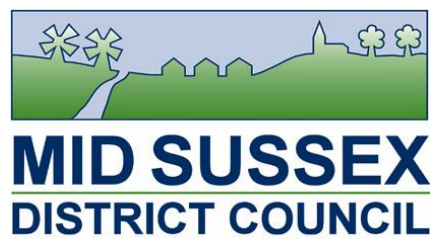




# **COUNCIL**

## **25 SEPTEMBER 2019**





17 September 2019

**Unless a majority of the Council resolve to extend the meeting before 10.00 pm it will automatically end at 10.00 pm in accordance with Council Procedure Rule 17.2.**

To all Members of the Council,

You are hereby summoned to attend a meeting of the **MID SUSSEX DISTRICT COUNCIL** to be held in the **COUNCIL CHAMBER** at these offices on **WEDNESDAY, 25TH SEPTEMBER, 2019 at 7.00 pm** to transact the following business:

Yours sincerely,

KATHRYN HALL  
Chief Executive

**Pages**

- |    |   |                |
|----|---|----------------|
| 1. | Opening Prayer  |                |
| 2. | To receive questions from members of the public pursuant to Council Procedure Rule 9.     |                |
| 3. | To confirm Minutes of the meeting of Council held on 24 July 2019.                        | <b>7 - 14</b>  |
| 4. | To receive Declarations of Interest from Members in respect of any matter on the Agenda.  |                |
| 5. | To consider any items that the Chairman of the Council agrees to take as urgent business. |                |
| 6. | Chairman's Announcements.   |                |
| 7. | Site Allocations Development Plan Document - Draft Plan for Consultation.                 | <b>15 - 30</b> |
| 8. | Extension of Membership of the Greater Brighton Economic Board.                           | <b>31 - 34</b> |

*Working together for a better Mid Sussex*

- |     |   |         |
|-----|---|---------|
| 9.  | The Making of Slaugham Neighbourhood Plan.  | 35 - 40 |
| 10. | Recommendations From the Cabinet Meeting held on 16 September 2019.                     | 41 - 42 |
| 11. | To receive the Leader's Report.   |         |
| 12. | Report of Cabinet Members, including questions pursuant to Council Procedure Rule 10.1. |         |
| 13. | Motions on Notice.  |         |

**MOTION A: FAIRTRADE**

Proposed by: Cllr Robert Eggleston  
 Seconded by: Cllr Roger Cartwright

**Mid Sussex District Council notes that:**

- 2019 marks 25 years since the FAIRTRADE Mark was launched in the UK.
- Since 1994, consumer demand for Fairtrade has grown thanks to the efforts of grassroots campaigners and pioneering Fair Trade businesses.
- There are now over 600 Fairtrade Communities in the UK and more than 2,000 globally and this includes Burgess Hill, East Grinstead and Lindfield. West Sussex achieved Fairtrade County status in February 2018
- As a result of Fairtrade commitments from mainstream brands and retailers, the UK Fairtrade market is now one of the biggest in the world.
- Global Fairtrade sales last year generated £142 million in Fairtrade Premium. Farmers in 73 countries have invested this money in their communities, increasing business productivity and contributing to the achievement of the global Sustainable Development Goals (SDGs).
- Despite this positive news, exploitation remains rampant in global supply chains. More than 40 million people are trapped in modern slavery, including forced labour, and 152 million young people in child labour. Hundreds of millions more are earning less than a living income or wage.

**This council believes that:**

- Fairtrade and the wider fairtrade movement has a significant contribution to make towards ending exploitation in global supply chains and achieving the SDGs.
- The recently agreed International Fair Trade Charter should be welcomed, with its vision of transforming trade to work for people and planet.
- The Fairtrade principles of paying a 'premium' that is wholly managed by farmers and workers themselves, and of minimum prices to protect producers from market volatility, are crucial to systemic change.

- Public bodies, including local authorities, should support ethical procurement policies, using their purchasing power to support Fairtrade and ensure their supply chains, at home and abroad, are free of exploitation, including modern slavery.
- Companies operating through global supply chains should go further and take steps to require the payment of living wages and achievement of living incomes for all.

**This council resolves to:**

- Promote Fairtrade locally, by support for Fairtrade in the existing communities in Mid Sussex with Fairtrade Community status, in the media, including social media, and events, including during Fairtrade Fortnight.
- Work towards Fairtrade status for Mid Sussex as a whole.
- Celebrate and incentivise businesses championing Fairtrade products in the local community.
- Review its procurement policy, including any catering offer, to ensure that Fairtrade produce is chosen wherever possible, and that Fair Trade considerations are included as a preference in any contracts going out to tender.

**And this council further resolves to:**

- Establish a working group of officers and councillors to produce an action plan setting out how the resolutions described above may be delivered, including a time-scale for their delivery.

14. Questions from Members pursuant to Council Procedure Rule 10.2.

To: **Members of Council:** Councillors C Trumble (Chairman), M Belsey (Vice-Chair), G Allen, J Ash-Edwards, R Bates, J Belsey, A Bennett, L Bennett, A Boutrup, P Bradbury, P Brown, H Brunson, P Budgen, R Cartwright, P Chapman, R Clarke, E Coe-Gunnell White, P Coote, M Cornish, R Cromie, J Dabell, R de Mierre, B Dempsey, S Ellis, R Eggleston, A Eves, L Gibbs, I Gibson, S Hatton, J Henwood, S Hicks, S Hillier, T Hussain, R Jackson, J Knight, C Laband, Andrew Lea, Anthea Lea, J Llewellyn-Burke, A MacNaughton, G Marsh, J Mockford, A Peacock, C Phillips, M Pulfer, R Salisbury, S Smith, A Sparasci, L Stockwell, D Sweatman, N Walker, R Webb, N Webster and R Whittaker

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**Minutes of a meeting of Council  
held on Wednesday, 24th July, 2019  
from 7.00 pm - 8.10 pm**

**Present:** C Trumble (Chairman)  
M Belsey (Vice-Chair)

G Allen	J Dabell	J Llewellyn-Burke
J Ash-Edwards	R de Mierre	A MacNaughton
R Bates	S Ellis	G Marsh
J Belsey	A Eves	A Peacock
A Bennett	L Gibbs	C Phillips
L Bennett	I Gibson	M Pulfer
P Brown	S Hatton	R Salisbury
P Budgen	J Henwood	S Smith
R Cartwright	S Hicks	D Sweatman
P Chapman	S Hillier	N Walker
R Clarke	T Hussain	R Webb
E Coe-	R Jackson	N Webster
Gunnell White	J Knight	R Whittaker
P Coote	Anthea Lea	
M Cornish		

**Absent:** Councillors A Boutrup, P Bradbury, H Brunsdon, R Cromie,  
B Dempsey, R Eggleston, C Laband, Andrew Lea, J Mockford,  
A Sparasci and L Stockwell

**1. OPENING PRAYER**

The opening prayer was read by the Vice-Chairman.

**2. TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE 9.**

None.

**3. TO CONFIRM MINUTES OF THE MEETING OF COUNCIL HELD ON 26 JUNE 2019.**

A tabled copy of the minutes of the meeting of Council held on 26 June 2019 was provided, containing amendments requested by Councillor Alison Bennett. Noting that Councillor Whittaker was in attendance at the meeting, these were agreed as a correct record and signed by the Chairman.

**4. TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS IN RESPECT OF ANY MATTER ON THE AGENDA**

In reference to discussion under item 8, Councillor Bates confirmed that he is a member of the Dolphin Leisure Centre.

**5. TO CONSIDER ANY ITEMS THAT THE CHAIRMAN OF THE COUNCIL AGREES TO TAKE AS URGENT BUSINESS.**

None.

**6. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman encouraged Members to support Mid Sussex Applauds and nominate suitable residents before the deadline of 31 August. He also promoted the grants available for Silver Sunday celebrations and encouraged Members to support the elderly in their community by hosting an event.

The Chairman drew Members attention to recent engagements attended by the Vice Chairman and himself, which are detailed on the Council's website, noting his attendance at the Royal visit by HRH the Prince of Wales at Wakehurst Gardens.

**7. COMPULSORY REVIEW OF POLLING DISTRICTS, POLLING PLACES AND POLLING STATIONS 2019.**

The Solicitor to the Council introduced the report, noting that it is a statutory requirement to review polling places and stations. The report indicates the start of this process. He urged Members to check that venues are content to be polling stations prior to putting forward any suggestions.

The Chairman took Members to the recommendations, which were agreed.

**RESOLVED**

Council noted that:

Electoral Services will conduct the following review stages to the timescales indicated:

Preliminary Review & internal project planning – August 2019

Stage 1: Notification & Promotion of Review – 2 September – 20 September

Stage 2: Public & Stakeholder Consultation – 23 September – 29 November

Stage 3: Concluding the Review – 2 December 2019 – 17 January 2020

Stage 4: Report Outcomes of the Review to Council – 29 January 2020

**8. RECOMMENDATIONS FROM CABINET ON 29 APRIL 2019 AND 8 JULY 2019.**

Councillor John Belsey moved the item noting that when the programme was proposed by Places Leisure to upgrade the Dolphin Leisure Centre it was unanimously supported by Cabinet. Councillor Llewellyn-Burke seconded the item. With regards to the Budget Management progress report she noted that point vii of the report includes the £198,000 for the Dolphin Leisure Centre improvements. She also clarified that the underspend is extra income from property that the Council has purchased since the budget had been agreed.

A number of Members welcomed the improvements proposed to The Dolphin, noting that it was important to invest in key assets within the district in order to continue to provide excellent facilities for residents' wellbeing.



A Member raised a number of questions relating to recycling at the leisure centres. It was confirmed that that Places Leisure already arrange for the separate collection of waste and recycling from all their facilities in Mid Sussex and at present, visitors to the Leisure Centres are able to recycle the same items as householders. With regards to the Costa outlet at the Triangle, and the proposed facility at The Dolphin, these are run directly by Places Leisure under a franchise agreement. Any takeaway cups and other recyclable materials are recycled under the same regime as the centres. He noted that there are currently no plans to incorporate grey water recycling into the work programme for The Triangle or The Dolphin. Councillor Belsey stated that he will provide a written update to Members on whether grey water is currently recycled through other activities, such as watering flower beds. He also agreed to provide an update on the progress of new car parking spaces at the Dolphin. He also encouraged Members to raise any resident's concerns with Officers as soon as they come to their attention so that they can be dealt with promptly.

A Member asked a question about the delay to the telephony system upgrade. It was confirmed that this will be rolled out following an upgrade to the Finance, and Revenues and Benefits systems, with no need to reapprove the funding in the Capital Programme.

The Chairman took Members to the recommendations for both meetings, which were agreed.

## **RESOLVED**

Council Approves:

In relation to the Dolphin Leisure Centre Proposed Improvement Works:

- (a) the proposed works to the Dolphin Leisure Centre, which will be jointly funded by Places Leisure and the Council; and
- (b) agree a variation to the 2019/20 capital programme, allocating £198k towards this project from General Reserve.

In relation to the Budget Management 2019/20 Progress Report to May 2019:

- (a) that £17,484 grant income relating to Local Authority EU Exit preparation Grant be transferred to Specific Reserve as detailed in paragraph 22 of the Cabinet report;
- (b) that £9,916 grant income relating to Cold Weather Fund Payment Grant be transferred to Specific Reserve as detailed in paragraph 23 of the Cabinet report;
- (c) that £5,893 grant income relating to Local Authority Data Sharing Programme Grant be transferred to Specific Reserve as detailed in paragraph 24 of the Cabinet report;
- (d) that £28,200 grant income relating to New Burdens Universal credits be transferred to Specific Reserve as detailed in paragraph 25 of the Cabinet report;
- (e) that £24,857 grant income relating to Implementing Welfare Reform Grant be transferred to Specific Reserve as detailed in paragraph 26 of the Cabinet report;
- (f) that £756 grant income relating to New Burdens Single Fraud Investigation Service Grant be transferred to Specific Reserve as detailed in paragraph 27 of the Cabinet report;

- (g) that £31,658 grant income relating to New Burdens Verify Earnings & Pensions Grant be transferred to Specific Reserve as detailed in paragraph 28 of the Cabinet report;

## **9. TO RECEIVE THE LEADER'S REPORT**

The Leader noted that Gatwick Airport Limited (GAL) has now published their Masterplan, confirming their intention to bring the standby runway into passenger operation through a Development Consent Order (DCO) process. He confirmed that the Council will work with neighbouring Councils to scrutinise the implications for the District, and influence GAL through the process to mitigate the impacts when they are properly understood.

He highlighted his attendance at two recent meetings, the Greater Brighton Economic Board, and his chiring of the Mid Sussex Partnership Board, both of which demonstrate the importance of effective partnership working in order to gain access to valuable Government funding and support local residents.

In summary he noted the achievements of the Council in the first two months of the new administration. In particular this has included the passing of a Motion to reinforce the Council's environment commitments, the announcement of the opening of the Haywards Heath 6th form college in September 2020, the launch of Mid Sussex Applauds and the awarding of over £200,000 in grants to local small businesses. The Council has also launched two consultations, a Conservation Management Plan for East Grinstead, and a Business Improvement District (BID) for Haywards Heath, opened a new padel tennis court at the Triangle Leisure Centre and achieved a new Green Flag award for East Court and Ashplats Wood Park East Grinstead.

## **10. REPORT OF CABINET MEMBERS, INCLUDING QUESTIONS PURSUANT TO COUNCIL PROCEDURE RULE 10.1**

Report of the Deputy Leader

The Deputy Leader confirmed that the Cabinet had recently considered the performance outturn figures for 2018/19 and that the performance figures for the first quarter of this financial year have been produced. In response to a Member's query on the specific indicators being rated red, amber and green, she confirmed that full details will be presented to the scrutiny meeting in September, along with a number of new indicators which Members have agreed will be monitored.

She drew Member's attention to recently published Member Information Service Bulletins which confirm the renewal of two new retail leases in the Orchards Shopping Centre; a good indicator of the retail market. She also noted the recent meeting of the Audit committee where the 2018/19 Accounts have been approved by external auditors with unqualified opinions and will be signed off by the end of the month.

Report of the Cabinet Member for Economic Growth

The Cabinet Member referred to the Microbusiness Grants scheme and advised that, taking the Grants already approved along with those received and now being worked upon, just over £71,000 of the £72,000 funds available had been accounted for. He reflected that this was a sign of success and a credit to how the Council had

organised and publicised the scheme. He also pointed out that this year the applications had come from a much better geographical spread across the District.

Secondly he referred to the consultation with local businesses in Haywards Heath on their appetite for a BID (Business Improvement District). He reported that the consultants' work was going well and they were ahead of the target of receiving 35 questionnaires with 42 received by the end of June. Consultation was continuing through July and a report prepared during August which would be presented to Scrutiny later in the year. A similar approach may follow for Burgess Hill and East Grinstead once evaluation of this initial consultation has taken place.

#### Report of the Cabinet Member for Customer Services

The Cabinet Member noted that the Customer Service team continues to excel and that the Revenue & Benefits team's accuracy in assessments is significantly reducing Local Authority Overpayment Error. This means claimants get the right benefit and the Council doesn't get penalised by the Department of Work and Pensions for inaccurate work. She also noted that the judges for the Institute of Revenues, Rating and Valuation (IRRV) Performance Awards will be visiting the Council on 23 August, with winners of the competition being announced in October.

With regards to the Digital team, the updating of the Geographical Information System (GIS) has been completed which means a huge improvement and increased efficiency of the mapping system. When asked by a Member she noted that it was compatible with Parish Online. By the year end, the team will also have completed incorporating all land charges data since 1974 so the Council will have a complete digital record. This will significantly increase land search speeds. She agreed to provide a written response to confirm the back-up arrangements in place for the digital documents.

The Cabinet Member noted that the new Mid Sussex Applauds are now open and urged Members to nominate. She also confirmed that three further apprentices will be joining the Council, and those who have completed their apprenticeships have joined the staff.

With regards to information available to residents, she confirmed that Mid Sussex Matters has now been delivered and the Council is looking into making it even more inter-active and about the lives of residents going forward. The website will also be enhanced and will give details of how everyone can become more 'sustainable'.

#### Report of the Cabinet Member for Environment and Service Delivery

The Cabinet Member noted the recent opening of the padel tennis court at the Triangle, a sport which is suitable for all ages and has made good use of the available space on site. He also highlighted recent work with Parkinson's UK to create a stimulating garden at Beech Hurst which opened this month, and the Green Flag Award given to East Court and Ashplats Wood Park East Grinstead recognising the excellent standards and facilities available. He thanked the previous Cabinet Member for this portfolio for his hard work in bringing these projects forward, and thanked all involved in maintaining the excellent standards of the District' green spaces.

A discussion was held on parks and green spaces. The Cabinet Member agreed to provide a written response to issues raised about the Worlds End play area, and on

the timeframe for providing litter picking equipment to local groups. He also confirmed that the Scrutiny meeting in September will be considering an open space strategy.

#### Report of the Cabinet Member for Community

The Cabinet Member noted that the Electoral Commission's report on the Voter ID pilot for the 2019 local elections has now been published and urged Members to read it for more detail. The report indicates that Mid Sussex had amongst the highest rate of compliance and the lowest number of people refused a ballot paper. The official figures reflect that 15 people were initially refused a ballot paper and a total of 8 chose not to return. Residents were given the opportunity to discuss concerns with the Presiding Officer at each station. Discussion with the Cabinet Office also indicates that Mid Sussex delivered its communications plan at the least cost to the tax payer. Regarding a national concern on the number of EU citizens being turned away from voting, he noted that there were no issues in Mid Sussex as far as he was aware, but will provide Member's with a written update.

He noted that the Annual Electoral Canvas is now underway, and response rates for the first week are 52% compared to 43% in the previous year and out of this, 63% have responded online which is a significant improvement.

With regard to upcoming events, he reminded Members that the Mid Sussex Play Days commences on 30 July, and thanked the Chairman for highlighting the Silver Sunday and Mid Sussex Awards.

He provided further information on the Mid Sussex Partnership meeting which discussed progress to amalgamate smaller clinical commissioning groups, and received the assessment for 2018/19 which provides an evidence base to show the priorities for the Board going forward. There are also three sub groups focusing on community safety, health and the community. In response to a Member's query on the presence of sustainability groups at this meeting, he confirmed that the Mid Sussex Voluntary Action Group is represented and suggested any interested organisations join this Group.

In response to a Members' query, the Cabinet Member agreed that the Strategic Intelligence Assessment was an interesting document for all Councillors to read as it sets our life in Mid Sussex and the opportunities the Council has to improve life for those who are finding things difficult. He also agreed with a Member's comments on the excellent work of Inspector Dommett, and the hard work of the Emergency Services in general and advised Members that Chief Inspector Rosie Ross has left the District and is now working at Sussex Police Headquarters, tasked with improving the 101 reporting system.

#### Report of the Cabinet Member for Housing and Planning

The Cabinet Member confirmed that all Clarion Housing tenants have been contacted and are aware they can apply to be on the Mid Sussex Housing Register. The online bidding system is going live on 1 August 2019 and regarding accessibility, Officers will be available to assist anyone who is not able to submit online. He also confirmed that Clarion tenants' priority on the waiting list will not be lost in the transfer over.

Work is progressing on the Haywards Heath Town Centre masterplan and to support this work the Council has appointed Tibbalds. A stakeholder workshop is to be held shortly to develop the vision, objectives and guiding principles for the future of Haywards Heath.

**11. QUESTIONS FROM MEMBERS PURSUANT TO COUNCIL PROCEDURE RULE 10.2**

The following question was submitted by Councillor Paul Brown and read by Councillor Eves on his behalf.

“Referring to Appendix 3 - Sustainability Action Plan, there are just six electric vehicle charging points in Mid Sussex. What is the availability of use by the public of these charging points? Are Council aware that there has been no working public charging point for electric vehicles in Burgess Hill for the last seven months?”

Councillor John Belsey, Cabinet Member for Environment and Service Delivery responded, noting that there are 6 fast charging electric vehicle points (EVCPs) in Council car parks that are owned by the Mid Sussex District Council. The use of the Council’s EVCPs is monitored on the online ‘Charge Your Car’ portal and quarterly figures are reported as part of Corporate Performance Management Report to Scrutiny and in the Council’s Sustainability Strategy.

He noted that there are other public charging points across the District, including in Burgess Hill, that are operated by various EV charge point companies.

He confirmed that the Council is aware of ongoing issues with the Cyprus Road Car Park charging point in Burgess Hill. The root problem is that the electrical supply was originally to a slow charger and is now insufficient to support a fast charger which has double the capacity. Additionally, the use of the chargers has increased over fourfold creating a strain on the power supply causing it to repeatedly fail. This means that a new separate power supply is required to be installed. This will be addressed as a priority in the roll out of an additional 26 fast EVCPs across the District agreed by Cabinet on the 29th April 2019. This work is currently being procured and due to commence in the late summer. This work will also provide an improved power supply infrastructure to support more fast chargers should they be needed to meet future demand. In response to a Member’s concern that drivers of electric cars are put off visiting the town, he reiterated that there are other charging points in Burgess Hill and officers are working towards an early resolution.

The meeting finished at 8.10 pm

Chairman

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## **SITE ALLOCATIONS DEVELOPMENT PLAN DOCUMENT – DRAFT PLAN FOR CONSULTATION**

REPORT OF: Judy Holmes, Assistant Chief Executive  
Contact Officer: Sally Blomfield – Divisional Leader for Planning and Economy  
Wards Affected: All  
Key Decision: Yes  
Report to: Council  
Date of meeting: 25<sup>th</sup> September 2019

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### **Purpose of Report**

1. The purpose of this report is to ask Council to approve the draft Mid Sussex District Council Site Allocations Development Plan Document (the draft Draft Sites DPD) and supporting documents for public consultation between 9<sup>th</sup> October 2019 and 20<sup>th</sup> November 2019.

### **Summary**

2. The Draft Sites DPD was considered at the meeting of the Scrutiny Committee for Housing, Planning and Economic Growth on 11<sup>th</sup> September 2019. Scrutiny Committee requested some points of clarification which are listed in Appendix 1.
3. This report:
  - Summarises the purpose of the Draft Sites DPD and the work undertaken in its preparation;
  - Outlines the proposed site allocations and additional policies;
  - Outlines how the Draft Sites DPD has been prepared in accordance with national policy, guidance and legislation; and
  - Outlines the proposed approach to consultation and the next steps.

### **Recommendations**

4. That Council:
    - (i) Approves the Mid Sussex District Council Site Allocations Development Plan Document for public consultation (Regulation 18) commencing 9<sup>th</sup> October to 20<sup>th</sup> November; and
    - (ii) Agrees the publication of the Sustainability Appraisal and Habitats Regulations Assessment for public consultation (Regulation 18) commencing 9<sup>th</sup> October to 20<sup>th</sup> November; and
    - (iii) Authorises the Divisional Leader for Planning and Economy, in consultation with the Cabinet Member for Planning, to make typographical, minor factual and formatting errors to the Draft Sites DPD, the Sustainability Appraisal and Habitats Regulations Assessment along with the supporting documentation prior to the commencement of the public consultation.
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### **Background**

5. The District Plan 2014-2031 adopted in March 2018 sets out a commitment for the Council to prepare a Site Allocations Development Plan Document (the Draft Sites DPD). The Draft Sites DPD has four main aims, which are:

- (i) to allocate sufficient housing sites to address the residual necessary to meet the identified housing requirement for the district up to 2031 in accordance with the Spatial Strategy set out in the District Plan;
  - (ii) to allocate sufficient employment land to meet the residual need and in line with policy requirements set out in District Plan Policy DP1: Sustainable Economic Development;
  - (iii) to allocate a site for a Science and Technology Park west of Burgess Hill in line with policy requirements set out in District Plan Policy DP1: Sustainable Economic Development, and
  - (iv) to identify and set out Strategic Policies necessary to complement or replace those set out in the District Plan to deliver sustainable development.
6. This report summarises the preparation of the Draft Sites DPD and recommends the sites for inclusion in the Draft Sites DPD. The Draft Sites DPD has been prepared in line with legislative requirements, the government's policies and guidance and has been over seen by a cross party Members Working Group and Scrutiny Committee.
7. The draft Sites DPD was reviewed by the Scrutiny Committee for Housing, Planning and Economic Growth on 11<sup>th</sup> September 2019 at which Committee requested changes to provide clarification on 3 specific issues. These can be found at Appendix 1.

## Housing

### *Housing Requirement*

8. One of the most important aims of the Draft Sites DPD is to allocate sufficient housing sites to address the residual necessary to meet the agreed housing requirement for the plan period up to 2031 as set out in the adopted District Plan. This is necessary to ensure the Council can continue to demonstrate a deliverable five-year housing land supply and ensure the District Plan continues to form the basis for planning decision making in the District.
9. The District Plan Policy DP4: Housing sets out the housing requirement for the District for the plan period of 16,390 dwellings. It is important to note that the housing requirement has been 'fixed' by the adopted District Plan and it is not the role of the Draft Sites DPD to revisit this.

### *Housing Residual Figure*

10. District Plan Policy DP4 sets out how the minimum number of homes required is to be met giving consideration to; Completions, Commitments, Strategic Allocations and Windfalls. This left a residual figure of **2,439 dwellings as at March 2018**<sup>1</sup>.
11. At the Scrutiny Committee for Housing, Planning and Community in November 2018, officers recommended that the Council consider allocating sufficient sites to meet this residual figure in full. However, since then additional work has been undertaken to review and establish the most up-to-date residual figure. Key changes include:
- Additional housing completions;
  - Changes in the number of units identified as part of the Allocations to reflect planning permissions;

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<sup>1</sup> This figure is dated April 2017 as set out in the District Plan adopted March 2018.



- Changes to the number of units to be delivered at the Northern Arc in the plan period; and
  - An updated windfall calculation
12. Following the updated definition for windfalls in the NPFF, policy DP6 in the District Plan, and past delivery, the windfall allowance has increased from 45 dwellings per year to **84 dwellings per year**. This equates to a windfall allowance of 588 dwellings for years six onwards for the rest of the plan period up to 2031. The revised methodology is summarised in the supporting documentation (listed in **Appendix 2**).
13. The revised housing supply figures are set out below in Table 1, which illustrates that the ‘residual’ currently necessary to fully meet the district housing requirement is **1,507 dwellings as at April 2019**. This should be regarded as the ‘minimum’ number of dwellings to be allocated in the Draft Sites DPD to ensure the district housing requirement is fully met.

**Table 1: Housing Supply Position at April 2019**

Category		Number of Dwellings
Housing Requirement for the full plan period (April 2014 to March 2031)		16,390
Housing Completions (April 2014 to March 2019)		3,914
Housing Supply (April 2014 to March 2019)	Known commitments (including Neighbourhood Plan Allocations)	7,094
	District Plan 2014-2031 - Allocations	3,287
	Windfalls	588
<b>Residual necessary to fully meet the District Housing Requirement</b>		<b>1,507</b>

### **Housing - Sites**

#### *Site Selection Methodology and Technical Work*

14. A robust methodology, consistent with national policy and guidance, has been developed in order to select sites for inclusion in the Draft Sites DPD. The development of the methodology was overseen by a Members Site Allocations Working Group (SAWG) at every stage of the process and was considered by the Scrutiny Committee for Housing, Planning and Community at meetings in January 2017 September and November 2018. The methodology is summarised below and in the Site Selection Papers.
15. The first stage of the methodology involved preparation of the Council’s Strategic Housing Economic Land Availability Assessment (SHELAA), which followed a ‘call-for-sites’ consultation that identified a pool of 241 potential sites. A small number of sites were excluded from further consideration in the SHELAA due to high-level constraints, such as being located within the floodplain, or because they did not meet the site size threshold of 5 units/0.25ha set out within the SHELAA methodology.
16. The second stage of the process consisted of a high level assessment of the sites identified in the SHELAA for conformity with the District Plan Spatial Strategy set out in District Plan policies DP4 and DP6. Sites were discounted if they were more than approximately 150m from an existing settlement boundary or if the scale of the site was significant at an individual settlement level in relation to the Settlement Hierarchy.

17. The third stage of the process, the 'detailed assessment' considered 142 sites against the site selection criteria set out within Site Selection Paper 2, which the Scrutiny Committee considered in November 2018. This stage was also subject to a comprehensive 'fact-check' where the site promoters of all 142 sites were invited to provide detailed comments on the draft assessment. This resulted in 47 sites being identified for detailed consideration at the next stage.
18. These 47 sites were presented to the SAWG as 3 potential options all of which could be suitable for inclusion in the Draft Sites DPD, subject to further technical work (see table 2 and paragraph 20).
19. Sustainability Appraisal (SA) is a legislative requirement to be undertaken alongside the preparation of the Site Allocations DPD and an SA Report is published alongside this report . The role of the SA is to assess reasonable alternatives. The three options were assessed as reasonable alternatives. There is a non-technical summary available, along with an overview of how the SA has informed the site selection process set out within the Site Selection Topic Paper (listed in **Appendix 2**).
20. The sites included in the three options are consistent with the Council's Spatial Strategy as set out in the adopted District Plan. This policy provides an indication of the number of dwellings required at each settlement, and has been updated in light of the amendments to the residual housing figure. The three options ensure the housing requirement for each of the settlement categories (see **Appendix 4**) are met. This is considered to be an appropriate strategy because it meets the Council's Spatial Strategy which seeks to focus growth as far as possible to upper tier settlements given that they offer the widest range of services and facilities and access to public transport and employment.

*Identification of Reasonable Alternatives and Preferred Option*

21. Therefore the fourth stage was the assessment of reasonable alternatives which was informed by detailed engagement with a range of stakeholders and experts, by the Sustainability Appraisal, and by detailed evidence for Transport, Air Quality and the Habitats Regulations Assessment (HRA) (listed in **Appendix 2**). The 'detailed evidence testing' was undertaken iteratively alongside preparation of the Council's **Sustainability Appraisal (SA)**. This involved two main steps, an assessment of all the shortlisted sites from Stage 3 (i.e. 47 sites) on a settlement by settlement basis; and the identification of the three reasonable alternatives.
22. The reasonable alternatives consisted of the three options summarised in Table 2:

**Table 2: Summary of ‘Reasonable Alternative’ options tested to inform the MSDC Site Allocations Preferred Options Document**

Option Number	Description
1	20 sites providing 1,619 dwellings  This options ensures the necessary residual is met with a small additional supply of 112 dwellings
2	22 sites (as option 1) plus 2 additional sites at Burgess Hill providing 1,962 dwellings  This option provides for a larger additional supply of 455 dwellings
3	21 sites (as option 1) plus 1 additional site at Haywards Heath providing 2,249 dwellings  This option provides for a higher additional supply of 742 dwellings

23. The Council’s SA has tested each of the shortlisted sites, individually; on a settlement-by-settlement basis, and the three Options described by this report (these are defined in the SA as Reasonable Alternatives and is a step required by legislation).
24. The final stage of technical evidence testing was to assess Options 2 and 3. The sites included in Option 1 are common to both of these options and provides for a smaller additional supply of housing than either Options 2 or 3. Consequently, it is assumed that if Options 2 and 3 are acceptable from a technical evidence perspective, that Option 1 will also be acceptable.
25. Following the Sustainability Assessment the high level findings from this work are:
- There are generally very small differences in the results between Options 2 and 3 (Option 3 is marginally worse than Option 2) in relation to transport, air quality and HRA impacts;
  - Proposed highway mitigations are largely successful in removing any potential ‘severe’ impacts;
  - Two locations on the highway network remain at ‘severe’ for both options after consideration of initial mitigation proposals. These result from the proposed Science and Technology Park at Burgess Hill. However, the impacts are considered to be capable of being mitigated successfully following further detailed work. Further work will inform the next stage of preparing the Draft Sites DPD to ensure the final version of the plan does not lead to any ‘severe’ impacts;
  - Overall, the air quality testing has shown that neither of the two options would lead to significant air quality impacts within and near the Stonepounds Crossroads AQMA;
  - Although Air quality results relating to Ashdown Forest identify ‘potential’ to cause adverse impacts, the Habitats Regulations Assessment, given consideration to all factors, and potential mitigation, concludes that any impacts are low enough to be ruled out from having adverse effects; and
  - The overall conclusion within the HRA giving regard to all potential impacts is that there are no adverse effects.

26. It must be remembered that the housing figures are considered the minimum and the thrust of the Council's policy is to significantly boost the supply of housing. In addition some housing over-supply provides additional flexibility and resilience and is important to ensure the Council can continue to maintain a rolling five-year housing land supply.
27. Twenty sites are common to all three options. These sites emerged from the site selection methodology as the best performing and most suitable sites overall having considered all the factors of the process taken together.
28. **Appendix 3** illustrates how the number of sites being considered at each stage of the methodology was refined following assessment.

#### *Assessment of Options*

29. In sustainability terms, Option 1 is not favoured as it does not provide sufficient flexibility and resilience to ensure the Council can continue to maintain a land supply position. Option 3 is not recommended as the level of growth is significantly above that required, the allocation does not meet the Spatial Strategy due to the scale of growth proposed at Category 1 and Haywards Heath significantly exceeds the identified need.
30. Following consideration of all the relevant factors and careful consideration by SAWG, Option 2 is considered to be the best performing option overall and is therefore recommended as the most appropriate option for inclusion in the Draft Draft Sites DPD. This ensures the residual is fully met, it provides a reasonable over-allocation to provide flexibility, provides a range of sites across a wide geographical area and of a variety of sizes and best delivers District Plan policies DP4 and DP6. It also ensures that any potential impacts relating to highways, air quality or Habitats Regulations Assessment (HRA) are minimised.
31. The sites that make up the recommendation for inclusion within the 'Draft Plan' Site Allocations Document are shown at **Table 3**. These consist of the 20 sites that are common to all three options that were identified as the most appropriate overall, plus the two additional sites at Folders Lane Burgess Hill.

#### *Implications for 5 Year Housing Land Supply*

32. The Council's five-year housing land supply (5YHLS) position is currently **5.64 years (as at April 2019)**<sup>2</sup>. It is estimated that the addition of the sites proposed within Option 2, would increase this to **6.47 years**. This increase is helped by the predominantly small nature of the sites and their geographical distribution across the district in accordance with the Spatial Strategy.
33. The Council must also satisfy Paragraph 68 of the NPPF that requires 'at least' 10% of the housing requirement being provided for on sites no larger than one hectare. With consideration to existing completions and commitments, it is estimated that around 14% of the housing requirement would be provided on sites no larger than one hectare.

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<sup>2</sup> Mid Sussex District Council. (2019). *Housing Land Supply Position: Annual Position Statement*.

**Table 3: Proposed Site Allocations**

Settlement Type	Settlement/ Parish	Site Name	Policy Reference	Number of Dwellings	
				Site	Category
Category 1 – Town	Burgess Hill	Land South of 96 Folders Lane	SA 12	43	1,412
		Land South of Folders Lane and East of Keymer Road	SA 13	300	
		Land South of Selby Close	SA 15	12	
		Land South of Southway	SA 16	30	
		The Brow and St.Wilfrid's School	SA 17	200	
		Woodfield House, Isaacs Lane	SA 18	30	
	East Grinstead	East Grinstead Police Station	SA 19	22	
		Land South of Crawley Down Rd	SA 20	200	
		Land South and West of Imberhorne Upper School	SA 21	550	
	Haywards Heath	Land at Rogers Farm, Fox Hill	SA 22	25	
Category 2 – Larger Village (Local Service Centre)	Crawley Down	Land North of Burleigh Lane	SA 23	50	235
	Cuckfield	Land at Hanlye Lane East of Ardingly Road	SA 24	55	
	Hassocks	Land North of Shepherds Walk	SA 25	130	
Category 3 – Medium Sized Village	Ardingly	Land West of Selsfield Road	SA 26	100	303
	Ashurst Wood	Land South of Hammerwood Road	SA 27	12	
	Handcross	Land at St. Martin Close (West)	SA 28	65	
	Horsted Keynes	Land South of The Old Police House	SA 29	25	
		Land South of St. Stephens Church	SA 30	30	
	Sayers Common	Land to the North of Lyndon, Reeds Lane	SA 31	35	
	Scaynes Hill	Land to the rear of Rear of Firlands, Church Road	SA 32	20	
	Turners Hill	Withypitts Farm, Selsfield Road	SA 33	16	
Category 4 – Smaller Village	Ansty	Ansty Cross Garage	SA 34	12	12
<b>Total</b>				<b>1,962</b>	<b>1,962</b>

## Employment

34. Updated employment evidence, commissioned by the Council to take account of the recent employment forecast statistics, identified that a total requirement of around 35 to 40 hectares is needed up to 2031<sup>3</sup>. As 25 hectares employment land has already been allocated at Burgess Hill, within District Plan Policy DP1, this leaves a residual requirement of 10-15 hectares to be allocated within the Site Allocations Document.
35. The Draft Sites DPD Policy **SA1: Sustainable Economic Development – Additional Site Allocations** allocates six new sites for employment use, plus an expansion at Bolney Grange Business Park, totaling approximately 17ha. The process for selecting these sites for allocation is set out in the Employment Topic Paper and Sustainability Appraisal (listed in **Appendix 2**).

## Science and Technology Park

36. District Plan policy **DP1: Sustainable Economic Development** identifies a broad location for a Science and Technology Park to the west of Burgess Hill, to support research and development and provide high quality employment for the wider area. The principle of the allocation and location itself was based upon a range of documents which assessed deliverability, market demand, feasibility and suitability.
37. The Coast to Capital Strategic Economic Plan (2014) (SEP) identified Burgess Hill as a strategic growth location. This was on the basis of the collective Northern Arc strategic development (3,500 homes), The Hub business park (creating approximately 1,000 new jobs) and the potential for the Science and Technology Park to provide 100,000m<sup>2</sup> of employment floorspace and 2,500 new jobs. The SEP supported the potential for the Science and Technology Park and recognised that it would impact positively on the wider region and beyond, supporting high end economic and business growth across the Coast to Capital and South East Local Economic Partnership areas.
38. Two specific sites have been promoted within the broad location to the west of Burgess Hill, essentially to the north and south of the A2300. Both sites were assessed against the employment criteria set out in Site Selection Paper 2. The conclusions of this assessment didn't provide a clear distinction between the two sites, therefore the promoters were asked to provide further detailed information based on a series of 14 questions. The questions requested details of proposed uses, vision, access and highways, and how any on-site constraints could be addressed.
39. Following assessment of the information provided for both sites, the site to the north of the A2300 has been concluded as the preferable option, principally for highway reasons. The proposed access mitigation for the park to the north of upgrades to an existing junction on the A2300 is shown to function more successfully than the access proposed by the site to the south which would involve the creation of a new junction on the A2300. Furthermore, the access solution proposed by the northern site is deliverable, within the land ownership of the site promoter. The northern site also benefits from better connectivity with the Northern Arc in pedestrian and cycle terms. Site Selection Paper 4: Employment explains the Council's rationale for selecting the preferred site option (listed in **Appendix 2**).

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<sup>3</sup> Mid Sussex District Council. (2019). *Site Allocations Development Plan Document, Site Selection Paper 4: Employment Sites*.

## **Additional Strategic Policies**

40. Whilst the primary purpose of the Draft Sites DPD is to allocate sufficient housing and employment sites, the document also provides an opportunity for the Council to include a limited number of additional Strategic Policies that are considered to be necessary to complement, or replace, selected policies set out in the District Plan to deliver sustainable development.
41. The five additional policies proposed are summarised below. The proposed policies are considered necessary to complement the District Plan and provide additional guidance or clarity. In the case of SA 39: Air Quality, this policy replaces the relevant section of DP29.

### *Employment*

42. Policy SA 35 supplements District Plan policy DP1: Sustainable Economic Development by providing additional protection for the Districts existing employment sites. This is consistent with the Economic Development Strategy that was approved in 2018 aim to increase and minimise the loss of employment floorspace.

### *Air Quality*

43. This policy replaces the sections of DP29: Noise, Air and Light Pollution that relate to air quality as set out in the District Plan and provides additional clarity on how proposals will be expected to address any air quality impacts. The policy is informed by and makes reference to the recently prepared Air Quality and Emissions Guidance for Sussex (2019)<sup>4</sup> that has been prepared by the local authorities across Sussex, along with the County Council and a range of other stakeholders.

### *Transport*

44. This policy has been developed in partnership with West Sussex County Council, who as Highways Authority has responsibility for delivering highway infrastructure across the district working in partnership with Highways England.
45. The policy seeks to ensure that land is safeguarded to support the delivery of strategic transport schemes identified by West Sussex County Council that will be necessary to support planned growth across the district, including development set out in the District Plan 2014-2031.
46. The identified schemes are listed below and are considered necessary irrespective of the growth proposed within the Draft Sites DPD, although development set out within Draft Sites DPD can assist in funding and delivering some of these schemes.
  - A23/ A2300 Junction at Hickstead
  - A264 Corridor upgrades at Copthorne Hotel Junction
  - A22 Corridor upgrades at Felbridge, Imberhorne Lane and Lingfield Junctions
47. The areas to be safeguarded will be defined by detailed work in partnership with the County Council. The safeguarded areas will be set out in the final version of the Draft Sites DPD and are proposed as a precautionary measure to ensure that future delivery of the transport schemes are not prejudiced.

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<sup>4</sup> *Air Quality and Emissions Mitigation Guidance for Sussex Authorities.* (2019).

48. The Council will ensure that any land needed for highway schemes is minimised and informed by appropriate detailed investigative work.  
*Connectivity Improvements*
49. Additional policies have been developed to support the safeguarding of land for, and delivery of, transport schemes related to the Burgess Hill growth programme and in particular, the ambitious programme of sustainable transport improvements. These relate to the expansion and upgrade of Wivelsfield Railway Station, to improve the efficient and effective operation of the station and increase the use of sustainable modes of travel and the Burgess Hill and Haywards Heath multifunctional network (for cycling, walking and equestrian). This network will promote road safety, reduce congestion and support healthy lifestyles. Policies SA36 and SA37 ensure that necessary land is safeguarded to ensure the delivery of these schemes is not prejudiced.

### **Compliance with national policy, guidance and regulations**

50. The plan has been prepared in compliance with the Planning and Compulsory Purchase Act 2004<sup>5</sup>, and other relevant regulations. The NPPF indicates that Plans can be found sound if they are:
- a) positively prepared
  - b) justified
  - c) effective, and
  - d) consistent with national policy<sup>6</sup>.
51. The following sets out how the Draft Sites DPD meets these tests.
- a) *Positively Prepared*
52. Officers consider the Draft Sites DPD has been positively prepared. The Council has worked, and continues to work, in partnership with its neighbouring authorities under the Duty-to-Cooperate and has carried out an ongoing Sustainability Appraisal to ensure that the Draft Sites DPD delivers sustainable development.
53. As the Draft Sites DPD is addressing housing and employment need already established by the District Plan, these are less significant Duty-to-Cooperate matters in the context of the Site Allocations document itself. Clearly these matters will be reviewed again in the future through the Local Plan review process.
54. Other important Duty-to-Cooperate matters for Mid Sussex include giving consideration to potential impacts on the South Downs National Park, High Weald Area of Outstanding Natural Beauty (AONB) and the Ashdown Forest Special Protection Area (SPA) and Special Area of Conservation (SAC). The National Park Authority, AONB Board and Natural England have all been engaged during the preparation of the plan and details of this are set out within the supporting papers and Habitats Regulations Report (listed in **Appendix 2**). It is considered that the plan does not negatively affect these matters.

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<sup>5</sup> Planning and Compulsory Purchase Act 2004

<sup>6</sup> *National Planning Policy Framework*. (2019). para. 35.



55. Planning for strategic infrastructure, particularly for highways, is an important consideration, including for the Draft Sites DPD, and the Council continues to work with West Sussex County Council as Highways Authority, Highways England, and other stakeholders. Additional transport policies are proposed (discussed earlier in this report) and technical evidence has been prepared to inform the plan (**Appendix 2**).
56. The Draft Sites DPD identifies additional site allocations to 'fully' meet the objectively assessed development requirements for the district, including the agreed quantum of unmet housing need for the Northern West Sussex Housing Market area (HMA) to be addressed within Mid Sussex.

*b) A justified plan:*

57. Officers consider the Draft Sites DPD to be an appropriate strategy, taking into account the reasonable alternatives, and that the Plan is based on proportionate evidence.
58. The Draft Sites DPD complements the District Plan and the additional allocations are consistent with the Spatial Strategy and Settlement Hierarchy. The District Plan was based on a comprehensive understanding of the issues facing the district and this baseline has been updated to inform the Draft Sites DPD.
59. A series of reasonable alternatives were developed and considered to inform the Draft Sites DPD. The reasonable alternatives have been assessed through the Sustainability Appraisal (SA), which is described further below.

*c) An effective plan:*

60. The NPPF states that plans are sound if they are: "*effective - deliverable over the plan period, and based on effective joint working on cross-boundary strategic matters that have been dealt with rather than deferred, as evidenced by the statement of common ground*"
61. The Council has worked closely with landowners and developers to confirm that the additional sites proposed for allocation are deliverable. A Viability Study has been published alongside the Site Allocations Document (listed in **Appendix 2**).
62. The Council has worked closely with a range of organisations and key stakeholders such as West Sussex County Council, who are responsible for providing or managing key services, including education and transport, and the Environment Agency, Natural England and Historic England. A number of Statements of Common Ground have been prepared with a series of key stakeholders and these are published alongside a Topic Paper summarising the Council's approach to meeting its commitments under the Duty-to-Cooperate (**Appendix 2**).

*d) Consistent with National Policy:*

63. Officers consider that the Draft Sites DPD is consistent with national policy and the preparation has involved the testing of reasonable alternatives through a Sustainability Appraisal (SA) which incorporates a Strategic Environmental Assessment (SEA) and a Habitats Regulations Assessment (HRA). Both reports have been published alongside this document (**Appendix 2**).

## **Sustainability Appraisal report/Habitats Regulations Assessment**

64. In accordance with legal requirements, a Sustainability Appraisal report and a Habitats Regulations Assessment have been prepared to consider the potential impacts of the draft Sites DPD. These will be published for public consultation alongside the Plan itself. Summaries of both documents are appended to this report.

## **Approach to Consultation**

65. The Councils approach to consultation is set out in the Statement of Community Involvement (SCI), which is a 'code of practice' for how the council will engage people in planning processes.
66. The SCI commits the Council to prepare a 'Community Involvement Plan' for all planning policy documents. The Community Involvement Plan is appended to this report and sets out how the document will be produced, how and when community involvement will take place and what happens to the results of community involvement in taking decisions. The main consultation methods to be used will include:
- Press release, email alert and utilise social media where possible;
  - Documentation available on Council website including an on-line response form;
  - Hard copies of documents available at the District's libraries, District, Town and Parish Council offices and help points;
  - Letters or emails to specific consultation bodies (statutory consultees) and to other organisations listed in the Community Involvement Plan (**Appendix 2**); and
  - Static exhibitions will be held in the District Libraries and District Council Office.

## **Background Papers and a List of all the previous Committee Reports**

67. All documents are listed in **Appendix 2**.

## **Appendix 1: Changes to the Draft Sites DPD Following Scrutiny Committee Consideration**

The Scrutiny Committee requested the following clarifications:

- a) how access will be provided to Site SA13: Land East of Keymer Road and South of Folders Lane, Burgess Hill. Officers have subsequently amended text in Policy SA13 to make this clear;
- b) the need for collaborative work with Tandridge District Council and both Surrey and West Sussex County Councils regarding highways and junction improvements in connection with Site SA 19: Land South of Crawley Down Road, Felbridge. Officers have subsequently amended text in Policy SA19 to make this clear; and
- c) how biodiversity net gain will be measured. Appendix C of the draft Sites DPD has been amended to make this clear.

These changes are shown as track changes in the attached draft Sites DPD.

## **Appendix 2: List of Documentation**

### **List of Documents provided by post (and available online)**

1. Draft 'Preferred Options' Site Allocations Development Plan Document (DPD)
2. Sustainability Appraisal Report (SA) Non-Technical Summary
3. Habitats Regulations Assessment (HRA) Non-Technical Summary

### **List of Background Documents available in Members Room and online at:**

<https://www.midsussex.gov.uk/planning-building/development-plan-documents/#topic-site-allocations-document>

1. Sustainability Appraisal Report (SA)
2. Habitats Regulations Assessment Report (HRA)

### **List of Evidence Base Material available in Members Room and Online at**

<https://www.midsussex.gov.uk/planning-building/development-plan-documents/#topic-site-allocations-document>

1. Transport Assessment Non-Technical Summary
2. Air Quality Assessment Non-Technical Summary
3. Site Selection (Housing Sites) Paper 3
4. Site Selection (Employment Sites) Paper 4
5. Draft Infrastructure Delivery Plan (IDP)
6. Community Involvement Plan
7. Equality Impacts Assessment (EqIA)
8. Windfall Sites Update Note
9. Transport Assessment Report
10. Air Quality Assessment Report
11. Viability Assessment Report

**Previous Committee Reports relating to the Draft Sites DPD are also available online at:** <http://midsussex.moderngov.co.uk/ieDocHome.aspx?Categories>

### Appendix 3: MSDC Site Allocations Document Site Selection Methodology

Selection Stage	Description	No. of Sites	No. of Sites that meet criteria	Reference
1	<p><b>Call for Sites &amp; Preparation of SHELAA</b></p> <ul style="list-style-type: none"> <li>• Call for sites – notification of sites to Council from land owners, site promoters and interested parties</li> <li>• Identify pool of ‘potential’ development sites based on high level assessment of ‘suitability, availability and achievability’.</li> </ul>	241	233	SHELAA &  Site Selection Paper 1
2	<p><b>High Level Assessment</b></p> <ul style="list-style-type: none"> <li>• High Level assessment to test conformity with the District Plan Strategy, in particular: <ul style="list-style-type: none"> <li>○ If sites are located more than 150 m from existing settlement and so deemed to be located in open countryside</li> <li>○ If sites are of a significant scale in relation to the Settlement Hierarchy and indicative housing requirements for individual settlements and so may be more suited for consideration through a future Local Plan Review</li> </ul> </li> </ul>	233	142	Site Selection Paper 1
3	<p><b>Detailed Assessment</b></p> <ul style="list-style-type: none"> <li>• Detailed Assessment against a range of 17 assessment criteria</li> <li>• Fact Check - consultation with Site Promoters to fact check key assessment findings or assumptions</li> </ul>	142	47	Site Selection Paper 2
4	<p><b>Detailed Evidence Testing</b></p> <ul style="list-style-type: none"> <li>• Additional site filter/ refinement incorporating <b>Sustainability Appraisal</b> of sites at Settlement level</li> <li>• Consultation with Key Stakeholders, Infrastructure Providers and Specialist Officers</li> <li>• Consideration of additional Technical Evidence (Transport, Air Quality, HRA, Viability)</li> <li>• Refine shortlisted sites and identify Reasonable Alternative Options to inform <b>Sustainability Appraisal</b></li> </ul>	47	23	Site Selection Paper 3
5	<b>Identify Preferred Option</b>	22		

## Appendix 4: Spatial Distribution of Housing Requirement

Settlement category	Settlements	Minimum Required over Plan Period	Minimum Residual as identified in District Plan 2014 - 2031	Updated Minimum Residual as identified in Site Allocations DPD (as at 1 April 2019)	Proposed Housing Supply Options		
					Option 1	Option 2	Option 3
1	Burgess Hill East Grinstead Haywards Heath	10,653	1,272	840	1,069 (+229)	1,412 (+579)	1,699 (+859)
2	Copthorne Crawley Down Cuckfield Hassocks and Keymer Hurstpierpoint Lindfield	3,005	838	222	235 (+13)		
3	Albourne, Ardingly Balcombe, Bolney Handcross, Horsted Keynes, Pease Pottage, Sayers Common Scaynes Hill, Sharpthorne Turners Hill, West Hoathly	2,200	311	440	303 (-136)		
4	Ansty Staplefield Slaugham Twineham Warninglid	82	19	6	12 (+6)		
5	Hamlets such as: Birch Grove, Brook Street Hickstead, Highbrook Walsted	N/A	N/A *	N/A *	N/A *	N/A *	N/A *
<b>Total</b>		<b>16,390</b>	<b>2,439</b>	<b>1,507</b>	<b>1,619</b>	<b>1,962</b>	<b>2,249</b>

\* Assumed windfall growth only

## **EXTENSION OF MEMBERSHIP OF THE GREATER BRIGHTON ECONOMIC BOARD**

REPORT OF: Assistant Chief Executive, Judy Holmes  
Contact Officer: Mark Healy  
Email: mark.healy@midsussex.gov.uk Tel: 01444 477593  
Wards Affected: All  
Key Decision No

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### **Purpose of the Report**

1. The purpose of this report is to seek ratification by the Council, in its capacity as a constituent member of the Greater Brighton Economic Board (GBEB), of Arun District Council's membership of the GBEB.

### **Summary**

2. Mid Sussex District Council is a constituent member of the Greater Brighton Economic Board along with Adur District Council, Brighton & Hove City Council, Crawley Borough Council, Lewes District Council, and Worthing District Council. On 26 March 2019, the Board resolved to invite Arun District Council to become a constituent member. This decision requires ratification by all existing members.

### **Recommendations**

3. **The Council are recommended to:**
    - **approve the membership of Arun District Council to the Greater Brighton Economic Board**
    - **agree other changes to the Greater Brighton Economic Board Heads of Terms to allow a sitting chair to be re-elected, and to require Board meetings to take place in different parts of the City Region.**
- 

### **Background**

4. In March 2014, the Council agreed to the establishment of the GBEB as the governing mechanism for delivery of the Greater Brighton City Deal. The Board comprises the Greater Brighton Economic Joint Committee (on which local authorities will be represented) and the Greater Brighton Business Partnership (on which Coast to Capital, business, and education sectors will be represented).
5. The original local authority members of GBEB were Adur District Council, Brighton & Hove City Council, Lewes District Council, Mid Sussex District Council and Worthing District Council. Crawley Borough Council was invited to join GBEB at the Board's meeting on 25 April 2017. That decision was thereafter formally ratified by each of the local authority members, with Crawley's membership agreed by the Board at its meeting on 6 February 2018.

### *Role of the Greater Brighton Economic Joint Committee*

6. The Greater Brighton Economic Joint Committee (GBEJC) is a joint committee established pursuant to Section 102 of the Local Government Act 1972. The Local Government Act 1972 and The Local Authorities (Arrangements for the Discharge of Functions (England) Regulations 2012 require the constituent authorities of a joint committee to decide the membership of that committee. Therefore Arun District Council's membership of GBEB requires ratification by all current local authority members.
7. The functions of the Board are as follows:
  - To make long term strategic decisions concerning regional economic development and growth;
  - To be the external voice to Government and investors regarding the management of devolved powers and funds for regional economic growth;
  - To work with national, sub-national (in particular the Coast to Capital Local Enterprise Partnership) and local bodies to support a co-ordinated approach to economic growth across the region;
  - To secure funding and investment for the Region;
  - To ensure delivery of, and provide strategic direction for, major projects and work stream enabled by City Deal funding and devolution of powers;
  - To enable those bodies to whom section 110 of the Localism Act 2011 applies to comply more effectively with their duty to co-operate in relation to planning of sustainable development;
  - To incur expenditure on matters relating to economic development where funds have been allocated directly to the Board for economic development purposes.

### *Contribution of Arun District Council to the City Region*

8. Arun District Council can add significantly to the critical mass and economic diversity of the Greater Brighton City Region economy. Arun's economy supports around 55,000 jobs, and the addition of Arun to Greater Brighton would take the City Region's job base to over half a million, which would be a significant milestone. It would also increase the population of the City Region to more than one million. The current Gross Value Added (GVA) of Greater Brighton is around £23.1bn. Arun's economy currently generates around £2.3bn GVA, which would represent a 10 per cent uplift to the current Greater Brighton Economy.
9. Arun has a broad-based economy including representation in a number of high-value sectors including knowledge-based manufacturing and advanced engineering activities. The greatest uplift to Greater Brighton's current GVA would be seen in the agriculture, construction, accommodation and food services and wholesale and retail sectors.

### **Policy Context**

10. The Council's refreshed Economic Development Strategy, launched in Summer 2018, sets out a vision for the District as a vibrant and attractive place for businesses and people to grow and succeed. Close partnership working will be key to the delivery of the Strategy and to the realisation of that vision. A strengthened GBEB will work in the District's favour, particularly in



lobbying for the delivery of infrastructure improvements and the promotion of inward investment.

### *Heads of Terms*

11. The current Heads of Terms for GBEB were agreed at the Board's meeting on 6 February 2018. The Heads of Terms are available and can be accessed at: <https://present.brighton-hove.gov.uk/mqChooseDocPack.aspx?ID=8120> (item 28, 'Operational Arrangements 2019/20', appendix 1).
12. There are a number of changes to the Heads of Terms that the Board agreed on 26 March 2019. These are as follows:
  - I. Change to 5.1 (Membership) to reflect the recommendation in paragraph 3 above that Arun District Council be formally invited to join the GBEJC.
  - II. Change to 6.4 (Chair) to reflect the agreed departure from a 1-year fixed-term Chair with the requirement to rotate annually, to allowing a sitting chair to stand for re-election.
  - III. Amendment to 11.1 (Time and Venue of Meetings) to reflect the current practice that Board meetings move around the City Region and do not always take place in the geographical area of the Lead Authority (currently Brighton & Hove City Council).

These also need to be ratified by each Member of the Board.

### **Other Options Considered**

13. The Council could refuse to agree to the inclusion of Arun District Council as a member of GBEB. This would be controversial and could destabilise the partnership and no other constituent member is contemplating such a course of action.

### **Financial Implications**

14. There are no direct financial implications for the Council as a result of this decision. Operational costs of GBEB are apportioned to member authorities according to the size of their working age populations. For 2019/20, Mid Sussex's contribution was £23,121. There is no suggestion that this will increase as a result of Arun District Council becoming a member.

### **Risk Management Implications**

15. None.

### **Equality and Customer Service Implications**

16. No implications.

### **Background Papers**

Report to Council on the Establishment of and Governance Arrangements for the Greater Brighton City Deal (March 2014):

<http://midsussex.moderngov.co.uk/CeListDocuments.aspx?Committeed=139&Meeti nglD=703&DF=26%2f03%2f2014&Ver=2>

Report to Council on the extension of the Greater Brighton Economic Board to include Crawley Borough Council (November 2017):  
<http://midsussex.moderngov.co.uk/CeListDocuments.aspx?Committeeld=139&MeetingId=734&DF=01%2f11%2f2017&Ver=2>

Heads of Terms for Greater Brighton Economic Board  
<https://present.brighton-hove.gov.uk/mgChooseDocPack.aspx?ID=8120>

## MAKING OF THE SLAUGHAM NEIGHBOURHOOD PLAN

REPORT OF: Assistant Chief Executive  
Contact Officer: Alma Howell  
Email: [Alma.Howell@midsussex.gov.uk](mailto:Alma.Howell@midsussex.gov.uk) Tel: 01444 477063  
Wards Affected: Slaugham  
Key Decision: Yes  
Report to: Full Council 25<sup>th</sup> September 2019

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### Purpose of Report

1. The purpose of this report is to recommend that the District Council formally 'make' the Slaugham Neighbourhood Plan. The Neighbourhood Plan will then sit alongside the District Plan and form part of the Development Plan for Mid Sussex. This will enable the District Council to use the Slaugham Neighbourhood Plan to help determine planning applications in Slaugham Parish.

### Summary

2. The District Council supports communities who wish to prepare Neighbourhood Plans. Altogether 16 Neighbourhood Plans have been 'made' (adopted) in the District. There are four remaining parishes at different stages in the process, including the Slaugham Neighbourhood Plan, which has now progressed to the final stage of being 'made' by Mid Sussex District Council (MSDC) as the Local Planning Authority (LPA).
3. Slaugham Parish Council is to be congratulated on their commitment and hard work in delivering their Neighbourhood Plan. Their efforts were rewarded in the Referendum on 25<sup>th</sup> July 2019 where the result was overall in favour of the Neighbourhood Plan being used to help determine planning applications in the Neighbourhood Area.
4. The Neighbourhood Plan is now part of the Development Plan for the parish of Slaugham having been through independent examination and receiving the backing of the community in a Referendum. MSDC is required to take a decision to formally 'make' the Slaugham Neighbourhood Plan following a successful Referendum, unless to do so would breach, or would otherwise be incompatible with any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998).

### Recommendations

5. **It is recommended that Council:**
    - **Notes the outcome of the Slaugham Referendum; and**
    - **Agrees to formally 'make' the Slaugham Neighbourhood Plan part of the Development Plan for Slaugham Parish.**
- 

### Background

6. Slaugham Parish Council is the 'qualifying body' with responsibility for preparing the Slaugham Neighbourhood Plan. The Neighbourhood Plan covers the plan period 2014 to 2031 and has been prepared for a designated neighbourhood area which follows the Slaugham Parish boundary.

7. The Parish Council first prepared their Pre-submission (Regulation 14) Neighbourhood Plan at the end of 2012. The Submission (Regulation 16) Plan underwent public consultation in May 2013 and was the subject of Examination. Ann Skippers was appointed as Examiner and her report (dated 17 January 2014) concluded that the Plan should not proceed to a Referendum for three reasons: that the Strategic Environmental Assessment (SEA) did not meet the legislative requirements', there had been insufficient consultation on the Pre-submission (Regulation 14) Plan, and the assessment of housing need needed to be more robust.
8. Slaugham Parish Council resolved to prepare a revised Neighbourhood Plan in August 2014 and carried out Pre-submission (Regulation 14) consultation from 13 November 2017 to 22 January 2018. The Slaugham Submission (Regulation 16) Neighbourhood Plan was submitted to the District Council on 7<sup>th</sup> November 2018.
9. The Plan sets out a vision for the Parish and, in line with paragraph 14 of the National Planning Policy Framework, it contains a series of policies to protect the environment and heritage, community facilities, the local economy, improve sustainability as well as proposing to allocate two sites for housing development.
  - Policy 11 - St Martin Close (east) for 30 residential units;
  - Policy 12 – St Martin Close (west) for 35 residential units as a Reserve Site.
10. The Neighbourhood Plan was published by the District Council for Regulation 16 public consultation from 19<sup>th</sup> November 2018 until 14<sup>th</sup> January 2019.
11. In agreement with Slaugham Parish Council, Mid Sussex District Council appointed Mr Andrew Ashcroft as Independent Examiner to review whether the Neighbourhood Plan met the Basic Conditions, and to recommend whether it should proceed to Referendum. The Examiner concluded that, subject to some modifications to the Plan, it met the Basic Conditions and should go forward to Referendum. These modifications were approved by Cabinet on 3<sup>rd</sup> June 2019.
12. The Slaugham Neighbourhood Plan Referendum was held on 25<sup>th</sup> July 2019. The result was 430 (77%) persons in favour and 125 (23%) against. The overall turnout at the Referendum was 24.2%. The declaration of result is attached as Appendix 1 to this report.

### **Making of the Neighbourhood Plan**

13. The Neighbourhood Planning Act 2017 provides that a Neighbourhood Plan automatically becomes part of the Development Plan following a successful Referendum. However, the Local Planning Authority (LPA) also has a statutory duty to 'make' a Neighbourhood Plan, following a successful Referendum, if more than half of those voting have voted in favour of the plan. This process is similar to the adoption of the District Council's own development plan documents. The LPA is not subject to this duty if (and only if) the making of the plan would breach, or would otherwise be incompatible with, any EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998).
14. The Examiner concluded that the Slaugham Neighbourhood Plan, with modifications, met these legislative obligations. No information has subsequently arisen to suggest the making of the Slaugham Neighbourhood Plan would be in breach with or incompatible with the legislation.

## **Conclusion**

15. This is one of the last remaining Neighbourhood Plans in the District to reach the end of the process. This is an important milestone for both the Parish Council and the District Council. The Slaugham Neighbourhood Plan is now part of the Development Plan for the parish of Slaugham and will sit alongside the Mid Sussex District Plan when assessing planning applications in the parish of Slaugham

## **Policy Context**

16. The National Planning Policy Framework and the Localism Act 2011 support Neighbourhood Plans. The Mid Sussex District Plan was adopted in March 2018 and the preparation of Neighbourhood Plans is part of its overall development strategy. Neighbourhood Plans will sit alongside the District Plan and set out how local communities wish their neighbourhoods to evolve.

## **Other Options Considered**

17. There are no other options as the LPA has a statutory duty to 'make' a neighbourhood plan, following a successful Referendum, if more than half of those voting have voted in favour of the plan, and it meets statutory requirements.

## **Financial Implications**

18. The cost of the Examination was £9,000 and the Referendum cost £3,000. These costs will be met from Government grant now the Plan has achieved a successful Referendum.

## **Risk Management Implications**

19. If the Neighbourhood Plan is not 'made' the Council could be a risk of legal challenge on the basis it has not met the legal requirements for Neighbourhood Development Plans.

## **Equality and Customer Service Implications**

20. An Equality Impact Assessment was carried out at the Submission (Regulation 16) Stage of the Neighbourhood Plan. The Parish Council also prepared a Consultation Statement demonstrating how they have consulted the local community and statutory consultees.

## **Other Material Implications**

21. There are no other material considerations.

## **Appendices**

1. The Declaration of Result of Poll

## **Background Papers**

- The Slaugham Referendum Neighbourhood Plan can be viewed at:  
<https://www.midsussex.gov.uk/media/4190/slaugham-neighbourhood-plan-referendum.pdf>

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# DECLARATION OF RESULT OF POLL

I, the undersigned being the Counting Officer at the  
Neighbourhood Plan Referendum for the

## SLAUGHAM AREA

held on the  
**25<sup>th</sup> JULY 2019**

do hereby give notice that the question put to voters was as follows:

**Do you want Mid Sussex District Council to use the neighbourhood  
plan for Slaugham to help it decide planning applications in the  
neighbourhood area?**

The number of votes recorded for each selection was as follows:-

<b>YES</b>	<b>430</b>
<b>NO</b>	<b>125</b>

The number of ballot papers rejected was as follows:-

a) want of official mark ..... b) voting for more candidates than voter was entitled to ..... c) writing or mark by which voter could be identified ..... d) being unmarked or wholly void for uncertainty .....2 e) rejected in part .....	
TOTAL	<b>557</b>

the turnout at the Referendum was:      24.2 %

and I do hereby declare that the electorate has decided:      **YES**

Dated: 25<sup>th</sup> July 2019



**Tom Clark  
COUNTING OFFICER**

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## RECOMMENDATIONS FROM CABINET – 16 SEPTEMBER 2019

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### BUDGET MANAGEMENT 2019/20 – PROGRESS REPORT APRIL TO JULY 2019

The Cabinet considered the progress on the Revenue Budget, Capital Programme and Treasury Management for 2019/20.

#### Summary

1. The forecast revenue outturn position for 2019/20 at the end of July is showing a projected net underspend of £511,000 against the original estimate, which mainly relates to additional investment property income from properties purchased after the budget was prepared. In addition, there are net on-going savings from 2018/19, being contract savings for insurance and Audit fees. This saving now gives us the opportunity to consider using part of this underspend for a limited range of discrete purposes totalling £457,000, which, if approved will reduce the projected net underspend to £54,000.

#### Recommendations

2. **That Council approve:**
  - (i) **that £280,925 grant income relating to Flexible Homelessness Support Grant be transferred to Specific Reserve as detailed in paragraph 21 of the Cabinet report;**
  - (ii) **that £27,765 grant income relating to Preventing Homelessness Grant be transferred to Specific Reserve as detailed in paragraph 22 of the Cabinet report;**
  - (iii) **that £457,000 of the revenue underspend be transferred to Specific Reserves as detailed in paragraph 23 of the Cabinet report;**
  - (iv) **the variations to the Capital Programme contained in paragraph 33 of the Cabinet report in accordance with the Council's Financial Procedure rule B3.**

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