

Notes of Duty to Cooperate meeting with Spelthorne Borough Council

24th July 2018, 3pm at the Spelthorne Borough Council offices

Attendees:

Georgina Pacey-Runnymede Borough Council

Hannah Bridges-Spelthorne Borough Council

Jane Robinson-Spelthorne Borough Council

Meeting context

The Runnymede-Spelthorne Statement of Common Ground (SoCG) states that officers at Runnymede and Spelthorne will meet at least once every two months to discuss the cross boundary issues referred to in the Runnymede-Spelthorne SoCG. The primary purpose of these meetings is to review the progress being made to carry out the agreed actions in table 2 of the SoCG to achieve solutions to identified issues.

Table 2 of the SoCG which sets out where unresolved issues have been identified, proposed solutions for resolving issues and key milestones, is reproduced on the following page with an additional column added to summarise the discussions at the meeting and the actions agreed.

Please note that prior to publication, these minutes were shared with the elected members at Runnymede and Spelthorne Borough Councils who attend the Runnymede-Spelthorne Joint Member Liaison Group (JMLG). Officers recommended that there were no issues from the 24th July officer meeting which required escalation to Member level. On review of the minuted discussions, the elected Members of both Local Authorities agreed with this officer recommendation and no subsequent meeting of the JMLG has therefore been convened.

Time and date of next meeting:

It was agreed that Spelthorne Borough Council would arrange the next officer level DtC meeting for mid/late September once the Spelthorne Green Belt Assessment Part 2 has been completed and the Government's 2016 based household projections for England released.

AOB:

None

Table 2: Where there are unresolved issues, what are key timescales/ milestones and at what point are key decisions likely to be made and progress made in meeting of 24th July 2018

Key Further Issue Taken from Table 1	Proposed solution	Next steps / Milestones	Summary of discussions at 24 th July officer DtC meeting
<p>Housing The approach to meeting unmet needs within the HMA in the first instance, and in the area surrounding the HMA has not been agreed at the time of writing. However Runnymede has concluded that at the current time it is unable to identify a supply for 27 units over the latter part of the period of its Local Plan which would prevent it from meeting its proportion of the OAN in full.</p>	<p>That any unmet housing need be monitored as part of the Local Plan delivery and reconsider in the regular review of Local Plans and this Statement</p>	<p>To be reviewed as part of regular review of Local Plans and this Statement</p>	<p>-RBC confirmed that in the submission Local Plan (as outlined in the suggested modifications schedule), it was now able to demonstrate that it would be able to meet its proportion of the Objectively Assessed Need (OAN) in full with an over delivery of 122 units over the period of the Local Plan.</p>
<p>Housing Whether Spelthorne Borough Council will be able to meet its proportion of the OAN for the HMA in full over the period of its Local Plan. Through the SLAA 2018 it is anticipated that the Borough will be able to provide an annual average of 428dpa over the next 15 years of its Local Plan (2018-2033). Spelthorne Borough Council has additional work streams to complete before it will be in a position to confirm whether</p>	<p>It is proposed that these additional pieces of work are completed before conclusions are drawn on whether Spelthorne will be able to meet or exceed its proportion of the OAN in full over the period of its Local Plan.</p>	<p>Spelthorne Borough to confirm timetable for additional work streams of site identification work by the end of Q1 2018/19.</p>	<p>-SBC confirmed that it would be reviewing what its proportion of the OAN was in September once the Government had issued the 2016 based household projections for England. ACTION: The implications of the 2016 based household projections for England would be discussed at the DtC officer meeting in September. -SBC confirmed that the Green Belt Assessment Part 2 is due to be completed in mid late September. ACTION: The results of the work would be shared with RBC at the DtC officer meeting in September.</p> <p>The Green Belt Assessment work once completed will feed into site selection work, which will in turn feed into</p>

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<p>it will be able to meet or exceed its proportion of the OAN. These work streams are as follows:</p> <ul style="list-style-type: none"> - Green Belt Assessment Stage 2 - Housing Trajectory 			<p>the housing trajectory.</p> <p>-SBC also advised that it would be producing its Annual Monitoring Report (AMR) in September. It was agreed that it could be helpful for the AMRs of both authorities to contain some text regarding the wider picture for housing and employment uses across the HMA.</p> <p>ACTION: SBC to make contact with officers at RBC in advance of the next officer meeting in September to agree the information needed from RBC. SBC to then draft some text for the AMR. Text to be agreed Aug/early Sept to allow publication of SBC AMR by its deadline.</p>
<p>Housing</p> <p>A suitable housing target for Spelthorne BC to include in its Local Plan has not yet been agreed given the relatively early stage that Spelthorne is at with the production of its Local Plan.</p>	<p>To wait for Spelthorne BC to complete its housing supply and site selection work before concluding what a suitable minimum housing target is for the new Spelthorne Local Plan.</p>	<p>To confirm emerging housing target by the end of Q2 2018/19</p>	<p>-SBC advised that they were currently reconsidering their Local Plan timetable in light of significant work pressure through the Heathrow Strategic Planning Group stretching resources. The Local Development Scheme (LDS) would be reviewed with Members and it was possible that the Local Plan timetable would be extended. ACTION: SBC to update Runnymede on any amendments to its Local Development Scheme at the September DtC officer meeting.</p>
<p>Economic Development</p> <p>Spelthorne Borough Council has not yet assessed its economic floorspace needs and as such it is not yet possible for it to be confirmed if the 2 authorities are in agreement about the level of need. More widely, work through the HSPG to produce a joint evidence base for the local authorities surrounding</p>	<p>To wait for Spelthorne Borough Council to complete its Employment Land Review. Spelthorne will then consult Runnymede Borough Council on the findings so that RBC has the opportunity to confirm if it supports that the evidence is robust.</p>	<p>Completion of Spelthorne's Employment Land Needs Assessment in March 2018</p>	<p>-SBC advised that it published its Employment Land Needs Assessment (ELNA) in May 2017. This concluded that up to 2035 there was a need for:</p> <ul style="list-style-type: none"> 15,270sqm of B1 floorspace -20,828sqm of B2 floorspace 13,720sqm B8 floorspace <p>(net additional floorspace of 8,164sqm across all B class uses). This does not factor in impacts of Heathrow expansion which would also need to be considered through the Heathrow Strategic Planning Group (HSPG).</p>

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Heathrow (including Runnymede and Spelthorne) on the potential economic development and labour market arising from possible expansion of the airport and how that relates to the background growth for which the authorities are already planning is not yet complete. Again this makes it difficult to confirm whether economic needs in the Heathrow FEA will be met in baseline and expansion scenarios.	To wait for the completion of the HSPG joint evidence base and infrastructure study (JEBIS) before deciding how to proceed.	The JEBIS is timetabled to be completed in Summer 2018. Following completion, the HSPG partners will meet to discuss the potential implications and next steps.	ACTION: RBC to review the Spelthorne ELNA to confirm if it supports the findings. JEBIS now to be completed in September. Findings of JEBIS awaited. To be discussed through HSPG with partners.
Economic development A suitable economic floorspace target for Spelthorne BC to include in its Local Plan has not yet been agreed given the relatively early stage that Spelthorne is at with the production of its Local Plan and given that its ELR has not yet been completed.	To wait for Spelthorne Borough Council to complete its Employment Land Review and spatial strategy work to feed into its Local Plan.	To confirm emerging economic floorspace target by the end of Q2 2018/19	-SBC has confirmed the level of employment floorspace required over the period of its Local Plan in its ELNA. The Spelthorne Issues and Options document which was published in May 2018 sets out the options being considered by the Council to address its identified needs (either in part or in full) but at the time of the July DtC meeting, SBC was still considering the consultation responses received before deciding on its preferred approach. The Council's preferred approach would be consulted upon during the next round of consultation on the Local Plan although it could not yet be confirmed when this consultation would take place (SBC would confirm at a future DtC meeting once the LDS has been reviewed).
Economic Development The approach to meeting unmet needs within the FEA in the first instance and in the area surrounding	The most suitable mechanism to resolve any issues associated with unmet needs across the FEA is	The JEBIS is timetabled to be completed in Summer 2018. Following completion, the HSPG	JEBIS now to be completed in September. Findings of JEBIS awaited. To be discussed through HSPG with partners.

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the FEA has not been agreed at the time of writing.	considered to be through discussion and agreement through the HSPG.	partners will meet to discuss the potential implications (including in relation to unmet needs for economic floorspace)) and next steps.	
Economic Development Runnymede and Spelthorne, working with other key FEA partners will need to consider whether the housing/jobs balance proposed is appropriate once the evidence base of the relevant local authorities has been completed, as well as the joint evidence base being completed by the HSPG.	To wait for Spelthorne Borough Council to complete its Employment Land Review and Local Plan site selection work.	To review position at the end of Q2 2018/19.	-Spelthorne ELNA completed (May 2018). SBC currently awaiting the completion of its Green Belt Assessment Part 2 (due in mid/late September 2018) before commencing its site selection work. The site selection work would underpin SBC's Preferred Approaches consultation (date to be confirmed).
	To wait for the completion of the HSPG joint evidence base and infrastructure study (JEBIS) before reviewing the housing/jobs balance.	The JEBIS is timetabled to be completed in Summer 2018. Following completion, the HSPG partners will meet to discuss the potential implications (including housing/jobs balance) and next steps.	JEBIS now to be completed in September. Findings of JEBIS awaited. To be discussed through HSPG with partners.
Retail 4-Runnymede has identified that it is highly unlikely that it will be able to meet its identified retail needs for Egham (1499sqm) over the period of its Local Plan. How this unmet need will be met needs to be agreed.	It is suggested by Runnymede Borough Council that the 1499sqm of unmet retail need arising from Egham should be met in Staines-Upon-Thames in Spelthorne Borough due to the relative positions of Egham and Staines upon Thames in the retail	Runnymede BC to formally request that Spelthorne BC plans for an additional 1499sqm of retail provision in Staines upon Thames in their Local Plan to help meet unmet needs from Runnymede. This request to be made in response	-RBC confirmed its most up to date position in terms of unmet retail needs. This was that over the period of its Local Plan there would be an unmet need of 869sqm in Egham. This was however based on the findings of the Council's 2015 Town and Local Centres Study. The base year (2015) population and projections up to 2035 as utilised in the TLCS were informed by the subnational population projections based on the 2011 Census. The 2016 based SNPP were published in May 2016 and are considered a more robust basis to base updated

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	<p>hierarchy and given that Egham is located in the Staines upon Thames catchment.</p> <p>Runnymede BC will review the retail forecasts to ensure that retail floorspace forecasts remain up to date</p>	<p>to Spelthorne BC's first local plan consultation.</p> <p>Spelthorne BC to respond to Runnymede request to confirm their intention to plan for the additional floorspace as part of ongoing discussions</p> <p>No later than Q3 2018/19</p>	<p>forecasting on. The 2016 SNPP project notably lower population growth which could in turn impact on the level of need for retail floorspace. ACTION: RBC to commission updated retail forecasts (with the aim to have carried out the necessary procurement activities by the Sept DtC officer meeting) and share with Spelthorne to confirm whether RBC still has an unmet need for retail floorspace over the period of its Local Plan, and if so, how much so SBC could confirm whether it would be able to accommodate any unmet needs in Staines upon Thames in full.</p>
<p>Infrastructure Spelthorne Borough Council has not yet assessed if infrastructure requirements to support growth over the period of its Local Plan. As such, at the current time it is not possible for any agreement to be reached in relation to the adequacy of Spelthorne's evidence base at the current time.</p>	<p>To wait for Spelthorne Borough Council to complete its Infrastructure Needs Assessment and Infrastructure Delivery Plan (and any other relevant assessments). Spelthorne will then consult Runnymede Borough Council on the findings so that RBC has the opportunity to confirm if it supports that the evidence is robust.</p>	<p>Spelthorne to confirm timescales being worked to by the end of Q2 2018/19</p>	<p>-SBC advised that due to capacity issues at Surrey County Council it was unlikely that their transport modelling would take place until early 2019.</p> <p>-SBC did not yet have a timetable to produce their Infrastructure Delivery Plan (IDP) but the work would be carried out prior to the Spelthorne Preferred Approaches consultation and would be shared with RBC.</p>
<p>Infrastructure Runnymede has not to date been able to identify sufficient SANG to support the delivery of its proportion of the HMA's OAN. How this matter will be resolved is yet to</p>	<p>Runnymede is currently exploring a range of sites (two of which are Council owned) to increase its SANG capacity in the Borough to support growth in its Local</p>	<p>None at the current time. Runnymede has sufficient SANG supply to support the level of housing growth anticipated up to 2027. This is considered</p>	<p>-RBC confirmed that it could demonstrate a 5 year supply of SANG land to support the anticipated growth in its Local Plan. At the first review of the Runnymede Local Plan, if sufficient supply of land could not be identified to continue to support growth, RBC may approach SBC for assistance. Given the agreed</p>

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be agreed.	Plan. If the Council is unable to identify sufficient sites to support growth in the Borough in the latter part of the plan period (post 2027) Spelthorne will be approached to see if there are any sites which may be suitable for use as SANG which could support growth in Runnymede.	to give the Council a sufficient period of time to robustly explore other opportunities and options for SANG provision in the Borough. Runnymede Borough Council will review its SANGs supply position at its first review of the Local Plan (circa 2023) and if it becomes apparent that sufficient SANG still cannot be identified at this time, Runnymede will make a formal approach to Spelthorne. Spelthorne has advised that if Runnymede is unable to identify sufficient SANG capacity at this time, it has identified a site in its Borough (Sheepwalk) which could be considered further for SANG designation.	approach, agreed that there is not a need to discuss this point in future meetings until RBC reviews its Local Plan.
Transport Spelthorne Borough Council has not yet assessed the impacts of the growth proposed through the Borough local plan on the highway	To wait for Spelthorne Borough Council to complete Strategic Highways Assessment Report. Spelthorne will then consult	Spelthorne Borough Council's Transport Assessment modelling is due to commence in September 2018.	-SBC advised that due to capacity issues at Surrey County Council it was unlikely that their transport modelling would take place until early 2019.

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network. As such, at the current time it is not possible for any agreement to be reached in relation to the adequacy of Spelthorne's evidence base at the current time.	Runnymede Borough Council on the findings so that RBC has the opportunity to confirm if it supports that the evidence is robust.	Spelthorne Borough Council to advise Runnymede of emerging findings at the end of Q2 2018/19.	
<p>Green Belt</p> <p>At the current time, Spelthorne Borough Council has not completed its site selection work. As such it is unclear if parcels AC-4 or AC-5 will be allocated for development in the Spelthorne Local Plan. This will require clarification and if one or both of these parcels are proposed for release, the implications would need to be discussed with Runnymede BC.</p>	Spelthorne Borough Council will confirm whether it intends to progress with parcel AC-4 or AC-5 following the conclusion of its Issues and Options consultation and following the completion of its Green Belt Assessment (Stage 2). We will include potential release of weakly performing GB sites as options for our first consultation but no further decisions will be made until we receive the findings of our Stage 2 assessment.	<p>Spelthorne Borough Council is to undertake its Issues and Options consultation in April/May 2018.</p> <p>The Green Belt Assessment (Stage 2) is scheduled for completion in summer 2018.</p> <p>As such, Runnymede and Spelthorne to discuss further at the end of Q1 2018/19.</p>	-Further discussion to take place at the September 2018 DtC officer meeting once the Green Belt Assessment Part 2 had been completed.