

Notes of Duty to Cooperate Meeting – Spelthorne Borough Council & Runnymede Borough Council

26th September 2018, 2.30pm at Spelthorne Borough Council offices

Attendees:

Georgina Pacey - Runnymede Borough Council

Ann Biggs - Spelthorne Borough Council

Jane Robinson - Spelthorne Borough Council

Hannah Bridges - Spelthorne Borough Council

Meeting Context

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

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

Please note that prior to publication, these minutes were shared with the elected members at Runnymede and Spelthorne Borough Councils who attend the Runnymede – Spelthorne Joint Member Liaison Group (JMLG). Officers recommended that there were no issues from the 26th September officer meeting which required escalation to Member level. On review of the minuted discussions, the elected Members of both Local Authorities agreed with this officer recommendation and no subsequent meeting of the JMLG has therefore been convened.

Time and date of next meeting

Provisional date for next meeting discussed for early December following the stage 1 hearings into the soundness of the Runnymede Local Plan (which are scheduled to take place between 27th and 29th November). Agreed that a meeting date will not be confirmed however until the amended standardised methodology has been released for public consultation due to the potential implications for plan making.

AOB

In light of the recently published Planning Practice Guidance officers would review the guidance on producing Statements of Common Ground to ensure the RBC – SBC Statement remains compliant.

Table 2: Where there are unresolved issues, what are key timescales/ milestones and at what point are key decisions likely to be made and progress made following meeting of 26th September 2018

Key Further Issue Taken from Table 1	Proposed solution	Next steps / Milestones	Summary of discussions at 26th September officer DtC meeting
<p>Housing The approach to meeting unmet needs within the HMA in the first instance, and in the area surrounding the HMA has not been agreed at the time of writing. However Runnymede has concluded that at the current time it is unable to identify a supply for 27 units over the latter part of the period of its Local Plan which would prevent it from meeting its proportion of the OAN in full.</p>	<p>That any unmet housing need be monitored as part of the Local Plan delivery and reconsider in the regular review of Local Plans and this Statement</p>	<p>To be reviewed as part of regular review of Local Plans and this Statement</p>	<p>Runnymede are able to meet its proportion of the Objectively Assessed Need (OAN) in full with an over delivery of 122 units over the period of the Local Plan. This is based on the 498dpa figure in the Council's 2018 partial SHMA update.</p> <p>RBC Local Plan examination hearings will commence on 27th November 2018. This will include key strategic matters including the overall assessment of housing needs for the Plan (not including detailed examination of the types of housing needed which would be dealt with in the second stage of hearings), and whether the plan's target figure for housing provision would meet objectively assessed needs. The outcome of the hearings will determine whether the Council can move on to a second stage of hearings and whether any modifications are required. Outcome of hearings to be discussed at next DtC meeting.</p>

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<p>Housing Whether Spelthorne Borough Council will be able to meet its proportion of the OAN for the HMA in full over the period of its Local Plan. Through the SLAA 2018 it is anticipated that the Borough will be able to provide an annual average of 418dpa 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:</p> <ul style="list-style-type: none"> - Green Belt Assessment Stage 2 - Housing Trajectory 	<p>It is proposed that these additional pieces of work are completed before conclusions are drawn on whether Spelthorne will be able to meet or exceed its proportion of the OAN in full over the period of its Local Plan.</p>	<p>Spelthorne Borough to confirm timetable for additional work streams of site identification work by the end of Q1 2018/19.</p>	<p>-SBC confirmed that under the existing standardised methodology, with the recently issued 2016 based household projections for England, it would have a target of 307 dwellings per annum, however this was subject to change as a revised methodology for calculating housing need was anticipated. Action: agreed to keep a watching brief on the standardised methodology (consultation due imminently) to determine if a revised housing target would be issued, and also on the outcome of the RBC planning examination hearings.</p> <p>-SBC confirmed that it had received the draft Green Belt Assessment Stage 2 findings and shared this with RBC at the meeting.</p> <p>-The Green Belt Assessment work once completed will feed into site selection work, which will in turn feed into the housing trajectory.</p> <p>-SBC advised that it had produced a draft Authority Monitoring Report (AMR) and had included figures on housing and employment development activity in Runnymede. Action: SBC to share the information included in its AMR on residential and employment activity in Runnymede to allow consistency in both AMRs as Runnymede was also currently</p>

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			producing its AMR (publication anticipated in December).
<p>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.</p>	To wait for Spelthorne BC to complete its housing supply and site selection work before concluding what a suitable minimum housing target is for the new Spelthorne Local Plan.	To confirm emerging housing target by the end of Q2 2018/19	SBC confirmed that it had recently published a revised Local Development Scheme and is now looking to adopt its Local Plan in April 2021. As such, it was unlikely that a housing target would be consulted on until Spelthorne's Preferred Options consultation which is now due to take place in Summer 2019.
<p>Economic Development 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</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.	Completion of Spelthorne's Employment Land Needs Assessment in March 2018	The Spelthorne ELNA was shared with RBC following the September officer DtC meeting. Action: SBC to update ELNA reference to employment space in Staines rather than Spelthorne.

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Runnymede and Spelthorne) on the potential economic development and labour market arising from possible expansion of the airport and how that relates to the background growth for which the authorities are already planning is not yet complete. Again this makes it difficult to confirm whether economic needs in the Heathrow FEA will be met in baseline and expansion scenarios.	To wait for the completion of the HSPG joint evidence base and infrastructure study (JEBIS) before deciding how to proceed.	The JEBIS is timetabled to be completed in Summer 2018. Following completion, the HSPG partners will meet to discuss the potential implications and next steps.	The draft JEBIS report had now been received. It was noted that the report would be finalised in October prior to the HSPG Summit. Both authorities noted the difficulty of planning for Heathrow growth at present given the uncertainties. Action: to note the JEBIS findings and keep under review through HSPG and to feed in to plan making as appropriate.
Economic development A suitable economic floorspace target for Spelthorne BC to include in its Local Plan has not yet been agreed given the relatively early stage that Spelthorne is at with the production of its Local Plan and given that its ELR has not yet been completed.	To wait for Spelthorne Borough Council to complete its Employment Land Review and spatial strategy work to feed into its Local Plan.	To confirm emerging economic floorspace target by the end of Q2 2018/19	SBC had now reviewed the responses received to the Issues and Options consultation. The Council's consultation response document is now available to view online. SBC will be considering the consultation feedback and Sustainability Appraisal in developing its Preferred Option to be consulted on in Summer 2019.
Economic Development 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	The most suitable mechanism to resolve any issues associated with unmet needs across the FEA is considered to be through discussion and	The JEBIS is timetabled to be completed in Summer 2018. Following completion, the HSPG partners will meet to discuss the potential implications	JEBIS now to be completed. Draft findings of JEBIS received and under review. To be discussed through HSPG with partners.

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writing.	agreement through the HSPG.	(including in relation to unmet needs for economic floorspace) and next steps.	
Economic Development Runnymede and Spelthorne, working with other key FEA partners will need to consider whether the housing/jobs balance proposed is appropriate once the evidence base of the relevant local authorities has been completed, as well as the joint evidence base being completed by the HSPG.	To wait for Spelthorne Borough Council to complete its Employment Land Review and Local Plan site selection work.	To review position at the end of Q2 2018/19.	Spelthorne ELNA completed (May 2018). SBC currently awaiting the completion of its Green Belt Assessment Stage 2 (due late October) to inform site selection work. The site selection work will underpin SBC's Preferred Approached consultation (June/July 2019).
	To wait for the completion of the HSPG joint evidence base and infrastructure study (JEBIS) before reviewing the housing/jobs balance.	The JEBIS is timetabled to be completed in Summer 2018. Following completion, the HSPG partners will meet to discuss the potential implications (including housing/jobs balance) and next steps.	JEBIS now to be completed. Draft findings of JEBIS received and under review. To be discussed through HSPG with partners.
Retail Runnymede has identified that it is highly unlikely that it will be able to meet its identified retail needs for Egham (1499sqm) over the period of its Local Plan. How this unmet need will be met needs to be agreed.	It is suggested by Runnymede Borough Council that the 1499sqm of unmet retail need arising from Egham should be met in Staines-Upon-Thames in Spelthorne Borough due to the relative positions of Egham and Staines upon Thames in the retail hierarchy and given that	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.	RBC confirmed that since the July officer DtC meeting its unmet need position had remained the same. This was that over the period of the Local Plan there would be an unmet need of 869sqm in Egham. This was however based on the Council's 2015 Town and Local Centres Study. The 2015 study was informed by subnational population projections based on the 2011 Census. The 2016 based SNPP published in May 2018 are considered a more robust basis for updating the Council's assessment. The

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	Egham is located in the Staines upon Thames catchment.	Spelthorne BC to respond to Runnymede request to confirm their intention to plan for the additional floorspace as part of ongoing discussions	2016 SNPP project notably lower population growth which could in turn impact on the level of retail floorspace. Since the July officer meeting, RBC advised that at the current time, due to budgetary constraints, it is unable to commence further retail work until the start of the next financial year. It was noted that this work was not critical to the next 5 years as RBC has an adequate pipeline supply and stock of vacant units.
	Runnymede BC will review the retail forecasts to ensure that retail floorspace forecasts remain up to date	No later than Q3 2018/19	
Infrastructure Spelthorne Borough Council has not yet assessed if infrastructure requirements to support growth over the period of its Local Plan. As such, at the current time it is not possible for any agreement to be reached in relation to the adequacy of Spelthorne's evidence base at the current time.	To wait for Spelthorne Borough Council to complete its Infrastructure Needs Assessment and Infrastructure Delivery Plan (and any other relevant assessments). Spelthorne will then consult Runnymede Borough Council on the findings so that RBC has the opportunity to confirm if it supports that the evidence is robust.	Spelthorne to confirm timescales being worked to by the end of Q2 2018/19	SBC advised that due to capacity issues at Surrey County Council it was unlikely that their transport modelling would take place until early 2019. SBC did not yet have a timetable to produce their Infrastructure Delivery Plan (IDP) but the work would be carried out prior to the Spelthorne Preferred Approaches consultation and would be shared with RBC.
Infrastructure Runnymede has not to date been able to identify sufficient SANG to support the delivery of its proportion of the HMA's	Runnymede is currently exploring a range of sites (two of which are Council owned) to increase its SANG capacity in the	None at the current time. Runnymede has sufficient SANG supply to support the level of housing growth anticipated up to 2027. This	RBC confirmed that it could demonstrate a 5 year supply of SANG land to support the anticipated growth in its Local Plan. At the first review of the Runnymede Local Plan, if sufficient supply of land could not be

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OAN. How this matter will be resolved is yet to be agreed.	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.	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.	identified to continue to support growth, RBC may approach SBC for assistance. Given the agreed approach, agreed that there is not a need to discuss this point in future meetings until RBC reviews its Local Plan.
Transport Spelthorne Borough Council has not yet assessed the impacts of the growth proposed through the Borough local plan on the highway network. As such, at	To wait for Spelthorne Borough Council to complete Strategic Highways Assessment Report. Spelthorne will then consult Runnymede	Spelthorne Borough Council's Transport Assessment modelling is due to commence in September 2018. Spelthorne Borough Council	SBC advised that due to capacity issues at Surrey County Council it was unlikely that their transport modelling would take place until early 2019.

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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.	Borough Council on the findings so that RBC has the opportunity to confirm if it supports that the evidence is robust.	to advise Runnymede of emerging findings at the end of Q2 2018/19.	
<p>Green Belt At the current time, Spelthorne Borough Council has not completed its site selection work. As such it is unclear if parcels AC-4 or AC-5 will be allocated for development in the Spelthorne Local Plan. This will require clarification and if one or both of these parcels are proposed for release, the implications would need to be discussed with Runnymede BC.</p>	Spelthorne Borough Council will confirm whether it intends to progress with parcel AC-4 or AC-5 following the conclusion of its Issues and Options consultation and following the completion of its Green Belt Assessment (Stage 2). We will include potential release of weakly performing GB sites as options for our first consultation but no further decisions will be made until we receive the findings of our Stage 2 assessment.	<p>Spelthorne Borough Council is to undertake its Issues and Options consultation in April/May 2018.</p> <p>The Green Belt Assessment (Stage 2) is scheduled for completion in summer 2018.</p> <p>As such, Runnymede and Spelthorne to discuss further at the end of Q1 2018/19.</p>	<p>Officers discussed the draft findings of the Spelthorne Green Belt Assessment Stage 2. SBC noted that parcels AC-4 and AC-5 were not considered in the Stage 2 assessment as were weakly performing in the Stage 1 assessment and are both in flood zone 3b. Due to their heavily constrained nature they are unlikely to be further considered.</p> <p>Spelthorne Borough Council is awaiting the final Green Belt Assessment Stage 2 report and will share with RBC once available.</p>