

Runnymede 2035 Duty to Co-operate update statement



July 2016

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Chapter 1: Introduction

- 1.1 This Duty to Cooperate statement seeks to update the reader on how the Council has continued to comply with the requirements of the Localism Act (2011) which relate to the Duty to Cooperate since the publication of the Council's Duty to Cooperate Scoping Framework in October 2015.
- 1.2 This update statement must be read in conjunction with this earlier scoping framework as it seeks to provide a continuous dialogue of the steps that the Council has taken to cooperate with relevant partners on strategic cross boundary matters between October 2015 and the commencement of the public consultation on the Runnymede 2035 Local Plan Issues, Options and Preferred Approaches consultation in July 2016.
- 1.3 For details of the steps that the Council had taken, and the outcomes achieved between the commencement of work on the Runnymede 2035 Local Plan in April 2014 and the publication of the Duty to Cooperate Scoping Framework in October 2015, this earlier document should be referred to. The scoping framework also sets out in detail the Council's intended approach to cooperation for all cross boundary matters over the course of Local Plan preparation.
- 1.4 In the chapters below, each of the strategic matters highlighted in the Council's scoping framework will be considered in turn with a commentary on:
 - The key issues identified in each topic area
 - The actions and outcomes achieved through cooperation between October 2015, up until the start of the Council's consultation public consultation on its Issues, Options and Preferred Approaches document in July 2016.
- 1.5 The format in chapters 4 to 11 of this document follows that recommended by the Planning Advisory Service (PAS) in their August 2015 'Duty to Cooperate Statement template'¹ paper.

¹ http://www.pas.gov.uk/events-and-support2/-/journal_content/56/332612/6387362/ARTICLE

Chapter 2: Overarching Duty to Cooperate groups/processes which cover multiple matters

- 2.1 Representatives from Runnymede Borough Council attend a number of groups which engage on a range of cross boundary matters, on a regular basis. An overview of these groups is provided in the paragraphs below.

The Surrey Planning Officers Association (SPOA)

- 2.2 This is a group for the Heads of Planning in Surrey. This comprises the 11 Boroughs/Districts and the County Council. The group meets monthly to discuss joint working opportunities, to consider matters of a cross-boundary nature, and to discuss all other matters of pan-Surrey interest.
- 2.3 As part of the work of this group, alongside Surrey Chief Executives and Council Leaders, a Local Strategic Statement (LSS) is being prepared, supported by a Memorandum of Understanding, which seeks to provide a framework for joint working across Surrey and help to align strategic spatial, infrastructure and economic priorities (more information is provided on this below). The minutes from the SPOA meetings that Runnymede has attended since October 2015 can be viewed in appendix 1.

Planning Working Group (PWG)

- 2.4 This is a group for Planning Policy Managers in Surrey and the County Council that meets five or six times a year. Members discuss and resolve cross-boundary policy issues, share relevant information and experiences, and prepare joint responses to consultations of pan-Surrey interest. From time to time, the group is required by SPOA to carry out research or projects that are directed at improving the understanding and experience of an aspect of Planning policy. The Planning Working Group has been instrumental in progressing the Co8unty's LSS work. The minutes from the PWG meetings that Runnymede has attended since October 2015 can be viewed in appendix 2.

West Surrey Local Plan Working Group

- 2.5 This is a group for planning officers in the West Surrey Boroughs of Runnymede, Spelthorne, Surrey Heath, Woking, Guildford and Waverley, that meets three or four times annually in order to discuss issues affecting the authorities on the western side of the County. The group has previously sought to identify opportunities for joint working in a number of policy areas (authorities in the east of the County are represented by a similarly-constituted group). The minutes from the West Surrey Local Plan Working Group meetings that Runnymede has attended since October 2015 can be viewed in appendix 3.

The Surrey Strategic Planning and Infrastructure Partnership (SSPIP)

- 2.6 Runnymede Borough Council has continued to work collaboratively with Surrey County Council and the other Surrey boroughs and districts in the preparation of the Surrey LSS. Since the production of the Runnymede Duty to Cooperate

Framework in October 2015 the following key actions and outcomes can be reported:

Action: December 2015: Runnymede was asked to provide an officer to sit on a small working group to draft the LSS and drive the project forwards. The first meeting of the working group was held on 17th December 2015. A note of the points covered at this meeting can be viewed at appendix 4. In brief, the outcome of this meeting was that the following actions for the working group were agreed:

- To complete an initial draft of a Surrey-wide intro/scene setting, for discussion at PWG on 22nd January;
- To complete an initial draft of Surrey-wide SWOT analysis, for discussion at PWG on 22nd January;
- To complete an initial draft of Surrey-wide strategic objectives, for discussion at PWG on 22nd January ;
- To complete an initial draft of the sub-area map, for discussion at PWG on 22nd January;
- Discussion of proposed approach to LSS work at PWG on 22nd January;
- Progress update to Feb SPOA;
- Following agreement of sub-areas at PWG on 22nd January:
 - Establish working group with reps from each sub-area
 - Sub-areas to develop area descriptions, and area priorities

Action: The LSS working group provided a presentation at the meeting of the Planning Working Group on 22nd January 2016 on the LSS. The minutes from this meeting can be viewed in appendix 2.

Action: At the meeting of the Surrey Chief Executives an update report on the Surrey LSS work was considered (the report can be seen at Appendix 4). It was agreed that works could continue.

Action: Meeting of the LSS working group on 17th February 2016. The outcome of this meeting was that it was agreed how the workshop style session would be run at PWG on 4th March, and who on the LSS working group would produce different pieces of material for the workshop.

Action: Workshop at the meeting of the Planning Working Group 4th March 2016 on the Surrey LSS. Attendees split into the identified sub areas and a completed a template which provided:

- A general overview of the sub area including its general extent and main characteristics;
- Its main challenges; and
- Its specific spatial priorities to help overcome identified challenges.

The outcome of the meeting was the drafting of these templates. The sub area template can be viewed in appendix 4. A discussion was also held around the vision for the LSS. The outcome was that a draft vision was agreed, and the LSS working group had gathered enough material about each sub area to draft a narrative of each for the LSS. The minutes from this meeting can be found at

appendix 2.

Action: Meeting of the LSS working group on 13th May 2016. It was agreed at this meeting that the completed templates for the sub areas needed to be used by the working group to complete 'pen portraits' for each of the sub areas which would form part of the LSS. It was also agreed that maps needed to be produced by the working group showing the general extent of the different sub areas, showing strategic sites for both housing and employment as well as congestion hot spots.

- 2.7 **Current situation:** At the time of this consultation, the LSS working group is working to complete the agreed actions from their meeting of 13th May. It is proposed that draft work will be taken back to PWG for consideration over summer 2016. It is anticipated that the first phase of the LSS which will provide a high level overview of the challenges faced in different parts of the County and outline strategic objectives for overcoming these challenges, will be completed by the end of summer 2016.

The 3SC devolution proposals

- 2.8 3SC is a partnership of three county councils, districts, boroughs and partners in Surrey and East and West Sussex, which is calling for a devolution deal with government that will improve outcomes, increase growth, enhance productivity and transform public services. The 3SC case for devolution document can be viewed at appendix 5.
- 2.9 The devolution proposals, if accepted, will deliver four key outcomes across the three counties.
- Improve road, rail and digital networks;
 - Increase and improve the range of housing;
 - Improve the skills offer, helping to meet business and organisations' needs;
 - Secure a share in the financial proceeds of growth to invest in improved; and, infrastructure
- 2.10 The detail around the emerging final bid is currently being fleshed out in six work streams. These cover key areas of work associated with the bid: double devolution; governance; housing and planning; infrastructure; and skills. Each work stream has a chief executive sponsor and lead officer.
- 2.11 Authority to sign off the final bid to government rests with partner authorities. These will have a final say on whether their council will be part of the final submission. Work is being done to understand and learn from the implications for the Devolution bid following decisions made by government in the Budget.
- 2.12 Negotiating a Devolution deal amongst 26 Local Authorities and subsequently with central government is an ongoing complex activity. The discussions have been carried out since July 2015, with a draft prospectus, supported by Runnymede Borough Council, submitted by the 3 County Councils in September 2015.

2.13 The partnership's initial pitch to government in January 2016 received a positive response with 3SC being encouraged to carry out further work prior to making a final submission to government.

2.14 Since then Runnymede has been working closely with all 3SC partners, which includes all Surrey Districts and Boroughs and the County Council as our closest neighbours, to steer the discussions and collaborate on gather evidence and identifying ways formal cooperative working can increase the pace of housing delivery, add certainty to growth and support infrastructure provision. This work has included:

- Inputting to draft workstream documents for Housing and Planning and for Infrastructure;
- Attending Steering group meetings for the Devolution team (e.g. attendance at Steering group meeting by Runnymede Chief Executive on 18 November 2015);
- Attending 3SC seminars and summits to ensure political ownership of future potential devolution bids and to ensure all issues are being addressed (e.g. attendance at 3SC Leaders Seminar on 8th April 2016 by the Runnymede Head of Planning and Deputy Leader, along with Leaders/Portfolio holders and Chief Executives of all 3SC authorities);
- Attendance of working groups focussing on key topics relevant to Runnymede and its emerging Local Plan (e.g. attendance at 3SC Housing and Planning Workstream group on 20th April 2016 by Runnymede Head of Planning).

2.15 This work has produced the prospectus for Devolution for submission to the Secretary of State; collaborative summaries of workstreams, bringing together the evidence bases of 26 local authorities, and project plans to continue to engage across boundaries and with central government on the opportunities of devolution. Runnymede has been working within the Planning and Housing workstream group to assist the commissioned consultants (Arup) to review the 3SC Prospectus to ensure the priorities and deliverability of the group's intentions and identified opportunities. This work has in turn fed into ongoing negotiations on behalf of Runnymede and all 3SC partners with HM Treasury and the DCLG at meetings on 18th April and 19th May 2016.

The Heathrow Strategic Planning Group

2.16 The Heathrow Strategic Planning Group was established in September 2015 in recognition of the fact that Heathrow airport is a key economic driver for West London and the M3/M4 Corridor. Although the operational airport is located entirely within the London Borough of Hillingdon, it together with the supporting uses and infrastructure has a significant impact across the sub region spatially, socially, economically and environmentally.

2.17 Currently a decision is awaited from the Government on the Airport

Commission's recommendation, which identified Heathrow as its preferred option for runway expansion in the south east. Regardless of the outcome of the Government's decision it is recognised that the impact of the airport cuts across administrative boundaries and that the collaborative working of Local Authorities and other bodies surrounding Heathrow Airport will result in better spatial planning and the management of impacts, together with maximising the benefits of the airport to the local economy and community whatever decisions are made regarding growth in the future.

- 2.18 The Group has therefore being formed in response to the nature of the location straddling a number of different administrative boundaries which lack any formal mechanism for strategic or 'sub regional' planning and governance other than the Duty to Cooperate.
- 2.19 The Terms of Reference for the group (which can be viewed at appendix 6) outlines the purpose and scope of the working group, the specific objectives and outputs of the group, and provides information about its membership. Runnymede is a regular attendee of the meetings of this group.
- 2.20 Below the main group described above are a number of sub groups which focus on specific areas of work. These sub groups are as follows:
- Transport;
 - Spatial Planning (which considers the housing and economic needs across the area of influence and how expansion at Heathrow could influence these needs);
 - Environment;
 - Economic Development (which focuses on matters such as supply chain, training and employment issues etc).
- 2.21 At the time of writing this statement, a Terms of Reference for each sub group is being finalised. Minutes of all the meetings (both main group and sub groups) can be viewed at appendix 6.

Chapter 3: Cooperation with other bodies and organisations that do not fall under the requirements of the Duty to Cooperate

3.1 The Council recognises that it is not only the prescribed bodies defined in the Town and Country Planning (Local Planning) (England) Regulations 2012² that should be engaged with during the preparation of its Local Plan. The national Planning Practice Guidance is also clear that a number of other groups should be proactively engaged with, including:

- Developers;
- Those with land interests;
- Land promoters; local property agents;
- Local communities; and businesses, and
- Business representative organisations

3.2 As such, in the latter part of 2015, the Council established two panels to allow it to better engage with these groups. These groups are described below.

The Community Planning Panel

3.3 The Community Planning Panel (CPP) is made up of residents'/community associations from across the Borough to act as a channel for engagement and collaboration with the Borough's communities as sought by the NPPF.

3.4 The CPP is made up of the following residents'/community associations who are invited to send a representative to each meeting:

- Egham Residents' Association
- Englefield Green Village Residents' Association
- Hamm Court Residents' Association
- The Chertsey Society
- The Ottershaw Society
- Thorpe Residents' Association
- Virginia Water Community Association
- Wentworth Residents' Association
- West Addlestone Residents' Association

3.5 The Terms of Reference for the CPP and the meeting agendas and minutes can be found on the Council's website³.

The Development Market Panel

3.6 The Development Market Panel (DMP) is made up of members who include developers, those with land interests, land promoters and local property agents. The purpose of this panel is to advise the Council on technical aspects of land availability, such as providing market commentary and commenting on

² As amended by The National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013.

³ <https://www.runnymede.gov.uk/article/5276/Statement-of-Community-Involvement-SCI>

development viability using their local industry knowledge of housing and employment land markets.

- 3.7 The Terms of Reference for the DMP and the meeting agendas and minutes can be found on the Council's website⁴.
- 3.8 For further information about how the Council intends to involve and engage with the local community and stakeholders in the preparation of all planning policy documents (including the Local Plan) please view the Council's Statement of Community Involvement⁵

Neighbourhood Planning

- 3.9 Since the Runnymede Duty to Cooperate Scoping Framework was published, Runnymede Borough Council has received an application for Thorpe Neighbourhood Forum designation and Thorpe Neighbourhood Area designation. Both of these applications have been the subject of public consultation for a statutory consultation period of six weeks. The public were made aware of the consultations through social media, newspaper notices, public notices on notice boards around the Borough and through the Council's website.

⁴ <https://www.runnymede.gov.uk/article/5276/Statement-of-Community-Involvement-SCI>

⁵ <https://www.runnymede.gov.uk/article/5276/Statement-of-Community-Involvement-SCI>

Chapter 4: Housing

1. Strategic Planning issue

Define the issue

Meeting the identified housing needs in full for Runnymede Borough and the wider Housing Market Area (HMA) given the constraints to development that exist in the Borough and the wider HMA.

2. Evidence base

What is the evidence used to develop the LP's strategic policies?

- Strategic Housing Market Assessment (SHMA) November 2015
- Interim SLAA 2016 (June 2016)
- Arup Green Belt review December 2014 (see Chapter 7 which relates to the Green Belt for more information)
- Green Belt villages review February 2016 (see Chapter 7 which relates to the Green Belt for more information)
- Strategic Sequential Test (not yet published-currently being reviewed by the Environment Agency)

3. Strategic Partners - *list of bodies engaged with*

See list of relevant partners in the Council's Duty to Cooperate Scoping Framework 2015.

4. Actions required during the preparation of the Issues, Options and Preferred Approached document (as outlined in the DtC Scoping Framework)

- How Runnymede has worked collaboratively with its partners?
- What actions Runnymede has taken to manage strategic issues?
- Where joint evidence has been developed e.g. SHMA, who was involved?
- What have the relevant dates been in the process, how and when were key decisions made.

Action: Completion of a NPPF compliant SHMA with Spelthorne Borough Council to identify the OAHN that exists across the HMA. This involved a number of meetings, telephone discussions and email exchanges to ensure that both Authorities agreed the content of the report prior to publication.

A joint Runnymede/Spelthorne Member liaison group was set up in December 2014 (known as the SHMA JMLG) to allow for discussion of key issues and for decisions to be made jointly between the two Authorities. The Terms of Reference for this Group and the minutes from all the meetings held to date can be viewed in appendix 7.

Partners: Spelthorne Borough Council

Outcome: Spelthorne and Runnymede Borough Councils agreed the content of the SHMA and the document was published on the websites of both Authorities.

Date: November 2015.

Action: Continuing to produce collaborative evidence of housing need through the SSPIP as part of the LSS to create a common picture across Surrey in relation to housing needs.

Partners: All Surrey Local Authorities and Surrey County Council

Outcome: An officer at Runnymede Borough Council has sat on the team of officers that is responsible for drafting a high level LSS since December 2016. Since this time, a vision, SWOT analysis, overview of Surrey and strategic objectives has been produced in consultation with officers at the Surrey boroughs and districts and Surrey Chief Executives. Different sub areas in the County have been identified, with differing challenges and priorities (but which link into the higher level LSS objectives). Portraits of each sub area are currently being produced. The completion of the sub area portraits will finalise this first stage of the LSS work.

Date: Completion of the stage 1 works anticipated by the end of summer 2016

Action: Discussions on the Borough's housing land supply, potential maximum housing number and potential spatial options with Spelthorne Borough in particular following the completion of Runnymede's 2016 interim SLAA with the aim of seeking agreement with Spelthorne on the amount of land available in Runnymede Borough to meet housing needs following completion of the SLAA in Runnymede. This has included:

-Action 1: Production of a joint SLAA methodology with Spelthorne Borough Council, which was published in December 2015 (appendix 7 provides the officer level agreement between Runnymede and Spelthorne to produce this methodology). The methodology was consulted on in September/October 2015 and the outcomes of the consultation can be found at <https://www.runnymede.gov.uk/CHttpHandler.ashx?id=14259&p=0>.

-Outcome 1: The joint methodology was published in December 2015 and can be viewed on the Council's website⁶.

-Action 2: Officer meeting between RBC and SBC on 12th April 2016. A number of cross boundary issues were discussed centred around housing (including traveller needs), the green belt and the economy. Minutes of this meeting can be found at appendix 7.

Outcome 2: RBC advised SBC that based on its emerging SLAA it was unlikely that it would be in a position to meet even the lower end of its 'proportion' of the HMA's objectively assessed needs. SBC would want to closely scrutinise Runnymede's SLAA when it was published. SBC officers advised that they hope to carry out a call for sites for their SLAA by the end of the year.

- RBC and SBC discussed the findings of RBC's draft ELR, most notably that Runnymede had a sizeable need for industrial floorspace that it would struggle to meet. SBC were in the process of reviewing the draft Runnymede ELR and would confirm in this response if they had any issues with Runnymede's use of Experian forecasts or any other conclusions drawn in the document. A timetable for the production of the SBC ELR has not yet been established. Until Spelthorne has completed its ELR it will not be in a position to confirm if it would be in a position to assist Runnymede in meeting any of its unmet employment floorspace needs.

- Following the completion of the SLAA site assessments it was clear that Runnymede was not able to demonstrate a 5 year supply of traveller sites. RBC would consider policy options to bolster its supply of traveller sites through the Local Plan although if it still could not demonstrate a 5 year supply of sites, RBC would be formally approaching SBC alongside other Local Authorities to see if they could assist in meeting Runnymede's unmet needs. SBC advised that it was hoping to commence work on its TAA in autumn 2016.

- SBC advised that they intended to carry out a Green Belt Assessment although a date for the commencement of this work was not yet known.

- RBC advised that it was currently finalising its SFRA and hoped to be able to carry out a consultation under the Duty to Co-operate by the end of April. This study was likely to need refreshing once the River Thames Scheme modelling was released and the new climate change allowances modelled. SBC advised that they had not yet programmed their SFRA but suggested that Runnymede and Spelthorne consider producing a joint study in approximately a year to 18 months' time. RBC advised that it was happy to consider

⁶ <https://www.runnymede.gov.uk/CHttpHandler.ashx?id=14855&p=0>

such an approach.

- SBC advised that it would be interested in the Borough's retail strategy. RBC confirmed that they would consult SBC on their proposed retail strategy once the details were better known.

-Action 3: JMLG meeting held on 13th April 2016 to discuss the interim findings of the SLAA; the proposed Green Belt Parcels that officers recommended for inclusion in the Local Plan as a strategic land allocations following the strategic Green Belt Review; whether Spelthorne would be able to meet any of the HMA unmet housing needs (see above commentary in table). Minutes of the meeting can be found at appendix 7.

-Outcome 3: Agreed Spelthorne BC would complete housing evidence by the end of 2016.

-Action 4: Completion of the draft interim SLAA published for consultation with DTC partners (including Spelthorne Borough Council) on Thursday 9th June. This consultation ended on Thursday 23rd June.

-Outcome 4: Following the consideration of the comments made, the interim SLAA has now been published in its final form on the Council's website. The final document, alongside the comments made on the draft SLAA and the officer responses can be viewed on the Council's website⁷.

Partners: For all of the actions above, Spelthorne Borough Council has been the key partner, although all of the partners listed in the Housing and Economic Development chapters of the Duty to Cooperate Framework were consulted on the draft interim SLAA.

Outcome: Spelthorne Borough Council has been engaged at various stages of the preparation of Runnymede's housing land supply evidence, in particular through the production of the Runnymede Interim SLAA. SBC recently commented on the Council's interim SLAA and raised no fundamental concerns.

Date of anticipated outcome: July 2016

Action: Discussions with Spelthorne BC to agree an approach to meeting the OAN.

Partners: Spelthorne Borough Council

Outcome: Runnymede and Spelthorne Borough Councils have arranged a meeting in August 2016 to discuss this matter (alongside other cross boundary matters) during the RBC Issues, Options and Preferred Approaches consultation. Further discussions will be required once SBC has completed its SLAA evidence at the end of 2016. As part of producing their SLAA evidence and feeding from the SHMA evidence, SBC has produced a piece of work in draft form on the implication of housing extensions on the housing mix in their Borough, which officers at RBC commented on in June 2016

Date: Work ongoing.

⁷ <https://www.runnymede.gov.uk/article/10103/Strategic-Land-Availability-Assessment-SLAA-previously-known-as-the-SHLAA>

Action: Emerging Issues, Options and Preferred Approaches document to be circulated and discussed with relevant Duty to Cooperate bodies. In this regard the draft consultation document was emailed to all Duty to Cooperate partners (either a pdf version of the document or a link where it was imminently to be located on the Council's website) on 10th June 2016. Examples of the correspondence sent can be seen in appendix 8. It has been requested in this correspondence that should any partner have any comments to make on the contents of the draft IOPA document in advance of the consultation, or should any partner wish to meet with the relevant officers of the Policy and Strategy team to discuss any cross boundary matters, to get in touch with officers.

Partners: All partners listed in the Council's 2015 Duty to Cooperate Scoping Framework (all topic areas).

Outcome: Officers have, in line with the Runnymede Duty to Cooperate Scoping Framework sought to engage with partners at the earliest possible opportunity and in advance of the IOPA consultation to highlight any issues of concern and to provide an opportunity to address such issues.

Date: 10th June 2016

5. Other actions carried out but not identified in the Duty to Cooperate Framework or in the commentary in section 4.

Action: Duty to Cooperate workshop held with Duty to Cooperate partners in April 2016. A presentation on various cross boundary matters including housing was given by RBC officers and then a discussion was held. The presentation slides can be viewed in appendix 9.

Partners: All partners identified in the Council's 2015 Duty to Cooperate Scoping Statement were invited to the workshop. The list of attendees can be viewed in the minutes in appendix 9.

Outcome: LPAs agreed to comment on the interim SLAA when available to confirm whether they believe the evidence to be robust and that RBC has successfully demonstrated that it has left no stone unturned in trying to meet its share of the HMA OAHN.

Date: 22nd April 2016.

Action: Strategic Sequential Test on SLAA sites produced in draft form to ensure that sequentially the sites least at risk from flooding are included in the five year housing land supply through the SLAA. This draft strategic sequential test was passed to the Environment Agency for comment in June 2016.

Partners: Environment Agency

Outcome: At the time of producing this update statement, the draft sequential test is currently being reviewed by the Environment Agency. A response from the Environment Agency is expected in August 2016.

Date: Work ongoing.

6. Outcomes from strategic working

- What was the result of the strategic cooperation and how has this influenced the plan (specific references to relevant policies are included where possible)*
- What are the issues that remain unresolved? How does the Council plan to manage these.*
- What are the implications of unresolved matters?*

The evidence contained within the jointly produced SHMA has fed in to the policy options for housing in the Council's Issues, Options and Preferred Approaches document (in terms of mix and affordable housing).

The jointly produced SLAA methodology has been used to produce the interim SLAA, which has been used to inform the spatial strategy options on housing numbers.

It is still unclear whether the objectively assessed housing needs can be met across the HMA. This will not be known until Spelthorne BC has completed its Green Belt Review and SLAA evidence, anticipated in December 2016- regular updates will need to be given to monitor progress. Runnymede BC is not in a position to wait to produce its Local Plan until the Spelthorne evidence has been completed. The implication of not knowing whether the OAN can be met in the HMA is that if ultimately it cannot be met within Runnymede and Spelthorne, this will not be confirmed for some time. Local authorities in neighbouring HMAs will unlikely be able to confirm whether they could help meet any un met needs arising from the Runnymede/ Spelthorne HMA until Spelthorne has completed its evidence.

7. Ongoing cooperation

- How will the strategic issues be managed on an ongoing basis? What are the mechanisms/structures being used to do this? How will this be monitored?*

The JMLG can be called upon to discuss ongoing issues and suggested ways forward in relation to meeting housing needs at any time.

RBC will be completing a further SLAA, anticipated to begin at the end of August 2016, to tie in with the production of the pre submission version of the Local Plan. RBC will continue to engage with Spelthorne Borough Council (as well as other Duty to Cooperate partners) during the production of this SLAA.

Runnymede BC will also be engaging with Spelthorne BC on the Spelthorne SLAA, which is anticipated to be completed at the end of 2016. As soon as the Spelthorne SLAA evidence is available, officers from both Authorities will need to meet to discuss if the OAN can be met in the HMA and if not, how to proceed.

Chapter 5: Gypsies and Travellers

<p>1. Strategic Planning issue <i>Define the issue</i></p>
<p>Ensuring the delivery of sufficient sites to meet the needs of local Gypsies and Travellers given the planning constraints that exist in the Borough, most notably relating to Green Belt and flooding.</p>
<p>2. Evidence base <i>What is the evidence used to develop the LP's strategic policies?</i></p>
<p>-The Runnymede Travellers Accommodation Assessment, September 2014 (completed in line with 'Preparing Travellers' Accommodation Assessments (TAAs): The Surrey Approach' (April 2014)).</p>
<p>3. Strategic Partners - list of bodies engaged with</p>
<p>See list of relevant partners in the Council's Duty to Co-operate Scoping Framework 2015.</p>
<p>4. Actions required during the preparation of the Issues, Options and Preferred Approached document (as outlined in the DtC Scoping Framework) <i>-How Runnymede has worked collaboratively with its partners?</i> <i>-What actions Runnymede has taken to manage strategic issues?</i> <i>-Where joint evidence has been developed e.g. SHMA, who was involved?</i> <i>-What have the relevant dates been in the process, how and when were key decisions made.</i></p>
<p>Action: Emerging Issues and Options to be circulated and discussed with relevant Duty to Co-operate bodies. In this regard the draft consultation document was emailed to all Duty to Co-operate partners (either a pdf version of the document or a link where it was to be located imminently on the Council's website) on 10th June 2016. Examples of the correspondence sent can be seen in appendix 8. It has been requested in this correspondence that should any partner have any comments to make on the contents of the draft IOPA document in advance of the consultation, or should any partner wish to meet with the relevant officers of the Policy and Strategy team to discuss any cross boundary matters, to get in touch with officers.</p> <p>Partners: All partners listed in the Council's 2015 Duty to Co-operate Scoping Framework (all topic areas).</p> <p>Outcome: Officers have, in line with the Runnymede Duty to Co-operate Scoping Framework, sought to engage with partners at the earliest possible opportunity and in advance of the IOPA consultation to highlight any issues of concern and to provide an opportunity to address such issues.</p> <p>Date: 10 June 2016</p>

<p>Action: Continuing to produce collaborative evidence on traveller needs through the SSPIP as part of the LSS.</p> <p>Partners: All Surrey boroughs and districts.</p> <p>Outcome: Planning Working Group (PWG) set up a sub-group to focus on the matter of Gypsies and Travellers. This group was responsible for compiling the 'Preparing Travellers' Accommodation Assessments (TAAs) - The Surrey Approach' (April 2014), which guided Runnymede in the preparation of its own TAA. The Sub-Group has recently been reconvened to consider the matter of producing a new methodology in view of the changes to Gypsy and Traveller policy at the national level.</p> <p>Date: Cooperation ongoing.</p>
<p>Action: Discussions with neighbouring authorities, if relevant, to determine whether they are able to assist in meeting any of Runnymede's unmet need for permanent pitches/plots or, if Runnymede has spare capacity, whether any other Surrey boroughs need assistance meeting their unmet need for pitches.</p> <p>Partners: All those listed in the Council's 2015 Duty to Co-operate Scoping Framework in the 'Gypsies and Travellers' section.</p> <p>Outcome: Duty to co-operate partners have been approached using email to discover the potential for any of Runnymede's need to be met. Examples of the correspondence sent can be seen in appendix 10.</p> <p>Date: 18 March 2016 / 11 April 2016</p>
<p>Action: Discussions with neighbouring authorities to seek to identify any potential locations for transit sites.</p> <p>Partners: All those listed in the Council's 2015 Duty to Co-operate Scoping Framework in the 'Gypsies and Travellers' section.</p> <p>Outcome: Duty to co-operate partners have been approached using email to discover the potential for any of Runnymede's need to be met. Examples of the correspondence sent can be seen in appendix 10.</p> <p>Date : 18 March 2016 / 11 April 2016</p>
<p>5. Other actions carried out but not identified in the Duty to Cooperate Framework or in the commentary in section 4.</p>
<p>Action: Duty to co-operate presentation and workshop held with Duty to Cooperate partners. Runnymede officers gave presentations on a range of strategic issues including gypsies and travellers and ran through potential policy options for each. Discussions were held around each of the issues presented. The presentation slides can be viewed in appendix 9.</p> <p>Partners: All partners identified in the Council's 2015 Duty to Cooperate Scoping Statement were invited to the workshop. The list of attendees can be viewed in the minutes in appendix 9.</p> <p>Outcome: Several delegates at the workshop expressed a firm view that they expected the Council to identify specific sites for Gypsy and Traveller use in the forthcoming Local Plan and that the absence of such proposals would lead to objections being made to the Plan.</p> <p>Date: 22 April 2016</p>

6. Outcomes from strategic working

- What was the result of the strategic cooperation and how has this influenced the plan (specific references to relevant policies are included where possible)*
- What are the issues that remain unresolved? How does the Council plan to manage these.*
- What are the implications of unresolved matters?*

The work that was carried out jointly by Runnymede and its partner authorities on compiling a Countywide strategy for TAA preparation in 2014 has assisted in making Runnymede's completed TAA broadly compatible with others in the County. Taking a Countywide view has been helpful to all Surrey LPA's in ensuring a consistent approach to assessing the needs of Gypsies and Travellers, and formulating policy as appropriate. Changes at the national level, e.g. concerning the legal definition of 'traveller', will require consequent changes at local level, and it can be anticipated that these will continue to be considered at a County level.

7. Ongoing cooperation

- How will the strategic issues be managed on an ongoing basis?*
- What are the mechanisms/structures being used to do this?*
- How will cooperation be monitored?*

Officers at Runnymede Borough Council remain committed to working with partners to resolve effectively outstanding strategic issues. The Council's Duty to Co-operate Framework outlines on pages 21 and 22 the methods of engagement that the Council intends to rely upon to co-operate with partners on strategic cross boundary issues relating to the gypsies and travellers. The Council intends to rely on its Duty to Co-operate Framework to monitor success and to highlight issues that still require co-operation at each key stage of Plan preparation.

Chapter 6: Economic Development

1. Strategic Planning issue

Define the issue

The Borough has a strong economy that has grown well in recent years. A key element of the Council's employment strategy should be to maintain the existing strong economy and allow conditions for sustainable growth over the plan period. Balancing the Council's economic and housing strategies will be a key challenge.

2. Evidence base

What is the evidence used to develop the LP's strategic policies?

- Functional Economic Area analysis, June 2015
- Runnymede Town and Local Centres Study, November 2015
- Runnymede and Spelthorne draft Strategic Land Availability Assessment methodology, December 2015
- Draft Employment Land Review, March 2016
- Interim Strategic Land Availability Assessment, June 2016

3. Strategic Partners - *list of bodies engaged with*

See list of relevant partners in the Council's Duty to Cooperate Scoping Framework 2015.

4. Actions required during the preparation of the Issues, Options and Preferred Approached document (as outlined in the DtC Scoping Framework)

- How Runnymede has worked collaboratively with its partners?
- What actions Runnymede has taken to manage strategic issues?
- Where joint evidence has been developed e.g. SHMA, who was involved?
- What have the relevant dates been in the process, how and when were key decisions made.

Action: Consultation with relevant Local Authorities and other bodies on draft ELR. This consultation commenced on 24th March 2016 (covering email can be viewed in appendix 11). Partners were asked if they had any comments on the content of the report generally, or in relation to any specific matters (for example relating to the scenarios tested, the modelling used to quantify the Borough's needs, or the report recommendations).

Partners: All those listed in the Council's 2015 Duty to Cooperate Scoping Framework in the 'Economic Development' section.

Outcome: Seven responses were received during the consultation. These responses were supportive of the evidence produced and no fundamental changes to the document will be required before the document is finalised on the basis of the comments made. The draft ELR highlights that Runnymede has a significant need for the provision of B8 floorspace in Runnymede. It is highly likely that to meet all of its identified employment needs, discussions under the Duty to Co-operate will be required with the Council's FEA partners, Heathrow Airport, Surrey County Council and the Enterprise M3 LEP.

Date: It is anticipated that the final ELR will be published in July 2016.

Action: Completion of Town and Local Centres Study (TLCS).

Partners: All those listed in the Council's 2015 Duty to Cooperate Scoping Framework in the 'Economic Development' section.

Outcome: At the close of the consultation on the draft Runnymede Town and Local Centres Study (2nd October 2016), six representations had been received (the covering email sent to relevant partners can be viewed in appendix 11). These comments were carefully considered and the TLCS amended as necessary to take on board comments made. A summary of the comments made and the officer responses can be viewed on the Council's website⁸. Following the consultation and the consideration of the comments made, the TLCS was finalised and published on the Council's website.

Date: TLCS published in November 2016

Action: Discussions on the Borough's land supply and spatial options with relevant Local Authorities and other bodies following the completion of the SLAA, and discussions around any issues relating to unmet needs. This has included:

-**Action 1:** Consultation on the draft joint SLAA methodology on 17th September 2015.

-**Outcome 1:** A summary of the comments made and the officer responses can be viewed on the Council's website⁹. Comments made

⁸ <https://www.runnymede.gov.uk/CHttpHandler.ashx?id=14154&p=0>

were considered before the final methodology was published in December 2015 (this is relevant as the SLAA considers sites for various uses including for economic and retail purposes).

-Action 2: Duty to cooperate presentation held on workshop 22nd April 2016. Presentation summarised the key issues from an economic perspective, most notably the scale of the need for B8 floorspace in the Borough, and presented the approaches under consideration by the Council for the Issues, Options and Preferred Approaches consultation. The slides from this presentation and the minutes of the meeting can be viewed at appendix 9.

-Outcome 2: Officers confirmed that Runnymede would be providing for a surplus of office space but was likely to struggle to meet its B8 needs and as such was likely to need to explore this with partners under the Duty to Cooperate. No partners said at the workshop that they were providing for a surplus of B8 floorspace. Spatial options also discussed, mainly related to amendment of the Green Belt boundary.

-Action 3: 2nd June 2016: Duty to Cooperate conference call with the Royal Borough of Windsor and Maidenhead (RBWM). Various matters discussed including the future of the DERA site as an employment location and Runnymede's B8 needs.

-Outcome 3: RBWM explored whether DERA was a suitable location to help Runnymede meet its B8 needs but RBC officers did not consider this a suitable option (lack of developer interest, distance from SRN, and exhaustion of option to introduce a new junction on to the motorway from DERA). RBWM also reported a high level of B8 need which it would struggle to meet. Minutes of meeting being produced by RBWM and awaited at the time of writing.

-Action 4: 9th June 2016: 2nd meeting of the Heathrow Spatial Planning sub group. Follows inception meeting on 24th May.

-Outcome 4: Runnymede has made this group aware of its large B8 needs and that early indicators are that Runnymede will be unable to meet its identified needs.

-Action 5: Publication of the draft SLAA and commencement of consultation on its findings commenced on 9th June 2016. Consultation closed on 23rd June 2016.

-Outcome 5: The SLAA has been amended as necessary to address the comments made and published in its final form on the Council's website. The SLAA has identified sites that are suitable for employment and retail uses.

Partners: All those listed in the Council's 2015 Duty to Cooperate Scoping Framework in the 'Economic Development' section.

Outcome: From April 2016, Runnymede has been drafting its Issues, Options and Preferred Approaches document. Comments made at the Duty to Cooperate workshop on 22nd April have been considered in the formulation of this document. As following the completion of the SLAA and ELR it is apparent that Runnymede does not have sufficient sites to meet its B8 needs, further

⁹ <https://www.runnymede.gov.uk/CHttpHandler.ashx?id=14259&p=0>

discussions are needed under the Duty to Cooperate with both FEA partners, the Heathrow Spatial Planning sub group, Surrey County Council and the Enterprise M3 LEP to explore options for meeting Runnymede's unmet needs.

Date: Cooperation ongoing

Action: Emerging Issues, Options and Preferred Approaches document to be circulated and discussed with relevant Duty to Cooperate bodies. In this regard the draft consultation document was emailed to all Duty to Cooperate partners (either a pdf version of the document or a link where it was imminently to be located on the Council's website) on 10th June 2016. Examples of the correspondence sent can be seen in appendix 8. It has been requested in this correspondence that should any partner have any comments to make on the contents of the draft IOPA document in advance of the consultation, or should any partner wish to meet with the relevant officers of the Policy and Strategy team to discuss any cross boundary matters, to get in touch with officers.

Partners: All partners listed in the Council's 2015 Duty to Cooperate Scoping Framework (all topic areas).

Outcome: Officers have, in line with the Runnymede Duty to Cooperate Scoping Framework sought to engage with partners at the earliest possible opportunity and in advance of the IOPA consultation to highlight any issues of concern and to provide an opportunity to address such issues.

Date: 10th June 2016

Action: Continuing to produce collaborative evidence of economic needs through the SSPIP as part of the LSS to create a common picture across Surrey in relation to the needs of the economy.

Partners: All Surrey local authorities

Outcome: An officer at Runnymede Borough Council has sit on the team of officers that is responsible for drafting a high level LSS since December 2016. Since this time, a vision, SWOT analysis, overview of Surrey and strategic objectives have been produced in consultation with officers at the Surrey boroughs and districts and Surrey Chief Executives. Different sub areas in the County have been identified, with differing challenges and priorities (but which link into the higher level LSS objectives). Portraits of each sub area are currently being produced. The completion of the sub area portraits will finalise this first stage of the LSS work.

Date: Completion of the stage 1 works anticipated by the end of summer 2016

5. Other actions carried out but not identified in the Duty to Cooperate Framework or in the commentary in section 4.

Action: To continue to be an active participant of the Heathrow Strategic Planning Group and its sub groups. Since the publication of the Council's Duty to Cooperate Scoping Framework in October 2015, regular meetings of the Heathrow Strategic Planning Group and its sub groups have continued. Runnymede has been a regular attendee of these meetings.

Partners: Various partners. Details of membership are set out in the Terms of reference for the main group which are included at Appendix 6.

Outcome: The Terms of Reference for this Group sets out the aim of this Group and the specific objectives and outputs being worked towards. There are also 4 individual sub groups which report back to the main group, one of which is concerned with economic development and another which is known as the spatial planning sub group which considers housing and economic needs across the Heathrow 'area of influence'. Terms of reference for these sub groups are currently being drafted. At the current time, members of the main group and sub groups are working to assist essential Duty to Cooperate processes and assist in the adoption of a common range of scenarios for testing and consideration by Heathrow Airport that will make all Local Plan (and London spatial development strategy) examinations more straight forward and robust.

Date: Work on going

6. Outcomes from strategic working

-What was the result of the strategic cooperation and how has this influenced the plan (specific references to relevant policies are included where possible)

-What are the issues that remain unresolved? How does the Council plan to manage these.

-What are the implications of unresolved matters?

Strategic cooperation in this topic area has assisted in the production of the Council's Issues, Options and Preferred Approaches document, in particular chapter 6 'Economy and Retail'. This considers options around Heathrow Airport (issue E4) and also considers options based on evidence produced by its partners (including Surrey County Council (issue To1). The Council engaged with Surrey County Council during the preparation of the Surrey Hotel Futures Study which is referenced in issue To1. Discussions at the Duty to Cooperate workshop of 22nd April, and comments made by Surrey Heath Borough Council on the ELR has led the Council to reconsider how best to protect its strategic employment sites (issue E1). Runnymede Borough council has introduced some minor text changes into its Economy and Retail chapter of its Issues, Options and Preferred Approaches document to address comments made by officers at Spelthorne Borough Council on the retail hierarchy.

In terms of unresolved issues:

-Following the preparation of the IOPA document and following the completion of the draft SLAA, Runnymede BC needs to engage with Bracknell Forest BC to confirm whether Runnymede Borough can accommodate all the retail needs that have been identified [in the TLCS], and that this has no implications for Bracknell Forest.

Implications of this unresolved matter: This could result in Bracknell Forest and other nearby local authorities having to meet Runnymede's unmet retail needs. Whilst Runnymede is seeking to pursue a strategy which would see the Council meeting all of its retail needs within the Local Authority area, if it becomes apparent during the preparation of the Local Plan that this will not be possible, further discussions under the Duty to Cooperate will be required.

-Runnymede BC needs further focussed discussions with its FEA partners, members of the Heathrow Strategic Planning Group, Surrey County Council and the LEP about its difficulties meeting its B8 needs to try and seek to meet its unmet needs.

Implications of this unresolved matter: If the Council is not able to resolve this matter, it is likely that there will be an unmet need for B8 floorspace across the FEAs that Runnymede is part of. Surrey County Council has raised concerns during the consultation on the ELR about the impacts on Runnymede's economy if it is not able to meet all of its identified needs.

7. Ongoing cooperation

- How will the strategic issues be managed on an ongoing basis?*
- What are the mechanisms/structures being used to do this?*
- How will cooperation be monitored?*

Officers at Runnymede Borough Council remain committed to working with partners to effectively resolve outstanding strategic issues. The Council's Duty to Cooperate Framework outlines on page 26 the methods of engagement that the Council intends to rely upon to cooperate with partners on strategic cross boundary issues relating to the economy. The Council intends to rely on its Duty to Cooperate Framework to monitor success and to highlight issues which still require cooperation at each key stage of Plan preparation.

Chapter 7: Green Belt

1. Strategic Planning issue

Define the issue

All land outside the settlement areas in the Borough is designated as Metropolitan Green Belt, which accounts for over 78% of the total land area. National planning policy restricts the amount and type of development that is defined as 'appropriate' in the Green Belt. The high percentage of Green Belt land in the Borough is likely to restrict the amount of development that can be delivered over the Plan period.

If during the preparation of the emerging Local Plan it becomes apparent that Runnymede cannot meet identified housing and employment land requirements on land outside the Green Belt, it may be necessary to consider whether these needs could be met through the release of Green Belt land in line with the NPPF (para 85), which states that release of Green Belt land may be appropriate in exceptional circumstances and considered through the preparation of the Local Plan.

2. Evidence base

What is the evidence used to develop the LP's strategic policies?

- The Runnymede Green Belt Review (December 2014)
- The Green Belt Boundary Technical Review (March 2016)
- The Green Belt Villages Review (stage 1 published was published in February 2016 and stage 2 was published in May 2016).

3. Strategic Partners - *list of bodies engaged with*

See list of relevant partners in the Council's Duty to Cooperate Scoping Framework 2015.

4. Actions

- How Runnymede has worked collaboratively with its partners?
- What actions Runnymede has taken to manage strategic issues?
- Where joint evidence has been developed e.g. SHMA, who was involved?
- What have the relevant dates been in the process, how and when were key decisions made.

Action: Completion and publication of the technical review of the Green Belt boundary to identify where officers consider the Green Belt boundary should be amended to ensure it is logical and defensible for the Plan period and beyond.

Partners: This particular piece of work was considered to not raise cross boundary issues and as such, partners in the 'Green Belt' chapter of the Council's Duty to Cooperate Framework were not consulted during the preparation of this study.

Outcome: The Green Belt Technical Boundary Review was completed and published

Date: March 2016

Action: Continuing to produce collaborative evidence of economic needs through the SSPIP as part of the LSS to create a common picture across Surrey in relation to the Green Belt.

Partners: All Surrey local authorities

Outcome: An officer at Runnymede Borough Council has sit on the team of officers that is responsible for drafting a high level LSS since December 2016. Since this time, a vision, SWOT analysis, overview of Surrey and strategic objectives have been produced in consultation with officers at the Surrey boroughs and districts and Surrey Chief Executives. Different sub areas in the County have been identified, with differing challenges and priorities (but which link into the higher level LSS objectives). Portraits of each sub area are currently being produced. The completion of the sub area portraits will finalise this first stage of the LSS work.

Date: Completion of the stage 1 works anticipated by the end of summer 2016

Action: Emerging Issues, Options and Preferred Approaches document to be circulated and discussed with relevant Duty to Cooperate bodies to seek consensus with the relevant Local Authorities and other bodies on 1) the amount of land available in Runnymede Borough to meet development needs following completion of the SLAA and Green Belt Review, 2) the spatial options to meet identified needs that are available to the Council. In this regard, the following specific actions are relevant:

Action 1: Discussions which have taken place through the meetings of the Runnymede/ Spelthorne Joint Member Liaison Group (JMLG) regarding land availability and proposed options for housing targets/spatial strategy are set out in the housing section.

Outcome 1: The outcome of discussions which have taken place through the Runnymede/ Spelthorne Joint Member Liaison Group (JMLG) regarding land availability and proposed options for housing targets/spatial strategy are set out in the housing section.

Action 2: Runnymede held a Duty to Cooperate Workshop on the 22nd April 2016 and invited all DtC partners identified in the DtC Framework. Runnymede officers gave presentations on a range of strategic issues including the Green Belt and ran through potential options for each. The presentation slides and minutes of the meeting can be viewed at appendix 9. Discussions were held around each of the issues presented at the workshop. In relation to the Green Belt in particular discussions were held around the need to demonstrate exceptional circumstances.

Outcome 2: At the workshop Elmbridge and Runnymede Borough councils made a commitment to meet to discuss the issue of exceptional circumstances to share ideas. This meet is discussed in more detail in section 5 below.

Partners: Spelthorne Borough Council has been the key partner for action/outcome 1. For action/outcome 2, all partners in the Council's Duty to Cooperate Scoping Framework were invited. A list of attendees can be viewed in appendix 9.

Date: Action/outcome 1: cooperation on going, Action/outcome 2: 22nd April 2016.

Action: Emerging Issues, Options and Preferred Approaches document to be circulated and discussed with relevant Duty to Cooperate bodies. In this regard the draft consultation document was emailed to all Duty to Cooperate partners (either a pdf version of the document or a link where it was imminently to be located on the Council's website) on 10th June 2016. Examples of the correspondence sent can be seen in appendix 8. It has been requested in this correspondence that should any partner have any comments to make on the contents of the draft IOPA document in advance of the consultation, or should any partner wish to meet with the relevant officers of the Policy and Strategy team to discuss any cross boundary matters, to get in touch with officers.

Partners: All partners listed in the Council's 2015 Duty to Cooperate Scoping Framework (all topic areas).

Outcome: Officers have, in line with the Runnymede Duty to Cooperate Scoping Framework sought to engage with partners at the earliest possible opportunity and in advance of the IOPA consultation to highlight any issues of concern and to provide an opportunity to address such issues.

Date: 10th June 2016

5. Other actions carried out but not identified in the Duty to Cooperate Framework or in the commentary in section 4.

Action: The Green Belt Villages Review was completed between December 2015 and May 2016.

Partners: This particular piece of work was considered to not raise cross boundary issues and as such, partners in the 'Green Belt' chapter of the Council's Duty to Cooperate Framework were not consulted during the preparation of this study.

Outcome: The Green Belt Village Review was completed and published for public comment specifically on potential options for the new boundary of Thorpe village.

Date: May 2016

Action: A meeting was held between officers from Runnymede and Elmbridge Borough Councils to discuss exceptional circumstances and approaches to dealing with this issue. This issue was initially raised by Elmbridge BC at the Duty to Co-operate presentation and workshop referred to previously, with an action to follow it up.

Partners: Elmbridge Borough Council.

Outcome: No specific outcome, ongoing dialogue during preparation of plan.

Date: June 2016

6. Outcomes from strategic working

-What was the result of the strategic cooperation and how has this influenced the plan (specific references to relevant policies are included where possible)

-What are the issues that remain unresolved? How does the Council plan to manage these.

-What are the implications of unresolved matters?

The Runnymede Green Belt Review was completed prior to October 2015. The DtC discussions and outcomes arising from cooperation on the review are contained within the DtC Scoping Framework. The Green Belt Review has fed into the Runnymede Issues, Options and Preferred Approaches document in terms of options for the spatial strategy and preferred sites.

Since October 2015 and aside from the DtC workshop held on the 22nd April 2016 and discussions with Elmbridge BC in June 2016, no further outcomes have arisen from strategic working. However, Runnymede recognises that further work on developing the narrative around exceptional circumstances for any Green Belt release is required prior to the publication of the pre-submission document.

7. Ongoing cooperation

- How will the strategic issues be managed on an ongoing basis?*
- What are the mechanisms/structures being used to do this?*
- How will cooperation be monitored?*

Officers at Runnymede Borough Council remain committed to working with partners to effectively resolve outstanding strategic issues. The Council's Duty to Cooperate Framework outlines on page 31 the methods of engagement that the Council intends to rely upon to cooperate with partners on strategic cross boundary issues relating to the Green Belt. The Council intends to rely on its Duty to Cooperate Framework to monitor success and to highlight issues which still require cooperation at each key stage of Plan preparation.

Chapter 8: Climate Change, Biodiversity, TBHSPA

1. Strategic Planning issue <i>Define the issue</i>
<p>Climate change is an issue that is not constrained by local authority boundaries and affects the whole of the UK. It poses risks to our communities, our environment and service/infrastructure provision in the Borough.</p> <p>For TBHSPA, a key issue is that new housing development is whether there are sufficient Suitable Alternative Natural Greenspaces (SANG) available to mitigate the level of development required through the Local Plan, given the OAN across the Runnymede-Spelthorne HMA.</p> <p>For other biodiversity matters, a number of these valued areas of nature conservation could be impacted by delivering the HMA's housing needs, either through direct redevelopment of these sites; through reducing the connectivity of nature by removing valuable green corridors; or if the increase in population has a significant negative impact on the conservation of these areas.</p>
2. Evidence base <i>What is the evidence used to develop the LP's strategic policies?</i>
<ul style="list-style-type: none">-Surrey Landscape Character Assessment, January 2015-Local Greenspace Study. June 2016
3. Strategic Partners - list of bodies engaged with
See list of relevant partners in the Council's Duty to Cooperate Scoping Framework 2015
4. Actions <i>-How Runnymede has worked collaboratively with its partners?</i> <i>-What actions Runnymede has taken to manage strategic issues?</i> <i>-Where joint evidence has been developed e.g. SHMA, who was involved?</i> <i>-What have the relevant dates been in the process, how and when were key decisions made.</i>

Action: Arrange meetings with relevant bodies such as Natural England, Environment Agency and the Surrey Nature Partnership to discuss the proposed scope of the Local Plan in relation to this subject matter, and the outcomes of the *Green Space, Physical Activity, Mental Health and Well Being report* to agree the key issues that need to be considered and potential Local Plan content required in relation to this topic area. Specific actions in this regard are as follows:

Action 1: Runnymede held a Duty to Cooperate Workshop on the 22nd April 2016 and invited all DtC partners identified in the DtC Framework. Surrey Nature Partnership and Natural England did not attend this meeting but the Environment Agency did. Runnymede officers gave presentations on a range of strategic issues including SANGS and ran through potential options for each. Discussions were held around each of the issues presented at the workshop. In relation to TBHSPA specifically, there was some discussion around the capacity of the Borough's SANGs, particularly if the Resultant Land Parcels were allocated for development and what the Council's approach should be if there is not enough SANG or, in the alternative scenario, if there is surplus SANG capacity over the Plan Period. The presentation slides and meeting minutes from 22nd April can be viewed in appendix 9.

Outcome 1: The discussion resulted in RBWM requesting a meeting with RBC to discuss SANG capacity (see entry below). From the discussions held it is clear that if/when the proposed land allocations have been agreed for inclusion in the emerging Local Plan, the SANGs ability to deliver the level of development set out in the Plan will need to be looked at in further detail (the calculations have been factored in to spatial issues, options and preferred approach). Further discussion with DtC partners may prove necessary. It may be necessary to designate further SANG and a meeting with Natural England has been set up to discuss this (see Action 2 below).

Action 2: Meeting with Natural England to discuss the contents of the natural environment issues, options and preferred approaches chapter as well as discussion of SANG/SAMM issues on 7th July. In particular, whether the capacity of Chertsey Meads if it were designated as a SANG -which was agreed in principle with NE in 2013- is still reasonable. Correspondence between NE and RBC in relation to this meeting can be viewed in appendix 13.

Outcome 2: Not known at the time of publication

Partners: Action 1: Natural England, Environment Agency and the Surrey Nature Partnership in particular, Action 2: Natural England

Outcome: The Council continues to work with its statutory partners on issues relating to TBHSPA, biodiversity and climate change. In regard to climate change specifically, more information on this can be found under section 5 below. No specific outcomes to report at the current time.

Date: Action/outcome 1: 22nd April 2016, Action/outcome 2: Cooperation ongoing

Action: Identify whether the availability of mitigation measures for the THBSPA may be a potential constraint to future housing delivery so that the Council can seek to identify possible solutions in conjunction with Duty to co-operate bodies if necessary.

Partners: Natural England

Outcome: The amount of SANGs required for each annual housing figure option is set out in the issues, options and preferred approaches consultation document. Regular meetings of the TBHSPA Joint Strategic Partnership Board officer and member meetings (the most recent held on 9th and 16th May respectively) are dealing with requests for information from NE in relation to this. Furthermore as noted above, the Council is meeting with Natural England on 7th July to discuss this issue in more depth.

Date: Cooperation on going

Action: The identification of any existing and future SANGs capacity to ensure that there is sufficient SANGs capacity to support proposed housing growth over the Plan period and to achieve agreement to the delivery/use of any cross boundary SANGs. In this regard it should be noted that RBWM has approached RBC to enquire whether Runnymede has excess SANGs that RBWM could utilise. RBC and RBWM had a conference call to discuss this and a number of other matters on 2nd June 2016.

Partners: All those in the TBHSPA zone of influence, and Natural England.

Outcome: The picture is currently unclear, as there may be opportunity for further SANGs to be provided in Runnymede, but which may be needed to deliver the housing requirements set out in the new Local Plan. Officers at Runnymede will continue to update officers at other authorities in the TBHSPA zone of influence on the likely SANG availability.

Date: Conference call with RBWM: 2nd June 2016. Cooperation on going

Action: Explore any opportunities for use of surplus SANGs capacity to ensure that surplus SANGs are put to an appropriate and beneficial alternative use.

Partners: Natural England, Environment Agency and the Surrey Nature Partnership

Outcome: It is uncertain whether there is surplus SANG in the Borough. If further SANG were identified, either in association with the preferred Local Plan housing option or independently, it may be identified that there is a surplus in Runnymede's SANGs provision, but this will be explored at a later stage.

Date: Cooperation on going

Action: Emerging Issues, Options and Preferred Approaches document to be circulated and discussed with relevant Duty to Cooperate bodies. In this regard the draft consultation document was emailed to all Duty to Cooperate partners (either a pdf version of the document or a link where it was imminently to be located on the Council's website) on 10th June 2016. Examples of the correspondence sent can be seen in appendix 8. It has been requested in this correspondence that should any partner have any comments to make on the contents of the draft IOPA document in advance of the consultation, or should any partner wish to meet with the relevant officers of the Policy and Strategy team to discuss any cross boundary matters, to get in touch with officers.

Partners: All partners listed in the Council's 2015 Duty to Cooperate Scoping Framework (all topic areas).

Outcome: Officers have, in line with the Runnymede Duty to Cooperate Scoping Framework sought to engage with partners at the earliest possible opportunity and in advance of the IOPA consultation to highlight any issues of concern and to provide an opportunity to address such issues.

Date: 10th June 2016

5. Other actions carried out but not identified in the Duty to Cooperate Framework or in the commentary in section 4.

Action: Officer group organised by Waverley BC to discuss how to fund SANGs without a CIL charging schedule.

Partners: Guildford BC, Waverley BC, Hart DC, Surrey CC, Waverley BC, Rushmoor BC. Hart DC had sought advice on the legality of pursuing a land transaction approach and advised of the outcome the advice.

Outcome: RBC advised they would be pursuing the option that Hart had sought legal advice on. Proposal agreed by Planning Committee.

Date: March 2015¹⁰

Action: The Joint Strategic Partnership Board (JSPB) meets regularly to make decisions relating to planning for the long term protection of the TBHSPA in a consistent and coordinated way. In particular, the JSPB is currently working towards agreeing a Delivery Framework for the long-term protection of the SPA, as well as agreeing an approach to Strategic Access Management and Monitoring (SAMM) of the SPA.

There is also a TBHSPA Officer Working Group, who discuss items, which inform the agendas for the JSPB.

The most recent meetings took place on the 9th and 16th May and the evidence dealing with requests for information from NE and other key bodies in relation to this, which discussed the review of SANG.

Partners: See list of relevant partners in the Council's Duty to Cooperate Scoping Framework 2015

Outcome: It was agreed at the JSPB that the evidence produced to support the ability of SANG to successfully mitigate development

¹⁰ Whilst the meeting occurred prior to October 2015, a reference to it has been included as the approach agreed through this group has fed into the Council's Issues, Options and Preferred Approaches document. Furthermore, the meeting was not referred to in the Council's earlier Duty to Cooperate Scoping Framework.

by drawing occupiers of new development nearby away from using the SPA was not sufficiently detailed to draw any significant conclusions.

Date: 16th May 2016

It should be noted that in addition to the above, the Council has also consulted the Environment Agency on two drafts of its Strategic Flood Risk Assessment, and had a meeting to discuss. The impacts of climate change have formed part of the ongoing discussions between the Council and the Environment Agency. The details of these discussions are contained in chapter 10 of this document which is concerned with flooding.

6. Outcomes from strategic working

-What was the result of the strategic cooperation and how has this influenced the plan (specific references to relevant policies are included where possible)

-What are the issues that remain unresolved? How does the Council plan to manage these.

-What are the implications of unresolved matters?

The CIL/SANGs group was a useful information exercise. The outcome of the meetings has led to Runnymede BC adopting a land transaction approach to funding SANG (<https://www.runnymede.gov.uk/article/5248/Planning-Obligations-policy-documents-and-guidance>). This has been carried forward to the issues and options (policy options relating to the Natural Environment NE2) outcome that RBC used a specific method to continue funding of SANG-post 2015. Has influenced policy options on SANG funding.

The JSPB and officer groups highlight that the evidence to determine whether SANGs encourage visitors away from the SPA is incomplete. Further work on this matter will need to be undertaken. At the current time there is no evidence to suggest SANGs are not functioning as they should and the Council's approach towards mitigating the impact of new residential development with SANGs will continue.

DtC workshop-potential SANG capacity. Discussion with NE about which land could be designated as SANG if needed (outcome unknown).

7. Ongoing cooperation

- How will the strategic issues be managed on an ongoing basis?*
- What are the mechanisms/structures being used to do this?*
- How will cooperation be monitored?*

Officers at Runnymede Borough Council remain committed to working with partners to effectively resolve outstanding strategic issues. The Council's Duty to Cooperate Framework outlines on page 36/37 the methods of engagement that the Council intends to rely upon to cooperate with partners on strategic cross boundary issues relating to climate change, biodiversity and the TBHSPA. The Council intends to rely on its Duty to Cooperate Framework to monitor success and to highlight issues which still require cooperation at each key stage of Plan preparation.

In regard to the TBHSPA specifically, the JSPB officer group is regularly attended by officers from the boroughs and districts that are affected by the TBHSPA as well as Natural England. The JSPB Member group is also well attended by RBC. Recent officer meeting took place on 9th May and Member meeting took place on 16th May. It is through these meetings that strategic issues relating to the TBHSPA are discussed and minuted, and that future actions/areas where cooperation are required are agreed.

Chapter 9: Transport

1. Strategic Planning issue

Define the issue

Runnymede benefits from a strategic location at the junction of the M25 and M3 motorways enabling easy access to London, the rest of the South East region and further afield. It also has excellent connections to the rail network and Heathrow Airport. This accessibility (combined with the quality of the natural environment in Runnymede) makes it a desirable place to live and work, and for businesses to locate. However this accessibility brings with it associated problems of high dependency on the car and congestion which has knock on effects for businesses and residents alike. Growth in the borough over the Plan period could exacerbate these existing problems.

2. Evidence base

What is the evidence used to develop the LP's strategic policies?

- Infrastructure Delivery Plan, February 2013
- Surrey Infrastructure Study, January 2016
- Runnymede Transport Impact Assessment, June 2016

(multiple other evidence base studies which have been produced by other bodies have also been referred to in the transport chapter of the Issues, Options and Preferred Approaches document. For a full list, this document should be referred to).

3. Strategic Partners - *list of bodies engaged with*

See list of relevant partners in the Council's Duty to Cooperate Scoping Framework 2015.

4. Actions required during the preparation of the Issues, Options and Preferred Approached document (as outlined in the DtC Scoping Framework)

- How Runnymede has worked collaboratively with its partners?
- What actions Runnymede has taken to manage strategic issues?
- Where joint evidence has been developed e.g. SHMA, who was involved?
- What have the relevant dates been in the process, how and when were key decisions made.

Action: Completion of any preliminary transport assessment work with SCC to support the Issues, Options and Preferred Approaches consultation to ensure that the potential impact of any allocations being considered on the transport network is quantified and understood.

Partners: Surrey County Council and Highways England.

Outcome: The TIA was completed by SCC on behalf of Runnymede in June 2016. A copy of the TIA was passed to Highways England for comment following completion. The TIA can be viewed on the Council's website¹¹. The comments from Highways England can be viewed in appendix 14. RBC officers and officers from Surrey County Council are currently working with Highways England to address their detailed comments. RBC officers have arranged a meeting with Highways England and Surrey County Council on 6th July to allow for discussion of the points raised.

Date: June/July 2016

Action: To assist in the completion of collaborative evidence on infrastructure needs through the Surrey Infrastructure Study to set out the County's infrastructure requirements in the context of planned growth and estimated likely costs and funding gaps.

Partners: All those listed in the Council's 2015 Duty to Cooperate Scoping Framework in the 'Transport' section.

Outcome: The Surrey Infrastructure Study was completed January 2016. The study was a collaboration between all authority areas in Surrey and the County Council and was carried out by the consultants Aecom. The findings of this study along with other Transport studies and evidence fed into the Local Plan Options in the Issues, Options and Preferred Approaches document. The study can be viewed on the Council's website¹².

Date: January 2016

Action: Emerging Issues, Options and Preferred Approaches document to be circulated and discussed with relevant Duty to Cooperate bodies. In this regard the draft consultation document was emailed to all Duty to Cooperate partners (either a pdf version of the document or a link where it was imminently to be located on the Council's website) on 10th June 2016. Examples of the correspondence sent can be seen in appendix 8. It has been requested in this correspondence that should any partner have any comments to make on the contents of the draft IOPA document in advance of the consultation, or should any partner wish to meet

¹¹ <https://www.runnymede.gov.uk/article/11759/Transport>

¹² <https://www.runnymede.gov.uk/article/11758/Infrastructure>

with the relevant officers of the Policy and Strategy team to discuss any cross boundary matters, to get in touch with officers.

Partners: All partners listed in the Council's 2015 Duty to Cooperate Scoping Framework (all topic areas).

Outcome: Officers have, in line with the Runnymede Duty to Cooperate Scoping Framework sought to engage with partners at the earliest possible opportunity and in advance of the IOPA consultation to highlight any issues of concern and to provide an opportunity to address such issues.

Date: 10th June 2016

5. Other actions carried out but not identified in the Duty to Cooperate Framework or in the commentary in section 4.

Action: Runnymede has attended workshops and commented on the M25 South West Quadrant Study led by Highways England

Partners: Highways England is the key partner.

Outcome: Highways England consulted partner authorities on a long list of possible interventions to consider for the M25 South West Quadrant Study which were discussed at a workshop held on the 17th May 2016. Runnymede attended the workshop and responded to the consultation with additional interventions by email dated 27th May 2016 which can be seen in appendix 14.

Date: 27th May 2016

Action: Officers from Runnymede regularly attend meetings of the Heathrow Strategic Planning Group, including its Transport sub-group.

Partners: Details of membership are set out in the Terms of reference for the main group which are included at Appendix 6. A ToR is currently being drafted for the Transport sub group which will set out the membership for this group.

Outcome: The Terms of Reference for the main group set out the aim of this Group and the specific objectives and outputs being worked towards. There are also 4 individual sub groups which report back to the main group, one of which is concerned with transport and which is chiefly concerned with improving local connectivity and the reliability and resilience of the transport network as well as integrated and coordinated transport connectivity to address any growth at the Airport. Terms of reference for the transport sub group are currently being drafted. At the current time, members of the main group and sub groups are working to assist essential Duty to Cooperate processes and assist in the adoption of a common range of scenarios for testing and consideration by Heathrow Airport that will make all Local Plan (and London spatial development strategy) examinations more straight forward and robust.

Date: Cooperation on going

Action: Runnymede held a Duty to Cooperate Workshop on the 22nd April 2016 and invited all DtC partners identified in the DtC Framework. Runnymede officers gave presentations on a range of strategic issues and ran through potential options for each. Discussions were held around each of the issues presented at the workshop. In regard to transport specifically the options for transport and travel as well as the work being undertaken by Runnymede to consider transport impacts was outlined.

Partners: All partners identified in the Council's 2015 Duty to Cooperate Scoping Statement were invited to the workshop. The list of attendees can be viewed in the minutes in appendix 9 alongside the presentation slides.

Outcome: Highways England requested to be kept up to date with the progress of the Runnymede TIA and has since commented on this evidence document. RBC officers and officers from Surrey County Council are currently working with Highways England to address their detailed comments.

Date: 22nd April 2016

6. Outcomes from strategic working

-What was the result of the strategic cooperation and how has this influenced the plan (specific references to relevant policies are included where possible)

-What are the issues that remain unresolved? How does the Council plan to manage these.

-What are the implications of unresolved matters?

Since October 2015, Runnymede has been preparing a Traffic Impact Assessment of the Local Plan Issues, Options and Preferred Approaches consultation. As detailed above RBC Officers along with Officers from Surrey County Council are working with Highways England to address their detailed comments. Whilst this issue remains unresolved at the moment, it is considered that this can be resolved by the time of the pre-submission document and/or in any update to the TIA evidence.

Evidence has also come forward in the Surrey Infrastructure Study which identifies a number of traffic hotspots and future congestion issues. Both the TIA and Surrey Infrastructure Study have informed the Transport options in the Issues, Options and Preferred Approaches Local Plan document.

In terms of the M25 South West Quadrant study, no further outcomes have evolved since the submission of comments to Highways England on their long list of interventions. Runnymede is awaiting the next stage in the process to confirm whether any of the interventions suggested have been taken forward in the study.

No further outcomes have arisen from the Heathrow Strategic Planning Group Transport sub-group, although meetings and discussions are continuing to progress.

Issues which remain to be addressed include identifying intervention measures for the local and possibly strategic highway network and this may involve further collaboration on evidence. Further cooperation will be required to understand any cross boundary impacts this may have, including the potential for bids to the Local Enterprise Partnership Local Growth Fund and the impacts arising from Heathrow.

7. Ongoing cooperation

-How will the strategic issues be managed on an ongoing basis?

-What are the mechanisms/structures being used to do this?

-How will cooperation be monitored?

Officers at Runnymede Borough Council remain committed to working with partners to effectively resolve outstanding strategic issues. The Council's Duty to Cooperate Framework outlines on page 40 the methods of engagement that the Council intends to rely upon to cooperate with partners on strategic cross boundary issues relating to transport. The Council intends to rely on its Duty to Cooperate Framework to monitor success and to highlight issues which still require cooperation at each key stage of Plan preparation.

Chapter 10: Flooding

1. Strategic Planning issue <i>Define the issue</i>
Runnymede is a top ten local authority for flood risk in England. The potential impacts of all types of flooding must be assessed and their impact on delivering growth in the Borough quantified as part of the evidence gathering prior to the formulation of the Council's Local Plan. A sustainable strategy must then be developed which balances flood risk against the need to promote sustainable growth through the Local Plan.
2. Evidence base <i>What is the evidence used to develop the LP's strategic policies?</i>
-Runnymede draft Strategic Flood Risk Assessment, April 2016 -Runnymede draft strategic sequential test, June 2016.
3. Strategic Partners - list of bodies engaged with
All those listed in the Council's 2015 Duty to Cooperate Scoping Framework in the 'Flooding' section.
4. Actions required during the preparation of the Issues, Options and Preferred Approached document (as outlined in the DtC Scoping Framework) <i>-How Runnymede has worked collaboratively with its partners?</i> <i>-What actions Runnymede has taken to manage strategic issues?</i> <i>-Where joint evidence has been developed e.g. SHMA, who was involved?</i> <i>-What have the relevant dates been in the process, how and when were key decisions made.</i>

Action: Complete Strategic Flood Risk Assessment in draft form to seek views on whether it is agreed that the draft report follows national policy and guidance and whether the conclusions are supported.

This included the following key actions:

Action 1: As the SFRA was being developed, RBC circulated a first draft to Surrey County Council and the Environment Agency on 13th October 2015 for an initial review. A meeting was held with officers at SCC on 5th November 2015 and the draft SFRA was discussed along with a number of other matters.

Outcome 1a: No fundamental concerns were raised at this meeting. Agreed that SCC would review the document and make comments on the content. SCC re issued their most recent wetspot data to RBC for use in the SFRA following the meeting of 5th November.

Outcome 1b: Written comments were received by Surrey County Council in December 2015 and the Environment Agency in January 2016. The Council met with a representative from the Environment Agency on 21st January to discuss their comments. The written comments made by both organisations can be viewed in appendix 15. The comments made were addressed by the Council and reflected in the second draft of the document.

Action 3: The Council's second draft of its SFRA was consulted on in April 2016 with all partners listed in the Council's 2015 Duty to Cooperate Scoping Framework in the 'Flooding' section. The email sent to consultees can be viewed in appendix 15.

Outcome 3: 7 responses were received during this consultation, including from SCC and the Environment Agency, both of whom are satisfied with the contents of the SFRA subject to a number of minor amendments and clarifications. Spelthorne Borough Council has however raised a number of points which will require further discussions under the Duty to Cooperate to ensure that a positive outcome is achieved.

Partners: All those listed in the Council's 2015 Duty to Cooperate Scoping Framework in the 'Flooding' section.

Outcome: Officers at RBC have had positive discussions with the Environment Agency and Surrey County Council in particular during the production of the Runnymede SFRA. Runnymede has made efforts to address the concerns raised by these statutory consultees to ensure that the final SFRA is robust. Additional comments have been made by other DtC partners during the formal consultation on the SFRA in April 2016. These comments are currently being considered by officers at the time of writing. **Date:** Final comments received on 10th June 2016. Consultation now closed.

Action: Publish SFRA (level 1 assessment) in final form.
Partners: All those listed in the Council's 2015 Duty to Cooperate Scoping Framework in the 'Flooding' section.
Outcome: The outcome anticipated is that the document will robustly identify the flood risks from all sources that exist in Runnymede Borough and factor in the potential impacts of climate change. The document will contain sufficient detail to allow the sequential test to be applied, and will have responded to comments made by the Council's Duty to Cooperate partners.
Date: Anticipated date for the publication of the finalised SFRA is July 2016.

Action: Complete level 2 assessment for SFRA if it is found that the Council needs to develop in flood zones 2 and 3 over the Plan period.
Partners: All those listed in the Council's 2015 Duty to Cooperate Scoping Framework in the 'Flooding' section.
Outcome: No outcome achieved at the current time. The Council's level 2 assessment will be completed (if required) once the Council has decided upon its chosen development strategy following the consideration of all comments made during the Issues, Options and Preferred Approaches consultation.
Date: The level 2 assessment, if required, will be carried out following the Issues, Options and Preferred Approaches consultation.

Action: Emerging Issues, Options and Preferred Approaches document to be circulated and discussed with relevant Duty to Cooperate bodies. In this regard the draft consultation document was emailed to all Duty to Cooperate partners (either a pdf version of the document or a link where it was imminently to be located on the Council's website) on 10th June 2016. Examples of the correspondence sent can be seen in appendix 8. It has been requested in this correspondence that should any partner have any comments to make on the contents of the draft IOPA document in advance of the consultation, or should any partner wish to meet with the relevant officers of the Policy and Strategy team to discuss any cross boundary matters, to get in touch with officers.
Partners: All partners listed in the Council's 2015 Duty to Cooperate Scoping Framework (all topic areas).
Outcome: Officers have, in line with the Runnymede Duty to Cooperate Scoping Framework sought to engage with partners at the earliest possible opportunity and in advance of the IOPA consultation to highlight any issues of concern and to provide an opportunity to address such issues.
Date: 10th June 2016

5. Other actions carried out but not identified in the Duty to Cooperate Framework or in the commentary in section 4.

Action: Completion of a Borough wide strategic sequential test to support the development of the Strategic Land Availability Assessment (SLAA) and the Issues, Options and Preferred Approaches consultation. The draft strategic sequential test was completed on 20th June 2016 and emailed to the Environment Agency for comment.

Partners: The Environment Agency

Outcome: At the time of writing, comments on the strategic sequential test are awaited from the Environment Agency.

Date: July 2016

Action: Runnymede held a Duty to Cooperate Workshop on the 22nd April 2016 and invited all DtC partners identified in the DtC Framework. Runnymede officers gave presentations on a range of strategic issues including flooding and ran through potential options for a strategy for each strategic matter. Discussions were held around each of the issues presented at the workshop. In regard to flooding specifically the Environment Agency raised concerns about Runnymede's suggested approach to give certain types of development where there were significant unmet needs an automatic pass of the sequential test. The EA also raised that they were yet to see the Council's strategic sequential test. RBC also raised whether sites on the brownfield register would be subject to the strategic sequential test to which the EA confirmed they were still looking at issues surrounding the brownfield register.

Partners: All partners identified in the Council's 2015 Duty to Cooperate Scoping Statement were invited to the workshop. The list of attendees can be viewed in the minutes in appendix 9 alongside the presentation slides. Both the Environment Agency and Surrey County Council attended this meeting.

Outcome: Following on from this workshop, RBC has liaised with officers from the Environment Agency about the strategic sequential test. A tabular format with columns included for different types of flood risk was agreed. Informal discussions about how to factor in the new climate change allowances into evidence in the absence of updated modelling have also taken place.

Date: Meeting held on 22nd April 2016, cooperation with consultees on going.

Action: Officers at Runnymede Borough Council continue to positively engage with the Environment Agency, Surrey County Council and other partner local authorities to bring forward the delivery of the River Thames Scheme. A representative from Runnymede sits on the Steering Group, the Sponsor Group, the funding sub group and RBC leads the consents and authorisations sub group.

Partners: The Environment Agency, Surrey County Council and partner local authorities who would be impacted by the RTS.

Outcome: Runnymede continues to work with its partners under the duty to cooperate to bring forward this strategic infrastructure scheme. The submission of the planning applications for the flood alleviation channel is being aimed for in 2017/2018 and as such this is the date partners are working towards.

Date: Cooperation ongoing.

6. Outcomes from strategic working

- What was the result of the strategic cooperation and how has this influenced the plan (specific references to relevant policies are included where possible)*
- What are the issues that remain unresolved? How does the Council plan to manage these.*
- What are the implications of unresolved matters?*

-RBC officers have positively engaged with both the Environment Agency and Surrey County Council at key stages in the preparation of the Runnymede SFRA and the constructive comments made by both organisations have assisted in the shaping of a robust evidence base document, which has then in turn shaped the issues and policy options in the Issues, Options and Preferred Approaches document.

-Liaison with the Environment Agency has also resulted in a format being agreed for the Council's strategic sequential test.

-In the Issues, Options and Preferred Approaches document, whilst the comments of the Environment Agency have been noted in relation to issue F3, the Council is still minded to consult on its preferred option to allow an automatic pass of the sequential test in certain situations at this early stage of Plan preparation. The Council looks forward to exploring this issue with the Environment Agency during the course of the consultation.

-RBC to hold further discussions with Spelthorne Borough Council under the Duty to Cooperate to try and reach agreement on a number of points made in their representation to the draft Runnymede SFRA on 8th June 2016. This will either involve an exchange of written correspondence or a minuted face to face meeting.

-Runnymede continues to engage positively with partners to bring forward the delivery of the River Thames Scheme.

7. Ongoing cooperation

- How will the strategic issues be managed on an ongoing basis?*
- What are the mechanisms/structures being used to do this?*
- How will cooperation be monitored?*

Officers at Runnymede Borough Council remain committed to working with partners to effectively resolve outstanding strategic issues. The Council's Duty to Cooperate Framework outlines on page 44 the methods of engagement that the Council intends to rely upon to cooperate with partners on strategic cross boundary issues relating to flooding. The Council intends to rely on its Duty to Cooperate Framework to monitor success and to highlight issues which still require cooperation at each key stage of Plan preparation.

Chapter 11: Infrastructure

1. Strategic Planning issue <i>Define the issue</i>
The key issue in respect of each of these elements of infrastructure is whether or not any further capacity is required to support development proposed in the Local Plan, and if so, where that infrastructure should be within or outside the Borough.
2. Evidence base <i>What is the evidence used to develop the LP's strategic policies?</i>
-Runnymede Infrastructure Delivery Plan, February 2013 -Surrey Infrastructure Study, January 2016 -Open Space Study, March 2016
3. Strategic Partners - list of bodies engaged with
See list of relevant partners in the Council's Duty to Cooperate Scoping Framework 2015.
4. Actions required during the preparation of the Issues, Options and Preferred Approached document (as outlined in the DtC Scoping Framework) <i>-How Runnymede has worked collaboratively with its partners?</i> <i>-What actions Runnymede has taken to manage strategic issues?</i> <i>-Where joint evidence has been developed e.g. SHMA, who was involved?</i> <i>-What have the relevant dates been in the process, how and when were key decisions made.</i>
Action: To assist with the completion of collaborative evidence of infrastructure needs through the Surrey Infrastructure Study Production to set out the County's infrastructure requirements in the context of planned growth and estimated likely costs and funding gaps. Partners: All Surrey boroughs and districts and Surrey County Council. Outcome: The Surrey Infrastructure Study was completed January 2016. The study was a collaboration between all authority areas in Surrey and the County Council and was carried out by the consultants Aecom. The findings of this study fed into the Local Plan Options in the Issues, Options and Preferred Approaches document. The study can be viewed on the Council's website ¹³ . Date: January 2016

¹³ <https://www.runnymede.gov.uk/article/11758/Infrastructure>

Action: Completion of the 2015 Open Space Study to define the nature and distribution of open space in the Borough. Surrey Nature Partnership (a duty to cooperate partner) was contacted via email by planning officers during the production of the Open Space Study. Officers received confirmation from Surrey Nature Partnership of Sites of Nature Conservation Importance (SNCIs) in the Borough of Runnymede (see appendix 16).

Partners: Surrey Nature Partnership

Outcome: The Open Space Study was completed in March 2016. It should be noted that since the publication of the Open Space Study, a Runnymede officer has attended the Fields In Trust workshop on their new guidance 'Beyond the Six Acre Standard' which will help to inform updates to the Open Space Study over the Plan period.

Date: March 2016

Action: Emerging Issues, Options and Preferred Approaches document to be circulated and discussed with relevant Duty to Cooperate bodies. In this regard the draft consultation document was emailed to all Duty to Cooperate partners (either a pdf version of the document or a link where it was imminently to be located on the Council's website) on 10th June 2016. Examples of the correspondence sent can be seen in appendix 8. It has been requested in this correspondence that should any partner have any comments to make on the contents of the draft IOPA document in advance of the consultation, or should any partner wish to meet with the relevant officers of the Policy and Strategy team to discuss any cross boundary matters, to get in touch with officers.

Partners: All partners listed in the Council's 2015 Duty to Cooperate Scoping Framework (all topic areas).

Outcome: Officers have, in line with the Runnymede Duty to Cooperate Scoping Framework sought to engage with partners at the earliest possible opportunity and in advance of the IOPA consultation to highlight any issues of concern and to provide an opportunity to address such issues.

Date: 10th June 2016

5. Other actions carried out but not identified in the Duty to Cooperate Framework or in the commentary in section 4.

Action: Runnymede held a Duty to Cooperate Workshop on the 22nd April 2016 and invited all DtC partners identified in the DtC Framework. Runnymede officers gave presentations on a range of strategic issues and ran through potential options for each. Discussions were held around each of the issues presented at the workshop. In regard to infrastructure, the more strategic issues of Transport and Flooding have been addressed in other sections of this report. Mention was also made of sewerage/water capacity and demand by the Environment Agency, although RBC has not received any advice by utility providers that any issues currently exist in the area.

Partners: All partners identified in the Council's 2015 Duty to Cooperate Scoping Statement were invited to the workshop. The list of attendees can be viewed in the minutes in appendix 9 alongside the presentation slides.

Outcome: No 'showshopper' issues were identified by consultees at this meeting although the issue of sewerage/water capacity and demand was flagged up as an issue that could merit further discussion.

Date: 22nd April 2016

Action: As an addendum to the Open Space Study, officers have carried out a public consultation to ask residents to nominate sites to be considered as Local Green Space. All nominated sites have been assessed against a methodology produced by the Council (which was also consulted on with members of the public and amended to address the comments made). Elmbridge Borough Council (a core local authority partner) was contacted via email by planning officers during the course of the production of the Local Green Space Assessment. Officers received advice and guidance on a particular criterion of their document.

Partners: Elmbridge Borough Council

Outcome: The advice provided by officers at Elmbridge Borough Council has been taken into consideration in the production of the Runnymede assessment.

Date: Advice provided by Elmbridge BC in March and April 2016.

It should be noted that the transport and flooding chapters in this duty to Cooperate update statement should be read in conjunction with this chapter, as infrastructure schemes related to flooding and transport are mentioned in these chapters.

6. Outcomes from strategic working

- What was the result of the strategic cooperation and how has this influenced the plan (specific references to relevant policies are included where possible)*
- What are the issues that remain unresolved? How does the Council plan to manage these.*
- What are the implications of unresolved matters?*

Since October 2015, work continued on a Surrey wide Infrastructure Study and was completed in January 2016. Runnymede positively collaborated in the preparation of the study and its final publication. The Surrey Infrastructure Study fed into Transport options as outlined in that section of this report as well as the more general options for infrastructure set out in the Local Plan Issues, Options and Preferred Approaches document.

At this moment in time there are no unresolved issues with DtC partners on any infrastructure related issues outside of transport and flooding, however Runnymede will continue to engage with DtC partners to ensure that any infrastructure issues which might evolve over time are addressed.

7. Ongoing cooperation

- How will the strategic issues be managed on an ongoing basis?*
- What are the mechanisms/structures being used to do this?*
- How will cooperation be monitored?*

Officers at Runnymede Borough Council remain committed to working with partners to effectively resolve outstanding strategic issues. The Council's Duty to Cooperate Framework outlines on page 47 the methods of engagement that the Council intends to rely upon to cooperate with partners on strategic cross boundary issues relating to infrastructure. The Council intends to rely on its Duty to Cooperate Framework to monitor success and to highlight issues which still require cooperation at each key stage of Plan preparation.

Chapter 12: Other Strategic matters not listed in the chapters above

Heritage

Since the Runnymede Duty to Cooperate Scoping Framework was published, the only additional engagement that has taken place to date is an email correspondence with SCC on the proposed content of the Heritage chapter of the emerging Issues, Options and Preferred Approaches document.

At this stage it is therefore considered that the situation remains as set out in the original Duty to Cooperate Scoping Framework; that a bespoke chapter is not required in this document, but the situation will be kept under review as the plan preparation continues.

Waste and minerals

Since the Runnymede Duty to Cooperate Scoping Framework was published, Runnymede approached Surrey County Council during the preparation of its 2016 interim SLAA to ask for guidance on the suitability of sites for development from a waste and minerals perspective. The email trail between Runnymede Borough Council and Officers at Surrey County Council can be seen in appendix 17.

Appendix 1

Minutes of Surrey Planning Officers Association

4 September 2015

Present:

John Brooks, (Chairman) Spelthorne (JB)
Jeni Jackson, (Vice Chair) Woking (JJ)
Karol Jakubczyk, Epsom & Ewell (KJ)
Gary Rhoades-Brown, Mole Valley (GRB)
Jenny Rickard, Surrey Heath (JR)
Dominic Forbes, Surrey CC (DF)
Andrew Benson, Reigate & Banstead (AB)
Ian Maguire, Runnymede (IM)
Thomas James, Tandridge (TJ)
Karen Fossett, Elmbridge (KF)
Tim Dawes, Guildford (TD)
Sue Janota, Surrey CC (SJ)

Apologies: Matthew Evans (Waverley), Mark Berry (Epsom & Ewell), Piers Mason (Tandridge) and Paul Druce (Surrey CC).

2. Minutes of 17 July 2015

Agreed and actions noted.

Outstanding action for Elmbridge, Guildford, Spelthorne, Surrey Heath, Tandridge and Woking to respond to SCC in relation to environmental advice services.

3. Planning Advisory Service

Gilian MacInnes attended from PAS and delivered a presentation. Gilian is the single point of contact for Surrey and other parts of the south east. The presentation set out what PAS has done, events it runs and the support it can offer to local authorities. Gilian suggested looking on the website for more information www.pas.gov.uk and signing up for monthly updates <http://www.pas.gov.uk/2-pas-monthly-email-updates>.

There is no cost to the LPA save for relating to peer reviews where grant is available from DCLG. PAS does not prepare evidence for LPAs but will review as a critical friend.

Email: pas@local.gov.uk or gilian.macinnes@local.gov.uk or ring 020 7664 3000.

4. Recruitment and Retention

DF circulated to each present a pack of information which is confidential and should be treated as such. It was noted that the DM group seemed to be doing the same work and that it would assist to draw it together. It was agreed that salaries are generally aligned across the County and recognised that the issues are more diverse and include living costs and private sector competition. DF suggesting creating a small cross SPOA/DM/PWG working group which was agreed.

Action:

- a. Sub Group to contain DF & IM plus 1 DM rep and 1 PWG rep and report back in December on progress
- b. KF to ask Mark B and Ann B to be on group and advise DF asap

5. Enterprise M3 rural policy paper

It was generally agreed that SPOA welcome their recommendation to LPAS in relation to rural matters.

Action: JB to respond.

6. Updates

a. LSS to go to Leaders on 23 September 2015.

SJ advised that the Surrey Infrastructure work would be reported to the same Leaders meeting and asked for comments by 4/9, it is a technical document which SCC wants to be able to use publicly and will feed into devolution proposals.

Concerns were expressed about the evidence base especially around growth proposals for Guildford but generally the group was keen to support detailed and regular update works in this area.

b. Letter from Chief Planner and Written Ministerial Statement around traveller policy and additions to the Planning Practice Guidance noted.

c. training: JJ circulated a programme and asked that responses be provided outside the meeting for her to progress.

Action: All, reply to draft training suggestions before next meeting.

d. SPOA comments on Fixing the Foundations submitted to the Communities and Local Government Working Group. The inquiry is now open:

<http://www.parliament.uk/business/committees/committees-a-z/commons-select/communities-and-local-government-committee/inquiries/parliament-2015/planning-and-productivity/>

7. Minutes of other meetings:

PWG 3/7/15 minutes noted.

DM 26/6/15 minutes noted. Bava Sathan has now left SCC and there is some way yet to go on the SuDS standing advice.

Technical Support minutes of 28/7/15 were verbally advised by KF and will be circulated. IDOX is going to trial online submissions for planning and building control.

Action: KF circulate Technical Support group minutes.

8. Election of Vice chair.

JJ is leaving to work for RBWM from 2 November 2015 and therefore a replacement Vice Chair is required. JB proposed Jenny Rickard from Surrey Heath and this was seconded by JJ. JR accepted the position but noted that she cannot attend the November meeting at Waverley.

9. Upcoming items – noted. Suggested also Lyndon Mendes relating to LEP bids/major schemes; Charmaine Smith re Surrey Landscape Assessment; Coast to Capital LEP and the Surrey Devolution Initiative (Roberto Tambini and Kevin Lloyd).

10. AOB

JB will circulate the sequence of meetings for 2016: **Action JB**

AB noted that failed to recruit a Senior Officer in Policy and DM, no applicants. The Fiddler Case is going to court on 22 October.

IM noted that they are consulted on SHLAA methodology, Call for Sites and a Town and Village Centre Study. He is also trying to recruit a temporary policy officer and enforcement officer.

TD reported that, in the absence of CIL, Guildford decided to continue collecting contributions having taken legal advice from Robin Green. Various appeal decisions but recently one where the Inspector does not think that can do it due to pooling. **TD to circulate decision.** JR noted that they have introduced an out of CIL maintenance charge for non CIL liable new residential.

Action for TD.

TD also reported that Barry Fagg has been appointed as Infrastructure Director for 12-18 months. Now no head of planning so Stuart Harrison or Tim Dawes will be attending SPOA in future.

Action: delete Barry F from SPOA circulation (All)

JB reported mixed fortunes in recruiting staff: a planning policy has been recruited but had no applicants for a senior policy officer.

SJ noted that the County Scrutiny Committee is considering its Airports Policy on Tuesday.

KJ advised that Epsom and Ewell's DM DPD is heading for adoption in October. Three Article 4 directions have been introduced in village centres to prevent changes of use from A1 to A2 and about to consult on parking standards for C3 uses. A Town Centre manager has been appointed working with planning policy. KJ asked for any experiences there may be to share on CIL enforcement and collection.

Action: All (those with CIL)

GRB noted that applications lodged to amend Cherkley Court scheme. He has a JR on a prior approval for B1 to C3. Interim Corporate Head has been asked to recruit to the position permanently.

**Minutes of Surrey Planning Officers Association
2nd October 2015
Held at County Hall, Kingston upon Thames**

Present: John Brooks (Chair) Spelthorne BC, Jenny Rickard (VC) Surrey Heath BC, Sue Janota (part of meeting) Surrey County Council, Paul Druce Surrey County Council, Dominic Forbes Surrey County Council, Karen Fossett Elmbridge BC, Gary Rhoades- Brown Mole Valley DC, Carol Humphreys Epsom and Ewell BC, Matthew Evans Waverley BC, Piers Mason Tandridge BC, Cath Rose Reigate and Banstead BC, Jeni Jackson Woking BC, Tim Davies Guildford BC.

Apologies received from: Mark Berry Epsom and Ewell BC, Ian Maguire Runnymede BC and Christine Kelso.

Attended by Ian Tucker Elmbridge BC, Julie Stockdale and Joanne Woodward SCC

Item 2 Matters arising from 4th September meeting

EM3 rural policy paper - Matthew has added extra comments to the response as part of Waverley outside of Green Belt so the paper is particularly relevant to that area.

Surrey infrastructure study all comments received have now been sent through to AECOM for consideration. SCC still considering how the issue of developer contributions for affordable housing is addressed. Study is using an approach based on high level assumptions using information provided by Surrey. The paper went to SCC leaders last week for endorsement, subject to Chief Executive and planning officer support. The next version of the infrastructure plan will be provided next week for comments/ checking and it is important that B&Ds check. AECOM are then moving on to address the infrastructure needs in the East Surrey / Gatwick area.

Matthew asked for future meeting to debate what are we going to do with the infrastructure plan, how do we future proof and update the study to maintain its usefulness.

Item 3 Better Business for All

Ian Tucker from Elmbridge (Head of Environmental Health and Licencing) reported back on the current status of this initiative. Surrey environmental health officers have adopted a partnership approach on this issue. There is recognition that planning has a significant involvement with business and that environmental health is part of the planning process. Surrey EHO's started work on the project in June 2014 with help from BIS. The partnership comprises all 11 authorities, both LEPs and includes representatives from health and fire and rescue organisations.

The partnership has included issues arising for economic development in their discussions and have included Surrey Chamber of Commerce. The overall aims of the project are to support economic growth by: reducing and cutting red tape, enabling business to concentrate on running their business, make regulators more approachable and accessible and targeting regulator resources to tackle those that flout regulations.

The project started by trying to find out what businesses think of EHO services and what business really needed from the service. This is proving quite challenging for EHOs as traditionally a significant element of their work is problem solving. The new approach requires more early engagement to prevent problems arising. EHOs have set up a steering group with Surrey Chamber of Commerce, have undertaken a survey of businesses included questions about planning, waste care, quality commission etc. and are now setting up a business panel to look at the survey results and messages for future service development. The Surrey survey closed 30 September but the survey has now been extended to other areas including Hampshire, Isle of Wight, Sussex and Dorset, and closes at the end of October. Details of the survey can be found on the SCC website.

The next step is to analyse the survey response and they will feed this back to SPOA. The project will look at how EHOs engage with business and there is further qualitative work underway to explore this with phone calls to and workshops for businesses. Elderly care and licensing are two significant areas that they are looking at. The project will start to look at how regulators across Surrey work with business and the cultural change needed in services. Thereafter there will be continued engagement with national regulators, they will keep colleagues informed, update Surrey Chief Executives and then move to wider involvement including planning.

There was question around economic development officer engagement. Sam Marshall from Woking is providing this and EHOs have been asked to link to economic development officers within their own authorities.

The meeting considered the future role for SPOA in this work and asked for further input to survey work, engagement in the steering group/ business panel to develop ideas, sharing of good practice and identifying other opportunities for good practice.

The current Project Panel is currently a small steering group of 2 LEP reps, 2 officer reps, Surrey chamber and trading standards plus 2 others plus a Fire and Rescue representative, they would welcome SPOA input. The next stage is the Business Panel to identify in how to engage with business in a way that fits in with existing arrangements and test out new approaches to obtain buy in from business.

The results of the survey will be available in 6-8weeks. An early draft of the survey results will be circulated and Surrey Chief Execs will see this but it seems sensible to send it out for comment internally at first. SPOA will then look at how we engage with this project. In particular what elements of planning are issues for local business, is it small stuff like advice on air con units and flues or bigger strategic issues?

Item 4 Education update on school place planning in Surrey

Joanna Woodward and Julie Stockdale (head of commissioning and admissions) gave a presentation on how place planning is undertaken in Surrey, the current situation and key issues in place planning

In summary, the LEA have a duty to provide sufficient places, Surrey is a net importer of pupils, they have to plan for a broad mix of provision, the LEA is not responsible for early years commissioning and they have to have regard to parental preference. They ideally have to provide a surplus of places at about 5% above

demand in any planning area. They are currently providing places for 146000 pupils across Surrey.

In the current year 90% of parents achieved first choice in primary schools reflecting investment in new places. Not so in secondary schools where investment in places only now underway. They expect by 2012 to have broadly 6% surplus overall in primary school places.

Julie outlined the different types of schools and land ownership characteristics arising. Free schools can add capacity outside place planning, this was previously unrestricted but wasted resources and the DfE is now tightening up on this as and trying to more closely link funding to where a need for places can be shown.

Pupil planning data requires not just birth data also need GP registration data to identify people moving in. However LEA is currently prohibited from obtaining this data by data protection act. Also feed in trend data and planned/ potential housing to the place planning equation which is why they and now collect that data twice a year.

Place provision is currently achieved predominantly through expanding existing schools as reflects demand and is much cheaper.

Basic need is the forecast demand and government expectation is for provision of new classrooms and minimal infrastructure. Government guidance sets out accommodation areas and schedules. For new school buildings they have baseline designs. LEA won't build one form entry primary schools as it is generally not financially sustainable to fund the overheads such as caretakers etc for a very small school.

Surrey LEA has a funding annual capital allocation of approximately £30m pa to meet basic need for next 3 years. Construction cost funding is based on £1300 per sqm and doesn't allow for abnormal costs eg sloping sites. SCC has a funding gap of £100 m for school provision.

Planning for new housing is an important issue. The LEA seek data on consents and add this to pupil forecasts but this doesn't predict when homes will be occupied. They don't want to put extra provision in too early as this can create problems with parents moving to popular schools, so they are constantly reviewing the need for new places. They will seek early discussion with developers of large housing sites to identify what provision needed and when. They will also seek CIL contributions toward primary and secondary where pupil places are limited.

Every 1000 new homes will give rise to 25 primary and 18 secondary age pupils. In planning for new places they have to consider regulations on max size of infant classes. Completion must be timed to reduce borrowing of places from other schools and avoid over supply as well as the impact on other school's building expansion plans. From identification of place need to getting the school open on site is about two years for a primary school. For a secondary school it is closer to three years as the requirement for provision is more complicated and also exam timetable limits when construction work can occur. SCC has no recent experience of expanding secondary schools.

SCC has no authority to prevent an academy changing pupil nos. This is a particular problem for sixth forms. Post 16 education isn't part of basic need funding. This means they are costly for schools to provide. Small sixth form units are a problem, as the school gets no more money for the places and there are often a number of vacant spaces. Parents like sixth forms in schools but colleges can offer wider curriculum. Schools are competitive by nature and funding for sixth forms is retrospective and based on past results.

Where LPAs are facing a request for approval for school expansion, SCC is happy to provide advice on whether evidence of need supports the case being put forward by the school, this is particularly useful for very special circumstances for green belt sites.

SCC carried out some household research in districts on child nos arising in new developments. The research seems to suggest that townhouses yielded the most no of children, so could they refine nos by house type? Also showed that those young couples moving house have children soon after. SCC will be publishing this survey data in due course.

Future place demand for 2015 - 2020 means they are looking at providing another 13000 school places. Costs are per pupil place vary, they had some mothballed provision but are now moving to new provision which is more expensive approx £18000 per pupil. New schools provision includes presumption that some places are at free schools which the DfE fund not SCC. Birth rate increased in 2010 - 2012, levelled out in 2013 and slightly declined 2014.

Issue of link to CIL funding raised by Elmbridge and the concern that the funding being sought by SCC is based on a formula not the actual construction cost.

Item 5 Cow Parade

This is a worldwide art exhibition which 'fund raises' for charities. Artwork installations of cows are raffled off. The Cows are coming to Surrey AONB and MVDC had received a request for advice on what needed planning. The meeting noted the proposed initiative.

Item 6 Updates

LSS - report has gone to leaders and been noted. Waverley BC is still not willing to sign up but asked for the latest version to be circulated. JB to circulate

Affordable Housing – an appeal hearing date is awaited. The grounds for appeal are confidential but understood to be around much wider issues including the restriction placed on the government to introduce planning policy under general powers, the judges analysis on the consultation undertaken and impact of equality act issues and consultation is wrong. The government sees these as issues of importance to the operation of the planning system and ability of the Secretary of State to promulgate planning policy on issues of national importance.

Recent government announcements – none but all agreed on the need to monitor work on speeding up local plans due to be announced in new year.

Training update - Jeni had received no comments. The issue of who leads on this issue in future is to be considered at the next meeting.

London plan update - Sue Janota is attending the London Plan SPOG meeting later today. Following the round table discussions a consensus on the need for a common evidence base is emerging although politicians are finding this controversial. Other big issues are transport and housing for an early focus. Not clear what the consensus is on how to take forward engagement on these issues eg annual summit or regional working groups. There will be a 2nd South East summit in December to review engagement and identify a political structure for taking forward. London Plan is being progressed in the meantime with areas like Chessington being targeted for growth around a rail hub linked to Crossrail 2.

Item 7 PWG and DM and Tech support meetings update

PWG minutes for 11 Sept not yet available

DM Meeting (18 Sept) noted IDOX establishing their own 'i-apply' portal. Noted G&T letter from the Chief Planner but without the regulations due this autumn it carries little weight. Tandridge raised the issue of an appeal decision that implies NPPF allows replacement buildings. Discussed and what it allows in practice. Judgement implies no more than one building can be replaced but opens up argument of what can be included. Tandridge have analysed their appeal performance and have found they are losing green belt appeals that previously they would have won. PINS training doesn't include green belt. Item 6 on notes (re Benchmarking), Ann Bibbs and Mark Behrendt are awaiting an invite to be involved and Dominic and Ian are to arrange a meeting. Waverley have also benchmarked whole of Surrey planning salaries and wider South East. Matthew to circulate findings.

Item 8 future meetings dates & requests

November meeting is at Waverley

Ben Linscott has asked for what we would like - suggested that we ask for an insight into the nature of inspector training on Green Belt issues, what is Steve Quartermain's remit for PINS? For Local Plans what does the flexibility being encouraged by Brandon Lewis mean in practice? Why is the Inspectorate imposing hearing dates on appeals that don't justify hearings, could PINs be better at scrutinising this?

December meeting Roberto Tambini, Kevin Lloyd and Mark Pearson attending to present on devolution/growth deal issues.

AOB and happy moments

Waverley - West Surrey SHMA to be published today, targets are 693 pa for Guildford, 519 pa for Waverley and 517pa for Woking. New Dunsfold planning application expected for 1800 plus houses - reality is Waverley may have to accept this.

Reigate and Banstead - LGA undertook a Peer Review last week they are expecting positive feedback.

Mole Valley - Churtleigh Court decisions issued this week. Looking at POCA possibilities on a recent enforcement case.

SCC submitting written reps to Commons Select Committee on surface transport to airports.

Tandridge - planning policy meeting last week progressed quickly including agreeing the topics and objectives for the emerging plan . Next steps for local plan is consultation later this year. Members not yet aware of OAHN.

Epsom and Ewell have now pulled all DM services back in- house, outsourcing was expensive. There is a freeze on recruitment and training in this current financial year. They are considering undertaking a green belt study. Carol staying on 2 more years as Place Development Improvement Manager.

Guildford - town centre master plan going out to consultation.

Surrey Heath – now looking at taking forward local plan as spd, DM team taking on agency staff and reviewing drainage and a enforcement services.

Spelthorne - significant G&T site issues. Have seen a significant increase in enforcement cases in last 6 months, including beds in sheds and dwellings built larger than permitted.

Jenny and Piers to update on possibility of joint Sussex and Surrey planners meeting to discuss how devolution growth plans might impact on planning in the area..

Meeting recorded its thanks to Jeni Jackson for her work supporting SPOA and her good sense of humour as a colleague in working and supporting us. We wish her all the best in her new career at Windsor and Maidenhead. She will be invited back as an extra for future meetings.

Major topics for future meetings

December - Salary benchmarking and training lead, Devolution/Growth agenda

January - infrastructure and report, Better Business for All survey, c2c LEP update and Lyndon Mendes to be asked to report on major schemes.

Surrey landscape strategy possibly to go to a future meeting.

SPOA MINUTES – 6 NOVEMBER 2015

Attendees:- John Brooks, Spelthorne BC
Matthew Evans, Waverley BC
Jane Ireland, Surrey Heath BC
Ernest Amoako, Woking BC
Mark Berendt, Elmbridge BC
Gary Rhodes-Brown, Mole Valley DC
Ian Maguire, Runnymede BC
Mark Berry, Epsom and Ewell BC
Andrew Benson, Reigate and Banstead BC
Tim Dawes, Guildford BC
Sue Janota and Paul Druce, Surrey CC
Ben Linscott, Planning Inspectorate

Apologies:- Jenny Rickard, Surrey Heath BC
Dominic Forbes, Surrey CC
Piers Mason, Tandridge BC
K Fossett, Elmbridge BC

1. **BEN LINSOTT – PLANNING INSPECTORATE**

John Brooks welcomed Ben to the meeting. There was a wide ranging discussion about the work of the Inspectorate.

BL confirmed the Inspectorate was contributing to the review by John Rhodes, of the Local Plans process. The report due end of February 2016.

Steve Quartermain – has been seconded to be CX of the Planning Inspectorate. Discreet role, independent of CLG. Interim position pending permanent new CX.

BL – awaiting spending review. Housing and Planning Bill may increase work pressures.

Development Plans – workload has decreased in short term but likely to increase significantly.

Section 78 appeals numbers had reduced overall but upward pressure on non-household appeals which are more resource intensive.

In response, more Inspectors being recruited with some fast track promotion. Added investment in administration support.

Range of improvements in systems being developed – including an Inspectorate Pilot.

Steve Evison at CLG now has overall control of neighbourhood plans and Local Plans which may assist overall consistency in approach.

Flexibility on Local Plans – Government have hinted at this at Select Committee and advice is given on PAS website, but they are considered very case specific. BL erred caution in using this argument. Ministers want plans to be ‘right’ rather than found unsound.

Supplementary Planning Guidance – doubts over status in legislation, despite obvious benefits.

Green Belt Issues – SPOA raised concerns about interpretation of policy by Inspectors. BL identified the intensive nature of training to new Inspectors.

Hearings - Planning Inspectors do not accept requests automatically – 80% now written representation (see website [planningportal/appeals](http://planningportal.gov.uk/appeals) guidance) sets out the approach the Planning Inspectorate takes.

Extension of Planning Development Rights - Class Q has resulted in an increase in appeals.

Objectively Assessed Need- Debate about the tension between this and up to date Local Plans in decision making.

2. HOUSING AND PLANNING BILL

Starter homes – noted.

Self-build – issues around implications of expectation to grant permissions to meet demand.

Neighbourhood Plan/Local Plan – technical changes.

‘Permission in principle’ and local registers of land – no longer just brownfield sites. The devil will be in the detail.

Some changes in legislative expression of the need for gypsy travellers and accommodation assessments was noted.

John Brooks thanked Ben for attending and sharing his views with SPOA.

3. NOTES OF LAST MEETING/DM/PWG etc

Noted.

4. **SURREY INFRASTRUCTURE PLAN**

SJ – noted Surrey Leaders had ‘signed off’ with provision that CX supported.

A discussion on how to future proof the plan will be a subject of a forthcoming SPOA meeting.

SPOA agreed that this ‘plan’ was a snapshot in time and a fair reflection of the position.

5. **UPDATES/STANDING ITEMS**

Updated Local Strategic Statement Needs a discussion about next steps

Affordable Housing JR Update Court of Appeal – 15 – 17 March.

Recent Government announcements – covered under Housing and Planning Bill discussion

London Plan December summit – to be attended by Members

Training - Enforcement training next week. MWE will take on the role as Training lead for SPOA in short term.

Enterprise M3 - Transport Action Group agenda and papers were noted.

6. **PWG/DM/TECHNICAL SUPPORT GROUP**

Noted.

7. **DATES FOR 2016 MEETINGS**

These were circulated. John B to liaise with Chair of DM and PWG Group to avoid clashes of dates. SPOA members to check availability of rooms and negotiate swaps with each other if necessary and notify the chairman of any changes.

8. **ITEMS FOR FUTURE MEETINGS**

4 December 2015

Surrey Futures/Growth agenda/Devolution. (Roberto Tambini, Mark Pearson and Kevin Lloyd) Kevin also to update SPOA in the recent ‘visioning’ exercise conducted with Trevor Pugh.

Recruitment and Retention - report back Dominic and Ian of sub group

15 January

Lyndon Mendes – Major Schemes update

Better Business for all – Major Schemes update

Christmas meal – Woking

Future meetings

Local Strategic Statement;
Surrey Infrastructure Plan – moving forward;

Surrey Landscape Study;
Coast to Capital LEP
Housing and Planning Act.
Joint Surrey and Sussex Planners meeting

9. **ANY OTHER BUSINESS**

SHBC – SANG report awaited. (Will be of interest to all SPA affected authorities)

Woking – DM Strategic site DPO at consultation stage.

Elmbridge –1000 house sites in green belt withdrawn.

Reigate – ongoing court action around longstanding housing enforcement action.

Mole Valley – GRB still looking for major projects officer to support assessment of anaerobic digester application.

Reigate and Banstead – new application for an Aldi.

Waverley – 25 green field applications in pipeline.

Epsom and Ewell – ongoing budgetary constraints has caused moratorium on recruitment in planning.

SPOA MINUTES – 4 December 2015

Attendees:- John Brooks, Spelthorne BC
Matthew Evans, Waverley BC
Jenny Rickard, Surrey Heath BC
Ernest Amoako, Woking BC
Karen Fossett, Elmbridge BC
Gary Rhodes-Brown, Mole Valley DC
Ian Maguire, Runnymede BC
Mark Berry, Epsom and Ewell BC
Cath Rose, Reigate and Banstead BC
Tim Dawes, Guildford BC
Piers Mason, Tandridge BC
Sue Janota and Paul Druce, Surrey CC
Rob Tambini – Chief Executive, Spelthorne Borough Council
Mark Pearson – Surrey County Council
Siraj Choudhury – Principal Solicitor Spelthorne/ Reigate & Banstead

Apologies:- Dominic Forbes, Surrey CC

2. **Matters Arising from Minutes of last Meeting**

None.

3. **Roberto Tambini & Mark Pearson Surrey Futures/Growth Agenda/Devolution – discussion on the role of planners**

John Brooks welcomed Roberto and Mark to the meeting. Roberto outlined the ambition of Chief Executives to adopt a joined up approach to growth within Surrey – the growth narrative. He set out the ambition to ensure that this is set within the wider context of surrounding counties as well as Surrey's role in a European and International trade. Set against this issues arising for the 3SC devolution bid and who this fits in with the economic work of the LEPs.

Mark Pearson gave a presentation on securing high value investment in Surrey – the growth narrative. Surrey is perceived as closed for business and this led to the 'invest in Surrey' initiative. This was needed because Surrey was losing to competitor areas across Europe not just the UK. Surrey has a low share of 'Foreign Direct Investment' (FDI). Regeneration won't happen without new investment from business. 'Invest in Surrey' initiative has increased inward investment enquiries and more firms are moving in. Recognise the importance of the environment for Surrey and have produced a Natural Capital investment strategy but Surrey needs to focus on more than the environment. Needs to understand its important businesses – develop a key account management approach. MIPIM in Oct 2015 was a joint promotion of investment opportunities in Surrey.

Roberto outlined the current position on the devolution deal. This encompasses 26 local authorities, 12 local commissioning groups and 2 LEPS. The government is most interested in enhancing economic growth and productivity. Roberto outlined the work being done with employers and

schools to enhance skills.

The proposal looks at an infrastructure strategy identifying needs up to 2050, how the aspirations of London can be matched and how we will deliver transformational management of services. A key factor in all of this is how to deliver more housing. Planners need to develop innovative approaches to the delivery of more housing and infrastructure. SPOA need to be engaged in this process and talk to the Ssex authorities about this.

Karen Fossett undertook to make contact with Sussex to arrange this meeting.

4. **Recruitment and Retention – report back of the sub group**

A number of work streams are progressing:

- Seeking to improve salary data through DM and PWG officer Group to enable benchmarking
- Ian is drafting an MoU to address seconding of senior staff to help n major projects etc
- Dominic is leading on recruitment initiatives and pulling together a lessons learnt paper and will report back in February
- Ian is seeking to identify a 'bank' of planners that we could all call on with agreed rates etc and SCC HR/Legal are also looking at this
- Dominic is looking at the issue of staff accommodation for low paid scC staff eg care workers

5. **Training Update**

Siraj has set up training for legal teams across Surrey. He offered to work with Matthew Evans to develop legal training updates for planners.

Matthew has taken over training from Jeni Jackson. None of the suggested courses have been committed to . Matthew agreed to circulate a suggested list of courses and will continue to get STOG to administer this for us.

Can districts let him know what training they could offer and this includes Member training for planning.

Jeni Jackson was thanked for her work on training.

6. **Updates/ Standing Items**

LSS – this needs to be reviewed and reported back to Surrey Chief Execs.

Ian asked whether the LSS should be updated to reflect the Devolution bid and the aspirations of East and West Sussex. Piers expressed the view that the LSS is a statement not a joint plan. Ian also asked about the three stages of work set out in the LSS - evidence gathering, benchmarking and what to do with the information.

John suggested that SPOA do the following:

- Pull together an up to date statement of position on the SHMAs, Green Belt assessments and other work in progress – Ian and Sue to do this
- Produce a high level statement of position using PWG to put together a draft statement for SPOA to agree. Sue and Cath to do this.
- Approach W Sussex for a meeting – Karen to set up.
- Update Chief Executives on 22 January – John to do

Affordable Housing JR – no new information, Paul will report back in April.

Recent government announcements – EA no longer providing comments on safe access in flood zones and won't provide hazard mapping, this is a matter for LPA's to deal with. Is anyone looking at the Red Tape challenge?
London Plan- wider SE summit on 11 Dec – Sue will circulate the papers.

7. **PWG, DM and Technical Support Groups**
No minutes from DM group. PWG is preparing a response to the housing and planning Bill. Minutes of the Tech Support group noted especially the item with time saving tips.
8. **Election of Chair and Vice Chair for 2016**
Jenny Rickard proposed as Chair by John Brooks and seconded by Piers Mason AGREED
Karen Fossett proposed as Vice Chair by John Brooks and seconded by Jenny Rickard AGREED
9. **Future Meetings dates/requests**
John proposing Tante Marie in Woking for the Christmas lunch
Items for future meetings – Local Plan process review. Sue to circulate the POS and DCN responses.
10. **AOB and 'happy moments'**
Guildford – team now fully staffed
Runnymede/ Spelthorne/ Elmbridge part of a D2C group with Hounslow, Slough, and Heathrow Airport Limited – and others to deal with Heathrow expansion issues
Woking – Sheerwater regeneration planning application has now been submitted
Tandridge – have now published the material for the Reg18 consultation
Reigate & Banstead – it is noted that Andrew Benson is now the proud father of twins
Epsom & Ewell – the moratorium on recruitment has been lifted and they are now recruiting trainees and a p/t compliance officer
SH – recent G&T appeal decision may be challenged due to concern over the Inspectors interpretation of the Habitat Regulations. Recruitment may be affected as salary budget has been reduced.
There was a general discussion around income from pre-application fees with Spelthorne now achieving £45 – 50k pa income from fees. Tandridge are bringing in a £35k pre-application fee package. Mark agreed to circulate information on pre-application charges.
The meeting recorded its thanks to John for his sterling work in chairing SPOA during 2015.

Major topics for future meetings

15 January (Woking) and post-Christmas meal

- (1) Lyndon Mendes – Major Schemes update
- (2) Better Business for All – update on survey

(3) Local Plan process review

Future Meetings

- Coast to Capital LEP to be invited when they have made new staff appointments.
- Discussion on the use of the Surrey Infrastructure Plan
- Joint Surrey and Sussex planners meeting
- Surrey Landscape Strategy sign off.
- Housing and Planning Act

Next Meeting: 15 January at Woking

Note of catch up with Chief Execs 4th December 2015

Attended by: Rob Moran – Chief Executive Elmbridge, John Brooks, Jenny Rickard and Karen Fossett

Devolution

There was a brief discussion about the need for W Surrey to identify what devolution means for those districts. East Surrey and Sussex have already undertaken such work and set out a bid for their areas. Runnymede, Spelthorne and Elmbridge Chief Execs are now discussing the issues for West Surrey.

In particular 3SC are talking about establishing a Housing Delivery Agency – how might this affect us. Surrey Chief Execs are considering - what needs fixing/ doing to deliver this?

Likely to be asking SPOA to do some of this work

What would we want from a devolution deal eg fixing our own fees, maintaining NHB and what else? Rob asked what did planners think we need:

- What do we want to improve
- What extra controls do we want
- What are the gaps in provision
- What SCC provision is falling short locally eg do we want libraries?

LSS

A brief update will be taken to the January meeting of Surrey Chief Execs. This will include a mention of the intention to meet Sussex planners. Also, to canvas with Chief Execs the idea of taking the LSS to the next stage and develop a strategic statement, as per the work done for the Gatwick Diamond.

Finally, on behalf of Chief Execs Rob expressed confidence and support for what SPOA do.

SPOA MINUTES – 15 JANUARY 2016

Attendees:- Piers Mason, Tandridge BC
Matthew Evans, Waverley BC
Sue Janota, Surrey CC
Stuart Harrison, Guildford BC
John Brooks, Spelthorne BC
Cath Rose, Reigate and Banstead BC
Ian Maguire, Runnymede BC
Gary Rhodes-Brown, Mole Valley DC
Ernest Amoako, Woking BC
Dominic Forbes, Surrey CC
Lyndon Mendes, Surrey CC
Mark Berry, Epsom and Ewell BC
Jenny Rickard, Surrey Heath BC Chair

Apologies:- No apologies were received.

1. MINUTES OF PREVIOUS MEETING

The Minutes of the last Meeting agreed.

2. LEP Transport Programme

Slides were circulated.

Lyndon Mendes outlined process:-

- Phase 1 – business case
- Phase 2 – scheme delivery and monitoring

LM highlighted cost pressures driven by market conditions.

Key issues:-

- support from Districts
- identify opportunities for match funding
- LEP keen to see cross boundary schemes being delivered

3. GROWTH DEAL

LEP M3 – SCC have put together a priority list.

SCC will develop detailed expressions of intent by end of January.

C2C – submission date end of March. Formal growth bid guidance will be published by B15 end of January.

LEP will be expected to rewrite their Economic Plans.

A key risk across the sector is a skill shortage in relation to delivering infrastructure schemes – local authorities cannot compete with private sector and national bodies.

4. FOCUS FOR THE YEAR

JR – focus on strategic issues:-

- addressing financial position and loss of RSG.
- focus on supporting growth to fund services.
- addressing skills shortages.

5. DEVOLUTION DEAL

What do SPOA want.

- local planning fee setting
- encourage flexibility around NHB

Next meeting discussion on devolution will continue.

6. BETTER BUSINESS FOR ALL

Only 88 responses to the recent survey related to Planning.

7. RECRUITMENT RETENTION

MWE awaiting further feedback from SPOA on training needs.

SPOA keen to make full use of Candice's capacity (Note she has since tendered her resignation)

MWE to arrange meeting with JR/KF/CQ to discuss support Candace can offer.

Other issues highlighted:-

- develop non-technical skills around matters such as negotiation.
- widening scope of training to include other areas of local authority services/linking with private sector
- Improve links with P.O.S (note Sarah Platt from POS has been invited to future meeting)
- John Brooks will in the meantime start to organise Fields in Trust event and Gary RB will organise Cornerstone event.

- Mark Berry will be next training co-ordinator.
8. LSS
JB noted that latest statement would be shortly circulated to Cx.
 9. AFFORDABLE HOUSING
JR update.
- April – Paul Druce will update.
 10. HOUSING AND PLANNING BILL
Going through Parliamentary stages.
PWG have submitted a response.
 11. NPPF CONSULTATION
Ends mid-February 2016.
IM will circulate his response.
 12. SHARPENING THE INCENTIVE – NHB CONSULTATION
Consultation ends 10 March 2016 agreed SPOA would respond. PM to co-ordinate.
 13. LONDON PLAN UPDATE
SJ brief date.
 14. PWG – DM AND TECHNICAL SUPPORT
PWG will focus on working up LSS for discussion at next SPOA.
 15. FUTURE MEETING
 - Surrey Infrastructure Study
 - DEVO – with Surrey Housing Officers
 - Surrey Landscape study sign off
 - Recruitment and retention
 - Potential shared service clusters – Surrey Futures Review
 - C2C to be invited.
 - Affordable Housing JR
 - Sarah Platt – POS

16. ANY OTHER BUSINESS

MB – outlined recent appeal successes.

EA – latest DPD to be considered by Council

GR – Pipbrook is being refurbished. SPOA meeting will be in Dorking Halls.

IM – DEFRA JR

CS – CIL now agreed.

Jb – reported good outcomes on Planning Committee meetings and evidence of staff development.

SH – Wisley planning application going to Committee in April. Good progress on Local Plan.

PM – Local Plan Regulation 18 consultation ongoing. Business Improvement District – Oxted. Caterham Town Centre - master planners soon to be appointed.

JR – appeal decision highlighted that OAN should be on the basis for decision making.

JR – traveller appeal allowed appeal will be subject to JR.

Surrey Future – GRB to pass to JR. GRB contribution was recognised by all.

SPOA MINUTES – 19 FEBRUARY 2016

Attendees:- Piers Mason, Tandridge BC:- pmason@tandridge.gov.uk
Matthew Evans, Waverley BC:- matthew.evans@waverley.gov.uk
Sue Janota, Surrey CC :- sue.janota@surreycc.gov.uk
John Brooks, Spelthorne BC:- J.Brooks@spelthorne.gov.uk
Cath Rose, Reigate and Banstead BC:- Catherine.Rose@reigate-banstead.gov.uk
Ian Maguire, Runnymede BC:- Ian.Maguire@runnymede.gov.uk
Gary Rhoades-Brown, Mole Valley DC:- Gary.rhoades-brown@molevalley.gov.uk
Dominic Forbes, Surrey CC:- dominic.forbes@surreycc.gov.uk
Jenny Rickard, Surrey Heath BC: -
Jenny.Rickard@surreyheath.gov.uk **Chair**
Karen Fossett, Elmbridge BC.:- kfossett@elmbridge.gov.uk
Ernest Amoako (with apologies for lateness):-
Ernest.Amoako@woking.gov.uk
Sarah Platts, POS:- sarah.platts@medway.gov.uk
Yvonne Rees:- CEO Mole Valley
Housing Colleagues

1. Apologies:- Stuart Harrison, Guildford BC, Mark Berry, Epsom and Ewell, Paul Druce, Surrey, Tim Dawes, Guildford, Esther Lyons, Waverley

2. Joint Discussion with Surrey Housing Officers

- Housing and Planning Bill. Detailed discussion ensued on the negative effect of any requirement to promote the delivery of Starter homes, on delivery of affordable housing. Need to jointly lobby civil servants emphasising the similarities of Surrey Housing challenges to those of London and that starter homes were not the answer to low cost housing delivery.
Priorities identified as lobbying on current position and then actions required when measures imposed
- **ACTION** – compile collective Planning and Housing case once the nuances of the Bill/Act become clearer.
- Engage in some joint training – understanding the viability and looking towards being more open and transparent with the financial considerations (L.B Greenwich).
- Brief update needed for Leaders and MPs.

Agreed that monitoring of the right to buy housing sales was necessary as well as measuring the delivery of starter homes and affordable housing to assess the direct impacts and the effects on the affordable housing stock in Surrey and the knock on effects in other areas of public spending such as B&Bs and the Housing Revenue Funding..

Planning Technical Guidance consultation on Permissions in principal needs to cross reference to tenure considerations.

ACTION – Lobbying of civil servants and MPs needed to emphasize

how the viability arguments will change over the time of a permission in principle and the case needs to emphasize the connections between housing and planning policy and the overall effect on L.A funding.

Also to address the implications of Welfare reform and affordability on homelessness and housing need and pick these up in Local plans.

Many of the SHMAs cannot say categorically what the tenure split should be, but housing need is unlikely to be met and the impact is, as yet unknown.

It was recognised that there needs to be more promotion of shared ownership as an alternative to starter homes and a recognition of high demand for special needs housing, which if unmet will impact on social care resources.

3. Minutes of SPOA meeting on 15th Jan agreed.
4. Surrey Landscape Strategy 2012 Sign off – presented by John Brooks
AGREED that SPOA should commend the Assessment to all the Surrey Districts and Boroughs and that they should confirm their agreement.
5. Recruitment and Retention.
Ian agreed to finalise and circulate the secondment and staff banking proposals in the next couple of weeks and then circulate. General acceptance that a County Bank of Planners was a good idea but challenging for traditional in house HR teams.
Engagement with HR colleagues required by all as recruitment and career progression schemes need modernising to respond to the challenges of the current employment market, private sector competition and skills shortages. New courses of action need to be employed to ensure Local Authority planning departments can compete for work and staff. Career fairs and sponsorships need to be investigated.
ACTION – Yvonne requested a bullet point paper be presented to CEXs via her, citing the current issues, such as salary inequalities and suggesting a road map for the future. Talent management schemes need to be investigated. Learning from Reigate and Banstead.
6. Planning Officers Society – Sarah Platts the SE regional convener and Development manager at Medway, was welcomed to the meeting. She explained the POS role in the S.E and introduced the activities and responses that POS provides for the Government in response to consultations. Conversation ensued about the POS role, the potential for duplication with other groups, the diversity of the SE region and the plethora of other events happening which all demand resources. There were mixed views about another layer of duplication and further discussion about the emergence of a potential new geographic pattern of working amongst devolution partners.

Sarah noted the views of SPOA especially the attractiveness of inviting guest speakers to the regional meetings, despite the need to travel quite significant distances.. SPOA felt there was a POS role for organising cost effective

training and promoting self development.

7. Training

Matthew sent recent email reminding all of us about training courses on offer in Surrey, which varied in their popularity and attendance.

Gary was tasked with organising his annual Cornerstone event

John has a free afternoon event on 31st March on Sport and play, to be held in Spelthorne.

Suggestions for training subjects were invited . Valuation and viability was thought to be useful if delivered by PAS or consultants such as DSP, Kempton or Adam Hendry.

8. Surrey Infrastructure Plan. Sue introduced the conversation and stressed the need to keep the document alive and relevant in order to inform the IDPs as there was clearly a well known funding gap, identified through the evidence base.

Questions raised as to the assumptions upon which it was based.

ACTION – Districts and Boroughs to confirm to Sue whether they accepted the plan or not and SPOA also to endorse and agree.

- Decide with AECOM regularity and cost of updating and ensure alignment with IDPs and CiL.

9. Updates/Standing items.

a) Local Strategic Statement.

- Starting point is a paper from PWG. Are the sub areas appropriate boundaries? Most seemed comfortable, despite some administrative mismatches.

Piers led a Thanks to PWG for their work on the LSS paper.

- Needs presentation to the Leaders Board for decision and guidance as to what action follows their agreement.
- Further position statement needed for CEX and Leaders to agree the relevant facts and issues especially in relation to the various geographic boundaries of SHMAs, Green belts and economic synergies. PWG carries on with the current LS work program, whilst Leaders recognise and identify the shared challenges.

ACTION – Jenny and Piers to present the facts and shared challenges to Leaders via Pauline Morrow.

Affordable Housing JR Update – for next meeting
Housing and Planning Bill update – see above.

Government Consultations.

- Ian is preparing a committee report for March meeting which he will share with March SPOA meeting.

London Plan Update.

Sue to clarify work program after 10th March wider SE summit. Jack and Sue to represent Surrey.

Sue to circulate minutes.

L.P review following appointment of new Mayor. Options will be based on London Infrastructure Study.

London Assembly holds London focus.

10. PWG, DM and Technical Support – feedback deferred to SPOA March meeting.

11. Future meetings dates/requests – Invite RTPI

12. AOB Happy moments and news

- Runnymede applying to Government for grant to pilot the Brownfield Register.
- Woking – DM policies DPD submitted for examination
- Elizabeth Simms Interim HoP @ Woking
- Spelthorne has new leader
- R&B requesting the sharing of any experience in using ishare mapping

15. FUTURE MEETING

RTPI to be invited.

-

16. ANY OTHER BUSINESS

MB – outlined recent appeal successes.

EA – latest DPD to be considered by Council

GR – Pipbrook is being refurbished. SPOA meeting will be in Dorking Halls.

IM – DEFRA JR

CS – CIL now agreed.

Jb – reported good outcomes on Planning Committee meetings and evidence of staff development.

SH – Wisley planning application going to Committee in April. Good progress on Local Plan.

PM – Local Plan Regulation 18 consultation ongoing. Business Improvement District – Oxted. Caterham Town Centre - master planners soon to be appointed.

JR – appeal decision highlighted that OAN should be on the basis for decision making.

JR – traveller appeal allowed appeal will be subject to JR.

Surrey Future – GRB to pass to JR. GRB contribution was recognised by all.

SPOA MINUTES –18th March 2016

Attendees:- Piers Mason, Tandridge BC:- pmason@tandridge.gov.uk
Elizabeth Simms - Waverley BC:- elizabeth.simms@waverley.gov.uk
Esme Spinks, Spelthorne BC:- e.spinks@spelthorne.gov.uk
Darren Williams, Reigate and Banstead BC:- darren.williams@reigate-banstead.gov.uk
Ian Maguire, Runnymede BC:- Ian.Maguire@runnymede.gov.uk
Gary Rhoades-Brown, Mole Valley DC:- Gary.rhoades-brown@molevalley.gov.uk
Dominic Forbes, Surrey CC:- dominic.forbes@surreycc.gov.uk
Chair - Jenny Rickard, Surrey Heath BC: -
Jenny.Rickard@surreyheath.gov.uk
Karen Fossett, Elmbridge BC:- kfossett@elmbridge.gov.uk
Ernest Amoako (with apologies for lateness):-
Ernest.Amoako@woking.gov.uk
Aileen Plumridge – Surrey Learn Partnership
Wendy Jenkins – “

Mark Berry, Epsom and Ewell,
Paul Druce, Surrey,
Tim Dawes, Guildford,

Apologies;- Cath Rose, Sue Janota

6. Training Update – Program for 2016 – Mark Berry and Wendy Jenkins.
Wendy and Aileen now based in Tandridge. New Administrator, Shannon replaced Candice. SPOA baton handed to Mark Berry.
4 hour a week, £200 p.a paid for by Bs and Ds. Underfunded but not using the support available. 13 courses offered taking 8 hours p.w.
SPOA to review / continue with arrangement and on what terms.

Action – SPOA agreed 6 courses a year (4hrs support a week) with appropriate resources
SPOA also to agree the 16/17 program and Mark B to recirculate list to assess demand and gaps. SLA to be agreed.
2. Minutes of previous meeting and matters arising
Surrey Infrastructure Plan. Apology from Ian. Sue to meet Ian to progress IDP study work.
Jenny has invited RTPI to SPOA – response awaited.
3. Shared Service Hubs.
All different services delivered with differing staffing levels . CiL and Technical Support are considered to be too ICT dependant to consider at the moment. Variety of IT systems used across the County.
4 west Surrey reps. met last Monday to consider the merits of joint commissioning of design and heritage advice, ecology, agricultural advice and viability.
Surrey Wildlife Trust not delivering VFM but all signed up and paid for the next year. Possible conflict of interest identified. 1 year to sort out what we want

from them. Possible contract sharing opportunity.
Scope of shared service hubs limited currently to trees drainage, ecology viability .
East Surrey leaders want KPMG to investigate back office services. Some resistance from politicians to discuss.

Action. – All to provide data on no. staff in each Department including structure charts and case loads.

4. BbFA deferred to April Meeting

5. Recruitment and retention.

Ian and Dominic pulling together a draft secondment arrangement which could include a Bank set up.

Presentation paper coming to April meeting.

R&B find Technical recruitment challenging. Have just recruited a p/t Tree Officer on 15 hrs p.w.

Waverley offered golden handshakes to recruit to a long term vacancy, Epsom vacancies in Policy, DM, Heritage and have no Compliance Officers.

Qu – do SPOA want Surrey to recruit and administer as an Agency?

7. Updates.

LSS – Cath and Sue to bring update to April SPOA.

JR. – Paul circulated the 4 skeleton arguments put forward in the W Bucks JR case. Judgement expected after Easter. Paul to circulate final judgement.

Ian to circulate JR on impact of para 49 of NPPF

Housing and Planning Bill. – All to circulate and share consultation responses.

Ian also to circulate letter to developers threatening conditions agreement or refusal in response to Govt proposal on pre commencement conditions.

D2C on TAA now obsolete

Devo update circulated. Various activities going on re. devo. Awaiting further view on possibility of joint development corporation across 3SC area.

LEPs looking for sub national transport studies in SE.

Surrey Futures priorities workshop to be organised.

Biodiversity offsetting moving up the agenda but viability questionable.

Announcements

London Plan update expected.

PWG comments chased.

Ben Linscott attending SPOA in November at Waverley.

Happy Moments

Very few. Lots of waiting for things and misery.

Elizabeth Simms appointed as Head of Planning in Waverley.

Congratulations and welcome to Elizabeth.!

Next meeting Elmbridge on 15th April.

SPOA MINUTES –15 April 2016

Attendees:-

Ashley Pottier , ashley.pottier@communities.gov.uk
Matt Carney, planning.performance@communities.gov.uk
Karen Fossett, Elmbridge BC,
Ann Biggs Elmbridge BC Mark Berry Epsom & Ewell,
Zac Ellwood, Guildford BC,
Gary Rhoades-Brown, Mole Valley DC,
Andrew Benson, Reigate and Banstead BC
Ian Maguire, Runnymede BC
John Brooks Spelthorne BC
Esme Spinks, Spelthorne BC
Piers Mason, Tandridge BC
Chair - Jenny Rickard, Surrey Heath BC
Dominic Forbes, Surrey CC
Sue Janota Surrey CC,
Jeni Jackson RB of Windsor & Maidenhead
Ernest Amoako Woking BC,

Apologies:- Elizabeth Sims Waverley, Tim Dawes Guildford

Alternative Providers.

The meeting received a presentation from DCLG visitors Ashley Pottier and Matt Carney which has been circulated.

Ashley explained that the rationale for completion as follows :

A response to resource issues in LPA's, Ministers not being supportive of Local fee setting because, without ring fencing, extra income could be spent in other departments and Planning has suffered more severe cuts in staffing and budgets than other service areas (generally 46 – 50%). LPAs have a monopoly on decision making and as a result there has been less reform in planning than in any other area due to resistance. Public care about quality rather than who makes the decision. Public have said that they want more choice

Inflationary fee increases only, proposed to benefit high performing services or as part of a Devolution deal in return for service reform and improvement.

Benefits to be gained from introducing competition. Pilot areas to be established to test competitive application processing situations but not decision making.

Alternative providers to be identified in pilot areas to compete with local authority services who could also compete for business with each other.

Pilot areas would be established for a maximum of 5 years but not permanently. The idea being that A.Ps do all the things a Local Authority D.M team does including working with Members but the Members remain the decision makers.

Should an A.P. not behave in an appropriate manner then their designation would be removed. LPAs would still be expected to answer appeals, meet any costs and pay any compensation.

Regulations would be drafted and consulted on in mid October. Pilot areas would be announced in early Jan 2017, start in July 2017 and last for an initial 3 years before being fully evaluated. SoS would be bound to take conclusions back to Parliament. DCLG will bring in regulations to control delegation etc to stop LA's from preventing the new system from working.

Many concerns identified eg. whether s106 processes should be inside or outside the planning process of the A.Ps; clarity over which types of application would be included in the pilots; what status an AP should hold, eg. Chartered.

SPOA concerns expressed included community engagement; quality control; LPAs taking back applications; how pre application enquiries fit into the process and where in the political process applications of APs fit?

Concern also expressed about; clarification of fees; clarification over risks in the process (eg. PiPs and PDOs); s106; thresholds for major applications; double handling, duplication of effort and Admin costs; conflicts of interest, probity and liability

Ashley also to present to Surrey DM group.

Minutes of last meeting

No matters arising.

Better Business for All

Survey responses showed 300 of the 600 results came from Reigate and Banstead. There was no easy way of pulling out the planning comments. Survey results were not disaggregated by issue or geography. JohnB to contact Ian Tucker again.

Staff Retention and Recruitment

Dominic and Ian to provide update at next SPOA meeting.

Training Update

List Circulated by Mark. Some still to respond. 6 to be funded through SLP. It was agreed that we need an SLA from Wendy. Need to clarify relevant contacts in each Borough and District.

Mole Valley to deliver their annual Legal Update in Sept/ October. Elmbridge to explore delivery of a training course on flooding and FRAs

Updates and Standing items.

LSS – Sue to collate with sub areas proposal at next PWG – end May.

J.R and P.M to attend next Chief Executives meeting. Sue to present draft statement.

John B reported FOI issue from sept 2014 where report on LSS, the MOU and ToR were circulated to local activist and published on a website. Information commissioner concluded that all 3 papers were to be released.

Confidentiality could be an issue going forward.

Devo update – Ian- looking at housing numbers and issue of no mayor proposed for 3SC area.

PWG, DM and Tech Support updates

None received to be considered at the next meeting

Future Meeting topic requests

Devolution presentation from Kevin Lloyd and Joint Service delivery follow up.

Happy moments.

- Sue – Surrey Futures workshop invite in May
- POS forum – free updates
- Mark B. – Pooling of specialist resources. Requires help from Conservation advisor = Heritage – 18 hrs p.w.
- Compliance Officers part time – 21.6 hours sought
- Housing Enabling Officers- s106 consultancy needed – 6 hrs p.w.
- Piers – no Ct Appeal decision yet on para 49

- Guildford – Draft Local Plan on target for June Consultation
- R&B – the castle is coming down.

Appendix 2

SURREY PLANNING WORKING GROUP

Minutes of the Meeting

Friday 11 September 2015

Reigate and Banstead Council Offices

Present: Jack Straw – MVDC (Chair); Karol Jukubczyk – Epsom and Ewell BC; Mark Behrendt – Elmbridge BC; Helen Murch – Surrey Heath BC; Ian Motuel – Waverley BC; Ernest Amoako – Woking BC; Sarah Thompson – Tandridge DC; Stuart Harrison – Guildford BC; Richard Ford – Runnymede BC; Geoff Dawes – Spelthorne BC; Cath Rose – Reigate and Banstead BC; Sue Janota - Surrey CC; Kath Harrison – SCC.

Welcomed for part of the meeting:

Mark Waite – SWT and Katelyn Symington – Surrey CC

Apologies: Mike Green

1. **Planning policy around Biodiversity Opportunity Areas (BOAs) - Mike Waite, SWT**
 - 1.1 Mike gave a presentation on 'Biodiversity Planning in Surrey', which seeks to ensure biodiversity is protected and enhanced. The Surrey Nature partnership has produced a draft policy statement and has prepared maps for each of the boroughs/districts that have been circulated to them all for consultation and also an overarching document with a useful appendix listing BOA sites. Now working on priorities and targets for each borough and district.. Mike is considering undertaking workshops and preparing guidance on BoAs for planners. Agreed that the conversation between planners and nature conservationists needed to be ongoing.
 - 1.2 Mike recommended: "What Nature Does for Britain" by Tony Juniper

Actions

- KH to put Mike in touch with the DMG and that it would be useful for him to give a presentation to a future meeting of that group.
- KH to circulate the draft policy documents for each borough that Mike has already circulated but few at PWG had seen.
- KH to find out more about guidance being written by John Edwards on the engagement of planners with Surrey Nature Partnership

- KH to circulate Mike's email address (Mike.Waite@surreywt.org.uk) to PWG along with the web link for the overarching document and the appendix: <http://surreynaturepartnership.org.uk/our-work/>

Other links:

[Biodiversity Planning in Surrey](#)

[Appendix 1](#)

[Appendix 2](#)

2 Minutes of meeting of PWG held on 3 July 2015

- 2.1 **Item 2 The demand for self-build in Surrey:** Self build discussed. The government intends to press on with primary legislation and to introduce guidance on the scale of delivery. Tool kit to be published in November. Ernest had looked into different council approaches and delivery mechanisms, such as Cherwell. It can be a practical way of disposing of unrequired and hard to develop land assets as well as providing housing. Sarah had been on a PAS workshop with DCLG. Development Plan policies could be out of date if it is not introduced. Sarah had prepared a paper for Tandridge CMT which she would share. Runnymede have set up a formal register for expressions of interest – three received so far. Once the legislation is in place there might be a need for a PWG sub-group to draw up best practice advice.
- 2.2 **Item 4 Green Infrastructure and Surrey Landscape Assessment Issues**
Charmaine and John Brooks had engaged on the Landscape Character Assessment. Woking not received the layers – Sue to chase. Bracknell Forest link not received from Charmaine.
- 2.3 **Item 5 Minutes of meeting of the PWG held on 8 May 2015:** Action to be carried forward for KH to liaise with Will Bryans. All urged to let Will and Kath know about transport assessment work programmes. Kath to draw up a programme with Will to check that it corresponds to expectations of Bs and Ds.
- 2.4 **Item 6 SPOA minutes of 15 May 2015:** John to discuss biodiversity at the next SPOA meeting. Woking has not received Layers yet. Sue will speak to John.

Action

- Sarah to circulate CMT paper on self-build
- KH to chase Charmaine re Bracknell Forest link (<http://www.bracknell-forest.gov.uk/spds>) Documents not on the website circulated with the minutes.
- Sue to track down the layers for Woking.

- ALL to let Kath/Will know when they want transport assessment work to undertaken
- KH to liaise with Will re programmes and let all know Will's programme.

3 SPOA minutes 15th July draft minutes and SPOA request for collective training session suggestions

3.1 Kath to ask Charmaine for the link to the Bracknell forest work. Re LSS: Sue said a Briefing paper going to Leaders on 23 September.

3.2 Item 4: Training Suggestions:

- Planning and nature conservation. Possibly for both policy and development management teams. Mike Waite agreed that he could provide this.
- Housing standards, building regulations, Part L. Epsom and Ewell and Elmbridge have adopted space standards. How the new technical standards can be applied to policy.
- Changes to the affordably housing world and the HCA
- Viability and how to present at examinations
- Sustainability Appraisal
- Neighbourhood planning.
- Planning for the ageing population
- LEPs and devolution

3.3 There is also a South East RTPI free workshop on self build organised by the National Custom & Self Build Association on 27th October.

3.4 Richard mentioned that a SPOA list has already been produced and included housing and employment. It was suggested that it might be usefully circulated to PWG.

Action

Richard to circulate SPOA training list.

4. Surrey Infrastructure Study and Cross Rail 2 Study by Arup

- 4.1 **Surrey Infrastructure Study:** comments have been received back from each district and borough. Should be finalised by the end of the month and will be badged as an AECOM document. It could be linked to the devolution initiative. Surrey leaders will be asked to sign off but only once they are assured that Chief Executives agree. Sue asked all to recheck the data thoroughly.
- 4.2 Concerns raised about the funding gap and Sue explained that it is a minimum. General concerns about the lack of sourcing of data and the lack of comparison with the IDPs. This may cause problems for Boroughs and Districts at their Local Plan EIPs. The education chapter is being rewritten. A huge amount of primary places have been provided recently to meet the bulge that is now coming forward for the secondary level. Another issue is that things have moved on with general infrastructure provision and growth since many LPAs produced CIL and IDPs so that they are effectively now out of date. Housing figures are inconsistent, e.g. Waverley has not put forward the full need figure whereas others have used the SHMA.
- 4.3 Sue indicated that unless everyone puts the highest housing figure it will not be consistent.. The document is a snapshot at July 2015. It won't be perfect but there should be no serious issues with it – everyone needs to check this. It will be heavily caveated. Sue thanked all for their contribution.

ACTION

- All to continue to flag up issues
- Sue to ensure that caveats are in place.

- 4.4 **Cross Rail 2:** Jack and Karol have made representations about Arup's study for the SCC and Lee McQuade has passed them to Arups.

Concern that the decisions and recommendations are based on growth that has already been delivered. It states that there is no growth potential beyond Epsom or at Guildford. Sue thought that TFL were looking to secure something like 2k dwellings in terms of future development along the railway line. This would be difficult for Surrey to deliver. Woking have made some comments. At the moment they are looking at Hampton Court and Shepperton. Only looking to extend it out if they can secure growth. Broader discussions to take place between ARUP, Mole Valley, Epsom and Ewell and Guildford. Sue added that TFL will be consulting on Cross rail 2 soon.

Action

- Sue to find out from Lee McQuade where the study has got to.
- Collegiate discussions between ARUP, MVDC and E&E

5. London Plan and Wider South East Engagement

- 5.1 South east round tables for cooperation with the Mayor on infrastructure and growth implications of the London Plan. Following from on from the March summit event Jack had attended the first session on 10 July with the South East: jobs, housing, protected land and infrastructure were the main issues also support and resources. No new administrative structures to be established. All councils and LEPs are to be involved. There was to be a follow up next Friday 18 September and a second summit on 11 December to consider the way forward. It seemed to be talks about arrangements rather than the impact of the plan, whilst the Mayor's office was moving forward with the Plan and the rest of the SE would be left behind. Elmbridge and Runnymede were both to be represented at the next session.
- 5.2 Outer London commission is calling for answers to a list of questions relating to the outcomes of the London Plan. Commission has been holding round table discussions within London and back in July it produced a list of questions. Gatwick Diamond Planners have produced a letter in response to put some markers down expressing concerns about the Mayor planning for the rest of the SE. SEEC Chair has written to Ed Lister about the arrangements. If there are ways of engaging with London, it is important to maintain these.

SSPOLG meeting to be held in October.

ACTION

- All to engage with members and ensure they attend the round table events and push the issues of concern.
- Update to be given re SSPOLG at the next meeting

6. Traveller issues

- 6.1 Sarah presented the paper circulated with the minutes.
- 6.2 New PPTS announced. It includes a revised definition of traveller excluding those who have permanently ceased from travelling. Unmet need does not trump Green Belt. Question as to whether NPG has been amended. Need to understand the nature of temporary accommodation and definition of travelling, "permanent" "temporary" a lot will depend on the "best interests of the child". Support for a collective approach.
- 6.3 Solihull BC told by inspector to inset G&T sites from the Green Belt is also an issue. Ernest referred to an appeal decision where the methodology was supported.

Maldon Local Plan intervention by Greg Clark referred to: the message could be that non provision shouldn't derail the plan.

Action

- Jack to write on behalf of the group to ask about the timeline for revisions to TAA guidance
- Pause on revisions to Surrey TAA until new guidance published
- Continue to share advice and best practice with regard to appeals. Another Runnymede one is imminent.
- Ernest to circulate the G&T assessment methodology for Woking BC

7. Waste Planning update – Katelyn Symington

- 7.1 Katelyn is taking forward the waste plan review. BPP Consulting commissioned to review the evidence for the 2008 Waste Plan and to check with the compliance with current legislation. Report is on Surrey's website. <http://www.surreycc.gov.uk/environment-housing-and-planning/minerals-and-waste-policies-and-plans/surrey-waste-plan>
- 7.2 BPP's report includes 4 recommendations and a conclusion that the plan needs to be assessed for compliance and updating to be in line with current and evolving practice because there has been technological change. Reduce amount of waste going to landfill. Also need to look at waste transfer sites. All will be kept updated. The baseline evidence needs to be reviewed. Five topic papers have been produced looking at gaps that will be shared. Summarising waste policy and legislation; looking at waste management practices, markets and technology; capacity and constraints. Issue raised about the timing of the documents. The existing Waste Plan is still valid until 2018 and is compliant with legislation. The timescales published are indicative and could shift as they are ambitious. There is a generic email address for any queries specifically related to the waste plan: wasteplan@surreycc.gov.uk Katelyn is keen to engage with boroughs and districts on the waste plan. Not currently intending to undertake MOUs or a waste protocol, although other authorities such as Essex do have these. Thermal treatment sites will have to be reviewed but this is a long way off.

Action

- Katelyn agreed to include consideration of the waste contract and also the joint municipal waste management strategies.
- Katelyn to investigate the relationship between the new waste plan and the Aggregates Recycling Plan. There are targets in the minerals plan for recycling

construction and demolition waste and Katelyn would prefer not to duplicate policies, but agreed to investigate the links further.

8. Aviation Update

- 8.1 Sue reported that the Overview Board (Scrutiny) has reviewed SCC's policy and is satisfied that it is appropriate. They wanted Surrey to urge the Government to make a decision.
- 8.2 Hounslow's work shop to be held on Friday 18 September. SCC has not been invited although John Brooks did suggest this to Heather Cheesbrough (Director at Heathrow). Richard reported Runnymede has not been invited either. Geoff to check this out. SCC has had meetings with HAL and is developing an MOU. The key concern for SCC is the southern rail access as well as noise issues including CAA future airspace change.

Action

- Geoff and Sue to liaise re the County Council's attendance at the workshop with Houslow.

9. Round the County Local Plan updates and issues: conversion of office floorspace to residential use; Article 4 Directions and primary retail frontages; How do you enforce CIL payments?

- 9.1 Re conversion of office to residential. Karol has concerns about the loss of good quality employment sites but also lower quality can be useful for start ups. GDI and Coast to Capital evidence that it is having a significant impact. Economic development officer has put together a paper. Conversions are driving house prices up and there is no affordability and no route to intervene on space standards. Ernest pointed out that this contributes to housing supply. Elmbridge have found the low quality stock that is being lost.
- 9.3 Jack reported that there are a number of schemes which have not been implemented following prior approvals. Prior approvals in Spelthorne have been followed up with applications with no affordable housing contribution. Sunbury odd cases with flats that are 6 or 7 bedrooms.
- 9.4 Epsom and Ewell have implemented a number of Article 4 Directions on primary retail frontages.
- 9.5 Re CIL: Epsom and Ewell at the stage of enforcement and recovery. Having to go to magistrate courts to demand CIL which is owed for a site that is being marketed. Interesting scenario where Borough Council could acquire the site. Elmbridge have

been strict with liability notices and haven't had too many problems. This has however involved a significant additional amount of work.

Update on Local Plan progress and issues

- 9.6 Waverley has a provisional new timetable which is published on the website. Seeking member endorsement of the spatial strategy in late October early November. They will be evidence gathering end of the year. Publication of the plan April/May. Submission June/July.
- 9.7 Woking: just completed consultation on Reg 18 DM policies DPD. Will be reporting shortly to members on the publication of Reg 19 in October. Hoping to publish the Site Allocations (including Green Belt sites) Regulation 19 consultation towards the end of the year.
- 9.8 Guildford: LDS is going through Scrutiny. Going for Reg 19 rather than another Reg 18 in June 2016. Hoping to submit by December 2016. Joint Housing Needs; Employment and Retail Needs Studies about to be published shortly. These will precede the Town Centre Master Plan which is not a planning document and the sites within it will not all be included in the Local Plan.
- 9.9 Guildford no longer has a head of planning service. Tim Dawes and Stuart will share the workload and will alternate their attendance at SPOA. Barry Fagg is contracted for a further year and will be leading on infrastructure and major projects.
- 9.10 Stuart raised a question relating to the concept of "original dwelling". An appeal decision from an inspector has ruled that if you have an original dwelling on the site in 1948 and it is demolished and a new house is built post demolition on the site, this second dwelling becomes the original dwelling. Therefore any measurements concerning increases to extensions would be based on the second (larger) dwelling on the site and not the earlier (smaller) demolished unit. The Inspector is clear that the NPPF is consistent with his interpretation. Guildford is seeking legal advice. A concern that past decisions have been based on a different interpretation of the NPPF and potential for repercussions. Sarah said that Tandridge have experienced something similar and would share information. Will be considered by DM group but also a policy matter as Local Plan policies define "original dwelling".
- 9.11 Re G&T: currently looking at opportunities for making temporary permissions permanent; seeking every opportunity to provide sites on council owned land and seeking a policy requirement for developers of large site to make provision. Catriona Riddell had provided excellent and constructive member training.
- 9.12 Runnymede is taking the LDS to committee on the 7 October with a view to producing Issues and Options for publication in early 2016. So a Local Plan will be produced early 2017. Working with Spelthorne on a joint SHMA which is due to be published soon. Going out with a call for sites in conjunction with Spelthorne and a

document on the common approach will be published in the next few weeks.
Interviewing next week for a 2 year post.

- 9.13 Spelthorne published an LDS. They are working on evidence. Staff shortages could mean that progress is delayed. They have managed to fill a junior post but not for the senior post.
- 9.14 Tandridge: out to consultation on Reg 18 Issues and Options paper on 18 December for 10 weeks subject to committee approval. Consultation on Reg 19 will take place autumn next year with submission towards the end of 2016. Lots of evidence being prepared.
- 9.15 Reigate and Banstead hoping to get to Reg 18 consultation started in November which will include site allocations in the Green Belt, suggestions for urban extensions and travellers sites. This depends on Executive approval in October. CIL Examination has just taken place.
- 9.16 Mole Valley has a new Leader. Currently producing an Infrastructure Needs Assessment. A CIL PDS has just been completed and the plan is to adopt CIL in early summer next year. The Transform Leatherhead Masterplan is progressing to a stage 2 consultation in the Autumn.
- 9.17 Jack mentioned an appeal decision on infilling in a village (Betchworth) washed over by the Green Belt which has a boundary around it within which infilling is allowed. The proposal was for a new house on site outside the village boundary but contiguous with it. The appeal was dismissed because the Inspector did not consider that the development constituted infilling in terms of paragraph 89 of the NPPF. In determination, the Inspector referred to a Court of Appeal decision and said that he could not rely on the village boundary of the local plan and had to determine this for himself.
- 9.18 Surrey Heath: at the moment focussing on conservation work and possibly some corporate initiatives.
- 9.19 Elmbridge: going to consultation on a flood risk SPD in October for 4 weeks. Continuing with the evidence gathering. Hoping to do a call for sites in the New Year. Changing boundaries and elections in May reducing members from 60 to 40.
- 9.20 Epsom and Ewell: Site Allocations which excludes housing and G&T will be going to pre-submission at the end of the year. This comprises Green Infrastructure Strategy, Heritage Assets Strategy, Employment and Retail, Community Assets and the Kiln Lane Link. Also consulting on Parking Standards next week. Also soon to be consulting on the Design Quality SPD and reviewing the Sustainable Design SPD.

10. AOB

- Kath reported that Lesley Underwood was involved in the Surrey Gypsy and Traveller Forum and along with the Chairman (Mark Haythorne) with whom she had worked at SCC, had initiated a bid to the Rowntree Foundation for a planning study into the under provision of sites and, if they are successful, they may want to engage with PWG.
- Devolution Prospectus Circulated.
- Ian Parkes is leaving the Coast to Capital LEP.

11. Date of the Next Meeting

20 November 2015 Mole Valley District Council

Agreed action to take forward at PWG Meeting 11 September 2015	
All	<ul style="list-style-type: none">• Let Kath/Will know when they want transport assessment work to undertaken• engage with members and ensure they attend the London Plan round table events and push the issues of concern.• Continue to share advice and best practice with regard to appeals.
JS	<ul style="list-style-type: none">• write on behalf of the group to CLG to ask about the timeline for publication of revised TAA guidance.
KS	<ul style="list-style-type: none">• include consideration of the waste contract and also the joint municipal waste management strategies in the Waste Local Plan review.• investigate the relationship between the new waste plan and the Aggregates Recycling Plan.
EA	<ul style="list-style-type: none">• circulate the G&T assessment methodology for Woking BC
KH	<ul style="list-style-type: none">• Put Mike in touch with the DMG and that it would be useful for him to give a presentation to a future meeting of that group.• Circulate the draft policy documents for each borough that Mike has already circulated but few at PWG had seen.• Find out more about guidance being written by John Edwards on the engagement of planners with Surrey Nature Partnership

	<ul style="list-style-type: none"> • Circulate Mike's email address (Mike.Waite@surreywt.org.uk) to PWG along with the web link for the overarching document and the appendix: http://surreynaturepartnership.org.uk/our-work/ • Circulate web link re Charmaine's Bracknell Forest LCA • Liaise with Will Bryans on timetable for transport assessment work
ST	<ul style="list-style-type: none"> • circulate Tandridge CMT paper on self-build
SJ	<ul style="list-style-type: none"> • chase John /Charmain for layers for Woking layer • Liaise with Geoff re SCC attendance at the Hounslow Heathrow workshop. • Check progress of Arup study with Lee McQuade - particularly with regard to the comments made by MVDC, Epsom and Woking BCs

SURREY PLANNING WORKING GROUP

Friday 20 November 2015 Mole Valley DC Offices, Pippbrook, Dorking,

Notes of the meeting

Present: Jack Straw – Mole Valley District Council; Richard Ford – Runnymede Borough Council; Helen Murch – Surrey Heath Borough Council; Katelyn Symington – Surrey County Council; John Devonshire – Spelthorne Borough Council; Mark Haythorne – Surrey County Council; Mark Behrendt – Elmbridge Borough Council; Gareth Williams – Waverley Borough Council; Cath Rose – Reigate and Banstead Borough Council; Heather Sandall – Guildford Borough Council; Mike Green - Surrey County Council; Maureen Prescott – Surrey County Council.

Present for Part of the Meeting: Chris Bearton and Gareth Fairweather from TFL; Anthony Durno, Mark Haythorne and Lee McQuade (Economic Growth Team), Surrey County Council.

Apologies: Tandridge; Woking; Epsom and Ewell

1. **Crossrail 2 and potential housing growth – presentation by Chris Bearton and Gareth Fairweather, Planners with Crossrail 2, Transport for London**
 - 1.1 Wider impact assessment work has been carried out of the scheme. Headline reports have announced that the scheme could result in 200K homes and impacts from Solent to Wash. The presentation focussed on Surrey and particularly the potential to unlock additional land for development around stations. The findings have recently been reported to a regional meeting that Surrey members attended and therefore might raise questions with officers. The work, commissioned by the Mayor will be reported back to the Crossrail 2 Growth Commission, set up by the Mayor with a scrutiny role. The Growth Commission's work should not be confused with the TFL/ Crossrail2 consultation which is focused more on the transport aspects of the scheme: <http://crossrail2.co.uk/> Deadline 8 January 2016.
 - 1.2 The scheme will increase connectivity beyond the stations on the new rail line itself and therefore will have wide impacts, including better tracking and increased services on the mainline that will generate better connectivity to areas like Woking and Guildford - subject to train time-tabling. TFL will be making a case to government about the significant growth benefits across the south east as well as meeting transport infrastructure needs.
 - 1.3 High level work was carried by TFL to support the Phase 1 submission to government last June. Phase 2 will look at the wider regional growth impacts and the benefits in delivering housing and employment and infrastructure. Preliminary investigations have focussed on areas within 1km of 252 stations. Looking at 2 scenarios: Taking/not taking Crossrail2 forward.
 - 1.4 Initial indications are that, under the do-nothing, scenario some 80k homes would be generated through local plans etc. With Crossrail2 some 200K homes could potentially be generated. This provision would involve the release of green belt sites in a wide geographical region stretching from Cambridge to Southampton and including South West London. Less than 10% of the sites identified for the whole of the south east have been identified around Surrey stations. Early estimates, based on specific assumptions, show from 5.5k to 14k homes could be generated over a 45 year period for Surrey. There could be a reduction in employment under a do nothing scenario or a net increase depending on policies to take Crossrail2 forward.

- 1.5 Chris and Gareth want to engage with everyone to refine the essentially London-based assumptions (e.g. the London density matrix and PTAL-based calculations) before the findings are fed into phase 2 and made public as lessons have been learned from Cross Rail 1 about the need to involve key stakeholders.
- 1.6 A report to Government on Phase 2 is loosely scheduled for sometime around March next year and more critically to the new Mayor in May. Chris and Gareth want to re-examine the assumptions before they finalise their reports for publication, to ensure that the methodology is correct. The Crossrail 2 Growth Commission have sent notification of forthcoming evidence sessions early next year to Leaders or CEO's of all Surrey authorities. Chris will send round a copy of the notification.

Discussion

- 1.7 Clearly benefits from the scheme but pressures and potential negative impacts on infrastructure of new development will also be perceived and potential loss of connectivity and overcrowding. The potential impacts need to be considered in a wider context.
- 1.8 Concern about the mention of a specific potential development site in NW Surrey.
- 1.9 The time frame will overlap with the Surrey Waste Plan and Crossrail 1 in terms of construction waste impacts. This is a large-scale infrastructure project which should be included in the Plan. Surrey was not appropriately consulted with regard to HS2 and looks to be receiving a large amount of waste which requires strategic planning and management. SCC would therefore welcome any information on quantities of waste likely to be generated and where it is to be disposed.
- 1.10 Chris has some station specific numerical information which he is happy to share on a 1:1 basis. Apart from the high level 200k figure, nothing else discussed this morning has been published. TFL want to check the findings with local authorities first. Lee stressed the need to ensure that consultation responses were based on common understanding of the scheme – even if views are different – so important to share, if possible, before submission.
- 1.11 Concluded that a further meeting is needed to discuss the general methodology and assumptions in detail. One to one follow up meetings could focus on specific sites. Jack to let Chris and Gareth have ideas for the format.

ACTION

- **Powerpoint slides of presentation to be circulated following the meeting. All asked not to circulate it widely.**
 - **Growth Commission email to be circulated**
 - **Lee McQuade to share SCC response on request to the consultation ending in January when prepared.**
 - **Next Planning Working Group meeting to be held on 22 January 2016 at Woking to be a cross-rail workshop**
 - **Contact Chris and Gavin with any queries about the scheme.**
2. **SCC's Brighter Futures Strategy: "Surrey's strategy for Gypsy, Roma and Traveller children and young people" - Presentation by Anthony Durno, and Mark Haythorne SCC Youth Development Services.**
- 2.1 Mark is also the Chair of the G&T traveller forum and Anthony is also the Chair of the G&T traveller forum accommodation sub group.

- 2.2 The strategy seeks to ensure that the outcomes for young people in the Gypsy Roma traveller community are improved. The G&T community have the poorest outcomes for health, education and accommodation of all ethnic groups. Accommodation is a critical factor. They achieve low rates of planning approval because they can only afford to invest in green belt sites. Illegal pitching and enforcement are problems. Attitudes are at the heart of the problem and racism against Gypsies is widely considered to be acceptable.
- 2.3 The general aspiration of the strategy is to deliver local schemes that are ground breaking and set a national example. Senior management at the County Council have expressed commitment to the strategy which is working to improve engagement with the community. National organisations are also sharing good practice and there are G&Ts represented on staff in Surrey. Surrey has the largest Gypsy community in the UK and should be well placed to deliver local improvements. The Brighter Future strategy includes a range of Actions including no 8: Tackling accommodation issues.

Discussion

- 2.4 In the past the County Council was responsible for providing pitches and Claire Neve in Property has been engaged in the Brighter Future Process. Provision of sites is now a role for the District and Borough planners so this needs to be the focus for future engagement. Liaison with the group could potentially improve response rates to G&T assessment and consultations.
- 2.5 Joint working on preparing traveller accommodation assessment to work; duty to cooperate, difficulties in achieving positive outcomes because of constraints, including the green belt were all discussed. A Runnymede inquiry due to take place in 2 weeks time was outlined.
- 2.6 Guildford is trying to meet accommodation needs through the local plan by seeking to provide sites through the rural exceptions policy. The council is also funding site provision. Several temporary permissions are due for renewal and officers have sought to engage members, through consultant-based member awareness training, to ensure that the potential outcomes of any decision to enforce are fully considered. Travellers have been appointed “Young Ambassadors” and are empowered to be involved in council work, have had regular meetings with the leader etc. There are close links between the traveller coordinator and planning and Heather chairs a traveller/planning liaison group. Next week she will be speaking at the traveller movement conference. The change in government policy around personal circumstances will present a challenge to these efforts. The government’s analysis of feedback in response to their consultation did not reflect the many G&T views put forward, or Guildford’s own representations made by their barrister.
- 2.7 Agreement to the provision of sites on County owned land through the local plan process has been unsuccessfully sought by a number of boroughs. Given that land supply is the most critical issue and also that the strategy has SCC corporate support, it was considered that SCC’s cooperation regarding land provision should be further explored.

Action

- **Mark and Anthony to speak to SCC Property about the availability of county land.**
- **They would also consider further the potential for a “think tank” exercise in a national context and involving PWG along with the Traveller Movement’s policy and planning representative and similar people working with other groups.**
- **Heather was wished good luck with her presentation.**

3. G&T assessment methodology and East Surrey collaboration

- 3.1 Cath explained the thinking behind the East Surrey proposal to review the TAA proposal. Reigate and Banstead and Tandridge needed to have a new methodology in place by April. They would be happy for other Surrey authorities to collaborate on this but regardless whether or not there was support for a new consistent Surrey methodology, they needed to press on. They were not seeking to undermine the Surrey methodology as this would still stand, but the new methodology would be bespoke to Reigate and Banstead and Tandridge as these authorities needed to move forward. Others were not in a position to move forward at this stage but there was some agreement that the current methodology might not be consistent with the PPTS and the evidence base could therefore be vulnerable to challenge. The new methodology, if successful, might be adopted on a Surrey-wide basis at a later stage.
- 3.2 Waverley intends to commission consultants to update their TAA although it is unclear when the work will be undertaken and if they will revisit the methodology. Guildford is updating the TAA but there is no current intention to update the methodology at this stage. Runnymede is taking a similar position. Ernest has emailed to say that he was not inclined to revise the methodology unless all Surrey authorities were on board.

4. Consultation protocol with Surrey County Council - Maureen Prescott

- 4.1 Maureen presented the revised draft protocol and is seeking views of PWG before it is presented to SPOA. The revised protocol has been broadened in scope and sets out to ensure that the County Council is consulted on relevant issues and that the right contacts are made. It also sets out what can be expected from the County council in terms of advice and comments and who to contact.
- 4.2 Sue and Kath will continue to provide a coordinated county council response to Local Plan and strategic applications but there will soon be a generic email address: (planningconsultations@surreycc.gov.uk). Sue stressed the importance of using the new generic email address and explained that sometimes a range of officers are peppered with invitations to respond to the same consultation which causes great confusion and is not helpful in ensuring that a coordinated response is received to be published as the county council's view.
- 4.3 There are separate email addresses for CIL and s106 consultations, flooding and minerals and waste safeguarding consultation are set out in the document. Mike G reported that he feeds into the local plan responses. TDP are contacted and respond separately to consultations on planning applications and this process is also being revised.

ACTION

- **All to update their consultation databases with the new generic email address once it is up and running.**

5. Minerals and Waste Planning update – Katelyn Symington

- 5.1 The formal Waste Local Plan review will be starting soon. Meanwhile the Safeguarding procedures are being reviewed and the 2014/15 AMR will be published on 1 December and all will be sent a notification. Site information is being digitised. If you don't have the following information, please let Katelyn know and she will provide the information:
- minerals consultation areas including preferred areas and areas of search;
 - Site allocations for waste development (12 sites);
 - Aggregate recycling facilities including current and future sites;
 - Rail depots (just 2 of these);

- 5.2 A new area of work relates to mapping current sites for existing and permitted waste use including where planning permission has been granted but where development has not taken place. A base list of sites is currently published in the AMR in appendix 2. This will be expanded to include permitting authorised treatment facilities information from the EA. Information will also be sought on sites where there is a permitted waste use but there has been a change of use about which the County Council is unaware. A list of current sites will be provided and mapped once this is verified it will be checked against satellite imagery. It will then be sent out to boroughs and districts in draft form for checking. This will be done on an annual basis and a shape file will replace appendix 2. It will be published on the Surrey web page with metadata to explain the sources, date of the information etc. It is hoped this will improve information sharing. The first round of mapping will start by the end of the year and be completed by the end of next year. If any boroughs and districts want the information sooner to feed into local plans, speak to Katelyn to see if this can be prioritised. If there is any specific information boroughs and districts want to be included or if there are any specific system or formatting requirements, please let Katelyn know. She will be reporting to the technical officers group.
- 5.3 Katelyn pointed out that the National Planning Policy for Waste Paragraph 8 states that when you make any planning decisions you need specifically consider the impacts on any existing waste management facilities and areas allocated for waste management and make sure they are acceptable and do not prejudice their operation or the implementation of the waste hierarchy.
- 5.6 Site allocations have not yet been considered but Katelyn would be pleased to discuss any specific sites with boroughs and districts. There is a generic email address for any queries specifically related to the waste plan: wasteplan@surreycc.gov.uk

6. Strategic Planning Updates – Sue Janota

- 6.1 Sue thanked all for the second round of comments on the draft Surrey Infrastructure Study. Aiming for it to be presented at the next meeting of Surrey Chief Executives in time for a Members Seminar on 11 January. Sue had just come from a meeting on Devolution at Gatwick. There are workstreams on:
- Housing and Planning involving all borough and district CEOs. Mid Sussex are leading on this;
 - Infrastructure;
 - Governance.
- 6.2 The focus will be on a 5 year housing delivery programme. Reference is made to hit sites and private developer companies. The housing and planning group have asked for information and it might be useful to refer them to the SIS.
- 6.3 Discussion about LSS progress and the need for Surrey to set out priorities in advance of the London Plan, Crossrail2 and any progress on a Devolution deal. The infrastructure study sets out priority areas for investment. Jack to speak to Yvonne and John to see if progress can be made. London summit on 11 December. London Plan spatial options are to be done in advance of the SHMA. John D mentioned Hounslow's plan for transport and housing including southern rail access.

ACTION

- **Jack to speak to Yvonne and John re progressing LSS**

7 Functional Economic Areas – Chris Hobbs

7.1 MVDC produced an employment land review in 2013 based on the beta version of the PPG. The ELR took the phrase “Functional Economic Area” and dealt with it in 2 paragraphs. More detail is now required with finalised PPG. Chris has attended a PAS event lead by Nathaniel Lichfield who suggested that a narrative should be included in Employment Needs Assessment rather than a focus on data predicting jobs and need for floorspace to meet the requirement . In reality there is not a link between the total job numbers and floorspace in an area, even though the PPG is continuing to imply that this is the case. MVDC are looking to do an employment needs assessment in-house which is a narrative assessment, albeit supported by robust figures which states a vision for the future. NL suggested you commission consultants to provide GVA figures and select the one that fits the vision. So rather than an evidence based document it becomes the start of a strategy based document. Chris is seeking information to find out what other Bs and Ds have done in the past and what work is currently being undertaken. He would welcome responses. Noted that there are potential links to the LSS and the LEP work. Chris has asked for all to respond to the following questions:

- Who has identified their **Functional Economic Area** and did they follow any specific methodology (given the relevant PPG para is “lite” on detail).
- Where everyone is with preparing their ENAs and are they doing this “in house” or using consultants? If the latter who are they using?
- Employment forecasting for ENA’s: which companies did they use for employment forecasting / jobs projections?
- Did they use the standard economic growth rates as used by these companies or did they request a range of scenarios using alternative growth rates?

ACTION

- All to answer Chris’ questions above: Chris.Hobbs@molevalley.gov.uk Analysis to be fed back to the next meeting or earlier by email.

8. Stalled Local Plans

8.1 Discussion on what can be done if the plan stalls, options for development delivery vehicles, self-build etc.

9. AOB

9.1 11 people in SCC to undertake their assessments of professional competence, if anyone within Bs and Ds interested in undertaking this, Katelyn willing to help. There are also insufficient mentors, so volunteers welcome.

10 Dates of the Next Meetings:

22 Jan	Woking
4 March	Kingston
27 May	Reigate
08 July	Guildford
9 Sept	
18 Nov	Addlestone

Surrey Planning Working Group

Friday 22 January 2016, Woking Borough Council Officers

NOTES OF THE MEETING

Two Part Meeting: Part 1: Preparation of the LSS

Part 2: Cross Rail 2 development impacts.

Attendees - both morning and afternoon		Attendees - morning only:		Attendees - afternoon only	
Jack Straw (CHAIR)	Mole Valley	Mike Green (until 12:00)	SCC	Prem Velayutham	Reigate and Banstead
Tal Kleiman	Tandridge	Katelyn Symington	SCC	Gareth Williams	Waverley
Geoff Dawes	Spelthorne	Graham Parrott	Waverley		
Ernest Amaoko	Woking	Cath Rose	Reigate and Banstead		
Mark Behrendt	Elmbridge				
Georgina Pacey	Runnymede				
Heather Sandall	Guildford				
Karol J Jakubczyk	Epsom and Ewell				
Sue Janota	SCC:				
Emily Fitzpatrick	SCC				
Kath Harrison	SCC				

Apologies	
Sarah Thompson	Tandridge
Jane Ireland	Surrey Heath
Marie Surtees	Tandridge

Part 1 Local Strategic Statement

1.1 Background

- 2014 PWG Dorking - Catriona Riddell gave a presentation on the need for strategic joint planning approach for Surrey.
- Followed by workshop SPOA/CEOs and Leaders/ Exec Members at Dorking Halls: outcome that a strategic statement should be developed between all Surrey boroughs and districts.
- Progress has been dependent on the local plan progress. MOU has been signed by most districts. Some work done on SHMAs and Green Belt reviews. Progress raised at SPOA who have referred it back to PWG. Cath and Sue due to report back to SPOA in February.
- Links to Gatwick Diamond and Coastal West Sussex liaison.
- All leaders have signed up to a MOU.
- Paper prepared by John Brooks to CEOs recommending initiative is continued to be supported. Being considered at a meeting held at the same time as this PWG meeting.

1.2. Discussion paper

- An overview paper that updates on the current position and pulls together the MOU, scope etc. Identifies the challenges across Surrey was presented by Sue, Cath, Georgina and Jack..
- SWOT analysis – highlights where there are strengths and weaknesses and identifies Surrey-wide challenges.
- Sub areas – potentially to recognise the diversity and to address the different issues to be discussed. Georgina found that there could be infinite ways of doing this.

1.3. Points raised under each of the headings of the papers

1.3.1 Section 1 Working together

Generally accepted that the section is reflective and representative of local situation. Suggestions as follows:

- Table would be useful to quantify jobs from floorspace and assess the development potential of the whole of Surrey to meet employment need.
- Difficulty with future targets: figures are less than objectively assessed needs - can create distorted impression about what can be delivered. Problems with timeframes. Distorted picture in trying to project too far ahead from present position.
- If there is a problem with having common baseline data it should be identified and resolved: i.e. with a recommendation for the LSS to establish a common base. Data might change but the issues are constant. Data can in any case be reviewed. Berks have a similar problem with just 6 districts.
- Working together in the shorter term could be focussed on those within a common SHMA. The Surrey wide basis could be a longer term objective.
- Concluded it would be useful to include 5 year land supply trajectory. This would fit with the 3SC devo initiative.
- **ACTION: All to provide Sue with the 5 year land supply data**

1.3.2 Surrey Overview

- Current focus is on London connection. This context should be widened to mention the others including the BWV and its links to Hants.
- **Action – Graham to give some words to Sue re above links.**
- Growth narrative needs to be made explicit. Economic Growth = development and development= infrastructure needs to be included. CEOS are working on Surrey Future initiative being led by Spelthorne CEO. Connection should be made.
- Pockets of deprivation: Surrey's wealth is positive but brings negative social and economic issues, e.g affordable housing issues.
- Affordability needs to be flagged up. Long inward commutes for those in lower paid jobs and recruitment issues. Challenges need to be clearly stated.
- Document should be as light as possible.

1.3.3 SWOT Analysis

- Editorial comment re change to "Landscape Character Assessment"
- Challenge re the national policy context. Status of the local context needs to be clear.
- Recruitment and affordability of housing.
- Dilemma between getting development in the right place to reduce demand for travel. Achieving high volumes does not necessarily lead to sustainable access to services. Need to have the right development in the right place. Hotel Study addresses this too.
- Strengths can also be weaknesses; e.g. access to London is a strength but causes development pressure on Surrey. Crossrail 2 is positive in that it increases accessibility for some areas but could be seen as a threat as it will increase development pressure. Relatively poor public transport opportunities outside urban areas. Possibly consider rural strategy issues regarding the public transport deficits.
- **Action – Georgina to look at Rural Strategy and Transport Plan as these documents have addressed these issues.**

1.3.4 Challenges across Surrey

- Pressure on meeting OAN in the context of constraints. Balancing the delivery of housing against the constraints is a key objective. Obligated to take a positive view towards planning for new development bearing in mind the Green Belt boundary can only be altered exceptionally. Needs to be more sophisticated qualitative growth approach rather than just focus on volume – which is not deliverable. But have to balance the needs against the capacity. But where is the balance? Depends on the vision, what is deliverable – could differ between areas. Not going to happen overnight. Needs a qualitative statement. Should be captured in the vision. Possible signs of government recognising this challenge. Include reference to the built environment along with countryside/AONB etc.
- Need to recognise the variations in constraints across Surrey. Bound to defer to some extent to Government policy or could undermine plans at Examination. The overview needs to provide hooks so that subsequent sections can pick up different localised problems. Innovative responses to constraints? E.g. approaches pioneered in the national parks
- Market demand vs need for affordable housing.
- Bullet point 2 should refer to delivering rather than providing the mix. Control of delivery is a problem. Depends on many different factors including government policy and market forces. Being looked at as part of the National Policy consultation. Delay between permission granted and building is not apparent in all areas.
- Include safeguarding minerals to ensure sufficient resources to supply construction industry.
- **ACTION: Katelyn to give some words.**

1.3.5 Vision

The discussion paper had not included a draft vision so the opportunity was taken to discuss what it might cover. It as felt that it should build on and respond to the challenges.

- Balance between delivery and the need to deliver development
- Qualitative growth rather than just crude numbers and becoming a dormitory for London. (Karol to give a succinct definition)
- Green infrastructure – foundation against climate change
- Feel positive about Surrey and where we live and work – good quality of life for all residents living and working in Surrey. Is not great for all groups. Equity for all Communities?
- Infrastructure and jobs
- Protecting and enhancing the features that make Surrey a good place;
- Living and Working: is it more about attracting the employers than employees to work in Surrey? Employers need good communications, housing and other infrastructure to support the employees. Affordable housing to enable living and working within a reasonable distance is most important.
- Promoting sustainable travel – need to define. How we deal with congestion.
- Recognise that we don't want to be London South. Can't ignore the relationship with London, we want the benefits and not the negative aspects and Surrey needs to keep its own identity
- Need to align growth to infrastructure – in terms of funding.
- Keep the green and pleasant land for others to enjoy and for existing communities to enjoy.
- Issue of not emphasising green belt at the expense of other areas of equal quality. Landscapes must all be valued for their own sake.
- Small packets of development are not conducive to good planning and does not provide infrastructure

- Access to all to housing, infrastructure, quality of life and environment and access to opportunities to housing and jobs services for young people.
- Providing a balanced employment base that ensures delivery of basic community services to all.
- **ACTION: Karol to define qualitative growth – see annex attached**

1.3.6 Sustainable Growth for Surrey - Objectives

Potential additional health and well being objective or could be best addressed under each of the four proposed objectives. Fewer focussed objectives the better.

1.3.6.1 Objective 1: Supporting Sustainable economic growth

- What does that mean and are the potential consequences unsustainable?
- Include reference to “sustainable” in the first sentence.
- Are there consequences for housing, the environment and the economy. Smart economic growth. Can’t link jobs, houses etc and land supply together. Government agenda is housing driven.
- National policy re viability and reference to market signals. Councils do not have control over viability and unsustainable sites can be more viable. Employment sites if shown to be unviable can be developed for housing. Protecting the interests of existing employers is a real challenge. Having the opportunity to live and work in an area with access to sustainable transport.
- Business parks do not seem to be subject to pressure to conversion/redevelopment to residential. Stand alone office buildings near town centres are under more pressure. Local politicians are concerned about emphasis on housing at the expense of employment space, but also see it as a supply of housing not requiring review the Green Belt. Potential for research on the impact of start up niche firms in small employment sites, ripe for development and not being replaced. Do the benefits outweigh the lack of opportunities to replace them.

1.3.6.2 Objective 2: Meeting Housing Needs

- Emphasis needs to be on maximising brownfield land

1.3.6.3 Objective 3: Delivering Infrastructure

- Should be restated to say sufficient capacity is deliverable – rather than “available.”
- Restate deliverability in the bullet points.
- Missing elements; utilities, telecommunication - particularly broadband;
- Flood defences - is this mitigation?
- How will we work with our partners? Reference to the LSS and infrastructure Study.
- Under sustainable transport talk about cycle lanes.

1.3.6.4 Objective 4: Supporting environmental sustainability and protecting the Green Belt

- By identifying appropriate viable open space and integrate it into the wider green infrastructure network
- Optimising the value of the green belt – to Green infrastructure? Green Belt Assessment – should it be included under objective related to meeting housing need? Could be politically provocative.
- BOAs, SSIs, SNClis etc

1.3.7 Sub Areas for the purpose of the Surrey LSS

- 1.3.7.1 Sub areas identified for discussion purposes. HMAs and FEAs could be one alternative and so could SEP boundaries. But there might be more areas and HMA s might change in future.

1.3.7.2 Agreed should start with the issues and challenges as a narrative and then identify common issues. Will benefit from collaboration with each other on these. Define the different pressures in the areas then identify the actions that need to be undertaken.

1.3.7.3 Agreed that the objective of LSS is to identify the common issues and a way of addressing them. It will have a vision, issues and objectives. The common issues will be identified and objectives will seek to address these will be described in a narrative. A map or key diagram will illustrate the spatial dimension of the common issues and priorities. A similar illustrative approach to the infrastructure study.

- **ACTION – Need to seek Feedback from CEOS meeting. Assuming good - editorial team (Jack, Sue, Cath and Georgina) produce a broad template version for feedback. Spatial representation to be developed. Groups to work up the detail of each of the sub areas.**

1.4. Minutes updates and other business

- Heather's presentation went well at the Forum . She is going to go along to the working group/think tank. Mark Howarth and Anthony Durno agreed to talk to SCC property but no news as yet on any outcome.
- TAA methodology – Elmbridge Tandridge and Reigate pursuing. Tandridge shortly to appoint consultants to review methodology.
- SCC Consultation Protocol went to DM group who had some recommendations. County will be visiting Runnymede to present on the protocol. After some mods it will be presented to SPOA meeting after next.
- 3SC well received by the Minister. Discussion at SPOA. Housing and Planning Work Stream involves Jack and others. The first draft had a West Sussex focus. Next meeting is March.
- Waverley will host the PWG meeting on 9 September 2015.

1.5. Round the county updates and issues

1.5.1 Runnymede: DEERA Longcross Estate challenge thrown out by the Court of Appeal.

1.5.2 Reigate and Banstead: Executive agreed CIL which is to be implemented from April

1.5.3 Epsom and Ewell: Karol has lost Michael, Suzy going on maternity leave. Objecting to the Housing and Planning changes. Committee unanimous in agreeing representations.

1.5.4 Woking: Ernest analysing 1700 responses 28k reps to Site Allocations. July deadline for Council to consider Reg 19 consultation. Members Working group has supported DMP.

1.5.5 SCC: Neighbourhood Plan Guidance note being produced by Emily. Will be brought to PWG.

1.5.6 Guildford: considering applications on Howard of Effingham and Wisley sites

1.5.7 Spelthorne: advertising for a Planning Officer. John Devonshire is now at Runnymede. About to elect new leader. Restructuring proposals are on hold.

1.5.8 Tandridge: out for consultation Reg. 18 options. Court of Appeal re CIL challenge without up to date Local Plan.

- 1.5.9 Waverley: Mathew Evans leaving for Basingstoke. Local Plan progress might be affected by Dunsfold. Meeting with Dept Director CLG very supportive.
- 1.5.10 Minerals and Waste: Katelyn ACP event on Wednesday most Boroughs and Districts are represented. RTPI official Young Surrey Planners officially exists. Let Katelyn know any topics for them to engage in.
- 1.5.11 Mole Valley: Jack has written to CLG seeking clarification on Greg Clarke's comments to MVDC members regarding protection of the Green Belt.

1.6. Dates of the Next Meeting

Date	Venue
4 March	Kingston
27 May	R&B
08 July	Guildford
9 Sept	Waverley
18 Nov	Runnymede

2. Planning Working Group Part 2 – CR2

Purpose of the meeting was to look behind some of the numbers and the wider development implications of Crossrail 2

- Consultation closed on 8 Jan
- Evidence sessions running.
- Case being made to the Treasury to take the project through to detailed design and consent. Detailed scheme to be produced by the end of 2017 early 2018.
- Growth and Infrastructure Commission considering Cross Rail 2 among other schemes. Meeting 4 Feb.
- Trying to demonstrate the benefits – including wider economic growth and housing provision for the wider south east. Additional homes and jobs central to the business case.
- Using Mayoral CIL and looking at other development funding. TFL to fund 50% of the overall cost.
- In November undertook Phase 1. Now on to Phase 2. Refining phase 2 assumptions – testing with the local authorities to clarify the opportunities. Can they be optimised?
- Commission will make recommendations prior to the Mayoral elections in May.
- Need transport infrastructure and development assumptions need to be clear.

2.1 ACTION

- **Growth Commission meeting to take place on 4 FEB in Wimbledon all to make sure they are invited.**
- **All to ensure that they link up with Chris for 1:1 Discussions to be broken down into three groups:**
 1. Waverley Woking and Guildford
 2. Spelthorne, Runnymede, Elmbridge
 3. Epsom, Mole Valley
- **Kath to circulate Chris Bearton's slides and contact details:** Chris Bearton, Principal Planner, Crossrail 2 Transport for London 7th Floor, Albany House, Petty France, London, SW1H 9EA, Tel: 020 3054 0187 Auto 80187. Mobile: 07710852896. Email: chrisbearton@tfl.gov.uk

Qualitative Growth key points Identified by Karol for Epsom & Ewell:

- An appropriate scale of development intensification (for employment, retail and housing) within Epsom Town Centre. The scale of intensification being constrained to a maximum development height of 16m (in some locations) from ground level to eaves height. Elsewhere across the Borough, intensification will be encouraged but at a significantly more modest (sorry for the poor English) scales; IE perhaps raising densities from 30 up to 40 units/ ha and no more.
- Concentration of commercial activity in established and sustainable locations – this must tie in with an approach that safeguards such sites where they are occupied (in their intended use) and remain viable. I suggest that this includes existing retail centres/ concentrations.
- Biodiversity enhancement – this could be taken on its face value; greening our environment but actually it's much more than that; it is providing us with the resilience to survive and adapt as a species as the climate changes. That is actually pretty vital for our economy as well.
- Meeting (affordable) housing need – not theoretical demand.
- Meeting the needs of business – actually this ties in with the second bullet point; the recent changes in PDR have ridden rough-shod over business demand.
- Upscaling quality of development 1 – Epsom & Ewell is a desirable location (for people to live and for business to locate) and that quality needs to be built upon not eroded. Our evidence demonstrates that the industry wants this – turkeys don't vote for Christmas. Ensuring that this happens will require a holistic (love that word) approach to policy – ranging from the mundane design policy approach to securing sufficient infrastructure capacity.
- Upscaling quality of development 2 – raising the business profile and bringing in higher density and higher value commercial activity.

SURREY PLANNING WORKING GROUP

Minutes of the Meeting held on Friday 5 March 2016 at 10 am

Surrey County Council, County Hall, Kingston upon Thames, KT1 2DY

Present:

Jack Straw	Mole ValleyDC
Mark Behrendt	Elmbridge BC
Karol Jukubczyk	Epsom and Ewell BC
Guy Davies	Mole Valley
Cath Rose	Reigate and Banstead
Georgina Pacey	Runnymede
Geoff Dawes	Spelthorne
Sarah Thompson	Tandridge
Matthew Ellis	Waverley
Ernest Amoako	Woking
Katelyn Symington	SCC
John Edwards	SCC
Mike Green	SCC
Kath Harrison	SCC

Apologies received from Guildford BC and Surrey Heath BC

ITEM 1 Local Strategic Statement Workshop – Lead by the Editorial Team

1. Since the last meeting Cath and Sue have reported to SPOA who are happy for PWG to continue momentum and report back in April. But thought is needed in communicating with Leaders and CEOs. Paper entitled “Surrey LSS: PWG Update March 2016” was circulated.

2. The editorial team’s first stab at the vision was as follows:

“Our vision is for a county of well-functioning places that benefit those who live and work in them. This will be achieved through delivering sustainable growth that effectively balances pressures for development in this area of strategic importance close to London with maintaining a high quality natural and built environment.

It will recognise its role in the wider South East region and strive to build on its strengths while retaining the qualities which give Surrey its special character. Through collaborative working, local authorities (both within and outside Surrey) and partner agencies will seek positive and innovative solutions to shared challenges to provide the right homes for existing and future residents, support businesses that create jobs and secure necessary infrastructure improvements to bring prosperity and enhance quality of life for all.”

3. It was agreed that the editorial team had captured the main themes covered by the last PWG and it generated the following feedback:

- Should mention need – in the context of new homes. Helpful for Examination to illustrate the effort made to meet need under the D2C.
- Should be broad brush and detailed action can be picked up in the objectives;
- Special character needs to be replaced with distinctive
- Shouldn't refer to people who live and work as it sounds exclusive
- Remove "strive to build" and just say "will build"
- Achievability was discussed and raising expectations. Is it too high level? Not really a problem as the vision is the direction of travel. There is room for ambition.
- Add maintaining and enhancing the natural environment
- Mention connectivity/accessibility
- "This will be achieved by" is less visionary and more about how it will be done

4. Following discussion on the above points the vision was modified to the following:
"A county of well-functioning, well connected attractive places and healthy communities."

Surrey recognises its role in the wider South East and will build on its strengths while retaining the qualities which give the county its distinctive character. Through collaborative working, local authorities and partner agencies will seek positive and innovative solutions to shared challenges to meet the need for homes, sustainable economic growth and infrastructure improvements and to maintain and enhance the natural and built environment."

This appeared to be generally acceptable but could be subject to further change following further consideration.

5. The editorial team had developed and refined the objectives following discussion at the last PWG and they have set out measures to be taken under each objective that are informed by the discussion at the last meeting and recorded in the minutes. All this is included in the aforementioned paper entitled "Surrey LSS: PWG Update March 2016" circulated prior to the meeting. In summary the objectives are:

Objective 1: Supporting economic growth

Objective 2: Meeting housing needs

Objective 3: Delivering infrastructure

Objective 4: Supporting environmental sustainability, natural resource management and conserving and enhancing the countryside and maintaining the Green Belt.

6. These were not revisited in detail and it was agreed all would reflect carefully on these objectives and associated measures to check that they fitted well with the vision. If anyone has any comments they should contact Jack.

ACTION – all to read through the vision and the objectives and to feedback where necessary to Jack

7. The sub-areas discussed at the last PWG had been endorsed by SPOA as a reasonable starting point, recognising that there was a degree of overlap (including beyond the county boundary) and that a clearer definition of the extent and characteristics of each sub-area would be helpful.

The sub-areas are as follows:

1. Black Water Valley – Surrey Heath, Waverley and Guildford
2. Upper M3 – Elmbridge, Runnymede and Spelthorne
3. A3 Corridor – Guildford, Woking and Waverley
4. Rural Surrey – Waverley and Mole Valley
5. Gatwick Diamond – Reigate, Mole Valley, Tandridge and Epsom and Ewell

8. It was agreed at the last meeting to move away from identifying specific areas on a map and instead produce a key diagram around picking up on the issues relevant to each sub area that would relate to proposals for each of these areas. The map would build up a picture of key activity that was taking place across the county by drawing on the LEP the SEP, growth deal bids, Surrey Futures, the Surrey Infrastructure Study and thereby setting out the Surrey growth narrative more generally that is informed by the narrative of the sub areas. Effectively the LSS would comprise an overall picture of what is happening in Surrey and also comprising a vision for the future for Surrey that could act as a bulwark against the inevitable future pressures of London's growth.

9. The meeting broke up into sub groups to attempt to populate the template to inform the next iteration of the statement. The template required the following to be addressed:

- What is the general extent of the sub-area (what are the main towns/physical features etc)?
- What are the main social, economic and environmental characteristics/features?
- Are there any other characteristics that don't fall within these categories?
- What are the top challenges that are being faced in the sub-region? If possible relate these to the Surrey-wide objectives.
- Are there any other challenges?
- What are the spatial priorities in the sub area?
- And which challenges/objectives do they address?
- What is stopping these priorities being delivered (if anything)
- And what is needed to unlock them?
- In a Devolution world, what would unlocking these priorities contribute to the 3SC 'offer' to Government?

10. Cath requested that group discussion focussed on the main challenges and the spatial priorities in each sub area and their status – i.e. delivered, funded etc and what action is needed to unlock the priorities and what would they contribute to the 3SC offer. Also how they relate to the vision and objectives. Maps were also provided for each of the sub areas along with flip charts. Nobody being present from Surrey Heath or Guildford it was agreed that the rural south Surrey area could not be comprehensively covered and there would need to be re-engagement with them. Agreed it was important to ensure that each sub area is represented on the editorial team and that Guildford needed to be included.

ACTION

- **The editorial team would consider the completed templates and reflect on the discussions of the morning and use it to populate the next section of the LSS.**
- **Engagement would take place with Surrey Heath and Guildford.**
- **Next thinking on the LSS to be circulated via email in advance of SPOA and prior to the next PWG on 27 May. The previous SPOA meeting is 15 April.**
- **Guildford to be requested to be involved on the editorial team.**

ITEM 2 - Minutes of meeting of PWG held on 22 January 2015 (circulated)

11. para 1.4 Revised TA methodology to be circulated shortly
12. para 1.3.1 5 year land supply data to be provided to Cath not Sue.

ACTION please supply 5 year land supply data to Cath if you have not done so already.

ITEM 3 - SPOA minutes and issues raised

13. No minutes received or circulated

ITEM 4 - DCLG technical consultation on implementing planning changes

14. Deadline 28 April
15. Runnymede is a Brownfield Register Pilot. Richard will be attending a DCLG workshop on Wednesday 9 March. [Please see his feedback attached as **annexe 1** to these minutes].

ACTION - Responses to the consultation be shared once prepared where timescales/committee requirements permit.

ITEM 5 - Runnymede BC Local Plan Issues for Sharing

16. Several issues were shared in view of the risks facing local plan progression:
- **Independent TIAs - the County Council's resources are stretched. Has anyone used outside consultants, if so how much does it cost?**
17. Kath reported Will Bryan's response on this:

"All partner authorities (with the exception of Spelthorne) have come via SCC for support. However, SCC have used external consultants to assist with resource issues on a couple of occasions in the past. As mentioned, we are about to explore the possibility of using consultants to assist with Waverley work. This becomes a bit more complicated when using the updated model as it sits on a hosted system due to its size, but it should be still possible to allow access to the updated model by a third party consultant."

18. Cath Rose reported that SCC had commissioned consultants Barton Wilmore to undertake modelling work and paid for it. Mole Valley had to pay and the County for the modelling work.. Spelthorne previously did their own as a frontrunner.
19. The current status of Will's Local Plan modelling work is as follows:

Tandridge

First assessment completed and expect to do second assessment for Reg 19 consultation October 2016 to report in March 2017. Tandridge have requested to use updated model (the Stage 2 update should be complete by then), and we'll need to include mitigation.

Waverley

Delay in getting data to SCC. Although this has been processed, SCC's advice is for Waverley's assessment to take into account Guildford's latest planning data due to the concern raised by Highways England of traffic growth on A3 through Guildford. This will mean we cannot progress Waverley until Guildford work undertaken. However, we are exploring using existing Guildford data (ie 2013 data as used for Guildford's last assessment) and the possible use of consultants

Guildford

Data received is being processed currently.

Reigate & Banstead

Underway using the Stage 1 updated model, and due to report end of March

Runnymede

Some work underway, although bulk of assessment work will be done in April (immediately following R&BBC work), again using the Stage 1 updated model.

Woking

Modelling of town centre commencing

- **'Mutual aid' in respect of professional Planners.**

19. Katelyn reported that SCC has a number of younger planners who might welcome the experience

- **Does PWG know of anyone who would be able to assist in the processing of the LP consultation responses during the second half of August**

20. Katelyn reported that SCC has a planning apprentice who might be available.

Waverley used agency staff.

ACTION Georgina to send an email around and liaise with Katelyn

- **Green Infrastructure and ecological networks includes residential gardens. How can this element be recorded/presented? Has this issue been identified by any other LPA?**

21. John has previously responded to this point and referenced Epsom and Ewell's GI strategy: <http://www.epsom-ewell.gov.uk/NR/rdonlyres/DE280A58-E1CC-4ADA-87D0-DE31062BE9CF/0/GreenInfrastructureStudy.pdf> Karol pointed out that although inclusion of garden land would seem sensible in planning terms and the evidence can be presented, implementation can be problematic. Article 4 Directions would have to be involved with time and cost implications.

ITEM 6 - Surrey Waste Local Plan Update and update on the protocol – Katelyn Symington

22. Katelyn presented an online demo of the new SWLP web pages and gave updates on:

- New Website pages – including draft timetable for updating the waste plan.
- Consultation Protocol and Safeguarding Advice Note – no drive from SPOA to have a shared documents so it will remain an SCC document.
- Planning consultation paper - generic inbox is up and running
- Waste Sites Mapping Draft Results
- Waste Plan Review – Next Steps – Issues and Options consultation. Draft timetable online.

See **annex 2** attached. No data will be published before it has been checked by Boroughs and Districts.

ACTION

- **All to update their online local plan maps with minerals and waste site safeguarding/consultation areas and allocated sites.**
- **all to please update consultation contact information and send consultations to SCC in future to shared in box: planning.consultations@surreycc.gov.uk rather than to individual maps.**

- **Katelyn to circulate tables of mineral and waste sites and shape maps via egress (over 130 slides for all to check.) Duty to cooperate meetings to follow shortly.**

ITEM 7 - Round the county updates and issues

23. **Reigate and Banstead:** CIL being implemented from the 1 April. Have to work out what to spend it on. Development Management work to start in the summer.
24. **Surrey CC Strategic Planning Issues:** Sue reported that SEEC have set up a political steering group to consider the London Plan related issues. Peter Martin is the county member on the group along with 4 other members from the SE. Jack and Sue involved on the supporting officer group – there are 8 reps from SE England. Option paper to be produced in the summer. Workshop to consider challenges to be held on 8 March to which SEEC and East of England have been invited. Various Mayoral groupings considering scenarios/strategies – but it seems to be on the basis that there is a duty to inform rather than engage and consult.
25. **Elmbridge:** CIL is being collected; bids are being presented to the Spending Board who wishes for all CIL bids to go through the Elmbridge Local Committee for the sake of transparency. School expansion proposals which have jointly been worked up between county and borough officers will not be considered unless they have been approved by the Local Committee which is not however constituted to consider anything other than highway and transport related issues. Neither committee is held in public. Elections in May and councillors reducing from 60 to 48. Progress local plan review in June. Evidence base preparation is well underway.
26. **Runnymede:** Consultation on the local plan Issues and Options to commence on 22 June. Evidence will all in place by Easter. Housing/employment need cannot be met and therefore will be asking those in the HMA to take unmet need. Will be having Duty to Cooperate meetings.
27. **Spelthorne:** Staffing issues and difficulties recruitment. Re advertising. Reminder about the seminar at Spelthorne on PFA 6 acre standards.
28. **Tandridge:** Reg 18 consultation ended on 26 February. Going through the reps from approximately 3500 respondents/ 9k comments. Going to employ temps to do this whilst the team progresses evidence. Re CIL – will be requesting bids. Only one CIL officer and no slack if leave etc taken. Suggestion that resources/expertise could be shared – particularly over a short period. Elmbridge have the same issue as one officer manages a complex and specialist work programme. Potential issue to raise to SPOA. John later mentioned that as the only ecologist in the county he liaises with the officer at West Sussex and they cover for each other during leave periods and it works well. There was a CIL policy group chaired by Guy and there is currently a CIL implementation group chaired by Paul Druce which looks at implementation. Sarah would be going on maternity leave from mid June and her next meeting would be her

last for a while. All congratulated Sarah. Marie formerly Surtees and now Killip would be taking over in Sarah's absence.

29. **Surrey Minerals and Waste:** Katelyn has updated under item above but mentioned that she is trying to build a Surrey Young Planners grouping. Next session to be held on Thurs 7 April at County Hall at 18:00 on Minerals and Waste (Paul Sanderson – old planner – is presenting). All welcome. Definition of young planners is those with less than 10 years experience – so not related to age although Richard Ford was pleased to receive an invite. Another meeting to be held sometime in May at Runnymede on professional competence. The one at County Hall was very useful, with the RTPI in attendance to discuss log books. ALL to inform Young Planners in their teams.
30. **Surrey County Council Ecology** – John mentioned that the landscape character assessment including all borough and district maps. There are also links to the Surrey Hills boundary review and to the High Weald, E&W Sussex, Kent and South Downs NP assessments. The relevant links are as follows:
 - SCC website LCA page: <http://www.surreycc.gov.uk/environment-housing-and-planning/countryside/countryside-strategies-action-plans-and-guidance/landscape-character-assessment>
 - Surrey Hills AONB Boundary Review: <http://www.surreyhills.org/boundary-review/>
31. **Mole Valley DC:** Assuming MVDC's LDS is agreed by members on 22 March, it will be full steam ahead for the new MVDC Local Plan. CIL Draft Charging Schedule submitted last Friday. Inspector appointed: Terry Kenman Lane – same as Spelthorne. All going well, CIL should be adopted in the autumn. NDPs: first formal submission in Bookham. SHMA: talking with colleagues.
32. **Woking:** Submitted DM policies DPD to the SoS. David Spencer is the Inspector. No date fixed yet. Site Allocations still dealing with the representations. Date to report to Council in July. CMG in early May and to the working group in June so far 31k individual representations have been made by 2k people.
33. **Epsom and Ewell:** Confirmed Article 4 Directions on Epsom TC B1 Office buildings, all occupied. Objections from the landowners but not necessarily from the occupiers. Recently adopted a revised version of the Sustainable Design Guide. Continue to work on design quality guidance. Re resources: Karol shortly to be the only planning policy professional at the council due to staff leaving and impending maternity leave. Currently recruiting to a graduate post. Team also undertaking town centre management and economic development work. Will be preparing an LDS which should reflect priorities in the context of the available resources.
34. All agreed that the staffing resource is a significant major issue facing planning policy teams. Reduced grants and changes/uncertainty with regard to government policy makes the situation worse.

35. **Waverley:** Elizabeth Sims will be the interim Head of Planning following Matthew Evans imminent departure. Waverley is a Brownfield Register Pilot.

ITEM 8 - Any other business

36. **Self-Build Registers and the need for them to be in place by 1st April**
Runnymede officers have liaised with Mario Wolfe (who has previously attended PWG) who was very helpful with the questionnaire. They are receiving 10 applicants per month. Can't refuse anyone under 18 who is an EU national. Some detailed questions about financial viability. Have a register for an association as well so Runnymede considering doing 2 questionnaires. Elmbridge have had just one applicant.

Dates of the Next Meetings:

27 May	R&B
08 July	Guildford
9 Sept	Waverley
18 Nov	Runnymede

Runnymede Feedback Brownfield Register Workshop

DCLG placed great stress on starting with the SHLAA and the call for sites in deciding on what to put in the Register. Our roundtable discussion produced no other useful sources – and as far as I can tell, no other discussion group, either on the day or at the previous workshop on Monday 7th came up with anything worthy. Someone on my table suggested the Contaminated Land Register, but was instantly shot down by DCLG, the view being that it would not be helpful to highlight sites that would in all likelihood fall at the first hurdle. I asked whether there was something that we were being expected to come up with, but it was apparent that there isn't. So, it would seem that our proposed reliance on the SHLAA/call for sites is fully justified.

One delegate raised a point of detail that DCLG seemed to acknowledge. This is an apparent tension between what is deemed a 'suitable' site in the NPPF and what is 'suitable' in terms of the Brownfield Register – the view was that the NPPF use is more forgiving of whether development might go ahead; this could result in suitable sites being identified in the SHLAA then being found unsuitable in the Brownfield Register.

The workshop became more lively when we moved on to the technical matters in connection with Stages 3 and 4 of the Register. Not all of the GIS officers agreed with what DCLG were suggesting – none seeming more dissatisfied than the delegate from Waverley, Greg! My GIS officer, Chris, wasn't able to attend the workshop with me, but he will be liaising with Greg to confirm the way forward.

Before we closed, we were advised that the £10k cheque will be in the post shortly.

Richard Ford

14/03/2016

Planning Working Group Waste Plan Update
Committee Room A County Hall, Kingston Upon Thames
4th March 2016, 10am

1. New Website pages

- Email notification was sent around to notify everyone that pages have changed.
- Only planning policy team pages have been updated, development management team pages currently under review.
- We are happy to receive ongoing feedback for any information that would be useful to publish.

2. Consultation Protocol and Safeguarding Advice Note

- We are grateful for comments received to date via PWG and DM Group. Based on feedback received we have attempted to keep these documents as straightforward, useful and easy to use as possible.
- This is being finalised alongside the sites mapping projects to ensure that there is consistency between the information we are providing.
- We will be circulating both the consultation protocol, safeguarding advice note to district and boroughs through PWG and DM Group once the mapping is complete. Once finalised we put on the website and send a notification.
- We would also particularly welcome district and boroughs helping us by:
 - Putting Minerals & Waste MSA's and sites on their digital map
 - Updating their local lists of validation information to include the need for Mineral Assessments (more info in the Advice Note) for any development in MSAs that may prejudice mineral safeguarding (this does not include minor or 'exempt' development as set out in the Protocol)
- There is an offer from Paul Sanderson to visit individual boroughs/districts to discuss in more depth minerals and waste issues and sites in their area.

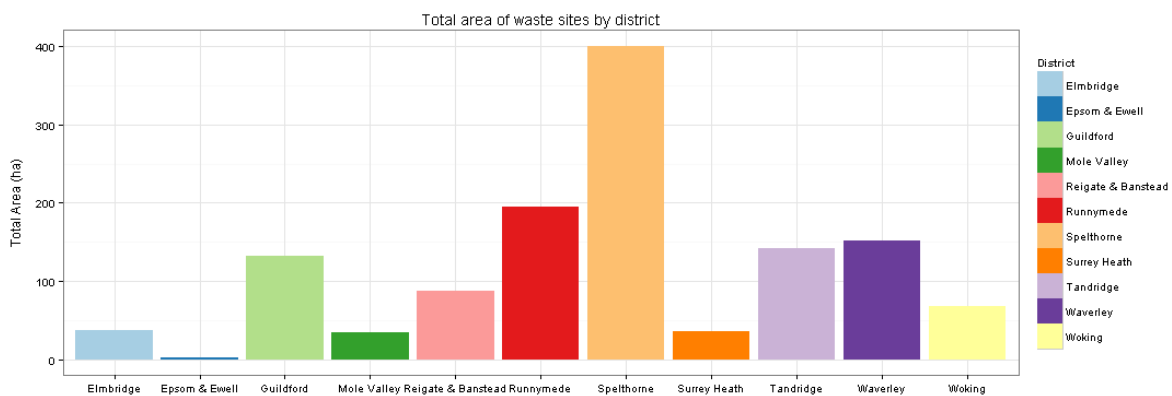
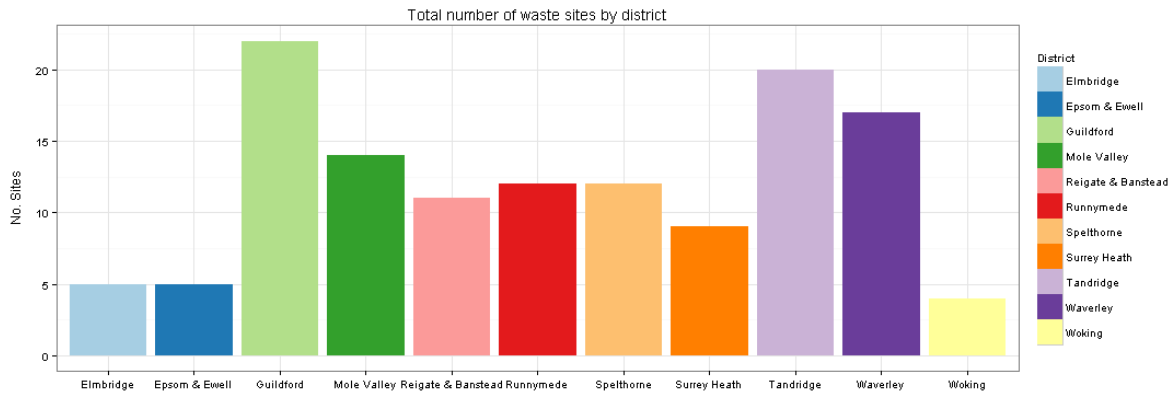
3. Planning consultations inbox

- A central contact point for any planning related consultations has now been set up. We would appreciate districts and boroughs updating their contact information and sending consultations to: planning.consultations@surreycc.gov.uk

4. Waste Sites Mapping Draft Results

- The initial mapping of waste sites was completed in February 2016 and draft results are now available.
- There are a number of caveats on this data:
 - It is based on permissions and does not differentiate between operational and non-operational sites
 - There is a low frequency of updates, at least annually but more frequently if we can manage
 - It does not include historic sites and is a snapshot of sites in 2015/16

- Over 130 sites were mapped and verified. Currently we are analysing the results using ArcGIS.
- Next stages of mapping are to complete minerals sites (including sites in restoration) and aggregates recycling sites. These sites will be published alongside the safeguarding protocol in April.
- This information will be available online via Surrey's maps and will replace Appendix 2 in the Annual Monitoring Report.



5. Waste Plan Review – Next Steps – Issues and Options consultation

- Currently preparing a series of background papers (spatial context, economic context, policy context), technical papers (waste arisings, waste capacity) and a sites assessment methodology.
- Draft timetable for the waste plan review is to publish an 'Issues and Options' consultation and a 'Call for Sites' in Summer 2016.

SURREY PLANNING WORKING GROUP

Minutes of Meeting held on 27 May 2016 at

Reigate and Banstead Borough Council, Town Hall, Reigate RH2 0SH

Present:

Mark Behrendt	Elmbridge BC
Karol Jakubczyk	Epsom and Ewell BC
Jack Straw	Mole Valley DC (Chair)
Guy Davies	Mole Valley DC
Billy Clements	Reigate and Banstead BC
Cath Rose	Reigate and Banstead BC
Richard Ford	Runnymede BC
Geoff Dawes	Spelthorne BC
June Ireland	Surrey Heath BC
Sarah Thompson	Tandridge
Gareth Williams	Waverley BC
Ernest Amoako	Woking BC
Kath Harrison	SCC
Sarah Jeffery	SCC
Sue Janota	SCC
Maureen Prescott	SCC (Note taker)
Katelyn Symington	SCC

Apologies received from Guildford BC

ITEM 1: Surrey County Council - future education provision and planning:

1. Sarah Jeffery (SCC Education) explained how the housing completions data provided by Surrey district and borough councils contributes to forecasting need for school places. Currently data is provided twice a year in late May and late October. After discussion of the pros and cons of this approach and other options it was agreed to move to an annual update at the end of May. SCC will then write to districts and boroughs at end of October to check for any significant changes.
2. The push for academies has had minimal impact on the school place planning process. Changes in wards are significant however.

ACTION: all to advise Sarah at an early stage about any changes in wards.

ITEM 2: Local Strategic Statement (LSS) Update

3. Guildford BC will be joining the editorial team. Volunteers are sought for rural Surrey. PWG noted that the LSS work provides a platform for duty to cooperate working with neighbouring authorities.
4. The editorial team aims to produce a draft LSS in time for PWG to consider in July and to finalise the LSS by the end of the year. Individual groups are now working on their sub-areas. SJ is preparing and will circulate pen-portraits of each sub-area.

ITEM 3: Report back from SPOA meeting on issues raised

5. EN reported that an RTPI representative attended and flagged up changes happening nationally e.g., alternative providers. There was an emphasis on working together to prepare for these changes so that we have a strong case should we wish to bid for work. No one had opted to be a pilot authority or a member of the technical group which could be a missed opportunity.
6. The RTPI is supporting the LPEG report. Work is underway on a new Infrastructure and Neighbourhood Planning Bill and a new Housing and Planning Act.

ITEM 4: Strategic collaboration across the wider South East and with London

7. The SSPLOG have new terms of reference and now support the political steering group (London, South East and East of England). PWG bid successfully for two places. Our current representatives are Sue Janota and Jenny Rickard.
8. Sue and Kathy Trott (SCC) are due to attend a population workshop on 14 June. The aim is to produce a population forecast that covers the whole country based on the London model.

ITEM 5: Small site exemption on affordable housing following the appeal judgement

9. RE and EL are seeking legal advice but aim to retain the exemption due to high levels of housing need.

ITEM 7: Aviation: Heathrow and Gatwick

10. Hounslow has set up a working group to address issues around Heathrow (Heathrow sub-region) with or without the third runway:
 - Local Authorities and LEPs plus DCLG (observing)
 - Four working groups: employment and housing, transport, economic and environment
 - Opportunity to feed in/use this information for local plans
 - A decision about the runway expected in July or September

ACTION: GD to provide a note to circulate with the minutes – attached as an annexe to these minutes.

ITEM 8: County-wide GIS responsibilities: data input, maintaining accuracy of data sets and management

11. Most PWG authorities have a corporate GIS resource; how well this works depends on the skills, capacity and commitment of the GIS staff. In addition many planning teams have internal expertise in GIS.

ITEM 9: GTAA joint methodology update

12. Reigate, Tandridge and Elmbridge commissioned a joint GTAA.
13. Reigate numbers are low – due to the recent change of definition and difficulties with engaging with traveller communities. **See Swale interim results:**
<http://safeguardingfaversham.org.uk/id-9d-inspectors-interim.pdf>

ACTION: Reform the PWG GTAA task group to consider whether we should adopt Reigate's methodology for consistency or take another approach.

Nominees: Tal Kleiman (TA), Suzanne (EL), Geoff (SP), Heather (GU), Jane (MO)

ITEM 10 - CIL governance variation

14. Plethora of approaches:

- EL have local spending boards which have improved local facilities
 - Politics have caused problems
 - Joint decision making committee may be a way forward e.g. Woking model
- EE finalising governance arrangements
 - After 2 years the Decision Panel is yet to meet, looking to fund 'big ticket' items
 - Using existing finance panels/groups e.g. capital officers group, capital members groups
 - Under this Joint Infrastructure Group (Borough and Local Committee members) and officers to advise
 - No executive powers but make recommendations to recommend to capital officers/members group.
 - The capital officer/member groups can also make recommendations to the JIG
 - Criteria to be set for other bids e.g. community projects
- RE Executive approves five year spending programme based on bids from infrastructure providers
 - 15% of receipts - Ward members decide on spend
- RU no CIL
- SP setting up a joint committee for big ticket items on the Woking model
 - Looking at arrangements for spending 15% of receipts, e.g. on community projects. No decision until have collected another year's CIL

- SH CIL governance panel (Leader, Portfolio Holder, Chief Executive, Head of Finance) approves spend. Ward members asked for ideas for spending 15%.
- TA invited bids in June
 - All Members will be invited to a Working group in July to discuss the bids received
 - Prioritise based on Local Plan etc.
 - 15% goes directly to parishes
- WA no CIL
- WO officer group advises the joint committee
 - 7 members (3 BC, 3 CC and a chair)
 - If there is no agreement Executive decides
 - Members liaise with their wards to spend 15/20% of receipts
 - No receipts yet

ITEM 11 - Surrey Waste Plan Final consultation protocol and brief update

15. An update, the final Consultation Protocol and a contacts list for districts and boroughs were circulated in advance of the meeting.
16. Mapping of all waste, minerals and aggregates sites has been completed and is due to be published on the Surrey Interactive Map.
17. KS and PS will contact districts and boroughs to offer training for all relevant officers on the protocol and the new mapping. Training can be provided to suit each district and borough, e.g., as part of team meetings or lunchtime learning sessions. KS will circulate available dates.
18. Districts and boroughs are asked to confirm their contact details.

ITEM 12 - Round the county updates and issues

- EL New leadership, a Lib Dem/residents coalition
- EE Recruitment issues, particularly in Policy. Re-advertising graduate planner vacancy
 - KS is setting up Linked In – may be a useful avenue recruitment tool
- MO Council has a new Leader. JS is now Head of Planning and GD has been appointed Interim Planning Policy Manager. LDS was published in March. Hope to adopt CIL in September or October.
- RE Expect to consult on Reg. 18 Plan between August and October. CR will circulate working draft to PWG for comments shortly.

- RU Issues and Options consultation due to start on 19 June. Starting work to set up Thorpe Neighbourhood Forum.
- SP New Leader. Recruitment issues.
- TA New Leader. Taking revised LDS to committee in June, consultation scheduled for October. Unsuccessful challenge on DM policies and CIL.
- WA Taking report to July Cabinet seeking approval for Reg19 consultation. New Leader who is based in Farnham. Team up to full strength.
- WO Expecting Inspector's Report in July.

ITEM 13 - Any other business

19. Surrey Hills Planning Advisor's Annual Report: contains unhelpful statements about Local Plans and the Local Plan process. PWG agreed to keep a watching brief for now.
20. Everyone wished Sue a happy birthday.
21. Today's meeting was Jack's last PWG. Everyone thanked Jack for being an excellent and long serving Chair.
22. Jack thanked PWG members for all they do. Particular thanks to Kath for her support. Thanks to Mark for agreeing to take on the role of Chair.

Dates of future meetings:

08 July	Guildford
9 Sept	Waverley
18 Nov	Runnymede

Note for Planning Working Group 27 May 2016 re Item 7 -

Heathrow Strategic Planning Group

1.0 Introduction

In October 2015 the London Borough of Hounslow initiated a meeting for local authorities and other parties with an interest in planning issues relating to Heathrow Airport. It was recognised that the impact of the airport cuts across administrative boundaries and that the collaborative working of Local Authorities and other bodies surrounding Heathrow Airport would result in better spatial planning and the management of impacts. Such an approach could also maximise the benefits of the airport to the local economy and community and could be pursued regardless of any decisions relating to the future growth of the airport. The Group has therefore been formed in response to the lack of any formal mechanism for strategic or 'sub regional' planning and governance other than the Duty to Cooperate.

The issues to be addressed by the Group relate principally to land-use planning but include transport, infrastructure, regeneration, economic development and environmental matters. Whilst recognising that members of the Group will have different policy positions on the proposals for a third runway, it has been set up to facilitate joint working to maximise the benefits and opportunities the airport brings to the area, whilst minimising its impacts in either a two or three runway scenario.

2.0 Membership

The Group is chaired by the Director of Strategic Planning, Economic Development and Regeneration London Borough of Hounslow and currently meets on a monthly basis. It is supported by four sub groups dealing with:

- Housing and Employment – need and demand and spatial planning issues
- Economic Impact – the impact the airport has on the local economy
- Transport – strategic changes to the transport networks around the airport
- Environment – the whole range of impacts, mitigation and improvements

Membership of the Group is open to officers of authorities and bodies set out below which been identified as having a key stake in sub-regional planning focussed on Heathrow:

- LB Hounslow
- LB Hillingdon (not currently participating)
- LB Ealing

- Spelthorne Borough Council
- Runnymede Borough Council
- South Bucks District Council
- Royal Borough of Windsor and Maidenhead
- Slough Borough Council
- Heathrow Airport Limited
- Thames Valley Berkshire LEP
- Buckinghamshire Thames Valley LEP
- Enterprise M3 LEP
- Surrey County Council (in respect of strategic transport and other relevant functions)
- Bucks County Council (in respect of strategic transport and other relevant functions)
- London LEP (not currently participating)
- GLA (Observer status only)
- TfL (Observer status only)
- Central Government (joint representative from CLG/BIS – Observer status only)

3.0 Purpose and scope of the Group

The purpose of the Group is to:

- work collaboratively in creating and delivering a vision for the Heathrow sub-region;
- enable more coordinated and consistent planning for and management of the local and sub-regional benefits and impacts of the airport through strategy and policy formulation;
- share information and expertise and collaborate where appropriate; and
- build partnerships, lobby and be a collective voice on matters of sub regional planning.

It is intended that the work of the Group will be essentially strategic. Heathrow Airport Ltd is currently preparing to work up a Development Consent Order for expanding the airport and this would be facilitated by engaging with the Group in a transparent and open manner.

Initially the group will facilitate officer level discussions, however, it is intended that Councillors will be involved as appropriate as work progresses. It is intended to hold a conference in late October to publicise the work of the Group to a wider audience.

4.0 Specific Objectives and Outputs of the Group

The work of the Group has three specific objectives:

- To assist planning authorities with their own plan making and the Duty to Cooperate processes and assist in the adoption of a common range of scenarios for testing and consideration.

- To enable early and effective engagement in the evolution of consultation proposals, design options, scoping of evidence requirements, design of the key studies, and the sharing of the results relating to the preparation of any Development Consent Order prepared by Heathrow Airport Limited.
- To provide a collective point of communication with Government on issues of common concern around the processes, resources, wider infrastructure and other implications of growth at Heathrow Airport upon the sub-region.

The Outputs from the Group are likely to include:

- A common Statement setting out the key common points and /or range of differences.
- Broad identification of the essential infrastructure needed to enable growth and change. This may extend beyond Heathrow expansion and related early enabling works to take into account other major schemes and developments in the sub-region.
- Common positions of how much and what type of development and employment is and will be needed, when and where across the sub region – and the starting point in guiding the location of this.
- Work towards developing a common vision and strategy statement for the sub-region – a positive ‘branding’.
- Capturing these ideas and representing them through a draft sub-regional plan for the Heathrow area.
- A common guide and reference point to the different planning ‘rules’ and methodologies that apply inside and outside of London and different counties. This will help guide/explain/reconcile a common understanding and data sets.

Appendix 3

West Surrey Local Plan Group – 7 December 2015

Surrey Heath BC

Attendees: Ernest Amoako – Woking BC

Jane Robinson – Guildford BC

Richard Ford – Runneymede BC

Gareth Williams – Waverley BC

Helen Murch – Surrey Heath BC

Geoff Dawes – Spelthorne BC

Housing and Planning Bill

- Draft response from Cath Rose. Surrey wide response. SPOA agreed – should send as PWG.
- Emphasis on moving to Affd Hsg ownership. Implications on viability.
- Produce LPs by early 2017.

Starter homes and self-build

- Identify need via the self-build register.
- Can apply for exemption – how many will get?
- Service plots on larger sites instead of traditional affordable.
- Need self-build champion.
- Promote self-build register on website.

Gypsies and travellers

- Transit sites. Need to co-operate
- Chief Execs trying to work on
- If decision confirmed as consultation – need may reduce. Permenant pitches may convert to transit.

CIL

- Surrey Heath, Woking and Spelthorne.
- More questions for those operating CIL. Only 3 questions for those not.
- Geoff D – Uniform not up to the job. Set up separate spreadsheet.
- Asked Woking and SH how going:
 - Woking – Policy looking after to adoption. DM responsibility but DM ask Policy for every detail. PAS training.
 - SH – DM take up to notice then dedicated officer. DM not checking plans, application forms and CIL forms match.
- PAS Event on 12 January – CIL in practice. Is anyone attending?
- Ernest putting together Q&A.
- Exemptions
 - Spelthorne – Warehouse to Residential – no CIL but implications. Riverside replacement. Self build.
 - Woking – No net increase – office to residential no CIL.
 - SH – Suggest we keep alist of how much we're losing – possibly Surrey wide?

AOB

- More announcements coming in the New Year.
- Ernest – Govt focus on extension of PD. How to make NP more efficient.
- Consultation on streamlining LP process. Is D to C delivering?
- Heathrow Strategic Planning Group
 - Sub-regional planning group around Heathrow. Approx 8 authorities plus 2 CC plus others = approx.. 15
- Devolution
 - Need strategic voice – LSS?
 - SPOA discussion
 - Identified priorities. Most work done by Chief Execs.

Local Updates

- SH
 - Finished SFRA
 - Commissioned Open Space Study
 - Updating SHMA
- Waverley
 - SFRA – final draft of level 2 assessments coming this week
 - 15/16 candidate sites in F2 2/3
 - Transport Assessment – Got levels 2, 3, 4 of local TA. Matt Mc.
 - Dunsfold, Farnham and now wider borough
 - SYNTRAM in New Year.
 - Publication Plan by April but outputs not due until April
 - D to C – Senior level and member level meetings
- Woking
 - 1,700 respondents and 25K reps.

Next meetings

- Feb – Guildford
- April
- June
- September Nov/Dec – Surrey H

West Surrey Local Plans Group
Guildford Borough Council Offices
2pm Monday 20 June 2016
Minutes

Invitees

Guildford BC
Runnymede BC
Spelthorne BC
Surrey CC
Surrey Heath BC
Waverley BC
Woking BC

1. Apologies

Surrey Heath BC

2. Matters/Actions arising from minutes of meeting on 7 December 2015

None

3. SHMA updates

Spelthorne:

- In the process of producing a joint SHMA with Runnymede. No progress has been made since the last meeting (although Runnymede have produced an interim SLAA). The Council hope to conduct a call for sites later this year.
- Spelthorne's SHMA will be informed by work being undertaken by the Heathrow Strategic Planning Group. The Group is assessing the potential impact of a third runway being constructed at Heathrow Airport on growth in the area. This may have implications for other Surrey authorities when the nature of the zones of influence have been fully determined.

Guildford:

- West Surrey SHMA published in September 2015. Includes Guildford, Waverley and Woking
- Objectively assessed housing number for Guildford includes an uplift for economic growth. Economic growth based on average of three data sets (Experian, Oxford and Cambridge). This is also the case for Woking.
- Proposed Submission Local Plan (published for consultation) seeks to meet Guildford's OAN.

Waverley

- OAN and housing number in emerging plan does not include an uplift for economic growth (aligned with economic strategy rather than forecasts)
- Aiming for plan to be published for consultation in July/August

- Need to discuss the impact of new population projection figures on housing need in the West Surrey area

4. Update from Gypsy & Traveller Sub Group

- Meeting to be held week beginning 27th June. Meeting will include discussion on whether all Surrey authorities can adopt methodology (including new definition of Travellers) included within Reigate and Banstead, Tandridge and Elmbridge's joint Traveller Accommodation Assessment.
- Spelthorne have identified a need to carry out a Traveller Accommodation Assessment (TAA)
- Waverley also need to carry out a new TAA. The demand for traveller accommodation is considered to be greater than that identified in 2014 TAA (base dated 2012). The Council are proposing to deal with Traveller Accommodation in part two of their plan
- GBC have a 2012 TAA. The Council aim to meet identified Traveller need in the emerging Local plan through use of our own land, provision on strategic sites (a threshold of 2 pitches/plots per 500 homes), a rural exception site at Home Farm in Effingham and through the inseting of existing (temporary) traveller sites/ pitches in the green belt.

5. Local Updates

Runnymede:

- Issues, options and preferred approaches document to go to Committee this week. Aiming for document to be published for consultation on 29th June (until 17th August). Currently consulting with Duty to Cooperate (DTC) partners on interim SLAA
- Highways England have raised concerns regarding the Council's TIA. Surrey County Council have provided responses to H.E. on the issues raised
- Site selection methodology a work in progress
- Local Green Space Report to be published mid-June
- Self- build - steady interest in self-build – approx. 40 entrants on register
- Received application for designation of Thorpe as neighbourhood Planning Area.
Action: Waverley to investigate regulations regarding statutory consultees for such applications

Guildford:

- Howard of Effingham planning application due to go to public inquiry
- Regulation 19 Local Plan recently published. Consultation period lasts six weeks (6th June to 18th July). Three drop-in events held
- Recently published evidence base documents including LAA, Transport Strategy, strategic Highways Assessment, Infrastructure Delivery Plan
- SCC raised concern that playing fields listed as open space in Infrastructure Schedule.
- Delivery of plan depends on infrastructure (particularly A3) upgrades
- OAN = 693 homes per year/ 13,860 over plan period. Overall supply in plan period is approximately 15,800 to provide the flexibility required by the NPPF. OAN will start at

approx. 500 homes a year but increase over plan period. Approach designed to ensure that five year land supply can be met and plan not rendered out of date on adoption

- Local Plan seeks to meet entire housing and employment needs. Meeting retail needs up to 2027
- The Sustainability Appraisal supporting the Proposed Submission Local Plan considered various options including meeting Woking's unmet need. It is not deemed possible/sustainable to meet any of Woking's unmet need.
- The Proposed Submission Local Plan includes 3 areas where policies have been written to include Development Management Policies - employment, retail and the green belt
- Steady interest in self-build (to date there are over thirty entrants on the Council's register). However, the group confirmed that there is currently only a duty to maintain a register (rather than provide self-build plots) as secondary legislation not yet been passed.

Spelthorne:

- Currently experiencing staffing/ resources shortage
- In July the Council's Local Plan working party will be informed of the need to update the LDS and asked to agree that a FEMA and SEA Scoping report can be published for consultation.
- Green belt study to be commissioned at the end of the month. Study will assess the function of sites in relation to the five purposes of the green belt but will not discuss other potential uses of land
- **Action:** GBC to provide Spelthorne with contact details for AECOM. Runnymede to provide contact details for Environ.
- There has been very little registered interest in self-build (approximately five registered entrants to date).

Surrey Heath: NA

Woking: NA

Waverley:

- The Council's plan is scheduled to go to the Overview and Scrutiny Committee on Tuesday 28th June. It is expected that the Plan will be discussed by Full Council on 19th July
- Evidence Base not yet fully complete – a number of documents remain a work in progress
- The Council are one of a number of pilot authorities for the new 'Brownfield Register'. The Council are required to publish the register by the end of June. Runnymede are also a pilot authority and will update the group/Waverley on how their register is progressing

6. Issues for Planning Working Group

- Transport assessments/local plan transport issues

7. AOB

- CIL – Government review of CIL discussed. GBC intend to publish Preliminary Draft Charging Schedule in September
- Runnymede requested that DTC partners comment on Issues, Options and Preferred Approaches document.
- **Action:** GBC to inform Runnymede of approach to defining exceptional circumstances in draft Local Plan
- Agreed that next meeting to be hosted by SCC (at Kingston offices) in September. Waverley to host following meeting in December.

Appendix 4

Surrey Local Strategic Statement

Note of meeting, 17 December, Reigate

Present:

- Georgina Pacey, Runnymede BC
- Cath Rose, Reigate & Banstead BC
- Sue Janota, Surrey CC
- Jack Straw, Mole Valley DC

The starting point

- SPOA request for Sue and Cath to work through PWG to prepare a high level 'strategic position statement' for consideration by SPOA and, in due course, Surrey CEs / Leaders
- Original paper to Surrey Leaders dated July 2014, Memorandum of Understanding, and Surrey Strategic Planning and Infrastructure Partnership Terms of Reference.

Guiding principles

- It is better to have something rather than nothing, and we need to start somewhere
- Any LSS needs to be bottom up, and routed in Local Plans
- There are lots of resources/information sources out there that can be drawn on to assist
- The LSS should be a 'Surrey pitch' – communicating shared strategic priorities in devolution discussions, inputting into the London Plan review, work with LEPs etc
- It won't be perfect – Surrey does not function as a discreet area, and is very diverse, meaning that some generalisations will inevitably need to be made.

Possible LSS structure

Phase 1: High level Local Strategic Statement (current stage)

- Introduction to Surrey
- Surrey-wide strengths and weaknesses, opportunities and challenges
- Surrey-wide strategic objectives (see below)
- Surrey sub-areas (see 'Geographies' below)
 - Sub-area description
 - Sub-area spatial priorities
 - How these contribute to the delivery of Surrey-wide strategic objectives
- Next steps

Phase 2: more detailed Surrey wide and/or sub area strategies *To be agreed – there would be the opportunity – once Phase 1 is agreed – to prepare more detailed strategies either on a Surrey-wide or sub-area basis.*

Strategic objectives

- Detailed wording to be agreed but include the following themes:
 - Housing
 - Economy/employment
 - Environment
 - Infrastructure
- We also need an overarching vision.

Geographies

- There is likely to be value in breaking down LSS priorities by sub-area, as challenges and interventions will vary a lot across the county.
- This approach would also help in using the LSS in cross-county boundary discussions.
- A suggested approach would be the following sub-areas:
 - Blackwater Valley
 - Upper M3
 - A3 corridor (Guildford/Woking)
 - Gatwick Diamond
 - Rural Surrey
- These do not completely align with either housing market areas or functional economic areas, but hopefully capture areas facing similar challenges in relation to the broad strategic priorities faced by Surrey.

Actions / Proposed way forward

- Note of initial meeting, to be circulated to PWG members ASAP (**Cath**)
- Initial draft of Surrey-wide intro/scene setting, for discussion at PWG (**Sue**)
- Initial draft of Surrey-wide SWOT analysis, for discussion at PWG (**Georgina**)
- Initial draft of Surrey-wide strategic objectives, for discussion at PWG (**Sue**)
- Initial draft of sub-area map, for discussion at PWG (**Georgina**)
- Discussion of proposed approach at PWG in January (**Jack**)
- Progress update to Feb SPOA
- Following agreement of sub-areas (PWG):
 - Establish working group with reps from each sub-area
 - Sub-areas to develop area descriptions, and area priorities

Cath Rose, December 2015

Surrey Chief Executives – Friday 22 January 2016

Progress report by Surrey Planning Officers on work toward a Local Strategic Statement

Background

1. The Surrey Leaders Group on 16 July 2014 agreed to 'move' toward an LSS. The first stage of the work was to complete the evidence base to give a Surrey wide picture. Once the evidence is completed it is intended Leaders would review it and agree whether/how to move forward with the LSS itself.
2. A detailed progress report was presented to Chief Executives on 17 July 15 and the Leaders in September. It was agreed by Chief Executives that SPOA would present a progress report in January 2016.

Progress since July 2105

3. Progress is summarised as follows:
 - a. Surrey Heath has now 'signed-up' to the Memorandum of Understanding which sets out how the Surrey Authorities will work together in partnership on this matter. Waverley is now the only District not to have 'signed-up'.
 - b. Studies have been progressed by all Districts specifically Strategic Housing Market Assessments, Green Belt Assessments and assessments of Functional Economic Areas. These are listed in **Appendix A** attached. Whilst there had been an aspiration to complete all work by mid-2015 the differing District and Borough work priorities, respective progress with Local Plans and available resources has in reality meant some have progressed further than others. It is relevant to note the extensive cooperation shown in the large number of joint studies.
 - c. The Planning Working Group has been asked to give initial consideration as to what format an LSS might take so, if in due course Leaders were to agree to move on to prepare one, this could be achieved quickly.
 - d. Surrey Planning Officers are seeking to hold a joint meeting with Sussex planners to consider common strategic issues including those arising from work on devolution.
 - e. The Surrey Infrastructure Study is almost finalised.

Recommendation

Chief Executives are asked to note the above and agree a further progress report be presented by SPOA in July 2016.

SURREY BOROUGH AND DISTRICT LSS EVIDENCE BASED TABLE 12 January 2016

Borough/ District	Housing Figure	SHMA	GBR	Functional Economic Area work	LEP Strategic Economic Plan infrastructure Schemes
Elmbridge	<p>Plan period 2011-2026 : 3,375 units</p> <p>225 units pa</p> <p>Housing land supply position from April 2015: Set against the Core Strategy housing target, the Borough has a 6 year housing supply of identified sites. The identified deliverable supply equates to 6.6 years supply. (1,323 dwellings).</p>	<p>Appointed SHMA consultants with Kingston, Epsom and Ewell, Mole Valley in March. 1st draft completed and D2C consultation expected to be commenced early 2016. Completion expected February 2016.</p>	<p>Consultants appointed first draft completed D2C consultation with neighbouring authorities to be completed by February 2016.</p>	<p>Work has commenced on identifying the Functional Economic Area building on existing employment studies. Consultation with D2C bodies still to be commenced. Scoping paper on D2C identified those areas where there is a potential link with regarding to employment/ economic policy issues and with whom the Council should consult.</p>	<p>Flood alleviation measures as part of the River Thames Scheme</p> <p>Other schemes have been highlighted as key to the Borough and put forward through SCC. These include:</p> <ul style="list-style-type: none"> • Improvements to A307 at Esher High Street and Scilly Isles to reduce congestion at peak times • Improving access the Brooklands along A241 • Access to Weybridge and Walton Station

Borough/ District	Housing Figure	SHMA	GBR	Functional Economic Area work	LEP Strategic Economic Plan infrastructure Schemes
Epsom and Ewell	<p>Policy CS7 Housing provision target 2007-2022 Total Dwellings: 2,715</p> <p>Existing commitments/ deliverable supply = 8 year supply of sites set against the Core Strategy housing target based on pre-RSS work.</p> <p>Core Strategy review pending to identify OAN's.</p>	<p>Commencing initial preparatory work for an objectively assessed housing need.</p> <p>Appointed SHMA consultants with Kingston, Elmbridge, Mole Valley. Work ongoing</p>	<p>Green Belt study to commence mid 2016 following the completion of our joint SHMA.</p>		<p>Kiln Lane Link</p> <p>Epsom Town Centre Plan E</p> <p>A Creative Industries Incubation and Business Hub (subject to confirmation)</p> <p>Epsom - Banstead sustainable package</p>
Guildford	<p>New Draft Local Plan proposing 13,040 new homes, (652 new homes a year).</p> <p>Currently unable to meet the NPPF requirement to maintain a five year housing land supply.</p> <p>Regulation 19 pre-submission Local Plan expected to be published for consultation in June – July 2016.</p>	<p>Final West Surrey covering Guildford, Waverley and Woking was published on 2 October 2015. This identifies a need in Guildford of 693 homes (2013 – 2033). This includes the demographic need and uplift for affordability and economic reasons.</p> <p>http://www.guildford.gov.uk/shma</p>	<p>Green Belt and Countryside Study Published 2013. The study offers a range of sites for potential allocation through the Local Plan process</p> <p>Green Belt and Countryside Study 2011 – 2014 (various volumes)</p>	<p>The final Employment Land Needs Assessment draws on information from the EM3 LEP Commercial Property Study. This identifies the FEA comprising Guildford, Waverley and Woking borough councils.</p> <p>The ELNA was published on 2 October 2015.</p> <p>http://www.guildford.gov.uk/elna</p>	<p>Guildford A3 Strategic Corridor Improvements</p> <p>A3/M25 Junction to Wisley Interchange</p> <p>Electrification of North Downs Railway Line</p> <p>New rail halts at Merrow and Park Barn</p> <p>A3 Strategic Package</p> <p>A sustainable transport package for Guildford and a package of highways projects including:</p> <ul style="list-style-type: none"> • Improvements to the Guildford gyratory

Borough/ District	Housing Figure	SHMA	GBR	Functional Economic Area work	LEP Strategic Economic Plan infrastructure Schemes
					and a Sustainable Transport Package <ul style="list-style-type: none"> • Guildford College “Digital by Default” Skills Capital proposal • Collaboration with partners around the 5G Centre of Excellence to exploit the potential of the University of Surrey and the Research Park
Mole Valley	2006 – 2026: 3,760 units 188 units pa Housing supply shows an improving position and at 31st March 2015 there was a 6.6 year housing land supply.	Appointed SHMA consultants with Kingston, Epsom and Ewell and Elmbridge in March 2015. 1 st draft completed .On-going discussions between Members in the partnership about the future of the work.	Consultation on Green Belt boundary review carried out in January 2014.	Employment Land Review 2013.	Electrification of North Downs Railway Line A24 strategic maintenance package A22 Strategic Maintenance River Mole flood alleviation schemes Transform Leatherhead Master Plan Leatherhead Gyratory Wider Leatherhead sustainable transport package A24 Capel to Surrey boundary corridor improvements/ A24 Clark’s Green to Holmwood Dorking Sustainable Transport Package
Reigate and Banstead	Av. 460 units pa (2012-2027: 6,900) Urban extensions to deliver up to 1600 homes, release to be triggered if absence of five year land supply.	SHMA – updated SHMA published in Feb 2012 and supplementary paper on housing need/demand prepared in Dec 2012 to support CS exam. Evidence found ‘sound’ by CS Inspector, who concluded OAN was 600-640 pa. NPPF compliant	Green Belt Review – technical work and detailed site assessments for GB review underway. Findings will be published alongside	Economic Market Assessment published 2008. ‘Updating the Economic Evidence Base’ published 2011’ to inform Core Strategy. Quantitative needs review	Electrification of North Downs Railway Line Improvements on the A23 Corridor A217 Corridor Programme

Borough/ District	Housing Figure	SHMA	GBR	Functional Economic Area work	LEP Strategic Economic Plan infrastructure Schemes
	Housing land supply position from March 2015 : Set against the Core Strategy housing target, the Borough has a 5 year housing land supply. The identified deliverable supply equates to 5.84 years supply.	so no need to review at present.	Development Management Plan (DMP) consultation in Summer 2016.	currently being undertaken, to be published alongside DMP consultation in Summer 2016 Emerging findings from work to explore strategic employment opportunities concludes a 'north-south divide' in terms of market profile and orientation, with Redhill, Reigate and Banstead facing towards the north (M25/Croydon) and Salfords and Horley towards the South (Gatwick/Crawley).	Reigate and Banstead Strategic Improvement and Maintenance Package Greater Redhill Sustainable Transport Package Reigate Road Network Improvement Scheme Cromwell Road, Redhill Mixed-Use Redevelopment Banstead-Epsom/Ewell sustainable package Flood alleviation schemes
Runnymede	Current Local Plan (2001) identified a housing target of 145/161 dpa 2015 SHMA identifies a need of between 466 – 535 homes pa	Joint SHMA with Spethorne Borough Council Published December 2015. https://www.runnymede.gov.uk/CHttpHandler.ashx?id=14075&p=0	Runnymede Green Belt Review published March 2015. https://www.runnymede.gov.uk/article/9200/Green-Belt-policy-documents-and-guidance	Runnymede Functional Economic Area analysis consultation from 9 March 2015 to 6 April 2015. Consultation report to determine which authorities RBC needs to engage with during future work relating to the economy and employment	Flood alleviation
Spelthorne	2006 –2026: 3320 units 166 dpa. Set against the Core Strategy 2008 housing target, the borough has a 5 year housing land supply. The identified deliverable supply	Joint SHMA with Runnymede Borough Council published December 2015 https://www.spelthorne.gov.uk/article/10078/SHMA	An assessment of the existing Green Belt boundaries will be undertaken in the first half of 2016	Work commenced on defining the FEA in November 2015.	Southern Rail Access to Heathrow River Thames Scheme - Datchet to Teddington

Borough/ District	Housing Figure	SHMA	GBR	Functional Economic Area work	LEP Strategic Economic Plan infrastructure Schemes
	<p>equates to 5.8 years supply.</p> <p>2015 SHMA identifies a need of between 552 – 757 homes pa</p>				<p>Transport schemes for the improving capacity in the approaches to Staines Bridge</p> <p>The Wider Staines-upon-Thames sustainable transport package, aimed at improving access to Heathrow and employment sites</p> <p>Improvements at the Runnymede roundabout which will improve connectivity through this gateway to Staines-upon-Thames</p> <p>Proposed development of new facilities at Brooklands College (Ashford Campus) and Thomas Knyvette School, Ashford</p>
Surrey Heath	<p>Housing Requirement:3,240 net additional dwellings for the period 2011 - 2028 (annual average 191 net additional dwellings including Princess Royal Barracks, Deepcut). Set against the Core Strategy (adopted 2012) housing target, the borough has a 5 year housing land supply against 191 but a 4.8 against OAN untested figure of 340.</p>	<p>Joint Strategic Housing Market Assessment with Hart and Rushmoor published December 2014 to identify OAHN from 2011 to 2031. http://www.surreyheath.gov.uk/planning/planningpolicyandconservation/hmp.htm</p> <p>Partial review to take into account updated employment figures . SHBC oan unlikely to change</p>	<p>Not being undertaken at this time</p>	<p>Surrey Heath Functional Economic Area Analysis – Draft Report, October 2014</p> <p>Final report June 2015 http://www.surreyheath.gov.uk/residents/planning/planning-policy/planning-and-supplementary-planning-documents/evidence-base</p> <p>Surrey Heath, Rushmoor and Hart are all major players in the Blackwater Valley area - a major centre of employment, with around 138,200 jobs, these being concentrated in Camberley (Surrey Heath Borough) and Farnborough</p>	<p>M3 Junction 9 Improvements.</p> <p>Regeneration measures to support development of the town centre</p> <p>Highway improvement schemes to ease congestion on the A30/A331 corridor and the M3 approach scheme</p> <p>Sustainable transport packages for Frimley and Camberley</p>

Borough/ District	Housing Figure	SHMA	GBR	Functional Economic Area work	LEP Strategic Economic Plan infrastructure Schemes
				and Aldershot (Rushmoor Borough). There is also a large industrial area in Ash Vale which lies within the Blackwater Valley but is within the Guildford administrative area. The scale and concentration of jobs in these areas has a major bearing on travel to work patterns in the Blackwater Valley and surrounding areas.	
Tandridge	SHMA published December 2015 2013-2033: 9,400 units, 470 units pa 2006 – 2026 adopted plan: 2,500 units, 125 units pa Average to date: 261 units pa with 1,827 completions in first 7 years.	SHMA published December 2015 identifying linkages and HMA relationships with Croydon, Reigate and Banstead, Mid Sussex, Sutton, Sevenoaks and Crawley http://www.tandridge.gov.uk/Planningpolicy/emergingpolicy/technicalassessments.htm	Green Belt Assessment published November 2015. Identifies areas for further investigation – some of which are to consider the positive role the Green Belt plays Boundary Recommendations and exceptional circumstances paper to follow as part of the next Local Plan consultation http://www.tandridge.gov.uk/Planning/planningpolicy/emergingpolicy/technicalassessments.htm	Functional Economic Area Topic paper and Economic needs assessment. Published October and November 2015 respectively For the purposes for the Economic Needs Assessment the Tandridge District Functional Economic Area (FEA) was considered to cover Tandridge, Crawley, Mid Sussex, Reigate and Banstead, Sevenoaks and Croydon Boroughs and Districts http://www.tandridge.gov.uk/Planning/planningpolicy/emergingpolicy/technicalassessments.htm	Oxted Gasholder redevelopment Caterham enhancement package A25 Corridor, A22 Corridor Rail infrastructure improvements Flood alleviation schemes

Borough/ District	Housing Figure	SHMA	GBR	Functional Economic Area work	LEP Strategic Economic Plan infrastructure Schemes
Waverley	<p>Housing figure for the emerging Local Plan yet to be set.</p> <p>Housing land supply position from October 2015. Set against the unvarnished figure of housing need in the West Surrey SHMA, the district does not have a 5 year housing land supply.</p> <p>http://www.waverley.gov.uk/downloads/download/1776/waverley_five_year_housing_supply_1st_october_2015</p> <p>Regulation 19 pre-submission Local Plan expected to be published for consultation in April - May 2016.</p>	<p>West Surrey SHMA (September 2015) indicates a need of 519 dwellings pa between 2013 and 2032.</p> <p>http://www.waverley.gov.uk/downloads/download/1947/west_surrey_shma_september_2015</p>	<p>Waverley undertook a Green Belt review in 2014</p> <p>http://www.waverley.gov.uk/downloads/download/1781/waverley_green_belt_review-august_2014</p> <p>Will be liaising with Guildford and Woking Borough Councils given that the EM3 LEP Commercial Property Study identifies the FEA as comprising the three councils.</p>	<p>Waverley is liaising with Guildford and Woking Borough Councils to identify a FEMA.</p>	-

Borough/ District	Housing Figure	SHMAA	GBR	Functional Economic Area work	LEP Strategic Economic Plan infrastructure Schemes
<p>Woking</p>	<p>Housing Requirement: 4,964 net additional dwellings for the period 2010 - 2027 (annual average of 292 net additional dwellings). The housing requirement was adopted post the publication of the NPPF</p> <p>Housing land supply position statement set against the Core Strategy housing target covering the period from April 2015 to March 2020 is 6.4 years. Consequently, the borough has a 5 year housing land supply. The link to the Housing Land Supply position Statement is by: http://www.woking.gov.uk/planning/policy/ldfresearch/hlsp/hlsp2015</p>	<p>West Surrey SHMA was published in September 2015. The objectively assessed housing need is 517 dwellings per year. The SHMA can be accessed by: http://www.woking.gov.uk/planning/policy/ldfresearch/shma/SHMA2015</p>	<p>Green Belt boundary review was published in July 2014. This and other evidence base studies have been used to inform the Site Allocations DPD. The Site Allocations DPD was published for Regulation 18 consultation between 18 June 2015 and 31 July 2015. Representations received are presently being analysed.</p>	<p>An Employment Land Review and an Employment Position Statement had been published to inform the Woking Core Strategy. They can be accessed by: http://www.woking.gov.uk/planning/policy/ldfresearch/empr. An Employment Topic Paper was also published in June 2015 to inform the Site Allocations DPD process. It can be accessed by: http://www.woking.gov.uk/planning/policy/ldfresearch/emptopic. The Council has also published the Woking Borough Council Development Strategy and Action Plan 2012 – 2017 to help deliver the requirements of the Core Strategy and the overall economic aspirations of the Council. The West Surrey authorities have agreed not to carry out a joint FEA assessment. They have however agreed that Woking, Guildford and Waverley form a Functional Economic Area. The Council is willing to work in partnership with other authorities to facilitate economic growth in Surrey..</p>	<p>Woking Junction Rail Flyover -grade separation.</p> <p>South West Main Line Capacity Improvements (including Cross rail 2)</p> <p>An investment package to tackle major congestion issues including Victoria Arch capacity improvements, A sustainable transport package, and A320/2 road improvements to help progress plans to accelerate housing delivery for Woking including the regeneration of Woking Town Centre.</p> <p>Multi-modal interchange at Woking rail station.</p>

Sub area name:

General extent of sub-area: [main towns, physical features etc]

Main characteristics:

<i>Social</i>	<i>Economic</i>	<i>Environmental</i>	<i>Other</i>

Main challenges:

Top 5:	Other:
1. 2. 3. 4. 5.	

Specific spatial priorities to help overcome challenges (eg strategic site, town centre masterplan/redevelopment):			
Spatial priority. What challenge / objective would this address	Status. Anything stopping this being delivered?	What action/power/ change/infrastructure is needed to deliver/unlock this priority?	In the context of devolution, what would unlocking this priority contribute to 3SC's 'offer' to Government?

Appendix 5

The 3SC case for devolution



The economy of East Sussex, West Sussex and Surrey (the 3SC area) is exceptionally strong. It has a combined GVA of £74 billion, which is bigger than Wales or Greater Manchester, and it makes a significant contribution to the national exchequer. It is crucial for UK that the 3SC area continues to flourish as an economy in its own right as well as supporting the success of London.

Yet the area's future economic performance, and the quality of life of local residents, is at risk because of creaking infrastructure and demand pressures on public services at a time of severe spending restraints on public services. On current plans, we face an infrastructure funding deficit to 2030. Businesses are feeling the pressures too, compounded by difficulties in recruiting and retaining staff. The councils in the 3SC area and our partners, crucially including the Local Enterprise Partnerships (LEPs), are committed to maintaining and enhancing its economic vibrancy, increasing productivity and enhancing residents' quality of life. We are seeking a devolution deal with government to enable us to meet our infrastructure needs and grow our contribution to the national economy by:

- Agreeing a **long-term infrastructure strategy** to improve capacity on the rail and road networks and further develop the digital infrastructure;
- Taking action to **bring pace and certainty to house building and provide a range of housing to meet the needs of the economy;**
- Ensuring greater engagement with businesses, schools, academies, colleges and other providers to ensure employers have access to the **skills** they need and address barriers to employment;
- Working with partners to deliver **public service transformation**.

We estimate that by 2030 our plans would generate in excess of an additional £1 billion a year for the Exchequer.

To take this action we require:

- Longer term funding certainty, while recognising the importance of better than fiscal neutrality for the Government;
- Mechanisms to enable us to share with Government the proceeds of increased economic growth in the area;
- An ability to pool resources including some of the proceeds of growth, create revolving investment funds and determine investment priorities locally;
- New delivery vehicles and shared teams, with the powers to act, to enable us to accelerate development in the area.

The 3SC area, covering a population of 2.5m people, enables us to work at the scale needed to address our infrastructure and skills challenges.

We are committed to working closely with Greater Brighton with its focus on enabling growth in the city region with a more concentrated geography. We are also committed to a parallel programme of double devolution between the county and district councils in each county area.

Core to our proposition is a commitment to greater collaboration across the 3SC area to enable us to make further, faster progress on infrastructure improvements, house building, skills development and public service transformation. Specifically we will:

- Collaborate together, and with national agencies such as Highways England and Network Rail, to develop a comprehensive **long term infrastructure strategy;**
- **Pool relevant resources** (financial and people) to deliver our ambition more effectively by:

The 3SC case for devolution



- Creating an investment pot for local infrastructure improvements;
- Being able to pool public sector land and manage its release to support the right types of development in the area;
- Setting up special delivery vehicles and a high level delivery team with commercial acumen to accelerate development focussing on major and difficult sites;
- Explore **mechanisms for leveraging additional funding** from a range of sources including the private sector, and European funding;
- Operate a **mechanism for prioritising investment** across the 3SC area to ensure that we generate the best rate of return for devolved and local resources;
- Adopt more impactful forms of collaboration between ourselves, education providers, with businesses and with relevant national agencies to **address our skills gaps**;
- Pursue **public service transformation** at scale learning from previous transformation work and provide a template for other areas to adopt.

Government has an important part to play in enabling us to maintain and grow our contribution to the national economy through a devolution deal. In particular we are seeking:

- The **pooling of relevant national funding streams locally** to enable us to prioritise investment locally and leverage additional investment from other sources;
- An ability for us to **share in the national taxation benefits of growth** generated in the area;
- Active government support to enable us to develop **new relationships with key national agencies** to enable joint planning, co-commissioning and aligned investment on the basis of a mutually agreed set of priorities;
- **Speedier release of public land and licensed exemptions from a number of regulations** to enable our proposed delivery vehicles and delivery teams to get real traction including a “use it or lose it” mechanism and a revised approach to utility regulation to enable utilities to invest upfront;
- Government involvement in the **co-design of public services**.

We share the Government’s insistence that governance arrangements are introduced which are fit for purpose in enabling local prioritisation and collaboration, providing a clear and transparent line of accountability and giving the Government the confidence to deliver powers and resources to us. We will engage residents in our governance review and are committed to: establishing a mechanism for collective binding decision making, including the prioritisation of investment, across the 3SC area; and creating a clear single point of accountability for the local delivery of our devolution deal. We also propose to establish a Sub-national Transport Body covering at least the 3SC and Greater Brighton area to oversee the joint infrastructure plan, bus and rail strategy and identify investment priorities.

We are confident that, if we agree a devolution deal on this basis, in five years’ time we will deliver:

- 34,000 new homes;
- A firm programme for improving crucial transport corridors including the M23, rail capacity between London and the South Coast including Brighton Mainline and High Speed services into Bexhill and Hastings, our quadrant of the M25, the A27, the A21 and the A3 and M3;
- A reduction in hard to fill vacancies and skills gaps and an increase in the take-up of business-led training in our key sectors;
- A proven shift to preventative activity with a consequential reduction in costs.
- With HCA support, using brownfield sites to develop a better mix of housing in the 3SC area.



Workstream summaries

- 1) Fiscal & Investment
- 2) Infrastructure
- 3) Housing & Planning
- 4) Skills
- 5) Governance



FISCAL DEVOLUTION & INVESTMENT

Why is it important?

- We have a strong track record for delivering growth. However, under-investment in infrastructure threatens our continued success by damaging our economy and constraining growth potential.
- Our proposals will bring rewards for the 3SC, for the UK and the Exchequer– including more housing, more business growth, inward investment, reduced benefits spend, more buoyant tax revenue (nationally and locally).

Summary asks and offers

Our asks:

- Secure all business rates earlier than current government plan , so that a proportion can be applied towards funding the required investment.
- Greater control over discounts in the council tax system
- Pump priming for the infrastructure fund reflecting the additional tax being generated
- Bring together relevant funding from national grants;
- Commitment by national agencies (Highways England and Network Rail) to invest in line with 3SC priorities;
- Control and influence over other funding streams such as skills to allow for locally directed services.

Our offers:

- Better than fiscal neutrality – Government and our local authorities will benefit from increased growth;
- Increased revenue for the Exchequer from higher growth and reductions in welfare spending;
- Secure investment earlier and potentially investment by developers;
- Pool a portion of relevant local resources arising from growth in a revolving investment fund, so all our local authorities benefit over time;
- Make better use of the public estate, including Government owned brownfield sites;
- Use our scale to access funding pots, such as European Investment Bank funding, at better interest rates;

Key facts

- 3SC contributes a GVA of over £74 billion to the UK economy - that's almost £20 billion more than whole of Wales and £17 billion more than Greater Manchester. We currently raise over £900 million in business rates, £1.4 billion in council tax annually and generate around £600 million a year in Stamp Duty.
- If we don't increase investment in infrastructure, we estimate there will be a significant funding gap to 2030.
- If we secure the funding to cover the deficit, over the next five years, we can deliver:
 - 34,000 new homes in line with the Government's target of 1 million;
 - 58,000 new employment opportunities; and
 - Progress our top infrastructure priorities for the 3SC.



INFRASTRUCTURE

Why is it important?

- Infrastructure in its various forms is essential for supporting both housing and employment growth.
- Journey times and capacity constraints on our road and rail networks are deterring investment in our emerging high value businesses.
- For the most significant infrastructure it is beyond the capability of 3SC to ensure that delivery of growth and the necessary infrastructure and funding are co-ordinated without greater commitment from the relevant national agencies.

Summary asks and offers

Our asks:

- Funding package for infrastructure needs certainty over a longer timescale;
- Create a rolling Infrastructure Fund to complement national initiatives by delivering medium and small infrastructure enhancements to unlock growth;
- Enhanced working arrangements with national agencies and utilities;
- Pool government brownfield land to enable new sites to be developed;
- Devolution of any remaining broadband funds.

Our offers:

- Injecting pace and certainty to the delivery of housing, co-ordinated with an integrated infrastructure strategy to 2050;
- Creation of an Infrastructure Fund to enable local improvements to complement national initiatives, including our top priorities. Pooling of a portion of proceeds of growth;
- Superfast broadband delivery policy mandated for new developments and joined up 3SC initiatives for 5G initiatives eg BDX and Gigabyte Coast initiatives;
- Create governance to prioritise a coordinated programme of infrastructure investment, linked to our top priorities;
- Create high level 'Delivery Teams' to facilitate negotiations with developers and leverage in private sector skills and funding;
- In partnership with the H.C.A bring brown field sites to development.

Key facts

- Our top infrastructure priorities are:
 - 1) Increasing capacity on the A3, A21, M3, M23, the south west quadrant of the M25
 - 2) Eliminating bottlenecks on the whole of the A27
 - 3) A fundamental rail capacity enhancement between London and the South Coast
 - 4) Enabling high speed rail access via HS1 to Hastings and Bexhill
- Major enhancements, including any airport expansion need to be complemented by local road improvements for better connectivity which will be planned and delivered by 3SC. Examples could include dualling of the remaining section of the A24 or roundabout and junction upgrades.
- Smaller businesses are heavily dependent, especially in rural locations, on a digital connectivity network that we need to enhance to enable new start-up businesses to exploit the emerging technology being developed in our universities.



HOUSING AND PLANNING

Why is it important?

- Better meeting housing needs will support increased productivity across the 3SC.
- Housing delivery is heavily influenced by commercial considerations of developers; 3SC wants to work with the industry to facilitate increased **pace** and **certainty** in housing delivery.
- Very high housing costs (second highest nationally) in 3SC is negatively affecting the ability of businesses to access the skills that they need – people can't afford to live here.

Summary asks and offers

Our asks:

To support the delivery of 34,000 new homes, 58,000 new jobs and additional opportunities on surplus brownfield land we request:

- Devolution of funding for infrastructure currently held by Government departments (Dft, HCA, EA etc) into one pot to enable forward funding;
- Accelerate the release of surplus brownfield land held by Govt depts (HCA currently has only 17ha available in whole 3SC area);
- More proactive partnership with HCA to improve delivery;
- Greater influence over utility regulators;
- Flexibility on the cap and level of discount on starter homes, pooling Right to Buy receipts
- Freedom for LA building control services to compete and discretion on planning fees;
- Reducing the compensation payable for compulsory purchase of vacant homes;
- Discretion on Permitted Development Rights on commercial space.

Our offers:

- 3SC will deliver 34,000 new homes to 2020, 26% more than over the last 5 years (this will also support 58,000 new jobs);
- In addition we want to inject **pace** and **certainty** to housing delivery by:
 - Reducing risk & financing costs and increasing confidence for developers by forward funding infrastructure (infrastructure sells houses);
 - Increasing capacity within LPAs to facilitate delivery through collaboration/sharing best practice & more tailored service for developers.
- There is significant opportunity to build on brownfield land (in ownership of government departments/LA's) as these sites can achieve densities of 60-100dpHa. They also provide opportunities to provide a range of tenures.

Key facts

- Average housing completions in 3SC over last 5 yrs is 6,868 pa; we plan to increase this to 8,658 pa
- This compares to the 3,300 pa planned by Manchester CC
- Once planning permission is granted, developers control supply e.g. a site in Mid Sussex for 118 homes has only completed 7 homes this year. We need to try and address this.
- House prices in South East are 2nd highest nationally. In 3SC area an income of £72k is needed for a £330k home (mean price for 3SC). Average incomes in our area are £26-£30k.
- A joint income of £58k & a deposit of £21k is needed to buy a starter home in 3SC.



SKILLS

Why is it important?

- The 3SC area already has significant skills gaps in elementary jobs (i.e. people in post with inadequate skills) and skills shortages (in the labour market) including in caring professions and in managerial and professional roles. These will become severe over the next 5 years unless the supply of appropriately skilled labour increases.
- Meeting the skills gap to allow businesses to grow and to establish themselves in the area is fundamental to supporting ongoing economic growth.

Summary asks and offers

Our asks:

- Greater influence over national skills and employment programmes through a devolved and integrated pot of funding;
- Local co-ordination of the full range of programmes to provide information, advice and guidance to young people in schools and academies;
- Recognition of work readiness and vocational pathways within school and academy inspection and funding arrangements;
- The ability to provide a range of vocational and professional pathways to meet the needs of employers;
- To commission apprenticeship provision in the 3SC area, particularly aggregating SME needs, by retaining and pooling apprenticeship levy funds paid by 3SC employers and devolution of a portion of the funds retained by Government;
- Devolution of the adult skills budget and co-commissioning with DWP of employment support programmes.

Our offers:

- Building on existing relationships to better understand skills needs in the area;
- Developing and focusing employer involvement in provision of skills through Employment and Skills Board(s);
- Using the outcomes from FE Area reviews to improve pathways to higher level skills;
- Developing additional pathways into higher education and employment that meet current and future employer needs;
- Supporting FE Colleges and others providers to be more responsive to employer needs;
- Stimulating take up and access to apprenticeships;
- Combining adult skills provision and work force planning through business support for high growth and potential high growth companies;

Key facts

- 3SC area already has very high rates of employment (about 76%) and a highly skilled workforce, although disparities do exist across the area
- UKCES Survey (UK Commission for Employment and Skills) found 80% of businesses had hard to fill vacancies as a result of skills shortages increasing to 85% in some parts of the 3SC area.
- An inadequate number of applicants is a factor in 42% of hard to fill vacancies in the 3SC area (compared to 28% nationally) particularly for elementary jobs, care professionals and skilled trades.

GOVERNANCE

Why is it important?

- We recognise that the greater the devolution of responsibility from government, the greater the importance of appropriate transparency and democratic accountability for what is decided.
- We recognise that this will mean we need to work together in a more formal way to achieve our ambitions for prosperity and that this requires a system for collective, binding, decision making at a strategic level.
- We recognise the importance the government will place on having a single point of accountability and all Councils will be involved in the decision about the form this might take.

Key Principles

- All Councils shall be equal partners in any governance arrangements
- No Council should be worse off as a result of these arrangements
- There will be full consultation with all councils in developing the detailed governance proposals for further consultation with residents, partners and local businesses.
- Each Council will take a decision on the final governance proposals through their respective democratic processes.

Issues/potential challenges

- **Will Government impose a governance structure on 3SC?**
The Government has made it clear that it will not impose solutions on devolution areas but is equally clear that there should be the ability for councils acting together to take binding decisions and that a traditional joint committee is unlikely to provide the accountability they are seeking if significant devolution is to occur. In all likelihood, this will mean a combined authority, which will be a statutory authority in its own right, of which each council will be a constituent authority, with the right to appoint a member. We note that the devolution deals announced so far have included a directly elected Mayor. However, given the very different community identities and links across our area we do not think that a directly elected mayor will be the solution best suited to our proposal and will seek to make this case to Government as part of the negotiation process.
- **How will decisions be taken by any new body?**
Part of the work we now need to do is to work out and seek to agree the detail of decision making should a combined authority be established. It will be important to ensure that all Councils feel appropriately involved in decisions whilst at the same time not making decision making overly bureaucratic. It may be that whilst significant decisions are taken by the authority as a whole, others can be taken a smaller group, subject to appropriate scrutiny. Which decisions fall into which category will be a key discussion point.
- **What will the process be for agreeing any governance proposals?**
If we are able to reach informal agreement about the best form of governance for our area, then the high level principles will be put to each Council, together with an outline of the devolution deal once this is close to settlement with Government. If endorsed by the Councils, it will then be necessary to enter a



formal public consultation phase, known as a governance review, before submitting the final proposals to each Council to for adoption.

- **Will 3SC work across three LEP areas – how will we ensure it doesn't hamper work of LEPs?**

Our respective LEPs and their working arrangements are very similar and both they and we are determined to take a constructive approach to aligning our joint working to reduce or remove the impact on efficient decision making. Quite how this will work will depend to an extent on the final deal and the way in which future funds will come down from Government. With clear mutual understanding of where each LEP fits into the processes we will make it work and adapt our governance to address any issues that arise.

- **How can decision making with a separate Greater Brighton bid be made to work?**

We have been in regular dialogue with Greater Brighton and both parties recognise the synergies of our proposals and the benefits of joint working and cooperative decision making. We will find a solution that helps us deliver that as simply as possible. The new Cities and Local Government Devolution Act allows for the creation of sub national bodies to deal with transport issues, in recognition of the fact that such issues can span a number of regions and this is a possibility we could explore.

Appendix 6

Heathrow Strategic Planning Group

Terms of Reference

Adopted 11th December 2015

1.0 Introduction

Heathrow airport is a key economic driver for West London and the M3/M4 Corridor. Although the operational airport is located entirely within the LB Hillingdon, it together with the supporting uses and infrastructure has a significant impact across the sub region spatially, socially, economically and environmentally. Currently a decision is awaited by the Government on the Airport Commission's recommendation, which identified Heathrow as its preferred option for runway expansion in the south east. Regardless of the outcome of the Government's decision it is recognised that the impact of the airport cuts across administrative boundaries and that the collaborative working of Local Authorities and other bodies surrounding Heathrow Airport will result in better spatial planning and the management of impacts, together with maximising the benefits of the airport to the local economy and community whatever decisions are made regarding growth in the future. The Group is therefore being formed in response to the nature of the location straddling a number of different administrative boundaries which lack any formal mechanism for strategic or 'sub regional' planning and governance other than the Duty to Cooperate.

The scope of the issues to be addressed by the Group will principally relate to land-use planning but through which it will address transportation, infrastructure, regeneration, economic development and environmental matters. This scope would be reviewed as appropriate. It is recognised that each member of the Group will have their own individual policy positions on a third runway, and membership of the Group does not require any particular position of support or opposition. It will be for each member of the working group to decide their level of involvement. However, as an overarching principle the Group will work together to maximise the benefits and opportunities the airport brings to the area, whilst minimising its impacts.

2.0 Purpose and scope of the working group

The purpose of the Group is to:

- work collaboratively in creating and delivering a vision for the Heathrow sub-region;
- enable more coordinated and consistent planning for and management of the local and sub-regional benefits and impacts of the airport through strategy and policy formulation;
- share information and expertise and collaborate where appropriate; and
- build partnership, lobby and be a collective voice on matters of sub-regional planning.

The intention of the Group is that it is essentially strategic but practical and its precise role and ways of working will evolve and change to best respond to the decisions of Government and events. However, initiatives and projects arising from the spatial relationship of local authorities with Heathrow, but not necessarily predicated on the outcome of the decision of the third runway, would still benefit from wider sub regional engagement. Heathrow is currently preparing to work up a Development Consent Order for expanding the airport and this would be facilitated by engaging with the Group in a transparent and open manner.

Initially the group will facilitate officer level discussions, however, this may be broadened to include Councillors at a future point as appropriate.

3.0 Specific Objectives and Outputs of the Group

The work of the Group will have three specific objectives:

- For planning authorities own plan making, the Group will assist essential Duty to Cooperate processes and assist in the adoption of a common range of scenarios for testing and consideration that will make all Local Plan (and London spatial development strategy) examinations more straight forward and robust.
- For (any) Development Consent Order prepared by Heathrow Airport Limited, the Group will enable early and effective engagement in the evolution of consultation proposals, design options, scoping of evidence requirements, design of the key studies, and the sharing of the results etc.
- To provide a collective point of communication with Government on issues of common concern around the processes, resources, wider infrastructure and other implications of growth at Heathrow Airport upon the sub-region.

The Outputs from the Group could include:

- a. A common Statement setting out the key common points and /or range of differences.
- b. Broad identification of the essential infrastructure needed to enable growth and change. This may extend beyond Heathrow expansion and related early enabling works to take into account other major schemes and developments in the sub-region.
- c. Common positions of how much and what type of development and employment is and will be needed, when and where, across the sub region, and the starting point in guiding the location of this.
- d. Work towards developing a common vision and strategy statement for the sub-region – a positive ‘branding’.
- e. Capturing these ideas and representing them through a draft sub-regional plan for the Heathrow area.

- f. A common guide and reference point to the different planning 'rules' and methodologies that apply inside and outside of London and different counties. This will help guide/explain/reconcile a common understanding and data sets.

4.0 The working group in practice

The Group will meet regularly at a frequency to be agreed. It is anticipated that this would be monthly during the initial period awaiting the Government's initial decision.

Sub-groups may be established to focus on specific work areas, and their work coordinated by the working group including:

- Employment – jobs and floor space demand
- Housing – need and demand
- Transport – strategic change
- Environment – the whole range of impacts, mitigation and improvements
- Economic Impact – the impact the airport has on the local economy

The working group meeting will be chaired by the Director of Strategic Planning, Economic Development and Regeneration London Borough of Hounslow. LB Hounslow officers will service the meeting, organising a room, providing an agenda and a list of actions/short minutes from each meeting, with an update at the following meeting.

Meeting notes and email correspondence will all be produced in a form suitable for publication if required.

Sub-groups will be chaired and serviced by willing participants as appropriate.

5.0 Membership

Initially the membership of the Group is open to those authorities and bodies as set out below who have been identified by the Group as having a key stake in sub-regional planning and if they engage will commit to resourcing with suitably authoritative Officer Representative:

- London Borough Hounslow
- London Borough Hillingdon (invited to attend but currently not participating)
- London Borough Ealing
- Spelthorne Borough Council
- Runnymede Borough Council
- South Bucks District Council
- Royal Borough of Windsor and Maidenhead
- Slough Borough Council
- Heathrow Airport Limited
- Thames Valley Berkshire Local Enterprise Partnership
- Buckinghamshire Thames Valley Local Enterprise Partnership

- Enterprise M3 Local Enterprise Partnership
- Surrey County Council (in respect of strategic transport and other relevant functions)
- Bucks County Council (in respect of strategic transport and other relevant functions)
- London LEP (to be invited but currently not participating)
- Greater London Authority (Observer status only)
- Transport for London (Observer status only)
- Government (coordinating representative from CLG/BIS) (Observer status only)

Other parties and in particular other transport bodies or organisations will be invited to join as appropriate taking into account the scope of the issues being considered.

Draft notes of meeting

Heathrow Strategic Planning Working Group

18th September 2015 Compass Centre Heathrow 9am -12am

Attendees

Wesley McCarthy (Slough BC), Ian Barton (Bucks & Thames Valley LEP), Kevin Travers (Enterprise M3 LEP), Jane Griffin, (S. Bucks DC), Sam Cuthbert (LB Ealing), Geoff Dawes (Spelthorne BC), Georgina Pacey (Runnymede BC), Rachel Raynaud (Runnymede BC), Ian Frost (Heathrow AL), Jonathan Deegan (Heathrow AL) , Heather Cheesbrough – Chair (LB Hounslow), Michael Thornton (LB Hounslow), Alan Hesketh (LB Hounslow).

Part of meeting only: Nick Platt (HAL – Head of Cargo)

Also invited: LB Hillingdon, Maidenhead BC

1 Introductions and brief summary of purpose of meeting

HC welcomed everybody to this first meeting and gave an introduction of the suggested purpose of the Group, and why it was timely that Local Authorities surrounding Heathrow should come together and plan positively to make the most of the opportunities and to manage the impacts. All authorities have an agenda for growth and we should be considering how this is best planned for in full recognition of the massive driver of Heathrow. This is necessary regardless of what decisions Government make about the location of further runway capacity.

2) Draft Terms of Reference (ToR)

A draft ToR was tabled and comments invited before agreement is sought at the next meeting.

Comments made in discussion included:

- A shared Vision is required to shape the work of the partnership. It would need to cover a wide geographic area allowing for and reflecting different degrees of impact and interest. The Heathrow Opportunity Area (London Plan designation) has been identified but has never been taken forward. LEP is keen to see an economic vision for the wider area.
- The Vision area should be identified through a redline plan, but not a hard and fast boundary. Could be a dotted line or series of concentric lines, to show different areas of level of influence and could have different layers for different issues. Should also show transport connections – Crossrail. The orders of influence might be:
 - 1st order – air side, within the final runway flight paths, AQMA for surface access
 - 2nd order – localised supporting uses and supply, ‘bonded’ warehouses (approx 5 miles),
 - 3rd order – significant direct and indirect employment and activities, to a specified travel distance
- But how will Local Plans respond to airport growth, how will the process be managed of locating the negatives, apportioning the ‘goodies’ amongst the different authorities?
- Conduit for ‘meaningful’ Duty to Cooperate discussion and liaison, and consultation on Heathrow matters (such as the DCO). Recognition that there are shared aspirations.

- This partnership should be the core group, potential sub-groups to then discuss particular issues, potentially bringing in others as required
 - Membership should include Surrey CC as transport authority and should include Bucks CC too. What about Highways England? Important to ascertain the relationship between this group and the Heathrow Area Transport Forum (HATF), although it was acknowledged that HATF could benefit from re-invigoration. Sub Regional Group to consider the strategic transport issues, whilst HATF more operational
 - Agreed that it was useful for HAL to document and circulate a list of all the various groups and networks that the Airport liaises with, services, transport etc **Action – IF**
 - A scoping exercise needs to be undertaken for issues that need to be considered. Outputs should be identified and prioritised. These will develop and change in priority as the partnership evolves through the preparation of an Action Plan. Could include:
 - Vision
 - Spatial planning
 - 2 or 3 key issues, develop a common understanding of what these look like and scope for impact so that Local Plans can respond. E.g. distribution of hotel growth, facilities for air freight expansion
- Action - HC**
- Noted that Hillingdon and Windsor and Maidenhead were not in attendance despite invitation – **Action HC to follow up with high level discussion to try and ensure attendance**

Action All to send comments on the ToR to be agreed next meeting.

3) Opportunities and Threats Workshop

Discussion and ‘post it’ exercise undertaken – **Action IF to organise pulling together summary of comments and circulate.**

4) Local Plans update

Hounslow – adopted Local Plan (Sept 2015), CIL (July 2015), taking forward 2 local plan reviews for areas – Great West Corridor/Golden Mile and West of Borough, together with evidence base studies (employment land review, Green Belt review, SHMA, green belt review). Looking to go out to initial Issues consultation at end of 2015

Slough – adopted Core Strategy 2008, currently reviewing Local Plan on a 3 year programme to finalise 2017/18; undertaking Joint SHMA with Berkshire, big growth in numbers anticipated. Delayed by awaiting the outcome of Heathrow decision. Masterplan for Colnbrook and boundary with Heathrow.

S.Bucks – adopted Core Strategy in 2011. Started Local Plan review this year, including green belt review, housing need and supply. Govt asked for an accelerated programme. Combining services with Chiltern DC but SHMA on a different basis. Issues and options consultation planned Jan 2016

LEPs getting involved with supporting planning strategies, interested in housing too.

Ealing – Core Strategy adopted 2012 – plus site allocations and DM policies. Not doing full a review following adoption of FALP, but carrying out area based guidance (eg Southall). Old Oak Common

now an MDC, who are looking to consult on a draft Local Plan in Dec. Joint work with LBH&F, Brent and Mayor for OAPF for area being published next month

Spelthorne – Core Strategy adopted 2009, commenced LP review this year. Next July – Issues and Options consultation. Pre-publication consultation Dec 2017 and adopt 2019. Joint SHMA with Runnymede – call for sites early next year. Green Belt ‘assessment’

Runnymede – using 2001 Local Plan, two Core Strategies withdrawn, the last in 2014, housing targets and delivery the main problem. Borough split in two – North facing Heathrow and South A3 Corridor. Currently taking forward Local Plan, potential adoption 2018/9.

Surrey CC (Geoff) – Local Strategic Statement – packaging evidence base studies together, including green belt reviews and SHMAs.

Definition of the Functional Economic Area by Runnymede/Spelthorne discussed, and Hounslow asked to say more about the Green Belt Review and to reconvene the joint authority meeting on this.

Action – Hounslow to call further borough Green Belt review meeting

Discussion on Airports Commission identification of potential growth from Heathrow, particularly housing – potential max figure of 48,000 new homes. The partnership needs to factor this in as a scenario in Local Plans.

5) Development Consent Order (DCO)

HAL made presentation of intended programme and approach and showed current proposals for third runway.

Don't think a hybrid bill is likely. Potential DCO planning application mid-2018, determination 2019/20. It was acknowledged that there had been no consultation to date on the Heathrow masterplan and much of it was 'up for grabs'. Informal consultation to start, 2 stages of formal consultation. Stage 1 mid-2016. Need clarity on potential content of National Planning Statement – before can progress fully – mid-2017? Hope this will contain enough detail to shape the detailed proposals for the 3rd runway

The extent of DCO was queried, what would be the Red Line boundary? Heathrow responded that would depend on phasing, with potential earlier planning applications for those elements that need pp outside of the DCO. It was acknowledged that timing would be crucial, and understanding how quickly associated development needed to appear? And what planning horizons should be considered? 2030/40?

Concern from local authorities that there would be resourcing issues in responding to the DCO. Heathrow believe that joint working beforehand should help to relieve the burden and acknowledgment that it should be different to the T5 approach. A wish to collaborate, agree common ground and have sensible discussions. Could there be some form of Planning Performance Agreement (PPA) – but on what and with who? Further discussion would be beneficial but was agreed that need to develop appropriate strategies for growth.

Car parking needs to be considered holistically both staff and passengers, considering constrained and unconstrained demand and the need to identify dates for public transport delivery?

Heathrow would over the next four months be carrying out demand/forecast studies (freight, ancillary hotels/office/industrial), passenger studies, car parking. It was noted that public transport forecasts/demand needs to influence the latter in the first instance.

6) Demand Studies Overview and Demand Study No.1 Freight Forecasting

Each study to include an initial consultation to explain methodology, allow challenge and seek assistance, then further consultation at the end to review findings at the conclusion

Action – HAL and All

Freight forecasting

Presentation by Nick Platt Head of Cargo. Heathrow biggest freight airport by a great margin, moves more freight than Schiphol and Munich combined – with plenty of existing spare capacity in aircraft holds already. But movement through the airport is relatively slow and crucial to speed this up.

HAL have commissioned Seabury to produce cargo/freight forecasting for next 25 years, including the need for warehousing space within 5 miles radius of perimeter of the airport. All the old correlations of freight to GDP, employment densities etc need review. New models of 'transit sheds', 'distribution centres' customs arrangements, the controlling influences of the Freight Forwarders (rather than the airlines), the relationship with rail freight and multi-modal points all to be understood. To be completed end of Sept.

AAP (Aviva/Segro) own much of the commercial land to the south of the airport in Hounslow. Movement of facilities off airside and arrangements for growth and more efficient / faster freight processing requires new generation floor space and additional floor space, notably to south side of the Airport.

Relationship with other forms of road freight and behaviours of HGVs / drivers discussed.

See slides for full details

Action NP to share presentation by email for comments – by mid next week, particularly on methodology for capacity needs, and council info on shed size demand/supply.

LB Hounslow about to commission ELR – very keen to compare notes

7) Next meeting

Once a month for now agreed – 3 before Christmas.

Heathrow Strategic Planning Group

28th January 2016. 2.30 – 4.00pm. LB Hounslow Civic Offices

Attendance:

Brendan Walsh (Chair), Alan Hesketh, Mark Frost, Michael Thornton – Hounslow
Sanjay Dhuna – Slough
Geoff Dawes - Spelthorne
Sue Janota – Surrey
John Devonshire – Runnymede
Ian Brown – Btv Lep
John Rippon – Bucks
Kevin Travers – Enterprize m3
Jonathan Deegan, Ian Frost – Heathrow
Jane Griffin – South Bucks

Observers:

Adina Bisek – Grimshaw Architects (Heathrow)
Jack Stevens – BIS/DCLG
Lyndon Forthersgill – GLA
Patrica Cazes-Potgieter – TfL

1. Introductions

Brendon introduced himself as the new Chair and talked to the importance of the Group. He had sent a letter of introduction with the agenda papers. Introductions round the table.

2. Minutes of last meeting

Agreed. Note the agreed name of the Group is the 'Heathrow Strategic Planning Group'

3. Response from Government

Positive replies to the Group's letters received from Simon Ridley DG – Decentralisation and Growth CLG and circulated previously. Also very supportive email from Jackie Sadik – DCLG

4. Update on Government consideration of the Heathrow third runway proposal and work to understand the environmental impacts

&

9. Progressing the establishment of the sub-groups

HAL are waiting to hear from Govt what the methodology for assessing air quality will be; similarly the programme of the work. Confident that they can demonstrate that expansion can be achieved within the environmental limits set out by the Airports Commission. There are issues around both the interpretation of the legal requirements and the application of the actual tests.

It was agreed:

a) That the Environmental Sub- Group should commence work soon so that we are in a position to engage in this process – the Sub-Group can usefully collate all relevant Air Quality Action Plans, policies and air quality and noise data etc. There appear to be three aspects to the further assessment –

- carbon emissions from projected airport operations
- noise from projected airport operations, and
- the construction process.

b) That all the Sub-Groups should now commence with a first meeting. These were confirmed as:

Environment (convenor Jonathan Deakins HAL)

Housing (LB Hounslow)

Employment and economic impact (to be identified amongst the represented LEPs in separate discussion)

Transport (LB Hounslow – Mark Frost)

c) This first meetings should be held before the next meeting of the full HSPG to establish:

- What the Sub-Group thought they needed to focus on
- Their work programme – assuming a standard six weekly meeting cycle
- The Sub-Groups should report this to the next full meeting of the HSPG

Each Sub-Group to be provided with, as a starting point:

- a copy of the HSPG Terms of Reference,
- HAL's overall programme for 2016 (as shown at the meeting) and
- the Vision material (item 7)

Action All: Each member body to identify their environmental representative on the Sub-Groups (if appropriate) to Michael by end of w/e 5th Feb. (michael.thornton@hounslow.gov.uk).

Michael to advise the identified convenors so that they may progress.

5. Update form HAL on the timetable for the DCO

HAL stated that a meaningful timetable could not be prepared until the process and timetable for Govt decision was clearer. Indications are now that Cabinet decision will not now be until after the summer recess, and following the Mayoral elections and European referendum. Govt have clarified that all three options will be assessed (for legal robustness): Heathrow NW runway; Heathrow Hub; and Gatwick.

HAL stated that the Terminal 5 inquiry / permissions established that the Airport can continue to expand (from current 75m) to 90m passengers/year without further major approvals, and within the 480,000 aircraft movements cap. At that time thought no additional land required for passenger growth. Originally this growth had been projected to be achieved by 2016, now anticipate 2035? The picture is now less clear for growth in air freight?

HAL outlined their proposed work programme for 2016 (copy to be circulated) to consider both:

- A base case growth (2 runway expansion) (HAL please confirm - up to the figures above?) and
- third runway (HAL to confirm figures).

Using a 'vision', proper development principles, identifying character zones, identification of what functions might be inclusive or exclusive of the airport, scope for 'outward' looking elements. Previously discussed freight and employment land work has a key role in this.

As part of this have funding to engaged Grimshaw architects (working on the Airport site masterplanning) to consider the wider spatial vision and masterplanning off the airport. This will look to fit with Local Plans etc. Southern Rail Access and (other options for improved access arrangements) will be key to this.

6. Update on timetable for completion of the evidence base work

Employment Land Study

Slide shown outlining the methodology, including questions and comments put by Georgiana. The progress of LAs ELRs compared – all actively looking at this issue for next round of Local Plans. The first meeting of the Sub-Group will start bringing this together.

HAL are required (T5 decision) to prepare a regular audit of all Airport related floorspace – this was now due. However, the methodology needs review.

Actions: **Michael** to circulate template to collate Local Plan progress

Economic Sub-Group to collate progress on ELRs and data (including HAL audit)

7. Progressing the Vision

LBH had collated the results of the Visioning exercise undertaken at the last meeting, a summary document outlined. DCLG/BIS commented that the experience at Crewe / HS2 was that strategic scale visioning was very useful.

8. Resourcing

It remains for HAL to respond to the previous 'ask' made to them, however, the Group was also aware that it should not be or be seen to be, wholly funded by HAL or partial. It was recognised that the administrative and technical effort currently being invested in the Group by LBH was extensive.

Agreed: **Brendon** to write to equivalents at each body / authority with a specific request for contributory financial support.

All: to provide name and contact details for appropriate recipient to Michael by end w/e 5th Feb

Brendon: to then write to Simon Ridley DCLG seeking match funding from Govt. to support the work of the Group.

10. Programme of future meetings

Agreed: that we should establish an alternating cycle of (the set of) Sub-Group meetings and then the full HSPG meeting, each meeting approximately every 6-8 weeks.

The next meeting of the full Group will be: March 22nd 10.00-12.00 at Heathrow Compass Centre

Action: All Sub-Groups - we requested that all the Sub-Groups meet in time to submit their responses (to item 9 above) to the next full meeting on 22/3/16.

MT – v3/2/16

Queries, comments and requested responses to: Michael.thornton@hounslow.gov.uk
/ michael@meritthornton.co.uk

Heathrow Strategic Planning Group

Meeting at 10.00 on 22nd March 2016 – Compass Centre, Heathrow

Attending:

Brendon Walsh (Chair), Michael Thornton (notes), Alan Hesketh – LB Hounslow
Jonathan Deegan, Simon Earles, Ian Frost, George Davies – HAL
Sue Janota – Surrey CC
Geoff Dawes – Spelthorne DC
Kevin Travers – Enterprise M3 LEP
Ian Barham – BTV LEP
Julia Gregory – Bucks CC
Jane Griffin, Anita Cacchioli – South Bucks
Paul Stimpson – Slough
John Devondshire – Runnymede
Richard Tyndall – Thames Valley

Observing:

Alison Cowie – TfL
Adina Bisek, Jolian Brewis – Grimshaw Architect (for HAL)

Apologises:

Kate Cornford - BIS/DCLG (Observer status)

1. Introductions

Led by Brendon in the Chair

2. Minutes and matters arising from last meeting on 28th January 2015

BIS/DCLG had responded to Brendon on the request for resource support for the HSPG activities – something similar to the support to HS2 teams would be possible once Government decision made on the location of the runway. Hounslow will continue to service the group until then.

Action: Michael to circulate a template for pooling information about Local Plan making

3. Update on further decision making about the location of the third runway

Simon reported the DfT's expectation that a Government decision could be announced just before the summer recess. HAL is project planning on this basis - the likelihood of this timing being achieved thought to be dependent on various factors including the outcome of the European referendum.

4. Progress the establishment of the Sub-Groups

Thank you for all the nominations. The Sub-Groups should now proceed, the onus was now on the convenors of the Sub-Groups to get these started – these being:

John Pope – Transport

Ian Barham – Economic and Employment

George Davies – Environment

Alan Hesketh – Housing

5. Workshop drawing on the Group's previous Visioning Workshop

Jonathan introduced the item; Heather had previously emphasised the importance of Visioning with the Group, and the Group's previous Visioning Workshop exercise (11 December 2015 meeting) produced aspirational statements and development principles to be achieved in both 2 Runway and 3 Runway future scenarios. This was now to be taken further so that we can each consider how Local Plans can align with and guide a Heathrow sub-region vision and the planning of the Airport. Introduced Adina and Jolian of Grimshaw Architects.

Grimshaw's outlined their background and that they who have been long involved in masterplanning at the Airport. Their programme runs over 3 quarters to address: Vision, Development Principles and Character Zones for the wider area (see presentation handout).

Grimshaw's led the discussion and recorded responses, considering the headings of: Place Making; Environment, Infrastructure; and Eco/Social. (See their outputs for details.)

Agreed – The issues arising from this will need to be considered further by the Sub-Groups and documentation will be passed forward once available.

Agreed – to also circulate the HSPG terms of Terms of Reference to each Sub-Group (**Action Michael**)

6. Sustainability Vision

George introduced. HAL is commitment at to a Sustainability Leadership focussed business strategy – raising ambition from above one of 'avoiding' harm to 'leading' best practice. This can deliver real transformational value – parallels made to B&Q's 'net positive' programme and Marks and Spencer's 'Plan A'. Five Grand Challenges identified. Strategy to be released mid-May. **Action HAL** to circulate

7. AOB

It was **agreed** that the following would also be invited to future meetings:

Victoria Hills of the Old Oak Common Development Corporation (**action Jonathan**)

A representative from the Lower Thames Policy Group at the Environment Agency (**action Michael**)

8. Next meeting

Full meeting of Heathrow Strategic Planning Group – **10.00 am Tuesday 10th May at Compass House**

Sub-Groups – as soon as practical

PS: Sub Group meetings now set as follows:

Environment Sub Group - 9.00 27/4/16 at Heathrow Academy TW6 2AP

Transport Sub Group – 10.00 12/5/16 at LB Hounslow Civic Centre

Housing Sub Group - 10.00 24/5/16 at LB Hounslow Civic Centre

Economic Sub Group – w/c 23/5/16 – details tbc by Ian Barham

MT 03/05/16

Heathrow Strategic Planning Group

Draft - Minutes of meeting of Tuesday 10th May 2016 held at the Compass Centre, Heathrow Airport

Attendance:

Brendon Walsh (Chair), Michael Thornton (Convenor) - Hounslow;
Jonathan Deegan, Simon , Ian Frost – HAL
Julia Gregory – Bucks CC
Jane Griffin – South Bucks
Geoff Dawes – Spelthorne
Ian Maguire – Runnymede
Kevin Travers – Enterprise M3
Paul Stimpson – Slough
Adina Bisek – Grimshaw
Lyndon Forthergill – GLA (Observer)
Richard Turl DCLG/BIS (Observer)

Apologises:

Alison Cowie / Georgina Barretta - TfL (Observer)
Ian Barham – BTV LEP
Alan Hesketh – Hounslow

1. Introductions

Introductions made.

2. Minutes and Matters Arising

Agreed: Save that should add to item 5: “It was also agreed that the sub-groups should also be asked to consider the scope of matters of interest to them and the geographic area of impact/ influence”.

Noted that: the Local Plan information collection template had been circulated – once completed it may be appropriate for planning policy officers to meet to consider this in more detail

Tom Cardis (as an Observer) will attend future meeting for Old Oak Common DC; representation from the Lower Thames Group to be confirmed

3. Update on the Government decision making process – HAL

No more information about Government decision timetable. DfT are ready to brief Ministers for a decision / announcement in the first ‘window’ of opportunity after the European referendum and before summer recess - 21/7. A second ‘window’ is likely to be at the end of Sept after the summer recess and before the party conferences.

New Mayor's position will become clearer but appears to be a change in that supportive of a future role for Heathrow rather than seeking closure.

4. Sub-Group meetings - progress

Michael, Ian and Adina reported on the meeting of the Environment Sub-Group. A successful meeting addressing ToR and the scope of the matters. Useful clarifying and detailed comments had been made on the Vision document and Development Principles. The sub-group felt that it was not necessary for their chair to attend the HSPG so long as some individuals were present at the sub-group and HSPG. It was however important for the HSPG to consider how to ensure communication between sub-groups on issues of common interest and overlap.

M, I and A felt that the sub-group would be probably be able to confirm the ToR and Scope at their next meeting, but that agreeing the geographic extent of the different influences /impacts and the intended outputs and programme for their work would likely require a third meeting.

Agreed that the draft ToR and Scope of Matters note be circulated to the other sub-groups as a model to consider, and that they all be asked to pursue a similar programme.

Agreed that the findings should then be brought together and shared in a ½ day conference event (all members of the sub-groups and HSPG invited) following the third cycle of sub-group meetings. Possibly late September or October? (See draft programme)

Action: that **Michael and Jonathan** would express this into a note / gannt programme (to be first circulated to the HSPG for comment) and then distributed to the sub-groups.

It was noted that the date of the Employment sub-group meeting was yet to be finalised and that there was some uncertainty about the arrangements made for the Transport sub-group.

Action: Michael to resolve the latter and check on progress for the Employment sub-group

5. Developing a shared Vision - HAL / Grimshaw:

Adina presented a document Workshop 3 which was the basis of a detailed discussion session. The results of which will be reflected in the next draft, key points included:

That this was the vision of the whole HSPG and not that of HAL. Hal would eventually prepare its own vision etc to lay alongside it, as could all the individual bodies represented. HAL logo/styling should be removed from the document. All of this relates to airport development – whether 2R or 3R

Aim for Vision Statement on each topic and 4 or 5 statements after each to explain / expand.

Character Zones to be a subsequent step.

Detailed comments captured by Adina's notes.

Grimshaw will be attending the sub-group meetings to gather comments on the Vision and Principles and refine the document to bring back to the couple.

All: Brendon stressed that officers should keep their Leadership informed. Check direction as necessary. Deeper / wider political discussion and two-way dialogue at later stage – potentially using existing forum and channels as well as events the HSPG.

Action: Michael to circulate Hounslow MIPIM brochure

Change of Leadership at RBW&M noted.

Some discussion around Local Plan preparation, scenarios and options, and how this will relate to the Vision and Development Principles and later, the Character Zones. The Local Plan data collection exercise will be useful first step and it may be appropriate for the Local Plan makers to meet separately to explore in further detail.

6. Date of next meeting

Tuesday 14th June at 10.00 – Compass Centre

Tuesday 12th July at 10.00 – Compass Centre

Minutes

Date: April 27th 2016
09:00 – 11:00am

Meeting at: Heathrow Academy, Conference Rm 3

Subject / purpose:

Heathrow Strategic Planning Group: Environment Sub- Group Meeting 1

Attendees:

George Davies	HAL Head of Environmental Strategy & Assessment
Emma Fromant	Amec Foster Wheeler
Hannah Cook	Spelthorne Borough Council
Julia Gregory	Buckinghamshire County Council
Michael Thornton	London Borough of Hounslow
Ian Maguire	Runnymede Borough Council
Ben Coakley	Chiltern and South Bucks PDC
Surinderpal Suri	London Borough of Hounslow
Ian Frost	HAL Head of planning
Adina Bisek	Grimshaw Architects
Sue Janota	Surrey County Council

Apologies: Geoff Dawes

Minutes:	Action:	Initials
<p>1) Meeting opening – Introductions and comments:</p> <ul style="list-style-type: none"> - Attendees were welcomed to the meeting. Each person introduced themselves and their role within their organisation. - GD set out his expectation that this initial meeting would be a chance for the attendees to get to know each other's aspirations for the group and start to confirm the purpose as set out in the draft Terms of Reference. - GD indicated that it was possible for a Government announcement on Heathrow expansion in July following the EU referendum on the 23rd June. - MT confirmed that other HSPG Sub-Group meetings are to be held in the next 3-4 weeks. - JG mentioned Iver and the Colne Valley Park – both examples to consider for the cumulative effects of nearby major infrastructure 		

Continued...

- schemes.
- HC – said that she wanted to find out about the wider strategic impacts of the airport expansion.
- GD posed the question of how might this Sub-group add value to the existing Air Quality, Noise and other groups that the airport and other HSPG members are involved with?
- Attendees when on to explore what is the scope of the environment aspects considered by this group? Green/blue grids etc. or AQ/ noise etc. Where should attendees best focus their expertise?
- It was agreed that varying skills will be needed at different times, and it was recognised as important to have a view of what the future programme from the parent group looks like.
- The role of Grimshaw was confirmed as to pull all sub-group requirements together.

To ensure the attendees were familiar with the context of the sub-group MT described the overarching Heathrow Strategic Planning Group (Parent group) highlighting:

- Working collaboratively: planning authorities must work together to produce common set of figures on things such as housing numbers
- Understanding GLA process and processes relevant to those outside of GLA jurisdiction
- Identify common issues and to work through approaches to deal with these as a group

MT advised that the employment and economic impact sub-groups have now merged into a single group

Parent group meeting every 6 weeks (last meeting 22nd March) – subgroup to meet every 6 weeks in between parent group meetings.

2) Grimshaw presentation, Adina Bisek:

Adina presented to the group on the progress of the visioning work with the HSPG.

Overall time line was described;

- Q1 2016 developing shared view
- Q2 2016 development principles
- Q3 2016 character zones

Adina described the shared vision work that had been developed with the HSPG and sought feedback on the various sections;

- Heathrow to provide a green case.
- Self-sustaining Heathrow
- How to manage the London wide perception
- Local energy generation
- Use of electric vehicles
- Green measures

Continued...

- Air quality control including M4 and M25 issues.

Slide 1: Leaders in Sustainability –

The attendees considered this a perfectly reasonable statement for the parent group. Follow up comments included:

- Relevant to developments on airport, not solely the third runway.
- Sustainability is a lead principle for the Parent Group.
- Minimise environmental harm and maximise environmental benefits.
- The expansion of Heathrow should become the ‘next best practice’ in environmental enhancement and mitigation.
- Mitigating opportunities now and in the future.
- Going beyond legal compliance.

Re-word ‘West London Launch Pad’ - Adina to propose new wording.

AB

Slide 2: Achieving integrated sustainable development

Housing, transport and environmental picked up. The attendees felt that the language was OK for visioning stage.

Slide 3: Well-designed sub-regional green strategy

Green belt paragraph – attendees advised that this should be removed. Not part of environmental designation.

Remove second paragraph - Adina

AB

Slide 4: Achieve the biggest step change improvements in key measurable targets.

- Using LPA ‘opportunities’ to improve...
- What measures can be included..
- Rename LPA with ‘key stakeholders’
- Heathrow and businesses can do a lot to improve the movements around the immediate area around the airport.

Adina to reword

AB

Slide 5: Setting high expectations for airport operations

- Give respite to residents by alternating flights paths.
- Replace best possible with ‘improved’

Adina to reword

AB

Grimshaw next steps – amend slides and circulate with Env Sub-group.

Adina to engage with other sub-groups before circulation.

AB

Character zone – spatial determination, questions were raised about the extent of the zones and discussion followed on a range of areas including.

- Hinterland of airport.
- Colne valley should be included
- How should the environmental sub group be involved in defining character zones?

George to raise with Jonathan Deegan to confirm Env sub-group role in character zoning.

GD

3) Scope of Env Sub-group (ToR discussion):

The draft Terms of Reference were discussed.

- Different areas for each technical aspects.
- Spatial scope – break down for each topic.

Ian Maguire to draft suggested

Continued...

- How should the scope of the aircraft flightpaths be considered?

topics and spatial areas for the ToR.

IM

Suggested topics for the sub-group:

- Resources: Water, waste, energy
- Transport
- AQ
- Noise
- Green infrastructure (flora management)
- Biodiversity

When asked about the noise impacts and if the airport had further thinking to share, GD confirmed that the flight paths are a very important aspect that will need to be informed by extensive consultation and government policy. The consultation strategy, how the communities might be engaged is yet to be defined.

GD described that range of current engagement forums that are in place and suggested that the ToR of the environment subgroup be aware of the existing meetings and risk of overlap.

List of existing group and scope to be provided by George.

GD

Heathrow will progress a stakeholder strategy and consultation in due course.

Carbon is a key climate change measure. Should be considered with other environmental issues.

Attendees agreed that climate change and aeroplane emissions should not be a focus of the environmental sub-group for planning purposes. Overlapping of sub-group and parent issues.

MT to share env sub group ToR issue 2 with Parent group chair.

MT

The question of how do parent and sub-groups communicate was raised. Grimshaw to provide some of this interlinking role and attendees will often be present at both meetings.

Method for parent and sub-group interaction to be included in ToRs.

GD

GD to review ToR and add commentary about how successful interaction will be achieved.

What is the aspiration of 10th May workshop?

Adina to clarify

AB

4) Next steps:

Minutes – George to circulate

Steer from Michael on Parent ToR

George to set up next meeting date.

Membership – TfL involvement to be encouraged

Continued...

Commitment to have one person from this group at parent group

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First meeting of the Housing Sub-Group - Heathrow Strategic Planning Group

Tuesday 24th May, 10 to 12.00 at LB Hounslow Civic Centre – Environment Room

Key decisions and action note

1. Introductions, attendance and apologies

Attended: Alan Hesketh (Chair), Michael Thornton and Louise Prew (London Borough of Hounslow), Geoff Dawes (Spelthorne BC), Georgina Pacey (Runnymede BC), Jane Griffin (South Bucks DC), Jonathan Deegan (Heathrow), Julia Gregory (Bucks CC), Adina Bisek (Grimshaw), Paul Stimpson and Phillipa Hopkins (Slough BC)

Apologies:

2. Purpose of the sub-group

General discussion about what the purpose of this sub-group is.

Michael circulated draft programme. HSPG suggested that three meetings are held by early July so that the information from all the sub groups can be pulled together from mid-July onward. That process and next stages of programme to be confirmed by 'parent' HSPG.

HAL is commissioning an employment demand study. The brief is off for tender soon. This will consider both 2R and 3R options at 2020, '25, '30 and '40. Construction jobs not factored into the study. It will assess both direct and indirect employment. The bidding consultants will suggest a study area and include information around travel to work catchment at 30, 45 and 60 minutes.

Action: Jonathan to circulate the latest version of the study brief.

3. Terms of Reference of the sub-group

- Considered previous examples, typed-up terms of reference and specific objectives at the meeting (Julia to circulate)
- Key issues for this group include reviewing existing SHMAs, SHLAAs and ELRs (FEA) and overlap
- Reviewing Davies Commission suggested housing outputs (demand for up to 48,000?)
- **Agreed** that we to test Davies figure and establish how many new homes and when may be required for different scenarios. Probably a 'quick and dirty' study by the sub-group to allow us to initially scope the issues and confirm need for and specify a further full study (to be commissioned on behalf of the HSPG) as required. Identify resource needed from Govt to undertake this
- Involvement – given timing & importance of emerging London Plan and need for consistent scenario testing and potential issues of double counting etc – sub-group felt that active GLA involvement in the subgroup is essential
- General commitment to cooperate and share information wider than immediate area of study

Action: Julia / LBH to circulate draft ToR and Specific Objectives for further comment

Action: Suggest that the employment sub-group should best to focus on *economic development issues* – supply chain, jobs and skills etc – and that the housing sub-group address the *spatial planning issues* of housing and employment.

Agreed Representatives to raise this at the Economic sub-group meeting (Friday) and then look to recommend refocus and renaming of sub-groups to HSPG. **Michael and Julia to speak to John Barham**

Action: LBH to request attendance at future meetings by GLA officers

4. Scope of interest of the sub-group

Matters of interest and areas of impact were addressed in discussion with reference to scope and Vision documents. Travel times critical to identifying zones of housing influence and impact – including travel in and around the airport campus from key stations etc.

Action: Jonathan to invite Chris/John from the Transport sub-group to next meeting to explain how transport modelling works and so that inter-relationships in the groups work can be clarified

Agreed: Vision document to include an intermediate scale map / graphic between the two scales currently shown.

5. Local Plan making and Duty to Cooperate

Discussion of the partially completed template circulated at the meeting - need all to complete this and have understanding of the available evidence, 'story' and key figures in each authority.

Action: All to complete Local Plan table template if they haven't already. **Michael** to circulate current draft

Action: All to prepare single page 'narrative' telling the key issues and story for housing and employment in their area – refer to SHMA/SHLAA/ ELR etc.

All to be sent to Michael in time to circulate before next meeting

6. Developing a Vision and Development Principles for the Heathrow sub-region

- Adina presented latest travelling draft (24/6/16) which took on earlier points from Environment and Transport sub-groups. Key points to be included in presentation are the need for a sustainable development principle statement at the front end, with further statements in each section about how each aspects contributes to sustainable development
- Need additional attention to effect not just on displaced communities but those which aren't displaced and will now be (more?) impacted by the possible airport expansion.
- Important opportunity to integration with and regenerate network of existing sustainable town centres. Accessibility information included – houses to be located in areas accessible and sustainable and support local economies i.e. town centres.

Action: Grimshaw to update document prior to next meeting – ideally **before** Economic meeting on Friday

Action: Paul to circulate some draft text in relation to town centres information

7. Future meeting dates

Next meeting arranged for **midday Thursday 9 June at Compass House - Heathrow**. (Approx 12.30 directly following earlier Environment Group meeting)

Jonathan – please confirm meeting arrangements for both

Agenda items:

- Role / renaming of Housing and Employment sub-groups – recommendation to HSPG
- Presentation from Heathrow transport people on travel to work areas
- Consider geographic scope
- Information sharing - based on completed Local Plans table and A4 'narrative' sheets
- Confirm ToR and Specific Objectives (confirm scope of matters of interest)

LP/MT 26/5/16

Heathrow Spatial Planning Sub-Group – second meeting

Compass Centre, Heathrow

Thursday 9 June 2016 12-2pm

1. Introduction, attendance and apologies

Attended: Alan Hesketh (Chair), Louise Prew and Michael Thornton (LB Hounslow), Hannah Cook (Spelthorne), Georgina Pacey (Runnymede), Jane Griffin and Graeme Winwright (Chiltern DC and South Bucks DC), Julia Gregory (Buckinghamshire CC), Pippa Hopkins (Slough), Jonathan Deegan (Heathrow Airport Limited), Sue Janota (Surrey CC) and Tony Sheach (Mott Macdonald).

Apologies: Geoff Dawes (Spelthorne)

2. Local Plan updates

Most authorities have filled in their information about progress of the local plans.

Action: Georgina to use her contacts to remind RB Windsor and Maidenhead to complete the spreadsheet of local plan information and encourage participation

3. Heathrow Travel to Work presentation

Presentation from Tony from Mott McDonald on Heathrow travel to work data.

Action: Tony to update data to show which areas are within commuting distances of Heathrow –

Action: Adina to incorporate graphically into the Vision document. Information required:

- Information to show the 30, 45, 60min and 90min travel to work areas around Heathrow for now and in the future: 2025, 2030 and 2040
- Clarify the precise measuring point at Heathrow.
- Advise on a typical time allowance for travel from the stations to points around the Heathrow campus - to show the full travel time for employees using public transport
- Show the 30mins 'light green area' in larger / greater detail
- Show information about where current employees are commuting from.

4. Authorities housing and employment needs

Housing and employment to be mapped and discussed at the next meeting but some key points:

- Hounslow has two housing zones one each in Hounslow and Feltham each providing about 3000 new dwellings. Other significant sites include MOD and Network Rail sites
- Spelthorne and Runnymede joint SHMA outlined 1,018-1,292 new dwellings per year
- Runnymede: Old MOD site 'Longcross Park' currently Longcross Studios and McLaren test track. It will have approximately 1300-1700 new dwellings. And about 75,000m² office park.
- Surrey CC: SPA restraints affect a number of districts. Still aiming for meeting figures from the South East Plan.

- Aylesbury: Taking houses from other areas including 7,000 from South Bucks and 5,000 from **another council**. Expected to provide 33,000 new homes by 2035. Will be on the new east west rail.
- A lot of new B8 land is demanded around Slough. General consensus amongst authorities is the number (180 hectares) is high but it has come from more than one consultant.

Actions:

- **LBH and Grimshaw** to develop spreadsheet for authorities to fill in regarding their housing and employment figures and locations for growth. Will set out basis for ensuring that the information is given with specified sources, set of key assumptions, and as far as practical, is on a consistent / comparable basis
- **ALL** to prepare a short narrative (one side A4?) on the key issues, numbers, opportunities and challenges in their area
- **ALL authorities** to provide Adina with GIS information if they have it on Local Plan review areas, housing zones, site allocations and where growth is expected to occur.
- **ALL** - The GIS information and spreadsheet responses is requested in time for this to be discussed at the next meeting – target date to be given.

Next meeting to be held Monday 11 July 12 -2pm.

Action: Alan to send out a meeting invite.

Transport sub Group – 08/06/2016

Meeting Notes – Tom Godsmark

Please inform me if any amendments are required to these notes.

In attendance:

Chris Joyce - HAL

Tom Godsmark – Mott MacDonald – HAL

Tony Sheach – Mott MacDonald – HAL

Kevin Travers – Enterprise M3

Mark Frost - Hounslow

Savio De Cruz - Slough

Julia Gregory - Bucks

Intros

Presentation

- CJ – Runs through Shared Vision presentation.
- CJ – There is a need to agree the area that is to be covered in vision. Who should be invited to these meetings? Who has not been invited? Who has been invited and not in attendance?
- MF – Richmond, Wandsworth to be included? Hillingdon and Ealing?

Comments and Amendments on presentation:

Page 6 – Development principles:

- CJ - Point 2 – “We do not aim to define the airport as an airport city” - Feels negative – Reword?

Page 20 - Transport/ Infrastructure slides:

- JG - Change term ‘station’ to ‘transport interchange’
- KT - Query over term ‘Sub-sequential connectivity’. Reword?

Page 21 – Cycling

- MF - Query over what is the sub region? What is the region? Need to define the area.
- CJ – suggest approaching it using National, Regional and Local connectivity?
- MT - is there a more local area that needs to be considered – i.e. on airport campus? General feeling among group is no and this vision needs to link into Heathrow’s plans and connectivity.

Page 23 – Orbital routes

- MF – The rest of the slides are high level principles, whereas this slide is too specific. Reword?

- MF – Raises point around majority of people travelling N/S by car – only way to ensure mode shift is to provide realistic PT alternative. There is a need to improve the N/S public transport provision to match the E/W provision.
- CJ – Improvement on the orbital routes allows more development opportunity areas. There is a need for a viable alternative to car to relieve highway orbital routes.
- MT – This slide is fundamentally about improving local journey times. Add point to slide?

General comments

- MF – Need to add substance to each section including opportunities and challenges across sub-region. Need a list of all transport improvements to aid this.
- Group agrees. List / Plan to of all schemes to be collated and brought to next group meeting.
- CJ – Need a map of sub-region that can be drawn on with all planned schemes.
- MF – Who should be invited to future meetings? HE, Network Rail, DfT? Chris to invite as and when relevant to meetings.
- MF – Can we share challenges already highlighted by Heathrow as part of submission to airport commission?
- MF – Public transport isochrones maps – with current and future schemes. Has this been looked at? Has there been analysis of different demographic groups and public transport accessibility?
- CJ – Runs through previous analysis of public transport journey time improvements with Southern Rail Access, Western Rail Access, HS2, Crossrail etc. HS2 analysed without Heathrow spur.
- CJ – There is value in looking at wider connectivity of Old Oak Common.
- CJ – What development opportunities can we identify from analysis of the public transport isochrones maps?
- JG – Can we share the isochrones maps for future meetings?
- SDC – Slough International Freight Exchange (SIFE) – Has this been considered in Heathrow submission?
- CJ – SIFE was not considered. Rail freight (particularly construction) improvements in area are major opportunity.
- MF – Surrey to Paddington link? Via Heathrow?
- JG – Oxford to Cambridge Expressway – Road and rail proposals in national infrastructure statements. Has this been included in Heathrow submission? CJ – Yes
- CJ – How can we reinforce the bus network? Corridor improvements and BRT schemes – Slough.
- MF – Buses improvements don't necessarily provide the journey time improvements required to see a step change increase in bus passengers.

Modelling comments

- MF – We are essentially building up a sub-regional plan.
- MF – Can we input sub-regional development plans into Heathrow model?
- JG – Can each area model interact with one another? Can they be used as part of Heathrow model?

- CJ – Explains Heathrow model suite being developed: NADM, LASAM, HESAM.
- MF – We will all need to buy into the Heathrow model and check Heathrow modelling assumptions.
- MT – How does the Heathrow model compare to the TfL model?
- CJ – Validates well. Heathrow models being validated over next couple of months, new model being developed thereafter.

Actions

1. CJ – To organise future invites of Highways England, Network Rail, TfL, DfT etc.
2. CJ – Updates to Terms of Reference document.
3. TG – Collate updates and comments on Vision Statement slides. Complete as part of minutes/notes.
4. CJ – Bring public transport isochrones maps to future meeting.
5. All – Ensure challenges and opportunities for each area are submitted to Chris for collation.
6. Unallocated task - Bring map of sub-region to next meeting.

Next Meeting

14:00, Compass Centre, Heathrow, 11th July 2016

Appendix 7

Runnymede & Spelthorne Strategic Housing Market Assessment (SHMA)

Joint Member Liaison (Steering) Group

TERMS OF REFERENCE

Background

1. The National Planning Policy Framework (NPPF) requires local authorities to ensure that their Local Plans meet the full objectively assessed needs for housing in the housing market area, as far as is consistent with policies in the Framework.
2. In order to identify the objectively assessed housing needs across the housing market area, Runnymede and Spelthorne Borough Council's commissioned GL Hearn to carry out a Strategic Housing Market Area Assessment for the two authorities. A Part 1 draft has now been completed which determines the extent of the Housing Market Area. The consultants are currently working on the Part 2 of the assessment which will determine the OAN for the HMA as well as the affordable housing needs. The assessment is due to be completed in draft form in December 2014 with publication envisaged in February 2015.

Purpose of the Joint Member Liaison Group

3. To provide a joint forum under the duty to co-operate for exploring how the objectively assessed need for housing in Runnymede-Spelthorne Housing Market Area (HMA) could be delivered.

The nature of the group

4. The liaison group is not a decision-making body. Any agreement by the Group will be subject to the democratic and local plan processes within each local authority.

Specific objectives

- i. To reach an informal agreement between the two authorities on what the objectively assessed housing need is across the HMA, and within each authority area, over relevant time periods¹;
- ii. To informally agree whether each authority is doing all it reasonably can, consistent with policies in the NPPF and other material considerations, to meet the objectively assessed housing needs for its area;
- iii. That in the event of any shortfalls arising in one authority area, to explore how cross boundary working between Spelthorne & Runnymede can help address those shortfalls as far as possible, consistent with the NPPF, within Spelthorne or Runnymede in the first instance or a wider area of other districts and boroughs.
- iv. That if informal agreement to Specific Objective ii is reached and shortfalls arise across the HMA as a whole, to engage with neighbouring HMAs with respect to whether unmet need can be met outside of the HMA

¹ Runnymede & Spelthorne are currently working to different local plan periods, so it may be necessary to agree figures for housing need that cover different time periods.

- v. To recommend that any informal agreement reached over Specific Objectives i-iv is formally agreed by each authority by their relevant committee through a Memorandum of Understanding.

Outcome

5. The outcome being sought is one where both authorities are satisfied that each one is doing all it reasonably can to meet its own needs, and that any shortfalls in one area are addressed as far as possible through joint working, so that across the HMA as a whole, needs are met as far as possible, consistent with policies in the NPPF. In the event that the objectively assessed housing need within the HMA is adjudged as being impossible to meet, the Group will establish how to approach adjacent HMAs. The final outcome will be a formal agreement between the authorities engaged in Specific Objectives iii-iv through a Memorandum of Understanding.

Membership

6. The SHMA Joint Member Liaison Group will:
 - Comprise two Elected Members from each authority; specifically the portfolio holder/chairperson for Housing and/or for Planning. Substitutes may attend if appropriate.
 - Comprise of two senior officers/heads of department from each authority. Substitutes may attend if appropriate.
 - A minute taker from each Local Authority.
 - Meet at intervals to be agreed at the first meeting.

Spelthorne & Runnymede SHMA: Member Liaison Group

**Goddard Room, Spelthorne Borough Council Offices, Knowle Green,
Staines-upon-Thames**

Tuesday 16 December 2014 at 9.30am

Minutes

In attendance:

Ian Maguire – Corporate Head of Planning and Environmental Services - RBC
Jane Margetts - Corporate Head of Housing & Community Development – RBC
Babatunde Adebutu – Planning Policy Officer - RBC
John Brooks – Head of Planning and Housing Strategy - SBC
Cllr Geoffrey Woodger – Portfolio holder Planning - RBC
Cllr Peter Taylor – Portfolio holder Housing - RBC
Cllr Vivienne Leighton – Portfolio holder for planning - SBC
Cllr Richard Smith - Ainsley – Chair of LPWP
John Devonshire – Senior Planning Officer – SBC

Apologies:

None

Minutes taken by: BA

1. Introductions

JB welcomed all in attendance and starts round table introductions. Highlights the necessity for SHMAs and the importance of the duty to cooperate.

JB stated that the focus of this meeting was to agree the terms of reference as presented.

2. Scope and progress of the joint SHMA

Scope of the SHMA

IM gave a background to the SHMA. The work has been carried out by consultants GL Hearn who were jointly appointed by SBC and RBC. BA and JD have been the lead offices along with Georgina Pacey from RBC.

IM reiterated the necessity for SHMAs and for these as evidence to be compliant with the Duty

Stage 1 findings: Extent of the HMA

IW highlighted that the first part of the SHMA was for the consultants to determine the extent of the HMA. GL Hearn concluded that though arguments could be made for part or whole other boroughs could be considered to be within the HMA, evidence shows that Runnymede & Spelthorne boroughs could justifiably be considered to be a functional HMA and are a “good –fit”.

IM confirmed that RBC members had been briefed on the findings of the “Part 1” report.

JB confirmed that SBC are yet to go through the process.

Stage 2: Objectively assessed need, mix and type

IW stated that the Part 2 of the report would focus on Objectively assessed need, mix and type. A draft report which covered the OAN work was originally expected on 15/12/14 but was yet to materialise from the consultants. Work on mix and type will be forthcoming in the new year with the study expected to be completed by the end of February.

3. Purpose of the Member Liaison Group

Duty to co-operate, Meeting objectively assessed needs & what if needs cannot be met within either authority or the HMA?

IM reiterated that the primary purpose of the group was to agree the ToR. The ToR sets out the steps both authorities will take to deliver the objectively assessed need for the Runnymede-Spelthorne HMA

JB reiterated that it the point of importance was to follow the required steps as prescribed by the NPPG. IM explained that in the event that we had exhausted all options and we had demonstrated that we had robustly demonstrated that the need could not be met within the HMA then the wider HMA we would need show that both authorities had exhausted all options including the review of the Green Belt to ensure that the 5 test were being fulfilled.

IM fielded some questions on the Green belt review and RBCs experiences on their current review. JB confirmed that SBC have had many such reviews and that the integrity of the Green Belt in Spelthorne is robust.

4. Agreeing the terms of reference

Objectives & outcomes

IM sets out that this group has no decision making powers and any agreement or decisions by the Group will be subject to the democratic and local plan processes within each authority.

IM went through each of the 5 objectives (i-v) as listed on the ToR. All agreed. Some minor wording changes to iii were suggested and will be actioned by IM.

All were in agreement with the outcomes

All were in agreement as to the composition of membership.

Agreement from the Council

IM confirmed that that the SHMA item was due to go before RBC members at Planning committee in on 28th January 2015.

JB confirmed the item was due to go before SBC cabinet in February 2015.

Meeting intervals

Intervals of the meeting will be as necessary due to limited availability of members.

5. Date of Next Meeting

IW invited suggestions for when the next meeting could take place. It was agreed that the next meeting should take place sometime in February subject to availability and progress of the SHMA to be coordinated by BA and JD. Venues will be alternated between RBC and SBC.

6. AOB

BA reminded that there would be a member training session for both authorities on the 18th at the Runnymede Civic Centre at 1pm where the consultants GL Hearn would be giving a presentation on the SHMA Part 1 and Part 2 findings.

Runnymede and Spelthorne SHMA Joint Member Liaison Group

Minutes from meeting on Tuesday 17th February 2015, 10am – 12:30 pm at the RBC Offices

Attendees:

Ian Maguire – Corporate Head of Planning and Environmental Services - RBC

Jane Margetts - Corporate Head of Housing & Community Development – RBC

Georgina Pacey- Principal Planning Officer, Policy and Strategy Team - RBC

Cllr Geoffrey Woodger – Portfolio holder Planning - RBC

Cllr Peter Taylor – Portfolio holder Housing - RBC

John Brooks – Head of Planning and Housing Strategy - SBC

John Devonshire – Senior Planning Officer – SBC

Cllr Vivienne Leighton – Portfolio holder for planning - SBC

Cllr Richard Smith - Ainsley – Chair of LPWP

Apologies:

None

Minutes from meeting:

IM opened the meeting and thanked everyone for coming. Suggested that the first matter for consideration should be the contents of the draft part 2 report, picking out the high level issues that needed raising with GL Hearn.

JB added that we then needed to decide what the next steps were in the SHMA process.

The comments made on each section of the report were as follows:

Section 1: Introduction

No comments

Section 2: Defining the HMA

IM advised the group the Runnymede had been visited by Peter Burley, the former chief Inspector at PINS. He had advised that the implications of settling on our local HMA and not a larger, different HMA needed to be properly addressed. IM thought that GL Hearn needed to produce a couple more paragraphs on this. Specifically these paragraphs should also address:

-What the identified flaws/imperfections are with our HMA approach,

-What the implications are of such imperfections (i.e. no clear edge to HMA, overlaps with other local HMAs)

-How the use of the DtC can help to mitigate identified imperfections,

Section 3: Characteristics of the housing market

The general comment was made here that Spelthorne has no council owned properties.

The group agreed that otherwise this section contained typos but there were no substantive issues that needed to be addressed further by GL Hearn.

Section 4: Assessing overall housing need

The group agreed that this was a confused chapter where the presentation of facts could be improved.

JD thought that it would be helpful if at the start of the chapter GL Hearn included a table which outlined all of the different projections that would be relied upon in the remainder of the chapter, and confirm how they had been used, what they mean. JD and GP thought that the Royal Borough of Windsor and Maidenhead SHMA had done something similar so were going to look at this and ask GL Hearn and follow the same approach.

JD advised that he thought that officers needed to go through some of the arithmetic in this chapter with GL Hearn.

P54 and 55: start to look at short term and long term trends. Para 4.13 confirms reliance on short term trends. Query as to why this approach has been taken with long term trends not being looked at? GL Hearn may advise that this is what CLG require them to do but the justification is not made clear in the report and needs to be as reliance on short term trends inflates the population growth figures for both Councils.

IM: Advised that members should not be unduly concerned with the large numbers being arrived at in the report for overall level of housing need. It is important that our authorities cannot be accused of suppressing the number, and this will lead to a large upper range of housing need. The emerging constraints work, such as seen in the RBC Green Belt review suggest that it may not be possible to meet the fully objective assessed need in the HMA, and consequently whether we do not meet our need figures by 20 or 200 is not the key matter, but rather that we meet as much of the need as possible and understand the extent of need that may have to be met elsewhere.

VL: In having a high figure it is unlikely that we will be able to meet a very high proportion of the overall figure. Queried whether there would be pressure to release our Green Belt land?

IM: Yes there is, but the key focus of Green Belt reviews is whether all of a borough's Green Belt land is meeting the 5 purposes of the Green Belt. If land is found to be performing weakly against the purposes of the Green Belt, it should no longer be included in the Green Belt. In any instance and can then be looked at for suitability for meeting any identified needs.

JD: Spelthorne will probably have to do a Green Belt assessment to check if all Green Belt land in Spelthorne continues to meet the 5 purposes outlined in the NPPF.

GW: In Runnymede the motorways which run through the borough provide hard boundaries which has seen some small sites recommended for release in our Green Belt Review.

IM: Not suppressing our need figure will help de risk our EiP. The number must be robust though. An inflated number could also be problematic *(Note: The recent Inspector's decision at Durham supports this point of view. In this case, the Inspector raised concerns about Durham's excessively high and unrealistic OAN which he felt represented an unacceptable risk which he could not support).*

JB: SHMA/housing numbers work is not a particularly refined science yet. Once we accept the SHMA we will have to defend it. Accepting low numbers can lead to criticism. In the GL Hearn SHMA, we can see wild variations in figures at 2033.

JB: We need to drill into the figures that GL Hearn are proposing to make sure that we understand them. We need to fully understand the numbers that we are defending. So whilst I take IM's point on board about not being concerned about a big number we still need to make sure that we are satisfied that the number is as objective as it can be.

PT: How much of the projections are made up from migration into our boroughs? Query as to what assumptions are built in around migration. Real problem as to whether the number arrived at will be as objective as possible based on a number of the assumptions made.

JD: 2011 household projections only look at a ten year period. 2012 household projections should assist in testing assumptions used in the report to date.

GW: The theoretical figure arrived at in the SHMA will not necessarily be deliverable.

JB: Assume our migration from London as a starting point in the modelling (see para 10.18). Inflates need in our areas. We need to look at the neutral position. Otherwise could be easy to double count or undercount migration.

IM: But migration based on past trends.

JB: We need to stick with certain methodologies unless there is a good reason to depart. Need to explore if there are any good reasons to depart. We need to question as much as we can to make sure the numbers stand up.

RSA: Is it possible to look at short and long term trends?

JD: This may already have been covered (page 54, figure 36) but as agreed, this point will be raised with GL Hearn. Would also be helpful to know what happened in 2004 to cause the spike in the figures.

IM: p.66 para 4.42: this is a new para that is needed when the 2012 household projections have also been considered.

IM: general comment that the summary and implications sections like these are helpful.

JD: General point that if we do not understand the SHMA, how will we explain it to the public?

GW: The report does not consider things like the Aldershot expansion or the potential expansion at Heathrow etc. Such proposals could have huge impacts on the local area.

IM: market changes are considered in chapters 5 and 6 but impossible to consider everything, especially schemes which are not yet confirmed. SHMA will be updated approximately every 5 years which will help pick up on changes in the market.

Section 5: Affordable housing need

JM: It is not entirely clear whether affordable need is included in the final range or not.

IM: 5.52-5.54 explains the approach that GL Hearn has taken to a degree but agree that the report is not entirely clear on this point.

JD: future population based on growth. How many new affordable households will be required and how many existing households will fall into need? Affordable needs assessment is different from OAN.

PT: Complete muddle about what our affordable housing need is generally (not referring to GL Hearn report here specifically) in terms of:

- 1) What have we got to build, and
- 2) How are we going to deal with people going through life changes? This will be looked at in more detail in our housing strategy work.

JB: Method has a bit of history in Spelthorne. Goes back to 2001. The planners looked at about 6 different ways to assess our affordable housing needs and found that the waiting list was the most robust. We need to check the conclusions of the report against operational findings i.e. who is coming through the door, what are we actually seeing on the ground. Further work will be needed on this post the completion of the SHMA. At EIP we can bring in this operational knowledge as well as refer the Inspector to our existing housing or planning policies which are having an impact. I.e. at Runnymede, do we get a need for 700 affordable homes a year?

JM: Need to look at the big picture-it is not all new build social housing need.

IM: section needs to be re-presented as a complementary assessment to OAN assessment.

JD: a couple more paras would be helpful outlining that the SHMA is just one part of the evidence and confirming that there are other tools at a Council's disposal to meet affordable housing needs.

JB: Building more social housing is a last resort. Agree that there are other mechanisms.

IM and PT: More work is needed locally so that we really understand our needs.

GW: a % of new affordable units come forward through conversions (i.e. through conversions of office building to residential under permitted development).

Section 6: Market signals

IM: page 98-key messages box. These boxes could be used more often throughout the report-helpful.

JB: Overcrowding. Interesting what we consider to be overcrowding. What may represent overcrowding on paper may not actually be overcrowding for the families involved. For example, some cultures like to live together in one unit. However the inference in the report is that the BME population is poorer than the rest of the population which is not the case for a lot of the BME population in Runnymede and Spelthorne. Some of the assumptions in the report seem to be based on national trends and not what we see locally.

GW: The student population has a large population of the BME community but students tend to only stay in the borough for a short period of time. This may confuse the population figures for this part of the community in Runnymede.

General point: HMOS and overcrowding need separate headings.

Section 7: Economic led housing requirements

GP: concern that datasets are being combined-Experian and census 2011 data but some of the figures in these datasets differ (for example total job numbers). Not explained how the differences between the Experian and census figures have been satisfactorily resolved.

JB: p104, figure 83. Example of the wild changes you can get with Experian data.

IM: Economic scenario assumes unconstrained economic growth.

JD: when household number converted into employment floorspace-providing floorspace may not be possible.

JB: 10.33. Growth of people deferring retirement age, more women in the workforce. Clarify whether they have a need for housing?

General point: more info needed on Heathrow at the end of the chapter? Timescale cannot be forecasted.

JB: Caveat needed on flows with economic projections and use of projections generally. More work needed on economic work to underpin our Plans. This is just one piece of the jigsaw.

Section 8: Requirements for different sizes of homes:

A number of typos noted, but no substantive comments made on the contents of this chapter.

JB: even if you do not build anything, the composition of your stock is changing through conversions, extensions etc. Spelthorne have looked at this previously and do the same exercise again so that they know the net need for each size of home based on the changes that have occurred in their stock when contrasted with the SHMA figures.

Figure 93: Size of housing needed from 2013 to 2033-need to refine the figures in this graph so we get a net figure and not a gross figure.

Section 9: Specific groups of the population

General point made that there is more work to do in this chapter.

BME-as discussed previously about our local population being different potentially from the national picture.

Older people-sometimes 55+ are referred to, sometimes 65+ and sometimes 75+. Reason for the changing base for the analysis needs to be explained.

PT: from a housing perspective, more needs to be done to help meet the needs of the mid 70s +.

JB: to what extent should we be including care homes, sheltered housing etc in deciding what types of home need to be provided?

JD: Figure 105 on page 126 and figure 106 on page 127: Lots of numbers, not clear what they are trying to tell us. Do the figures add up to make one number for each authority? What type of accommodation is required?

General comment: Poor job on specialist and older persons housing needs.

PT: Once this report is made available to all Members and the public, people are going to get caught up in the big numbers at the end of the report but discussion needs to focus on what we are going to do.

Para 9.57 on p.138: The needs of younger people. No reference to students or institutional population (as has been looked at for older people). This needs to be re looked at.

Section 10: Draft conclusions and recommendations

General comment: This section is better presented than other sections but may need tweaking after other changes requested are made in the earlier chapters. Figure 126 helpful.

Query as to whether section 10 would be more beneficial as an executive summary? GP advised that contractually GL Hearn did have to provide an executive summary with the final report.

RSA: Green Belt needs capital letters throughout the report.

JD: We need to show through the Plan process that both Authorities are doing everything they can to meet their identified needs.

Discussion on next steps

PT: Supply side factors need exploring further.

JB: Report should be held now until 2012 household projections are available so that GL Hearn only has to amend the report once.

General discussion took place in respect of the best time to engage with stakeholders and partners in light of additional work needed by GL Hearn to increase clarity.

GP: Officers will now go back to GL Hearn and discuss the changes required. We will ask GL Hearn to track the changes in their updated draft so that it is clear to Members and Officers where changes have been made. If not, comparison with current draft will be difficult and time consuming.

Outcome: Agreed that GP and JD would go back to GL Hearn with the comments of the group and ask them to produce an amended version.

GP and JD would also consider the likely timetable for the next steps in the process and feed back to the Group before any other decisions were made.

Runnymede and Spelthorne SHMA Joint Member Liaison Group

Minutes from meeting on Monday 27th April 2015, 10am – 12 noon at the SBC Offices

Attendees:

Ian Maguire – Corporate Head of Planning and Environmental Services - RBC

Jane Margetts - Corporate Head of Housing & Community Development – RBC

Georgina Pacey- Principal Planning Officer, Policy and Strategy Team - RBC

Cllr Geoffrey Woodger – Chairman of Planning Committee – RBC

Cllr Gail Kingerley-likely successor as Chairman of Planning Committee following elections-RBC

John Brooks – Head of Planning and Housing Strategy - SBC

John Devonshire – Senior Planning Officer – SBC

Cllr Vivienne Leighton – Portfolio holder for planning - SBC

Cllr Richard Smith - Ainsley – Chair of LPWP

Apologies:

Cllr Peter Taylor – current Chairman of the Housing Committee – RBC

Cllr Hugh Meares – likely successor as Chairman of Housing Committee following elections-RBC

Minutes from meeting

JB and IM agreed that IM would chair the meeting. IM suggested that the best way to proceed was to initially focus on the key changes that have been made to the SHMA since the Group last met in February and then discuss next steps in the project and timetable. The Group agreed to this approach.

JB commented that circumstances will change as time goes on and as Plan preparation continues. Caveats are required in the SHMA to confirm where further work will need to be done. IM agreed. The economic chapter was cited as a good example as the detailed economic work which will be carried out by both Authorities may see this section of the SHMA needing to be refreshed at a later stage.

Review of draft SHMA

IM took the Group through the changes that had been made to the SHMA. The Group agreed that they were satisfied that the changes that had been made addressed the comments of the SHMA JMLG that had been put to GL Hearn following the last meeting of the Group.

Officers would now go back to GL Hearn with the minor comments noted on the A4 sheet produced by JD (and with the additional comments made in the meeting) and once these changes had been made would be satisfied that the document was fit for purpose for consultation.

GP would ask the RBC Housing team to confirm if they had any comments that also needed to be fed back to the consultants.

Some of the more pertinent points made during the discussion were:

-JD and GP advised that they had recently attended a meeting at Hounslow Borough Council Offices and had received a positive response from officers about collaborative working on key strategic issues as we all progress our Plans (as the draft Runnymede and Spelthorne SHMA and Runnymede's Functional Economic Area analysis indicate clear links with Hounslow). JD advised that following the adoption of the Hounslow Local Plan (anticipated in September this year), Hounslow would be embarking almost immediately on 2 partial reviews of the Plan including a West of Borough Plan. This Plan would be particularly relevant for Runnymede and Spelthorne.

-JB commented that the decisions on Airport expansion had the potential to generate enormous economic changes. We need to engage with Heathrow Airport Ltd like they are a DtC body. Heathrow Airport Ltd and the Airports Commission have different views on where housing would be required if Heathrow expansion gets agreed. If expansion at Heathrow is agreed we need to take a proactive and not a reactive approach to engaging with Heathrow Airport Ltd. Heathrow Airport Ltd would need to commission some modelling to determine the impacts for different authorities (relating to the economy and housing).

-In regard to Chapter 7 of the SHMA titled 'economic led housing requirements' JD and GP advised the Group of the difficulties they had had in trying to bottom out the dramatic increases and decreases in Spelthorne's job numbers since the late 90s. Officers advised that they had not been able to do this in the limited amount they had had and felt that it was only through producing the more detailed work which will be undertaken in both Authorities' Employment Land Reviews that we may be able to get some answers. JD had spoken to GL Hearn and a number of caveats had been added into the report to confirm that the Experian projections relied upon in the SHMA have some short comings and that the economic led housing requirements chapter in the SHMA may need updating once both Authorities have completed their detailed economic evidence. The Group agreed that the caveats added were sufficient and agreed with the approach suggested by Officers.

-An overarching comment was made that there was a concern about the public, developers and Members flicking through the SHMA and jumping to the 'big numbers' without reading the surrounding text which clarifies that the OAN is not a housing target and that both Authorities are still doing further detailed evidence based work which may see the numbers in the SHMA changing. IM suggested a reordering of some of the paragraphs so that the reader had to read the context behind the numbers before reading the actual numbers. The Group agreed that this would be a good idea. IM also suggested that Officers review the wording in the caveat related to the economic projections to check whether it could benefit from strengthening in places. JD and GP to review.

Next steps in SHMA process

GP outlined that officers thought that the next key steps in the process should be to:

-Publish the document

-Carry out a consultation event with the Duty to Cooperate bodies on the draft SHMA

-Arrange a presentation and consultation event with the bodies that the Planning Practice Guidance (PPG) advises should be consulted with as a Local Authority prepares its evidence in relation to development needs. These groups/bodies are: *local communities, partner organisations, Local Enterprise Partnerships, businesses and business representative organisations, universities and higher education establishments, house builders (including those specialising in older people's housing), parish and town councils, designated neighbourhood forums preparing neighbourhood plans and housing associations.*

The Group agreed with these proposed steps.

Timetable

The following timetable was agreed for the next steps in the SHMA process:

12th May -GL Hearn finalise SHMA content (incorporating the final round of minor comments made by the SHMA JMLG).

15th May to 13th June-Duty to Cooperate Stakeholder event: it was agreed that the draft SHMA would be emailed to the DtC bodies and they would be provided with a 3-4 week opportunity to comment. The wording of the covering email will be agreed by both Authorities before sending.

1st June -Spelthorne Local Plan Working Party meeting (to discuss the draft SHMA and next steps in the process as required by Spelthorne's constitution)

2nd June -Officers to email all of the PPG bodies listed above in italics and who are on each Council's planning policy consultation databases and ask if they would be interested in attending a consultation event on the SHMA which was being arranged for early July (It was agreed that officers would contact the members of the Group by email when they knew the level of interest in the SHMA event from the PPG bodies and would seek agreement on the format of the consultation event).

13th – 20th June-Officers to address comments made by DtC bodies and liaise with GL Hearn as appropriate.

24th June -Spelthorne Cabinet meeting.

25th June -SHMA publication date.

Within the first 2 weeks of July (date to be agreed)-Consultation event for PPG bodies on the SHMA.

Mid July -Officers to produce a table summarising all of the comments received through both consultation events and draft officer responses. Officers will work with GL Hearn to decide whether any further amendments to the SHMA are required following the consideration of the comments received during the consultation events. Any such recommendations for changes will be discussed at the next meeting of the JMLG before the document is published in final form.

Date of next meeting

It was agreed that the next meeting of the SHMA JMLG should be arranged for mid July after all of the comments on the draft SHMA had been received and reviewed by Officers.

Notes from SHMA JMLG 27th August 2015

Present:

Cllr Mrs Kingerley (GK), RBC	Jane Margetts (JM), RBC
Cllr Meares (HM), RBC	Ian Maguire (IM), RBC
Cllr Mrs Leighton (VL), SBC	John Brooks (JB), SBC
Cllr Smith-Ainsley (RSA), SBC	John Devonshire (JD), SBC
Georgina Pacey (GP), RBC	Cheryl Brunton (CB), RBC
Maggie Ward (MW), RBC	

1) Update on SHMA

- GP & JD summarised the key written representations received to the recent draft SHMA consultation, which ended on 3/8.
- 31 reps were received and the main reps for consideration were those received from Nathaniel Lichfield and Partners (NLP) and Barton Willmore, both of which provided their own technical review of the Runnymede-Spelthorne SHMA.
- GP & JD have liaised with SHMA consultants, GL Hearn, regarding the reps to ascertain if any substantial changes would consequently be required.
- GL Hearn advised that amendments to the affordable housing chapter in the SHMA would be necessary in light of a recent High Court decision known as 'Satnam'. The gist of the decision is that a full OAN figure should include an upward adjustment in market housing to meet affordable needs. This would significantly increase the OAN for Runnymede and Spelthorne. However as what Satnam is suggesting is almost directly contrary to what is set out in the July 2015 Planning Advisory Service (PAS) advice report, and as further case law is anticipated in the next 12 months GL Hearn recommend that a flexible approach is taken in the SHMA, not pinning our mast to one position or another until the way forward is clearer (this approach follows legal advice given to Guildford BC on the same issue).
- GL Hearn has applied a 6% market uplift to the figures in the SHMA but the other technical reviews have claimed 10% is more suitable. GL Hearn are confident the 6% uplift is robust and defensible
- The reps also criticised the SHMA because the implications of a Heathrow expansion were not considered. However, officers and consultants defended this position because no decision has actually been made yet on whether Heathrow or Gatwick airport will be expanded. It was concluded that GL Hearn would add some text regarding airport expansion, and if necessary, the SHMA may be refreshed in the future, as and when a decision has been made, and any implications for the Runnymede-Spelthorne HMA are understood, but it was agreed that at the current time no refresh would be undertaken.
- There was also criticism from some reps that the population forecast figures were out of date as the 2014 mid year estimates had not been taken account of. However, officers advised that as updated figures are published regularly, the draft SHMA would continually

be being revised if it was updated every time a new set of projections was published and the document would consequently never be finalised. It was agreed that before the Local Plan hearing, the document would need a data refresh, perhaps more than once, however such a refresh was considered to not be necessary at the current time.

- There was criticism that the employment forecasting relied upon in the SHMA was out of date. Officers advised that the forecasting used was up to date when the SHMA was being produced, but in any instance, due to recognised flaws with the Experian data, the SHMA already contained a commitment that each LPA would be conducting an Employment Land Review in due course and more detailed analysis in the area of employment forecasting would be undertaken. Once complete, this more detailed analysis would form an addendum to the SHMA. In reality, officers explained that even if this work does change the upper end of the OAN range given in the SHMA, in reality, this would not change the numbers of houses delivered through the LPAs' local plans as only so much land would be suitable to help meet development needs in an area with such constraints.
- Some representors felt that the SHMA should have carried out sensitivity testing around the inward and outward migration from/to London in line with the assumptions used in the London SHMA (based on a 5% increase in outward migration and 3% decrease in inward migration). GL Hearn has agreed that this sensitivity testing should be carried out for completeness.

Overall, officers concluded that they were confident that the draft SHMA was a sound evidence base, subject to the amendments discussed, although for the reasons outlined, the SHMA would likely need to be refreshed/amended prior to Local Plan examination to respond to new case law, to take account of changing circumstances (such as expansion at Heathrow) and/or to incorporate new modelling, although updates to the document would be kept to the minimum. Members agreed with officers' comments.

2) Next steps for SHMA

- GL Hearn will confirm cost of making minor changes to the draft SHMA by 4th September. It is hoped the cost will be low given that the changes that are required to be made to the SHMA are relatively modest in nature. It is hoped that the necessary amendments will be made to the draft document by the end of September.
- A tracked changed final version of the SHMA will be circulated to the group via email for consideration in due course once GL Hearn has made the revisions discussed.
- The document can then be published by both LPAs, subject to the appropriate corporate processes.
- Officer responses to reps made during the recent consultation will be completed based on technical guidance from GL Hearn. The reps and responses will be published on both Councils websites when the 'final' SHMA is published (anticipated before the end of October).

3) SLAA methodology

- CB gave a brief introduction to the SLAA, which considers land availability for a number of uses, not just housing, (which previous iterations of the evidence base considered in

isolation when it was known as the SHLAA). This change has been necessitated to be compliant with Planning Practice Guidance.

- The draft methodology would be produced jointly with Spelthorne, however the SLAA itself (where the five year supply for housing is determined) would not be produced jointly because the two authorities are at different stages of Plan preparation
- IM set out the premise of the Development Market Panel, which would be made up of developers, professional agents and land owners who would be able to advise officers of site viability, which would assist officers in determining a site's achievability and whether it could form part of the five year supply of deliverable sites. It was discussed whether there would be a separate DMP for each authority, which may become one panel over time [*post meeting note: since the meeting of the JMLG, officers from Spelthorne and Runnymede have continued discussions about the DMP and are now considering producing one panel for both Authority areas from the outset*].
- IM also advised that a Community Panel would be set up in Runnymede which would be made up of representatives from the Residents Associations and which would advise of potential sites they knew of in their local areas which may have development potential.
- Members agreed that the two Authorities should proceed in producing the joint methodology (which may change over time as new Government changes in policy are made), and that Runnymede will consult on its draft methodology when it conducts its SLAA call for sites exercise in mid September, subject to minor changes. Spelthorne would conduct a call for sites exercise at a later date.
- It was agreed CB would email Members for comments and any comments to the draft SLAA methodology should be received by Thursday 3rd September.

4) AOB

- No AOB

5) DONM

- Date not set, however another meeting would be scheduled once RBC had completed analysis following its call for sites exercise and a supply of housing sites was complete (not anticipated until towards the end of 2015).

Minutes from the Runnymede BC and Spelthorne BC Joint Member Liaison Group, 13th April 2016

2-4pm, Runnymede Civic Centre

Present:

Cllr Barry Pitt (BP), RBC

Cllr John Edwards (JE), RBC

Cllr Peter Waddell (PW), RBC

Cllr Smith-Ainsley (RSA), SBC

John Brooks (JB), SBC

Hannah Cook (HC), SBC

Ian Maguire (IM), RBC

Cheryl Brunton (CB), RBC

Angela Horsey (AH), RBC

Apologies:

Jane Margetts (RBC)

1) Summary of SLAA site assessment

- CB summarised the SLAA site assessment, which is considered to be an interim SLAA. CB noted that RBC may publish a later SLAA version when publishing the Local Plan if anything has been left out.
- 148 sites have been considered in the SLAA, coming forward through sites that have previously been identified, new sites and resultant land parcels. The 5-year supply in Runnymede is considered to be between 1400 and 1700.
- JB questioned the use of an under-delivery discount at 20%. IM stated that Runnymede's previous SLAA applied a 20% discount and this is also based on the use of the figure by other local authorities. IM stated that the most appropriate figure could be different in the final Local Plan and this will be an iterative process.
- CB set out that Runnymede would be able to deliver 350 dwellings per annum. Much of this is land is expected to arise through the resultant land parcels identified in the Runnymede Green Belt review undertaken by Arup.
- CB and IM have visited the resultant land parcel sites to assess whether they can accommodate housing. CB stated that Runnymede's Development Market Panel have also been through the sites to provide further market analysis.
- JB stated that none of the resultant land parcels in Runnymede bordered Spelthorne, therefore it is not for Spelthorne to come to a view on Runnymede's green belt sites. IM noted the border links that Runnymede has to Woking and Surrey Heath in terms of green belt and noted that no sites border Spelthorne. It was noted there is a different context arising between Runnymede and Spelthorne in terms of green belt with Spelthorne being at the very inner edge of the green belt, less green belt overall and substantial areas being reservoir and no large 'sweeps' of green belt.

- SBC and RBC discussed the use of Green Belt review methodologies and noted the worth of using compatible approaches. IM discussed the need to balance the assessment of sites with the potential for housing.
- CB summarised the findings of each of the resultant land parcels identified in the Runnymede Green Belt Review. IM stated that housing densities on each site are currently driven by what land owners are willing to accommodate, however national policy may increase housing densities in the future.
- RBC advised that it is looking to test the higher range of units on each site and it was noted that if sites do come forward, a sustainability appraisal will need to be undertaken.
- JB questioned how the process of assessing sites would evolve from a technical assessment to an allocation in the plan. IM stated that the facts would be taken first and planning allocation would evolve in the Autumn/Winter period.
- JB referred to Figure 111 of the Runnymede and Spelthorne joint SHMA, questioning whether the potential number of units listed in the Resultant Land Parcels have taken account of the different levels of need for different size bedrooms. IM stated that Runnymede are roughly satisfied with the housing mix and density and further detail will be provided in the later stages of the plan.

2) Meeting the OAN

- JB advised that the current house building levels in Spelthorne are much lower than the SHMA future need levels (average 2006-2015= 187 average p.a.).
- JB advised that there is a requirement to balance the requirements of housing and employment. Both authorities agreed that effectively balancing employment and housing was essential.
- JB advised that the potential employment impact that the forthcoming decision on Heathrow Airport could have on Runnymede would need to be taken account of. IM noted that even if a decision by the government was made on Heathrow in summer 2016, a significant period of time is expected to pass before more information and figures would come to light that RBC could use in its plan. IM also discussed the potential that future changes in infrastructure could have on commuting patterns to Heathrow and the potential for in-commuting from a wider area.
- The impacts of flexible working and floorspace efficiencies were discussed and the question was raised over how this could potentially alter the level of employment floorspace required for business.
- JB questioned if teasing out the London migration element of the proportion of the OAN attributed to Runnymede was an option for housing, to see if it could meet its own needs. IM stated that the options listed needed to be reasonable and advised that it is unlikely that London could meet its own needs.
- Housing densities were also discussed. Concerns were raised over the low density figures and IM stated that policies were needed to direct densities. JB noted that density is a product of the size of the buildings on site and it was agreed that the use of density as measure has some weaknesses as it can be misleading. BP questioned the impact of infrastructure on density, including site access.
- JB raised the need for affordable housing and whether they had a target figure derived from operational experience as a housing authority along with the model used in the SHMA. IM stated that the figures set out the SHMA are beyond achievable for Runnymede. It is likely that viability work will be undertaken to help inform the Runnymede policy for affordable housing.

- RBC and SBC discussed the need of specialist groups, most notably the impact that the growing elderly population is likely to have on housing need. JB noted the role of care homes on housing contribution. JE noted that RBC are trying to keep people in homes for a longer period of time through policy rather than utilising care homes.
- It was agreed that JB would provide an update to the housing figures and 5 year supply in Spelthorne. Spelthorne will be able to provide these within the next month once the yearly figures have been collated. JB stated that completions are expected to increase over the coming years due to a number of large schemes materialising.
- JB stated that SBC's next step to undertake with its SLAA is a call for sites, however this is delayed somewhat due to resource issues. SBC has undertaken a number of component parts of the SLAA and are aiming to complete the SLAA by the end of 2016.
- RBC discussed its requirement of data from Spelthorne regarding its housing figures, in order to progress with its current timetable.

3) AOB

- No AOB.

Georgina Pacey

From: Devonshire, John <J.Devonshire@spelthorne.gov.uk>
Sent: 20 January 2015 15:30
To: Cheryl Brunton
Cc: Babatunde Adebutu
Subject: RE: Joint Strategic Land Availability Assessment methodology

Hi Cheryl,

I think a joint SLAA methodology or at least a consistent methodology between Runnymede and Spelthorne would be a good idea given that we are in the same HMA. I would assume that this will be based on the PPG advice, but there may be some aspects of the methodology which will need to be considered further such as approach to site densities, sites in the Green Belt and phasing of sites with constraints i.e. flood risk areas etc...I would certainly expect a 'draft methodology' to be subject to some kind of stakeholder involvement to inform the approach and maybe even discussion under the DtC. This is something I have done before through a Housing Market Partnership with Surrey Heath/Rushmoor/Hart to give legitimacy to the methodology and reduce issues at examination.

This kind of stakeholder involvement is something that I have discussed with Tunde for the SHMA study and I don't see why the SHMA stakeholder group couldn't be used for the SLAA as well. To avoid delay in your timetable a stakeholder event could sit alongside your call for sites with invitation to comment on the methodology during this period.

If you have any thoughts let me know.

Regards

John Devonshire MSc, BSc, BA, MRTPI
Senior Planning Officer
Spelthorne Borough Council
Council Offices
Knowle Green
Staines-upon-Thames
TW18 1XB
j.devonshire@spelthorne.gov.uk

From: Cheryl Brunton [<mailto:cheryl.brunton@runnymede.gov.uk>]
Sent: 20 January 2015 11:19
To: Devonshire, John
Cc: Georgina Pacey; Babatunde Adebutu
Subject: Joint Strategic Land Availability Assessment methodology

Dear John,

We have recently been discussing how to move forward drafting the methodology for the SLAA (or whatever it will end up being known as) and you might be aware of our current timetabling to get this work completed to enable a call for sites exercise in late February/early March.

Being that the SHMA is being produced jointly between Runnymede and Spelthorne, does Spelthorne also wish to produce a joint methodology for the SLAA? At this stage, I am uncertain as to whether it would be necessary to deviate from the PPG guidance, but would be interested to hear your views.

Ideally, we need to know whether or not Spelthorne is interested in producing a joint methodology within the next week or so in order for us to begin work on this in a timely manner.

If I don't hear from you, I'll be in touch next week.

Thanks,
Cheryl

Kind Regards,
Cheryl Brunton | Planning Policy Officer | Runnymede Borough Council
cheryl.brunton@runnymede.gov.uk | 01932-425267 (direct line) | www.runnymede.gov.uk

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Minutes of Duty to Cooperate meeting with Spelthorne Borough Council

12th April 2016 at Spelthorne Borough Council offices

Officers in attendance:

John Brooks-Spelthorne Borough Council (SBC)

Geoff Dawes-Spelthorne Borough Council (SBC)

Hannah Cook-Spelthorne Borough Council (SBC)

Richard Ford-Runnymede Borough Council (RBC)

Georgina Pacey-Runnymede Borough Council (RBC)

Introduction

At this meeting a number of cross boundary issues were discussed centred around housing (including traveller needs), the green belt and the economy. GP had forwarded a paper in advance of the meeting to summarise the key issues in each of these areas and to give an idea of the questions that Runnymede officers wanted to explore with Spelthorne at the meeting.

A summary of the discussion at the meeting is as follows:

Housing

RBC advised that it had assessed all of the sites submitted through its most recent SLAA call for sites as well as the reserve housing sites and resultant land parcels. On this basis it had concluded that it would not be in a position to meet even the lower end of its 'proportion' of the HMA's objectively assessed needs. A target of between 280 and 350dpa a year seemed likely.

SBC asked how officers had gone about arriving at a suitable density for submitted sites. GP advised that the character of the surrounding area was considered but generally speaking a minimum density of 30dph was applied, although this was considerably higher in some areas, for example in the Borough's town centres. A density range had been applied to most sites. SBC felt that 30dph was incredibly low. They aimed to secure much higher densities. GP stated that there were significant differences in character in Spelthorne and Runnymede that needed to be recognised.

SBC advised that their officers would be scrutinising whether RBC had looked hard enough at the density of development that sites could accommodate before agreeing that Runnymede had done all that it could to meet as much of the OAN as possible.

JB advised RBC of a piece of work that they had done to understand how planning applications for extensions to existing dwellings received in their Borough had impacted on the mix of unit sizes in the Borough. They advised that generally a net increase in 4 bedroom properties was being seen, together with a net loss of 2 and 3 bedroom properties through conversions and extensions. As such, to ensure that the housing mix advised as being required in the SHMA was delivered, in Spelthorne it is likely that a greater proportion of smaller units will be required to ensure overall the dwelling mix in the SHMA (Figure 111) is developed. The effect will be a greater preparation of smaller dwellings

(1-3 bed) which is likely to increase the density on sites. Officers at SBC offered to send a copy of their housing mix study across to Runnymede to give an idea of how they had conducted their analysis.

The needs of elderly people and students were also discussed. Whilst Spelthorne did not have a significant university and student population, it was agreed that it would be sensible for RBC and SBC to work together to agree an approach to factoring in elderly persons housing into their SLAAs to ensure consistency in approach across the HMA.

SBC officers advised that they hope to carry out a call for sites for their SLAA by the end of the year. Progress had been slower than anticipated due to a lack of staff resources. SBC would not be able to confirm if it could assist Runnymede meet any of its unmet needs until its SLAA had been completed.

RBC advised that it hoped to issue its SLAA site book to Spelthorne for consideration by the end of April. The SLAA report would follow.

JB suggested that as well as testing the housing options listed in the Runnymede paper circulated, it could also look at:

- Teasing the London migration element out of the proportion of the OAN attributed to Runnymede to see if Runnymede could at least meet its locally derived housing needs.

- Testing a scenario based on expansion at Heathrow Airport being approved in terms of the potentially increased need for housing in the area surrounding the airport (including Runnymede) and less employment floorspace needed in the Borough.

- As well as testing a minimum density requirement, testing a scenario where higher densities of development were aimed for across the Borough.

The economy

RBC and SBC discussed in brief the findings of RBC's draft ELR, most notably that Runnymede had a sizeable need for industrial floorspace that it would struggle to meet. SBC raised concern about reliance on Experian projections as a general point given the issues that officers at Spelthorne had had in the past with this modelling. GP advised that RBC had not had problems with Experian to date but in any instance she felt it was more likely that Runnymede would aim to meet its needs under the 'future labour supply scenario' which was based on the SHMA assessment of objectively assessed need - although this was still to be decided upon.

SBC were in the process of reviewing the draft Runnymede ELR and would confirm in this response if they had any issues with Runnymede's use of Experian forecasts or any other conclusions drawn in the document. RBC hoped that SBC would be in a position to support the findings of the ELR.

SBC advised that they have recently completed their Functional Economic Area analysis and have previously undertaken their Local Economic Assessment in September 2013. Once the LEA is completed, projections will be sourced, and together these elements will feed into an ELR. A timetable for the production of the ELR has not yet been established. Until Spelthorne has completed its ELR it will not be in a position to confirm if it would be in a position to assist Runnymede in meeting any of its unmet employment floorspace needs.

Spelthorne added the observation regarding future employment needs that the increasing efficiency in the use of floorspace needs to be understood.

Runnymede's role in the wider FEA was touched upon. GP advised that there were few sites in the Borough which seemed suitable for providing for a large amount large scale industrial uses. She felt that there were likely to be more appropriate places in the wider FEA to accommodate these uses, particularly in and on the edge of Heathrow Airport. Further discussions with other Local Authorities and Heathrow Airport would be required in this regard.

In regard to the options that RBC has set out in its paper for its employment strategy, JB commented that officers should consider testing a scenario based on Heathrow getting the go ahead for a third runway.

Housing/employment balance

Officers at both Authorities agreed that effectively balancing housing and employment needs was fundamental. Commuting patterns, the influence of London and Heathrow Airport all however complicated the process.

Travellers

GP advised that following the completion of the SLAA site assessments it was clear that Runnymede was not able to demonstrate a 5 year supply of traveller sites. RBC would consider policy options to bolster its supply of traveller sites through the Local Plan although if it still could not demonstrate a 5 year supply of sites, RBC would be formally approaching SBC alongside other Local Authorities to see if they could assist in meeting Runnymede's unmet needs.

SBC advised that it was hoping to commence work on its TAA in autumn 2016.

The Green Belt

RBC agreed to send SBC a map of the resultant land parcels identified in the Arup Green Belt Review so Spelthorne is clear where the resultant land parcels are. In this regard, if officers at Spelthorne go on to the Council's interactive mapping site rMaps at <http://maps.runnymede.gov.uk/website/rmaps/main.html> and click on the 'add a map layer' option on the left hand side of the page, then 'environment and planning' and then 'other layers', it can be seen that the third option down is 'Arup Green Belt Review 2014 Resultant Land Parcels'. If this layer is turned on, the location of the parcels can be seen. GP advised that, following the publication of the Green Belt Review, officers had visited these sites and a number had since been discounted (for example on viability grounds). 10 parcels remain, which have all been assessed in the SLAA. Officers will be recommending to their Members that each of these parcels is given serious consideration for release from the Green Belt as part of the Local Plan to help the Council meet its identified needs.

RBC also advised that a detailed review of the Green Belt boundary had been carried out as the Green Belt had not been reviewed since it was drawn up for the Borough in 1986. The purpose of this piece of work was to consider and, where appropriate, make any minor amendments required to make the Green Belt boundary more logical and/or defensible. This piece of work can be viewed

here: <https://www.runnymede.gov.uk/article/11309/Green-Belt-Technical-Review> . SBC advised that a similar piece of work was to be carried out in Spelthorne.

GD asked if RBC could give an overview of the work they are doing around potentially removing Thorpe from the Green Belt. GP explained that a review of Green Belt villages had been undertaken in line with paragraph 86 of the NPPF. Thorpe was concluded through this review to be the only village in the Green Belt and the recommendation was that Thorpe should be removed from the Green Belt as part of the new Local Plan. GP advised that the stage 1 report was available to view online. The document can be found at <https://www.runnymede.gov.uk/article/11310/Green-Belt-Villages-Review> . Officers are currently working on defining a new green belt boundary around the village. It was agreed between SBC and RBC that this individual piece of work was unlikely to raise any cross boundary issues although the totality of the Green Belt work undertaken by Runnymede clearly is a cross boundary matter for discussion, in particular how this then relates to meeting identified needs.

SBC advised that they also intended to carry out a Green Belt Assessment. It was likely that consultants would be used and a specification had been drafted although a date for the commencement of this work was not yet known.

No comments were made by SBC officers on the options that RBC are proposing for its Green Belt boundary for the purpose of its Issues and Options consultation.

Other matters

Flooding and retail matters were touched upon.

With regard to flooding, GP advised that given that the SLAA had demonstrated that there is insufficient suitable, available and achievable land in flood zones 1 and 2 to meet identified housing needs in the Borough, officers were minded to recommend that applicants need not demonstrate application of the sequential test for housing (and other types of) proposals in flood zones 2 and on brownfield sites in flood zone 3a. RBC stressed however that where the exception test needed to be passed, Runnymede would continue to ensure that this test was carefully applied and assessed rigorously. SBC felt that the language that RBC used to describe their approach was vital as it could be easy for people to misinterpret the message and see the approach as a 'green light' to develop in the high risk floodplain.

RBC advised that it was currently finalising its SFRA and hoped to be able to carry out a consultation under the Duty to Co-operate by the end of April. GP acknowledged, however, that the SFRA would need refreshing once the River Thames Scheme modelling was released and when the new climate change allowances had bedded in and there was more information and modelling available for Local Authorities to assess the suitability of sites for different types of development. SBC advised that they had not yet programmed their SFRA but suggested that Runnymede and Spelthorne consider producing a joint study. This is likely to be in approximately a year to 18 months' time. RBC is happy to consider such an approach.

With regard to retail, SBC advised that it would be interested in the Borough's retail strategy. With the previous LPCS, SBC had been concerned that Runnymede was failing to recognise the position of its centres in the retail hierarchy and the relationship between Runnymede's centres and Staines

upon Thames. RBC confirmed that they would consult SBC on their proposed retail strategy once the details were better known.

Timetable

RF ran through the Local Plan timetable advising that the Issues and Options consultation is due to commence at the end of June for 6 weeks. Consultation on the pre submission version of the Local Plan would follow in December 2016 and the Local Plan would be submitted to the Secretary of State at the end of March 2017.

The revised LDS is going to Planning Committee on 20th April for consideration.

Appendix 8

Georgina Pacey

From: Georgina Pacey
Sent: 10 June 2016 11:52
To: 'consultations@naturalengland.org.uk'
Subject: Runnymede draft issues, options and preferred approaches consultation document
Attachments: Issues and Options document for 22nd June Planning Cmte.pdf

Categories: Egress Switch: Unprotected

Dear Sirs

On Wednesday 29th June, Runnymede Borough Council will be commencing a 7 week public consultation on its Issues, Options and Preferred Approaches document as part of its ongoing work on its Local Plan. The Council has identified Natural England in its October 2015 Duty to Cooperate Framework as a relevant Duty to Cooperate body for matters relating to climate change, biodiversity and the Thames Basin Heaths SPA.

The Council's Duty to Cooperate Framework identifies that in the preparation of its Issues, Options and Preferred Approaches consultation, RBC will circulate its emerging consultation document to relevant partners to provide an opportunity for discussion prior to the commencement of the public consultation.

In line with this commitment, please find attached the Council's draft Issues, Options and Preferred Approaches consultation document which will go before Planning Committee on 22nd June and where approval will be sought for the document to be subject to public consultation, subject to minor amendments being made to the document following receipt of the Habitats Regulations Assessment and Sustainability Appraisal Report later this month.

Please note that this document should be treated as confidential until it is released into the public domain one week before the planning committee meeting on 15th June. We are also aware that there are a number of what appear to be minor formatting issues in the document. This is where we have had problems with the file when it has been converted to a pdf because of its size, but the actual content is as it should be.

Should you have any comments to make on the contents of the document in advance of the consultation, or should you wish to meet with Richard Ford (Planning Policy Manager) and I to discuss any cross boundary matters, please do let us know as we value your continued input as we progress with our Plan.

Yours faithfully

Georgina Pacey | Assistant Planning Policy Manager | Runnymede Borough Council

georgina.pacey@runnymede.gov.uk | 01932 425248 | www.runnymede.gov.uk

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Georgina Pacey

From: Georgina Pacey
Sent: 10 June 2016 12:55
Cc: Richard Ford
Subject: Runnymede Borough Council local plan : Issues, options and preferred approaches consultation

Categories: Egress Switch: Unprotected

Dear Sir/Madam

On Wednesday 29th June, Runnymede Borough Council will be commencing a 7 week public consultation on its Issues, Options and Preferred Approaches document as part of its ongoing work on its Local Plan. The Local Plan will be the key document that will guide development in the borough of Runnymede up to the year 2035. The Council has identified your organisation in its October 2015 Duty to Cooperate Framework as a relevant Duty to Cooperate body for one or more of the following issues:

- Housing,
- Gypsies and travellers,
- Green Belt,
- Economic Development
- Climate change, biodiversity and Thames Basin Heaths SPA
- Transport
- Flooding
- Infrastructure: education, health, utilities, community and culture, open space and recreation

The Council's Duty to Cooperate Framework identifies that in the preparation of its Issues, Options and Preferred Approaches consultation, RBC will circulate its emerging consultation document to relevant partners to provide an opportunity for discussion prior to the commencement of the public consultation.

In line with this commitment, I can advise that the Council's draft Issues, Options and Preferred Approaches consultation document will be available to view online at this link: <https://www.runnymede.gov.uk/article/11004/Planning-Committee-Agendas-2016> from Wednesday 15th June. This will be in readiness for the document to go before our Planning Committee on 22nd June and where approval will be sought for the document to be subject to public consultation, subject to minor amendments being made to the document following receipt of the Habitats Regulations Assessment and Sustainability Appraisal Report later this month.

Once the document is available online, should you have any comments to make on its contents in advance of the consultation, or should you wish to meet with Richard Ford (Planning Policy Manager) and I to discuss any cross boundary matters, please do let us know as we value your input as we progress with our Plan.

Yours faithfully

Georgina Pacey | Assistant Planning Policy Manager | Runnymede Borough Council

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Appendix 9

Runnymede Local Plan Issues and Options presentation and workshop

Friday 22nd April 2016

Format of the workshop

- Officers to summarise the key issues that we have identified through the production of our evidence in relation to the main cross boundary matters.
- Officers to summarise the options for strategies that have been identified.
- Officers to indicate the Council's preferred approach for a strategy in each topic area (subject to SA)
- Group discussion for each topic area: have officers correctly identified the key issues and the most logical strategies?

Outcomes being aimed for

- To seek agreement that the evidence which has been/is being prepared by the Council is robust and can be supported.
- That the Council has engaged sufficiently with its DtC partners during the preparation of its evidence and preparation of its Issues and Options consultation.
- That the Council has correctly identified the best options for its Local Plan strategy
- That the Council has made every effort to accommodate its needs as far as is possible whilst following the principles of sustainable development

Green Belt

Evidence base documents: Runnymede Green Belt Review, Runnymede Technical Green Belt Review, Runnymede Green Belt Villages Review (Stage 1).

Key issues: Approx 79% of the Borough is in the Green Belt. The Borough is also heavily constrained in other ways – e.g. by the extent of the flood plain, and the Thames Basin Heaths Special Protection Area. Development pressures are high for housing and B8 floorspace.

All these factors point to insufficient land being available in the urban area to meet the housing/economic needs of the Borough which places increasing pressure on the Green Belt.

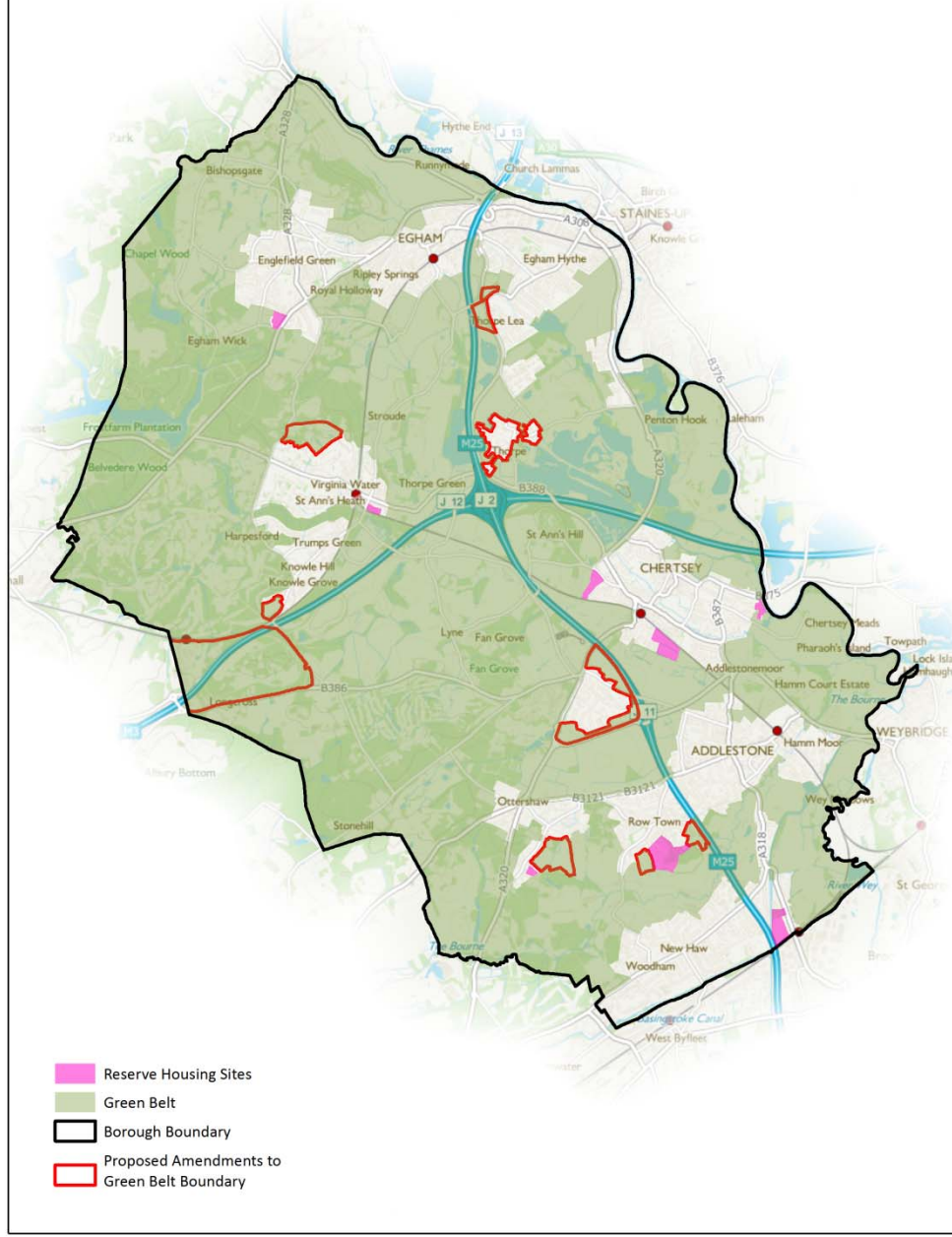
Green Belt continued

Runnymede Green Belt Review: undertaken by consultants Arup to consider if all Green Belt in Runnymede meets Green Belt purposes. Found that some areas met Green Belt purposes either weakly or not at all. These areas defined in the Arup Study as Resultant Land Parcels.

Runnymede Technical Green Belt Review: undertaken in order to consider minor adjustments to make the Green Belt boundary more logical/defensible.

Green Belt Villages Review: considered if any villages in Runnymede should be excluded from the Green Belt in accordance with paragraph 86 of the NPPF. Stage 1 Review recommended the village of Thorpe for exclusion.

Runnymede Borough Council



Green Belt continued

Following the findings of the Arup Review and given the high level of development need, there is potential to release some areas of Green Belt for development.

Following the Stage 1 Green Belt Villages Review, a Stage 2 review is considering the potential for small scale development sites which could be included within a village boundary.

The Technical Review has no bearing on the issue of releasing land from the Green Belt for development as it is only concerned with minor adjustments.

Green Belt continued

Options:

1. Maintain the current extent of the Green Belt
2. Maintain the extent of the Green Belt + amend boundary for minor adjustments
3. Amend GB boundary for minor adjustments and exclude the village of Thorpe
4. As for Option 3 + release all Resultant Land Parcels
5. As for Option 3 + release majority of Resultant Land Parcels (following exploration of availability, capacity and deliverability)
(Preferred Option)

Option to release sufficient GB to meet all needs was not considered reasonable.

Housing

Evidence base documents: **SHMA 2015, 2016 interim SLAA**

SHMA-The OAN for Runnymede from 2013 to 2033 is 466 to 535 homes per annum.

SLAA-

- Call for sites in September '15.
- 148 sites considered, including resultant land parcels
- Evidence to be published in due course

Key issues

- The HMA OAN apportioned to Runnymede cannot be met

Housing options

- Housing Target

Option 1: Make no special provision – rely on Urban Area, windfall and Green Belt previously developed land

Option 2: Use suitable land to deliver housing including Green Belt Resultant Land Parcels. Use higher end of range in terms site potential (approx 350 dpa). (**Preferred option**)

Option 3: Test higher end of OAN range for Runnymede BC - 535.

Option 4: Meet RBC OAN and whatever Spelthorne cannot meet (i.e. meet needs of HMA) – 535 and proportion of 757.

Gypsies and travellers

Evidence base documents: **Runnymede TAA 2014**

Key issue: The Council has accepted that there is a requirement for 117 traveller plots and 17 showmen pitches over a 15-year period (base year 2013). It is not going to be possible to accommodate this need on identified sustainable sites in the Borough.

Options and Preferred strategy: The Council could address the needs of its Gypsy and Traveller population in one of the following ways:

Option 1) Make no provision – let market forces produce an outcome

Option 2) Include a criteria-based policy to guide potential applicants and address applications as they arise (**Preferred Option**)

Option 3) Meet the need in full – look at existing sites and make up the shortfall within the RLP's (at the expense of general housing)

Option 4) Meet the need in full – make provision within the RLP's (at the expense of general housing)

Economic development

Evidence base documents: FEA analysis, June 2015, ELR (draft), March 2016.

Key issues: Whilst Runnymede is able to meet its needs for offices over the plan period, there is a substantial need for B8 floorspace that the Borough will struggle to meet within the Borough boundaries.

Uses	1. Baseline Labour Demand	2. Past Completion Rates	3. Labour Supply (466 d.p.a.)
OFFICES			
Requirement for Office Space	98,960 (11.6ha)	39,780 (4.7ha)	77,205 (9.1ha)
Emerging Supply of Office Space	108,162*		
Surplus / Shortage (sq.m)	+9,202	+68,382	+30,957
INDUSTRIAL			
Requirement for Industrial Space	138,220 (34.6ha)	-2,630 (-0.7ha)	105,175 (26.3ha)
Emerging Supply of Industrial Space	-667		
Surplus / Shortage (sq.m)	-138,887	+1,963	-105,842

Economic development continued

Options

Loss of employment land

Option 1) Do not seek to protect any employment sites.

Option 2) Use the Employment Land Review to protect the Borough's most strategically important sites at Thorpe Industrial Estate and the Causeway. Allowing poorly performing/peripheral office sites to be redeveloped for alternative uses (**Preferred Option**).

Economic development continued

Meeting Employment Needs

Option 1) Do not seek to meet the Borough's identified employment needs, but give preference to housing. It would need to be explored if industrial needs could be accommodated elsewhere in the FEA (in particular in the Heathrow facing FEA);

Option 2) Seek to meet identified employment needs at the expense of other uses in Runnymede;

Option 3) Seek to meet all unmet employment needs and any other identified needs including those for housing and other special groups;

Option 4) Pursue a strategy which balances employment and housing needs but where unmet employment and housing needs are sought to be accommodated elsewhere in the relevant FEA and HMA where appropriate following discussions under the DtC

Flooding

Evidence base documents: Strategic Flood Risk Assessment (SFRA) (draft) 2016-consultation expected imminently, Strategic Land Availability Assessment (SLAA)

Key issues: Runnymede is a top 10 local authority for flood risk, especially from fluvial sources. The Borough is also heavily constrained in other areas, most notably by the Green Belt. However development pressures are high and the Borough has substantial unmet needs for housing, traveller sites and B8 floorspace.

Options:

Option 1: Support the River Thames Scheme and safeguard the route of the planned flood alleviation channel in the Borough (**preferred option**).

Option 2: Do not support the River Thames Scheme and instead rely on other measures to protect properties from flooding such as property level protection measures in high flood risk areas.

Flooding continued

Options:

To help the Council maximise the amount of employment and housing land that can be provided over the Plan period, the following approaches could be taken in regard to the sequential test:

Option 1) Where identified needs exist but cannot be met, an automatic pass will be given for the sequential test for development proposals on urban sites or on previously developed land in the Green Belt in flood zones 2 and 3a. **(Preferred Option)**

Option 2) Where identified needs exist but cannot be met, an automatic pass will be given for the sequential test for development proposals on urban sites or on previously developed land in the Green Belt in flood zone 2, but not in zone 3a.

Option 3) To require all applicants to continue to apply and pass the sequential test for all types of development

Transport

Evidence base documents: Infrastructure Delivery Plan (2013), Surrey Infrastructure Study (2015), Transport Impact Assessment (May 2016)

Key Issues: NPPF seeks to balance transport system in favour of sustainable modes but high levels of car dependency in Runnymede. Congestion hotspots/corridors identified by the Surrey Infrastructure Study. Transport Impact Assessment (TIA) undertaken by Surrey County Council may reveal further issues.

A number of strategic projects or feasibility studies underway, M25 SW Quadrant (J10-J16), Cross Rail 2 and Heathrow Southern Rail Access. Potential of airport expansion at Heathrow.

Transport continued

Options

Option 1 – Reduce the need to travel, promote sustainable modes and work with partners to enable local and strategic transport projects; If expansion at Heathrow approved, recognise a coordinated approach to traffic/transport management will be required; (Preferred Option)

Option 2 – As Option 1 but do not include reference to Heathrow;

Option 3 – Do not include a policy

Infrastructure

Evidence base documents: Infrastructure Delivery Plan (2013), Surrey Infrastructure Study (2015)

Key Issues: Capacity issues for some infrastructure types with pressure from a growing and ageing population. Strategic infrastructure includes avoidance for the Thames Basin Heaths SPA and potential delivery of the River Thames Scheme. Some site allocations will require their own bespoke infrastructure facilities/services.

Infrastructure continued

Options

Option 1 – Work with partners to enable timely delivery of facilities and phase development where necessary. Retain existing facilities and maximise use with loss in some circumstances. Introduce CIL and seek S106 for site specific infrastructure; **(Preferred Option)**

Option 2 – Same as Option 1 but do not include phasing;

Option 3 – Same as Option 2 + do not seek to retain existing/allow loss

Option 4 – Do not include a policy

Thames Basin Heaths SPA

Evidence

- Approximately 2/3 of the borough is within 5km of the SPA
- 6 broad SANGs sites

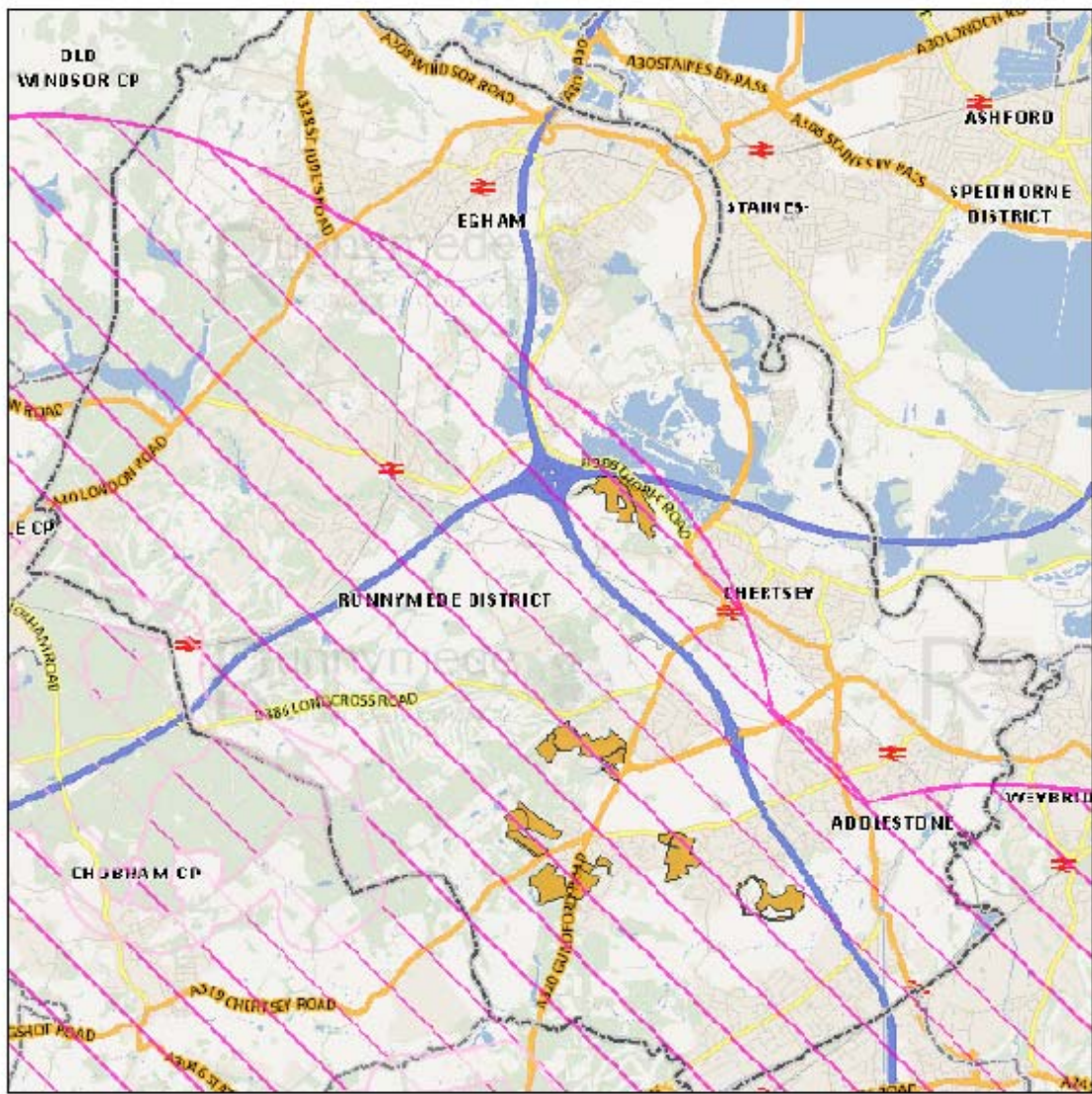
Key issues

- Whether there is sufficient SANGs to meet needs (current capacity for 920 dwellings)
- Candidate SANG at Chertsey Meads (1960 capacity)

Options and Preferred strategy

- Only option for consideration is to include a policy on SANGs to mitigate harm to SPA

Runnymede SANGs



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Next steps

An updated Local Development Scheme was approved at Planning Committee this week which outlined the following key milestones:

- Issues and Options consultation: late June to August 2016
- Pre submission consultation: December 2016 to February 2017
- Submission of Local Plan to Secretary of State: March 2017

Any other business?

Many thanks for attending our workshop and contributing your views. If you have any other comments to make, please put them in writing at

planningpolicy@runnymede.gov.uk by 5pm on Wednesday 27th April.

Duty to Cooperate Workshop – Friday 22nd April 2016

Representatives present at meeting:

Bracknell Forest Borough Council – Sarah Slade (SS)

Elmbridge Borough Council - Suzanne Parkes (SP)

Environmental Agency - Jonathan Fleming (JF)

Environment Agency - Oliver Rathmill (OR)

Highways England – Heather Archer (HA)

WSP Parsons Brinckerhoff – Stephen Gee (SG)

London Borough of Hounslow – Chris Smith (CS)

Mole Valley District Council – Jane Smith (JS)

NHS WAMCCG – Alex Tilley (AT)

Royal Borough of Windsor and Maidenhead – Robert Paddison (RP)

Slough Borough Council – Pippa Hopkins (PH)

Spelthorne Borough Council – Hannah Cook (HC)

Surrey County Council – Sue Janota (SJ)

Surrey Heath Borough Council – Kate Baughan (KB)

Council Officers present at meeting:

Corporate Head of Planning and Environmental Services – Ian Maguire (IM)

Policy and Strategy Manager – Richard Ford (RF)

Assistant Planning Policy Manager – Georgina Pacey (GP)

Senior Planning Policy Officer – John Devonshire (JD)

Senior Planning Policy Officer – Cheryl Brunton (CB)

Planning Assistant – Anna Murray (AM)

The meeting opened at 10am.

RF opened the meeting and introduced Runnymede planning officers and thanked representatives for attending. A brief introduction to the Duty to Cooperate was set out along with the purpose of the workshop.

RF gave an overview of the format of the workshop, gave a brief summary of the Local Plan evidence base and how both would relate to the issues and options document, which would be the subject of consultation in the summer. RF stated that the issues and options document will identify a series of policy options which will help address specific issues identified through the preparation of the evidence with a highlighted preferred approach. The policy options presented in the document will be tested through sustainability appraisal. At the current time, Members of Runnymede Borough Council have been made aware of the draft issues and options through the Members Working Group but proposals had not been agreed by committee yet. RF stated that the workshop was a chance to hear the views of Runnymede's Duty to Cooperate partners before the issues and policy options for the purpose of the consultation were finalised.

Green Belt

JD outlined the key issues Runnymede Borough Council faces with the Green Belt and explained that Runnymede had undertaken a review of its Green Belt in three parts, the first being the Green Belt Review produced by the consultants, ARUP, the second a Technical Boundary Review and thirdly a Green Belt Villages Review. JD summarised the evidence and then ran through the options identified and highlighted the preferred option. GP asked for comments.

SP stated that Elmbridge Borough Council had also used the same consultants to produce their Green Belt Review and it seems that the Runnymede Green Belt Review is generally complimentary to Elmbridge's.

SP considered that there was potentially an issue with Guildford Borough Council's approach with regard to Wisley Airfield and identifying sites before demonstrating exceptional circumstances for their release of Green Belt land to meet identified needs. SP asked if Runnymede had thought about what our exceptional circumstances would be to justify removal of land from the Green Belt? If so what are the arguments being advanced? Would it be possible to have joint discussions on this topic in the future? JD responded that it is known that Runnymede Borough Council will need to explain exceptional circumstances and that it is important that the evidence demonstrates that every effort has been made to find appropriate housing land supply before looking to the Green Belt. GP said than as an action following the workshop, Runnymede would contact Elmbridge to arrange a meeting to discuss this this topic further and to share ideas.

JD added that he thought that the Green Belt review produced by ARUP would be enough to show that some Green Belt land is not performing against Green Belt purposes, but that it will be important to demonstrate the weight that has been attached to protection of the Green Belt and the weight to meeting development needs.

CS commented that the Inspector for the London Borough of Hounslow Local Plan had recommended that an immediate plan review was needed, with a Strategic Housing Market Assessment and a Green Belt review. CS stated that this was quite a good steer from the Inspector and this will be used to underpin the exceptional circumstances. The LB Hounslow

GB Review had also been undertaken by Arup. RF added that similar to LB Hounslow the Runnymede Core Strategy Inspector gave a steer that not every stone had been turned to find land supply. CS continued that it was Arup's view that a Green Belt review was the way to go within a Local Plan, with no real alternative. RF agreed with this comment. CS stated that the London Borough of Hounslow will be looking at an issues and options consultation date of October 2016 after going through committee this summer. IM reiterated that it would be good if local authorities looking at Green Belt releases could work together to share ideas on content for a statement of exceptional circumstances.

IM commented that if all LPAs are taking a similar line, then hopefully the approach will get Local Plans adopted but it will be the first LPA that will take the risk. IM clarified that where changes to the Green Belt in Runnymede are concerned there is only likely to be a decrease of approximately 4%, from 79% to 75%. IM continued to talk about the technical boundary review and stated that the Green Belt boundary in Runnymede had not been updated for over 30 years, so reviewing the boundary to ensure it remained defensible was long overdue. IM asked whether any other LPAs had conducted a similar detailed boundary review? JS stated that Mole Valley District Council had carried out a similar piece of work but had parked it for now. JS also stated that when Mole Valley was consulting on this piece of work they were also consulting on resultant land parcels and this led to some confusion with local residents about which changes were technical and which were strategic. She advised that Runnymede may want to carefully consider how they make clear to residents the differences between the different pieces of Green belt work in the consultation material.

Housing

CB summarised the key evidence and issues Runnymede faces with regard to housing. CB stated that the key issue is that Runnymede Borough Council cannot meet the Objectively Assessed Housing Need outlined in the SHMA. CB is confident that the interim SLAA work is a robust piece of evidence and Runnymede Borough Council would be going to its Duty to Cooperate partners to see if they could meet any unmet need identified. This would be subject to other LPAs reading the SLAA evidence to confirm no stone had been left unturned. CB ran through the options and highlighted the preferred option. CB then went onto ask if all options had been covered and for any feedback.

SP stated that she felt it unlikely that any LPA will be able to meet their own needs in the South East given the huge housing pressures around London, and LPAs will not be able to help out with meeting the unmet needs of others. In terms of the options, have Runnymede Borough Council considered the capacity of urban areas carefully through increasing density or land swapping? For example, moving play areas and allotments in the Urban Area to the Green Belt and then using this 'freed up' urban land for housing. Elmbridge Borough Council Members have asked officers to consider this. SP added that it is something Elmbridge Borough Council will be considering but not sure in reality how much land this will release for housing.

SP queried what comes under Runnymede's option 1 in terms of relying on urban areas only? Does it include things like land swapping? IM reiterated that option 1 is market driven and option 4 is do everything. IM stated that Runnymede Borough Council has not looked at land swapping but has looked at the designation of Local Green Spaces in the Borough. IM stated that this may need to be considered in issues and options consultation as it would be

a useful addition. Furthermore, land swapping may increase the Strategic Land Availability Assessment supply figure – and the Development Market Panel (a panel of professional developers, agents) could be used to see if additional sites are achievable. IM confirmed that Runnymede would consider land swapping further.

GP asked the attendees whether a Heathrow scenario should be added. CS stated that it is difficult to know what assumptions would be relied upon in such a scenario and felt that LPAs should continue as they are as the Boroughs will grow whatever happens. However, if a third runway at Heathrow does get the go ahead, then this will have significant implications for the evidence that LPAs in the environs of Heathrow have gathered so far. SP added that even if a third runway at Heathrow is given the green light, it is unlikely that it will be delivered during the lifetime of the local plans being prepared at the moment. As plans will have to be reviewed every 5 years, this is probably something that should be left for the first review periods of local plans when there is more certainty around airport expansion proposals. SP also commented that if Runnymede Borough Council was to do a scenario for expansion at Heathrow then surely a scenario would need to be tested for Heathrow closing if the third runway does not get the go ahead. Overall there are too many uncertainties. JD agreed that the 5 year plan review was a good point and a similar approach could be taken for Cross Rail 2. IM explained that Runnymede officers had met with DCLG on the previous day and they had stated that they wanted proportionate evidence and they did not want LPAs to delay in preparing plans. IM also agreed with CS that Heathrow effects any piece of evidence throughout this Local Plan process.

IM moved onto the topic of safeguarding land through the plan and stated that Runnymede Borough Council is not looking to do this. IM asked if any Local Planning Authorities were looking to do this. SP commented that Woking is looking to safeguard land and that Reigate and Banstead had planned to at one point but had changed their approach following the outcome of consultation. JF commented that the only place the Environmental Agency would be looking for the safeguarding of land is in connection with the River Thames Scheme. JS said that when Mole Valley were consulting on the Green Belt they were informed that if the land was good enough to be safeguarded then they need to be using it for development to meet unmet needs now not needs in the future. SP confirmed that Elmbridge was also not looking at safeguarding land and would only be phasing development if it was infrastructure related such as A3 and M25.

SJ highlighted densification and that London Boroughs are really focusing on this. IM expressed that a density policy will be considered; but this depends on Government legislation in future months. RP commented on the often large houses that sit on large plots in different Boroughs, for example Wentworth. RP mentioned that neighbourhood plans have come forward to prevent densification within such areas. There is an argument that the market will take over in terms of density and LPAs will be responding too late. Could Runnymede Borough Council take a more positive approach and look at character areas? IM reiterated that a density policy will exist in some form, however Runnymede Borough Council is not sufficiently resourced to produce a character area density assessment but perhaps could be published as a SPD in the future? In addition, IM questioned whether Runnymede Borough Council goes for a universal minimum density or whether some exceptions would be needed. IM commented that this is a challenge and will wait for government announcements. KB asked in terms of identifying public owned land, how far has Runnymede pushed the development options with public bodies? IM stated that some of

the Green Belt resultant land parcels are publicly owned. Two are owned by DEFRA and one is the St. Peter's Hospital site, all of which offer a range of opportunities. IM reiterated that there has been a generally positive response to land availability from the owners of land in the ARUP resultant land parcels.

SP asked whether the figures identified through the SHMA made space for uplift in market signals. JD confirmed these had been accounted for.

RF then went onto ask whether any of the LPAs will be able to help us with housing need? IM reiterated that no one has come forward yet with a positive answer of taking our growth need, IM stated that Runnymede Borough Council will be going back to anybody they have already consulted and formally requesting assistance meeting housing needs and possibly our economic needs. SP asked how wide will our Duty to Cooperate approaches be going? RF stated an invite to the workshop was sent to all authorities in Surrey and any other relevant LPAs and organisations referenced in Runnymede's DtC Scoping Framework. IM suggested that Runnymede Borough Council will be casting the net for requesting this need very wide, to possibly even all of the South East LPAs. SP asked what our end goal is? IM stated that Runnymede Borough Council is committed to finding a LPA to help meet Runnymede's unmet housing needs. SP questioned whether these approaches under the DtC would produce a positive output? RF stated that he and likewise the Council do not want a repeat of the examination that happened in 2014. IM referred to the Local Plan Expert Group Report and how LPAs are interrogating each other instead of helping each other out, there needs to be a way that LPAs can work towards using the same methods to make the process easier.

Gypsies and Travellers

RF outlined the key evidence and issues Runnymede faces with regard to Gypsies and Travellers. RF outlined the options and the preferred approach and asked for any feedback.

SP questioned why Runnymede Borough Council is not looking to allocate any sites for Gypsy and Traveller sites? SP stated that Elmbridge Borough Council would have a problem with this option as this may not demonstrate that Runnymede Borough Council has done all they can to meet identified needs. IM responded by saying that he did not think it was an unreasonable position: there is a significant political element that needs to be considered with this topic. SP asked whether Runnymede Borough Council will be indicating in issues and options what the preferred approach is for each of the different issues. IM reiterated that yes this will be shown but the preferred approach can change at any time during the Local Plan process is necessary. RF agreed that this is a politically a very sensitive issue. JS agreed that it is difficult to identify sites but it is vital to show that you are looking for sites and explain reasons why they could not have been allocated. IM added that Runnymede Borough Council can draw allocations within the resultant land parcel sites in the Local Plan submission and will be happy to hear views on these. SP questioned whether Runnymede Borough Council will be reviewing the TAA due to recent changes? RF stated that the TAA was useful when it was put together in terms of being based on a Surrey wide methodology which he felt had carried weight in Inquiries he had attended. IM added that the TAA is looking like it will soon not be a concept within planning as the Government is currently consulting on proposals to include the assessment of traveller needs under the Housing Act.

There is no current proposal to review the TAA until government guidance is produced. CS agreed that waiting for government guidance seems to be the position for many LPAs.

Economic Development

GP outlined the key evidence and issues Runnymede faces with economic development. GP outlined the options and the preferred approach and then went onto ask for any feedback.

IM added that Runnymede Borough Council will be writing in due course to inform LPAs that Runnymede may be able to assist with accommodating the unmet B1 needs of other LPAs in the vicinity as at the current time it appears that on the basis of Runnymede's ELR, Runnymede will be providing for a surplus of B1 floorspace over the Plan period, although this is reliant on the large office park at Longcross Park coming forwards. SP asked which area of the Borough this supply would be focused on? IM stated that it would be across the Borough. RP asked a question relating to how successful Runnymede Borough Council think the deliverability of Longcross Park will be. IM stated that he is relatively confident that it would be successful even though there are still infrastructure questions to ask. CS stated that the London Borough of Hounslow had looked at the possibility of article 4 Directions to protect sites for employment because they are conscious that neighbouring authorities are losing offices on an almost daily basis. CS added that their emerging Employment Land Review shows that there is still a need for expanding headquarters, digital media and sheds and therefore a need to find more employment land as well. IM stated that the two major sites for employment in Runnymede would not be at particular risk of permitted development changes (The Causeway and Thorpe Industrial Estate) but need to be aware of this risk and potentially take protection policies forward. CS asked whether Runnymede had considered Town Centre Policies. IM stated that within the three town centres, the Council has large landholdings which provides a certain amount of control. IM also added that Longcross Park has now been designated as a local enterprise zone. SP finished by stating that Elmbridge Borough Council has article 4 directions covering some of the employment areas within Elmbridge.

Flooding

GP outlined the key evidence and issues Runnymede faces with flooding. GP outlined the options and the preferred approach and then went onto ask for any feedback.

JF stated that one of Runnymede's options to not require the sequential test for sites in flood zone 2 or 3a because there is not enough land to meet housing needs would be contested by the Environment Agency as it conflicts with the National Planning Policy Framework and on this basis, he would recommend for the Local Plan to be found unsound. An example of this is Doncaster where not enough identification was given to flood risk and the Plan was found unsound. There would be major concerns about the sequential testing justifications as automatic testing would not look at flooding on a site by site basis. Additionally, site allocations within the more at risk areas that have been adopted through the Plan will have been deemed to pass the sequential test so there must be evidence for this. GP reassured the Environment Agency that the Council remained committed to working with the Environmental Agency to try and reach a mutually acceptable outcome. GP asked representatives if they knew of any LPAs that had taken Runnymede's suggested approach to the sequential test? JF was not sure off the top of his head but remembered that

Spelthorne had talked about this. IM stated that this preferred approach was a controversial attempt to try and make planning work a lot better and ensure that sustainable development is approved without delay. IM added that the resultant land parcels had already been sifted through the Green Belt Review for such constraints. JD raised a question with representatives concerning the brownfield register and would this mean these sites would not have to go through sequential testing? JF commented that the brownfield register discussion is a developing area which is being further considered by the EA. IM stated that Runnymede Borough Council was one of the Government's brownfield register pilot authorities. SP commented that Elmbridge Borough Council is seeking to follow a similar approach, where sites will be compared and ranked. SJ added perhaps it was something to bring up at a Lower Thames Scheme Officer's meeting. JF concluded the discussion by asking whether a sequential test workshop would be a good thing to have for LPAs, if so would explore this with his colleagues. LPAs showed interest.

Transport & Infrastructure

JD outlined the key transport evidence and issues in Runnymede. JD outlined the options and the preferred approach and then went onto ask for any feedback.

SG asked for confirmation that the TIA had SRN junctions included within it? SG was not sure that he had seen the scoping note for this? GP agreed with SG they would talk once the workshop had finished. SP asked how far the Runnymede modelling will look at new development in neighbouring areas. IM stated that the TIA tries to look at cross boundary figures, but where do you stop the modelling? JD stated that any strategic sites in neighbouring authorities should be taken into consideration. With regard to the options and the preferred approach JD was confident that there were no showstoppers in the pipeline.

JF stated that the sewage network/water companies will have to meet demand which subsequently looks at environmental capacity and there may be more discussion around this issue. IM reiterated how useful it is to have Surrey County Council as one voice talking to all of the utilities companies.

Thames Basin Heaths SPA

CB outlined the key evidence and issues Runnymede faces with respect to the Thames Basin Heaths SPA. CB outlined the options and the preferred approach and then went onto ask for any feedback.

CB added that Natural England have agreed that Chertsey Meads could be a SANGS. CB also stated that Longcross Park through its Masterplan would provide a bespoke SANGS for the dwellings in this area. Other resultant land parcels may provide SANGS but this is not yet known. IM asked if other LPAs had SANGS issues. IM stated that it is not out of the question that Runnymede Borough Council would explore helping to meet the SANGS but this would need to be carefully considered. IM clarified that now is the time to let us know if any LPA needs help with SANGS. SP commented that they had no need for SANGS. JD added that in his experience lowering a housing target due to inadequate SANGS capacity could not be justified.

Next Steps

GP stated that although it was ambitious the Council is 100% committed to submit a Local Plan by March 2017. GP added that this was the Policy and Strategy team's goal and is expected by the government. IM clarified that the issues and options document will cover other topic areas such as retail and design but these were not covered in the workshop as it was decided that the focus should be on the big questions raised by the key cross boundary issues. GP concluded by stating that the Local Plan issues and options will, as well as outlining the issues, options and preferred approach have a chapter which considers potential site allocations.

The meeting closed at 12.30pm.

Appendix 10

Georgina Pacey

Subject: Runnymede Local Plan: Spelthorne Borough Council

From: Richard Ford

Sent: 18 March 2016 11:16

To: planning.policy@spelthorne.gov.uk

Subject: Runnymede Local Plan: Spelthorne Borough Council

Good morning,

Runnymede Local Plan

Runnymede Borough Council is preparing a single Local Plan that will guide development in Runnymede up to 2035. In drawing up the Plan, the Council has a legal Duty to Co-operate with other bodies in the interests of ensuring that strategic cross-boundary matters are dealt with effectively. In October 2015, the Council produced a Duty to Co-operate Scoping Framework. This identified the strategic matters that need to be addressed during the preparation of the Local Plan, as well as the bodies with which the Council needs to co-operate <https://www.runnymede.gov.uk/CHttpHandler.ashx?id=13520&p=0>.

The completion of the evidence base for the Local Plan is now imminent, and it is apparent to the Council that we are not going to be able to meet our own needs within the Borough in respect of a number of policy matters. I am therefore writing to you now to seek your assistance in respect of the cross boundary matters that we have previously agreed are of mutual interest. These are as set out in the paragraphs that follow:

Housing

The Council's Strategic Housing Market Assessment (SHMA) (November 2015) draws the rounded conclusion on the overall need for housing in the Borough, over the 2013 to 2033 period, as being 466 to 535 homes per annum. The Council is currently producing an interim Strategic Land Availability Assessment (SLAA) report to support the Council's Issues and Options consultation. By Easter 2016, officers will have determined the maximum annual housing target that the Council will be able to sustainably pursue. Early indications are that the Council will not be able to meet its proportion of the objectively assessed housing need for the Housing Market Area within the Borough boundaries.

Travellers

The Council's Traveller Accommodation Assessment (TAA) (September 2014) recognises that sufficient sites need to be identified and allocated to meet the established level of need for travellers' pitches and plots over the period of the Plan. The need from 2013 to 2028 is identified as being 117 plots for gypsies and travellers and 127 pitches for travelling showpeople. The matter of the TAA was considered at a Runnymede public inquiry into three appeals, each for a single traveller pitch and associated development. At that inquiry, discussion on the TAA related to differences between the Council and the appellant on a number of points. Despite the Inspector stating at paragraph 22 of his decision letter (dated 31 July 2015) that "*It is not the place in this decision to make a finding on the quality of the TAA*", he nevertheless went on to express a view that "*the TAA is likely to underestimate the need for pitches*".

Again, it is clear to the Council that it is not going to be possible to accommodate this level of need on sustainable sites in the Borough.

Economic Development

The Council is due to publish its 2016 Employment Land Review imminently. This report concludes that over the Plan period (up to 2035) the Council should aim to provide between 182,380 sqm of commercial floorspace based on a labour supply scenario which is linked to the Runnymede-Spelthorne SHMA, and 237,180 sqm of floorspace based on a

baseline labour demand scenario. Following an analysis of the Council's pipeline supply and SLAA site submissions, it is apparent that the Council will not be in a position to meet its identified economic needs within the Borough boundary.

Green Belt

In light of the demand/supply imbalances highlighted above, officers are of the opinion that it will be necessary to recommend to Runnymede's elected Members that there are exceptional circumstances that justify the review of the Borough's Green Belt boundaries. This would have the effect of returning some of the Borough's Green Belt land which has been assessed as performing weakly against the purposes of including land within the Green Belt, to the urban area to meet identified needs. Given that the Green Belt is identified in the Council's Duty to Co-operate scoping framework as a cross boundary issue, this is also a matter that the Council will wish to discuss with you as part of wider discussions relating to housing, travellers and the economy.

Other issues

There are a number of other cross boundary issues that will also require engagement under the Duty to Co-operate as the Council prepares its Local Plan; primary amongst these is the issue of infrastructure. The Council will contact relevant Duty to Co-operate partners and seek engagement on such issues following the conclusions of the initial discussions with the relevant partners relating to housing, travellers, the economy and the Green Belt.

Based on the findings of the Council's emerging evidence, which are summarised above, and given that the Council has identified your authority as a relevant partner in its Duty to Co-operate Scoping Framework in relation to housing/travellers/the economy/Green Belt, officers would like to explore with your authority whether you anticipate that you will be able to assist Runnymede in meeting its unmet needs. It would be helpful if you could email your response to the Council on planningpolicy@runnymede.gov.uk as soon as practicable, but by no later than Friday 8 April. However, if you would prefer to discuss the matter more fully by telephone or at a meeting, please let me know and I will make arrangements as appropriate.

In addition, the Council is holding a Duty to Co-operate Workshop at the Runnymede Civic Centre in Addlestone on Friday 22 April, from 10 am to 1 pm. At this workshop there will be the opportunity to discuss the cross boundary issues that have been highlighted through the preparation of the Local Plan evidence base more fully. At this workshop the Council will also present its suggested strategies that it intends to include in its Issues and Options consultation for discussion (those relating to cross boundary matters only). We would be very pleased if you could confirm your attendance by email at planningpolicy@runnymede.gov.uk by Friday 8 April. The agenda for the workshop will follow in due course.

I look forward to hearing from you soon.

Kind regards,

R. Ford

Richard Ford | Policy and Strategy Manager | Runnymede Borough Council
richard.ford@runnymede.gov.uk | 01932-425278 (direct line) | www.runnymede.gov.uk

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Georgina Pacey

Subject: Runnymede Local Plan: RBWM

From: Richard Ford
Sent: 11 April 2016 11:20
To: planning.policy@rbwm.gov.uk
Subject: RE: Runnymede Local Plan: RBWM

Good morning,

You may recall that I wrote to you recently concerning this Council's emerging Local Plan (please see my email below).

To date I have not received a reply from you. I would be pleased if you could give consideration to the content of the email and let me have your views.

Thank you.

Kind regards,

R. Ford

Richard Ford | Policy and Strategy Manager | Runnymede Borough Council
richard.ford@runnymede.gov.uk | 01932-425278 (direct line) | www.runnymede.gov.uk

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Sent: 18 March 2016 11:17
To: planning.policy@rbwm.gov.uk
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Other issues

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response to the Council on planningpolicy@runnymede.gov.uk as soon as practicable, but by no later than Friday 8 April. However, if you would prefer to discuss the matter more fully by telephone or at a meeting, please let me know and I will make arrangements as appropriate.

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I look forward to hearing from you soon.

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Appendix 11

Georgina Pacey

From: Georgina Pacey
Sent: 24 March 2016 14:35
Cc: tplan@elmbridge.gov.uk; planningpolicy@hillington.gov.uk; ldf@hounslow.gov.uk; planning.policy@spelthorne.gov.uk; planning.policy@woking.gov.uk; development.plan@bracknell-forest.gov.uk; planning.policy@rbwm.gov.uk; planning.policy@surreyheath.gov.uk; _Planning Policy (PlanningPolicy@slough.gov.uk); 'kate.swaby@enterprisem3.org.uk'; Darren.richards@london.gov.uk; Ian_Frost@heathrow.com; townplanningSE@networkrail.co.uk; 'planning.consultations@surreycc.gov.uk'; boroughplanning@tfl.gov.uk; tim.smith@thamesvalleyberkshire.co.uk; Malcolm@wilky.co.uk; Rachel Raynaud
Subject: Runnymede Employment Land Review consultation

Tracking:

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Malcolm@wilky.co.uk
Rachel Raynaud

Delivered: 24/03/2016 14:35

Dear Sir / Madam

Consultation on the draft Runnymede Employment Land Review (ELR)

Runnymede Borough Council is currently preparing its new Local Plan and, as part of the underpinning evidence, has produced an Employment Lane Review to help identify the future quantitative and qualitative needs for commercial land and floorspace in the Borough over the plan period (up to 2035). The report has been produced in line with national policy contained in the National Planning Policy Framework (NPPF) and planning guidance contained in the national Planning Practice Guidance (PPG). Nathaniel Lichfield and Partners were commissioned by the Council to produce chapters 6 (review of the commercial property market), 7 (future employment space requirements) and 8 (the demand/supply balance) of the report. The remainder of the document has been produced by Council officers.

The Council is consulting you under the Duty to Cooperate. Your organisation has been consulted on this draft document as the Council's [Duty to Cooperate Scoping Framework](#) identifies that for matters relating to the economy, your organisation/local authority is an important partner.

The 2016 Runnymede Employment Land Review and its appendices can be found on this page: <https://www.runnymede.gov.uk/article/11417/Employment-Land-Review-2016>

Please can you circulate the document to the relevant staff in your organisation/department (in Local Authorities please can the document be sent to Economic Development Officers and well as the relevant planning officers).

Please send any comments that you have on content of the report generally, or in relation to any specific matters (for example relating to the scenarios tested, the modelling used to quantify the Borough's needs, or the report recommendations) to planningpolicy@runnymede.gov.uk by Friday 15th April at 5pm.

In the meantime feel free to contact me or my colleague Rachel Raynaud (Rachel.raynaud@runnymede.gov.uk) with any queries that you might have. Runnymede Borough Council is very grateful for your cooperation and we look forward to hearing your views on our draft report.

Yours faithfully

Georgina Pacey | Principal Planning Officer-Policy and Strategy Team | Runnymede Borough Council

georgina.pacey@runnymede.gov.uk | 01932 425248 | www.runnymede.gov.uk

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Georgina Pacey

From: Georgina Pacey
Sent: 04 September 2015 13:58
Cc: Rachel Raynaud
Subject: Runnymede Town and Local Centres Study-consultation draft

Categories: Egress Switch: Unprotected

Dear Sir / Madam

Consultation on the draft Runnymede Town and Local Centres Study

Runnymede Borough Council has begun working on its new Local Plan and, as part of the underpinning evidence the Council has appointed Carter Jonas to update the retail evidence base (i.e. the Runnymede Retail Study 2009 and the Retail - Evidence Base: Update 2012) through a Town and Local Centres Study to help inform both plan-making and decision-taking across Runnymede. As well as considering the retail offer across the Borough, the report produced by Carter Jonas also considers other town centre uses including leisure, business and community uses in the Borough's Town Centres of Addlestone, Chertsey and Egham.

The report has been produced in line with national policy and current planning guidance which requires that each local planning authority ensures that their Local Plan is based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area. The NPPF is clear that local planning authorities should use this evidence base to assess (amongst other things) the needs for land or floorspace for economic development, including both the quantitative and qualitative needs for all foreseeable types of economic activity over the plan period, including for retail and leisure development.

The draft Runnymede Town and Local Centres Study can be found following this link:

<https://www.runnymede.gov.uk/article/10390/Runnymede-Town-and-Local-Centres-Study-2015> . Please circulate the document to the relevant staff in your organisation/department.

If you have any comments to make on the content of the study and its recommendations, or in relation to any cross boundary issues relating to retail & other town centre uses in general, please submit your comments to georgina.pacey@runnymede.gov.uk by **Friday 2nd October**.

In the meantime feel free to contact me or my colleague Rachel Raynaud (rachel.raynaud@runnymede.gov.uk) with any queries that you might have. Runnymede Borough Council is very grateful for your cooperation and we look forward to hearing your views on our draft report.

Yours faithfully

Georgina Pacey | Principal Planning Officer-Policy and Strategy Team | Runnymede Borough Council

georgina.pacey@runnymede.gov.uk | 01932 425248 | www.runnymede.gov.uk

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Appendix 12

Meeting with Suzanne Parkes, Elmbridge Borough Council, regarding the issue of Exceptional Circumstances for Green Belt amendments

Attendees

Suzanne Parkes: Elmbridge Borough Council

Jane Peberdy: Runnymede Borough Council

Anna Murray: Runnymede Borough Council

- Suzanne Parkes (SP) began by clarifying this was a follow up to the Duty to Co-operate workshop that was held at Runnymede Borough Council (RBC) in April 2016. During the meeting, SP had questioned whether or not RBC had considered what its Exceptional Circumstances were for amending the Green Belt boundary in the emerging Local Plan, Runnymede 2035.
- Jane Peberdy (JP) worked on the Green Belt Review and Green Belt Boundary Technical Review at RBC but had not attended the Duty to Cooperate meeting in April 2016.
- SP explained that Elmbridge Borough Council had now completed their Green Belt Boundary Review and, should the Council need to consider amending the boundary to meet development needs (subject to the completion of the SHMA and agreement of a new LDS), then in accordance with the NPPF, consideration would need to be given to Exceptional Circumstances.
- SP explained that from research, some Local Plans have managed to amend Green Belt Boundaries without any problems however others had failed to justify their suggested exceptional circumstances at examination.
- SP noted documents produced by Central Bedfordshire, Oxford City Council, Cheshire East Council and cases from Calverton and in particular the Gallagher Homes vs Solihull Council case in 2014.
- SP & JP discussed factors which could be considered unique to Elmbridge & Runnymede and therefore used as exceptional circumstances to justify the amendment of the Green Belt to release land for housing / other development needs.
- SP and JP spoke about how it is the location of the local authority and its particular constraints which define the Exceptional Circumstances.
- SP ended the meeting, saying she was happy to discuss this or any other local plan issues further if it would be helpful.

Appendix 13

Georgina Pacey

From: Cheryl Brunton
Sent: 28 June 2016 09:14
To: 'Turner, Marc (NE)'
Subject: RE: Runnymede/ Natural England meeting 7th July

Categories: Egress Switch: Unprotected

Dear Marc,
No problem at all.

We are very much looking forward to having a chat with you next week. I am also interested to hear your views on what the implications of Brexit might be for nature conservation.

See you then.
Cheryl

Kind Regards,
Cheryl Brunton | Senior Planning Officer (Policy and Strategy) | Runnymede Borough Council
cheryl.brunton@runnymede.gov.uk | 01932-425267 (direct line) | www.runnymede.gov.uk

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-----Original Message-----

From: Turner, Marc (NE) [mailto:Marc.Turner@naturalengland.org.uk]
Sent: 28 June 2016 08:34
To: Cheryl Brunton
Cc: Richard Ford
Subject: RE: Runnymede/ Natural England meeting 7th July

Dear Cheryl,

Thanks for this, sorry I have been away on leave for a couple of weeks, and as you might imagine have returned to a mountain of work. I will read the documents you have sent in advance of our meeting. I am more than happy to answer all of the questions you have below, and following the recent discussion at the JSPB Officers meeting, have a very brief discussion on each of your SANGs, following site visits I conducted a couple of months ago.

I'll be in touch,

Regards

Marc

Marc Turner
Senior Adviser
Sustainable Development and Regulation
Thames Valley Team
2nd Floor
Cromwell House
15 Andover Road
Winchester
SO23 7BT

Direct Dial: 02080267686

www.gov.uk/government/organisations/natural-england

Natural England offers two chargeable services - The Discretionary Advice Service (DAS) provides pre-application, pre-determination and post-consent advice on proposals to developers and consultants as well as pre-licensing species advice and pre-assent and consent advice. The Pre-submission Screening Service (PSS) provides advice for protected species mitigation licence applications.

These services help applicants take appropriate account of environmental considerations at an early stage of project development, reduce uncertainty, reduce the risk of delay and added cost at a later stage, whilst securing good results for the natural environment.

-----Original Message-----

From: Cheryl Brunton [mailto:cheryl.brunton@runnymede.gov.uk]
Sent: 10 June 2016 16:05
To: Turner, Marc (NE)
Cc: Richard Ford
Subject: Runnymede/ Natural England meeting 7th July

Dear Marc,

I hope you are well?

Ahead of the meeting between Natural England and Runnymede Borough Council on 7th July, please find attached chapter 8 of the final draft of the Runnymede Local Plan Issues, Options and Preferred Approaches document, which I direct you to in particular as it concerns the natural environment. If you would like to read the entire document, it will be available to view from Wednesday 15th June at <https://www.runnymede.gov.uk/article/11004/Planning-Committee-Agendas-2016> and Members will decide on 22nd June whether the document can be consulted on, subject to any amendments. I know my colleague has sent out an email today about the consultation on a confidential basis until Wednesday, which you may have been copied in to.

On 7th July, therefore, we would like to discuss the contents of the document, although if you are able to make any comments before this time, that would be appreciated.

We would also like to SANG in Runnymede in more detail. In particular:

-Chertsey Meads, which was agreed could have mitigation capacity of 1960 dwellings if it were to be designated as SANG (see attachment). This was agreed in 2013, and we wanted to know if further work would be required to confirm suitability/capacity.

-What should the Council's approach to residential development within the 5-7 km SPA zone of influence?

-Have you any opinions on what our approach to payment of SAMM should be in relation to starter homes as they are now exempt from paying s106? In connection with this, does NE have a preference for how SANG is funded? i.e. through CIL or licencing approach (see the issues and options paper).

We would also like to discuss with you how to ascertain which protected habitats and species are present in Runnymede as we have no local information on this.

If there is anything specific you would like to discuss at our meeting, please let me know.

Thanks in advance and we look forward to seeing you then.

Kind Regards,

Cheryl Brunton | Senior Planning Officer (Policy and Strategy) | Runnymede Borough Council
cheryl.brunton@runnymede.gov.uk<mailto:cheryl.brunton@runnymede.gov.uk> | 01932-425267 (direct line) |
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Appendix 14

Georgina Pacey

From: Gonet, Teresa <Teresa.Gonet2@highwaysengland.co.uk>
Sent: 16 June 2016 09:17
To: Georgina Pacey
Cc: Planning SE; Burgess, Janice
Subject: #543 Runnymede TIA

Dear Georgina,

Thank you for your email dated 7 June 2016 consulting Highways England on the Transport Assessment.

Highways England has been appointed by the Secretary of State for Transport as strategic highway company under the provisions of the Infrastructure Act 2015 and is the highway authority, traffic authority and street authority for the strategic road network (SRN). The SRN is a critical national asset and as such Highways England works to ensure that it operates and is managed in the public interest, both in respect of current activities and needs as well as in providing effective stewardship of its long-term operation and integrity.

We note the document has been prepared by Surrey County Council (SCC) and is based on their SINTRAM strategic highway model, which uses OmniTRANS software, has a base year of 2009 and models the road network of Surrey and surrounding local authorities. Given the age of the observed origin-destination data in the base model and current DfT guidance on the age of underlying data used in transport models, our view is that the model may no longer be suitable for use. Should Runnymede wish to use such a model further justification should be provided and/or refinements made to the model to ensure that we can have sufficient confidence that its forecasts adequately cover likely future traffic flow impacts.

Section 2.4.2 details that only a AM average peak hour has been provided. Given the heavy congestion experienced on the M25 and M3 through Runnymede and outside throughout most afternoons and evenings, it is imperative that an evening peak hour assessment is also provided.

The model uses weekday average peak hours (0700-1000 for AM, 1000-1600 for inter peak; and 1600-1900 for PM). The use of average peak hours over a 3 hour period is likely to underestimate the actual peak hour situation. This means that the assessment of highway capacity including impact of local developments in the borough may not be sufficiently robust as network capacity is likely to appear better than it should be. Therefore, it is recommended/suggested that the analysis is undertaken for the busiest peak hour for the AM and PM peak hours Section 2.1 outlines that the 2014 reference year has been created from the 2009 base using a growth rate derived from 64 observed DfT counts within Surrey, which show that the number of cars and total traffic has reduced in the AM peak, although the number of LGVs and HGVs has increased along with all vehicle types in the PM peak, with growth rates for all vehicles of 0.984 in the AM peak hour. However, details of the count locations and which growth rate has been used does not appear to be set out.

Looking at the NTM adjusted growth in TEMPRO for all roads within the borough, rate of 1.0419 for the AM peak is provided, indicating that application of the growth rates derived from DfT counts across the borough could be low and therefore underestimate traffic flow in 2014, especially for the AM peak hour. This depends on where the 64 DfT counts are taken and therefore how representative they are.

Section 2.5.4 highlights that a calibration factor of 0.5 has been applied to the A30 Egham By-pass approach to Runnymede roundabout in the base model. Additional information should be provided to detail the effect of this adjustment.

Section 3.4 of the report outlines that TRICS has been used to calculate vehicle trips but does not set out the trip rates used. Further, net trips have been calculated whereby those associated with the previous or existing land use have been subtracted from the new development trips. Where trip rates are subtracted based on a previous use that is no longer operational, this could result in an underestimation of trips as the 2014 scenario is based on a growth rate from observed data. Indeed, it is noted that negative trips result at a number of locations.

Analysis of the trips in the document with TRICS suggests that the residential trip rates used are likely to underestimate trips for the AM peak hour. Based on the information on number of units and associated trips, this suggests a trip rate of approximately 0.35 per unit in the AM peak hour. This is considered low for the AM peak hour, as the TRICS average for mixed housing developments in Surrey is 0.44 in the AM peak.

It is noted that section 4.7 outlines that the following Highways England links have been identified as hotspots, indicating that mitigation is likely to be required:

- M25 mainline junctions 10 to 11 clockwise
- M25 mainline at junction 11 anticlockwise
- M25 mainline junctions 11 to 12 clockwise
- M25 mainline at junction 11 clockwise
- M25 mainline junctions 12 to 11 anticlockwise
- M25 mainline junctions 12 to 13 clockwise
- M25 mainline at junction 12 clockwise
- M25 on-slip to M3 westbound
- M3 eastbound junction 2 off-slip to M25
- M3 junction 2 off-slip to M25 clockwise

As detailed junction capacity analyses have yet to be undertaken, it is not possible to identify what mitigation may be required at the above locations. Additionally, given the lack of peak hour assessments the extent and scope of impacts may be subject to change.

I would be grateful if these matters could be considered further with the modelling updated as necessary and as agreed by Highways England based on the comments outlined. This is necessary to ensure that a robust Transportation Assessment supports the Development Plan as currently Highways England is concerned that the modelling is likely to underestimate the situation with the proposed developments,. It will also be necessary to consider the locations highlighted above and potentially elsewhere with a view to potential mitigations to ensure that the Development Plan proposals are deliverable with a no worsening of the operation of the Strategic Road Network.

I trust that our initial comments are of assistance and look forward to working with the Council and its Surrey County Council partners as the plan develops.

Thanks

Sent on behalf of Janice Burgess Spatial Planning Manager

Teresa Gonet,
NDD SE Strategy & Planning Team
Highways England | Bridge House | 1 Walnut Tree Close | Guildford | GU1 4LZ

Web: www.highways.gov.uk, www.highwaysengland.co.uk



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Georgina Pacey

From: John Devonshire
Sent: 27 May 2016 12:16
To: M25SWQuadrant
Cc: Ian Maguire; Richard Ford; Georgina Pacey; Rachel Raynaud
Subject: RE: M25 SWQ Study Long List and Assessment Tool - Revised Timescale

Follow Up Flag: Follow up
Flag Status: Completed

Dear Sir/Madam,

Thank you for your email requesting further interventions or evidence to the M25 SW Quadrant Study.

Runnymede Borough Council would like to add the following interventions which do not appear to be shown on the existing long list of interventions:

- 1) Addlestone Town Centre Regeneration Phase 2 – Local Growth Fund bid submitted to EM3 for junction improvements at Station Road/Church Road/High Street in Addlestone (A318). The A318 is a critical network between the A3, A245, Brooklands Business Park and the M25; both as a strategic local route and a regular self-determined trunk road alternative / diversion route.
- 2) A320 from Guildford to J11 of M25 and beyond to Weybridge – The A320 is included in the long list as intervention 239 but only in relation to Woking. Local Growth Fund bid has been submitted to EM3 LEP for improvements to A320 corridor from Guildford to J11. The corridor provides an essential artery for housing development in south Runnymede, Woking Town Centre/South Woking and East Surrey Heath, an area planning to expand by approximately 8,000 new homes in the next 15 years. The corridor has been highlighted in the Surrey Infrastructure Study as a future congestion corridor and has been identified as one of the most deliverable schemes out of 17 in the ‘Influencing Strategic Transport in the South East’ study undertaken by WSP/PB on behalf of four LEPs including EM3, Coast to Capital, Thames Valley Berkshire and Solent. The WSP | PB study suggests a GVA per mile associated with this project of £42.3 million, by far the best GVA for a project of this size within the study. The SCC Infrastructure study also shows this bit of road to be one of the most congested currently. Interventions are required along the whole A320 corridor but specific to Runnymede:
 - i) Improve/enlarge Ottershaw Roundabout with A320/A319/B3121 and Fox Hills Road to ease congestion and improve road safety;
 - ii) Improvements to Guildford Road/St Peter’s Way in Chertsey to the west of Junction 11
 - iii) Improvements to St Peter’s Way east of J11 to Addlestone Moor Roundabout continuing along A317 to Weybridge.

An LGF bid has also been submitted to improve the resilience of the A320 to flooding.

It is noted that intervention 228 identifies a park & ride close to J11 of the M25 and it may be that this intervention could be packaged with improvements to the A320 including improving resilience and the LGF bid set out in 1 above for junction improvements at Station Road/Church Road/High Street, Addlestone.

- 3) Intervention 94 and 205 set out the Egham Sustainable Transport Package and improvements to the Runnymede Roundabout. Both schemes have now been designed and are due for implementation this summer. Further info is available at <https://www.surreycc.gov.uk/roads-and-transport/roads-and-transport-policies->

[plans-and-consultations/major-transport-projects/runnymede-major-transport-schemes](#)

Surrey County Council also undertook a study in 2010 to model replacing the level crossing at Vicarage Road in Egham with a traffic and pedestrian underpass. The study was in relation to the Air Track scheme and concluded no benefit to providing the underpass. However, Runnymede understands that SCC may be re-thinking the Vicarage Road underpass scheme and has submitted an expression of interest for LGF. This scheme could be included within the long list of interventions, however, this should be checked with SCC in the first instance. The 2010 study undertaken by SCC can be found at <https://www.surreycc.gov.uk/roads-and-transport/roads-and-transport-policies-plans-and-consultations/roads-and-transport-policies-and-plans/transport-studies>

- 4) Intervention 225 sets out the scheme for widening Staines Bridge. An LGF bid has been submitted for this scheme which now includes improvements along The Causeway (A308). Intervention 225 should be updated to reflect this.

Runnymede are also due to receive their draft Traffic Impact Assessment from SCC by end of May 2016 which considers a number of growth scenarios for the highway network in relation to the emerging Runnymede Local Plan. Runnymede will forward this piece of evidence to the SW Quadrant study when this has been finalised, but this is likely to be after the May 30th deadline.

Should you have any queries with regards to any of the above please do not hesitate to contact myself using the details below.

Best Regards

John Devonshire | Senior Planning Officer-Policy and Strategy Team | Runnymede Borough Council

John.Devonshire@runnymede.gov.uk | 01932 425635 | www.runnymede.gov.uk

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From: M25SWQuadrant [mailto:M25SWQuadrant@highwaysengland.co.uk]
Sent: 23 May 2016 08:08
To: M25SWQuadrant
Subject: M25 SWQ Study Long List and Assessment Tool - Revised Timescale

Dear colleagues

Firstly, may I thank all of you who attended the Stakeholder Reference Group last week for your contributions during the event. At the event we said we would issue a revised long list and assessment tool by the end of May. Having had a few days to begin to digest the comments on the objectives, additional items for the long list, recommendations for grouping the interventions and suggestions for the assessment tool there is more

work we need before asking you for further inputs. We are now planning to send the long list and assessment tool to you on the 16th June and hope to receive your responses by the 15th July.

The benefit of this revision to the timetable is that we can now give you until 30th May to provide further long list interventions and any additional evidence which you would like us to consider.

Once again, thank you for your comments and inputs to date, these have been valuable inputs to the Project Team.

Kind regards

Diana Ngobi on behalf of the M25 SW Quadrant Project Team

Highways England | Bridge House | 1 Walnut Tree Close | Guildford | GU1 4LZ

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Appendix 15

SFRA Consultation: Runnymede

Date	22 December 2015	Case Officer:	Lucy Baptiste
River	Thames		
Catchments:	Chertsey Bourne Addlestone Bourne Wey	Tel:	01252 729526

Environment Agency comments on the Runnymede SFRA: Draft 18 November 2015

Missing Information

- I would advise that an executive summary is included to summarise the key points within the SFRA. This will assist the planners to review the document for the key information they may need regularly and can make the document more user friendly.
- There should be more emphasis on working with natural processes and ecosystem services to achieve multiple benefits, i.e. for flood alleviation, biodiversity and the Water Framework Directive. This concept is a fundamental part of the DEFRA policy statement on appraisal of flood management and has been further reinforced in the principles and recommendations of the Pitt Review.
- Chapter 5 recognises that surface water flooding can be exacerbated by land use management, yet there is no mention of addressing this cause in Chapter 8. Paragraph 8.47 also recognises that “the NPPF states that planning should encourage multiple benefits from the land, recognising that some open land can perform many functions”.
- Consideration should be given to the following measures which provide multiple benefits such as carbon storage, flood risk mitigation, water purification, recreation, food/energy production, provision of habitat, etc:
 - undeveloped buffer zones adjacent to watercourses to reduce erosion and sediment loss
 - reconnecting the rivers with their floodplains to allow undeveloped areas to flood thus reducing flood risk downstream
 - wetland habitat creation
 - river restoration
 - removal/reduction of weirs/impoundments
 - planting of trees/hedgerows to help reduce run off and increase infiltration
 - removal or adaptation of culvers/bridges that increase flood risk and prevent movement of aquatic species
- There appears to be no mention of the Water Framework Directive and how developers have a responsibility to avoid deterioration of the ecological and chemical quality of watercourses and improve it where possible. Flood alleviation proposals should be aligned to measures outlined in the River Basin Management Plan
- Lots of information of Infiltration SUD's and groundwater protection however there are a significant number of historic and authorised landfills in this borough plus other land contamination from industrial/commercial sites. There is likely to be contaminated ground in these locations and we would not want to see infiltration

used in contaminated ground as this can mobilise contamination in the ground and impact controlled waters. I suggest a section is included on Land Contamination.

- G4 is missing from the section on GP3 on p128

Overview

- New modelling is currently being undertaken for the River Thames, including the Chertsey Bourne. The River Wey is also being remodelled. These modelling should be available in the spring-summer 2016. Surrey County Council is also undertaking modelling along the Rive Ditch.
- In addition to the River Thames Scheme, there are also Flood Alleviation Schemes being considering for Weybridge and Byfleet – these are probably all outside of the Runnymede Borough and may not all be public knowledge.
- The Wey Diffuse Pollution project (previously the Wey Farm Advice project) hosted by Surrey Wildlife Trust has been looking at areas in which we can address land use management – efforts should be made to align flood alleviation proposals with this project
- The EA are working in partnership with the Surrey Wildlife Trust on the Wey Forward project which involves looking at securing fish passage on several priority weirs on the Wey River, as well as creating a rolling programme of habitat restoration projects to fund. Opportunities to align flood alleviation proposals with this project would be most welcomed.
- Surrey Wildlife Trust have also received funding through DEFRA's Catchment Partnership Action Fund (CPAF) to carry out a suite of habitat improvement projects throughout the Wey Catchment, one of which involves removing a culvert on the Chertsey Bourne

Specific Comments

Page number (On document)	Section/ Para number	Comment
5	1.5	The Thames modelling from Hurley to Teddington is not yet available and it expecting in Spring 2016
7	Table 1	The following should be added to the description of the EA's role and responsibilities: <i>"Ensure our water management and flood and coastal risk management activities protect and improve the biological and chemical quality of waterbodies, in order to achieve the objectives of the Water Framework and Habitat Directives, e.g. through the restoration of wetlands and removal of artificial barriers to fish migration."</i>
13	2.11	Where is Appendix 2?
16	2.23	"The Thames CFMP is one of 77 CFMPs prepared for England and Wales." This is incorrect, there are 10 CFMPs in total
16	2.25	Flood risk management plans are being finalised and published in Dec 2015. They highlight the hazards and risks of flooding from rivers, the sea, surface water, groundwater and reservoirs, and set out how Risk Management Authorities (RMAs) work together with communities to manage flood risk.
20	3.12	Correct use of language
21	3.16	First an unnamed main river is called the Ripley Springs

		watercourse and the second is the Rutherwyk Road Ditch. Both of these are main rivers.
23	4.4	The CFMP is correct in stating there are no formal flood defences in Runnymede. The AIMS data show flood risk management assets which are not classed as formal flood defence. There are a number of different structures, including weirs, outfalls trash screens, etc.
24	4.5	However, smaller tributaries <u>of</u> the River Thames
24	4.6	Following paragraph is incorrect: <i>The 2003 event was less severe than earlier events, partly due to local drainage improvements and upstream flood control measures. A severe flood risk warning was issued for the area in the summer of 2007, but the river did not actually overtop its banks despite coming very close to doing so.</i> The 2003 event was at the time the largest flood on this part of the Thames since 1947, so bigger than 1968. So quoting that it was less severe than the earlier events listed is incorrect. I think the definition of why this event was smaller than previous is also wrong. It was actually smaller than 1947 as less water inputs from upstream and tribs. If Upstream Control Measures refer to the Jubilee then this would not reduce the size of flood on the Thames in the Runnymede area. Another inaccuracy is that a severe flood warning was not issued on this part of the Thames in July 2007. A Flood Warning was issued. Although property flooding did not occur the Thames did overtop banks in places (well above the flood alert threshold at Bell Weir Lock).
24	4.7	Over the winter 13-14 there was 446 mm of rainfall across the South East of England. In Surrey receive 560mm of rainfall which was 275% of the long term average.
24	4.8	Flood warnings: What they are and what they do leaflet can be included as an appendix to explain the flood warning codes.
24	4.8	Following statement is incorrect: <i>This was raised to a Flood Warning on 25th December and this remained in place until 27th December.</i> First flood warning on the Wey was actually issued on 24 December at Godalming and Guildford. The flood warning on River Wey at Weybridge was issued on 25/12/2013. Can you clarify what flood warning you are talking about?
25	4.10	Following statement is incorrect: <i>On this occasion, the river rose rapidly, assisted by flows from already saturated ground and very high groundwater levels and a Major Incident was declared.</i> This is not true, this part of the Thames did not rise rapidly at all.
25	4.11	Following is incorrect: <i>The Thames came out of bank between 8th – 9th February.</i> Thames was out of banks conditions well before this date.
25	4.13	Following is incorrect: <i>Fortunately, the Chertsey Bourne did not flood significantly. Even so, roads closest to the Bourne were flooded. These included Eastworth Road, Bramley Close, Fordwater Road, St Ann's Road and Twynersh Avenue.</i> There was significant property flooding along Eastworth Road of the Chertsey Bourne due to backing up from the Thames.
26	4.15	Query 1 – The flood map for planning is the same that you can

		<p>download quarterly.</p> <p>Query 2 – Flood zone 3 is 1% chance of flooding in any given year and this is flood zone 3a.</p> <p>Query 3 – Very low, low medium and high are risk categories taken from the risk of flooding from rivers and sea. This is taken from a different data set and this data includes flood defences (which the flood map for planning does not). The categories of risk in the risk of flooding from rivers and sea are outlined below:</p> <table border="1"> <tr> <td>High</td> <td>Greater than or equal to 1 in 30 (3.3%) chance in any given year</td> </tr> <tr> <td>Medium</td> <td>Less than 1 in 30 (3.3%) but greater than or equal to 1 in 100 (1%) chance in any given year.</td> </tr> <tr> <td>Low</td> <td>Less than 1 in 100 (1%) but greater than or equal to 1 in 1,000 (0.1%) chance in any given year</td> </tr> <tr> <td>Very Low</td> <td>Less than 1 in 1,000 (0.1%) chance in any given year</td> </tr> </table>	High	Greater than or equal to 1 in 30 (3.3%) chance in any given year	Medium	Less than 1 in 30 (3.3%) but greater than or equal to 1 in 100 (1%) chance in any given year.	Low	Less than 1 in 100 (1%) but greater than or equal to 1 in 1,000 (0.1%) chance in any given year	Very Low	Less than 1 in 1,000 (0.1%) chance in any given year
High	Greater than or equal to 1 in 30 (3.3%) chance in any given year									
Medium	Less than 1 in 30 (3.3%) but greater than or equal to 1 in 100 (1%) chance in any given year.									
Low	Less than 1 in 100 (1%) but greater than or equal to 1 in 1,000 (0.1%) chance in any given year									
Very Low	Less than 1 in 1,000 (0.1%) chance in any given year									
26-27	4.16	When modelling is undertaken we update the flood map with this information. We can also supply our detail model extent to you, which include more chances of flooding e.g. 20%, 5%, 1%, 1%+CC, 0.1%. It may be worth including this paragraph to outline this.								
27	4.17	Dry Islands – This can be defined if an area is surrounded by flood zone 3 however it is preferred that flood zone 2 is used as there is a potential that this area								
28	4.23	<p>All the following models have the 1% (1:100) plus climate change by adding an additional 20% to the 1% (1:100).</p> <ul style="list-style-type: none"> • Lower Thames Reach 3 2009 • Wey 2009 • Addlestone Bourne 2007 • Chertsey Bourne 2005 <p>There will be a change in how climate change will be calculated but this is not finalised and date for when this will change is not decided, when I receive more information I will let you know.</p>								
29-30	4.31	<p>Define functional floodplain:</p> <p>I have looked at Runnymede’s current definition and Elmbridge’s flood zone 3b. The preferred definition would depend on what you wanted and whether Runnymede want to allow additional development with flood zone 3b or just replacement the existing development? We would advise for just replacement development rather than additional. This would be more in line with Elmbridge’s definition.</p> <p>Comments on Runnymede’s current definition of functional floodplain – flood zone 3b: There is very limited hazard mapping at the 5% AEP extent so this is harder to define what will be Danger to Some or higher rating.</p> <p><i>You have outlined “In the absence of more detailed information, for all other watercourses within Runnymede, for strategic mapping purposes the functional floodplain zone will be defined</i></p>								

		<p><i>by the 5% flood extent'</i> If you do not detailed information you will not have the 5% flood extent so how will you know where this area is. Many LPA outline that if detailed modelling is not available they will use flood zone 3 as flood zone 3b. I also believe this point should be watercourses (and not just main rivers) as there may be flood zones on ordinary watercourses.</p> <p>Comments on Elmbridge's current definition of functional floodplain – flood zone 3b: In the first paragraph it states “as a starting point for defining the functional floodplain”. As a starting point can be taken out of this sentence as you are defining the functional floodplain.</p> <p>It outlines a guide of areas which would be classed as developed. This could be better defined and you could used the Greenbelt (in Figure 2) to outline these areas.</p> <p>The Elmbridge definition goes into detail about how schemes “should result in a net reduction on flood risk and ensure that floodplain storage and flow routes are not affected” and then goes into a list about how this can be done. This is quite good and good to have examples for what development should be doing in these areas.</p> <p>Something that could be improved with this outline of what is functional floodplain is to define what is developed and undeveloped land. I would be preferable this not to be undertaken on a case by case basis. If this is taken forward as it is, I feel you would need some clear guidelines for your planner to decide how this should be determined. We have just reviewed Woking BC SFRA which has just been approved and they have outlined developed land within the 5% AEP as “Flood Zone 3b - developed includes only the existing built footprint and not areas of open space within the developed areas”. This could be used to improve the definition.</p> <p>Elmbridge's definition of functional floodplain does not include information about if there is not detailed modelling. This will need to be included as there are areas within Runnymede Borough where there is not detailed modelling.</p>
30	4.33	<p>Lower Thames hazard mapping with was undertaken as part of the modelling is not longer suitable. It appears the debris factor was not calculated in the hazard rating and therefore does not represent the true hazard rating.</p> <p>The lower Thames is currently being remodelled at the moment but we do not have the model result yet. These are expected in Spring 2016. Hazard mapping will be under taken as part of this modelling.</p> <p>ISIS-Tuflow modelling – Lower Thames Reach 3 2009, Wey 2009 ISIS- Addlestone Bourne 2007, Chertsey Bourne 2005</p>
31	4.35	<p>This statement should relate to all watercourses not just main river. And this statement should relate to all areas within Runnymede not just in Chertsey as the majority of the floodplain does not have hazard mapping.</p>

38	5.18	Yes I am happy with this statement
40	5.26	Groundwater in the gravels aquifer and surface water will be in continuity in the vicinity of the rivers and therefore it is highly likely that groundwater flooding will relate to water levels in the river.
40	5.27	Yes this is correct
41	5.31	Groundwater Vulnerability maps are important for determining where there is the highest risk to our groundwater resource. They don't relate to groundwater flooding other than highlighting where the principal and secondary aquifers are located.
42	5.35	GP comment 49: - correct term is probably "Groundwater Source Protection Zone"
44	5.44	Typo – cost is meant to be coast
47 -49	Addlestone Bourneside	I think it would be advisable to include shallow water table under groundwater vulnerability and also SUD's suitability. Infiltration SUDs need to be kept as shallow as possible
48	Addlestone Bourneside	Climate change – use 1:100 +CC extent from the Wey, Lower Thames R3 and Addlestone Bourne modelling.
49, 53	Flood warning areas	Missing the following warning area: Properties closest to the Addlestone Bourne at Addlestone
51	Addlestone North	Aquifer type: Our GIS mapping shows that there are areas in this ward where there are no superficial deposits. These areas will be directly underlain by the Bagshot Formation, designated a secondary aquifer.
51-53	Addlestone North	Groundwater Vulnerability: these maps identify where groundwater is particularly vulnerable to contamination. There may be restrictions on the types of infiltration SUDs that can be used or the drainage that can discharge to ground based on the pollution potential of the discharge. Additional pollution prevention may be required in high risk areas especially in SPZs. SUDs suitability: Infiltration SUDs should be kept as shallow as possible as it says in the section of GW flooding that excavations/basements may intercept the water table. This indicates a shallow water table in this location.
53	Flood warning areas	Missing the following warning area: Properties closest to the Addlestone Bourne at Addlestone
55-57	Chertsey Mead	Aquifer type: again there are areas where there are no drift deposits and these areas will be directly on the bedrock. Groundwater vulnerability: the north of this ward is right on the edge of the SPZ1 and therefore there is a high risk in this part of the ward. Extra pollution prevention measures may be required for SUDs. SUDs suitability: the section on groundwater flooding says that basements may flood therefore there is a shallow water table in this location and any SUDs should be kept as shallow as possible. Infiltration SUDs may not be suitable if the water table is found to be very shallow.
63-64	Chertsey St Ann	Almost the entire SPZ1 in within this ward. This will have a significant constraint on the use of SUDs. The SPZ1 is designated to protect the drinking water abstraction and therefore there are limits on what can be discharged to ground. Only roof water should discharge to ground within the SPZ1.
64	Chertsey St	Main Rivers - Abbey River is main river within this ward

	Anns	
70	Egham Hythe	SUD's suitability: Keep infiltration SUDs as shallow as possible due to a shallow water table.
72	Egham Town	Main Rivers - Ripley Springs watercourse is a main river within the ward
73	Egham Town	Functional floodplain – Part of the floodplain in this ward has only got flood extents for the 1% (1 in 100 year) and 0.1% (1 in 100 year) chances of flooding and does not have an extent for the 5% (1 in 20 year) AEP. As the 5% (1 in 20 year) AEP is not available everywhere in is ward, there may be a higher percentage within the functional floodplain compared the to the percentage covered by the 5% (1 in 20 year) AEP flood extent as outlined in this section.
77	Englefield Green East	Ripley Springs watercourse is a main river within the ward
77	Englefield Green East	Functional floodplain – You have stated that no part of this ward is shown to be at risk during the 5% (1 in 20 year) annual probability flood event. This is correct but we do not have any detailed modelling of the 5% (1 in 20 year) AEP. There is only 1% (1 in 100 year) and 0.1% (1 in 100 year) mapped extents. Therefore there may be a risk of 5% risk we just don't know there extent of the risk.
82	Englefield Green West	Flood warning areas – In this section you have included flood alert areas as well as flood warning areas. In other ward sections of the document you have only included flood warnings. This should be consistent through the document. The flood alert areas which have been included are the following. Thames from Datchet to Shepperton Green', 'Chertsey Bourne'
88	New Haw	Main Rivers – The Rive Ditch is a main river in this ward
89	New Haw	Functional floodplain – Part of the floodplain in this ward has only got flood extents for the 1% (1 in 100 year) and 0.1% (1 in 100 year) chances of flooding and does not have an extent for the 5% (1 in 20 year) AEP. As the 5% (1 in 20 year) AEP is not available everywhere in is ward, there may be a higher percentage within the functional floodplain compared the to the percentage covered by the 5% (1 in 20 year) AEP flood extent as outlined in this section.
90	Flood warning areas	Missing the following warning area: Properties closest to the Addlestone Bourne at Addlestone
92	Thorpe	Main Rivers - Ripley Springs watercourse and Chertsey Bourne are also main rivers in this ward
93	Thorpe	Functional floodplain – Part of the floodplain in this ward has only got flood extents for the 1% (1 in 100 year) and 0.1% (1 in 100 year) chances of flooding and does not have an extent for the 5% (1 in 20 year) AEP. As the 5% (1 in 20 year) AEP is not available everywhere in is ward, there may be a higher percentage within the functional floodplain compared the to the percentage covered by the 5% (1 in 20 year) AEP flood extent as outlined in this section.
93	Thorpe	Significant constraints in this ward due to possible contaminated ground from the many historic and authorised landfills. Infiltration SUDs should not be used is areas of contaminated ground.
97	Virginia	Main Rivers - Ripley Springs watercourse are main rivers within

	Water	this ward. Hurst ditch is at the boundary of the ward.
98	Virginia Water	Functional floodplain – Part of the floodplain in this ward has only got flood extents for the 1% (1 in 100 year) and 0.1% (1 in 100 year) chances of flooding and does not have an extent for the 5% (1 in 20 year) AEP. As the 5% (1 in 20 year) AEP is not available everywhere in is ward, there may be a higher percentage within the functional floodplain compared the to the percentage covered by the 5% (1 in 20 year) AEP flood extent as outlined in this section.
99	Virginia Waters	Significant constraints in this ward due to possible contaminated ground from the many historic and authorised landfills. Infiltration SUDs should not be used is areas of contaminated ground.
102	Woodham	Functional floodplain – Part of the floodplain in this ward has only got flood extents for the 1% (1 in 100 year) and 0.1% (1 in 100 year) chances of flooding and does not have an extent for the 5% (1 in 20 year) AEP. As the 5% (1 in 20 year) AEP is not available everywhere in is ward, there may be a higher percentage within the functional floodplain compared the to the percentage covered by the 5% (1 in 20 year) AEP flood extent as outlined in this section.
104	7.7	Within the SFRA you will need to define flood zone 3b. Flood zone 2 and 3 are defined in the Environment Agency’s Flood Map for planning not the flood risk form rivers and sea maps.
105	4	GP comment 108: NPPG advice is that the ST should be applied across the whole LPA area to increase possibilities of accommodating development which is not exposed to flood risk (para 020, ref 7-020-20140306). More than 1 LPA area can jointly review development options over a wider area where this could broaden the scope for opportunities to reduce flood risk and put the most vulnerable development at lower risk flood areas. We note that you suggest using either the FEA or the HMA. We understand that the HMA boundary is larger than RBC’s area, in that it includes Spelthorne. We understand that Runnymede falls within 2 FEAs – one facing north, which includes Spelthorne, Houslow and part of Hillingdon; and one facing south which includes Woking and Elmbridge. As both the HMA and the FEA are not smaller than Runnymede borough, then we would see no particular issue in using either/both as the starting point for applying the sequential test.
106	Windfall sites	Comment GP109: Environment Agency advice is that “the acceptability of windfall applications in flood risk areas should be considered at the strategic level through a policy setting out broad locations and quantities of windfall development that would be acceptable or not in sequential test terms.” We would suggest that the preference would therefore be to write a flood risk windfall policy to include in the local plan. Otherwise, RBC need to apply the ST, taking into account reasonably available sites, historic windfall rates and their distribution across the district relative to flood zones; and on that basis we would agree that the para on P106 appears to reflect our most current advice on this matter. In terms of whether this would require a new piece of work to be done: would this not need to be done anyway? Either to inform how the ST needs to be applied at site level (ie to understand how

		much development may be acceptable and where), or to inform the new windfall/flood risk policy, by setting out “broad locations and quantities of windfall developments that would be acceptable or not in sequential test terms”?
106	Dry Islands	Comment GP111: If a site in FZ1 is surrounded by areas of FZ2 and FZ3, then any site specific risk management/mitigation measures should take account of the risks posed by the higher risk flood zone.
106	Dry Islands	Comment GP110: In terms of the sequential test, yes, this seems a sensible approach as the key concern about development on a dry island is whether people will be able to access the new development safely in the event of a flood.
107	7.9	Comment GP112: The NPPG says that for planning applications, it is for the LPA to consider if the ST “considerations have been satisfied”, advised by the EA. The Environment Agency is best placed to provide the expert advice on the likelihood, scale and impacts of fluvial flooding, which the LPA needs in order to make an informed decision. The Environment Agency is not however placed to advise in detail on the many other varied issues which fall outside our remit, but which contribute to a site being a “reasonably available alternative” or not. We will not therefore routinely object to applications solely on the basis that the ST has not been applied or met. Where risk is greatest however, we will scrutinise applications more, and may object.
115	8.5	Comment GP115: EA is happy to hand over to the LPA. We could add a footnote to direct the developer/enquirer to our Customers & Engagement team to get site specific flood risk info if needed, in order to ensure that floor levels etc are raised sufficiently high.
118	8.20	Comment GP122 - agree
118	8.21	Comment GP123 – This is really for the LPA to decide, but whatever they choose, any access/egress route to a new development must be safe. Dry would ensure this (ie safe), but if you decide to accept any amount of flooding on an access route, then you will then be requiring applicants to undertake flood hazard calculations in order to demonstrate safety. Hazard mapping is not available for the whole borough (see comment on p30 section 4.33). I would suggest that you only allow a route which meets Very Low Hazard (the white boxes in table 13.1 of Defra/EA R&D Technical Report FD2320/TR2, “Flood Risk Assessment guidance for new development”, http://evidence.environment-agency.gov.uk/FCERM/Libraries/FCERM_Project_Documents/FD_2320_3364_TRP_pdf.sflb.ashx).
118	8.23	Comments GP125 &126: I don’t know whether the Chertsey route included climate change or not. The levels from the modelling has not changed but new modelling of the lower Thames and Chertsey Bourne is currently being undertaken. When we receive the new modelling this route may need to be reassessed.
119/120	8.31	Comment GP128: suggest starting the last sentence in this paragraph “In some cases, it may be possible to....”. Think this is still compatible with advice in earlier paragraphs.
120	8.33	We consider voids acceptable where level for level compensation is not achievable only if the LPA are happy with this.

120	8.35	The underside of the voids should be set to 1% annual probability (1 in 100 year) plus climate change plus freeboard of 300mm.
120	8.35	Remove the following sentence as it is overly pessimistic: <i>Therefore, warnings in advance of two hours for these watercourses are unlikely.</i>
121	8.37	Comment GP130: agree – yes – seek a warning & evacuation plan if more vulnerable uses are proposed in flood zones 2 or 3. (The only “exception” for change of use applications is in relation to the sequential test)
121	8.39	<i>The Environment Agency has a tool on their website to create a Personal Flood Plan-</i> we don't have our own website anymore and I don't believe this tool exists anymore. There is guidance on flood plans however.
123	8.48	Welcome the reference to new developments being required to “take account of the local environment, conserve and enhance biodiversity and prevent water pollution”. Also welcome the reference to the multiple benefits that SuDS provide. However, this paragraph should also refer to aligning SuDS with the Water Framework Directive and considering them in areas which might remedy water quality failures as well.
125	8.63	There should be a section on historic and authorised landfills in this section and the potential for contaminated ground. This will limit the suitability of infiltration SUDs.
126	8.57	Comment GP140: Just need to check which legislation this is – is it the DMPO, or the flood & water management act.
128	Table 11	Missed out G4 from GP3 which relates to trade effluent and other discharges within SPZ1
129	8.67	We would want to discourage developers from using infiltration SUDs for anything other than roof water within the SPZ1.
130	8.68	Agree with this statement. The shallow water table is going to be a limiting factor on the use of infiltration suds and it may prevent their use in some parts of the borough.
130	8.71	Attenuation storage areas should also be designed with wildlife friendly specifications where possible, in line with paragraph 109 of the NPPF
134	Emergency Planning	Following statement is no longer correct: . It is important to recognise however that often relatively few households at risk of flooding within England have registered with the Environment Agency to receive flood warnings, and therefore the current effectiveness of the system can at times be heavily compromised. This highlights the importance of awareness raising with respect to the potential risk (and impacts) of flooding within the Borough. Nationally the sign up across the country for fluvial flood warnings is high, this is in part to the ‘opt out service’ that we have provided in recent years.
135	Emergency Planning	The third paragraph makes reference to blocked gullies and culverts leading to localised problems. I do not agree that these problems can only be addressed by reactive maintenance. A survey of each watercourse should be carried out to assess all structures (e.g. bridges, culverts, etc.) that might be exacerbating

		flooding. Removing these structures or adapting them (e.g. by widening culverts or increasing the height of bridges) could reduce flood risk whilst having additional benefits under Water Framework Directive and for biodiversity/fisheries in general. Culverts and gullies can also be blocked by sediment – in such cases, tackling the source of sediment by addressing land use management upstream can help to alleviate this problem.
139	9.9	<p>A list of information which maybe available to help develop a flood risk assessment:</p> <ul style="list-style-type: none"> • product 1: Flood Map, including flood zones, defences and storage areas and areas benefiting from flood defences • product 3: Basic Flood Risk Assessment Map, including flood zones, defences and storage areas, areas benefiting from defences, statutory main river designations and some key modelled flood levels • product 4: Detailed Flood Risk Assessment Map, including flood zones, defences and storage areas, areas benefiting from defences, statutory main river designations, historic flood event outlines and more detailed information from our computer river models (including model extent, information on one or more specific points, flood levels, flood flows) • product 5: reports, including flood modelling and hydrology reports and modelling guidelines • product 6: Model Output Data, including product 5 • product 7: Calibrated and Verified Model Input Data (CaVMID), including product 5 • product 8: Flood Defence Breach Hazard Map including, maximum flood depth, maximum flood velocity, maximum flood hazard <p>Information on flood risk assessment for planning applications can be found at: https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications</p>
142-143	Table 13	In “Policy aims” section, developers and local authorities should also seek opportunities to work with natural processes – see general comments above
146	11	This section should also summarise the importance of working with natural processes where multiple benefits can be achieved.

Appendix / Figure	Comment
Figure 8	Penton Hook weir is missed off the map
Figure 16	We no longer use the terminology Major, Minor and non aquifers and now use principal, secondary and unproductive strata. It is confusing to sometimes be using one terminology and in other sections be using the other.
Figure 22	I have concerns regarding this figure as the location of the SPZ1, which I would consider the most highly constrained area for infiltration SUDs is not completely red (significant constraints) and I feel the whole of the SPZ1 should be red.

Runnymede SFRA review response January 2016

Reviewers: A. Davis, G. Westmore, T. Peebles

General comments

- It is a long document and it doesn't flow well. Perhaps some of the detail could be put in appendices with introductory text only in the main report?
- Requires more information on the River Thames Scheme.
- In chapter 5 the flooding is split into fluvial, surface water and groundwater. It would be good to clearly indicate the combined effects of these e.g. Winter 13/14 flooding.
- Chapter 6 – is there a latest version that we can check.
- Does the SFRA mention the Winter 2013/14 flooding Section 19.

Page specific comments

Page	Paragraph	Comment	Actions
7	Table 1	<p>SCC 2nd paragraph : SCC are not a regulator of Ordinary Watercourses; SCC are the consenting authority for structural changes to watercourses. The term regulating authority is not accurate and is not consistent with the terms we will use in the LFRMS.</p> <p>P7 right hand column "Input into the Runnymede 2015 SFRA": the word Risk should be inserted in the text to show: Potentially involved in the implementation of any policy outcomes recommended in the SFRA which are subsequently taken forward by RBC that arise with respect to sustainable drainage, groundwater and/or ordinary watercourse risk management.</p>	
11	2.10	Section on NPPF could be updated to included requirements from section 8.57 to include mention of requirement for SuDS in all major developments (and priority to SuDs in all developments) as per ministerial statement of 18 th Dec 2014	
15	2.20	The paragraph requires changing as strategy has been published (not draft). The SCC website requires changing as the SSFRM is not draft; it was published 2014.	SCC to update website
17	Table 2	Table requires updating with recent mapping	
34	4.39	Paragraph requires checking with the Land Drainage Act. Is this drainage board a registered internal drainage board or is it the internal part of the council who administers the council's by laws. This is relevant if consent is to be issued on a watercourse under the bylaws o the council but also is required by the LLFA. Please clarify.	Runnymede to clarify
35	5.5	Half way down the paragraph: "Here, drainage is controlled by Sustainable Drainage Systems (SuDS) that allow infiltration into the ground" – would be good to add a small section following this to briefly describe all SuDS, not just infiltration ones, prior to chapter 6 (where suds potential for each area is discussed?)	
36		The link to the Surrey CC wetspot page is http://www.surreycc.gov.uk/roads-and-transport/road-maintenance-and-cleaning/drainage-and-flooding/flooding-and-wetspots	

36	5.10	There is a field that indicates groundwater (Probable Cause) field in the wetspot database. However, if the groundwater is high then this will result in surface water. This can be difficult to distinguish as most reports are made after high rain fall.	
37	5.12	The latest uFMfSW dataset is Dec 2015.	
38	5.16	Do we need to comment on this as an LLFA	SCC to check
40	5.27	Check on EA groundwater monitoring reports online. Check the BGS aquifer maps, both bedrock and superficial. These indicate areas related to Thames gravel area as well as bedrock. The Vulnerability maps take into consideration both bedrock and superficial deposits. The bedrock in the north eastern corner is the London clay; the area is overlain by the Thames gravels / superficial deposits.	
41	5.30	RFCC is involved on groundwater modelling – need to check on this	EA updating on this?
59	Chapter 6 - Aquifer Type	We do not have copies of the aquifer ward maps figs 6 & 7. It would be useful to link the ward maps to the superficial / bedrock maps.	
120	8.32	Flood voids – what happens if they get filled?	
122	8.43	Perhaps refer again here to section 8.57 - change in national planning policy following ministerial statement of 18 th Dec 2014 – similarly with section 8.48	
125	8.55	To include reference to SuDS proforma and guidance on SCC website – s 8.76	
135		Is SCC or Runnymede responsible for emergency planning?	Runnymede to clarify
137	9.1	To include SuDS proforma s.8.76	
145	10.11	Are there basement plans for groundwater	
146		Is there guidance on maintenance and adoption	Runnymede to clarify
147	11.13	How can section 19s be included?	

Wetspot comment

The wetspot GIS feature has a “probable cause” field which has “Main River” and “Groundwater” types. The rest are related to surface water e.g. related to highways or 3rd party.

RE: Groundwater – our understanding on the regional groundwater and it’s relation to the Thames River system is required. The EA groundwater and aquifer maps indicate the groundwater link to the river system.

The latest published wetspot database has been sent to the Runnymede GIS manager.

Maps comments

Map comments have already been provided to Runnymede re: copyright (November meeting).

- The data source needs to be clearly stated
- All relevant license codes need to be stated e.g. BGS re: groundwater

Fig 10	The flood zone data is not current. Current data is May 2015 (Oct 2015?)
Fig 17	Qu: Have Runnymede contacted the BGS regarding licence use of the data?
Fig 20	Qu: do you have access to the EA reservoir hazard mapping extent?
Fig 22	Qu: Have Runnymede contacted the BGS regarding licence use of the data?

Georgina Pacey

From: Georgina Pacey
Sent: 29 April 2016 13:57
Subject: Runnymede draft level 1 Strategic Flood Risk Assessment
Categories: Egress Switch: Unprotected

Dear Sir / Madam

Consultation on the draft Runnymede Strategic Flood Risk Assessment (level 1 report)

Runnymede Borough Council is currently preparing its new Local Plan and, as part of the underpinning evidence, has produced a Strategic Flood Risk Assessment (level 1) to provide a robust assessment of flood risk across the Borough from all sources of flooding. The report has been produced in line with national policy contained in the National Planning Policy Framework (NPPF) and planning guidance contained in the national Planning Practice Guidance (PPG).

The Council is consulting you under the Duty to Cooperate. Your organisation has been consulted on this draft document as the Council's [Duty to Cooperate Scoping Framework](#) identifies that for matters relating to flooding, your organisation/local authority is an important partner.

The draft Runnymede Strategic Flood Risk Assessment (level 1) and its appendices can be found on this page: <https://www.runnymede.gov.uk/localplanconsultation>

Please can you circulate the document to the relevant staff in your organisation/department.

Please send any comments that you have on content of the report to planningpolicy@runnymede.gov.uk by Friday 20th May at 5pm.

In the meantime feel free to contact me with any queries that you might have. Runnymede Borough Council is very grateful for your cooperation and we look forward to hearing your views on our draft report.

Yours faithfully

Georgina Pacey | Assistant Planning Policy Manager | Runnymede Borough Council

georgina.pacey@runnymede.gov.uk | 01932 425248 | www.runnymede.gov.uk

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Appendix 16

Georgina Pacey

From: Alistair Kirk <Alistair.Kirk@surreywt.org.uk>
Sent: 01 September 2015 14:44
To: Anna Murray
Subject: RE: Runnymede SNCIs
Attachments: Runnymede - Minutes of SNCLG 20101203.pdf; Runnymede SNCIs SBIC Export for RBC 20150901 Arc.zip; Runnymede SNCIs SBIC Export for RBC 20150901 MapInfo.zip; Runnymede Summary Table Selected SNCIs Only 20150821.pdf

Importance: High

Anna

Further to our ongoing conversation, please find attached GIS files containing the boundaries of Sites of Nature Conservation Importance (SNCIs) currently identified in Runnymede together with the nature conservation interest / reasons for selection for each site.

I'm not sure what GIS package Runnymede use so I've attached boundaries for the 35 SNCIs currently selected across the Borough as both MapInfo .TAB and Arc .SHP files. If neither of these fits the bill, please let me know and I'll see what we can do. The boundaries were originally digitised against the old Ordnance Survey 1:10 000 digital dataset and are taken from the master dataset of SNCIs that SBIC maintains on behalf of the Surrey Local Sites Partnership (the body responsible for selecting Local Wildlife Sites in Surrey). The attribute table attached to the GIS layer contains a number of basic fields including, site name, reference number etc. together with a short habitat summary. Fuller details of the nature conservation interest of each site can be found in the accompanying Summary Table which also describes any other important points with respect to either the boundary or the reasons for selection. The final attachment is a copy of the Minutes from the selection meeting although please note this does include details of additional sites which were considered not to meet the SNCI selection criteria in place at that time.

With respect to sites with management plans, I did wonder if your enquiry might be linked to our ongoing consultation. Given that this is the case I won't do any more at this stage however if you have any questions please do not hesitate to get in touch.

Regards

Alistair



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Alistair Kirk
Manager
Surrey Biodiversity Information Centre

C/O Surrey Wildlife Trust
School Lane
Pirbright
Woking
Surrey
GU24 0JN

Telephone (Direct):- 01483 795448
General Switchboard:- 01483 488055
Email:- alistair.kirk@surreywt.org.uk

From: Anna Murray [mailto:anna.murray@runnymede.gov.uk]
Sent: 27 August 2015 15:09
To: Alistair Kirk
Subject: RE: Runnymede SNCIs

Hi Alistair,

Thanks very much I look forward to hearing from you.

Regarding my question about existing management plans for SNCIs I was asking on behalf of our Community Services Manager who had some interest in this area. It sounds as if it is actually something to do with what you mentioned in your previous email.

Kind regards,
Anna

Anna Murray | Planning Assistant | Runnymede Borough Council | anna.murray@runnymede.gov.uk | 01932 425274 (direct line)

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From: Alistair Kirk [mailto:Alistair.Kirk@surreywt.org.uk]
Sent: 19 August 2015 17:07
To: Anna Murray
Cc: Catherine Burton
Subject: RE: Runnymede SNCIs

Hi Anna

My apologies, I had meant to drop you an email this week to say that I hadn't forgotten you, I just haven't had time to pull everything together for you yet. I have put you into the work program for next week, however, if that changes in any way I will let you know.

With regards to the existence of management plans for SNCIs, we will have limited information, however this isn't something we would necessarily know about as a matter of course (SNCI status isn't directly related to the existence of a management plan). Can ask what the background is to this question as SBIC and Surrey County Council are currently undertaking a consultation with Boroughs/Districts to inform the annual Surrey return for the Single Data List Indicator 160-00 (Improved Local Biodiversity). SBIC collates this information on behalf of SCC and one of the areas that we have asked LAs to help us is to identify SNCIs with ongoing management which supports their nature conservation interest (including the existence of a management plan for that site). I appreciate that your enquiry may not be related to this but I'd hate for us to get caught in a circular argument.

Regards

Alistair

Alistair Kirk
Manager
Surrey Biodiversity Information Centre

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Telephone (Direct):- 01483 795448
General Switchboard:- 01483 488055
Email:- alistair.kirk@surreywt.org.uk

From: Anna Murray [<mailto:anna.murray@runnymede.gov.uk>]
Sent: 19 August 2015 16:38
To: Alistair Kirk
Cc: Catherine Burton
Subject: RE: Runnymede SNCIs

Hi Alistair,

Please could you update me on the status of being sent information regarding Runnymede SNCIs. Additionally, please could you inform me of any of these sites which have management plans?

Many thanks,
Anna

Anna Murray | Planning Assistant | Runnymede Borough Council | anna.murray@runnymede.gov.uk | 01932 425274 (direct line)

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From: Alistair Kirk [<mailto:Alistair.Kirk@surreywt.org.uk>]
Sent: 30 July 2015 10:17
To: Anna Murray
Cc: Catherine Burton
Subject: RE: Runnymede SNCIs

Anna

Many thanks for your email and apologies for the delay in getting back to you.

That should be fine. I can let you have a GIS layer showing the boundaries as currently defined by the Surrey Local Sites Partnership together with table/spreadsheet showing the reasons for selection

I'm tied up for the next couple of days but I should be able to pull everything together for you early next week.

Regards

Alistair

Alistair Kirk
Manager
Surrey Biodiversity Information Centre

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General Switchboard:- 01483 488055
Email:- alistair.kirk@surreywt.org.uk

From: Anna Murray [<mailto:anna.murray@runnymede.gov.uk>]
Sent: 27 July 2015 09:50
To: Alistair Kirk
Subject: FW: Runnymede SNCIs

Dear Mr Kirk,

Please see below for an email I sent to you regarding Runnymede SNCI's. The council and myself would be very grateful for your knowledge in this area.

Kind Regards,
Anna Murray

Anna Murray | Planning Assistant | Runnymede Borough Council | anna.murray@runnymede.gov.uk | 01932 425274 (direct line)

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From: Anna Murray
Sent: 07 July 2015 10:28
To: 'alistair.kirk@surreywt.org.uk'
Subject: Runnymede SNCIs

Dear Mr Kirk,

I work in the planning department at Runnymede Borough Council, and am following up on an email that was sent by my colleague Cheryl Brunton around a year ago. We are currently reviewing our Open Spaces Study and we are unable to locate a copy of the Runnymede's SNCIs and their reason for being designated as such.

Please could you send me these documents if you are able to, or if you are not the right person to provide this information, could you let me know who is?

Many thanks,
Anna Murray

Anna Murray | Planning Assistant | Runnymede Borough Council | anna.murray@runnymede.gov.uk | 01932 425274 (direct line)

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Appendix 17

Georgina Pacey

From: Paul Sanderson <paul.sanderson@surreycc.gov.uk>
Sent: 26 January 2016 13:15
To: Cheryl Brunton
Cc: Maureen Prescott
Subject: Fw: Runnymede SLAA sites located in mineral safeguarding areas
Attachments: slaa site categories with minerals KH.docx

Hi Cheryl

Thanks for taking into account minerals & waste safeguarding issues.

Is there any chance we can view location maps of these sites either individually or collectively? Otherwise it is very difficult to assess the impact of individual sites (or groups of sites) in terms of minerals & waste safeguarding.

If maps are not available then a grid reference and site area would be helpful and we'll do our best to let you have any particular concerns.

Many thanks

Paul Sanderson
Minerals & Waste Policy Team Manager
Surrey County Council

Tel: 020 8541 9949
Mobile: 07971674771

----- Forwarded by Paul Sanderson/EAI/SCC on 26/01/2016 12:57 -----

----- Forwarded by Maureen Prescott/EAI/SCC on 21/01/2016 15:23 -----

From: Kath Harrison/EAI/SCC
To: David Maxwell/EAI/SCC@SCC, Katelyn Symington/EAI/SCC@SCC, Paul Sanderson/EAI/SCC@SCC,
Cc: Maureen Prescott/EAI/SCC@SCC, Sue Janota/EAI/SCC@SCC
Date: 18/01/2016 16:06
Subject: Fw: Runnymede SLAA sites located in mineral safeguarding areas

Hi Minerals colleagues

Please see message below from Cheryl. She is asking for comments on the attached Runnymede SLAA (Strategic Land Availability Assessment) by 8 Feb.

My comments she mentions must be the Safeguarding Advice that was presented to the last PWG.

As this is such a specifically minerals related consultation, please can you respond to Cheryl direct. I am going to tell her that you are on it.

Thanks.

Kind regards

Katharine Harrison
Principal Spatial Planning Officer
Environment and Infrastructure

Surrey County Council
County Hall
Kingston Upon Thames
KT1 2DY

Telephone: 020 8541 9453

----- Forwarded by Kath Harrison/EAI/SCC on 18/01/2016 15:38 -----

From: Cheryl Brunton <cheryl.brunton@runnymede.gov.uk>
To: "kath.harrison@surreycc.gov.uk" <kath.harrison@surreycc.gov.uk>,
Date: 18/01/2016 13:59
Subject: Runnymede SLAA sites located in mineral safeguarding areas

Dear Kath,

At your request for inclusion of a paragraph in the Runnymede/Spelthorne SLAA methodology regarding submitted SLAA sites within a mineral safeguarding area being considered by the County, I attach a list of all sites that have been submitted that are in/adjacent to such an area, as well as safeguarded sites. I have also noted whether or not the site is located in Green Belt or is previously developed.

If you have any comments about any of the sites included on the list regarding concerns/considerations for potential development in mineral safeguarding areas, please can you let me know by 8th February? For your info so you can focus your attention, I am most concerned about your comments in relation to the previously developed sites.

If you need anything further, let me know.

Many thanks,
Cheryl

Kind Regards,
Cheryl Brunton | Planning Policy Officer | Runnymede Borough Council
cheryl.brunton@runnymede.gov.uk | 01932-425267 (direct line) | www.runnymede.gov.uk

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* * * * *

Georgina Pacey

From: Paul Sanderson <paul.sanderson@surreycc.gov.uk>
Sent: 19 February 2016 17:24
To: Cheryl Brunton
Cc: Maureen Prescott
Subject: Runnymede SLAA sites located in mineral safeguarding areas
Attachments: 2016-02-19 - RU - SLAA Consultation January 2016 response v4 FINAL PS.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Dear Cheryl

Please find attached our comments re your SLAA sites. I hope they are helpful.

If you need clarification please let me know (in my absence contact Maureen in the first instance). In the meantime if we need to add to these comments we will let you know.

Regards

Paul Sanderson
Minerals & Waste Policy Team Manager
Surrey County Council

Tel: 020 8541 9949
Mobile: 07971674771

* * * * *


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