

Duty to Co-operate – Supplementary Information

Hastings Planning Strategy
January 2013

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1.0 Introduction

- 1.1 The Localism Act 2011 creates a duty on Local Planning Authorities to co-operate with each other to address strategic matters relevant to their areas, known as the Duty to Co-operate.
- 1.2 This document provides additional information to support the existing Statement of Compliance with the Duty to Co-operate, which was submitted to the Secretary of State alongside the Hastings Planning Strategy on 31 October 2012. It concentrates on two key elements that demonstrate Hastings Borough Council's compliance with the Duty to Co-operate. Firstly, it provides evidence of the meetings undertaken with key stakeholders and statutory consultees as part of the Plan preparation process. Secondly, it demonstrates how this consultation and engagement has influenced the preparation of the Planning Strategy. This information has been compiled at the request of the Planning Inspector appointed to undertake the Examination in Public in respect of the Hastings Planning Strategy.
- 1.3 The submitted Statement of Compliance with the Duty to Co-operate is available to view on the Council's website at http://www.hastings.gov.uk/environment_planning/planning/localplan/documents/duty_to_cooperate/.

2.0 Issue 1 – Evidence of engagement

Legal requirements

2.1 Section 33A of the Planning & Compulsory Purchase Act requires Hastings Borough Council as the Local Planning Authority to consult the following bodies under the Duty to Cooperate:

- a) Rother District Council (as the adjoining authority)
- b) East Sussex County Council (as the County Council)
- c) The Environment Agency
- d) English Heritage
- e) Natural England
- f) The Mayor of London
- g) The Civil Aviation Authority
- h) The Homes and Communities Agency
- i) Primary Care Trust (Now NHS Sussex representing NHS Hastings and Rother)
- j) The Office of Rail Regulation
- k) Transport for London (N/A – not a London Authority)
- l) Integrated Transport Authority
- m) Highway Authority (East Sussex County Council and Highways Agency)
- n) The Marine Management Organisation
- o) Local Enterprise Partnership (South East Local Enterprise Partnership)
- p) Local Nature Partnership (led by Sussex Wildlife Trust)

2.2 Paragraph 180 of the National Planning Policy Framework (NPPF) also requires us to consult with other relevant private sector bodies, utility and infrastructure providers to enable the delivery of sustainable development. Whilst we have sought to involve such organisations throughout the whole Planning Strategy process, they have also played a significant role in the preparation of the Infrastructure Delivery Plan in particular. This document has influenced policy development taking account of the capacity of the town to accommodate the proposed levels of new development set out in the Planning Strategy, and whether any further infrastructure would be required to support it. The most relevant private sector bodies, utility and infrastructure providers involved include:

- a) Southern Railway
- b) Southeastern Railway
- c) Network Rail
- d) Sustrans
- e) Stagecoach Freight Transport Association
- f) National Grid UK
- g) UK Power Networks
- h) Southern Gas Networks
- i) Scotia Gas Networks
- j) Renewable UK
- k) British Telecom
- l) Mobile Operators Association
- m) Southern Water
- n) South East Coast Strategic Health Authority
- o) NHS Sussex East Sussex Hospitals
- p) NHS Trust

- q) University of Brighton
- r) University of Sussex
- s) South East Coast Ambulance Service
- t) Fire and Rescue
- u) Sussex Police
- v) Freedom Leisure
- w) Natural England
- x) Sussex Wildlife Trust

2.3 The Infrastructure Delivery Plan is available to view or download at http://www.hastings.gov.uk/environment_planning/planning/localplan/ldf_documents/infrastructuredeliveryplan/.

Other consultees

2.4 Whilst not prescribed in legislation, other organisations play a key role in the Plan preparation process. These include, but not exclusive to, the following:

- a) Hastings Local Strategic Partnership
- b) East Sussex Strategic Partnership
- c) Other East Sussex Authorities – Eastbourne Borough Council, Wealden District Council, Lewes District Council, Brighton & Hove City Council
- d) High Weald AONB Unit
- e) Hastings and Rother Task Force
- f) Combe Valley Management Group

2.5 All of the organisations mentioned so far are registered on our **Local Plan database**, along with over 2,250 other groups, organisations and individuals who have either been involved in the plan making process or who have requested to be kept informed. The Local Plan database uses the following categories:

- a) Voluntary Sector
- b) Developers, Land Agents
- c) Resident
- d) Consultancy
- e) Residents Association
- f) Business sector
- g) Statutory consultee
- h) Individual
- i) Other

2.6 Local Plan Newsletters are sent regularly (in paper form or electronically) to all statutory and non statutory contacts, updating them on progress in terms of plan preparation and providing information on how and when they can get involved. Individual notification to statutory and general consultation bodies as required by the Regulations is sent at various stages of the process, together with the Council providing continuous updates on planning issues through the Council's website and social networking sites.

Evidence of meetings

2.7 In addition to the information in the submitted Statement of Compliance with the Duty to Cooperate, a schedule of meetings has been prepared to provide firm

evidence of the discussions and meetings that have taken in relation to the Duty. This information is detailed in Appendix A, and demonstrates that face to face meetings have taken place with key organisations in relation to the subject areas below. It also shows that close working with all the other authorities within East Sussex has taken place to ensure compliance with strategic county matters as defined by the Localism Act (see paragraph 3.1 below), as well as organisations such as the High Weald AONB Management Board and the Local Nature Partnership, through Sussex Wildlife Trust.

2.8 A summary of the information provided in Appendix A is as follows:

- Local Plan updates - with Rother District Council and East Sussex County Council
- Combe Valley Countryside Park Management Board and Officer Groups – with Rother District Council, East Sussex County Council and Crowhurst Parish Council
- Local Plan Officer Group – with all East Sussex local authorities, including Brighton & Hove and South Downs National Park
- Planning Liaison Group – Planning Service Managers from all East Sussex local authorities, including Brighton & Hove and South Downs National Park
- Infrastructure Delivery Plan Group – with officers from all East Sussex local authorities, including Brighton & Hove and South Downs National Park
- Community Infrastructure Levy working group - with officers from all East Sussex local authorities, including Brighton & Hove and South Downs National Park
- Local Sustainable Transport – with East Sussex County Council
- Transport Modelling – with Rother District Council and East Sussex County Council
- Quality Bus Partnership – with East Sussex County Council and Stagecoach
- Green Infrastructure Group - with officers from all East Sussex local authorities, including Brighton & Hove and South Downs National Park
- Housing need, Breadsell, and Timetabling – with Rother District Council
- Area Management Boards – with Sussex Police, Sussex Wildlife Trust and community
- Local Plan Briefing Group – with Rother District Council
- Hastings & Rother Task Force – with Rother District Council

2.9 Whilst such meetings have been ongoing since Plan preparation began in 2006, recent guidance on Localism suggests that the Council reports on its meetings in relation to the Duty to Co-operate on a regular basis. As such, the information presented in this report begins from the date of enactment of the Duty, and will be built on through future monitoring reports to demonstrate ongoing compliance in relation to the Hastings Local Plan.

3.0 Issue 2 – Influence on the Planning Strategy

Strategic matters

- 3.1 The engagement with relevant bodies listed under the Duty to Co-operate has assisted in the development of a wide range of strategic matters in producing the Planning Strategy but most particularly, housing and employment growth, strategic site allocations, transport and infrastructure including the provision of the Bexhill-Hastings Link Road. “Strategic Matters” are defined in the Localism Act as:
- a) Sustainable development or use of land that has or would have a significant impact on at least two planning areas, including (in particular) sustainable development or use of land for or in connection with infrastructure that is strategic and has or would have a significant impact on at least two planning areas, and
 - b) Sustainable development or use of land in a two-tier area if the development or use
 - i) is a county matter, or
 - ii) has or would have a significant impact on a county matter
- 3.2 Hastings Borough Council is an urban borough, surrounded by Rother District on three sides, with the sea to the south. East Sussex County Council is the county authority playing a significant role in terms of infrastructure provision as the local Highway Authority, as well as preparing the Minerals and Waste Local Plan. Taking account of these facts and the definition above, clear evidence of co-operation between Hastings Borough Council, Rother District Council and East Sussex County Council is particularly significant in terms of addressing strategic matters. Some of the most significant issues that warrant further explanation in this context are described in further detail below.

Housing and Employment

- 3.3 Rother District Council and East Sussex County Council are the two authorities identified under the Duty that have had the most significant influence on housing and employment as strategic matters. Various joint evidence base studies (with both Rother District Council and East Sussex County Council input) have influenced housing and employment policies in the Planning Strategy. These studies include:
- Housing Needs Survey
 - Hastings & Rother Housing Market Assessment
 - Hastings & Rother Strategic Housing Market Assessment
 - Assessment of Housing Need in Hastings & Rother
 - Hastings and Rother Employment Strategy and Land Review
 - Transport Capacity Assessment
- 3.4 This work has taken account of the Hastings Travel to Work area that encompasses all of Hastings and most of Rother, the Hastings and Rother housing market area, and the reliance on the same road and rail infrastructure.

Strategic Site Allocations – Land at Breadsell Lane

- 3.5 Land at Breadsell Lane was identified at an earlier stage of the Planning Strategy as a possible a major greenfield site in the northwest part of the Borough. This had estimated potential to provide up to 1000 new dwellings, with approximately 200 in Rother District and 800 in Hastings Borough. Hastings and Rother Council's have therefore worked closely together in considering this site for allocation.
- 3.6 Natural England strongly objected to the identification of this site for housing development. Their main concern was the potential impact on the adjacent Marline Valley Woods Site of Special Scientific Interest (SSSI), and particularly how this might affect the rare bryophyte populations associated with the Marline Stream. As a result of this objection, the Council subsequently undertook both design and impact studies agreed with Natural England to determine feasibility and scope for mitigation of development in this location.
- 3.7 In March 2010 the decision was taken not to proceed with the inclusion of this strategic site in the Planning Strategy on the basis that Natural England would not be in a position to withdraw their objection without the results of a further 1 to 3 years of monitoring work. The Council has had ongoing dialogue with Natural England and the landowner on this issue since this time, which has not yet been resolved.
- 3.8 Other constraints to developing the site also relate to highways and access; lack of public transport and no certain prospect of a viable bus service; landscape impact and relative remoteness from shops, services and the centre of St Leonards or Hastings. Dialogue and engagement with service providers such as Stagecoach and the County Council in this respect have also been ongoing, and essential to the decision taken not to proceed with Breadsell Lane as a strategic allocation

Bexhill – Hastings Link Road

- 3.9 The Bexhill to Hastings Link Road is seen as a key infrastructure investment needed to continue economic revival in both Hastings and Bexhill. Delivery of the Link Road will open up land for housing and major employment development, and provide an alternative link between the two towns relieving the most congested road on the local network. The recent Government approval of the Link Road and High Court dismissal of the Judicial Review provides the reasonable prospect that the scheme will be delivered and implemented by the of end 2014.
- 3.10 Close working relationships between the local Highways Authority, East Sussex County Council, and Rother District Council have been essential in getting to this stage. Delivery of the Link Road will make it possible to build 1,200-2,000 new homes and business park space of 50,000 square metres within both Hastings and Rother.

Other Infrastructure Issues

- 3.11 In addition to inviting infrastructure providers to comment on proposals in the Planning Strategy during its formal and informal stages of consultation, wider infrastructure issues were also considered in further detail as part of the Infrastructure Delivery Plan process. East Sussex County Council played a

significant role in the development of the Infrastructure Delivery Plan and its associated Schedule.

3.12 Contact was made on several occasions to infrastructure providers during 2010 and early 2011 (prior to the enactment of the Duty), considering capacity issues in relation to proposed levels of development set out in the Plan. The Infrastructure Delivery Plan is scheduled to be updated again between February and April 2013 and is considered a “living document” that will be continuously updated as further information on infrastructure requirements and delivery emerge. Progress on implementation of infrastructure to support the Local Plan will be reported through the Council’s Annual Monitoring Report.

Influence of the Duty on the Planning Strategy

3.13 Table 1 below provides a **summary** of how those bodies described under the Duty have influenced the preparation of the Planning Strategy, to address the Inspector’s requirements for this additional information. Further detail is provided at Appendix B, which also includes information on those organisations that have been contacted as required by the Regulations but not had a direct influence on the Plan’s development.

Organisation	Influence on Plan
Rother District Council	<ul style="list-style-type: none"> • Joint work in preparing the Appropriate Assessment and Implementation of Combe Valley Countryside Park • Joint evidence base studies to underpin policies (housing, employment, transport assessment) • Overall housing target and exclusion of strategic site at Breadsell Lane • Employment growth (and impact of North East Bexhill development in Rother) • Delivery of Bexhill-Hastings Link Road • Developed a “Shared Approach to future prosperity” as part of the vision • Input to Infrastructure Delivery Plan to underpin and support policies.
East Sussex County Council	<ul style="list-style-type: none"> • Input into joint Hastings and Rother evidence base studies, including the use of demographic projection data fed into housing target and relevant policies • Input to Infrastructure Delivery Plan to underpin and support policies, particularly in terms of education and transport requirements, particularly through work on the Local Transport Plan, Community Infrastructure Levy and the Infrastructure Delivery Plan • Influenced community infrastructure and transport and accessibility chapters of the Plan, and other related sections • Delivery of Bexhill-Hastings Link Road • Landscape appraisal used to determine suitability of sites on the urban fringes
Environment Agency	<ul style="list-style-type: none"> • Input into key evidence base documents, particularly Strategic Flood Risk Assessment and Sequential Test, Shoreline Management Plan, Surface Water Management Plan – influences spatial area policies and

Organisation	Influence on Plan
	<p>locations for development</p> <ul style="list-style-type: none"> • Influenced development of Sustainability Appraisal objectives to assess the social, economic and environmental effects of the Plan • Input into Policy SC7: Flood Risk, and helped determine our approach to coastal change • Input into Infrastructure Delivery Plan to underpin and support policies, particularly in terms of infrastructure needed to support level of new development. • Influenced development of Policy SC1 in terms of water efficiency, and helped in developing strategic objectives relating to climate and change and improvement to biodiversity.
Natural England	<ul style="list-style-type: none"> • Influenced development of Sustainability Appraisal objectives to assess the social, economic and environmental effects of the Plan • Exclusion of strategic site at Breadsell Lane • Approval and input into Appropriate Assessment • Inclusion of Green Infrastructure Policy and Green Infrastructure Study • Influenced vision, and resulted inclusion of “natural environment” in final vision • Influenced Policy SC1 in terms of considering biodiversity and the built environment and helped in developing strategic objectives relating to climate and change and improvement to biodiversity.
NHS Sussex	<ul style="list-style-type: none"> • Input into Infrastructure Delivery Plan – coordinated approach to health care provision • Influenced housing policies in terms of recognising the need to provide a mix of dwellings to cater for different needs of the community and clarifying our approach to on site contributions for Affordable Housing.
Network Rail	<ul style="list-style-type: none"> • Input into Infrastructure Delivery Plan in terms of strategic rail schemes and service improvements • Transport chapter reflects the requirements of LTP3 which reflects these schemes and services
Highways Agency`	<ul style="list-style-type: none"> • Input into Transport Capacity Assessment • Delivery of Bexhill-Hastings Link Road • Comments and dialogue contributed to the decision to remove Breadsell Lane as a strategic site
South East Local Enterprise Partnership	<ul style="list-style-type: none"> • Strong support for delivery of Hastings-Bexhill Link Road and employment floorspace to deliver regeneration and growth objectives.

Table 1: Summary table – influence on Planning Strategy

4.0 Conclusions

- 4.1 This report has been prepared in response to the Inspector's request to provide further information that demonstrates the Council's compliance with the Duty to Co-operate in preparing the Planning Strategy. This will be used as the basis for future updates in terms of continued compliance, to provide transparency for local communities, presented through future Local Plan Monitoring Reports.
- 4.2 The report explains the Council's consultation procedures, and demonstrates how every effort is made to engage statutory and non statutory consultees in the Plan making process. It goes on to provide evidence of face to face meetings that have taken place, including regular planning groups, and shows that key authorities and organisations have been fully engaged in the process. The report pays particular attention to strategic matters as defined in the Localism Act, and highlights the significant role that East Sussex County Council, as the county authority, and Rother District Council as the adjoining authority, have had in developing the Planning Strategy up to this stage.
- 4.3 Appendix B provides full detail of how the Duty to Co-operate has positively influenced the development of the Plan. It is argued that clear engagement and co-operation has been embedded within the Plan making process as a whole, from its inception in 2006, up to the present day.
- 4.4 It is therefore argued that Hastings Borough Council has fulfilled its requirements under the Duty, as well as those in the National Planning Policy Framework and will continue to do so. This is clearly explained in this report.

Appendix A – Schedule of Meetings (November 2011 - present)

Date	Meeting	Attendees	Items discussed	Recorded minutes?
18/11/11	Planning Strategy update	HBC Planning Policy, Rother District Council and East Sussex County Council	Meeting to discuss outcome of informal consultation on the Planning Strategy and discuss key issues prior to formal consultation on proposed submission version	No – email confirmation from ESCC
18/11/11	Pebsham Countryside Park Management Board	HBC officers and Councillors, Rother District Council officers and Councillors, East Sussex County Council officers and Councillors, Crowhurst Parish Council	Agreed importance of joint working in terms of green infrastructure taking account of both Hastings Country Park and Pebsham Country Park (now Combe Valley Countryside Park). Agreed amendments to the Terms of Reference and confirmed contribution rates from partners. Approved Development Strategy Review, and agreed to investigate Natural England Funding for implementation. Also agreed further investigations into need for resurfacing at Crowhurst recreation ground and Implementation Plan. Support for extension of Bourne Leisure site subject to joint meeting between all 3 Councils. Update on Development Plans.	Yes
23/11/11	Local Plan Officers Group	HBC Planning Policy and other East Sussex planning authorities	Liaising beyond Housing Market Areas; link between households and dwellings; ESiF data is helpful but more info is needed. Questioned the need for a joint statement on housing need/capacity/constraints - agreed something was needed to explain different authority's approaches. Other subject areas covered - Green Infrastructure; Infrastructure Planning; CIL; IDP; Neighbourhood planning (role of LPA's); Transport Policy implementation plan and Local Sustainable Transport Fund; Progress on Local Plan (updates from all authorities present); Localism Bill	Yes
29/11/11	Planning Liaison Group	HBC Planning Policy, East Sussex County Council and other East Sussex planning	Discussed progress on developing County wide CIL brief for consultants and training event for councillors and senior managers across all authorities involved. Traveller sites update from Council's identifying pitches in their Plans. A discussion paper was	Yes

Date	Meeting	Attendees	Items discussed	Recorded minutes?
		authorities	circulated looking at how to meet the requirements from the Duty to Co-operate, and it was agreed that all authorities will undertake an audit of groups currently in operation to meet requirements of the Duty, and to brief Chief Executives of the new duties.	
29/11/11	East Sussex Infrastructure Delivery Plan Group	HBC Planning Policy, East Sussex County Council and other East Sussex planning authorities	Update and discussion on CIL Working Group including the brief for viability work, timetables and awareness training. Agreed the revised IDP schedule format. Discussed evidence base needs to establish funding gap and CIL revenue	Yes
12/12/11	Local Sustainable Transport Fund	HBC Planning Policy and East Sussex County Council	Discussed proposed schemes for inclusion in the bids submitted in February 2012 – relates to Green Infrastructure network and cycle routes	No – email confirmation from ESCC
20/12/11	Transport modelling and Local Plans	HBC Planning Policy Rother District Council, East Sussex County Council, Mott MacDonald	Meeting with consultant to discuss joint modelling work being undertaken to assess transport impact of various growth scenarios for both Hastings and Rother Councils, to inform Local Plans	No – email confirmation from ESCC
12/01/12	Local Sustainable Transport Fund	HBC Planning Policy and East Sussex County Council	Discussed proposed schemes for inclusion in the bids submitted in February 2012 – relates to GI network and cycle routes	No – email confirmation from ESCC
20/01/12	Pebsham Countryside Park Officer Delivery Group and Round Table Meeting	HBC Officers; RDC Officers, Hastings and Rother Councillors	Discussed name of Countryside Park; reviewed and discussed amendments to the Development Strategy for the park. Implementation Plan – work on various areas discussed (gates, bridges, car park, planting)	Yes
23/01/12	East Sussex Infrastructure Delivery Plan Group	HBC Planning Policy, East Sussex County Council and other East Sussex planning authorities	Update from CIL Working Group (ESCC). Progress updates on Local Plan preparation of authorities present. Feedback on reformatting of IDP Schedules. Education update from ESCC.	Yes
27/01/12	Bus Quality	HBC Cllr and Parking	Local Plan progress (update provided by HBC Planning Policy),	Yes

Date	Meeting	Attendees	Items discussed	Recorded minutes?
	Partnership	Manager, East Sussex County Council, Stagecoach	QBP Action Plan, Punctuality Improvement Partnership, Link Road measures, Local Transport Plan 3, parking issues, bus stop improvement programme, fares	
14/02/12	Transport modelling and Local Plans	HBC Planning Policy Rother District Council, East Sussex County Council, Mott MacDonald	Meeting with consultant to discuss joint modelling work being undertaken to assess transport impact of various growth scenarios for both Hastings and Rother Councils, to inform Local Plans	No – email confirmation from ESCC
21/02/12	East Sussex Green Infrastructure Group	HBC Planning Policy, East Sussex County Council and other East Sussex planning authorities	Sussex Wildlife Trust absent from this meeting. Introduction to the East Sussex Environment Strategy Landscape and Biodiversity Group which will be chaired by Sussex Wildlife Trust, including the development of a county-wide GI strategy. Agreed to develop and agree a definition of tranquillity, and for Sussex Biodiversity Records Centre to produce mapping for existing layers for baseline for open spaces work.	Yes
22/02/12	East Sussex Infrastructure Delivery Plan Group	HBC Planning Policy, East Sussex County Council and other East Sussex planning authorities	Presentation on temporary classrooms (ESCC Children's Services), update from Wealden on their CIL charging schedule – commissioned consultants to carry out work. Feedback on updating IDP schedules. Progress update on Local Plan/IDP and CIL preparation from authorities present. Feedback on CIL awareness event.	Yes
28/02/12	Planning Liaison Group	HBC Planning Policy, East Sussex County Council and other East Sussex planning authorities	Duty to Cooperate discussed, including a record of co-operation circulated. Agreed that current liaisons and existing work between authorities would be mapped out and gaps identified. Updates given regarding CIL work and the South Downs National Park	Yes
01/03/12	Joint Assessment of Housing Need (Joint Statement)	HBC Planning Policy and Rother District Council	Agreed preparation of joint background drawing together information contained in the housing and employment evidence base for the two Authorities was required. This demonstrates that the Councils have taken a strategic view in planning for development across their Local Authority areas, which constitute a	No – drafts exchange by email

Date	Meeting	Attendees	Items discussed	Recorded minutes?
			single housing market area.	
06/03/12	Transport modelling and Local Plans	HBC Planning Policy Rother District Council, East Sussex County Council, Mott MacDonald	Meeting with consultant to discuss joint modelling work being undertaken to assess transport impact of various growth scenarios for both Hastings and Rother Councils, to inform Local Plans. The final sign off of the report was subsequently done but telephone and email rather than face to face meetings.	No – email confirmation from ESCC
20/03/12	Breadsell Lane - potential for residential allocation	HBC Planning Policy and Rother District Council	Discussed additional information provided by Kember Loudon Williams in relation to the site. Confirmed had been sent to Natural England for comment – awaiting response. Determined work needed as a result, need to confirm site area, draft letter to education department in terms of school requirements, revisit previous comments in relation to the site	No
23/03/12	High Weald AONB - Member and Officer meeting	HBC Planning Policy, Environment Manager and Cllr Lock, other authority representatives	Reports considered on the following: - Battle and Brede Landscape Partnership Scheme (bid to Heritage Lottery Fund); Revenue Budget 2012/13; DEFRA and AONB update 9verbal report from AONB Director); AONB Management Plan Review (DEFRA in favour of light touch approach, establish working groups to examine areas of interest i.e. sustainable tourism/biodiversity, debated the plans enforceability by LPA's); considered a report on the progress of achieving an agreement between DEFRA and the partner authorities. Project updates provided	Yes
13/04/12	East Sussex CIL Working Group	HBC Planning Policy and other East Sussex planning authorities	Part A - Inception meeting for countywide study with contractors. Clarification of roles, responsibilities, scenarios, assumptions and outcomes. Part B – CIL working group (officers only). Agreed Terms of Reference for sub group to consider collection and enforcement of CIL, discussed potential members of sub group, contract with HEB (part A) and costs incurred so far.	Yes
20/04/12	Bus Quality Partnership	HBC Planning Policy, Cllr, Parking Manger,	Seafront Bus Route and Local Plan progress (Planning Policy speaker), QBP Action Plan, Punctuality Improvement Partnership,	Agenda only

Date	Meeting	Attendees	Items discussed	Recorded minutes?
		East Sussex County Council, Stagecoach	Link Road measures, Local Transport Plan 3, parking issues, bus stop improvement programme, fares	
24/04/12	North St Leonards Area Management Board (AMB)	HBC Regeneration Officers, Sussex Police; Cllrs; and Sussex Wildlife Trust	Cllr Scott informed the AMB that Council had been awarded a grant from the Government Growing Places fund to enable the development of a business park at North Queensway	Yes
24/05/12	Local Plan Officers Group	HBC Planning Policy and other East Sussex planning authorities	Research & Information update; Adult Social Care draft Policy Checklist (ESCC attended for this and presented); Lifetime Homes Standards – all agreed need for a robust evidence base to insist on all new homes being built to these standards. Duty to Co-operate – report being prepared to go to Chief Executives group to identify any gaps; Eastbourne given as a good example of a Statement of Compliance to the Duty to co-operate; 2 main stages to fulfilling the DtC discussed as well as NPPF new test of soundness. Wealden updated on their EiP and what happened after. Infrastructure Planning – CIL working group update; IDP working group update. Local Plan update from authorities present. Green Infrastructure	Yes
25/05/12	East Sussex CIL Working Group	HBC Planning Policy and other East Sussex planning authorities	Part A – Meeting with contractor. Confirmation of assumptions, land value results, preliminary results for residential and commercial uses, report format and next steps. Part B – CIL working group (officers only). Officers discussed progress made so far and emerging conclusions, particularly compatibility with Affordable Housing. Ran through progress on respective Council's Local Plans and CIL Charging Schedules and key issues arising. Discussed cost sharing on consultancy studies.	Yes
25/05/12	Combe Valley Countryside Park Officer Delivery Group	HBC officers, Rother District Council and Sussex Wildlife Trust	Link Road and Bourne Leisure update, including need to undertake additional feasibility work. ESCC and HBC expressed in principle support. Discussed footpath within HBC land and implications in terms of ownership, and results of ecological surveys undertaken.	Yes

Date	Meeting	Attendees	Items discussed	Recorded minutes?
			Discussed Natural England support bid and how the money will be spent. Required further information on criteria from Sussex Wildlife Trust, although agreed spending would be in partnership. Considered contributions that would be made in terms of S106 from development at North East Bexhill. Agreed need to set up urgent meeting with Management Board to discuss phase 2.	
08/06/12	Local Plan Briefing Group	HBC Officers and Members, Rother District Council	Timetable update, update on Planning Strategy consultation, results of consultation on Development Management Plan. Confirmed sites that need further consultation, including potential renewable energy site affecting/within Rother District	Yes
15/06/12	Cross boundary issues - urban fringe and Local Development Scheme	HBC Planning Policy and Rother District Council	Further updates to Local Plan progress (both Hastings and Rother) with particular reference to the Development Management Plan Focused Consultation and timescales. Discussed potential for sites on urban fringes and updated position in relation to travellers. Also discussed responsibilities under the Duty to Co-operate.	No
26/06/12	Planning Strategy and IDP - GI and adult health	HBC Planning Policy and Jenne Nicholson from PCT	Discussed how work on GI network will feed into PCT objectives	No – informal meeting
27/06/12	Hastings and St Leonards Evening Economy Partnership	HBC Planning Policy, Community Safety, Licensing, Regeneration and Partnership community members	Night time economy European bid, community alcohol project, saturation policy (affecting Planning Strategy and Development Management Plan town centre/retail/A3 policies) and priorities of the group for the next 12 months.	Agenda only
29/06/12	Combe Valley Countryside Park Management Board	HBC Officers, Rother District Council Officers; HBC and RDC Cllr's	Update on funding for the Link Road and the application for a judicial review. Access issues to the park from Upper Wilting Farm discussed. Informed of Natural England's offer of financial assistance towards the creation of Green Infrastructure/ Biodiversity Action Plan Habitats in the park.	Yes
11/07/12	East Hastings Area Management	HBC Regeneration Officers, Cllr P Chowney;	Neighbourhood updates – Ore in Bloom holding a meeting on 11 th August in response to the Local Plan consultation; enquiry whether	Yes

Date	Meeting	Attendees	Items discussed	Recorded minutes?
	Board (AMB)	J Birch; Cllr W Davies; Cllr K Forward; Cllr J Hodges; Cllr J Kramer; Cllr R Street; Cllr M Turner, AMB community members, Sussex Police	planning status of the building formerly occupied by Hastings Tyres and Wheels could be changed (informed this would be through a planning application).	
18/07/12	Hastings and Rother Task Force Meeting	HBC Planning Policy and other Task Force members (including Cllr P Jones from East Sussex County Council)	LEP Update; update on Strategic Plan (Monica Adams-Acton); presentation given on the new branding of Hastings (Andrew Aloof & Damon McCollin); Sea Change Sussex report on progress – Priory Quarter Phase 3 given Growing Places funding; update given on Regional Growth Fund bids; update on the Coastal Space initiative in Central St Leonards; Transport update – agreed a new link on to the A21 will be needed for the Link Road; feedback given on Sussex Coast College.	Yes
23/07/12	Local Sustainability Transport Fund and Local Transport Plan	HBC Planning Policy and Head of Service, and East Sussex County Council	Discussed approach for taking forward Hastings schemes following the announcement of LTSF bids in June 2012.	No – email confirmation from ESCC
03/08/12	PINS NPPF Advisory Visit and Planning Strategy discussion	HBC Planning Policy and Simon Emerson from PINS	Discussed recent submissions to PINS, including lessons learnt. Detailed discussions regarding housing target and ensuring NPPF compliant. Suggested additional “explanation of housing evidence” paper required, to include issues at Breadsell Lane prior to submission. Ensure no cap on housing target; include words “at least”. Also discussed Gypsy and Traveller pitch provision and additional information requirements. Agreed to approach taken to retail provision, and briefly discussed climate change and renewable energy policies. Required Policies Map to show changes to Proposals Map in addition to Key diagram. Discussed need for Duty to Co-operate document, representations received to date, proposed HMO and housing mix policies.	Yes

Date	Meeting	Attendees	Items discussed	Recorded minutes?
03/09/12	Local Sustainable Transport Fund	HBC Planning Policy, East Sussex Council and Hastings Urban Bikes	Discussed approach for taking forward cycle elements for Hastings from the Local Sustainable Transport Fund bids. Agreed that a meeting would be set up with Network Rail to include ESCC and HBC to discuss proposed college link scheme, to start work on identifying other funding opportunities and to develop a cycle strategy for Hastings in 2013. HUB would also look at the development and delivery of route identified in bid linking Combe Valley and Alexandra Park.	
21/09/12	Combe Valley Countryside Park Officer Delivery Group	HBC Officers, Rother District Council Officers; HBC and RDC Cllr's	Noted that the Planning Inspector for the Waste Local Plan would be visiting the site to consider issues raised. Informed of further legal challenge to the Link Road by Hastings Alliance.	Yes
12/10/12	Planning Liaison Group	HBC Planning Policy, other East Sussex Authorities and Sussex-Air & Air Alert	Sussex Air Quality Partnership - new draft guidance documents for planning on air quality and noise. Duty to Co-operate – agreed to set up Joint Portfolio Members group and discussed additional information requests from Inspector regarding Waste & Minerals Plan. Discussed progress with each authority Local Plan	Yes
19/10/12	Combe Valley Countryside Park Management Board	HBC officers and Councillors, Rother District Council officers and Councillors, Crowhurst Parish Council	Discussed Connect2 cycle path update, progress on Link Road delivery and current issues with protestors and communication with the police. Tabled report on Implementation Plan and updated countryside park leaflet for distribution. Discussed Natural England support for Management Plan and possible bid, and agreed need to develop health and well being agenda in and around the park. Agreed budget for financial year 2013/14, and endorses TofR for 5 year plan.	Yes
26/10/12	Hastings and Rother Task Force Meeting	HBC Planning Policy and Rother DC Planning Policy	LEP Update; Enterprise Zones; Housing Update; Sea Change Sussex business plan update; Hastings-Bexhill Link Road update; Broadband Plans – Hastings and Rother; Workforce skill strategy; Local authority updates for information	Yes
29/11/12	Local Plan Officers	HBC Planning Policy and	Adult social care update (ESCC speaker), Duty to Cooperate,	Agenda

Date	Meeting	Attendees	Items discussed	Recorded minutes?
	Group	other East Sussex planning authorities	Waste and Minerals EIP feedback, Neighbourhood Planning, Local Plan progress	only

Appendix B – Influence on the Planning Strategy?

Organisation	Key Strategic Matter	Result/outcome	Influence on Planning Strategy
Rother District Council (adjoining authority)	Transport	Regular meetings between Hastings and Rother	Developed a joint strategic vision for the future of Hastings and Rother Council's – The Shared Approach to Future Prosperity.
	Housing	Officer working groups – Planning Liaison, Local Plan Officers Group, Infrastructure Delivery Plan, Community Infrastructure Levy, Monitoring, Housing Delivery (with East Sussex County Councils and other East Sussex Authorities)	
	Employment	Hastings and Rother Joint Members Briefing	Commissioned a housing market assessment (SHMA) to provide an assessment of the housing market area in order to inform housing policy requirements. Re-assessed housing need across the Hastings and Rother local housing market area, as required by the NPPF in support of the respective planning strategies for the two authority areas.
	Renewable energy	Housing Needs Survey (County wide)	
	Flood Risk	Housing Market Assessment	
	Community Infrastructure Levy	Strategic Housing Market Assessment	Transport capacity of the town assessed to enable overall housing target to be assessed (with and without Link Road scenario). Fed into housing target and decision regarding strategic sites.
	Infrastructure	The Assessment of Housing Need in Hastings and Rother	
	Combe Valley	Transport Capacity Assessment (with ESCC and Highways Agency)	
	Countryside Park	Hastings and Rother Employment Strategy and Land Review	
		Appropriate Assessment of impact on	Established level of employment growth required across the Travel to Work Area and subsequent floorspace needs to deliver regeneration objectives (Policy DS2).
		Release of strategic employment land at North East Bexhill is as critical to Hastings as it is to Rother, in view of the fact that this site will meet some of the employment needs arising in	

Organisation	Key Strategic Matter	Result/outcome	Influence on Planning Strategy
		<p>Pevensey Levels</p> <p>Joint work regarding potential area for renewable energy generation on urban fringe (current)</p> <p>Assessment of viability of Community Infrastructure Levy, including implementation of a CIL Charging Schedule (with ESCC and other authorities)</p> <p>Development of Combe Valley Countryside Park (with Sussex Wildlife Trust)</p> <p>Rother kept informed of results of Strategic Flood Risk Assessment and Low Carbon and Renewable Energy Study</p> <p>Input into the “5 Point Plan” (Hastings and Bexhill Task Force)</p> <p>Close working regarding potential housing sites on Urban Fringes and strategic housing site at Breadsell Lane</p> <p>Acknowledgement of potential joint work required in relation to the land between Rock Lane and Ivyhouse Lane</p> <p>Joint work regarding feasibility of Wilting as a</p>	<p>Hastings.</p> <p>Work together on lobbying for timely delivery of the Bexhill-Hastings Link Road. Inclusion in Planning Strategy.</p> <p>Political agreement on strategic issues and Local Plan preparation (from Hastings and Rother Joint Members Briefing).</p> <p>Shared evidence base regarding potential area of search for renewable energy generation, as well as potential in-combination impact of the Planning Strategy on Ashdown Forest (Appropriate Assessment).</p> <p>Decision taken not to include Breadsell Lane as a strategic housing site.</p> <p>Inclusion of Combe Valley Countryside Park in Policy FA1: Strategic Policy for Western Area.</p> <p>Decision to remove Wilting as a preferred option for development at this time.</p>

Organisation	Key Strategic Matter	Result/outcome	Influence on Planning Strategy
		development site, including provision of a station	
East Sussex County Council	Transport Community Infrastructure Levy Infrastructure	<p>Officer working groups – Planning Liaison, Local Plan Officers Group, Infrastructure Delivery Plan, Community Infrastructure Levy, Monitoring, Housing Delivery, Green Infrastructure (with other East Sussex Authorities)</p> <p>Input into the joint Hastings and Rother housing and employment studies</p> <p>County wide Housing Needs Survey</p> <p>Landscape Appraisal</p> <p>Transport Capacity Assessment (with Rother District Council and Highways Agency), including transport modelling scenarios.</p> <p>Local Transport Plan 3</p> <p>Pooling of information in Development monitoring database</p> <p>Quality Bus Partnership (with Stagecoach)</p> <p>Ongoing parking review (with other East Sussex authorities)</p>	<p>Development of Community Infrastructure policy setting out approach to Development Contributions and the potential impact of CIL and how it might be implemented in the future.</p> <p>Transport assessment (with and without Link Road scenario) used to inform overall housing target and associated work.</p> <p>Likely implementation of Link Road used to determine employment and housing growth in the town and subsequent Planning Strategy policies.</p> <p>Implementation strategy included within Policy DS1: Housing Growth.</p> <p>Local Transport Plan 3 and Quality Bus Partnership influenced transport chapter of the Planning Strategy.</p> <p>Development of Policy CI1 of the Planning Strategy, setting out the most appropriate approach to community infrastructure, including securing Development contributions.</p> <p>Preparation of an Infrastructure Delivery Plan.</p>

Organisation	Key Strategic Matter	Result/outcome	Influence on Planning Strategy
		<p>East Sussex Open Spaces Strategy</p> <p>Timely delivery of the Bexhill-Hastings Link Road</p> <p>Employment monitoring data through East Sussex in Figures.</p>	<p>Joint working helped prepare the Green Infrastructure policy and evidence base study to support it.</p> <p>Demographic projection data used in housing target analysis and information on future work force and Employment Strategy and Land Review used to development employment growth policies.</p> <p>Landscape appraisal used to determine suitability of sites on urban fringes for allocation.</p> <p>Amendment of Policy FA3: Hastings Town Centre to include criteria relating to ensuring development is accessible by public transport, people with disabilities and walking and cycling, and Policy FA4: Central St Leonards to require improvements to pedestrian and cycle routes.</p>
The Environment Agency	Flood Risk Sustainability Appraisal Coastal Change	<p>Strategic Flood Risk Assessment (SFRA)</p> <p>Surface Water Management Plan (SWMP)</p> <p>Sequential Test of Site Allocations</p> <p>Sustainability Appraisal Scoping Report</p> <p>Sustainability Appraisal of Core Strategy Issues and Options and Preferred</p>	<p>Studies have been used to analyse locations for development and each of the Spatial Area policies, including specific reference to areas where flood risk, surface water and water quality issues need to be taken into account.</p> <p>Developed Policy SC7: Flood Risk.</p> <p>Sustainability objectives used to assess the social, environmental and economic effects of</p>

Organisation	Key Strategic Matter	Result/outcome	Influence on Planning Strategy
		<p>Approaches</p> <p>Sustainability Appraisal of the Hastings Planning Strategy</p> <p>South Foreland to Beachy Head Shoreline Management Plan</p> <p>Input into policy wording around flood risk and water quality issues</p> <p>Regular correspondence (telephone and formal comments) about policy development</p> <p>Sequential Test of Site Allocations</p>	<p>the Planning Strategy.</p> <p>Shoreline Management Plan influenced our approach to coastal change, and helped determine that a Coastal Change Management Area was not required.</p> <p>Policy SC3: Promoting Sustainable and Green Design amended to include water efficiency measures.</p> <p>Objective included in relation to climate change and improvements to biodiversity.</p>
English Heritage	Heritage and Conservation	English Heritage has been consulted as a statutory consultee but has not requested any input, or provided any feedback on the development of the Planning Strategy.	No policies influenced as a result of specific engagement with English Heritage.
Natural England	Breadsell Lane Nature Conservation and Biodiversity	<p>East Sussex Green Infrastructure Group</p> <p>Appropriate Assessment of Core Strategy Preferred Approaches (Consultation version)</p> <p>Final Appropriate Assessment of the Planning Strategy</p> <p>Supplementary Habitats Regulations Assessment for Ashdown Forest</p>	<p>Studies and dialogue influenced the decision to remove Breadsell as a strategic housing site on the basis that Natural England would not be in a position to withdraw their objection without the results of a further monitoring work.</p> <p>Sustainability objectives used to assess the social, environmental and economic effects of the Planning Strategy.</p> <p>Appropriate Assessment and subsequent</p>

Organisation	Key Strategic Matter	Result/outcome	Influence on Planning Strategy
		<p>Sustainability Appraisal Scoping Report</p> <p>Sustainability Appraisal of Core Strategy Issues and Options and Preferred Approaches</p> <p>Sustainability Appraisal of the Hastings Planning Strategy</p> <p>Green Infrastructure Study</p> <p>Formal comments and letters regarding Breadsell Lane</p> <p>Design and impact studies to determine feasibility and scope for mitigation of development on land at Breadsell Lane.</p> <p>Regular correspondence (telephone and formal comments) about policy development</p>	<p>updates used to ensure that any effects on Natura 2000 sites were properly assessed and mitigated against.</p> <p>The inclusion of a Green Infrastructure policy within the Environment Chapter, and preparation of a Green Infrastructure Study as evidence to support it.</p> <p>Natural environment included in the overall Vision.</p> <p>Objective included in relation to climate change and improvements to biodiversity</p> <p>Biodiversity in building design considered in Policy SC1: Overall Strategy for Managing Change.</p> <p>Environment policies and supporting text now specifically reference relevant Sites of Special Scientific Interest, have a clearer emphasis on protection and enhancement of national and international sites, and refer to ANGst standards as necessary. The High Weald AONB Management Plan is also referred to.</p>
The Mayor of London	N/A – not a London Authority	No action required in relation to Duty to Co-operate	No policies influenced
The Civil Aviation Authority	N/A – no airports within the borough	No action required in relation to Duty to Co-operate	No policies influenced

Organisation	Key Strategic Matter	Result/outcome	Influence on Planning Strategy
The Homes and Communities Agency	Housing Affordable Housing	No action required in relation to Duty to Co-operate	No policies influenced as a result of specific engagement with the Homes and Communities Agency.
Primary Care Trust (Now NHS Sussex representing NHS Hastings and Rother)	Infrastructure Housing	Input into, and frequent contact regarding the Infrastructure Delivery Plan. Formal comments submitted regarding housing mix and types of housing, and affordable housing	Assessment of need for healthcare facilities to support level of new development proposed, as shown in the Infrastructure Delivery Plan and Schedule. Housing mix policies recognise the need to provide a mix of dwelling sizes, recognising site specific circumstances. Affordable housing policy makes clearer that on site provision is considered in the first instance for relevant developments.
The Office of Rail Regulation (Network Rail)	Transport	Network Rail have had input into the Infrastructure Delivery Plan Schemes and services identified that are required over the Plan period Local Transport Plan 3	Transport chapter reflects the requirements of Local Transport Plan 3 and the need for additional schemes and services are identified in Policy T1.
Transport for London	(N/A – not a London Authority)	No action required in relation to Duty to Co-operate	No policies influenced.
Integrated Transport Authority	N/A – The Department for Transport requested to be deleted from Local Plan database	No action required in relation to Duty to Co-operate	No policies influenced.
Highway Authority	East Sussex – see	Input into Transport Capacity Assessment	Impact of development on Highway Network

Organisation	Key Strategic Matter	Result/outcome	Influence on Planning Strategy
(East Sussex County Council and Highways Agency)	above Highways Agency – Transport Housing Employment	Link Road	assessed through the capacity assessment – contributed to overall housing target. Delivery of Link Road supports overall strategy. Influenced decision to remove Breadsell Lane as a strategic site.
The Marine Management Organisation	Infrastructure	The Marine Management Organisation has been consulted as a statutory consultee but has not requested any input, or provided any feedback on the development of the Planning Strategy.	No policies influenced.
South East Local Enterprise Partnership	Economic Development Transport	Support for Link Road Growing Places Funding allocated to Hastings Supporting regeneration and growth in coastal communities	Delivery of Link Road supports overall strategy. Supports delivery of employment space as part of overall employment allocation and strategy objectives. Supports regeneration and growth objectives.
Local Nature Partnership (led by Sussex Wildlife Trust)	Environment	No action required in relation to Duty to Co-operate – being set up as at January 2013	No policies influenced. However, Sussex Wildlife Trust in their original capacity has had influence over delivery of Combe Valley Countryside Park in particular.