRS/GI
- b. Health
- c. Education
- d. Climate Emergency Agenda

- 6. NWS SoCG Update**
- 7. GB&WS and Gatwick Diamond**
- 8. AOB**
- 9. Date/Time/Chair of Next Meeting**

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| Sallie Lappage | Strategic Planning Manager | CBC |

Apologies:

| | | |
|----------------|-------------------|------|
| Alice Henstock | Principal Planner | MSDC |
|----------------|-------------------|------|

1. Notes and Actions from the last meeting

Agreed

2. Local Plan Review Timetable Updates and Key Matters Arising:

a. Crawley Local Plan

Progressing Local Plan, internal timetable agreed by SMT with Cabinet approval to follow. Working towards Special Council in January (around 25th). Viability study being commissioned and is key element of evidence base and timetable/content is subject to it.

Route for approval will depend on the extent of changes likely to be in the plan – smaller modifications may not need full Council approval but taking advice. Planning for a 3rd Regulation 19 consultation after elections.

Change in area of search for Crawley western link road.

Housing position will change as a result of moving things on will be in better position next week to understand implications.

b. Horsham Local Plan

Similar timetable to CBC. Regulation 19 plan going to Cabinet in December (papers 7th December, 15th December meeting). Full Council 11th January to approve Reg19, consultation due to start by end of January. LDS will be going through Cabinet at the same time as the Plan which will update the timetable. Submission scheduled for late summer 2023.

Water Neutrality policy to be included, joint SA work on WN being completed to feed into CBC/HDC local plans.

Housing stepped trajectory due to WN issues – likely 500-550dpa in first 5 years and then increased significantly from year 6. Unmet need implications which will need further discussion/SoCG to cover off.

Horsham Blueprint NP to be made early 2023.

c. Mid Sussex District Plan Review

Council agreed (2nd November) the draft District Plan should be subject to Regulation 18 consultation. Consultation commenced on 7th November and will be running for 6-weeks (closing 19th December).

Draft Plan includes a range of new policies – particularly related to climate change, sustainability and Biodiversity Net Gain. Includes 3 'Sustainable Communities' sites i.e. those over 1,000 dwellings which would include housing, employment, retail, education and community facilities and 21 smaller housing sites. Assessment of Brownfield potential has also been completed. Overall the District Plan shows Mid Sussex can meet its housing need with an over-supply of around 300.

Once consultation has closed, responses will be reported back to Committee with Regulation 19 scheduled to take place next summer.

d. West Sussex Minerals & Waste Plans Updates

Will assess whether joint minerals plan needs a review in January 2023, next steps will depend on whether a review is required. No update scheduled for waste at this time. Looking at revising SCI in 2023.

Active travel schemes being progressed, nothing specific planned in NWS. Looking at business cases and mechanisms for delivery.

New TA guidance being prepared, progress expected in 2023. To be based on Vision and Validate approach.

TfSE Infrastructure Plan – WSCC raised some concerns, response approved, TfSE producing a delivery plan, WSCC working with them on timeframes and mechanisms for delivery.

Jamie Dallen setting up joint work with SCC for feasibility study for Horsham-Dorking corridor.

Establishing working relationship with SCC on A22 corridor to look at A22/A264 Felbridge Junction. Engagement with MSDC to follow.

e. West Sussex Transport Plan Update

Adopted in early 2022. Looking at projects and establishing how delivery of projects can move forward. Focus has previously been on development of the plan itself, now moving towards 'delivery' phase.

3. Evidence Base Updates

a. Water Neutrality (BRIEF SUMMARY)*

Specific issues being addressed separately. Stage C agreed by CEX group, Waterwise made comments which JBA have addressed where appropriate. LPAs agreed with responses, CBC asking JBA to make final amends, clean version to be sent to NE for endorsement.

Advert for project officer out.

b. HRA

CBC WN draft policy sent to HRA consultant. Air Quality work based on previous baseline as agreed by AF working group. AFWG proceeding with joint model option rather than using ESCC model (or individual assessments)

c. Housing

HDC discussed with Members group re Council motion on exploring social-rented requirements. Study by Icenl to be published shortly. First homes amended policy – 40% discount on first homes and income threshold of £60k as opposed to £80k national policy. Subject to Members approval. First homes 25% not possible to achieve arithmetically.

d. Transport

CBC waiting for GAL response to Crawley western link road study. Essential background document to Local Plan.

No updates re CBC.

MSDC Scenario 4 reports now published, no agreed mitigation strategies agreed at present so will be reflected in response to Regulation 18 but understand that more work is scheduled between Reg18 and Reg19. Pre-app requested by Ansty site.

HDC Stantec worked on evidence for Reg 19 Plan, draft findings shared with HDC – mode share assumptions being tested.

View that RIS4 could look at A23/A2300. Joint engagement with MSDC/HDC to look at impacts on this junction once HDC transport work finalised – joint meeting with NH to be set up January onwards?

e. Employment

CBC looking to allocate strategic employment location, EGA update being prepared for CBC.

'Employment' to be added to future agenda sheets.

4. Strategic Sites

AM to discuss with CP promoters potential transport meeting to discuss implications and next steps re impacts and sustainable mitigation. CBC been on site to look at GI, urban design, connections, etc.

Conclusion on education (re north of MS) would be helpful – potential topic paper in future to discuss EG capacity/CBC capacity.

5. Other Cross Boundary Matters

a. BNG/LNRS/GI

HDC preparing call for green sites to evidence 10%+ (at least 12% could be achieved), report due soon.

LNR strategy work, WSCC asked for volunteers at PPOG – all authorities represented at scoping group meeting.

- b. Health
- c. Education
- d. Climate Emergency Agenda

No updates.

6. NWS SoCG Update

AM to circulate shortly to help guide respective consultation responses / publication of Reg 19 for CBC/HDC. Portfolio holder sign off preferred approach as this is the route used in the past.

HDC re-looking at bilateral SoCGs previously prepared to see if updates are required – aiming for officer sign-off ahead of Reg19 with portfolio sign off to follow.

Recognise that there may be areas of disagreement – but these would not be legal issues!

MSDC/CBC to look at joint Crabbet Park SoCG in due course ahead of Regulation 19 stage, discussions ongoing.

7. GB&WS and Gatwick Diamond

No updates re GB&WS, awaiting SoCG sign off. Gatwick Diamond – keeping up to date but no active work progressing. MoU agreed in 2012, ratified in 2015/16? MoU suggests 2-year updates – to be circulated to Gatwick Diamond authorities ahead of CBC submission, to include Epsom and Ewell. No commitment to update LSS.

8. AOB

Anand leaving WSCC in December

9. Date/Time/Chair of Next Meeting

Thursday 5th January

CBC to Chair

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 5 January 2023

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Alice Henstock | Principal Planner | MSDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Guy Parfect | Senior Planner | WSCC |
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |

Apologies:

1. Notes and Actions from the last meeting (10 November 2022)

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex District Plan Review
- d. West Sussex Minerals & Waste Plans Updates
- e. West Sussex Transport Plan Update

3. Evidence Base Updates

- a. Water Neutrality (BRIEF SUMMARY)*
- b. HRA
- c. Housing
- d. Transport
- e. Employment

*water neutrality DtC is being covered in various other meetings

4. Strategic Sites

5. Other Cross Boundary Matters

- a. BNG/LNRS/GI
- b. Health
- c. Education
- d. Active Travel & Public Transport
- e. Climate Emergency Agenda

6. NWS SoCG Update

7. GB&WS and Gatwick Diamond

8. AOB

9. Date of Next Meeting: Thursday 2 March 2023 at 2pm

CONFIRM CHAIR & NOTETAKING

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 5 January 2023

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Tracey Flitcroft | Principal Planning Officer | WSCC |
| Guy Parfect | Senior Planner | WSCC |
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |

Apologies:

| | | |
|----------------|--|------|
| Alice Henstock | Principal Planner | MSDC |
| Catherine Howe | Head of Strategic Planning | HDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |

NPPF consultation – not an agenda item, but expected will be picked up under Local Plan Updates.

*Actions

1. Notes and Actions from the last meeting (10 November 2022)

Prepared in draft by AM and circulated with the agenda.

*All to send any comments back to AM.

2. Local Plan Review Timetable Updates and Key Matters Arising:

a. Crawley Local Plan

EB: Local Plan being considered at next Wednesday's Cabinet Briefing (confidential meeting). If agreed, then will go to Overview and Scrutiny Committee (30 January) and Cabinet (2 February) to progress to 22 February Full Council. Subject to approval – Consultation to start 9 May for 6 weeks and July submission anticipated. Updated LDS just approved and will be published.

Local Plan is done and the Key documents under preparation: HRA draft received; Consultation Statement and SA updates being finalised. However, the Duty to Cooperate Statement will be updated following publication of Cabinet papers – will liaise on this. Some outstanding evidence is being finalised – Viability draft, EGA draft, Crawley Western Link Road draft.

G&T Needs Assessment needs reviewing so KC discussions to follow whether need to change Plan, or update evidence base. AM – last year High Court decision re. definition. EB – definition in Needs Assessment was previous definition so will need updating, but original Assessment had followed the even earlier definition.

b. Horsham Local Plan

MB: Local Plan delayed in December due to Written Ministerial Statement. Now NPPF consultation has meant Councillors want more time to consider this. Officers are recommending continue to progress Local Plan: currently working towards Cabinet and Full Council meeting on 18 January (both meetings to be held on the same day). Revised LDS going to same meetings.

There is to be a Conservative Group Meeting next week; if decision is taken at this meeting not to progress at 18 January meeting, then HDC would not be able to get out to Regulation 19 consultation before Election.

TK: delay from December doesn't affect Submission date – still likely to submit in September: start of February consultation for 6 weeks if approved on 18 January.

c. Mid Sussex District Plan Review

AM: Regulation 18 consultation closed 19 December. Received 2000 Reps – acknowledged HDC and CBCs representations. Majority of representations focused on housing sites. Timetable for Local Plan still to be agreed. LDS suggests Regulation 19 in summer (after Elections; in July/August). Currently considering when to publish Regulation 18 responses – usually month before Regulation 19 published after Committee consideration, but may publish these earlier because of the time delay.

Have time to consider NPPF and Planning reforms. However, don't see there is much in it to justify delaying and waiting for the new system. Conversely, there are benefits to keep going: secures a four-year Housing Land Supply once at Regulation 18 stage. Whereas, if waiting, then would wait until 2025 and seems too long away. Caveat – Members' view (from Press information) that numbers would be reduced, Duty to Cooperate would go, would not need to worry about this going forward. AM: considers the starting point for housing numbers is still the same. Only change re. density, with more protection for Green Belt. Doesn't see justification for drastically lower numbers. However, he anticipates pressure from Councillors regarding Plan numbers.

d. West Sussex Minerals & Waste Plans Updates

Just started work on Minerals Local Plan review. Nothing scheduled on Waste.

e. West Sussex Transport Plan Update

GP: Anand now finished work – leaving do next week. Anand's replacement – interviews held but nobody found for this. WSCC are recruiting someone new within the Transport Team as a senior planner (from Hampshire and Project Centre and Arcadis) – Eric Signi. GP to get more involved in West of Ifield going forward.

AM will have received WSCC representation on Mid Sussex Regulation 18 Plan consultation. Responding on detailed discussions with site promoters.

3. Evidence Base Updates

a. Water Neutrality

Project manager recruited: Start date 23 Jan.

Part C endorsed and signed off.

MB mentioned Rikki Therival (Sustainability Appraisal consultant for HDC) is to be speaking at an RTPI Seminar on 18 February about Habitats Regulations Assessments (HRAs) and Water Neutrality, using example of joint working in Sussex North.

*MB to send information regarding the RTPI Seminar.

b. HRA

EB: the email sent through regarding the Ashdown Forest air quality and transport modelling agreement re. funding (£5,000 per authority) queried as to whether HDC were intending to be involved. MB: confirmed HDC not involved so not contributing as too far away – Ashdown Forest is screened out of HDC HRA.

CBC agreed the principle that each authority affected needs the same information so will contribute as more expensive to do the work ourselves. Very little traffic generation from Crawley, as main impact is those from south driving through Forest to work in Crawley, but as it is screened in, the information is needed for the Appropriate Assessment. However, the CBC HRA is prepared using the previous approach agreed in the Ashdown Forest SoCG.

CBC's HRA has progressed on the basis of the Water Neutrality Part C report.

c. Housing

EB: CBC SHMA not been updated since 2019 but not intending to update it – wanted to check approach of the other authorities.

MB confirmed HDC not considering updating the SHMA unless Plan very delayed. Social Rented study review undertaken and published (but not advertised). Didn't significantly change the SHMA findings.

AM – from April 2023 there could be no “justification” test in the NPPF anyway? Suggest waiting for detailed guidance in PPG as to why might move away from starting point before undertaking any SHMA update.

EB: has Census data for G&T been provided yet, or is it just the broad high level population figures? AM – believes just the latter. AM – not considering update to SHMA or GTTA.

TK – ONS website suggests detailed data could be published “early 2023”.

d. Transport

MB: asked if National Highways responded to Mid Sussex Regulation 18 consultation? In particular whether they raised anything in relation to the Hickstead Junction?

AM: confirmed National Highways representation was high level, about information they would expect to see. Didn't comment on any detailed concerns on the network, and won't comment until see information. West of Burgess Hill meeting – looked at the impact on Hickstead Junction from Mid Sussex Plan and are now refining model. All Strategic Site Developers are keen to meet National Highways, consider modelling, impact for Crawley and Horsham Plans also.

*AM to set up meetings.

GP: National Highways will also want detailed models for specific junctions etc. They will comment more when detailed assessments have been undertaken.

Concern regarding the scale of the improvements needed: MB hoping they may be accepting it is not just the Local Plans having to deal with this – is a wider M23 corridor issue.

GP acknowledged the corridor may need to be addressed, but no study committed to or underway. Will want to see what a Sustainable Transport/Traffic Management strategy can achieve before need to consider highway infrastructure improvements. Would have to consider what happens if it fails to meet modal split targets.

GP to check new guidance.

GP: Agreed wording on Stantec work for HDC's transport modelling update.

EB: CBC Western Multi-modal transport corridor Study very close to finalisation. GAL agreed issues re. some of the encroachment in meetings but written response is a more categorical objection due to safeguarding. EB requested that thanks are passed to Anand for his work and support with this study.

e. Employment

SL: CBC update on EGA update – draft report received. This highlights less numeric need, and now all B8. Recommends still that there is justification for allocating a strategic site on basis of meeting logistics needs which aren't addressed in the wider area. This is what the market wants, and, without it, Manor Royal is turning to warehousing. The other strategic employment sites in the area don't meet this need: Mid Sussex – science park and Horley is office-led. On this basis, CBC is retaining the allocation in the draft Local Plan – keeping the bigger site for the purposes of landscaping/biodiversity net gain and strategic Masterplanning and phasing.

4. Strategic Sites

Nothing Raised.

5. Other Cross Boundary Matters

a. BNG/LNRS/GI

MB: HDC, if moving Local Plan forward, will have 12% BNG requirement.

EB: CBC draft Local Plan looking to introduce the 'Urban Greening Factor' requirement, particularly for brownfield sites with zero starting point for Biodiversity Net Gain so numerically doesn't work for % gain. Added reference that "a gain" is required into policy.

b. Health

c. Education

d. Active Travel & Public Transport

e. Climate Emergency Agenda

No updates on any of the above.

6. NWS SoCG Update

AM circulated draft on 16 December 2022.

EB confirmed there was a more recent version of the SoCG than the one mentioned in the draft, dated May 2020 – CBC have published it as part of the Local Plan Review.

EB confirmed that CBC will consider and respond with detailed comments and additions by mid-February after Cabinet deadline. Headline issues include:

- Lack of reference to Gatwick Diamond/Surrey authorities/London.
- CBC likely to struggle to agree "exhausted all options" as even in current Crawley Local Plan, which did secure a supply led figure, it is not capped, and instead is a minimum figure and CBC is expected to meet as much housing as possible and considers all applications as positively as it can – requirement in Policy H1. So would be expecting other authorities within the HMA to do the same (continues the possibility of planning by appeal).
- CBC concern that HDC and MSDC are only meeting their own needs with developments "at Crawley" – if this is the approach then priority 1 should be meeting HMA needs to take account of principle of Crawley's needs being met adjacent to Crawley – whether in numbers, appropriate housing mix, or nomination rights (or just market housing being bought by Crawley residents).
- Query whether the reference to the strategic infrastructure not increasing need for housing contradicts with position being taken by any of the councils on the DCO.

MB: Officer level review and some concerns, more fundamental. HDC preference for shorter, high level SoCG – agree high level principles not all the “back story”. May be more helpful for a joint Topic Paper.

HDC also would struggle, like CBC, to categorically say we are all agreed Mid Sussex can take no more housing. Would expect the same to come back to HDC. Should still be able to challenge methodologies. Very nervous about this aspect. Will go through in more detail.

AM: Back story on geographies is to explain to Brighton and the coast. Accept possibly too much detail on the rest. Methodologies – not necessarily seeking agreement that everyone has exhausted all options. MSDC have gone through their methodology with others in detail, but haven’t seen anything from CBC and HDC, and may not agree to this. Just a starting point, but a marker for this element.

*AM – to consider setting up a joint Teams Channel. Tracked changes to be made on this if so.

* Initial responses from all by mid-February.

*Date of next NWS DtC meeting is 2 March. Aim for a finalisation date before CBC Regulation 19 consultation start (9 May)? Not possible for HDC Regulation 19 if this is held before Elections (and pre-election period).

7. GB&WS and Gatwick Diamond

Greater Brighton & West Sussex

AM: MSDC met with Brighton & Hove City Council officers regarding their Regulation 18 consultation, flagged “progress” with SoCG. Suggested Brighton might want to consider who takes this forward – Worthing now adopting their Local Plan so have less impetus.

Brighton and Hove asked if Mid Sussex would take on work on SoCG, but declined as see they are not the problem, even though they may be part of the solution to the problem.

TF: agreed it appeared to be a good idea for Brighton to take this on.

EB: need to be very clear why the coastal authorities are not invited to NWS discussions in the absence of the WS&GB officer group meetings. Will need to demonstrate that the NWS authorities are not just looking inwardly at the NWS HMA but are actively pursuing and awaiting engagement from the coastal authorities.

TF: confirmed that the Worthing Inspector’s Report considers their DtC was good.

AM: Mid Sussex examinations held 10 hearing days on why not meeting more housing need for others – would have been easier to just say they couldn’t meet needs.

EB agreed that the Mid Sussex and HDC Examinations are focused almost entirely on housing, whereas Worthing is more like Crawley, already establish cannot meet need, and so can spend more time considering the detailed planning policies and other planning matters.

Gatwick Diamond

To be aware: Tandridge District Council has currently lost its entire policy team (just a general email address until the posts are replaced).

8. AOB

Nothing Raised.

*EB to circulate notes from this meeting; All to respond with any comments or amendments.

9. Date of Next Meeting: Thursday 2 March 2023 at 2pm
CONFIRM CHAIR & NOTETAKING – HDC.

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 9 March 2023

Time: 10am

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Alice Henstock | Principal Planner | MSDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Guy Parfect | Senior Planner | WSCC |
| Eric Signi | Senior Transport Planner | WSCC |
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |

Apologies:

- 1. Notes and Actions from the last meeting (5 Jan 2023)**
- 2. Local Plan Review Timetable Updates and Key Matters Arising:**
 - a. Crawley Local Plan
 - b. Horsham Local Plan
 - c. Mid Sussex District Plan Review
 - d. West Sussex Minerals & Waste Plans Updates
 - e. West Sussex Transport Plan Update
- 3. NWS SoCG Update**
- 4. Evidence Base Updates**
 - a. Water Neutrality (BRIEF SUMMARY)*
 - b. HRA
 - c. Housing
 - d. Transport

*water neutrality DtC is being covered in various other meetings
- 5. Strategic Sites**
- 6. Other Cross Boundary Matters**
 - a. BNG/LNRS/GI
 - b. Health
 - c. Education
 - d. Active Travel & Public Transport
 - e. Climate Emergency Agenda
- 7. GB&WS and Gatwick Diamond**
- 8. AOB**
- 9. Date of Next Meeting**

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| Ian Warren | Senior Planning Officer | CBC |

Apologies:

Alice Henstock

Introductions:

Eric (ES) joined WSCC team. Replaces Anand Pillay to advance the Sustainable Modes agenda. Working across the three districts: CBC/HDC/MSDC.

Will attend NWS meetings – either both GP/ES or one or other.

All (CW/TF/GP/ES) to be on circulation list.

1. Notes and Actions from the last meeting (5 Jan 2023)

Notes and actions from meeting of 10 November 2022 – Completed and agreed

MB to send information regarding RTPi Seminar on Water Neutrality – Completed on 9/1/23

AM to set up transport meetings with the other authorities – See agenda Item 5 relating to Crabbett Park

AM to set up a joint Teams Channel for NWS SoCG Update – Completed on 11/1/23

All authorities to provide response on NWS SoCG Update by mid-February – Responses sent and meeting held on 13/2/23

Date of next NWS DtC meeting is 2 March. Aim for a finalisation of SoCG by a date before CBC Regulation 19 consultation start (9 May)? Not possible for HDC Regulation 19 if this is held before Elections (and pre-election period) – No action, matter discussed as Item 3

EB to circulate notes from this (5 January 2023) meeting – Completed

All to respond with any comments or amendments to meeting note – Completed and agreed 15/2/23

2. Local Plan Review Timetable Updates and Key Matters Arising:

a. Crawley Local Plan

Plan through Full Council on 22nd February (for publication and submission).

Publication period to commence on 9th May for planned 6 week period to allow for submission mid-July.

b. Horsham Local Plan

Political decision to pause plan-making prior to election.

Four Neighbourhood Plans have passed examination but have not proceeded to referendum. Took legal advice, as Local Plan not progressing and offsetting scheme not in place, advice says that plans can't move forward. Water neutrality policy can't be inserted after examination. Conversations with Parish Councils in train.

WSCC advise that parallels with situation for Southbourne Neighbourhood Plan in Chichester District.

ACTION – WSCC to distribute information relating to issue on Southbourne Neighbourhood Plan in Chichester District.

- c. Mid Sussex District Plan Review
Reporting on summary of consultation responses to MSDC District Plan Reg 18 Council next week. Obtained around 3,000 responses.

Not pausing plan to respond to NPPF consultation – timetable always stated that Regulation 19 would be beyond the elections

- d. West Sussex Minerals & Waste Plans Updates
Nothing happening on Waste Plan. Plan is adopted.

Assessment being undertaken on Joint Minerals Local Plan as to whether a full review is needed as 5 year period.

- e. West Sussex Transport Plan Update
Nothing on West Sussex Transport Plan.

Monitoring report being produced and will be published within the next few months.

3. NWS SoCG Update

SoCG just updating housing element, authorities will decide whether there needs to be an update to the wider Position Statement.

Separate meeting held and feedback provided back to MSDC. MSDC have begun redraft (intro, map, history, removal of strategic site section) but other sections outstanding (prioritisation, replacing site selection chapter with high level principles). Adapted map being considered to accurately reflect overlaps between different HMAs and different existing maps.

ACTION – MSDC to send further draft for comment w/c 13th March and meeting invite to discuss.

ACTION – MSDC to make adapted map.

4. Evidence Base Updates

- a. Water Neutrality

Clark is now in post as WN Project Manager and work has begun, working proactively on the scheme. Offsetting Group given greater impetus and meet more regularly, working on specific workstreams to set up scheme.

Draft Business Case has been reviewed by CH and SL and has been circulated for wider review by other WNLOG members.

WN SoCG in progress and HDC awaiting feedback authorities to review.

Position Statement being sent to schools as to whether they can arrange private offsetting with developers on schools and libraries. A number have had assessments, but if WSCC own school and/or land, they will not be permitted to enter into these private schemes to offset water from live development proposals. WSCC note that offsetting capacity needs to be safeguarded for essential infrastructure schemes that will be needed.

Hamish Walke invited to Lords Select Committee on water neutrality. Seeking advice from WNLOG officers in relation to specific questions.

ACTION – WSCC to notify and send around offsetting advice for schools.

- b. HRA
NE chased by CBC to respond to HRA, no response provided. Frustration with NE noted.
- c. Housing
New affordability ratio will likely be released shortly and standard method figures need to be updated. PAS events suggest that NPPF changes unlikely to change the current system.
- d. Transport
WSCC advise that safety study still needed for Horsham District Local Plan. Looking at existing accident rates and uplifting based on increased trips.

ACTION – WSCC to send around examples of safety study and for HDC/WSCC discussion to commence to discuss.

ACTION – to add employment to items under this section.

5. Strategic Sites

WSCC will be responding to latest Link Road information. Information has been difficult to access owing to length of file names.

Meeting held with CBC/HDC/WSCC/Homes England/DfE on delivery of strategic issues at West of Ifield. Free school on site announced in 2016 to meet CBC needs and need from population and housing growth including WoI allocation. Crunch point now reached – internal WSCC meeting next week to make short and medium term decisions to ensure that needs for Crawley children can be met. May affect need for larger facility at West of Ifield and decisions that DfE may make.

HDC are planning new member training for new cohort post May elections– will be seeking developer presentations on key sites.

Meeting on Crabbet Park and transport work planned with MSDC/CBC/developers planned for future but date not scheduled owing to other priorities. Further CBC/MSDC meeting to discuss site schedule for April with Heads of Service.

WSCC advise that Ansty site in MSDC subject to pre app and providing modelling information to West of Burgess Hill site.

6. Other Cross Boundary Matters

a. BNG/LNRS/GI

Discussed confusion from Defra letter requesting receipts to obtain £26k grant. All agreed this grant was unknown prior to the letter and that few had commissioned work in anticipation of this grant.

HDC using £26k to pay for study carried out.

CBC Queried whether resource be pooled together across West Sussex to pay for new BNG requirements. Noted that SDNPA are recruiting for an ecologist and that Kent have been unsuccessful in recruiting twice – may be difficult to obtain. General concerns about enforcement of requirements and assessment of BNG in DM schemes.

ACTION – to add Defra letter to next PPOG meeting agenda.

b. Health

Nothing noted.

c. Education

Discussed in strategic site sections.

d. Active Travel & Public Transport

Nothing noted.

e. Climate Emergency Agenda

Nothing noted.

7. GB&WS and Gatwick Diamond

No update on GB&WS work. MSDC have chased with Adur & Worthing as to progress of SoGC. WSCC discussing with Adur & Worthing and Chichester on this matter. Noted proposals to national picture (DtC removal, etc.), may mean that it is preferable to wait until changes enacted.

WSCC hold pot of money for such work to commission evidence work, etc. Believe that it comes from business rates rather than from individual authorities – WSCC will confirm.

ACTION – WSCC to investigate the source of the available funding for the GB&WS work.

GD meeting in April to discuss future of the group.

8. AOB

DLUHC commenced research on aspects of planning – site selection, typologies and consultation processes. WSCC and CBC attending.

HDC had heard from residents with concerns related to the Sayers Commons proposals. MSDC advised caution in responding as it was likely to be a key election issue given the sensitivities with the site and potential candidates.

9. Date of Next Meeting

27th April, MSDC to chair.

Agreed Actions

- WSCC to distribute information relating to issue on Southbourne Neighbourhood Plan in Chichester District.
- WSCC to send around examples of safety study and for HDC/WSCC discussion to commence to discuss.
- To add employment to items under this section (4. Evidence base updates).
- To add Defra letter to next PPOG meeting agenda.
- WSCC to investigate the source of the available funding for the GB&WS work.

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| Elizabeth Brigden | Planning Policy Manager | CBC |

Apologies:

| | | |
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| Matt Bates | Planning Policy Team Leader | HDC |
| Alice Henstock | Principal Planner | MSDC |

1. Notes and Actions from the last meeting (9 Mar 2023)

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex District Plan Review
- d. West Sussex Minerals & Waste Plans Updates
- e. West Sussex Transport Plan Update

3. NWS SoCG Update

4. Evidence Base Updates

- a. Water Neutrality (BRIEF SUMMARY)*
- b. HRA
- c. Housing
- d. Transport
- e. Employment

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- a. BNG/LNRS/GI
- b. Health
- c. Education
- d. Active Travel & Public Transport
- e. Climate Emergency Agenda

7. GB&WS and Gatwick Diamond

8. AOB

9. Date of Next Meeting

22 June (2pm)

17 August (2pm)

12 October (2pm)

7 December (2pm)

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 27th April 2023

Time: 2pm

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| Ian Warren | Senior Planning Officer | CBC |

Apologies:

Alice Henstock

Matt Bates

1. Notes and Actions from the last meeting (9 Mar 2023)

Notes and actions from previous meeting on 9th March agreed

2. Local Plan Review Timetable Updates and Key Matters Arising:

a. Crawley Local Plan

Consultation starts 9th May, working up final documentation ready. EB sent some DTC statement/topic paper - comments to be sent back by tomorrow, factual corrections to be picked up before publication, but other elements will wait until 'reps' although EB will include them on file. WSCC - expecting some additional wording on education to be included, will send that through tomorrow. MSDC to send tomorrow.

ACTION: All – any responses to DtC letter to EB by 28 April (or as part of Reg. 19 rep.)

b. Horsham Local Plan

No update re timetable. Elections next week likely to be close and could impact timetable. Lib Dems keen on net zero, affordable housing, consultation, active transport so if they are successful these elements are likely to be 'hot topics'.

c. Mid Sussex District Plan Review

Work continuing to review the responses that came in during the Reg18 consultation and work towards Reg19 this Summer. Much will depend on the outcome of the NPPF consultation and the outcome of the local elections.

d. West Sussex Minerals & Waste Plans Updates

Minerals and Waste - taking 5year assessment on whether Joint Minerals Local Plan needs reviewing, looks like it won't be opened up for review. Cabinet Member to look at LDS this month, will go to Council to ratify decision. Will re-assess in a few years' time.

- e. West Sussex Transport Plan Update
No update, agreed earlier last year.

3. NWS SoCG Update

AM circulated an update on the live link to the NWS Housing Needs SoCG which has been through significant revision based on previous discussions. Particularly on:

- Priority order
- Merged sections
- Fundamental redraft of site selection – now refers to general principles.

Horsham made some comments on the previous draft but approaching a form that officers are comfortable with.

Still needs HMA map updating.

ACTION: AM to chase updated map with colleague and slot in.

Discussed deadlines with the aim of completing ready for submission of CBC Local Plan. Aim to finalise comments from all parties by 19th May prior to sharing with Heads of Service/ Directors as appropriate. Subject to political changes, it may need to be an officer sign-off rather than Cabinet Member.

ACTION: All comments back by 19 May.

ACTION: Beginning of June share upwards?

Discussed benefits of updating the NWS SoCG in parallel. Agreed that MSDC will place this in the shared folder and for all to review. Likely to only be light touch, taking out the Housing section (as now superseded by the Housing SoCG).

Water Neutrality – in a separate SoCG so only need to mention it and cross-refer to this.

Timetable for overarching NWS SoCG to match Housing Needs SoCG.

ACTION – EB to send a word version of NWS SoCG (2020) to AM to put onto Shared Drive.

ACTION – AM to share the NWS SoCG in shared folder and invite WSCC to access.

4. Evidence Base Updates

- a. Water Neutrality

WNLOG next week, HDC to chair. SoCG distributed to authorities and other bodies (EA/NE/SW) - EA and SW not able to get back in time but expected within next month. NE have provided an officer level response, TK to distribute. Will need to have sign off by CBC submission - may need to chase outside bodies who have been slow to progress such matters. Can raise at Exec. Board, and also seek PINs advice.

ACTION: TK to share/circulate Natural England officer comments to WN SoCG

b. HRA

NE not responded to CBC HRA in advance of consultation so will be consulting on version published alongside Council papers so NE will need to get back within the 6 weeks formal period. TF heard that CDC had also not heard back from NE. Understood there is a triage system but clearly this is not working correctly.

c. Housing

At the recent WN CEX meeting, John Romanski noted that NPPF changes could be published in July. Mole Valley had heard end of May. Impact on housing figures.

d. Transport

CBC in discussions with WSCC, updating some transport work with sensitivity testing ahead of submission. Mainly relates to changes to plan period (raised through National Highways) and DCO. Inputting Crabbet Park growth to understand any combined impacts - sensitivity test could be run. Aiming for Stantec to complete this work during the consultation period. Almost in a position to publish the Crawley Western Link Road. Not likely that this will be published at start of consultation but can shared a draft.

WSCC: Will be picking up the DCO, sensitivity test to be included. May have implications for MSDC/HDC updates.

CBC: Are WSCC aware of any conversations GAL have had with NH? GP not aware but this is mainly being dealt with by WSP.

ACTION: GP to check with DH etc. re: GAL transport.

e. Employment

No updates.

5. Strategic Sites

CBC and MSDC meeting on site at CP followed by a meeting at CBC in May.

HDC sites will likely be looked at by Members after election.

MMT - letter from Berkeley to say they are involved in promoting the site.

ACTION: EB to book meeting room at Crawley Town Hall.

6. Other Cross Boundary Matters

a. BNG/LNRS/GI

Raised at PPOG last time, no firm outcome or solution but agreed that consistency of monitoring/recording would be essential.

b. Health

No update.

- c. Education
No update.

- d. Active Travel & Public Transport
HDC advised there would be lots of activity on this if Lib Dems take control, likely to be directed at WSCC.
Noted joint study on A22/A264 feasibility study between WSCC/SCC/TDC/MSDC.
Similar study for A24 Horsham/Dorking with HDC/SCC.

ACTION - change title to Transport Issues for next agenda to cover these more broadly.

- e. Climate Emergency Agenda
No updates.

7. GB&WS and Gatwick Diamond

Gatwick Diamond officers met last week (17 Apr) agreed that each authority would discuss the group and its purpose with portfolio holders after the elections, frank discussion in Oct about future of the group. Lots of duplication with other groups? But helpful from a DTC perspective/useful for officers. How formal will the group be going forward? May just be a network group.

GB&WS - discussed at PPOG, awaiting contact from Worthing (JA).

8. AOB

CBC and MSDC meeting separately (Head of Service level) to discuss Crabbet Park and other bilateral issues.

Developer Forum -proposal put forward by a developer. Officers questioned the value, format and Terms of Reference. Could be potential for a Developer's Forum run by the WSCC authorities? Would need to think carefully about the geography - feedback may be limited if the developers are not promoting in certain areas, and would need to be focussed so that all parties could get something out of it rather than it being a resource intensive exercise. Will need to look at resources and not over-commit to anything that we can't resource longer term.

9. Date of Next Meeting

22nd June, CBC to chair. [note meeting later changed to 29th June].

Agreed Actions

- WSCC and MSDC to send comments to CBC on the Duty to Co-Operate statement.
- MSDC to place the NWS SoCG in the shared folder and invite WSCC to access
- Rename "Active Travel and Public Transport" item to "Transport Issues"

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Apologies:

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| Alice Henstock | Principal Planner | MSDC |
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CBC to Chair

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4. Evidence Base Updates

- a. Water Neutrality (brief summary as covered in other meetings)
- b. HRA
- c. Housing
- d. Transport
- e. Employment

5. Strategic Sites

6. Other Cross Boundary Matters

- a. BNG/LNRS/GI
- b. Health
- c. Education
- d. Transport
- e. Climate Emergency Agenda

7. GB&WS and Gatwick Diamond

8. AOB

9. Dates of Next Meetings

- 17 August (2pm) – HDC to Chair
- 12 October (2pm) – MSDC to Chair
- 7 December (2pm) – CBC to Chair

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| Alice Henstock | Principal Planner | MSDC |
| Catherine Howe | Head of Strategic Planning | HDC |

Chair: CBC

1. Notes and Actions from the last meeting (27 April 2023)

AM circulated the draft notes from the previous meeting, ahead of this meeting.

*** ACTION: All to review Notes and feedback to AM for a final set to be reissued.**

All actions identified in the draft note have been completed.

Most matters and actions have either been done or will be picked up under the items below as part of this meeting.

An additional action for GP to send transport information to HDC: completed.

2. Local Plan Review Timetable Updates and Key Matters Arising:

a. Crawley Local Plan

EB: CBC Reg 19 consultation closed 20 June. Currently collating reps received.

Aiming to submit 31 July to remain in conformity with LDS. Not providing detailed responses to Reps, will make limited suggested Mods particularly to address concerns from Statutory Consultees and factual matters. Other matters to be picked up following submission.

Priority for SoCGs.

Seeking to get it submitted on time.

b. Horsham Local Plan

TK: New administration now Lib Dem, 2/3 members are new. Undertaking lots of member engagement, including 8 hour all-day strategic site developer presentations held on 28/6/23 and district tour to follow.

Anticipate Local Plan progress towards the end of the year and to be available early 2024.

MB: Public drop-in sessions and Parish Councils meetings proposed later in 2023.

c. Mid Sussex District Plan Review

AM: No overall control with Lib Dem Cabinet with one Independent (who has taken the Development Management portfolio – this is separate to the Plan-Making Portfolio). Some committee chairs, including Chair of Planning Committee have been given to Conservative Members and Chair of other committees are Independent; so it appears they are encouraging collaboration.

Cross party Members' Working Group now constituted to scrutinise the Local Plan for Reg. 19. To consider any significant policy changes, and outcomes of work on omissions sites (56 resubmitted, and 9 new sites submitted at Reg. 18). Many unlikely to change position but could be some sites with potential – very limited dwelling numbers anticipated (20s/30s rather than 100s/1000s).

Members keen to start work with Working Group in July. Appeal hearings in August challenging 5 year Housing Land Supply.

Reg. 19 anticipated to keep close to previous schedule.

d. West Sussex Minerals & Waste Plans Updates

CW: The Minerals Plan reached the 5 year marker and has now been through the assessment process on whether to review.

CW: Assessment determined not opening Minerals Plan for Review: it remains relevant and effective. Will be publishing this decision following final consideration at SDNPA Full Authority meeting, and has been through WSCC democratic processes already.

CW: No plans to update the Waste Plan at this time, 5 year assessment 2019 remained relevant and effective (as previous position).

e. West Sussex Transport Plan Update

No update

3. NWS SoCG Update

EB: Eleanor at WSCC checking education wording for Crawley with WSCC Education.

Map for HMA to be updated.

*** ACTION: AM to chase the HMA map from MSDC colleague on Monday.**

*** ACTION: All to respond by Monday 3 July.**

CBC for Portfolio Holder sign off need it finalised by Friday 7th.

AM: MSDC sign off unlikely to be Portfolio – likely to be HoS to avoid delays.

4. Evidence Base Updates

a. Water Neutrality (brief summary as covered in other meetings)

EB: PINS meeting helpful. Joint working recognised. Message is that it is best to press on with submission while continuing necessary other work and identifying outstanding issues and timescales when submitting.

MB: SoCG PINS – if can't get all signatures for SoCGs, submit anyway. DtC to show we have done all we can, show paper trail to seek agreements.

EA endorsement secured. Natural England advised SoCG is with their lawyers. No response from SW.

EB: Policy Group meeting to discuss policy wording, and consider if any included in Suggested Modifications.

CW: Coming through the SNOWs group and discussed with officers of the authorities, WSCC have written a short paper regarding policy wording amendments for infrastructure, for discussion at Policy Group.

*** ACTION: CW to circulate note on WSCC proposed amendments.**

*** ACTION: EB to circulate comments received as part of Reg. 19 on Water Neutrality policy.**

*** ACTION: EB to circulate summary of the PINS meeting for MB to update.**

b. HRA

EB: Reg. 19 confirmation from Natural England that satisfied with CBC HRA, that there will no in combination adverse effects (based on the Policies in the Local Plan - i.e. achieving water neutrality).

PINS message that Natural England need to be satisfied.

c. Housing

MB: HDC likely to commission further work, possibly from Icen, regarding Housing Delivery Capacity – a refresh of this work in light of water neutrality delays.

d. Transport

EB: CBC commissioned further Sensitivity testing from Stantec, just completed/received – neither EB nor GP looked at it yet. ES has initially opened it.

GP: WSCC met with MSDC and Systra last week, updating Reference Case assumptions. Timescales and detailed specification to be confirmed. Coordination of discussions with site promoters (pre-app) and strategic MSDC work.

ES: Working with development promoters in Mid Sussex, Crawley and Horsham so want to ensure Models are picking up what developers are promoting.

e. Employment

EB: Reg. 19 consultations – lot of responses from Land Promoters suggesting we have underestimated the market demand. Questioning why we have just followed the modelled approach.

f. Other Evidence Updates

CBC: Commissioned JBA to update the SFRA, following reduced approach advised by the EA.

5. Strategic Sites

AM: CBC, MSDC and Crabbet Park promoters meeting on site, and follow up meeting at Crawley New Town Hall offices. Wates considering points raised before next iteration of master-planning.

EB: CBC has received Reg. 19 Reps from Wates, also shared with MSDC. To be discussed once reviewed.

MB: Application for 800 houses on Horsham Golf and Fitness Site – being validated. Was not included in Reg. 18 consultation as unsuitable. Most site promoters holding off and

waiting for the Local Plan: Berkley Homes promoting extension of Southwater, but won't put in application unless site is allocated in Local Plan.

AM: Did Berkley present to HDC members regarding Mayfield?

MB: Did not attend as not promoting it for this Local Plan. In Mid Sussex, focusing efforts on Mid Sussex side.

AM: 1,800 dwellings Sayers Common separate to Mayfield site, but close by. Helpful consistent message at this stage.

GP: Sites are linked in transport terms, Mayfield site would need highways access via the Sayers Common site, so Sayers Common access has to reflect potential future development nearby.

6. Other Cross Boundary Matters

a. BNG/LNRS/GI

MB: HDC Green Infrastructure/BNG strategy update underway

EB: Technical representations on BNG policy received.

b. Health

Nothing Raised.

c. Education

SL: meeting 11 July – any specific queries from WSCC perspective?

CW: Policy officers meeting 4 July to update CBC following previous discussions with DfE and more recent discussions with Head Teachers etc. Changes around Crawley education provision as short-term decisions have had to be made – this may change requirements on medium to long term. WSCC Education colleagues, Leigh and Vanessa, will attend this.

d. Transport

ES: Query had there been any discussions between CBC and MSDC re. bus corridors in relation to Crabbet Park. Working with SCC on A22 and A264 corridors, consideration of rapid bus transit between East Grinstead and Crawley, and on to Horsham.

EB: Raising concern that bus links are critical for Crabbet Park development to be sustainable. Raised issues with Wates at meeting.

AM: Wates undertaken Mobility Strategy. For all significant sites, will be looking at sustainable transport mechanism – this one in particular due to proximity to Crawley. Aware of transport issues on A264.

EB: Consistent message would be helpful, need to see their evidence.

MB: Who is working on the BRT?

ES: WSCC in Transport Plan, something in place of rail between the three districts, but not with significant funding. Just initial thoughts.

MB: Could have implications for Local Plan and Strategy if this is progressed, depending on timings.

EB: Already considering links from Manor Royal to West of Ifield, and Crabbet Park to Three Bridges Station and Manor Royal.

e. Climate Emergency Agenda

MSDC commissioned Ricardo on Sustainability, and Local Plan policies. Concerned about WMS and ability to set higher targets than national standards. Inspector at Lancaster did not accept this, despite all the evidence and support from developers – Disappointing.

EB: Comments on Env Outcomes Reports - Cap is stifling innovation. Need to look to the future.

MB: HDC new administration declared Biodiversity and Climate Emergency so need to improve planning framework to address this. Trying to advise cannot necessarily change policies significantly. Possible lead into a future DPD. Discussions underway with Cornwall – more positive, also with Bath and NE Somerset. Contrasting Inspector decisions.

EB: PINS Water Neutrality Advisory meeting – issue not seemingly a concern to the Inspector.

CW: Is Lancaster writing to PINS regarding the decision?

*** ACTION: AM: Will take this up with Lancaster.** PINS should place less weight on the WMS and more weight on the rest of the NPPF.

CW: Updated costs for Education. c10% increase due to carbon reduction requirements. Need appropriate decisions and Government guidance to support it.

7. GB&WS and Gatwick Diamond

No update. No meetings.

8. AOB

Nothing Raised.

9. Dates of Next Meetings

17 August (2pm) – HDC to Chair

12 October (2pm) – MSDC to Chair

7 December (2pm) – CBC to Chair

Actions Table: 29/06/23

| | Action | Lead Officer | Completed? |
|--|---|--------------|------------|
| 1. Notes and Actions from the last meeting (27 April 2023) | | | |
| i. | All to review Notes and feedback to AM for a final set to be reissued. | ALL AM | |
| 3. NWS SoCG Update | | | |
| ii. | AM to chase the HMA map from MSDC colleague on Monday. | AM | |
| iii. | All to respond by Monday 3 July. | ALL | |
| 4. Evidence Base Updates: a. Water Neutrality | | | |
| iv. | CW to circulate note on WSCC proposed amendments. | CW | |
| v. | EB to circulate comments received as part of Reg. 19 on Water Neutrality policy. | EB | |

| | | | |
|--|--|----|--|
| vi. | EB to circulate summary of the PINS meeting for MB to update. | EB | |
| 6. Other Cross Boundary Matters: e. Climate Emergency Agenda | | | |
| vii. | AM to ask Lancaster Council what further steps they are taking following knock-back on climate/energy targets – are they writing to PINS? | AM | |

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 17 Aug 2023

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Tracey Flitcroft | Principal Planning Officer | WSCC |
| Eric Signi | Senior Transport Planner | WSCC |
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |

Apologies:

| | | |
|----------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Ian Warren | Senior Planning Officer | CBC |
| Alice Henstock | Principal Planner | MSDC |
| Guy Parfect | Senior Planner | WSCC |

HDC to chair

1. Notes and Actions from the last meeting (29 June 2023)

- * ACTION: All to review Notes and feedback to AM for a final set to be reissued (**DONE**)
- * ACTION: AM to chase the HMA map from MSDC colleague on Monday
- * ACTION: All to send EB their comments on the SoCGs by Monday 3 July (**DONE**)
- * ACTION: CW to circulate note on WSCC proposed amendments (**DONE**)
- * ACTION: EB to circulate comments received as part of Reg. 19 on Water Neutrality policy (**DONE**)
- * ACTION: EB to circulate summary of the PINS meeting for MB to update
- * ACTION: AM to ask Lancaster Council what further steps they are taking following knock-back on climate/energy targets – are they writing to PINS?

2. Local Plan Review Timetable Updates and Key Matters Arising:

- Crawley Local Plan
- Horsham Local Plan
- Mid Sussex District Plan Review
- West Sussex Minerals & Waste Plans Updates
- West Sussex Transport Plan Update

3. NWS SoCG Update

CBC has published – have others done similar?

Confirm any Member / public comms

4. Evidence Base Updates

- Water Neutrality (brief summary as covered in other meetings)
- HRA
- Housing
- Transport
- Employment

- 5. Strategic Sites**
- 6. Other Cross Boundary Matters**
 - a. BNG/LNRS/GI
 - b. Health
 - c. Education
 - d. Transport
 - e. Climate Emergency Agenda
- 7. GB&WS and Gatwick Diamond**
- 8. AOB**
- 9. Dates of Next Meetings**
 - 12 October (2pm) – MSDC to Chair
 - 7 December (2pm) – CBC to Chair
 - Time to consider dates for 2024?**

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 17 Aug 2023

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
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| Sallie Lappage | Strategic Planning Manager | CBC |
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Apologies:

| | | |
|----------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Ian Warren | Senior Planning Officer | CBC |
| Alice Henstock | Principal Planner | MSDC |
| Guy Parfect | Senior Planner | WSCC |

HDC to chair

1. Notes and Actions from the last meeting (29 June 2023)

- * ACTION: All to review Notes and feedback to AM for a final set to be reissued (**DONE**)
- * ACTION: AM to chase the HMA map from MSDC colleague on Monday – Unable to produce due to data issues, SoCG now published. (**AGREED NO NEED TO TAKE FORWARD**)
- * ACTION: All to send EB their comments on the SoCGs by Monday 3 July (**DONE**)
- * ACTION: CW to circulate note on WSCC proposed amendments (**DONE**)
- * ACTION: EB to circulate comments received as part of Reg. 19 on Water Neutrality policy (**DONE**)
- * ACTION: EB to circulate summary of the PINS meeting for MB to update – Not undertaken and PINS note received. (**AGREED NO NEED TO TAKE FORWARD**)
- * ACTION: AM to ask Lancaster Council what further steps they are taking following knock-back on climate/energy targets – are they writing to PINS? – MSDC did make contact for a meeting, but dependent on Lancaster Council availability. (**CARRY FORWARD**)

2. Local Plan Review Timetable Updates and Key Matters Arising:

a. Crawley Local Plan

Submitted on 31st July. Expressed gratitude for other authorities' assistance. Noted quick turnaround from National Highways (Kevin Bown) and WSCC (ES and GP) on separate SoCG's on strategic and local highways issues, respectively.

PINS have appointed Inspectors David Spencer and Glen Rollings for the examination. Programme Officer appointed – Banks Solutions (Charlotte Glancy). Will begin assessing material from early/mid September, possibility of hearing sessions prior to Christmas. Cognisant of Gatwick DCO process.

b. Horsham Local Plan

Political steer to prepare Reg 19 speedily. Likely to go to December Cabinet/Council cabinet cycle. Large scale, speculative applications adding further encouragement to progressing the Plan positively.

LDS being considered by Cabinet in September and engagement with Parish Councils on sites and policies being undertaken throughout the month.

c. Mid Sussex District Plan Review

Undertaking member engagement with cross-party, balanced member working group established by Scrutiny Committee. Going through elements of the plan, sites, etc. as well as training new members.

Scrutiny Committee and full Council expectation of working in an in-depth manner with town and parish councils regarding sites and infrastructure relevant to their areas. This will be undertaken in September.

Likely to go to Scrutiny Committee in October with draft Reg 19 version of the Plan albeit delays to NPPF may impact upon this. Hope is to publish for representations before end of this year, or may be early 2024.

Current live Planning Inquiry related to 5 year housing land supply – first since 2018. Current reported figure 5.09 years albeit this is likely to increase next year. Likely to encourage members to keep progressing Local Plan.

d. West Sussex Minerals & Waste Plans Updates

SCI Update consultation live.

e. West Sussex Transport Plan Update

Working with authorities to help establish evidence base for Local Plans.

Continuing to work with CBC on highways matters that will be subsequently submitted for the examination.

Note that developers are quite active on individual development proposals.

Working with Surrey County Council on A22 and A264 corridor, as well as finalising the Feasibility Study relating to A24 corridor.

3. NWS SoCG Update

CBC has published – other authorities have not. MSDC likely to do so at Reg 19 stage, HDC may add to website soon. HDC will likely seek to update to reflect updated numbers when Reg 19 is known.

CBC have kept previous SoCG (dated May 2020) published to the website, and submitted as a Local Plan document, to show that DtC has been an ongoing endeavour.

4. Evidence Base Updates

a. Water Neutrality (brief summary as covered in other meetings)

CBC have included the jointly agreed policy word changes as part of a schedule of suggested modifications submitted alongside the Local Plan.

Recognise that need to update WN SoCG to reflect Southern Water's views.

Drafting letter from Chief Executives and Leaders to Defra responding to award of £3mn to Cambridgeshire authorities.

Will also be joint bid for funding from Skills and Capacity Fund relating to WN to DLUHC.

b. HRA

Minor updates being made to Horsham HRA.

c. Housing

HDC updating housing trajectory to reflect CG Fry case.

d. Transport

Discussed during 2e.

e. Employment

Nothing noted.

5. Strategic Sites

Large planning application for around 800 homes at Horsham Golf and Fitness submitted. May have a WN solution.

ES noted that continuing to work with W of Ifield albeit that activity has been less recently. A number of sites in MSDC also has WSCC involvement.

MSDC liaising with Systra and WSCC on next run of model with respect to Crabbet Park.

6. Other Cross Boundary Matters

a. BNG/LNRS/GI

HDC preparing GI Strategy to provide advice to development industry. Noted that draft guidance has been sent from Local Nature Partnership on BNG and that WSCC now officially the responsible body for preparation of nature recovery spatial strategies.

CBC seeking to increase biodiversity through Local Plan through applying Urban Greening Factor similar to how London Plan deals with issue.

b. Health

Nothing noted.

c. Education

WSSC working with authorities to understand education needs. Doing an updated paper for PPOG on education.

d. Transport

Discussed above.

e. Climate Emergency Agenda

HDC declared climate and ecological emergency following elections.

WSSC looking at carbon offsetting alongside carbon reduction.

Recognised that at Lancaster examination, Council was unable to introduce policies that go beyond national policies.

7. GB&WS and Gatwick Diamond

Nothing specific noted.

8. AOB

Nothing identified.

9. Dates of Next Meetings

12 October (2pm) – MSDC to Chair

7 December (2pm) – CBC to Chair (subject to change due to anticipated LP hearings)

1 February (2pm) – HDC to Chair

28 March (2pm) – MSDC to Chair

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 07 December 2023

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Tracey Flitcroft | Principal Planning Officer | WSCC |
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| Ian Warren | Senior Planning Officer | CBC |
| Alice Henstock | Principal Planner | MSDC |
| Guy Parfect | Senior Planner | WSCC |

HDC to chair

0. Confirm any apologies

1. Notes and Actions from the last meeting (12 Oct 2023)

* ACTION: Appeal at Albourne dismissed – confirmed 5 year supply, rejected arguments that Crawley’s unmet need in the standard method calculation – MSDC to share the decision

*ACTION: Rogue appeal decision 78 units Ravenscroft – relied on Grampian condition – Tal to look into the legal advice received **(Item 4a)**

* ACTION: WSCC to come back to colleagues with a fuller response on A24 corridor study **(Item 6d)**

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex District Plan Review
- d. West Sussex Minerals & Waste Plans Updates
- e. West Sussex Transport Plan Update

3. NWS SoCG Update

4. Evidence Base Updates

- a. Water Neutrality (brief summary as covered in other meetings)
- b. HRA
- c. Housing
- d. Transport
- e. Employment

5. Strategic Sites

6. Other Cross Boundary Matters

- a. BNG/LNRS/GI
- b. Health
- c. Education
- d. Transport
- e. Climate Emergency Agenda

7. GB&WS and Gatwick Diamond

8. AOB

9. Dates of Next Meetings

- 1 February (2pm) – CBC to Chair
- 28 March (2pm) – MSDC to Chair

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 07 December 2023

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| Brigden | | |
| Catherine Howe | Head of Strategic Planning | HDC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Ian Warren | Senior Planning Officer | CBC |
| Alice Henstock | Principal Planner | MSDC |
| Guy Parfect | Senior Planner | WSCC |

HDC chaired and took notes – those in bold attended

0. Confirm any apologies

Apologies from Tracey Flitcroft, Sallie Lappage, Catherine Howe and Ian Warren

1. Notes and Actions from the last meeting (12 Oct 2023)

* ACTION: Appeal at Albourne dismissed – confirmed 5 year supply, rejected arguments that Crawley’s unmet need in the standard method calculation – MSDC to share the decision. *AM distributed decision - (DONE)*

*ACTION: Rogue appeal decision 78 units Ravencroft – relied on Grampian condition – Tal to look into the legal advice received **(Item 4a)** *Legal advice received – no legal challenge submitted. Meeting with PINS to discuss implications of the decision. Any impacts on other authorities to be discussed at WN fora. (DONE)*

* ACTION: WSCC to come back to colleagues with a fuller response on A24 corridor study **(Item 6d)**. *Discussed in item below. (DONE)*

2. Local Plan Review Timetable Updates and Key Matters Arising:

a. Crawley Local Plan

Positive but intense sessions at first week of EiP. DtC session went smoothly – thanks expressed to other authorities. WN session was fairly relaxed and considered successful. Inspectors considering different figures for employment need (Experian derived figure or market demand derived figure) as there is substantial variation. Could have implications for the safeguarding/allocation of sites depending on what the Inspectors assess what the need ought to be.

Updated hearing timetable published. Housing sessions in January. Gatwick and Employment sessions overran and some issues being carried over to an extra session. Transport and Infrastructure sessions also in January and Crawley Western Link will feature, too.

Inspectors are also considering extent of Gatwick southern runway safeguarding – not yet clear whether they might remove some or even all safeguarded area for southern runway. This would potentially free up further housing land but not to extent that should be considered significant in terms of overall supply.

Inspectors advised that plan period goes from 2023-2040, rather than a start point of 2024 (i.e. 1 extra year). Housing supply increased by 300 but need increased by 755, so unmet needs increased by 455. Still meeting 42% of need. Going with a two step trajectory rather than three step. Will update various pieces of work to reflect revisions. Dates match HDC. Subject to confirmation, updated figures are: 12,835 total need; 5,330 total supply; 7,505 shortfall (455 more than previous figure). The stepped target will be 387 dpa yrs 1-10 then 208 dpa yrs 11-17.

ACTION: CBC and HDC to liaise to ensure that land safeguarded for the Crawley Western Link is correctly mapped in respective plans.

b. Horsham Local Plan

Local Plan goes to Cabinet and Council on 11th December. Likely to be elongated Council meeting – many members of the public asking questions. Subject to approval publication period will last between 19th Jan – 1st March. LDS indicates submission in June. Using Inovem for the processing of Reg 19.

ACTION: HDC and MSDC to liaise to assist in utilising Inovem for publication periods.

c. Mid Sussex District Plan Review

Plan dates 2021-2039. Draft Plan went to Scrutiny Committee – which passed unanimously and will go to full Council on 13th December. Reg 19 scheduled for 12 Jan – 23 Feb. Benefitted from successful and repeated engagement with Town/Parish Councils and Members.

No changes to sites from Reg 18 document. Oversupply has increased to 996 – to help assist NWS authorities – as a result of slight change to commitments and standard method.

d. West Sussex Minerals & Waste Plans Updates

Review of Waste Plan to commence, likely to take 6 months. The review will determine whether to then undertake an update or alternatively to confirm its still up-to-date and no changes necessary. AMR and LAA in production.

WSCC involved in CBC LP EiP sessions on Infrastructure.

CBC/WSCC had SoCG on Transport. Would be amenable to work with HDC on Infrastructure SoCG if necessary.

e. West Sussex Transport Plan Update

Little activity on Transport Plan (not yet due for review).

Continuing to support CBC LP and continuing transport evidence work with MSDC which noted 3 specific locations which Local Plan could impact. Meeting with National Highways in January to discuss impact locations arising from MSDC Local Plan transport evidence.

Assisted stage 1 safety study and transport study report update for HDC Local Plan.

Will look to respond to Reg 19s in the new year.

A24 Corridor Study is ongoing – have undertaken strategic testing but experiencing delays with WSP's work. Likely to be stakeholder engagement early next year to present details on the stretch between Horsham and Dorking and different options. Worthing to Horsham stretch not currently progressing which is a political decision as some WSCC Members have concerns over scheme details that have emerged. WSCC confirmed however that this does not cut across Horsham LP transport work which specifically addressed LP impacts rather than wider objectives/relating to TfSE funding.

A22/A264 work progressing but experiencing delays. Still scoping work and mitigation packages.

3. NWS SoCG Update

May need update in future, but not an immediate need – will be needed for submissions of MSDC and HDC Local Plans.

ACTION: To look at SoCG in February to examine whether update is needed. – to be discussed at Feb NWS meeting

4. Evidence Base Updates

a. Water Neutrality (brief summary as covered in other meetings)

Saxon Weald have committed in principle to allow some of their stock to be used for SNOWS.

Crawley BC EiP session focussed mostly on viability – Inspectors seemed to accept the need for it. Good feedback on Topic Paper from Inspectors.

b. HRA

Ashdown Forest work progressing with Wealden (MSDC/CBC) – almost ready to publish but existing approach is considered to be acceptable. MSDC and HDC have published their HRAs.

c. Housing

Noted that Michael Gove announced that a new NPPF comes out next week, may be explicit in how authorities can justify departing from standard method.

d. Transport

Discussed in 2e.

e. Employment

Nothing specific discussed – CBC's employment issues discussed in 2a.

5. Strategic Sites

HDC seeking to allocate W of Ifield, NW Southwater and E of Billingshurst.

WSCC have had meeting with Homes England (promoting West of Ifield) relating to early years provision. Methodology relating to early years provision changing from next year – may need to be revised in IDP.

Discussed 'At Crawley' section of draft Crawley Local Plan and consideration of issue at Hearing – for the Inspector to determine now. CBC officers noted that HDC and MSDC Local Plans broadly align in relation to West of Ifield/Crabbett Park. Likely to be reflected in response to respective Regulation 19 documents.

6. Other Cross Boundary Matters

a. BNG/LNRS/GI

Biodiversity duty to be reported on by 1st January 2024. Template has been shared between authorities. Councils publishing on website.

Sussex Nature Partnership webinar on biodiversity to be held [post-meeting edit – can confirm date of this is 21 Dec]. Webinar recording may be of assistance.

b. Health

Nothing specific noted.

c. Education

Have come back to relevant questions for Crawley EiP and IDP queries. Have got back to HDC on IDP, too.

d. Transport

Discussed in 2e.

e. Climate Emergency Agenda

Nothing Specific noted.

7. GB&WS and Gatwick Diamond

Meeting next week (13th December, 2pm) – agenda distributed to authorities. To discuss future of the group.

Followed meeting with James Appleton instigated by NWS authorities.

CBC Inspectors did ask a question in relation to the CWS&GB – likely to be of more interest to MSDC and HDC examinations given importance stressed by previous Inspectors.

8. AOB

Nothing specific noted.

9. Dates of Next Meetings

1 February (2pm) – CBC to Chair
28 March (2pm) – MSDC to Chair
23 May (2pm) – HDC to chair

Agreed that chairmanship would rotate going forward in the order set out above.

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 01 February 2024

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
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| Ian Warren | Senior Planning Officer | CBC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Tracey Flitcroft | Principal Planning Officer | WSCC |
| Guy Parfect | Senior Planner | WSCC |

CBC to chair

0. Confirm any apologies

Eric Replacement?

1. Notes and Actions from the last meeting (07 December 2023)

* ACTION: CBC and HDC to liaise to ensure that land safeguarded for the Crawley Western Link is correctly mapped in respective plans.

* ACTION: HDC and MSDC to liaise to assist in utilising Inovem for publication periods.

* ACTION: To look at SoCG in February to examine whether update is needed. – to be discussed at Feb NWS meeting

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex District Plan Review
- d. West Sussex Minerals & Waste Plans Updates
- e. West Sussex Transport Plan Update

3. NWS SoCG Update

4. Evidence Base Updates

- a. Water Neutrality (brief summary as covered in other meetings)
- b. HRA
- c. Housing
- d. Transport
- e. Employment

5. Strategic Sites

6. Other Cross Boundary Matters

- a. BNG/LNRS/GI
- b. Health
- c. Education
- d. Transport
- e. Climate Emergency Agenda

7. GB&WS and Gatwick Diamond

8. AOB

9. Dates of Next Meetings

- 28 March (2pm) – MSDC to chair
- 23 May (2pm) – HDC to chair
- 18 July (2pm) – CBC to chair
- 12 September (2pm) – MSDC to chair
- 7 November (2pm) – HDC to chair
- 2 January 2025 (2pm) – CBC to chair

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 01 February 2024

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Alice Henstock | Principal Planner | MSDC |
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CBC to chair

0. Confirm any apologies

| | | |
|------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Tracey Flitcroft | Principal Planning Officer | WSCC |

ES Replacement? *WSCC currently recruiting two posts. GP representing WSCC Transport Planning and Policy for now.*

1. Notes and Actions from the last meeting (07 December 2023)

* ACTION: CBC and HDC to liaise to ensure that land safeguarded for the Crawley Western Link is correctly mapped in respective plans.

Done.

CBC to consider as part of the HDC Regulation 19 consultation and to liaise if necessary.

* ACTION: HDC and MSDC to liaise to assist in utilising Inovem for publication periods.

Done.

Both Local Plans published using Inovem consultation portal.

EB asked for advice on how system worked – would be useful for CBC to hear how they find it following the end of their consultations and processing the data and representations submitted.

* ACTION: To look at SoCG in February to examine whether update is needed. – to be discussed at Feb NWS meeting.

To pick up later on this agenda.

2. Local Plan Review Timetable Updates and Key Matters Arising:

a. Crawley Local Plan

EB: Confidential – have received post-hearing letter, very positive. Have gone back to Inspectors on one factual matter re. Gatwick. Then will publish, very few additional modifications to be made over those already in the published Schedule and stripped out all which are not Main Modifications.

Currently trying to get documents back to them before publish to ensure interpret requirements correctly. Have to get everything back to the Inspectors today in order to allow sufficient time to print etc. to start Main Modifications Consultation on 12 February in order to finish on 25 March (to be ahead of pre-Election period – which starts on 26 March).

Letter does confirm CBC has passed the legal Duty to Co-operate and that there will be more detail in final report (as the letter is focused on the Main Modifications).

Also confirms that there is no need for further Transport modelling.

CW: are we happy with all suggestions?

EB: Yes. Couldn't have been more positive.

The Inspectors have accepted the 60dB noise contour for noise sensitive (i.e. residential) and the tighter contours for the Gypsy & Traveller policy (Homes England were challenging this because of impact on West of Ifield). MB – have already received representations on HDC Plan on the noise contour aspect...

b. Horsham Local Plan

MB: Out to Regulation 19 consultation. Deadline 1 March.

Have received some Representations already – so the Inovem system is working. System tells them how many times the Local Plan has been downloaded.

Information is out on social media. The most controversial aspect so far is smaller site edge of Storrington.

Have another meeting with National Highways so it will be useful to see the CBC Post-Hearing Letter and Main Modifications.

Happy to discuss any questions on emerging representations as preparing them.

c. Mid Sussex District Plan Review

AH: Out to Regulation 19 consultation. Deadline 23 February.

AH: Representations are trickling in and the system working. Nothing significant received so far.

d. West Sussex Minerals & Waste Plans Updates:

CW: Waste Local Plan currently subject to an assessment of 5-year review. Will be completed in spring/early summer. Unlikely to reopen but waiting for AMR.

CW: Commenting on Regulation 19 Plans: lot of people away for long breaks, will be holding meetings today, but might have to request slight extension on specific matters. Will be in touch with the relevant authorities if needed.

e. West Sussex Transport Plan Update

GP: It will be a while still before the WSCC Transport Plan has to be formally reviewed. 2025/26 formal review, to adopt next version of the Transport Plan in 2027.

Corridor Studies for A24 and A22/A264 – not much to report, in Eric's absence and Jamie Dallen off sick, so no update today. Work is progressing and there will be an update next time/shortly.

3. NWS SoCG Update

EB: MSDC and HDC need this for their plans? Be ready to do this? Who wants to start first on this?

MB: Don't think massive update but fill in figures – housing trajectory figures. Not reopening debates on substantive issues.

MB can start this review.

Timescale? Housing document, and the wider NWS Issues one.

Submission MSDC?

AH: Hoping to submit end April/May.

Agreed to aim for April for update

Also factor in updated Affordability Ratio figures for the Standard Method, which will be released at the end of March? Could think about adding this?

Agreed it should be a Light touch update and get it re-signed, or confirm in writing, as an addendum, that remains up to date if needed? Possibly just Head of Service/relevant senior officer sign off.

TK: Prioritisation of any surplus in Housing SoCG document, to be kept within HMA – still important.

EB: This is embedded into the MSDC Local Plan.

AH: yes.

EB: Steer clear of any substantive changes and just figures and factual updates.

MB: Any changes to CBC housing figures in Modifications?

EB: Changed because of the year of the Plan brought forward to 2023 so the overall housing figures went up, but also included delivery for that year. The overall figure of meeting 42% of our housing needs and the annualised average figure has stayed the same. However, where it was previously a 3-step trajectory in the Policy, this has turned into a 2-step trajectory (years 1-10 and 11-17).

Employment: based on the Inspectors' letter, CBC is not expecting to have any unmet employment need. The Inspectors have agreed with EGA employment need figure, but said, based on market demand signals, the council should include the entire strategic employment site allocation and plan for minimum of what EGA says whilst allowing development of rest of site (subject to transport etc.). IF the site had needed to be taken out, or Inspectors said we had much higher employment need, then CBC would have to confirm an unmet employment need. But there could be scope for an argument on the basis of market demand signals to use in the wider area if evidence can support it for the other areas.

SL: confirmed that the figures are all as provided in the Modifications Schedule 7e submitted on December 15th, which is published and publicly available already.

AH: to reshare link to Teams channel to put SoCG into.

MSDC can put document in and all can edit, but MSDC have to format.

Action: AH to reshare link to NWS Teams channel

Action: AH to put on the final Word versions of the two NWS SoCG – overarching and housing needs

***Action: MB to consider first edit of SoCG documents and if updated needed ***

4. Evidence Base Updates

a. Water Neutrality (brief summary as covered in other meetings)

SL: summary of Greater Cambridge and DEFRA meetings.

WRMS re. stricter

TK: public inquiry for next phase of Kilnwood Vale, 280 units, ARMs – they argue Southern Water will have done what they should have done by 2025, they should get first dibs for any headroom. Week long public inquiry with Kings Counsel, testing whether LAs have rights to manage Southern Water's contribution. Forms 88% of the SNOWs scheme so is critical.

CW: Waterwise conference – invite. A number of different events – one will be talking about policy and change needed through planning policy. Ensure to sign up to the right day if going. Clark Gordon to add to WNLOG agenda for next week, including how to sign up etc.

b. HRA

GP: Ashdown Forest HRA Transport Model validation done, commissioned by Wealden on behalf of the Ashdown Forest LPA. Final version has been circulated having addressed queries raised by GP on behalf of the WS authorities. Modelling run by ESCC strategic model – 2019 pre-covid traffic base. GP had queries about longevity etc. which have been responded to. Daily flow changes for forecasts.

EB: CBC Local Plan has been based on previous agreed approach (i.e. from transport modelling study data sent to HRA consultants). Wondering how this goes forward, in future for transport modelling, will we send this model to consultants alongside the Crawley Town model?

GP: It is a separate model so a separate assessment through Jacobs, would have to ask Jacobs to do.

SL: questioned whether GAL should be using this for assessing the potential impacts of the DCO on the Ashdown Forest.

GP: it is to be used by the Ashdown Forest LPA partners who have paid in to it, for Local Plans, not the Gatwick DCO. Not to be made available to developers, even Gatwick.

AH: GAL have done their own HRA work which should include impacts on the Ashdown Forest.

GP: the GAL Strategic Model covered a wide area, so it will cover the Ashdown Forest. It won't cover the small roads but will know how much of their anticipated traffic will be using the key roads and junctions and will show impacts on the East Grinstead/Forest Row routes.

AH: have tried to encourage Wealden to consider the impacts of the DCO in more detail. The Gatwick DCO Issue Tracker does pick up on the HRA – check and challenge GAL work rather than them use ours.

c. Housing:

No comments.

d. Transport

AH: Circulated final MSDC Transport Report at the end of last week.

EB/IW: confirmed receipt.

GP: Working with Mid Sussex still on transport evidence changes. Frequent meetings with Systra. Holding a site promoters' workshop next week. Still Road Safety Study to be progressed. There are three locations where severe residual transport impact so considering how to manage? Developers' views anticipated on validity of model.

GP: HDC already useful that Model update pre and post Covid notes already useful, e.g. for discussions on the Horsham golf course site. Horsham to Southwater corridor has seen lower traffic recovery flows post covid than other routes in Horsham, mainly because it is primarily an office worker commuting corridor. This has provided a more realistic position, compared to the developer's, who's methodology is too simplistic. Two alternative designs for Hop Oast junction with and without bus priority but with lower traffic flows can more easily defend the bus priority scheme.

MB: not sure if received MSDC Transport Report. Might have got blocked.

AH: will check and either resend or send a link to HDC.

Action: AH to send MB Transport Report

- e. Employment:
No comments.

5. Strategic Sites

MB: Not a strategic site in the Regulation 19 Local Plan, but Horsham Golf and Fitness site is currently being considered. The case officer, Jason Hawkes, is in the process of writing up the report. Is aware there was a big issue around Education Places and would be interested to know what WSCC response will be on that, and also in terms of transport.

CW: Comment sent back ages ago. Also same in Mid Sussex with an application for a site which is not in the Local Plan & WSCC has responded.

TK: Didn't object on secondary grounds, but accessibility to primary schools raised by WSCC.

CW: yes, site location is considered unsuitable in education terms, particularly due to a lack of Active Travel opportunities.

MB: interested in whether WSCC Development Management transport comments have picked this up.

CW: comments previously from WSCC have been that there is a concern about secondary and no guarantee of another site until Plan out to Regulation 19.

Action: CW to check what comments sent back from WSCC to Horsham Golf and Fitness application

AH: Planning application has been submitted for site at Ansty, not included in Regulation 19 Plan, so has been submitted as a speculative application.

6. Other Cross Boundary Matters

- a. BNG/LNRS/GI:

EB: PPOG discussed benefit of sub-group for BNG across the county, all supported, but concern of potential duplication of groups being set up.

CW: spoke to Don – the other group being set up by Brad is to be more focused on climate change, so would be separate to a policy group on BNG. Keep Don in the loop and he could attend as a link.

- b. Health:

No comments.

- c. Education:

Covered previously above.

- d. Transport:

IW: It would be helpful to start thinking about Transport Infrastructure Management Group. WSCC mentioned previously that CDC had done some work on Terms of Reference for a similar group.

GP: nothing is agreed with CDC yet, but some work has been done.

IW: could this be helpful to us?

GP: can get something from it, can chat to Darryl about how to take this forward. Important to sort out Terms of Reference and start to get meetings going, and monitoring.

Action: GP to check with Darryl and send through “starting point”

e. Climate Emergency Agenda:

EB: Go better than Building Regs if possible.

7. GB&WS and Gatwick Diamond

EB: Gatwick Diamond – not much to cover. Mole Valley interesting position. Tandridge unknown.

EB: Greater Brighton & West Sussex – understand that Sally B was to provide latest SoCG, get something restarted.

AH: to take this away and update.

Action: AH to check with SB if she has a copy of the latest version of the draft GB&WS SoCG

CW: Tracey F and Moira Hayes (Adur/Worthing) worked on this. If the version from SB is lost, they will have version of this.

EB: question is whether there ever was a version which included a comprehensive set of tracked changes or which incorporated everyone’s comments.

EB: understand that it would be helpful for HDC and MSDC submissions to have a signed off SoCG across GB&WS. If there isn’t an updated version, then any previous version would be a decent starting point to collectively make updates and amendments to.

8. AOB

EB: Job adverts for Mid Sussex?

AH: Sally Blomfield is retiring on 27 February, will be a big loss. Replacement advert, no restructure – likely to be an interim post ahead of permanent replacement.

CW: When will HDC Submit? Considering need for maternity cover.

MB: LDS says June 2024.

9. Dates of Next Meetings

- 28 March (2pm) – MSDC to chair
- 23 May (2pm) – HDC to chair
- 18 July (2pm) – CBC to chair
- 12 September (2pm) – MSDC to chair
- 7 November (2pm) – HDC to chair
- 2 January 2025 (2pm) – CBC to chair

EB: if there is a need for flexibility in dates/chairing then this can be accommodated.

EB: checking Easter holidays – date of next meeting Maundy Thursday (i.e. day before Good Friday Bank Holiday and Easter weekend).

CW: Easter Holidays start from the Easter weekend.

SL: will be on leave – so gives apologies in advance for next meeting.

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 28 March 2024

Time: 2pm

Venue: Virtual Microsoft Teams (link on meeting request)

Invitees:

| | | |
|-------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Andrew Marsh | Business Unit Leader – Planning Policy | MSDC |
| Alice Henstock | Principal Planner | MSDC |
| Sallie Lappage | Strategic Planning Manager | CBC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Ian Warren | Senior Planning Officer | CBC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Tracey Flitcroft | Principal Planning Officer | WSCC |
| Guy Parfect | Senior Planner | WSCC |

MSDC to chair

0. Confirm any apologies

Alice Henstock – MSDC

Sallie Lappage - CBC

1. Notes and Actions from the last meeting (01 February 2024)

Action: AH to reshare link to NWS Teams channel

Action: AH to put on the final Word versions of the two NWS SoCG – overarching and housing needs

**Action: MB to consider first edit of SoCG documents and if updated needed **

Action: AH to send MB Transport Report

Action: CW to check what comments sent back from WSCC to Horsham Golf and Fitness application

Action: GP to check with Darryl and send through “starting point” (re Transport Infrastructure Management Group)

Action: AH to check with SB if she has a copy of the latest version of the draft GB&WS SoCG

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex District Plan Review
- d. West Sussex Minerals & Waste Plans Updates
- e. West Sussex Transport Plan Update

3. NWS SoCG Update

(note Housing update to be considered at item 9)

4. Evidence Base Updates

- a. Water Neutrality (brief summary as covered in other meetings)
- b. HRA
- c. Housing
- d. Transport
- e. Employment

5. Strategic Sites

6. Other Cross Boundary Matters

- a. BNG/LNRS/GI
- b. Health
- c. Education
- d. Transport
- e. Climate Emergency Agenda

7. GB&WS and Gatwick Diamond

8. AOB

9. NWS SoCG - Housing

10. Dates of Next Meetings

- 23 May (2pm) – HDC to chair
- 18 July (2pm) – CBC to chair
- 12 September (2pm) – MSDC to chair
- 7 November (2pm) – HDC to chair
- 2 January 2025 (2pm) – CBC to chair

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 28 March 2024

Time: 2pm

Venue: Virtual Microsoft Teams

Invitees:

| | | |
|-------------------|--|------|
| Matt Bates | Planning Policy Team Leader | HDC |
| Andrew Marsh | Head of Planning Policy and Housing Enabling | MSDC |
| Tracey Flitcroft | Principal Planning Officer | WSCC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Ian Warren | Senior Planning Officer | CBC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Guy Parfect | Senior Transport Planner | WSCC |
| Daniel Washington | Senior Transport Planner | WSCC |

MSDC to Chair

0. Confirm any apologies

| | | |
|----------------|----------------------------|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Tal Kleiman | Senior Planning Officer | HDC |
| Alice Henstock | Principal Planner | MSDC |
| Sallie Lappage | Strategic Planning Manager | CBC |

1. Notes and Actions from the last meeting (1st February 2024)

- *AH to reshare link to NWS Teams channel* **Done***
- *AH to put on the final Word versions of the two NWS SoCG – overarching and housing needs* **Done***
- *MB to consider first edit of SoCG documents and if updated needed * **Done***
- *AH to send MB Transport Report* **Done***
- *CW to check what comments sent back from WSCC to Horsham Golf and Fitness application* **Done***
- *GP to check with Darryl and send through “starting point” (re Transport Infrastructure Management Group)* **First being set up is Chichester, Chichester and Stantec sent through a draft last month to WSCC, provisional date for first meeting has been arranged, will then share onwards as a template. Keep as an action for next time.***
- *AH to check with SB if she has a copy of the latest version of the draft GB&WS SoCG* **Done.***

2. Local Plan Review Timetable Updates and Key Matters Arising:

a. Crawley Local Plan

Mods consultation closed Monday - 18 representors. None from local communities, all had previously been engaged / affected by mods. Gatwick airport/Gatwick Green focussed. Responses also received from National Highways, Environment Agency and Natural England. Some attention on affordable care requirement as part of the proposed affordable housing policy - inc. from retirement industry.

Have turned round responses quickly - submitted to Inspectors on Wednesday and published online. Inspectors informally noted they won't be able to send fact-check report until after election - likely 3rd May onwards. Had previously indicated end May/June for final report. Planning to take to Full Council in July if published in time.

Team now focussed on Gatwick DCO.

b. Horsham Local Plan

R19 completed beginning March. Had 1,600 - 1,700 reps approx. Fewer than R18 most likely due to fewer strategic site options put forward at this stage. Next stage to submit - looking to do so in June/July. Awaiting some further HRA work further to NE advice. WSCC have offered meetings to address concerns if needed. Further transport technical work to follow after Easter.

c. Mid Sussex District Plan Review

R19 closed just before Horsham. Currently reviewing reps, approximately 1,300. No immediate pressure to submit as have recently been able to defend a 5-year housing land supply and national policy now only requires a 4ys for those who have reached R19 stage. Intending to submit spring/summer, internally working to end of May as a target.

Sally Blomfield (Assistant Director) retired at the end of February, currently an interim is in charge. Permanent replacement has been appointed and will start at the end of May.

d. West Sussex Minerals & Waste Plans Updates

Draft assessment for review (waste) - June/July decision for WSCC and SDNPA. No updates on Minerals as recently reviewed.

e. West Sussex Transport Plan Update

No update as only recently adopted.

A22/A264 study - working with Surrey CC, to identify improvements subject to deliverability/value for money. Reviewed previous studies and set out objectives, delayed due to SCC project lead leaving, new officer starts Apr 2024 so the intention is to bring it back to timetable. Was due to complete stage 1 by early 2024, Stage 2 by end of this year.

HDC interest in the A24 study and implications for timing re their examination.

3. NWS SoCG Update

Note that the Housing SoCG will be discussed at Item 9.

Minor updates proposed to the overarching SoCG, all agreed that the changes were acceptable. Consensus that it will be officer sign off and not Cabinet Member etc.

- **Action: AM to wait for sign-off from everyone, then clean up, then all agreed best to sign off now and no need to wait. Aim to complete before next meeting.**

4. Evidence Base Updates

- a. Water Neutrality (brief summary as covered in other meetings)

Appeal decisions at HDC causing concern re Grampian conditions.

- b. HRA
HDC issue with other side of the district affecting Chichester re MENS and air quality.
- c. Housing:
New SM figures came out this week, taking stock and covered under Housing SoCG.
- d. Transport
No further updates
- e. Employment:
CBC position has been confirmed by the Inspectors re baseline evidence and how future demand is accounted for.

5. Strategic Sites

CBC/HDC discussions re Wolfield site by Natural England re bat colonies and sensitivity. With Homes England to resolve. To advise WSCC of any matters relating to them.

HDC made comments on Sayers Common site picking up local concerns.

CBC detailed comments on both R19 plans. CBC happy to have further conversations with both authorities to work through any issues. Cumulative impact of Wol and CP coming forward and what this means for infrastructure relevant to WSCC. MSDC to arrange a meeting re CP as a result of Wates meeting.

WSCC explained position on looking at cumulative impacts of development across the county re education provision. R19 comments provided on a strategic level.

6. Other Cross Boundary Matters

- a. BNG/LNRS/GI:
- b. Health:
- c. Education:
- d. Transport:
- e. Climate Emergency Agenda:

No specific updates were provided on the above items aside from CBC advising that a BNG study was in progress, carried out by Kent Wildlife Trust.

7. GB&WS and Gatwick Diamond

MB and AM to redraft and meet separately if needed. Will circulate in due course. Gatwick Diamond next meeting 8th April.

8. AOB

None

9. NWS SoCG – Housing

Officers from CBC/HDC/MSDC discussed the draft NWS SoCG – Housing which had been circulated prior. The draft included placeholders for information to be filled in.

Key discussion related to the use of the new Standard Method data which was released this week, and how this should be treated for CBC. Agreed that CBC has their need 'fixed' at submission and therefore the standard method data was not relevant for this SoCG however could be included as a guide, with caveats.

Agreed that AM would accept all the track changes proposed so far and address the remaining comments, which were agreed by all parties. AM will then re-format the document to include the Standard Method update and narrative around the unmet need position which was now approximately 8,000 and therefore unlikely to be resolved.

- **Action: AM to recirculate the link to both SoCGs ahead of the next meeting, with the aim of signing-off shortly after.**

10. Dates of Next Meetings

- 23 May (2pm) – HDC to chair
- 18 July (2pm) – CBC to chair
- 12 September (2pm) – MSDC to chair
- 7 November (2pm) – HDC to chair
- 2 January 2025 (2pm) – CBC to chair

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 23 May 2024

Time: 2pm

Venue: Chichester County Hall, Room 15 (Eleanor to escort attendees to room)

Invitees:

| | | |
|-------------------|--|------|
| Matt Bates | Planning Policy Team Leader | HDC |
| Andrew Marsh | Head of Planning Policy and Housing Enabling | MSDC |
| Tracey Flitcroft | Principal Planning Officer | WSCC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Ian Warren | Senior Planning Officer | CBC |
| Guy Parfect | Senior Transport Planner | WSCC |
| Daniel Washington | Senior Transport Planner | WSCC |
| Alice Henstock | Principal Planner | MSSC |

HDC to Chair

0. Apologies

| | | |
|----------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Sallie Lappage | Strategic Planning Manager | CBC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |

1. Notes and Actions from the last meeting

- *GP to check with Darryl and send through “starting point” (re Transport Infrastructure Management Group)* **First being set up is Chichester, Chichester and Stantec sent through a draft last month to WSCC, provisional date for first meeting has been arranged, will then share onwards as a template. Keep as an action for next time.***
- *NWS SoCSs: Aim to complete before next meeting. AM to recirculate the link to both SoCGs ahead of the next meeting, with the aim of signing-off shortly after.*
- *WS&GB SoCG to be circulated in due course (with MSDC to look at initially)*

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. Crawley Local Plan
- b. Horsham Local Plan
- c. Mid Sussex District Plan Review
- d. West Sussex Minerals & Waste Plans Updates
- e. West Sussex Transport Plan Update

3. NWS SoCGs Update

- a. Housing
- b. Overarching

4. Evidence Base Updates

5. Strategic Sites

6. Other Cross Boundary Matters

- a. BNG/LNRS/GI:
- b. Health:

- c. Education:
- d. Transport:
- e. Climate Emergency Agenda:

7. GB&WS and Gatwick Diamond

8. AOB

9. Dates of Next Meetings

- 18 July (2pm) – CBC to chair
- 12 September (2pm) – MSDC to chair
- 7 November (2pm) – HDC to chair
- 2 January 2025 (2pm) – CBC to chair

NWS Meeting Note

Meeting: NWS Authorities DtC Catch-Up

Date: Thursday 23 May 2024

Time: 2pm

Venue: Chichester County Hall, Room 15

Attendees:

| | | |
|--------------------|--|------|
| Matt Bates | Planning Policy Team Leader | HDC |
| Tal Kleiman | Senior Planner | HDC |
| Andrew Marsh | Head of Planning Policy and Housing Enabling | MSDC |
| Estelle Maisonnial | Senior Planning Policy Officer | MSDC |
| Elizabeth Brigden | Planning Policy Manager | CBC |
| Ian Warren | Senior Planning Officer | CBC |
| Guy Parfect | Senior Transport Planner | WSCC |
| Daniel Washington | Senior Transport Planner (online via Teams) | WSCC |
| Eleanor Harman | Senior Planner (until 2.35pm) | WSCC |

HDC to Chair

0. Apologies

| | | |
|------------------|--|------|
| Catherine Howe | Head of Strategic Planning | HDC |
| Sallie Lappage | Strategic Planning Manager | CBC |
| Caroline West | Planning Policy and Infrastructure Team Leader | WSCC |
| Tracey Flitcroft | Principal Planning Officer | WSCC |
| Alice Henstock | Principal Planner | MSDC |

1. Notes and Actions from the last meeting

- *GP to check with Darryl and send through "starting point" (re Transport Infrastructure Management Group)*

2 meetings so far with CBC. Will involve the LPA, the local highway authority, National Highways and on occasion neighbouring LPAs. Won't include developers and will be officer only (no Members).

How these progress can be reported for future meetings as a standing item under the Transport update item.

Action: GP to share Terms of Reference for groups thus far established when agreed.
- *NWS SoCSs: Aim to complete before next meeting. AM to recirculate the link to both SoCGs ahead of the next meeting, with the aim of signing-off shortly after.*
- *WS&GB SoCG to be circulated in due course*

Second two actions discussed against agenda items below.

2. Local Plan Review Timetable Updates and Key Matters Arising:

- a. **Crawley Local Plan**
General Election announcements means that now likely to adopt at full Council in October, not in July as originally planned. Have responded to 3 points contained in

letter from Inspectors with pragmatic modifications. These are: affordable residential care, Gatwick Green/airport safeguarding and EA schedule of flood defence works. Expect to receive fact check report following General Election.

- b. Horsham Local Plan
Completed Reg 19, planning to submit in June. Updating evidence documents, SoCGs and finalising consultation report ahead of submission. Will be proposing modifications but not likely to be anything of a fundamental nature. Programme Officer appointed.
- c. Mid Sussex District Plan Review
Completed Reg 19, currently assessing representations. Will propose some modifications but no showstoppers have been raised. Likely to add another year to plan period – unlikely to materially affect the plan and given changes in the standard method number, oversupply rises by 200-300 homes over the plan period. Continuing to update evidence base – including transport work, which may evolve to reflect major developments being proposed noting National Highways are introducing new ‘asks’. Likely to submit in week after General Election to avoid any pre-election period issues.
- d. West Sussex Minerals & Waste Plans Updates
Waste Local Plan Assessment of Effectiveness will be reported to WSCC members (7th June) and SDNPA (13th June). Considered the plan remains effective. Intend to publish on website following consideration.
- e. West Sussex Transport Plan Update
Continuing to monitor the Plan and work on guidance to support it. WSCC are also now progressing new guidance on transport assessments.

3. NWS SoCGs Update

- a. Housing
Have made updates to reflect known housing supply, positions of various Local Plans and to go in more depth about how cross boundary sites have been explored. Narrative is that historically NWS has met needs and that current situation reflects particular circumstances which may be temporary.
Action: all others to input comments and track changes by close of business Friday 31 May. Noted there may need to be a bespoke meeting to go through the comments towards a final version.
- b. Overarching
Document has been updated to reflect comments and can proceed to sign off. Little has changed since 2023 version.
Action: AM to send via email attachment a clean version ready for respective senior officers to add their signatures to (noting this last stage will probably wait till the housing one is also ready).

4. Evidence Base Updates

No specific updates (discussed elsewhere)

5. Strategic Sites

MSDC reported that a speculative application received for Ansty site for 1,400 homes; the site was due to be included as a potential site at Reg 18 stage but wasn't ultimately in the Reg 18 Plan due to highway impacts.

MSDC reported that a SoCG being prepared for Crabbett Park.

HDC reported that West of Ifield meetings taken place or being set up to discuss matters relating to Bechstein's Bats, transport and golf to reflect additional work/information from Homes England, and more info on these matters will be forthcoming via the PPA. MB noted that Homes England have picked up pace with regards resolving these matters and that there are no obvious showstoppers despite further information being sought.

6. Other Cross Boundary Matters

- a. BNG/LNRS/GI:
- b. Health:
- c. Education:
- d. Transport:
- e. Climate Emergency Agenda:

Discussed as a single item. Under (c), noted that WSCC had submitted detailed education requirements as part of response to MSDC Reg 19. Focus is on seeking more land / form entries for school sites on strategic allocations, and also seem to focus on ensuring provision for early needs. No other matters for discussion at this juncture were identified.

7. GB&WS and Gatwick Diamond

Noted that James Appleton (chair of WS&GB) was leaving Worthing. SoCG being prepared by AM to be sent from all NWS authorities to all other members of WS&GB with cover note about housing supply deficit. This will be done once NWS SoCGs (housing numbers section) have been checked as that info will be pulled through into WS&GB. All noted that it seems unlikely that sign-off from all parties will be achieved before MSDC and HDC submit, however its important to proactively prepare and circulate material before Plan submission which is in itself evidence of positive planning and meeting the DtC.

Action: MSDC to update group on progress of WS&GB SoCG.

8. AOB

None reported.

9. Dates of Next Meetings

- 18 July (2pm) – CBC to chair
- 12 September (2pm) – MSDC to chair
- 7 November (2pm) – HDC to chair
- 2 January 2025 (2pm) – CBC to chair