

Statement of Common Ground with Spelthorne Borough Council

Part 1: Strategic context

Geographical area covered by Statement of Common Ground (SoCG) and justification for why this geography is appropriate: This SoCG covers the local authority areas of Runnymede Borough Council and Spelthorne Borough Council as shown in the map extract at Annex 1. This geographical area has been chosen as the Runnymede-Spelthorne SHMA (November 2015) determined that these two local authorities for a Housing Market Area (HMA) and HMA geography is considered to be the most appropriate starting point to produce a SoCG. It is also relevant that the evidence collated by both Local Authorities supports that Runnymede and Spelthorne have the strongest functional links from an economic perspective with each other as well as strong retail links.

Wider relationships with Runnymede and Spelthorne: The 2015 SHMA concluded that the Runnymede-Spelthorne HMA has notable links with overlapping local housing markets which reflects the density of transport networks, both road and rail. Links were concluded to be particularly strong with Elmbridge, Hounslow and Woking. There are also notable links between the Runnymede-Spelthorne HMA and London due to outward migration pressures and strong commuting patterns. There are also recognised links between both Local Authorities and Heathrow Airport. Indeed, both Local Authorities are considered to sit in a sub regional Heathrow Functional Economic Area.

The Spelthorne FEA analysis (March 2017) concludes that Spelthorne holds its strongest economic links with Runnymede, followed by Elmbridge and the London Borough of Hounslow. Woking and the London Borough of Richmond-upon-Thames are found to influence the FEA to a much lesser extent. It is concluded that the links that Spelthorne holds are not evenly distributed throughout each of the surrounding authorities, with the strongest ties with those areas that are immediately adjacent to its boundaries. This includes the employment areas of Heathrow Airport in Hillingdon and the Poyle and Colnbrook trading estates in Slough, in addition to the key settlements that surround the Borough of Spelthorne.

The Runnymede FEA analysis (May 2015) concludes that Runnymede holds its strongest economic links with Spelthorne, followed by Elmbridge and the Woking. Links with Hounslow and Hillingdon are found to influence the FEA to a much lesser extent and are heavily influenced by the location of Heathrow in the southern part of Hillingdon. Localised links with Surrey Heath (due primarily to the fact that the emerging Longcross Garden Village allocation straddles the shared boundary between the two local authorities) and the Royal Borough of Windsor and Maidenhead were also found.

The Spelthorne Town Centres Study 2015 referred back to earlier work carried out by the Council in 2004 which identified Staines upon Thames as a major centre with a catchment including the whole of Spelthorne and parts of Bedfont, Feltham, Addlestone, Chertsey and Egham.

The Runnymede Town and Local Centres Study 2015 found that major out of centre foodstores in Weybridge, Woking and Staines upon Thames serve as the main competing locations for food shopping for Runnymede residents. The study found that Staines upon Thames Town Centre is the main competitor for comparison goods. Woking Town Centre was also found to be a competitor for comparison goods, although to a lesser extent than Staines upon Thames.

Annex Statements of Common Ground

In light of the links with adjoining and nearby Boroughs as noted in the commentary above, it is recognised by both Runnymede and Spelthorne Borough Councils that further topic or geographically specific SoCGs with other local authority partners may be required to be produced as annexes to this main document. Any annex SoCGs entered into by either party will be included at annex 2 of this SoCG.

How will strategic stakeholders/ statutory consultees be involved?

Both Runnymede and Spelthorne Borough Councils have published Duty to Cooperate Frameworks which detail the other strategic stakeholders and statutory consultees which will be engaged with during the Plan preparation process. Both Runnymede and Spelthorne Borough Councils remain committed to engaging with all key duty to cooperate partners at key stages in the Plan preparation process.

It is recognised that annex SoCG /Memorandums of Understanding (MoU) with other strategic stakeholders/statutory consultees such as Highways England, the Environment Agency and Surrey County Council may also be required as part of the Plan making processes in each Local Authority area. Annex 2 of this SoCG will also include any SoCG/MoU entered into by either Runnymede or Spelthorne Borough Councils with these types of partner.

Agreed procedure for producing annex SoCGs

Runnymede and Spelthorne Borough Councils have agreed that if either enter into any annex SoCGs/MoUs produced with other Local Authorities or stakeholders, whilst such agreements will be owned and agreed by the parties involved in the production of the annex agreement, the other partner Local Authority subject to this 'parent' SoCG which is not involved in the annex agreement will be consulted on the draft content of the annex agreement and provided with an opportunity to comment on any matters which would have cross boundary implications.

Key ambitions and strategic priorities of this Runnymede-Spelthorne SoCG.

The following key ambitions and priorities have been identified by Runnymede and Spelthorne Borough Councils:

- Working collaboratively and on an ongoing basis to ensure that the identified Objectively Assessed Housing Need for the HMA is met in the boroughs of Runnymede and Spelthorne;
- Working collaboratively and on an ongoing basis with each other and other key partners through the Heathrow Strategic Planning Group (HSPG) to consider and manage the impacts and potential growth at Heathrow Airport;
- To establish more frequent officer and member level meetings between Spelthorne and Runnymede to discuss strategic cross boundary matters and devise timely solutions to identified issues;
- To identify and take opportunities to produce joint evidence;
- To work collaboratively to carry out more joint monitoring;

- To, where relevant, work with each other and other key partners to meet identified retail and employment needs in full over relevant market geographies (which in both cases are greater than the Runnymede/Spelthorne Local Authority areas);
- To work collaboratively to support key infrastructure providers to facilitate necessary infrastructure improvements to support sustainable growth including transport infrastructure; and,
- To continue to work in partnership with each other and other relevant partners to deliver the River Thames Scheme.

Key delivery mechanisms to deliver key ambitions and strategic priorities

Runnymede and Spelthorne Borough Councils have identified the following delivery mechanisms:

-The Heathrow Strategic Planning Group (HSPG): The HSPG was established in 2015 following the recommendation of the Airport Commission which identified Heathrow as its preferred option for runway expansion in the south east. Whilst a decision from the Government was still awaited on whether it supported the Airport Commission's recommendation when the HSPG was formed, regardless of this decision 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 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 was therefore 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. In recognition of the strong links that both Runnymede and Spelthorne Borough Councils have with Heathrow Airport, both authorities are active participants of the HSPG.

One of the specific objectives of the HSPG is to 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.

Since it was established, a number of sub groups have also been organised including spatial planning, environment and transport sub groups. A Leaders Board has also been formed to ensure political oversight. Both Runnymede and Spelthorne Borough Councils have executed an Accord with the other HSPG members, which provides oversight of the ongoing partnership work by elected Members in regular meetings and provides a structure where by deliverable outcomes to develop and share evidence base information can be achieved.

The Terms of Reference (ToR) for the HSPG and the signed Accord can be viewed at annex 3 of this SoCG.

-The Runnymede-Spelthorne Joint Member Liaison Group: In 2014, to complement the joint working that Runnymede and Spelthorne Borough Councils were undertaking to produce a SHMA, a Joint Member Liaison Group (JMLG) was established between the two authorities to provide political oversight. The purpose of the Group was 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 Group met on a number of occasions in 2014 and 2015. Meetings then ceased whilst both Local Authorities produced their housing supply work.

In the early part of 2018, both Runnymede and Spelthorne had completed their housing supply work (for Spelthorne this work is only in draft form) which provides the basis to reconvene this Group to recommence discussions on how housing needs can be met within the HMA. However, it has been agreed that to support the ongoing cooperation between Runnymede and Spelthorne Borough Councils as set out in this SoCG across a range of topic areas (including but not limited to housing matters), that the ToR for this Group be amended to cover a wider scope of issues. Both the original ToR for the JMLG (finalised in January 2015) and the newly amended and agreed ToR can be viewed at annex 3.

-Surrey Planning Officers Association: This is a group for the Chief Planning Officers 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.

-Surrey Planning Working Group (PWG): 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 County's Local Strategic Statement (LSS) work (see following paragraphs for more information on the LSS).

The Terms of Reference for the Surrey PWG can be viewed at annex 3.

-Surrey Strategic Infrastructure Planning and Infrastructure Partnership Board (SSPIP):

As part of the overarching framework to facilitate co-operation, following a meeting in March 2014 attended by the Leaders, Planning Chairman/Portfolio holders, Chief Executives and Heads of Planning from all of the Surrey Districts and Boroughs and the County Council, a resolution was reached to move forward with a joint partnership to allow County wide priorities and opportunities to be identified as a way to assist in meeting the duty to co-operate.

The elected Leaders of all the 11 Boroughs/Districts and the County Council sit as the SSPIP Board, meeting as necessary to progress the LSS. The scope of the Partnership envisages the development of a planning and investment framework which will comprise:

- 1) A Local Strategic Statement (LSS) that sets out shared objectives around spatial, infrastructure and economic issues and a broad direction for spatial planning on strategic priorities;
- 2) A MoU on how councils will work together towards an LSS and more generally on strategic planning; and,
- 3) An Investment Framework to support the delivery of the strategic priorities in the LSS including a co-ordinated approach to infrastructure funding and delivery that builds on the Surrey Infrastructure Study (SIS).

The LSS, once completed will not be a statutory document, but is intended to set out a consensus around common objectives and priorities through an overarching spatial planning vision for Surrey, covering the period 2016 to 2031. It will be a key tool to help councils manage growth sustainably and will provide important evidence for Surrey boroughs and districts to demonstrate that strategic cooperation is an integral part of their Local Plan preparation. It will be informed by existing and new evidence developed to support Local Plan preparation by the boroughs and districts and the SIS. It will also reflect the Coast to Capital and Enterprise M3 Local Enterprise Partnerships (LEPs) strategic economic plans and take account of other wider relationships.

The first phase of the LSS has now been completed and agreed by Surrey Leaders.

Runnymede and Spelthorne Borough Councils have been active participants in the development of the LSS and have both signed the MoU. The interim LSS and associated MoU can be viewed at annex 2.

-River Thames Scheme partnership: The River Thames Scheme is a proposed programme of projects and investment to reduce flood risk in communities near Heathrow, including: Datchet, Wraysbury, Egham, Staines, Chertsey, Shepperton, Weybridge, Sunbury, Molesey, Thames Ditton, Kingston and Teddington. The scheme consists of:

- large-scale engineering work to construct a new flood channel between 30 to 60 metres wide and 14 kilometres long, built in 3 sections: Datchet to Hythe End flood channel; Egham Hythe to Chertsey flood channel; Laleham to Shepperton flood channel.
- improvements to 3 of the existing weirs on the River Thames
- improved flood incident response plans
- creation of over 40 hectares of biodiversity action plan habitat
- working with communities to raise flood awareness and support them in flood preparedness, response and recovery
- providing community resilience measures to homes and communities to make them more resistant to flooding

In total approximately 15,000 homes and businesses, significant local infrastructure (roads, sewerage network, power supplies) will be better protected from flooding when the River Thames Scheme has been fully implemented. The scheme will also provide economic, social and environmental benefits.

Runnymede and Spelthorne Borough Councils are working in partnership with the Environment Agency, Elmbridge Borough Council, the Royal Borough of Kingston upon Thames, the London Borough of Richmond upon Thames, Surrey County Council, the Royal Borough of Windsor and Maidenhead, the Department for Environment Food and Rural Affairs (Defra), Thames Water and the Thames Regional Flood and Coastal Committee (RFCC) to deliver the River Thames Scheme. The main groups are the Sponsor Group, consisting of representatives of the EA and Government, Elected Members and Chief Executives of the partnership bodies; the Programme Board, consisting of the EA, government advisors and Directors of the partnership authorities; a Consents &

Authorisations Advisory Group, consisting of planning and consent professionals from all partners; a Funding Group, consisting of finance professionals and elected Members of partner organisations. Runnymede Borough Council is represented on all main groups.

The ToR for the River Thames Scheme Partnership can be viewed at annex 3.

-Transport for South East: Transport for the South East is a partnership to improve the transport network for all and grow the economy of the whole South East area.

It covers an area stretching from the English Channel to the border of London, and from the Kent coast to Berkshire, Hampshire and the Isle of Wight (including Surrey). The area includes a number of major airports, ports, roads and rail routes, and adds £200 billion a year to the national economy.

The aim of Transport for the South East (TfSE) is to help support and grow the economy in the South East by choosing the right strategic transport priorities for investment. This will also mean improvements for everyone who relies on the transport system; including more reliable journeys free of congestion and the possible introduction of integrated smart ticketing across the area.

TfSE represents all the area's transport authorities and its local enterprise partnerships which will enable it to speak with a single voice on the South East's strategic transport needs, directly influence how and where money is invested and drive improvements for the travelling public.

TfSE will also involve transport operators, users and businesses – and national bodies including the Department for Transport, Network Rail and Highways England. All these will be closely consulted as TfSE develops a transport strategy for the South East.

TfSE currently operates as a shadow body. The intention is that, with Government approval, it will begin full operation in 2020.

At the current time, TfSE is producing an Economic Connectivity Review, the aim of which was to take a strategic view and identify the economic priorities for transport in the South East and make the case for investment in transport to increase productivity in the South East.

-Enterprise M3 Local Enterprise Partnership: The Enterprise M3 area stretches from the outskirts of London along the wider M3 corridor to the New Forest in the south and is one of the largest of the Local Enterprise Partnerships (LEPs) (by population) in the country with a population of 1.6m and 86,500 businesses.

The LEP's Strategic Economic Plan (2014) sets out a vision for the enterprise area to be 'the premier location in the country for enterprise and economic growth, balanced with an excellent environment and quality of life'. The Economic Plan identifies a number of interventions to bring about the vision including measures to promote enterprise and competitiveness and growth of high value industries.

The Plan recognises that to achieve the scale of growth anticipated, the measures identified require investment in physical infrastructure and placemaking. Interventions include identifying a number of towns either as growth or step up towns and the whole of the EM3 area as the primary Science and Technology corridor in the UK. Staines upon Thames has been identified as a step up town. These are areas of latent economic potential, which currently experience barriers to growth that impacts

upon the overall performance of the Enterprise M3 area. The EM3LEP Step-up Towns' Growth Packages include a series of catalytic transport and infrastructure measures to alleviate congestion and enhance capacity, town centre renewal to promote inward investment, skills centres of excellence and interventions to unlock housing sites.

The LEP's Strategy for Growth (2013) sets out a number of challenges to future growth in the LEP area including that the growth of the labour force is not keeping pace with potential growth of businesses, unreliable transport connections by road and rail with congestion on some routes, the need for essential investment in infrastructure and house building not keeping pace with the needs of the economy. To this end the Strategy contains an action plan with the aim of increasing the supply of labour, establishing an effective housing strategy and addressing congestion.

-Surrey Future: Surrey Future brings together Surrey's local authorities and business leaders to agree the investment priorities to support the county's economy and consider how to manage planned growth sustainably, both in Surrey and on its borders. Surrey Future wants to retain existing businesses and attract new ones in the right locations in the county as well as ensuring that Surrey can successfully bid for funding for large infrastructure projects. This will help to transform the county's economy in years to come. Surrey Future supports the aims of the local enterprise partnerships covering Surrey; Enterprise M3 and Coast to Capital.

In 2014, Surrey Future prepared a Congestion Programme in partnership with Surrey's districts and boroughs, and other stakeholders such as Surrey Connects, to provide a shared and agreed vision for managing congestion on Surrey's road network. The programme builds on the Congestion Strategy in the third Local Transport Plan (LTP3).

A rail strategy has also been prepared by Surrey County Council with the support of Surrey Futures to ensure that the county has the rail infrastructure needed for sustainable economic growth and to identify proposals for improvements that partners in Surrey can plan and deliver. The final version of the Surrey Rail Strategy was published in September 2013. Surrey County Council and partners will be working with the rail industry to implement the strategy and deliver an improved rail service for Surrey residents. The Surrey Rail Strategy Update (Position Statement), produced in April 2016, provides a progress update on the priorities and actions identified in the Surrey Rail Strategy (2013). The Update covers activities that have occurred since publication and identifies the further actions required to continue delivery of the Surrey Rail Strategy.

Surrey Future has a number of existing workstreams which it is working to promote. The Chief Executive Officers (CEO) from both Runnymede and Spelthorne Borough Council sit on the Surrey Future Steering Board with the CEO at Runnymede being the champion for Workstream 5-Invest in Surrey and the CEO at Spelthorne being the champion for Workstream 4 on Airport Expansion)

-Officer meetings and correspondence between the Runnymede and Spelthorne : During the preparation of their Local Plans, Runnymede and Spelthorne Borough Councils have engaged at key milestones in the process under the Duty to Cooperate. Moving forwards, this cooperation will continue. This SoCG sets out a clearer mechanism through which cooperation will be progressed and monitored.

Part 2: Policy scope and evidence base

This section of the SoCG seeks to set out the key strategic matters to be addressed through Duty to Cooperate activities undertaken by Runnymede and Spelthorne Borough Councils and confirm the main evidence-base to be relied upon (please notes that whilst both Councils produce Annual Monitoring Reports, the findings of which may influence matters for cooperation in the future, the role of the AMRs ins considered in part 4 of this SoCG which is concerned with the monitoring of this SoCG).

Table 1: Policy scope and evidence base

DtC Topic Area	Key objectives	Relevant Evidence base studies	Key conclusions drawn in evidence base (related to the key objectives identified)	Confirmation as to where agreement has been reached to date between RBC and SBC	Key further matters for agreement	Other potentially relevant partners where cooperation may be required to resolve localised cross boundary matters (taken from the Duty to Cooperate Frameworks produced by both Authorities).
Housing	1-To agree the extent of Housing Market Area 2-To agree the level of housing need in HMA 3-To agree the housing supply position and anticipated distribution of housing across HMA based on a consistent methodology for assessing housing supply. 4-To agree suitable housing targets for both authorities 5-To agree the approach to meeting unmet needs	-Runnymede-Spelthorne SHMA (November 2015) -Strategic Housing Market Assessment-update (January 2018) -Runnymede-Spelthorne Joint Strategic Land Availability Assessment Methodology (December 2015) -Runnymede Strategic Land Availability Assessments (reviewed annually) -Spelthorne Strategic Land Availability Assessment (to be reviewed/updated annually from 2018)	1-The 2015 Runnymede-Spelthorne SHMA concludes that Runnymede and Spelthorne form a logical and pragmatic Housing Market Area. 2-The Runnymede-Spelthorne SHMA 2015 concludes that across the HMA the overall need for housing between 2013 and 2033 is as follows: Runnymede:466-535dpa Spelthorne: 552-757dpa. Since this time, Runnymede BC commissioned a partial update of the SHMA to support its draft Local Plan. This concluded that the level of housing need in the Borough between 2016 and 2030 is 498dpa. In the absence of updated work being carried out by Spelthorne BC, the Government's proposed methodology for calculating housing needs as set out in the Planning for the Right Homes in the Right Places consultation suggests that the annual housing need for Spelthorne is likely to be in the region on 590dpa between 2016 and 2026. 3-Runnymede 2018 SLAA and updated capacity analysis confirms that between 2015 and 2030, it will be able to deliver 7480 homes, an average of 498dpa. Spelthorne 2018 SLAA anticipates that it will be able to	1- Runnymede and Spelthorne BCs agree that their 2 local authority areas form a logical and pragmatic HMA. 2-Spelthorne Borough Council agrees that under the Government's current methodology, Runnymede's proportion of the OAN for the HMA is 498dpa up to 2030. Runnymede Borough Council agrees that under the Government's current methodology, Spelthorne's proportion of the OAN for the HMA is 552-757dpa, but in the region of 590 dpa based on the Government's new methodology for calculating housing needs which was consulted upon in 2017. 3- Runnymede and Spelthorne BCs have agreed a joint SLAA methodology to help ensure a consistency in the approach to identifying housing land supply in both Local Authority areas. Spelthorne Borough Council agrees that Runnymede has robustly assessed its housing land supply and has used its best endeavours to maximise housing delivery over the period of its Local Plan to ensure that the identified housing needs are met in the Borough over the period of its Local Plan. Runnymede and Spelthorne BC have agreed that in the first instance both authorities will use their best endeavours to meet their proportion of the overall	1-None 2-None 3-whether Spelthorne Borough Council will be able to meet or exceed its proportion of the OAN for the HMA in full over the period of its Local Plan. 4-A suitable housing target for Spelthorne BC to include in its Local Plan has not yet been agreed given the relatively early stage that Spelthorne is at with the production of its Local Plan. 5-The approach to meeting unmet needs within the HMA in the first instance and in the area surrounding the HMA has not been agreed at the time of writing. However Runnymede has concluded that at the current time it is unable to identify a supply for 27 units over the latter part of the period of its Local Plan which would prevent it from meeting its proportion of the OAN in full.	<u>Identified Authorities:</u> Bracknell Forest Elmbridge Epsom & Ewell Guildford Hart Hillingdon Hounslow Kingston-upon-Thames Mayor of London/GLA Mole Valley Reigate & Banstead Richmond-upon-Thames Runnymede Rushmoor Slough South Bucks Surrey CC Surrey Heath Tandridge Waverley Windsor & Maidenhead Woking <u>Identified Bodies:</u> Enterprise M3 LEP Homes & Communities Agency Network Rail Transport for London

DtC Topic Area	Key objectives	Relevant Evidence base studies	Key conclusions drawn in evidence base (related to the key objectives identified)	Confirmation as to where agreement has been reached to date between RBC and SBC	Key further matters for agreement	Other potentially relevant partners where cooperation may be required to resolve localised cross boundary matters (taken from the Duty to Cooperate Frameworks produced by both Authorities).
			<p>deliver 6423 dwellings in the 15-year period, annualised to 428dpa (2018-2033)</p> <p>4-see adjacent columns to the right.</p> <p>5-see adjacent columns to the right.</p>	<p>OAN for the HMA through robust housing supply work.</p> <p>4-Spelthorne Borough Council agrees that Runnymede's proposal to achieve an annual average housing target of 498dpa over the period of its Local Plan is suitable based on the evidence but believes that this should be expressed as a minimum requirement and that Runnymede should work to identify further opportunities over the period of its Local Plan to meet its unmet needs (27 units over the latter part of the plan period)</p> <p>5-This matter has not yet been agreed. See column to the right.</p>		
Employment	<p>1-To agree the extent of the relevant Functional Economic Area(s)</p> <p>2-To agree the level of economic needs in FEA(s)</p> <p>3-To agree suitable economic floorspace targets for inclusion in the Local Plans of both authorities</p> <p>4-To agree the approach to meeting unmet economic needs.</p> <p>5-To assess and agree that the balance between homes and jobs across the HMA is suitable?</p> <p>6-To continue to work collaboratively with each other and the other Local Authorities and bodies who make up the HSPG to enable better spatial planning and management of impacts from Heathrow, together with maximising the benefits of the airport to the local economy and community whatever decisions are made regarding expansion of the airport in the future.</p>	<p>-Runnymede Functional Economic Area analysis (June 2015)</p> <p>-Runnymede Employment Land Review (September 2016)</p> <p>-SHMA update (January 2018)</p> <p>-Spelthorne Functional Economic Area analysis (March 2017)</p> <p>Spelthorne Employment Land Needs Assessment 2018 (still in draft form but have initial findings)</p>	<p>1-The Functional Economic Area analyses carried out by both authorities show that they both have the strongest functional links for economic purposes with each other. Beyond this, both local authorities identify links (to varying degrees) with Elmbridge, Hounslow, Hillingdon/ Heathrow Airport, Woking. Spelthorne also identifies some limited links with the London Borough of Richmond and with other areas immediately adjacent to its boundaries. Some links with Slough are also identified. Runnymede's analysis also identifies limited localised links with the Royal Borough of Maidenhead and Surrey Heath. Both Authorities agree that they are located in the wider, sub regional FEA of Heathrow Airport.</p> <p>2- The 2018 SHMA update published by RBC in January 2018 concludes that the level of need for economic floorspace in the Borough up to 2030 is as follows:</p>	<p>1-Runnymede and Spelthorne agree with the conclusions of the Functional Economic Analyses that each other have produced.</p> <p>2-Spelthorne agrees with the conclusions drawn in the SHMA update published by RBC in January 2018 about the level of need for economic floorspace in the Borough of Runnymede.</p> <p>3-Runnymede has confirmed that it anticipates being able to meet its identified economic floorspace needs as set out in the 2018 SHMA update in full over the Local Plan period. Spelthorne supports this approach.</p> <p>4- This matter has not yet been agreed. See column to the right.</p> <p>5-Agreement has not yet been reached in this area as the evidence base is yet to be completed (Spelthorne's evidence and the joint evidence base study of the HSPG).</p> <p>6-Runnymede and Spelthorne BCs continue to support the work of the HSPG and are committed to ongoing collaborative working with each</p>	<p>1-None</p> <p>2-Spelthorne Borough Council has not yet assessed its economic floorspace needs and as such it is not yet possible for it to be confirmed if the 2 authorities are in agreement about the level of need. More widely, work through the HSPG to produce a joint evidence base for the local authorities surrounding Heathrow (including Runnymede and Spelthorne) on the potential economic development and labour market arising from possible expansion of the airport and how that relates to the background growth for which the authorities are already planning is not yet complete. Again this makes it difficult to confirm whether economic needs in</p>	<p><u>Identified Authorities:</u></p> <p>Bracknell Forest</p> <p>Elmbridge</p> <p>Hillingdon</p> <p>Hounslow</p> <p>Mayor of London/GLA</p> <p>Richmond</p> <p>Runnymede</p> <p>Slough</p> <p>Surrey CC</p> <p>Surrey Heath</p> <p>Windsor & Maidenhead</p> <p>Woking</p> <p><u>Identified Bodies:</u></p> <p>Enterprise M3 LEP</p> <p>Heathrow Airport Holdings</p> <p>Network Rail</p> <p>Thames Valley Berkshire LEP</p> <p>Transport for London</p>

DtC Topic Area	Key objectives	Relevant Evidence base studies	Key conclusions drawn in evidence base (related to the key objectives identified)	Confirmation as to where agreement has been reached to date between RBC and SBC	Key further matters for agreement	Other potentially relevant partners where cooperation may be required to resolve localised cross boundary matters (taken from the Duty to Cooperate Frameworks produced by both Authorities).
			<p>Office (B1a/b): 62424sqm (6.8ha)-79171sqm (8.6ha) Industrial (B1c/B2/B8): 20209sqm (5.1ha)-27464sqm (6.9ha) The Spelthorne Employment Land Needs Assessment 2018 indicates that 15,270sqm of B1 floorspace and 13,720sqm of B8 floorspace will be required up to 2035 whilst 20,826sqm of B2 floorspace will no longer be required. 3-Runnymede's pipeline supply combined with its allocated employment site in its emerging Local Plan anticipates providing 80,260 B1a/b/c/B2/B8 net floorspace a over the period of its Local Plan. 4-N/A. See adjacent columns to the right. 5- Evidence base in this area not yet completed. 6-N/A. See adjacent columns to the right.</p>	other and other HSPG partners through this established mechanism.	<p>the Heathrow FEA will be met in baseline and expansion scenarios. 3- A suitable economic floorspace target for Spelthorne BC to include in its Local Plan has not yet been agreed given the relatively early stage that Spelthorne is at with the production of its Local Plan and given that its ELR has not yet been completed. 4- The approach to meeting unmet needs within the FEA in the first instance and in the area surrounding the FEA has not been agreed at the time of writing. 5-Runnymede and Spelthorne, working with other key FEA partners will need to consider whether the housing/jobs balance proposed is appropriate once the evidence base of the relevant local authorities has been completed, as well as the joint evidence base being completed by the HSPG. 6-None</p>	
Retail	<p>1-To agree the level of need for retail floorspace. 2-To agree the relevant retail hierarchy and relevant retail catchment areas. 3-To agree retail floorspace targets 4-To agree the approach to meeting unmet needs.</p>	<p>-Runnymede Town and Local Centres Study (November 2015) -Runnymede Centre Hierarchy Report (March 2017) -Runnymede Town and Local Centres Boundaries Review (March 2017) -Chertsey and Egham Town Centre masterplans (November 2013) - Spelthorne Retail and Town</p>	<p>1-The 2015 Runnymede Town and Local Centres Study confirms the following level retail needs over the period of the Local Plan in the Borough's key centres: Addlestone (convenience): 156sqm Addlestone (comparison): 1,310sqm Chertsey (convenience): 263sqm Chertsey (comparison): 294sqm Egham (convenience): 814sqm Egham (comparison): 685sqm</p>	<p>1-Spelthorne Borough Council agrees that the level of need for retail floorspace in Runnymede has been robustly assessed and Runnymede Borough Council agrees that the level of need for retail floorspace in Spelthorne has been robustly assessed. 2-Runnymede and Spelthorne BCs are in agreement that Staines upon Thames in a major centre in the retail hierarchy and that the majority of Runnymede is within its</p>	<p>1-None 2-None 3-None 4-Runnymede has identified that it is highly unlikely that it will be able to meet its identified retail needs for Egham (1499sqm) over the period of its Local Plan. How this unmet need will be met needs to be agreed.</p>	<p><u>Identified Authorities:</u> Elmbridge Hillingdon Hounslow Mayor of London/GLA Richmond Runnymede Slough Surrey CC Windsor & Maidenhead</p> <p><u>Identified Bodies:</u> Enterprise M3 LEP</p>

DtC Topic Area	Key objectives	Relevant Evidence base studies	Key conclusions drawn in evidence base (related to the key objectives identified)	Confirmation as to where agreement has been reached to date between RBC and SBC	Key further matters for agreement	Other potentially relevant partners where cooperation may be required to resolve localised cross boundary matters (taken from the Duty to Cooperate Frameworks produced by both Authorities).
		Centre Study Update (April 2018)	<p>The 2018 Spelthorne Retail and Town Centre Study Update indicates that across the Borough there is need for 22,192-23,680sqm comparison goods floorspace and 2837-5071sqm convenience goods floorspace up to 2035.</p> <p>2-The retail evidence produced by Spelthorne and Runnymede confirms that Staines upon Thames as a major centre with a catchment including the whole of Spelthorne and parts of the smaller centres Bedfont, Feltham, Addlestone, Chertsey and Egham.</p> <p>3-N/A. See adjacent columns to the right.</p> <p>4-N/A. See adjacent columns to the right.</p>	<p>catchment.</p> <p>3-Spelthorne Borough Council has confirmed that it endeavours to meet its identified retail needs in full over the period of its Local Plan in its own centres. Runnymede supports this approach. Runnymede has agreed that it will endeavour to meet identified needs for Addlestone and Chertsey in full over the period of its Local Plan.</p> <p>4- This matter has not yet been agreed. See column to the right.</p>		Sport England
Gypsies, travellers and travelling showpeople	<p>1-To agree the level of need for pitches and plots</p> <p>2-To agree pitch targets</p> <p>3-To agree the approach to meeting unmet needs</p>	<p>-Runnymede Gypsy and Traveller Accommodation Assessment (January 2018)</p> <p>-Spelthorne Gypsy and Traveller Accommodation Assessment (April 2018)</p>	<p>1-The Runnymede GTAA confirms that it has a need for 112 gypsy/traveller pitches and 19 travelling Showmen plots over the period of its Local Plan.</p> <p>The Spelthorne GTAA confirms that it has a need for 3 additional pitches for households meeting the planning definition, a need for 1 pitch for unknown households and up to 17 additional pitches for households that do not meet the planning definition. There is a need for 15 additional travelling showpeople plots and 2 plots for the unknown travelling showpeople households.</p> <p>2- N/A. See adjacent columns to the right.</p> <p>3- N/A. See adjacent columns to the right.</p>	<p>1/2-Runnymede and Spelthorne Borough Councils have agreed that they will both endeavour to meet their identified needs in full within their Borough boundaries over the period of the Local Plan.</p> <p>3-N/A at the current time as work is ongoing in both authority areas to identify opportunities to meet identified needs in full.</p>	<p>1-None</p> <p>2-None</p> <p>3-None</p>	<p><u>Identified Authorities:</u></p> <p>Bracknell Forest</p> <p>Elmbridge</p> <p>Epsom & Ewell</p> <p>Guildford</p> <p>Hart</p> <p>Hillingdon</p> <p>Hounslow</p> <p>Kingston-upon-Thames</p> <p>Mayor of London/GLA</p> <p>Mole Valley</p> <p>Reigate & Banstead</p> <p>Richmond-upon-Thames</p> <p>Runnymede</p> <p>Rushmoor</p> <p>Slough</p> <p>South Bucks</p> <p>Surrey CC</p> <p>Surrey Heath</p> <p>Tandridge</p> <p>Waverley</p> <p>Windsor & Maidenhead</p> <p>Woking</p> <p><u>Identified Bodies:</u></p>

DtC Topic Area	Key objectives	Relevant Evidence base studies	Key conclusions drawn in evidence base (related to the key objectives identified)	Confirmation as to where agreement has been reached to date between RBC and SBC	Key further matters for agreement	Other potentially relevant partners where cooperation may be required to resolve localised cross boundary matters (taken from the Duty to Cooperate Frameworks produced by both Authorities).
						Ashford and St Peters NHS Trust Homes & Communities Agency Enterprise M3 LEP Friends, Families and Travellers Network Rail Showmen's Guild of Great Britain
Infrastructure (not including transport schemes)	<p>1-To ensure that both Authorities have robustly assessed the infrastructure requirements to support sustainable growth over the periods of their Local Plans.</p> <p>2- To identify and agree strategic infrastructure projects/priorities of a cross boundary interest.</p> <p>3-To work collaboratively with each other and infrastructure providers to identify impacts and possible interventions to help ensure the delivery of cross boundary infrastructure to support the growth proposed in the Local Plans of both authorities.</p>	<p>-Runnymede Scoping Water Cycle Study (January 2018)</p> <p>-Runnymede Outline Water Cycle Study (March 2018)</p> <p>-Longcross Garden Village Infrastructure and Viability Assessment (December 2017)</p> <p>-Runnymede Infrastructure Needs Assessment (April 2017)</p> <p>-Runnymede Infrastructure Delivery Plan (December 2017)</p> <p>-Surrey Infrastructure Study (January 2016)</p>	<p>1-Runnymede Borough Council has robustly assessed its infrastructure requirements through its evidence base (see column to the left). The Council's The IDP and its Addendum set out a number of infrastructure projects to facilitate growth over the Local Plan period and includes a description of projects as well as timing, costs and funding. The IDP builds on the findings of the INA and was also guided by a series of infrastructure workshops which took place in October 2017 covering a range of infrastructure topics and attended by a range of infrastructure providers. The IDP identifies over 100 infrastructure projects with a combined cost for critical/essential projects of £243m. Spelthorne Borough Council has not yet assessed if infrastructure requirements to support growth over the period of its Local Plan.</p> <p>2-Runnymede is located within 5km of the TBHSPA and also within 5-7km of the TBHSPA. In order to meet its proportion of the OAN, Runnymede has identified that over and above its existing SANG and the SANGs identified for allocation in the emerging Local Plan, additional SANG capacity for approximately 560 dwellings over the period of</p>	<p>1-Spelthorne BC agrees that Runnymede BC has robustly assessed the infrastructure requirements to support sustainable growth over the period of its Local Plan.</p> <p>2-Runnymede and Spelthorne Borough Councils agree that the provision of sufficient SANG to support the delivery of Runnymede's proportion of the HMA's OAN is a matter of cross boundary interest.</p> <p>3- N/A. See adjacent column to the right.</p>	<p>1- Spelthorne Borough Council has not yet assessed its infrastructure requirements to support growth over the period of its Local Plan. As such, at the current time it is not possible for any agreement to be reached in relation to the adequacy of Spelthorne's evidence base at the current time.</p> <p>2-None</p> <p>3- Runnymede has not to date been able to identify sufficient SANG to support the delivery of its proportion of the HMA's OAN. How this matter will be resolve is yet to be agreed.</p>	<p><u>Identified Authorities</u></p> <p>Elmbridge Hounslow Hillingdon Mayor of London/GLA Richmond Slough Surrey CC Surrey Heath Windsor and Maidenhead Woking</p> <p><u>Identified bodies (utilities):</u></p> <p>Affinity Water Ashford & St Peters NHS Trust British Gas Enterprise M3 LEP Environment Agency Network Rail NHS England North West Surrey CCG Royal Holloway University of London Southern Electric Power Southern Gas Networks Sport England Strode's College Surrey & Borders Partnership NHS Foundation Trust Surrey Nature Partnership Telecoms Operators Thames Water Windsor, Ascot and Maidenhead Clinical Commissioning Group</p>

DtC Topic Area	Key objectives	Relevant Evidence base studies	Key conclusions drawn in evidence base (related to the key objectives identified)	Confirmation as to where agreement has been reached to date between RBC and SBC	Key further matters for agreement	Other potentially relevant partners where cooperation may be required to resolve localised cross boundary matters (taken from the Duty to Cooperate Frameworks produced by both Authorities).
			the Plan will be required. 3- N/A. See adjacent columns to the right.			
Transport	1-To ensure that both Authorities have robustly assessed the impacts of growth in their Local Authority areas on the highway network. 2- To identify and agree strategic transport projects/priorities of a cross boundary interest. 3-To work collaboratively with each other, other partners and infrastructure providers to identify mitigation measures to help ensure the delivery of cross boundary transport improvements to support the growth proposed in the Local Plans of both authorities.	-Runnymede Transport Impact Assessment (June 2016) -Runnymede Strategic Highway Assessment Report (October 2017) -A320 Corridor Study (April 2018)	1- Runnymede Borough Council has robustly assessed its infrastructure requirements through its evidence base (see column to the left). The Council's The IDP and its Addendum set out a number of infrastructure projects (including transport schemes) to facilitate growth over the Local Plan period and includes a description of projects as well as timing, costs and funding. The IDP builds on the findings of the INA, the A320 corridor study and was also guided by a series of infrastructure workshops which took place in October 2017 covering a range of infrastructure topics and attended by a range of infrastructure providers. The IDP identifies over 100 infrastructure projects with a combined cost for critical/essential projects of £243m. Spelthorne Borough Council has not yet assessed the impacts of growth over the period of its Local Plan on the highway network. 2-The Runnymede Strategic Highway Assessment Report identifies that the A308 in the vicinity of Staines Bridge as a highway hotspot in both the AM and PM peak periods. 3-N/A. See columns to the right.	1-Spelthorne BC agrees that Runnymede BC has robustly assessed the cumulative impacts of growth proposed in its Local Plan, and in the surrounding area on the highway network in the Borough. 2- Runnymede and Spelthorne Borough Council agree that potential improvements on the A308 in the vicinity of Staines Bridge is a strategic cross boundary infrastructure project of interest to both Boroughs. 3-Surrey County Council has submitted a bid to the Enterprise M3 Growth Fund in relation to this project. Surrey County Council has identified widening of Staines Bridge as a major scheme for post 2019. Runnymede and Spelthorne Borough support the principle of making improvements to the A308 in the vicinity of Staines Bridge. Runnymede and Spelthorne Borough Councils also agree to continue to engage collaboratively with each other and other partners through the HSPG on matters related to the range of transport improvements being considered to support possible expansion at Heathrow Airport (including road, rail and other public transport initiatives).	1-Spelthorne Borough Council has not yet assessed the impacts of the growth proposed through the Borough local plan on the highway network. As such, at the current time it is not possible for any agreement to be reached in relation to the adequacy of Spelthorne's evidence base at the current time. 2-None 3-None at the current time.	<u>Identified Authorities:</u> Elmbridge Mayor of London/GLA Mole Valley Hounslow Hillingdon Richmond Slough Surrey CC Surrey Heath Windsor & Maidenhead Woking <u>Identified Bodies:</u> Civil Aviation Authority Enterprise M3 LEP Heathrow Airport Holdings Highways England Network Rail Office of Road and Rail Transport for London
Green Belt	1-To identify and agree any adjustments to the Green Belt close to/adjacent to shared borough Boundaries.	-Runnymede Green Belt Review (December 2014) -Runnymede Green Belt Review Part 2 (March 2017) -Runnymede Green Belt	1-Runnymede's Green Belt evidence has informed the preparation of its Local Plan as part of its wider site selection work. Following this site selection	1-Spelthorne Borough Council agrees that the proposed amendments to the Green Belt boundary in Runnymede do not raise any cross boundary issues.	1-At the current time, Spelthorne Borough Council has not completed its site selection work. As such it is unclear if parcels AC-4 or	<u>Identified Authorities:</u> Bracknell Forest Elmbridge Epsom and Ewell Guildford Borough Council

DtC Topic Area	Key objectives	Relevant Evidence base studies	Key conclusions drawn in evidence base (related to the key objectives identified)	Confirmation as to where agreement has been reached to date between RBC and SBC	Key further matters for agreement	Other potentially relevant partners where cooperation may be required to resolve localised cross boundary matters (taken from the Duty to Cooperate Frameworks produced by both Authorities).
		<p>Villages Review (January 2018)</p> <p>-Runnymede Green Belt Boundary Technical Review (March 2018)</p> <p>-Runnymede exceptional circumstances paper (January 2018)</p> <p>-Spelthorne Green Belt Assessment (Stage 1) (October 2017)</p> <p>-Spelthorne Green Belt Assessment (Stage 2). Underway.</p>	<p>work, there are no parcels of land either immediately adjacent to or in close proximity to the Borough boundary with Spelthorne which are proposed for allocation in the draft Runnymede Local Plan.</p> <p>Spelthorne's stage 1 Green Belt Assessment concludes that whilst it is clear that the majority of the Green Belt in Spelthorne is performing an important role in terms of NPPF Purposes, a number of areas have been identified which may warrant further consideration (by reason of their Green Belt performance only) by Spelthorne Borough Council as part of the wider Local Plan process. Two parcels of land have been recommended for further consideration which are located immediately adjacent to Spelthorne's boundary with Runnymede (AC-4 and AC-5).</p>		AC-5 will be allocated for development in the Spelthorne Local Plan. This will require clarification and if one or both of these parcels are proposed for release, the implications would need to be discussed with Runnymede BC.	<p>Hillingdon</p> <p>Hounslow</p> <p>Mayor of London/GLA</p> <p>Mole Valley</p> <p>Reigate and Banstead</p> <p>Richmond</p> <p>Runnymede</p> <p>Slough</p> <p>Surrey CC</p> <p>Tandridge</p> <p>Waverley</p> <p>Windsor and Maidenhead</p> <p>Woking</p>
Flooding	<p>1-To work collaboratively with each other and other relevant partners to bring forward the River Thames Scheme.</p> <p>2-Exploring opportunities to align Local Plan policies, text or approaches to take account of the RTS.</p>	<p>-Runnymede Level 1 Strategic Flood Risk Assessment (January 2018)</p> <p>-Runnymede Level 2 Strategic Flood Risk Assessment (January 2018)</p> <p>-Runnymede Strategic Sequential Test (January 2018)</p> <p>-Spelthorne draft interim Strategic Flood Risk Assessment (April 2018)</p>	Runnymede's evidence confirms the significant level of flood risk experiences in large parts of the Borough from fluvial sources and other forms of flooding.	<p>1/2-Runnymede and Spelthorne BCs agree that they will continue working with each other and other relevant partners to bring forward the River Thames Scheme on the basis that the scheme can demonstrate robustly it will reduce flood risk in both of their local authority areas.</p> <p>Runnymede Borough Council has included a policy in its draft Local Plan which is concerned with managing flood risk (Policy EE13). This policy confirms support for the RTS and safeguards the route of the flood relief channel which would be located in Runnymede. Spelthorne Borough Council supports the policy text as drafted.</p>	None	<p><u>Identified Authorities:</u></p> <p>Elmbridge</p> <p>Kingston</p> <p>Richmond</p> <p>Surrey County Council,</p> <p>Windsor and Maidenhead</p> <p><u>Identified Bodies:</u></p> <p>Environment Agency,</p> <p>Department for Environment Food and Rural Affairs (Defra),</p> <p>Thames Water and the Thames Regional Flood and Coastal Committee (RFCC)</p>

Part 3: Decision making

Table 2: Where there are unresolved issues, what are key timescales/ milestones and at what point are key decisions likely to be made?

Key Further Issue Taken from Table 1	Proposed solution	Next steps / Milestones
Housing The approach to meeting unmet needs within the HMA in the first instance and in the area surrounding the HMA has not been agreed at the time of writing. However Runnymede has concluded that at the current time it is unable to identify a supply for 27 units over the latter part of the period of its Local Plan which would prevent it from meeting its proportion of the OAN in full.	That any unmet housing need be monitored as part of the Local Plan delivery and reconsider in the regular review of Local Plans and this Statement	To be reviewed as part of regular review of Local Plans and this Statement
Housing Whether Spelthorne Borough Council will be able to meet its proportion of the OAN for the HMA in full over the period of its Local Plan. Through the SLAA 2018 it is anticipated that the Borough will be able to provide an annual average of 428dpa over the next 15 years of its Local Plan (2018-2033). Spelthorne Borough Council has additional work streams to complete before it will be in a position to confirm whether it will be able to meet or exceed its proportion of the OAN. These work streams are as follows: <ul style="list-style-type: none"> - Green Belt Assessment Stage 2 - Housing Trajectory 	It is proposed that these additional pieces of work are completed before conclusions are drawn on whether Spelthorne will be able to meet or exceed its proportion of the OAN in full over the period of its Local Plan.	Spelthorne Borough to confirm timetable for additional work streams of site identification work by the end of Q1 2018/19.
Housing A suitable housing target for Spelthorne BC to include in its Local Plan has not yet been agreed given the relatively early stage that Spelthorne is at with the production of its Local Plan.	To wait for Spelthorne BC to complete its housing supply and site selection work before concluding what a suitable minimum housing	To confirm emerging housing target by the end of Q2 2018/19

Key Further Issue Taken from Table 1	Proposed solution	Next steps / Milestones
<p>Economic Development</p> <p>Spelthorne Borough Council has not yet assessed its economic floorspace needs and as such it is not yet possible for it to be confirmed if the 2 authorities are in agreement about the level of need. More widely, work through the HSPG to produce a joint evidence base for the local authorities surrounding Heathrow (including Runnymede and Spelthorne) on the potential economic development and labour market arising from possible expansion of the airport and how that relates to the background growth for which the authorities are already planning is not yet complete. Again this makes it difficult to confirm whether economic needs in the Heathrow FEA will be met in baseline and expansion scenarios.</p>	<p>target is for the new Spelthorne Local Plan.</p>	
	<p>To wait for Spelthorne Borough Council to complete its Employment Land Review. Spelthorne will then consult Runnymede Borough Council on the findings so that RBC has the opportunity to confirm if it supports that the evidence is robust.</p>	<p>Completion of Spelthorne's Employment Land Needs Assessment in March 2018</p>
	<p>To wait for the completion of the HSPG joint evidence base and infrastructure study (JEBIS) before deciding how to proceed.</p>	<p>The JEBIS is timetabled to be completed in Summer 2018. Following completion, the HSPG partners will meet to discuss the potential implications and next steps.</p>
<p>Economic development</p> <p>A suitable economic floorspace target for Spelthorne BC to include in its Local Plan has not yet been agreed given the relatively early stage that Spelthorne is at with the production of its Local Plan and given that its ELR has not yet been completed.</p>	<p>To wait for Spelthorne Borough Council to complete its Employment Land Review and spatial strategy work to feed into its Local Plan.</p>	<p>To confirm emerging economic floorspace target by the end of Q2 2018/19</p>
<p>Economic Development</p> <p>The approach to meeting unmet needs within the FEA in the first instance and in the area surrounding the FEA has not been agreed at the time of writing.</p>	<p>The most suitable mechanism to resolve any issues associated with unmet needs across the FEA is considered to be through discussion and agreement through the HSPG.</p>	<p>The JEBIS is timetabled to be completed in Summer 2018. Following completion, the HSPG partners will meet to discuss the potential implications (including in relation to unmet needs for economic floorspace)) and next steps.</p>

Key Further Issue Taken from Table 1	Proposed solution	Next steps / Milestones
Economic Development Runnymede and Spelthorne, working with other key FEA partners will need to consider whether the housing/jobs balance proposed is appropriate once the evidence base of the relevant local authorities has been completed, as well as the joint evidence base being completed by the HSPG.	To wait for Spelthorne Borough Council to complete its Employment Land Review and Local Plan site selection work.	To review position at the end of Q2 2018/19.
	To wait for the completion of the HSPG joint evidence base and infrastructure study (JEBIS) before reviewing the housing/jobs balance.	The JEBIS is timetabled to be completed in Summer 2018. Following completion, the HSPG partners will meet to discuss the potential implications (including housing/jobs balance) and next steps.
	Retail 4-Runnymede has identified that it is highly unlikely that it will be able to meet its identified retail needs for Egham (1499sqm) over the period of its Local Plan. How this unmet need will be met needs to be agreed.	Runnymede BC to formally request that Spelthorne BC plans for an additional 1499sqm of retail provision in Staines upon Thames in their Local Plan to help meet unmet needs from Runnymede. This request to be made in response to Spelthorne BC's first local plan consultation. Spelthorne BC to respond to Runnymede request to confirm their intention to plan for the additional floorspace as part of ongoing discussions No later than Q3 2018/19
Infrastructure	To wait for Spelthorne Borough	Spelthorne to confirm timescales

Key Further Issue Taken from Table 1	Proposed solution	Next steps / Milestones
<p>Spelthorne Borough Council has not yet assessed if infrastructure requirements to support growth over the period of its Local Plan. As such, at the current time it is not possible for any agreement to be reached in relation to the adequacy of Spelthorne's evidence base at the current time.</p>	<p>Council to complete its Infrastructure Needs Assessment and Infrastructure Delivery Plan (and any other relevant assessments). Spelthorne will then consult Runnymede Borough Council on the findings so that RBC has the opportunity to confirm if it supports that the evidence is robust.</p>	<p>being worked to by the end of Q2 2018/19</p>
<p>Infrastructure</p> <p>Runnymede has not to date been able to identify sufficient SANG to support the delivery of its proportion of the HMA's OAN. How this matter will be resolved is yet to be agreed.</p>	<p>Runnymede is currently exploring a range of sites (two of which are Council owned) to increase its SANG capacity in the Borough to support growth in its Local Plan. If the Council is unable to identify sufficient sites to support growth in the Borough in the latter part of the plan period (post 2027) Spelthorne will be approached to see if there are any sites which may be suitable for use as SANG which could support growth in Runnymede.</p>	<p>None at the current time. Runnymede has sufficient SANG supply to support the level of housing growth anticipated up to 2027. This is considered to give the Council a sufficient period of time to robustly explore other opportunities and options for SANG provision in the Borough. Runnymede Borough Council will review its SANGs supply position at its first review of the Local Plan (circa 2023) and if it becomes apparent that sufficient SANG still cannot be identified at this time, Runnymede will make a formal approach to Spelthorne. Spelthorne has advised that if Runnymede is unable to identify sufficient SANG capacity at this time, it has identified a site in its Borough (Sheepwalk) which could be considered further for SANG designation.</p>

Key Further Issue Taken from Table 1	Proposed solution	Next steps / Milestones
<p>Transport</p> <p>Spelthorne Borough Council has not yet assessed the impacts of the growth proposed through the Borough local plan on the highway network. As such, at the current time it is not possible for any agreement to be reached in relation to the adequacy of Spelthorne's evidence base at the current time.</p>	<p>To wait for Spelthorne Borough Council to complete Strategic Highways Assessment Report. Spelthorne will then consult Runnymede Borough Council on the findings so that RBC has the opportunity to confirm if it supports that the evidence is robust.</p>	<p>Spelthorne Borough Council's Transport Assessment modelling is due to commence in September 2018. Spelthorne Borough Council to advise Runnymede of emerging findings at the end of Q2 2018/19.</p>
<p>Green Belt</p> <p>At the current time, Spelthorne Borough Council has not completed its site selection work. As such it is unclear if parcels AC-4 or AC-5 will be allocated for development in the Spelthorne Local Plan. This will require clarification and if one or both of these parcels are proposed for release, the implications would need to be discussed with Runnymede BC.</p>	<p>Spelthorne Borough Council will confirm whether it intends to progress with parcel AC-4 or AC-5 following the conclusion of its Issues and Options consultation and following the completion of its Green Belt Assessment (Stage 2). We will include potential release of weakly performing GB sites as options for our first consultation but no further decisions will be made until we receive the findings of our Stage 2 assessment.</p>	<p>Spelthorne Borough Council is to undertake its Issues and Options consultation in April/May 2018. The Green Belt Assessment (Stage 2) is scheduled for completion in summer 2018. As such, Runnymede and Spelthorne to discuss further at the end of Q1 2018/19.</p>

Part 4: Governance arrangements, monitoring and risk management

Governance arrangements and monitoring

The primary authorities responsible for this SoCG are Runnymede Borough Council and Spelthorne Borough Council.

This document will be reviewed annually by the two local authorities at a joint Duty to Co-operate meeting held in summer each year. This meeting will involve both officers and Members through the Runnymede-Spelthorne Joint Member Liaison Group. Until agreed otherwise, Runnymede Borough Council will act as the chair and secretariat for these meetings.

Where either of the parties to this Statement is undertaking a Regulation 18 consultation, Regulation 19 publication or submitting a plan it will be the responsibility of that party to co-ordinate the review and updating of this Statement of Common Ground for that event.

Beyond this, Runnymede and Spelthorne Borough Councils have agreed the following key governance and working arrangements:

- Informal discussion will occur between the two authorities on the cross boundary issues referred to in this SoCG in the form of Officer level meetings at least once every 2 months with escalation of matters to Member level where necessary. The primary purpose of these meetings will be to review the progress being made to carry out agreed actions in table 2 to achieve solutions to identified issues. Any significant amendments proposed to table 2 will be agreed by the Runnymede-Spelthorne Joint Member Liaison Group.
- Runnymede and Spelthorne Borough Councils have agreed to explore opportunities to pool resources and produce joint evidence base studies where appropriate.
- Runnymede and Spelthorne Borough Councils have agreed to undertake joint monitoring on an annual basis. This will not only consider the completion of housing units and economic and retail floorspace within the geographical area covered by this SoCG but will also involve monitoring the completion of housing completions and economic floorspace in the surrounding area. The culmination of this joint monitoring will be the production of a joint housing trajectory on an annual basis and the inclusion of additional content in the Annual Monitoring Reports of both Authorities which will report on housing delivery across the Runnymede-Spelthorne HMA and in the surrounding HMAs, as well as the delivery of economic floorspace in FEA partner areas.

Risks in terms of resources and any skills gaps, and how these will be managed.

Runnymede and Spelthorne Borough Councils have identified the following potential mechanisms to address any identified resource/skills gaps issues which arise:

- Normal recruitment procedures
- Use of agency staff
- Secondments between the Runnymede and Spelthorne or seeking secondments from other organisations (such as Surrey County Council)

- Use of specialist consultancy firms

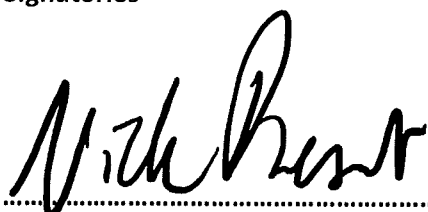
Risks to delivering shared objectives and how these will be managed

Runnymede and Spelthorne Borough Councils have agreed that both authorities will rely on their monitoring functions through the production of their Annual Monitoring Reports to identify whether there are any risks to meeting shared objectives (for example, relating to the delivery of housing, economic and retail floorspace).

Beyond this, both Local Authorities agree to review progress (including the meeting of key milestones) to deliver shared objectives through the regular officer level meetings referred to in the paragraphs above. This will highlight any slippage encountered and the reasons why, and will help identify risks as early as possible so that solutions to mitigate risks can be identified in a timely manner.

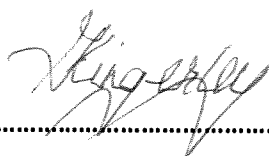
Officers will share the minutes from the 2-monthly officer meetings with the Runnymede-Spelthorne JMLG so that it can be identified whether any political oversight/involvement is required to overcome any difficulties identified or to agree solutions to mitigate risks.

Signatories

 10th May 2018.

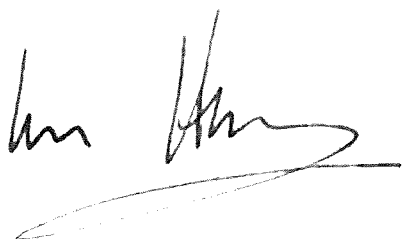
Councillor Nick Prescott

Leader of Runnymede Borough Council



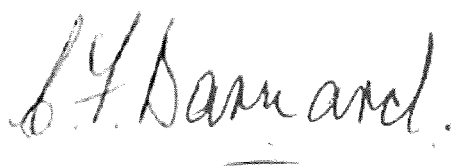
Councillor Gail Kingerley

Chairman of the Planning Committee, Runnymede Borough Council



Councillor Ian Harvey

Leader of Spelthorne Borough Council



Councillor Colin Barnard

Portfolio Holder for Planning and Economic Development, Spelthorne Borough Council