

Mid Sussex District Council

District Plan Review

Hearings Action Points – AP-013

Duty to CoOperate

Appendix A4:

Agendas/Minutes/Notes

– West Sussex and Greater Brighton Strategic Planning Board

November 2024



West Sussex & Greater Brighton Planning Officers Group

Monday, 15th January 2018 @ 2.00pm

**Adur and Worthing Councils
Town Hall, Gordon Room**

AGENDA

1. Introductions
2. Actions of meeting held on 20th November 2017
 - Logo
 - Paper for SPB on Workplan for LSS3
3. Funding Bid – Joint Working Fund Update
4. Update on Strategic Planning Advisor Post
5. WSCC Chief Executive Board 26th January 2018
6. Agenda and Papers for Strategic Planning Board
7. Any Other Business

Dates of Further Meetings:

Monday, 9th April 2018 @ 2.00pm

A&W Councils, Town Hall (Gordon Room)

Monday, 6th August 2018 @ 2.00pm

A&W Councils, Town Hall (Gordon Room)

Monday, 26th November 2018 @ 2.00pm

A&W Councils, Town Hall (Gordon Room)

West Sussex & Greater Brighton Planning Officers Group

Monday, 15th January 2018 @ 2.00pm

**Adur and Worthing Councils
Town Hall, Gordon Room**

ACTIONS

Present: James Appleton, Ian Moody (Adur & Worthing Councils)
Elizabeth Brigden (Crawley BC)
Karl Roberts (Arun DC)
Michael Elkington (WSCC)
Lucy Howard, Matthew Bates (SDNP)
Mark McLaughlin (Horsham DC)
Liz Hobden, Sandra Rogers (Brighton & Hove CC)
Mike Allgrove (Chichester DC)
Sally Bloomfield (Mid Sussex DC)
Tondra Thom (Lewes DC)

Apologies: Moira Hayes (Adur & Worthing Councils)

- | | ACTION |
|---|---------------|
| 1. Introductions | |
| 2. Action of meeting held on 20/11/17
All key actions taken forward to the agenda for this meeting. It was agreed that brief minutes will now be taken at each Officer Group meeting to provide a formal record of discussion and agreed actions. | JA |
| 3. Logo
New logo being prepared in-house (Worthing & Adur). JA to circulate draft from comment as soon as it is available | JA |
| 3. Planning Delivery Fund - Funding Bid
All attendees expressed thanks to Brighton and Hove CC (particularly Robert Davidson) for working so hard to co-ordinate the bid within such a short timeframe. | |

Some of the sensitivity around the wording was discussed but it was acknowledged that no scenario had been ruled out as the bid referred to the 'assessment of the full range of development options'.

Timing and deadline for the bid meant that Board were not able to consider the draft before it was submitted. On 29th January Board will be asked to endorse the bid and agree the options / work programme that it outlines.

4. Evidence Studies

It was agreed that authorities would share the work to prepare a one-page summary of the brief / work required for each of the evidence studies listed in the bid:

Demographic trends (high level paper in 1st instance) - MSDC
Economic Growth Capacity Study – Adur & Worthing
Strategic Transport Assessment – WSCC
Social/Community infrastructure Assessment – Arun DC
Habitats Regulation Assessment / SA – Lewes DC/SDNP
Growth Options Study – Chichester DC
Capacity Assessment – MSDC

ALL

It was agreed that the Growth options paper is likely to be most sensitive so, along with the other Papers, it was agreed that draft papers would be prepared for circulation to the Officer group by the end of March. This would provide time for consideration and comment before they are then considered by Board at the end of April.

If funding bid is successful and appointment is made it was agreed that the Policy Advisor would use the summary briefs as a starting point for the drafting of the Briefs for the evidence study. Failing that, the named authorities will be responsible for preparing this work – as listed above.

5. Update on Strategic Planning Advisor Post

Job specification prepared and to ensure that there is adequate time for the post to be effective (and be attractive to applicants) it was agreed that the post would be for up to 24 hours a week. JA has spoken to a couple of job agencies to assess potential applicants. Advert to go out in Planning Resource.

6. WSCC Chief Executive Board

JA / KR & Chris Lyons to present to Board on 26th Jan 2018. This will provide an update on current position and the proposed way forward. In terms of the options to be tested the presentation will provide an opportunity to clarify what has been agreed at this time (or a pathway to provide clarity) as there is currently no clear mandate.

**JA / KR /
CL**

7. Agenda and Papers for Strategic Planning Board

Bid papers to be considered along with the proposed timelines (if bid is successful or unsuccessful). Board will be asked to formally approve the work programme. Board will also be asked to consider: NPPF revisions / topic paper briefs / other funding arrangements etc

8. Any Other Business

Although it was accepted that LPAs were at different timescales with their Plan making it was agreed that, where possible, all parties should try to ensure that the methodologies used when preparing evidence should be as consistent as possible. SB to circulate a report

SB

which sets out the approach which MSDC will be taking towards the SHELAA and Site Selection Processes for Site Allocations DPD.

Dates of Further Meetings:

Monday, 6th August 2018 @ 2.00pm

A&W Councils, Portland House, Sussex Room

Monday, 26th November 2018 @ 2.00pm

A&W Councils, Portland House, Sussex Room

West Sussex & Greater Brighton Planning Officers Group

Monday, 30th April 2018 @ 2.30pm

**Adur and Worthing Councils
Portland House, Cissbury Room**

AGENDA

1. Introductions
2. Actions of meeting held on 15th January 2018 (attached)
3. Update on Presentation to WSCC CE Board on 26th January and Implications for Workplan / Future Working
4. Possible WSCC Housing Deal and Implications for Emerging LSS3
5. Agenda and Papers for next Strategic Planning Board
6. Any Other Business

Dates of Further Meetings:

Monday, 6th August 2018 @ 2.00pm

A&W Councils, Portland House, Sussex Room

Monday, 26th November 2018 @ 2.00pm

A&W Councils, Portland House, Sussex Room

West Sussex & Greater Brighton Planning Officers Group

Monday, 30th April 2018 @ 2.30pm

**Adur and Worthing Councils
Portland House, Sussex Room**

ACTIONS

Present: James Appleton (Adur & Worthing Councils)
Matt Bates (SDNP)
Lucy Howard (SDNP)
Sandra Rogers (Brighton & Hove)
Tim Guymer (Chichester DC)
Mike Allgrove (Chichester DC)
Karl Roberts (Arun DC)
Elizabeth Brigden (Crawley BC)
Sally Bloomfield (Mid Sussex DC)
Michael Elkington (WSCC)

Apologies: Moira Hayes (Adur & Worthing Councils)
Ian Moody (Adur & Worthing Councils)
Liz Hobden, Sandra Rogers (Brighton & Hove CC)
Mark McLaughlin (Horsham DC)
Tondra Thom (Lewes DC)

ACTION

1. Introductions

2. Action of meeting held on 15th January 2018

Noted but Capacity Assessment Summary / Brief to be prepared by HDC not MSDC.

JA to talk to Horsham to check it is progressing this work.

JA

3. Update on Presentation to WSCC CE Board on 26th January and Implications for Workplan / Future Working

JA and KR provided the Group with an update following their presentation to the WSCC CEs' Board on 26th January. There followed a discussion about the proposal for a Housing Deal for West Sussex and the suggestion from the last WS CEs' Board that the County should engage Homes England about accelerating delivery of strategic housing sites and addressing the WSCC infrastructure deficit. LH questioned why SDNP was not involved with WSCC CEs. There followed a lengthy discussion about the improved governance

JA

arrangements discussed earlier in the year with WSCC CEs, GBEB and Gatwick Diamond.

4. Possible WSCC Housing Deal and Implications for Emerging LSS3

JA advised the Group that a paper was being prepared for the next Leaders' Board in relation to a possible Housing Deal for WSCC. It was agreed that the Officer Group should pursue the work they are doing preparing summary papers for the various workstreams to inform the emerging LSS3 and that ADC should pursue the appointment of the Strategic Planning Advisor.

JA to send SDNP copy of draft Demographics Paper prepared by MSDC.

JA

5. Agenda and Papers for next Strategic Planning Board

It was agreed that we should arrange a new date for SPB in mid July to sign off various tender briefs for consultants. The next Agenda to be based on this, the emerging NPPF – Implications for Plan preparation and a possible WS & GB Statement of Common Ground.

Key Actions agreed:

1. Draft Summary notes for LSS3 Workstreams to be submitted to JA (ADC/WBC) by **11th May 2018**.
2. These would then be circulated to the Group with a 14 day period for comment.
3. An update Paper (enclosing copies of agreed summary notes to be sent to CEs (inc B&H and Lewes) in due course.

Dates of Further Meetings:

Monday, 6th August 2018 @ 2.00pm

A&W Councils, Portland House, Sussex Room

Monday, 26th November 2018 @ 2.00pm

A&W Councils, Portland House, Sussex Room



West Sussex and Greater Brighton
Strategic Planning Board

**West Sussex & Greater Brighton
Strategic Planning Board
Horsham District Council Offices
Date 23rd July 2018
Time 10.00 am - 12.00 noon**

AGENDA

- 1. Introductions**

- 2. LSS3 – Agreement on Evidence base
(see attached paper and draft topic papers).**

- 3. Update on recruitment of Strategic Planning Advisor**

- 4. Update report to key Strategic Groups – Greater Brighton, Gatwick
Diamond and WSCC CE/Leaders's**

- 5. Update on Local Plan Progress / Reviews**

- 6. AOB**

Dates for Further Meetings

Next Project Board on the 20th August **cancelled**.

November date to be agreed.

West Sussex & Greater Brighton Strategic Planning Board

Monday, 23rd July 2018 @ 10.00am

Horsham District Council – Goodwood Room

ACTIONS

Present: Cllr Claire Vickers, HDC; Barbara Childs, HDC; Mark McLaughlin, HDC; Andrew Frost, CDC; Cllr Bob Lanzer, WSCC; Mike Elkington, WSCC; Andrew MacNaughton, MSDC; Cllr Susan Taylor, CDC; Matt Bates, SDNPA; Sallie Lappage, CBC; Cllr Tom Jones, Lewes DC; Sally Blomfield, MSDC; Liz Hobden, B&HCC; Cllr John Charles, Arun DC; and Karl Roberts, Arun DC

Apologies: Cllr Gill Mitchell, B&H City Council; Cllr Brian Boggis, Adur DC; Cllr Kevin Jenkins, Worthing BC; and Cllr Neville Harrison, SDNPA

1. Introductions

2. LSS3 – Agreement on evidence base

- Agreed two-stage approach. LSS3 non-location specific background work (demographics, economic trends and high-level landscape) to be undertaken between now and May 2019, for which a budget exists. Thereafter, Stage 2 work to include geographical locations – budget to be secured.
- Agreed to prepare a West Sussex & Greater Brighton Strategic Planning Board Position Statement that sets out a collective view with regards existing planned growth, including challenges for delivery. This to be used to further inform the discussion with Homes England and Coast 2 Capital LEP for their support in the delivery of existing identified sites.

Noted discussions are ongoing with CEx/Leaders and Homes England - need to ensure joined up approach whilst recognising that B&H City Council, Lewes DC and SDNPA are not part of that group so West Sussex & Greater Brighton Strategic Planning Board discussions will be a wider conversation. Homes England to be invited to next meeting of the West Sussex & Greater Brighton Strategic Planning Board to debate content of the Position Statement.

- Noted MSDC monitor build-out rates from developers on a monthly basis – appears to encourage delivery. HDC do so on a quarterly basis.

3. Update on recruitment of Strategic Planning Advisor

- Being advertised in specialist planning press this week. Deadline in three weeks. Small pool of sufficiently experienced senior planners to choose so will not discount the possibility of appointing a consultant if current recruitment process is unsuccessful.

4. Update report to key Strategic Groups

- Agreed to prepare a report to be used to inform key neighbouring strategic groups including Greater Brighton, Gatwick Diamond Planning Board and Gatwick Diamond Initiative and the WSCC CEx/Leader's group on the agreed two stage approach to the preparation of LSS3 and timescales.

5. Update on Local Plan Progress/Reviews

- Arun adopted local plan on 18 July.
- Brighton – Part 2 of Local Plan is out to consultation until September, including strategic sites & work is progressing on introducing CIL.
- Mid Sussex – Site allocations DPD for 2,500 additional homes. Mid Sussex have held a call for sites exercise. They have also set up a developer's liaison group. They have invited comments on their Strategic Housing and Economic Land Availability Assessment (SHELAA) methodology. Reg 18 is expected to be published June 2019.
- Lewes – producing an Affordable Housing document. A Judicial Review (JR) has delayed part 2 of the Local Plan. Reg 19 pre submission version expected submission January 2019.
- Crawley adopted December 2015. Doing background evidence work for Local Plan Review, timetable to adopt revised plan in 2020.
- SDNP in Examination. Submitted Local Plan end April. Hearings scheduled for October/November 2018.
- Chichester Working on SHELAA and Housing and Economic Development Needs Assessment (HEDNA) and gypsy document. Preferred options local plan due to be published November 2018. Consultation December/January 2019.

- Adur – adopted December 2017.
 - Worthing – Preferred Options Consultation scheduled for autumn 2018. Likely to identify significant shortfall in meeting current OAN.
- 6. Draft Agenda for next Meeting on 26th November 2018 to include discussion with Homes England.**
- 7. Any Other Business**
- None.

Dates of Further Meetings:

Monday, 26th November 2018 @ 2.00pm
A&W Councils, Town Hall (Gordon Room)

West Sussex & Greater Brighton Planning Officers Group

Monday, 12th November 2018 @ 2.00pm

**Adur and Worthing Councils
Town Hall, Committee Room 3**

AGENDA

1. Minutes of Last Strategic Planning Board (attached)
2. Update on Appointment of Strategic Planning Advisor
3. Governance and reporting arrangements to WSCC CEs, Greater Brighton & Gatwick Diamond.
4. Appointment of Consultants to undertake LSS3 work.
5. Discussions with Homes England and latest Housing Infrastructure Fund.
6. Next Strategic Planning Board (in view of lack of progress on above should we cancel?).
7. Any Other Business

Dates of Further Meetings:
TBA

West Sussex & Greater Brighton Planning Officers Group

Monday, 12th November 2018 @ 2.00pm

**Adur and Worthing Councils
Town Hall, Committee Room 3**

ACTIONS

Present: James Appleton (Adur & Worthing Councils)
Elizabeth Brigden (Crawley BC)
Mark McLaughlin (Horsham DC)
Mike Allgrove (Chichester DC)
Sally Bloomfield (Mid Sussex DC)
Tondra Thom (Lewes DC)
Kevin Owen (Arun DC)
Liz Hobden (Brighton & Hove CC)

Apologies: Moira Hayes (Adur & Worthing Councils)
Ian Moody (Adur & Worthing Councils)
Matt Bates (SDNP)
Lucy Howard (SDNP)
Karl Roberts (Arun DC)
Michael Elkington (WSCC)

- | | | ACTION |
|-----------|--|----------------------------|
| 1. | Minutes of Last Strategic Planning Board | |
| 2. | Update on Appointment of Strategic Planning Advisor | |
| | <ul style="list-style-type: none"> ● To help with recruitment we are take up Sally Bloomfield's offer of pursuing a Head Hunting Company (Lewis Davey) to see if this helps with recruitment (the Company had helped MSDC recruit a couple of planners recently). SB to get a quote from Lewis Davey. ● Job description, advert and person specification to shared and reviewed by the Group before the end of the week (attached). ● Kevin Lowe (Arun) is to contact an ex Head of Planning recently retired to see if he might be interested. | SB

KL |
| 3. | Governance and reporting arrangements to WSCC CEs, Greater Brighton & Gatwick Diamond | |
| | <ul style="list-style-type: none"> ● Agreed that there is an urgent need to resolve the ongoing Governance issues. ● Liz Hobden to prepare short paper on Governance options referring to Katrina's original 12 options. |

LH |

- SB to check with MSDC on whether the Governance paper could be presented at the next WSCC CE's meeting (this follows a suggestion that WSCC CE's could be expanded to include GB Authorities). Governance paper to be circulated electronically. **SB**
 - Mark McLaughlin to set out a short position statement setting out what had been agreed at the July 2018 Board meeting in terms of next steps to be circulated to GB and Gatwick Diamond (depending on outcome of next WSCC CE's meeting). **MM**
- 4. Appointment of Consultants to undertake LSS3 work**
- Tondra Thom (Lewes) and James Appleton (JA) to investigate existing Framework Agreements to speed up procurement of multi-disciplined Planning Consultants to undertake the evidence studies. **TT/JA**
 - New timeline to be prepared on the assumption that the SPA is in post by March 2019 (JA) . **JA**
 - Details of existing budget to be shared by JA. **JA**
- 5. Discussions with Homes England and latest Housing Infrastructure Fund**
- JA had written to Homes England following the Board meeting at the end of July but following the budget announcement of additional HiF Funding it was agreed that an Officer meeting with HE would be beneficial early in the New Year.
 - In the meantime we did need to review key Strategic sites and where they are being stalled by viability/infrastructure issues. **ALL**
- 6. Next Strategic Planning Board (in view of lack of progress on above should we cancel?)**
- Agreed to **cancel the meeting on the 26th November** and for new dates to be arranged for the New Year (JA) **JA**
 - JA also to set out why meeting cancelled and get a new date in the diary for mid Feb. To raise with the Board that may need more regular Officer (and possibly Board when evidence studies start coming in from Consultants). **JA**
 - Next Officer Group (possibly with HE) to be arranged for second week in January.
- 7. Any Other Business**
- Draft Minutes of Last Meeting** - various amendments necessary and noted. To be circulated to Board with details of new dates etc. **JA**

Dates of Further Meetings:

Planning Officers' Group – 14th January 2019

Strategic Planning Board – 18th February 2019

West Sussex & Greater Brighton Planning Officers Group

Monday, 14th January 2019 @ 2.00pm

**Adur and Worthing Councils
Portland House, Cissbury Room**

AGENDA

1. Minutes of Last Meeting held on 12th November 2018 (previously circulated)
2. Update on Appointment of Strategic Planning Advisor
3. Governance and reporting arrangements to WSCC CEs, Greater Brighton & Gatwick Diamond.
4. Appointment of Consultants to undertake LSS3 work.
 - Available Framework Agreements
5. Discussions with Homes England and latest Housing Infrastructure Fund.
6. Next Strategic Planning Board – 18/2/18
 - Agenda Items (Homes England Invite)
7. Any Other Business

Dates of Further Meetings: TBA

West Sussex & Greater Brighton Planning Officers Group

Monday, 14th January 2019 @ 2.00pm

**Adur and Worthing Councils
Portland House, Cissbury Room**

ACTIONS

Present: James Appleton (Adur & Worthing Councils)
Moirá Hayes (Adur & Worthing Councils)
Kevin Owen (Arun DC)
Liz Hobden (Brighton & Hove CC)
Mike Allgrove (Chichester DC)
Elizabeth Brigden (Crawley BC)
Mark McLaughlin (Horsham DC)
Tondra Thom (Lewes DC)
Sally Bloomfield (Mid Sussex DC)
Matt Bates (SDNP)
Michael Elkington (WSCC)

Apologies: Karl Roberts (Arun)
Kevin Owen (Arun)
Lucy Howard (SDNP)

1. Minutes of Last Meeting held on 12th November 2018

Previous Minutes noted and agreed.

2. Update on Appointment of Strategic Planning Advisor

Proposal to use Lewis Davey to recruit Strategic Planning Advisor agreed. Likely to be 4 week advert and interviews end February. Agreed that it would be beneficial to at least confirm shortlist and interview date at the next Strategic Planning Board (18th February).

JA to circulate fee proposal and shortlist once received. Initial £2k outlay to pay for advert, second £2k only if satisfied with proposed interview shortlist. Subsequent payment only if successful appointment.

3. Governance and reporting arrangements to WSCC CEs, Greater Brighton & Gatwick Diamond

ACTION

JA

Discussed the options for improved Governance having reviewed Catriona Riddell's recommendations (2016 paper). A number of the recommendations had been taken forward but there was a need for more involvement/sign off from CEs and Leaders. The preferred option of CEs across the Board area coming together to consider key issues surrounding LSS3 before Strategic Planning Board was agreed. CEs would then need to seek 'sign off' from Leaders at their joint meeting (expanded to include ESCC, Lewis and B&HCC) to provide a strategic steer to Strategic Planning Board.

Agreed that meetings could be aligned in future to facilitate the new governance arrangements. West Sussex CEs were meeting on 23rd January and it was agreed that a short paper, setting out a new governance arrangement, be presented to CEs. SB to talk to her CE and to liaise with JA on a paper capturing Planning Officers' Group's views on improving governance arrangements.

SB/JA

To assist with the commitment of all authorities, it was agreed that those currently not contributing to the work of the Board (ESCC, B&HCC and Lewis) be invited to make a contribution. To assist, JA to send a note clarifying the contribution being made by each authority (from West Sussex Business Rate pooling).

JA

4. Appointment of Consultants to undertake LSS3 work

A number of Framework Agreements have been reviewed (Perfect Circle, DPP3, HCA, Orbis and WSCC) all have limitations and/or do not include multi-disciplinary planning consultants that could undertake the work. One option was the Framework used by Arun for planning work and JA agreed to talk to Karl Roberts. JA to provide update and to draw up a list of potential consultants. Mark McLaughlin (Horsham) agreed to send a list of consultants they had approached for their evidence studies. Update for next Strategic Planning Board important.

JA

MM

5. Discussions with Homes England and latest Housing Infrastructure Fund

HE could not attend but had agreed some alternative dates for Planning Officers and JA waiting confirmation that HE could attend next Strategic Planning Board. Agreed that an HE presentation of their partnership working across the Board area to unlock strategic sites would be very useful. JA to circulate dates and chase HE for attendance at next Strategic Planning Board.

JA

6. Next Strategic Planning Board on 18th February 2019

Agreed Agenda items to include:

1. Presentation by HE (TBC).
2. Update on Recruitment of Strategic Manager.
3. Timeline for Studies and Appointment of Consultants.

4. Revised Governance Arrangements (subject to CE's Discussion).

7. Any Other Business

Update on progress of Plans and agreed to circulate Statement of Common Ground (SofCG) to agree a common template for all Board authorities to potentially use in the future.

ALL

Dates of Further Meetings:

Planning Officers' Group – TBA

Strategic Planning Board – 18th February 2019

West Sussex & Greater Brighton Strategic Planning Board

Monday, 18th February 2019 @ 2.00pm

**Adur and Worthing Councils
Town Hall, Gordon Room**

Agenda

**Apologies – Karl Roberts, Tondra Thom, Mark McLaughlin, Cllr Kevin Jenkins,
Cllr Neville Harrison**

- 1. Update on appointment of a Strategic Planning Advisor.**
- 2. Update on procurement of Consultants to under evidence papers for next LSS3**
- 3. Statement of Common Ground (SoCG) setting out the work of the Strategic Planning Board.**
- 4. Proposed Governance Structure moving forward with the LSS3 Work**
- 5. Update on negotiations with Homes England regarding infrastructure contributions and Housing Infrastructure Funding.**
- 6. AOB**

Dates for Further Meetings

To be agreed

West Sussex & Greater Brighton Strategic Planning Board

Monday, 18th February 2019 @ 2.00pm

**Adur and Worthing Councils
Town Hall, Gordon Room**

ACTIONS

Present: Cllr Claire Vickers, HDC; Barbara Childs, HDC; Andrew Frost, CDC; Matt Bates, SDNPA; Cllr Andrew MacNaughton, MSDC; Sally Blomfield, MSDC; Cllr Gill Mitchell, B&HCC; Liz Hobden, B&HCC; Cllr John Charles, Arun DC; Neil Crowther, Arun DC; Cllr Peter Smith, CDC; Ken Smith, CDC; Cllr Brian Boggis, Adur DC.

Apologies: Karl Roberts, Arun DC; Tondra Thom, Lewes DC; Mark McLaughlin, Horsham DC; Cllr Kevin Jenkins, Worthing BC; Cllr Neville Harrison, SDNPA, Cllr Susan Taylor, Chichester DC; Cllr Deborah Urquart, WSCC; Mike Elkington, WSCC.

1. Update on appointment of a Strategic Planning Advisor

Shortlist of candidates to be circulated when complete. Interviews likely to be second week in March.

2. Update on procurement of Consultants to under evidence papers for next LSS3

Discussions ongoing with procurement regarding use of Framework. Agreements and benefits of appointing multi-disciplinary Consultants.

3. Statement of Common Ground (SoCG) setting out the work of the Strategic Planning Board

Members agreed that preparing a Statement of Common Ground setting out the work of the Board on the LSS3 would be very positive. It was agreed that the Board needed to raise the public's awareness of the issues facing the area. It was also agreed to circulate the Board's Terms of reference (ToR) for reviewing.

It was also agreed to set up a micro site for the Board Area so that key information (Terms of Reference etc) would be made available to highlight the work of the Board and its key objectives. All individual Councils could then link to the dedicated Planning Board website.

Action: JA to circulate Terms of reference and set up micro website.

4. Proposed Governance Structure moving forward with the LSS3 Work

The Board noted that a Governance Paper would be prepared (SB) for the next West Sussex Chief Executives' meeting on the 28th April. It was agreed that it would be appropriate for emerging work on the LSS3 to be considered by Chief Executives and Leaders prior to future Board meetings.

Action: SB to circulate draft to Board for comment.

5. Update on negotiations with Homes England regarding infrastructure contributions and Housing Infrastructure Funding

A review of the HE involvement across the Board area was discussed. Whilst HE has provided considerable help in delivering strategic sites in Lewes, Brighton, Adur, Crawley and Mid Sussex, this was not reflected in Arun (where a couple of strategic sites needed public subsidy to help deliver the necessary transport infrastructure. It was noted, however, that even where Housing Infrastructure Funding (HIF) was awarded, it was a long complex process and the Funding Agreements HE require LAs to sign up to were not reasonable as the LA would take on the risk of the private sector partner.

It was agreed to prepare a schedule of strategic sites that require public sector investment (combining the work recently started by Greater Brighton). This would be circulated to HE to consider prior to their attendance at the next Board meeting.

JA to liaise with Thalia Liebig at B&HCC and circulate template for completion.

6. Any Other Business

JC referred to a recent talk by Oliver Letwin about how we should make more use of modular build and that a White Paper will be coming out shortly. This builds on the paper published last October entitled – 'Independent Review of Build Out' by Oliver Letwin. JC also referred to his frustration that in Network Rail's latest Financial Plan (Sector 6), there is no funding for improving Barnham Station (despite not being a key hub station). This was in contrast to Burgess Hill where HE has taken a more proactive stance to land purchase and direct delivery on a strategic housing site which has secured improvements to Burgess Hill Railway Station.

Dates of Further Meetings: Next meeting agreed would be in late June following local elections. Dates to be circulated.



West Sussex & Greater Brighton Planning Officers Group

Monday, 20th May 2019 @ 2.00pm

**Adur and Worthing Councils
Portland House, Sussex Room**

AGENDA

1. Minutes of Last Meeting held on 14th January 2019
2. Recent Elections – Implications for Strategic Planning and membership of Strategic Planning Board
3. Update on appointment of Strategic Planning Advisor and appointment of Consultants to undertake LSS3 work.
4. Governance and reporting arrangements to WSCC CEs, Greater Brighton & Gatwick Diamond.
5. Statement of Common Ground detailing the work programme of the Strategic Planning Board (draft to be circulated for next SPB?).
5. Discussions with Homes England and latest Housing Infrastructure Fund.
6. Next Strategic Planning Board on Friday 7th June 2019 – Possible Agenda Items:
 - Homes England Invite
 - Housing Delivery Test - Action Plans common issues!
 - Statement of Common Ground
7. Any Other Business

Dates of Further Meetings: TBA - dependant on governance arrangements.



West Sussex & Greater Brighton Planning Officers Group

Monday, 2nd September 2019 @ 2.00pm

**Adur and Worthing Councils
Town Hall, Committee Room 3**

AGENDA

1. Actions of Last Meeting held on 20th May 2019 (no actions noted other than discussion on governance, and Agenda items for next SPB).
2. Recent Report to Chief Executives (attached). Implications for future meetings and general governance discussion.
3. Surrey's 2050 Place Ambition. A possible approach for the Partnership?
4. Update on appointment of Strategic Planning Advisor and appointment of Consultants to undertake LSS3 work.
5. Statement of Common Ground detailing the work programme of the Strategic Planning Board.
6. Next Strategic Planning Board on Thursday, 12th September 2019 – Possible Agenda Items:
 - Statement of Common Ground
 - Terms of Reference for New Members?
7. Any Other Business

Dates of Further Meetings: TBA - dependant on governance arrangements.

West Sussex & Greater Brighton Strategic Planning Board

Thursday, 12th September 2019 @ 2.00pm

**Horsham District Council
Chart Way, Horsham (The Barn)**

AGENDA

Apologies – Mark McLaughlin, Andrew Frost.

1. Actions of Last Meeting held on 18th February 2019.
2. To note terms of reference which will need updating.
3. Update on procurement of Consultants to under evidence papers for next LSS3 and appointment of Strategic Planning Advisor. (Paper to follow setting out Consultants Brief for LSS3).
4. Statement of Common Ground (SoCG) setting out the work of the Strategic Planning Board, in particular in relation to preparation of LSS3.
5. Approach adopted by authorities to set out a strategic vision for 2050. Example attached of Surrey Place Plan.
6. AOB

Dates of Further Meetings: To be agreed



West Sussex & Greater Brighton Planning Officers Group

Thursday, 16th January 2020

**Adur and Worthing Councils
Town Hall, Committee Room 3**

AGENDA

1. Update on appointment of Strategic Planning Advisor.
2. Updated Brief for LSS3 Consultants (attached).
3. Statement of Common Ground detailing the work programme of the Strategic Planning Board.
4. Next Strategic Planning Board dates and link with CE's and Leaders' Board meetings.
5. Any Other Business

Dates of Further Meetings: TBA



West Sussex & Greater Brighton Planning Officers Group

Monday, 16th March 2020 @ 2.00pm

**Adur and Worthing Councils
Town Hall, Chapel Road, Worthing – Committee Room 2**

AGENDA

Apologies: Elizabeth Brigden, Karl Roberts, Sandra Rogers.

1. Update on appointment of as before.
2. Strategic Review of Development Options for the Board Area.
 - Workshop identifying spatially the potential sites for additional housing growth and necessary infrastructure requirements to inform Wider CEs meeting on 1st June 2020.
3. Update on Brief for LSS3 Work.
4. Agenda for next Strategic Planning Board meeting.
5. Next meeting and request from Southern Water to attend POG.
6. Any Other Business

Dates of Further Meetings: TBA

West Sussex & Greater Brighton Strategic Planning Board

Wednesday, 25th March 2020 @ 2.00pm

**A&W Councils, Town Hall, Chapel Road, Worthing
(Committee Room 2)**

AGENDA

Apologies – Mark McLaughlin, Tim Slaney, Karl Roberts

1. Actions of Last Meeting held on 12th September 2019.
2. To note terms of reference which will need updating.
3. Update on procurement of Consultants to under evidence papers for next LSS3 and appointment of Strategic Planning Advisor. (Paper to follow setting out Consultants Brief for LSS3).
4. Statement of Common Ground (SoCG) setting out the work of the Strategic Planning Board, in particular in relation to preparation of LSS3.
5. Approach adopted by authorities to set out a strategic vision for 2050. Example attached of Surrey Place Plan.
6. Any Other Business.

Dates of Further Meetings: To be agreed



West Sussex & Greater Brighton Planning Officers Group

Monday, 22nd June 2020 @ 2.00pm

Via ZOOM

AGENDA

Apologies:

1. Introductions and Apologies
2. Cancelled Chief Executives' Meeting and Next Steps
3. Introduction to New Strategic Planning Adviser (Mark Dorfman)
 - Initial thoughts on the role
 - Scope for PAS/MHCLG Support (subject to use of the PAS "Local Plan Route Mapper and Toolkit")
<https://www.local.gov.uk/pas/pas-topics/local-plans/local-plan-route-mapper-toolkit-reviewing-and-updating-local-plan>
 - Appointment of Consultants (MD/JA)
4. Scope and Timeline for LSS3 (Post 2035 or a review of Strategic Development Options)
5. Rotation of Chair – Planning Officers Group and Planning Board (Discussion Item).
6. AOB.
7. Date of next Strategic Planning Board.

Dates of Further Meetings: TBA



West Sussex & Greater Brighton Planning Officers Group

Monday, 22nd June 2020 @ 2.00pm

Via ZOOM

1. Introductions and Apologies Actions

Adur and Worthing

James Appleton (JA)
Ian Moody (IM)
Moira Hayes (MH)

Arun

Karl Roberts (KR)
Kevin Owen (KO)
Neil Crowther (NC)

Brighton & Hove

Liz Hobden (LH)
Sandra Rogers (SR)

Chichester

Toby Ayling (TA)

Crawley

Elizabeth Brigden (EB)

Eastbourne and Lewes

Leigh Palmer (LP)

Horsham

Catherine.Howe (CH)
Matt Bates (MB)

South Downs

Katharine Stuart (KS)

East Sussex

Sarah Iles (SI)

West Sussex

Tracey Flitcroft (TF)

Strategic Planning Advisor

Marc Dorfman (MD)
Town Planning Management Ltd
marc.dorfman54@gmail.com

Apologies: Sally Bloomfield (MSDC)

2. Cancelled Chief Executives' Meeting and Next Steps

Chief Executive Meetings – Recent proposed CE meeting was cancelled because of Covid 19 and the need for a more detailed briefing note agreed by all Authorities. It was agreed that the newly appointed Strategic Planning Advisor (SPA) would make contact with individual Chief Executives after contacting all Policy. **MD**

Local Plans and LSS3 Update – The Local Plan updates and briefing notes on potential sites will be useful to provide MD with useful background information (thank you for the work produced to inform the CEs' meeting). The updated Consultants Brief produced by Moira Hayes from Adur and Worthing is attached to this meeting note at **Appendix 1**.

3. Introduction to New Strategic Planning Advisor (Mark Dorfman).

- Initial thoughts on the role.
- Scope for PAS/MHCLG Support (subject to use of the PAS “Local Plan Route Mapper and Toolkit”)
- Appointment of Consultants

MD ran through the attached slides to highlight his relevant experience on strategic matters, early thoughts on LSS and his discussions with MHCLG/PAS. Key points and subsequent discussion:

Local Plans and LSS3 Update – POG will use the attached Tender Brief to provide the evidence base to support the emerging LSS3.

- Key common baseline evidence; procurement costs and timetable for LSS3 linked to the LPs
- Statement of Common Ground – Duty to Cooperate document (SoCG)
- Timeline for all LPAs to consider and sign off SoCG and LSS3 Stakeholder engagement and consultation
- Prepare draft timeline for LSS3 and work programme

Planning Advisory Service – MD met PAS on 22-6-20 to understand the PAS “Local Plan Route Mapper and Toolkit” – Martin.Hutchings@local.gov.uk

May be possible for PAS to offer help/advice on:

- Proportionate evidence
- Statement of Common Ground/DtC
- Member engagement
- Climate Change impact on LPs and member/stakeholder expectations

<https://www.local.gov.uk/pas/pas-topics/local-plans/local-plan-route-mapper-toolkit-reviewing-and-updating-local-plan>

MHCLG – MD are in discussion with MHCLG PropTech (Jessica.Williamson@communities.gov.uk). The aim was to request advice and financial support for “proptech/plantech” techniques and skills linked to cross authority local plan work. Ideas proposed to MHCLG:

- Begin a digital data/evidence platform across COASTAL authorities, including for the currently proposed LSS3 studies set out at 4.2 below
- Common graphic design/GIS support to present options to stakeholders
- Possible funding of a “Digital Twin” for COASTAL to try out long term options

- Explore digital consultation and engagement techniques for Local Plan options

WSGB Web site – POG to consider how this will be updated and managed. For consideration at July meeting if not before.

JA

POG Concerns and Comments –

- **Horsham:** would like to see Statement of Common Ground/DtC soon to support its LP.
- **Crawley:** LP Inspector does not want to see delivering agreed growth “put off further”. He is expecting to see how it will be delivered in the Crawley LP. (“Fudging it will not work”).
- **Chichester:** LP Inspector is asking the LPA to “get real” on existing and proposed plan allocations.
- **Arun:** POG should consider dividing up the LSS3 evidence work; need to look at “distribution of unmet needs” very soon and see if POG could agree and take note of “Transport for South East” new consultation proposals (orbital and radial). POG should track Sevenoaks going to court on the LP Inspector failing its local plan on DtC grounds.
- **Brighton and Hove:** there should be consideration/agreement between LPA/POG on how LSS3 will move ahead before discussion with CEs/Leaders. Consider also a simple admin system for liaising with Marc Dorfman.
- **Mid Sussex:** would circulate LP Briefing to MD and for attachment to POG meeting Note.
- **All:** POG needs to be careful of using the term “givers and takers” – this might not help deliver the LPs.
- **All:** need to consider releasing/consulting on LSS3 Statement of Common Ground.
- **All:** POG needs to review WSGB Strategic Board and POG leads. All thanked James Appleton for his leadership of POG to date.

Demographics – JA is in the process of commissioning an updated Demographics Projection employing Nick Ireland from Icen.

LSS3 and DtC Support – POG has appointed a Strategic Planning Advisor, (MD) to work with all the 10 LPAs and 2 Counties to support the production of LSS3; appointment of Consultants and preparation of a Statement of Common Ground (identifying the commitment to prepare LSS3).

4. Scope and Timeline for LSS3 (Post 2035 or a review of Strategic Development Options)

LSS3 and links to Local Plans – POG Discussion

LSS3 Background and Purpose from SPB –

- “A baseline of current growth proposals and an understanding of any shortfall in housing, employment and infrastructure provision;
- A common methodology for determining the ‘no stone unturned’ approach to identifying possible locations to meet any unmet need.
- The capacity of the Board area to absorb further growth in this period;
- The likely required level of growth between 2030 and 2050;
- The strategic options available to deliver additional growth;
- The investment necessary (in infrastructure) to ensure the successful delivery of appropriate growth”.

Agreed to consider further at the next POG meeting.

Proposed Phasing and Timetable for LSS3/LP Baseline Studies –

Phase 1

- Demographics
- Landscape
- SA - Sustainability Appraisal and Habitats Regulations Appraisal (Part 1)

Phase 2

- Economic Trends
- Strategic Infrastructure (Part 1)
- Transport (Part 1)

Phase 3

- Growth Options including Spatial (Chap 5 in Appendix 1)
- SA - all options (Part 2)
- Transport – Refine (Part 2)
- Strategic Infrastructure – Refine (Part 2)
- SA – complete (Part 3)

Agreed to further consider at the next two POG meetings.

POG Noted Monitoring and Delivery Issues –

- Consider updating 2016 LSS2 detailed progress on Strategic Objectives and Spatial Priorities. Demonstrate how each aimed to achieve the identified growth targets; progress to date; “barriers”; things being done to get rid of barriers; revised timetable for possible delivery; possible change of priorities.
- Review what “in play” Local Plan Inspectors are saying about unmet needs and delivery. Consider how to deal with this across all our Local Plans and in LSS3?

- Note what the LSS3/Local Plans Briefing attached says about housing need and delivery, and consider how to address, (e.g. current planning applications; density ranges; new sites; One Public Estate work and new settlements):

“Using the Government’s Standard Methodology authorities within the LSS3 area are providing 4,982 dwellings per annum against a (capped) provision requirement of 6,975 dwellings per annum – an annual shortfall of 1,511 dwellings per annum. (See Table at Appendix 2 for details). (The uncapped Standard Methodology figure gives a requirement for the LSS3 area of 9,010 pa)”.

- Consider a strategy of “inviting not only the 10 LPAs, but also MHCLG and PINs, to own the “assessed need and delivery” gap and options for action”.
- Consider producing a series of Statements of Common Ground/DtC that a) demonstrates what the 10 authorities are doing to address current targets and gaps, and b) record work beginning now on the growth and spatial implications for the period 2030-2050. SoCG would aim to be open and practical about the current capacity to deliver and consultative and clear about 2030-50 growth options. This would need the 10 LPAs to deliver 4.3.1 and 4.3.3 above. For all to consider.

5. Rotation of Chair – Planning Officers Group and Planning Board (Discussion Item)

JA raised the possibility of the new Chair being from the same Authority as the Chair of the Strategic Planning Board (SPB) to assist briefings and continuity. However, it was noted that this might limit the options for identifying a new Chair. JA to have offline discussions to see whether anyone is prepared to take on the role and to discuss with current Chair of SPB.

6. AOB

None.

7. Date of next Strategic Planning Board

Date of next Strategic Planning Board and Officer Group (POG)

POG to be arrange for July if possible - James Appleton.

POG would then consider SPB based on work programme; key issue reports and progress towards SoCG document.

POG Agenda Items to be sent to James Appleton



West Sussex & Greater Brighton Planning Officers Group

Wednesday, 23rd September 2020 @ 2.00pm

Via ZOOM

AGENDA

Apologies: Karl Roberts

1. Introductions and Apologies
2. Update on LSS3
 - Duty to Co-Operate
 - Appointment of Consultants
3. Response to Government Planning Reforms
 - Changing to the current Planning System (due by 1st October 2020)
 - White Paper (due by 31st October 2020)
 - Joint Response by Strategic Planning Board
4. Strategic Planning Board Agenda
5. AOB
6. Date of next Meeting

Dates of Further Meetings: TBA



West Sussex & Greater Brighton Strategic Planning Board

Friday 9th October 2020 @ 10.00pm

Zoom Video Conference Call

AGENDA

1. Introductions and Apologies
2. Introduction to the Strategic Planning Advisor – Marc Dorfman
3. The Government Planning Reforms and Implications for LSS3 (JA/MD)
 - Joint Response to the Changes to the Current Planning System (attached)
 - Joint Response to the White Paper – general discussion to agree principle of Joint Response (RTPI summary of White Paper for information).
4. Update on LSS3 (work plan affected by Covid).
5. AOB

Date of Next Meeting.



West Sussex & Greater Brighton Planning Officers Group

Friday, 5th February 2021 @ 10.00am

Via ZOOM

AGENDA

Apologies: Sally Blomfield, Vicky Owen

1. Introductions and Apologies
2. Actions of last meeting on 23rd September 2020 and notes from smaller Officer Working Group 20.11.20
3. Update on non-performance of Strategic Planning Advisor
 - Discussion – draft Statement of Common Ground
 - Timetable for Completion
 - Appointment of Consultants (option of using Iceni)
5. LSS2 Update – interim position statement setting out areas of joint working. Interim?
6. Updates on Local Plans
7. AOB
8. Date of next Meeting

Dates of Further Meetings: TBA



West Sussex & Greater Brighton Planning Officers Group

Friday, 5th February 2021 @ 10.00am

Via ZOOM

ACTIONS

1. Introductions and Apologies Actions

Adur and Worthing

James Appleton (JA)
Ian Moody (IM)

Horsham

Catherine.Howe (CH)
Matt Bates (MB)

Arun

Karl Roberts (KR) - Tentative
Neil Crowther (NC)

South Downs

Lucy Howard (LH)

East Sussex

Brighton & Hove

Liz Hobden (LH)

West Sussex

Tracey Flitcroft (TF)

Chichester

Toby Ayling (TA)

Strategic Planning Advisor

Crawley

Elizabeth Brigden (EB)

Eastbourne and Lewes

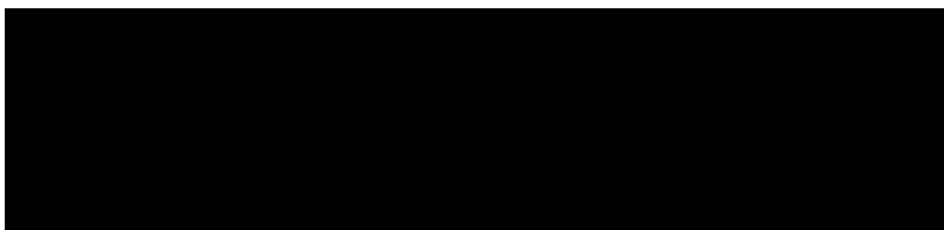
Leigh Palmer (LP)
Matt Hitchen

Apologies: Moira Hayes (A&W), Sally Bloomfield (MSDC), Vicky Owen (CDC), Strategic Planning Advisor, Marc Dorfman.

2. Actions of last meeting on 23rd September 2020 and notes from smaller Officer Working Group 20.11.20

JA reported on actions and matters of primary importance covered by the following agenda items.

3. Update on non-performance of Strategic Planning Advisor



[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

4. LSS2 Update – interim position statement setting out areas of joint working. Interim?

It was agreed that this might be useful in particular highlight the north-sussex joint working, however, priority should be SoCC and getting Consultants appointed to start the LSS3.

5. Updates on Local Plans

Review of current progress for Local Plan reviews

6. AOB

7. Date of next Meeting

TBA



West Sussex & Greater Brighton Strategic Planning Board

Wednesday, 31st March 2021 @ 10.00am

Zoom Video Conference Call

AGENDA

Apologies: Deborah Urquhart, Catherine Howe, Caroline Wood

1. Introductions
2. Minutes of last meeting on 9th October 2020
3. Update regarding the post of Strategic Planning Advisor (JA)
4. Appointment of Consultants to undertake background evidence to LSS3
 - Indicative Timeline
5. Update on Draft Statement of Common Ground
6. Update on progress with Local Plan Reviews (All)
7. AOB
 - Date of Next Meetings – Mid July, Mid October



West Sussex & Greater Brighton Planning Officers Group

Thursday, 20th May 2021 @ 2.00pm

Via ZOOM

AGENDA

Apologies: Karl Roberts

1. Introductions and Apologies
2. Actions of last meeting on 5th February 2021 and notes from smaller Officer Working Group attached.
3. Latest version of SoCC (clean version attached)
 - Final comments and discussion on points raised in my last email
 - Time period up to 2050
 - Constraints NPPF footnotes
 - Landscape Consultants possibly LUC (worked for SDNP)
 - Timescales for signing off SoCC
 - Icenl work plan.
 - Fall-back position - HMA SoCC any appetite?
4. Next Strategic Planning Board – date and agenda
5. LSS2 Update – interim position statement setting out areas of joint working. Interim? Is this still required?
6. Updates on Local Plans
7. AOB
8. Date of next Meeting TBC depending on date of SPB.

Dates of Further Meetings: TBA



West Sussex & Greater Brighton Planning Officers Group

Friday, 14th January 2022 @ 9.00am

Via ZOOM

AGENDA

Apologies: Karl Roberts

1. Introductions and Apologies
2. Latest Version of SoCC (clean version attached)
3. LSS3 Workplan Update and Resourcing
4. Next Strategic Planning Board – Date and Agenda (delay until after the Elections?)
5. Updates on Local Plans
 - See initial advice letter from Worthing Local Plan Inspector attached
6. AOB
7. Date of next Meeting TBC depending on date of SPB.

Dates of Further Meetings: TBA



West Sussex & Greater Brighton Planning Officers Group

Wednesday, 13th December 2023 @ 2.00pm

Via Google Hangout

AGENDA

Apologies: Sandra Rogers, Matt Hitchen, Neil Crowther

1. Introductions and Apologies
2. The Future of the Group and Strategic Planning Board with the demise of Duty to co-operate.
 - What are the alternatives smaller HMA discussions
3. Implications for Authorities progressing current Local Plans
 - See Worthing Local Plan Inspector's Report (Page 7)
 - Experience of Crawley at recent EiP (EB)
4. Next Steps
 - Resolving Funding Issues from pooled Business Rates
 - Meeting of Strategic Planning Board to discuss Agenda Item 2
5. AOB
6. Date of next Meeting

Dates of Further Meetings: TBA