

Lewes District Local Plan
Part 1 – Joint Core Strategy

Duty to Cooperate Compliance Statement

September 2014



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1. Introduction

- 1.1 The Localism Act 2011 places a duty on local planning authorities and other prescribed bodies to cooperate with each other on strategic planning matters relevant to their areas. The National Planning Policy Framework (NPPF) reiterates this duty and requires an independent inspector to assess whether the plan they are examining has been prepared in accordance with the duty. This statement has been prepared as a supporting document to the Lewes District Joint Core Strategy (as to be submitted in September 2014) and sets out how the duty to cooperate has been met in preparing this plan.
- 1.2 The duty to cooperate requires ongoing constructive and active engagement on the preparation of development plan documents and other activities relating to sustainable development and the use of land. In particular it applies to strategic planning matters where they affect more than one local planning authority area.
- 1.3 Section 110 of the Localism Act provides the legal basis for the duty to cooperate. In turn it inserts a new section 33A into the Planning and Compulsory Purchase Act 2004. The duty applies to all local planning authorities, national park authorities and county councils in England. The duty:
 - relates to development or use of land that would have a significant impact on at least two planning areas, or on a planning matter that falls within the remit of the county council;
 - requires that councils set out planning policies to address such matters;
 - requires that councils and public bodies engage constructively, actively and on an ongoing basis to develop strategic priorities; and
 - requires councils to consider joint approaches to plan making.

The duty applies to:

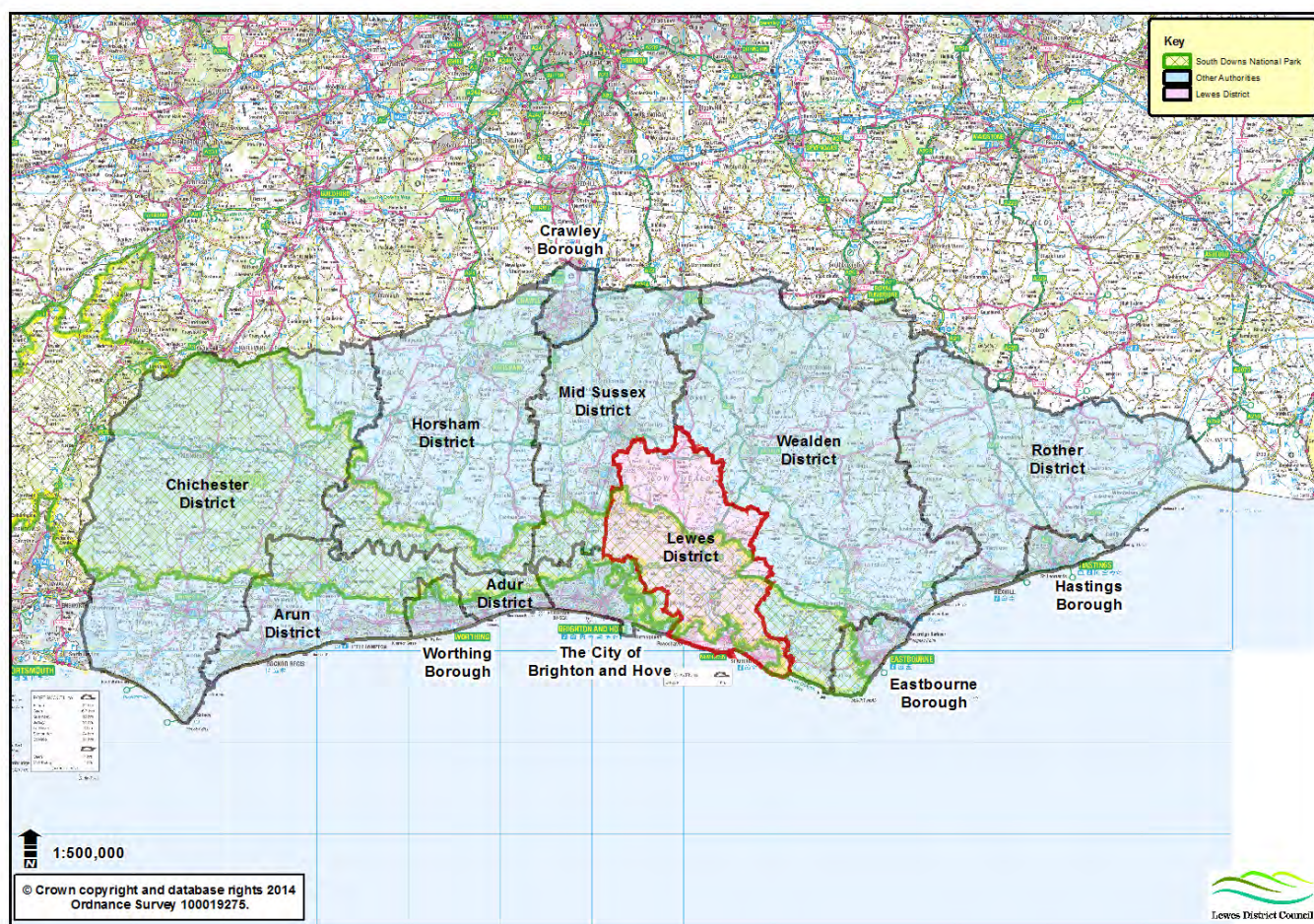
- Local authorities (county, unitary and local)
 - Environment Agency
 - English Heritage
 - Natural England
 - Mayor of London
 - Civil Aviation Authority
 - Homes and Communities Agency
 - Clinical Commissioning Groups (formerly Primary Care Trusts)
 - Office of the Rail Regulator
 - Highways Agency
 - Transport for London
 - Integrated Transport Authorities
 - Highway authorities
 - Marine Management Organisation
- 1.4 As well as cooperating with those authorities listed above, the National Planning Policy Framework (paragraph 180) also emphasises the need for local planning authorities to develop strategic planning priorities in consultation with Local Enterprise Partnerships and Local Nature Partnerships. In addition to demonstrating compliance with the duty to cooperate, this statement sets out how the Lewes District Joint Core Strategy has been developed in consultation with both of these bodies.
 - 1.5 The Lewes District Joint Core Strategy is a plan that has been jointly prepared by Lewes District Council and South Downs National Park Authority (SDNPA). The duty to cooperate was formally introduced part way through the preparation of this plan. However, cooperation with local planning authorities and other prescribed bodies is an established

approach that has been undertaken throughout the process. The main components of cooperation are detailed within this statement.

2. Lewes district context

- 2.1 Lewes district is a coastal authority in the county of East Sussex. The district contains two planning authorities, the council and the South Downs National Park Authority. Approximately 56% of the district is within the national park, which leaves the remaining part of the district covered by the coastal towns to the south of the national park and the Low Weald area to the north. The district is bordered by Wealden District Council to the east. To the west lies Mid Sussex District Council, in the neighbouring county of West Sussex; and the unitary authority of Brighton and Hove City Council. The map below identifies the area covered by Lewes district (including the national park) and its context within the wider Sussex area.

Map 1: Lewes district and local planning authorities in East and West Sussex



- 2.2 The district has a total population of 97,500¹, 77% of which live in the five urban areas of Lewes, Newhaven, Peacehaven, Seaford and Telscombe Cliffs/East Saltdean. All of these urban areas, with the exception of Lewes, are situated on the south coast and are tightly constrained by the national park designation to the north. The town of Lewes is wholly within the national park.
- 2.3 Lewes district forms part of the Sussex Coast housing market area (HMA), which includes the city of Brighton and Hove and the coastal areas of West Sussex. Small parts of the

¹ Census 2011, ONS

district have some overlap with the Eastbourne, High Weald and Crawley/Gatwick HMAs but for the vast majority of the district the Sussex Coast HMA is most relevant.

- 2.4 Being part of the Sussex Coast HMA means that the district has a very strong relationship with the neighbouring city of Brighton and Hove. This is reflected in both the movement of households and travel to work patterns. More households move into the district from Brighton and Hove, and vice versa, than from/to any other local authority area. This causes a net inflow from Brighton and Hove and this migration pattern is the predominant driver of housing need in the district. There is also notable movement of households to and from Mid Sussex and Wealden districts, Eastbourne borough and the greater London area, albeit to a lesser degree than experienced by Brighton and Hove. As with Brighton and Hove, household movements to and from London also result in a significant net inflow into the district.
- 2.5 Although Lewes and Newhaven provide a significant level of jobs² the district experiences a net outflow of workers, particularly to Brighton and Hove, Mid Sussex, the Crawley/Gatwick area and London. These commuting patterns are aided by access to the trunk road network³ and good rail connections to London, Gatwick, Brighton and Hove and other towns along the Sussex coast.
- 2.6 Lewes district is within a two-tier authority area. East Sussex County Council provides a number of key public services in the area including education, highways and social services. Unusually, the district is also member of two Local Enterprise Partnerships (LEPs), the Coast to Capital LEP and the South East LEP.

3. Cooperation undertaken in preparing the Joint Core Strategy

- 3.1 This statement outlines the key activities undertaken in preparing the Lewes District Joint Core Strategy with regard to, and the spirit of, the Duty to Co-operate. This section of the statement provides an overview of this for each of the relevant prescribed bodies. This includes cross boundary and joint partnership relationships and further details, including specific meetings, are located in Appendix 1.
- 3.2 This overview identifies activities that took place prior to the duty being introduced. It also identifies ongoing areas of cooperation that are expected to continue beyond the adoption of the Lewes District Joint Core Strategy.
- 3.3 The duty to cooperate requires councils to consider joint approaches to plan making. In the case of the Lewes District Joint Core Strategy a shared approach to plan making has been undertaken. When work commenced on the Core Strategy in 2009, the council was the local planning authority for the whole district. In April 2011 the South Downs National Park Authority became the planning authority for the national park, which includes 56% of Lewes district.
- 3.4 The council made an early decision to prepare the Core Strategy for the whole district and seek to work with the national park establishment team to agree to continue to prepare a whole district plan once the SDNPA had been established. There were a number of benefits to this approach, not least establishing a set of strategic planning objectives and policies over an area that has a number of common and inter-related issues. The joint plan approach was agreed and in SDNPA's infancy a Joint Working Protocol (most recent

² particularly in the public sector and administration in Lewes; predominantly manufacturing in Newhaven

³ the A27/A26 links Lewes and Newhaven to Brighton and Eastbourne and the nearby A23/M23 provides access to Crawley/Gatwick, London and the M25

2013/14 version in Appendix 2) was mutually agreed. This protocol has since been regularly reviewed and updated when appropriate.

3.5 Cooperation with SDNPA and other relevant prescribed organisations is summarised in the following table.

Table 1: Overview of cooperation undertaken

Organisation	Summary of cooperation
1. South Downs National Park Authority (SDNPA)	Partnership working to develop the Joint Core Strategy. This has included joint working on all plan-wide background documents such as the SHLAA, Shopping and Town Centres Study and the Infrastructure Delivery Plan, as well as inputting into policy development.
2. Mid Sussex District Council	<p>Formal consultation⁴</p> <p>Regular officer and Lead Member meetings held since Jan 2012 to discuss cross-boundary strategic planning issues, including housing potential identified in the respective SHLAAs. In this regard a Memorandum of Understanding between both authorities, as well as the SDNPA, has been agreed and signed.</p> <p>Joint working regarding Habitats Regulation Assessment work for the Ashdown Forest (also see Wealden DC).</p>
3. Brighton and Hove City Council	<p>Formal consultation.</p> <p>Ongoing engagement to discuss and develop a common understanding of cross-boundary strategic planning issues.</p> <p>Ongoing engagement at the Local Plan Managers Group.</p> <p>Ongoing Engagement at the Planning Liaison Group (chief officers).</p> <p>Ongoing work and engagement at the Coastal West Sussex and Greater Brighton Strategic Planning Board.</p>

⁴ Where the summary states “Formal consultation”, this means that the authority/body were notified and invited to make comments on the consultation undertaken on the Issues and Emerging Options Topic Papers (May 2010), the Emerging Core Strategy (September 2011), the Core Strategy – Proposed Submission document (January 2013) and the Core Strategy Proposed Submission Document Focussed Amendments (May 2014). The exception to this is for the Civil Aviation Authority, Office of the Rail Regulator, Mayor of London, Transport for London, the Marine Management Organisation and the Sussex Local Nature Partnership who were only consulted on the Proposed Submission document and the subsequent Focussed Amendments. The reason for this is that the Proposed Submission and Focussed Amendments consultations are the only formal consultations undertaken on the Core Strategy since the duty to cooperate was introduced.

	<p>Joint evidence studies on Gypsy and Traveller matters and meeting the sub-regional housing need.</p>
4. Wealden District Council	<p>Formal consultation</p> <p>Ongoing engagement at the Local Plan Managers Group.</p> <p>Ongoing engagement at the Planning Liaison Group (chief officers).</p> <p>Ongoing engagement and joint working (e.g. developing a consistent approach to common policy issues) through the East Sussex Strategic Planning Members Group.</p> <p>Joint working regarding Habitats Regulation Assessment work for the Ashdown Forest.</p> <p>Engaged in the Lewes Town Transport Study 2011</p> <p>Joint working with East Sussex local authorities and SDNPA on updating the Gypsy and Traveller Accommodation Assessment (GTAA).</p>
5. Eastbourne Borough Council	<p>Formal consultation</p> <p>Ongoing engagement at the Local Plan Managers Group.</p> <p>Ongoing Engagement at the Planning Liaison Group (chief officers).</p> <p>Ongoing engagement and joint working through the East Sussex Strategic Planning Members Group.</p> <p>Joint working with East Sussex local authorities and SDNPA on updating the Gypsy and Traveller Accommodation Assessment (GTAA).</p>
6. Rother District Council	<p>Formal consultation</p> <p>Ongoing engagement at the Local Plan Managers Group.</p> <p>Ongoing Engagement at the Planning</p>

	<p>Liaison Group (chief officers).</p> <p>Ongoing engagement and joint working through the East Sussex Strategic Planning Members Group.</p> <p>Joint working with East Sussex local authorities and SDNPA on updating the Gypsy and Traveller Accommodation Assessment (GTAA).</p>
7. Hastings Borough Council	<p>Formal consultation</p> <p>Ongoing engagement at the Local Plan Managers Group.</p> <p>Ongoing Engagement at the Planning Liaison Group (chief officers).</p> <p>Ongoing engagement and joint working through the East Sussex Strategic Planning Members Group.</p> <p>Joint working East Sussex local authorities and SDNPA on updating the Gypsy and Traveller Accommodation Assessment (GTAA).</p>
8. West Sussex Coastal Local Planning Authorities (Adur DC, Worthing BC, Arun DC Chichester DC & West Sussex CC).	<p>Along with Brighton & Hove City Council and the South Downs National Park Authority, Lewes District Council has actively worked with these authorities on a joint study to look at the issue of meeting projected housing needs in the Sussex Coast HMA.</p> <p>Further to this study, this group of authorities (through the Coastal West Sussex and Greater Brighton Strategic Planning Board) have collectively prepared a Local Strategic Statement for the area, which sets out a number of strategic planning priorities. This has been used to input into the Strategic Economic Plan prepared by the Coast to Capital LEP and help shape each authority's development plans. This work has been recognised as best practice through an award from the RTPI for an Innovative Approach to Plan-Making.</p>
9. East Sussex County Council	<p>Formal consultation</p> <p>Ongoing engagement at the Local Plan</p>

	<p>Managers Group.</p> <p>Ongoing Engagement at the Planning Liaison Group (chief officers).</p> <p>Ongoing engagement and joint working through the East Sussex Strategic Planning Members Group.</p> <p>Worked in partnership in developing the transport evidence to inform the Core Strategy. Joint Position Statements prepared in this regard.</p> <p>Regular engagement with relevant sections of the County Council (e.g. education, libraries) in the development of the Infrastructure Position Paper (IPP) and subsequent Infrastructure Delivery Plan (IDP).</p> <p>Worked with officers with regards to transport work for the Habitats Regulations Assessment of the Core Strategy.</p> <p>Worked with the Environment team in preparing the Landscape Capacity Study and implementing its findings.</p> <p>Engagement with ESCC and the Sussex Local Nature Partnership on the East Sussex Green Infrastructure Study.</p> <p>Views and information sought on sites assessed through the SHLAA, Gypsy and Traveller Site Assessment work and Employment Studies.</p> <p>Engagement with ESCC Adult Social Care (ASC) on Draft Joint Communication Protocol.</p>
<p>10. West Sussex County Council</p>	<p>Formal consultation.</p> <p>Discussions held with WSCC Highways and ESCC Highways to discuss transport evidence required to consider sites on and close to the administrative border.</p>
<p>11. Highways Agency</p>	<p>Formal consultation</p> <p>Engaged in the two strategic transport studies undertaken.</p>

	On-going liaison regarding infrastructure provision.
12. Environment Agency	<p>Formal consultation</p> <p>Joint working in producing the Strategic Flood Risk Assessment, preparing the Sequential Test and Exceptions Test.</p> <p>Engaged in developing the Infrastructure Delivery Plan.</p> <p>Views and information sought on relevant site assessment work, including Gypsy and Traveller and SHLAA work.</p>
13. English Heritage	Formal consultation
14. Civil Aviation Authority	Formal consultation
15. Office of the Rail Regulator	Formal consultation
16. Mayor of London	Formal consultation
17. Transport for London	Formal consultation
18. Marine Management Organisation	<p>Formal consultation</p> <p>Participation at MMO stakeholder event 15 July 2014.</p> <p>Engagement meeting on integration of terrestrial planning and the emerging South Marine Plans 1 May 2014.</p>
19. Natural England	<p>Formal consultation</p> <p>Ongoing engagement and discussions in the Habitats Regulation Assessment work undertaken to inform the Joint Core Strategy.</p> <p>Views and information sought on relevant site assessment work, including Gypsy and Traveller and SHLAA work.</p>
20. Clinical Commissioning Groups (formerly Primary Care Trusts)	<p>Formal consultation</p> <p>On-going discussions regarding infrastructure provision to inform the Infrastructure Delivery Plan.</p>
21. Homes and Community Agency (HCA)	<p>Formal consultation</p> <p>The HCA are also a member of the Core Group that is over-seeing progress in developing and implementing a strategy for the redevelopment of the North Street area of Lewes – policy SP3 in the Joint</p>

	Core Strategy.
22. Coast to Capital LEP	Formal consultation Ongoing officer and Member liaison to explore ensure the emerging Core Strategy reflects the priorities of the LEP and that the Strategic Economic Plan reflects the spatial planning priorities for the district.
23. South East LEP	Formal consultation Ongoing officer and Member liaison to explore ensure the emerging Core Strategy reflects the priorities of the LEP and that the Strategic Economic Plan reflects the spatial planning priorities for the district.
24. Sussex Local Nature Partnership	Formal consultation Regular liaison and engagement since 2012 through partnership working on the East Sussex Green Infrastructure Study, the South Downs Way Ahead Nature Improvement Area, and the Brighton & Hove and Lewes Downs Biosphere Project.

3.6 It is acknowledged that cooperation with Integrated Transport Authorities (one of the prescribed bodies) is not detailed within the summary table above. This is because no such authorities exist within or near to Lewes district.

3.7 It should be recognised that the cooperation undertaken and detailed above and in Appendix 1 is not the full extent of cooperation and engagement that has been undertaken in preparing the Joint Core Strategy. The council and SDNPA have worked closely with other local planning authorities as well as liaised and cooperated with a large number of organisations that are not on the prescribed list for the Duty to Cooperate. This has included a number of key infrastructure providers, such as Southern Water, South East Water, Network Rail and energy suppliers, town and parish councils and local amenity groups.

4. What key strategic issues have been considered and/or addressed through the cooperation undertaken?

4.1 In progressing the Joint Core Strategy, a number of strategic issues arose that have required consideration beyond just the area covered by Lewes district. These issues have required cross boundary working and cooperation with other local planning authorities and other prescribed bodies. The key issues that have been considered under the Duty to Cooperate and steps taken to address them are set out below.

Housing

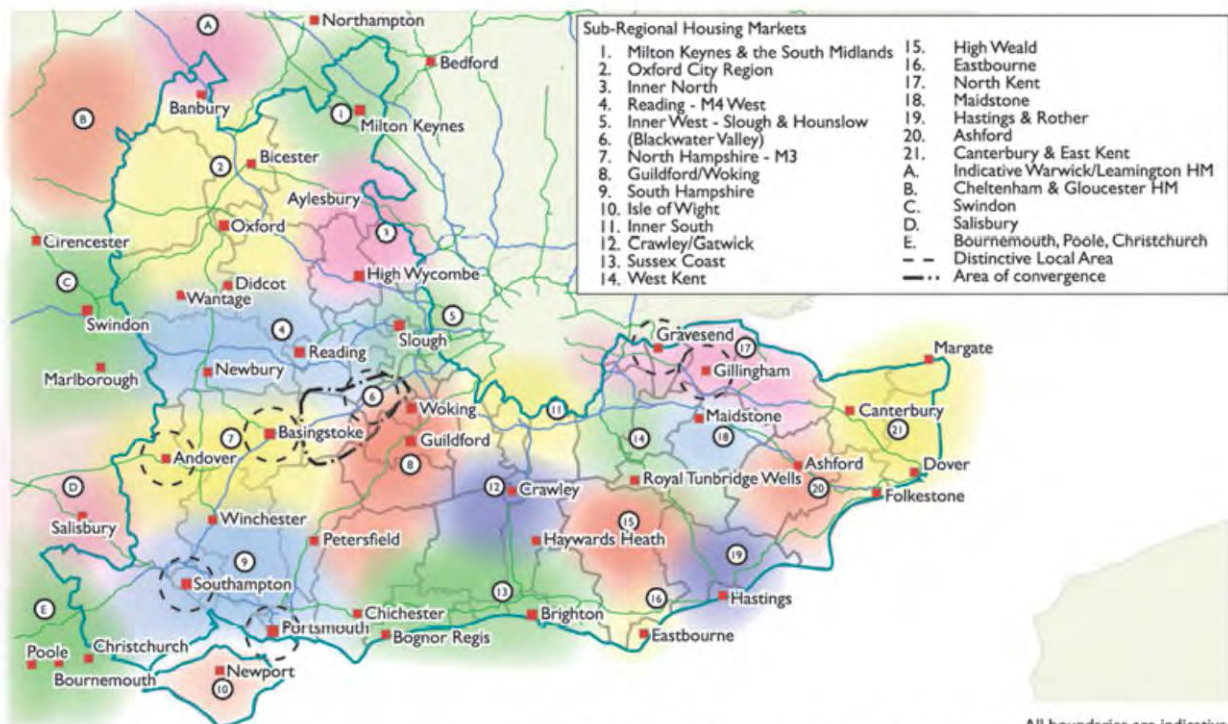
- 4.2 During preparation the Joint Core Strategy, significant reforms to the planning system took place. This resulted in the introduction of the National Planning Policy Framework (NPPF) and the removal of the regional tier of planning policy. As a result of this, local planning authorities have had to revisit the housing targets that were previously set in Regional Spatial Strategies. This process has been undertaken for the Joint Core Strategy, with particular regard being paid to the requirements of the NPPF.
- 4.3 The council and SDNPA concluded that the appropriate housing target to set for the Joint Core Strategy is a minimum of 5,600 planned net additional homes over the period between 2010 and 2030 (equivalent of 280 homes per annum). This target falls somewhat short of meeting the objectively assessed level of housing need in the district over the same period. The evidence shows housing need to be in the region of 460-520 homes per year.
- 4.4 The reason for this undersupply of housing against the projected level of need is due to very significant constraints on the capacity of the district to accommodate high levels of growth. The main constraint is the national park designation (which covers 56% of the district's geographical area) that covers Lewes town and closely envelopes the coastal towns of Seaford, Newhaven, Peacehaven and Telscombe. To a lesser extent, transport constraints, sensitive landscapes and the lack of deliverable potential housing sites also limit the potential for sustainable housing development in the district.
- 4.5 Housing targets that meet the projected need for housing over the plan period have been tested through the sustainability appraisal process. This has concluded that these levels of growth in accordance with the objectively assessed need would be inappropriate and unsustainable to plan for. It can also be said that such high levels of growth are unrealistic given the lack of deliverable and/or developable sites, as evidenced through the SHLAA.
- 4.6 To consider the issue of meeting the need for housing further, the council and SDNPA have worked in partnership with the other local planning authorities that fall within the Sussex Coast HMA. These authorities are Brighton and Hove, Adur, Worthing, Arun and Chichester. As can be seen from the diagram below, the vast majority of the district falls within the Sussex Coast HMA.

Map 2: Sub-regional HMAs as originally defined in the South East Plan⁵

⁵ Diagram H1 from the South East Plan (2009) now revoked and archived. However this map shows Lewes district in its wider HMA context within the Sussex Coast HMA (13) with the Crawley/Gatwick, High Weald and Eastbourne HMAs having some influence around the fringes of the district.

Diagram H1

South East Sub-regional Housing Markets



- 4.7 A study has been produced entitled 'Housing Study (Duty to Cooperate)⁶' which has been agreed and published by the Coastal West Sussex and Greater Brighton Strategic Planning Board. This study demonstrates that the combined housing need across the HMA cannot be met, predominantly due to environmental and infrastructure constraints and the lack of deliverable and developable development sites. The study sets out some potential measures and options for addressing this shortfall and these have been reflected in the Joint Core Strategy. This includes identifying longer-term options for strategic development that will be explored in partnership with adjoining authorities.
- 4.8 The production of and the outputs from this study demonstrate that the council and SDNPA have effectively cooperated with other authorities in the Sussex Coast HMA. The study clearly shows that it is not just Lewes district that is unable to plan to meet its housing need and that this is a particular issue in the central and eastern parts of the HMA. With this being the case there is not capacity for any of the other authorities in the HMA to absorb some, or all, of the district's unmet housing need.
- 4.9 In light of this the council and SDNPA have explored the extent to which authorities outside the Sussex Coast HMA, but with some degree of sharing cross-boundary strategic planning issues with Lewes district (i.e. over-lapping housing market areas), can meet the under supply of housing in the district. As at September 2014, no such potential has been identified.
- 4.10 It is evident from the work undertaken so far that, due to similar geographical, environmental and infrastructure constraints none of the partner authorities are in a position

⁶ Housing Study (Duty to Cooperate), GL Hearn 2013

to assist in meeting the projected shortfall of housing supply that is likely to arise in Lewes district in the period to 2030.

- 4.11 The council and SDNPA have done everything they can in looking to plan for meeting the projected housing need for the district in the Joint Core Strategy. However, due to the heavily constrained nature of the district (particularly with Lewes being within the national park and the coastal towns being tightly enveloped by the national park and the sea) and the constraints faced by the wider Sussex Coast HMA, it has not been possible to plan to meet the district's assessed housing need. The fact that neighbouring authorities have not identified potential to meet the district's housing shortfall can be demonstrated by other authorities being unable to plan to meet their own housing need (e.g. Brighton & Hove City Council, the most closely related authority area to Lewes district in housing market terms, has identified a housing target in the proposed City Plan that will undersupply against the city's assessed housing need).
- 4.12 The district council and SDNPA recognise that a number of authorities are at an earlier stage in preparing/reviewing their development plans that will set their housing delivery targets. In these cases, the authorities are aware of the issue of under-supply in Lewes district, but as yet are not in a position to advise as to whether or not they can assist in meeting some of this provision.
- 4.13 It is also recognised that there are some possible longer-term options for meeting housing need, within the Sussex Coast housing market area, that will need to be explored collectively (i.e. they are options that straddle and/or are likely to significantly impact upon more than one authority area). The district council and SDNPA are committed to this work and if it impacts upon the spatial strategy for Lewes district it will be reviewed accordingly.

Gypsy and Traveller Accommodation

- 4.14 Following the revocation of the South East Plan the council worked with other East Sussex local authorities, Brighton & Hove City Council (BHCC) and East Sussex County Council (ESCC) drawing upon the available evidence to form a view on a county-wide pitch requirement figure. This work fed into the Joint Core Strategy but recognising it would be updated in the near future.
- 4.15 Since January 2014 the council and SDNPA have been working in partnership with East Sussex local authorities, BHCC and ESCC commissioning an update of the Gypsy and Traveller Accommodation Assessment (GTAA). This work will update the local authority permanent pitch need figures, as well as assessing the need for transit pitches/site(s) across the study area. The GTAA will also disaggregate the pitch need figures between the national park and non-national park areas, enabling the local authorities to identify and plan for the appropriate number of pitches. The outcomes of the GTAA will inform Local Plan Part 2 document in the allocation of Gypsy and Traveller site(s).

Transport

- 4.16 The council and SDNPA have been working in partnership with East Sussex County Council (ESCC) and in discussion with the Highways Agency and West Sussex County Council to review highway issues within and beyond Lewes district. This includes work to identify and evaluate potential transport approaches and measures to support the delivery

of the housing and business growth proposed in the Joint Core Strategy. In addition, regular liaison has taken place with Brighton & Hove City Council which, as a unitary authority, is the relevant transport authority for the area to the west of the district's coastal towns.

- 4.17 ESCC does not have a countywide highway network model to enable road capacity constraints to be systematically identified. However, most of the congestion problems in the district are confined to peak periods at junctions along the A27 and A259 corridors and junctions on routes into and out of Lewes town. The council therefore commissioned consultants to carry out transport studies for both Lewes and Newhaven in order to identify the transport issues and challenges arising from potential options for housing and commercial growth in the period to 2030.
- 4.18 ESCC was closely involved in commissioning and overseeing these two transport studies and also assessed the transport implications of potential development options in parts of the district not specifically covered by the individual transport studies. Wealden District Council was also actively engaged in relation to the Lewes town transport study, due to the implications that the planned level of housing and business growth in Uckfield would have on traffic using the A26 between Lewes and Uckfield.
- 4.19 On completion of the transport studies, ESCC analysed the findings and a joint ESCC/Lewes District Council transport position statement was published in September 2011⁷. This statement concluded that a number of transport interventions would be required in Lewes, Newhaven and Peacehaven in order to deliver spatial strategy options proposed in the Emerging Core Strategy consultation document. It also formally set out the local transport authority's position that no significant increase in traffic on the B2112 through Ditchling village would be acceptable.
- 4.20 A further technical note, 'Traffic Associated with New Housing in Peacehaven', was subsequently issued by ESCC in October 2011 to provide more detailed support for the conclusions reached in the Position Statement in relation to the transport impacts of the potential development options tested for Peacehaven.
- 4.21 Following the publication of the Position Statement and associated technical note, a dialogue was set up with the Highways Agency and West Sussex County Council in order to address the specific concerns of these two organisations. In relation to the Highways Agency, these concerns focussed around perceived weaknesses in the modelling undertaken for the transport studies. Following discussions with the Agency, the Council commissioned further work from the consultants who carried out the transport studies and, with additional technical input from ESCC transport officers, the issues raised by the Agency were subsequently resolved.
- 4.22 In relation to West Sussex County Council, its concerns focussed on the acceptability in highway terms of the potential housing allocations at Greenhill Way/Ridge Way, Haywards Heath (Wivelsfield Parish, which is located adjacent to the administrative boundary with West Sussex and Mid-Sussex District Council).
- 4.23 Unfortunately, the transport model developed by Mid Sussex District Council to test the transport implications of options for development in its area was not available for use by either Lewes District Council or ESCC in order to assist in assessing the highway impacts of the potential housing sites at Greenhill Way/Ridge Way or Valebridge Road. However, following engagement with West Sussex County Council and subsequent transport work

⁷ 'Lewes District Core Strategy Options for Development: County Council Position Statement in relation to Transport'

carried out by ESCC utilising the West Sussex County transport model, it was agreed by both highway authorities that the proposed Greenhill Way/Ridge Way strategic site allocation was acceptable in highway terms, provided that the development would not be implemented until the completion of the Haywards Heath Relief Road (now complete).

- 4.24 In September 2012, ESCC issued new transport advice following a further examination of the relationship between transport demand, transport capacity and potential new housing development in Peacehaven and Newhaven. This new advice, 'New housing in Peacehaven and Newhaven: Impacts on the A259 west of Peacehaven and on Newhaven ring road, and consequences for housing numbers', replaced both the 2011 technical note 'Traffic Associated with new Housing in Peacehaven' and the conclusions of the 2011 Transport Position Statement relating to Peacehaven (paragraphs 2.18, 2.19 and 2.20). This advice concluded that significant housing development in Peacehaven is unable to be accommodated due to the impact of additional traffic on the operation of the A259 west of Telscombe and no realistic proposals for mitigating this have been identified.
- 4.25 The spatial policies of the Proposed Submission Core Strategy were prepared in accordance with the transport advice provided by ESCC in the 2011 and 2012 Transport Position Statements, as informed by the Lewes town and Newhaven transport studies and discussions with the Highways Agency and West Sussex County Council. This includes the location and quantum of development proposed across the District and any policy criteria that need to be met in order to make the individual developments acceptable in transport terms.

Employment

- 4.26 Through the Employment and Economic Land Assessments undertaken to inform the Core Strategy, the level of employment need, and in turn land requirements, has been established. This level of need has been planned for within the Core Strategy.

Habitats Regulation Assessment

- 4.27 We have worked closely with Natural England in relation to meeting our obligations under the Habitats Regulations. The findings of the Appropriate Assessment Scoping Report were agreed with Natural England and we were able to 'screen out' the Castle Hill SAC and Pevensey Levels Ramsar Site from further assessment. However, this meant that further work was necessary for the Ashdown Forest SAC/SPA and Lewes Downs SAC in order to see whether the Joint Core Strategy would have a significant effect on the sites.
- 4.28 Work continued with Natural England in completing the further stages of the Habitats Regulations Assessment for the Ashdown Forest SAC/SPA and Lewes Downs SAC. After undertaking transport work with East Sussex County Council, it was found that there was unlikely to be a significant effect due to nitrogen deposition at either Lewes Downs or Ashdown Forest caused by the Joint Core Strategy. However, discussions and work with Wealden District Council and Natural England found that recreational disturbance caused by new development within 7km of the Ashdown Forest could have a significant effect on the protected birds and meaning that mitigation was necessary.
- 4.29 In order to ensure a consistent approach across authorities with regard to the same issue, the mitigation measures in the Joint Core Strategy matches that of the Wealden Core Strategy. Given the desire to implement a consistent approach across the areas, we have been working with councils at Wealden, Mid Sussex and Tunbridge Wells, as well as Natural England and the Conservators of Ashdown Forest to identify and introduce projects

for our collective Strategic Access, Management and Monitoring Strategy (SAMMS) work, which is ongoing. We have been working with officers from Natural England to identify potential Suitable Alternative Natural Greenspaces (SANGs) as well as considering other solutions, based on their advice, that would sufficiently mitigate impacts on the Forest.

APPENDIX 1 – Record of engagement and co-operation undertaken and a review of issues raised by the prescribed bodies

This appendix sets out a summary of comments made by the prescribed bodies during the preparation of the Core Strategy. In some instances a prescribed body has raised issues/concerns with the Core Strategy, which have subsequently been resolved. This appendix details where and when this has been the case. Also detailed in this appendix is a record of meetings held with the various prescribed bodies, including what the purpose of these meetings were and whether any key outcomes were achieved.

Local Authorities/Highway Authorities – East Sussex County Council

Key issues identified during the preparation of the Core Strategy

During the preparation of the Core Strategy the following issues have been raised by the County Council, in its role as the highway authority for the area:

- Need to consider impact of any development scenarios on the highway network, particularly where there are current highway and junction capacity issues, such as on the A259 in Newhaven and Peacehaven/Telscombe.
- The need for the Lewes District Core Strategy to direct development to locations that provide for ease of access to services, facilities, employment and retail, and allow and encourage sustainable transport options to be utilised.

Have these issues been addressed and are there any outstanding issues/concerns on the Proposed Submission document?

Yes, all issues have been addressed. Based on the transport studies commissioned by the District Council, the County Council has prepared three position statements concerning the transport impact of various development scenarios in the district. These statements can be viewed at: www.lewes.gov.uk/planning/backgroundreps.asp#sts . The District Council and National Park Authority have prepared the spatial policies of the Core Strategy to be in accordance with these position statements. This includes the location and quantum of development proposed and any policy criteria that are required to be implemented in order to make development on various sites, and in various locations, acceptable.

Record of key meetings undertaken

Date	Venue	Attendees	Any Grouping/ theme?	Purpose of meeting and any key outcomes
18 th January 2010	County Hall, Lewes	Officers from various departments at ESCC, officers from LDC	Informal meeting	To explain to ESCC the plan for progressing the Core Strategy and to explore how the County Council can assist in the plans production, including undertaking joint evidence.
4 th February 2010	County Hall, Lewes	Officers from ESCC transport department and LDC	Transport evidence meeting	To discuss the scope of the transport evidence required to support the Core Strategy.
7 th April 2010	County Hall, Lewes	Officers from ESCC transport department and LDC	Transport evidence meeting	To identify and agree the level of detail that will be required to provide a robust and credible transport evidence base to support the emerging Core Strategy
1 st December 2010	Lewes District Council Offices	Officers from ESCC transport and planning strategy departments and LDC	Transport evidence meeting	To identify and agree a sufficient level of analysis to understand the transport impacts and opportunities arising from alternative housing growth options for the Core Strategy
11 th March 2011	Lewes District Council Offices	Officers from ESCC transport department and LDC	Transport evidence meeting	To discuss and evaluate the submissions received from transport consultancies to undertake the Lewes Town and Newhaven transport studies

22 nd March 2011	Lewes District Council Offices	Officers from ESCC and LDC and Mott MacDonald	Transport evidence meeting	Inception meeting to discuss the scope and required outputs of the Newhaven transport study
24 th March 2011	Lewes District Council Offices	Officers from ESCC and LDC and TPi Ltd	Transport evidence meeting	Inception meeting to discuss the scope and required outputs of the Lewes Town transport study
9 th August 2011	Lewes District Council Offices	Officers from ESCC transport department and LDC	Transport evidence meeting	To discuss the findings of the Lewes town and Newhaven transport studies and the joint Transport Position Statement
31 st August 2011	Lewes District Council Offices	Officers from ESCC transport department and LDC	Transport evidence meeting	To agree the joint Transport Position Statement and future programme for the Core Strategy
19 th December 2011	County Hall, Lewes	Officers from ESCC transport department and LDC	Transport evidence meeting	To discuss the transport issues arising from the Emerging Core Strategy consultation and to agree any further transport evidence work that needs to be undertaken to reach a view on the acceptability of proposed development options on the highway network
3 rd July 2012	Lewes District Council Offices	Officers from ESCC transport department and LDC	Transport evidence meeting	To discuss outstanding transport issues that need resolution prior to the publication of the Proposed Submission Core Strategy
26 th July 2012	County Hall, Lewes	Officers from ESCC Education	Education evidence meeting	To discuss updated housing numbers and capacity information required for IDP and

		department and LDC		future allocations.
16 th August 2012	Lewes District Council Offices	Officers from ESCC transport department and LDC	Transport evidence meeting	To discuss and agree the conclusions of the new transport advice received from ESCC in relation to the impact of new housing development in Peacehaven and Newhaven on the operation of the A259
13 th September 2013	County Hall, Lewes	Officers from ESCC Education department and LDC	Education evidence meeting	To discuss update of County's School Organisation Plan and likely future priorities of education provision in relation to planned housing growth.
26 th September 2013	County Hall, Lewes	Officers from ESCC transport department, Brighton & Hove City Council, the Sussex Downs National Park Authority and LDC	Transport evidence meeting	To discuss the feasibility of long term options for strategic infrastructure improvements to overcome the capacity constraints on the A259.
24 February 2014	County Hall, Lewes	Officers from ESCC transport department and ESCC Lead Member and LDC officer and Lead Member	Lead Members meeting with transport evidence discussion	Among other items to discuss the proposed changes in the proposed housing numbers for Newhaven/Peacehaven in the Focussed Amendments version of the Core Strategy relating to the A259 and revised policy wording.

Local Authorities/Highway Authorities – West Sussex County Council (neighbouring County Council)

Key issues identified during the preparation of the Core Strategy

During the preparation of the Core Strategy, West Sussex County Council in its role as local highway authority raised concerns about the adequacy of the transport evidence in relation to the impact of the potential housing sites in Wivelsfield Parish (Greenhill Way/Ridge Way, Haywards Heath and Valebridge Road, Burgess Hill) on the highway network within West Sussex.

Have these issues been addressed and are there any outstanding issues/concerns on the Proposed Submission document?

Yes, this issue has been addressed and fully resolved to the satisfaction of both West Sussex and East Sussex County Councils in their roles as local highway authorities.

Record of key meetings undertaken

Date	Venue	Attendees	Any Grouping/ theme?	Purpose of meeting and any key outcomes
4 th April 2012	Lewes District Council Offices	Officers from West Sussex County Council and ESCC transport departments and LDC	Transport evidence meeting	To identify and agree a sufficient level of analysis to understand the transport impacts of the development options in Wivelsfield Parish

Local Authorities/Highway Authorities – Brighton & Hove City Council (neighbouring unitary authority)

Key issues identified during the preparation of the Core Strategy

The main common issue identified for both authorities has been meeting objectively assessed development needs, particularly housing.

Cross boundary impacts upon infrastructure, particularly highways and public transport provision, has also been key common issues discussed between the two authorities.

Have these issues been addressed and are there any outstanding issues/concerns on the Proposed Submission document?

Neither authority is in a position to meet its objectively assessed need for housing and therefore is not in a position to plan for a level of growth that meets one another's shortfall.

The main cross boundary infrastructure issue that has required a significant level of cooperation to plan for, relates to the highway network and in particular the A259. The transport position statement (referred to in the section outlining co-operation with East Sussex County Council) outlines where the city council has been involved in examining this issue and agreement has been reached over the degree of impact and appropriate mitigation.

Record of key meetings undertaken

Note: A number of meetings with Brighton & Hove City Council have taken place amongst a wider group of authorities, often through the Coastal West Sussex & Greater Brighton Strategic Planning Board.

Date	Venue	Attendees	Any Grouping/ theme?	Purpose of meeting and any key outcomes
30 th May 2012	Southover House	Officers from LDC and BHCC	Neighbouring authority consultation	To discuss draft City Plan and cross-border issues from development.
26 th September	County Hall,	Officers from ESSC	Transport evidence	To discuss the feasibility of long term options

2013	Lewes	transport department, Brighton & Hove City Council, the Sussex Downs National Park Authority and LDC	meeting	for strategic infrastructure improvements to overcome the capacity constraints on the A259.
6 th December 2012	Hove Town Hall	Officers from West Sussex LPA's, LDC and the SDNPA	Meeting focussed on the issue of housing needs and hence attendees were reflective of the Brighton HMA.	Update on position with respective plans and implications for cross-boundary working.

Local Authorities – other neighbouring and nearby local planning authorities

Key issues identified during the preparation of the Core Strategy

The main strategic issue identified with neighbouring and nearby local planning authorities has been planning to meet housing need. All relevant authorities have identified their levels of projected housing need, but many are not able to meet this need within their own plan area.

The Lewes District Core Strategy has considered and taken forward housing proposals that border the neighbouring Mid Sussex District. This has been a key cross-boundary issue that has needed to be addressed through the co-operation undertaken.

Have these issues been addressed and are there any outstanding issues/concerns on the Proposed Submission document?

Authorities that make up the Sussex Coast Housing Market Area have worked together to establish housing need across the area (hence, a consistent methodology has been applied). The Duty to Co-operate Housing Study has taken a high level appraisal of the ability for these authorities to plan to meet this need. This appraisal shows that there is likely to be a significant shortfall across the housing market area. Although at this stage it has not been possible to identify and plan for solutions that meet this need, some

options for meeting the need longer-term have been identified. Such options will need to be considered on a joint-authority basis (potentially more than two LPA's) and if deemed to be developable considered through the plan making processes of the relevant authorities.

Although Mid Sussex DC initially objected to the housing allocation (land at Greenhill Way, Haywards Heath) that borders their district, this objection has since been withdrawn and Mid Sussex DC are supportive of the spatial strategy for Lewes District.

Record of key meetings undertaken

Date	Venue	Attendees	Any Grouping/ theme?	Purpose of meeting and any key outcomes
2009 - ongoing	Lewes and Eastbourne	All local planning authorities in East Sussex, Brighton & Hove CC, ESCC and the EA	Quarterly East Sussex LDF/Local Plans Managers Group meetings.	Various.
2010 - 2012	County Hall, Lewes	Planning authorities in East Sussex, BHCC, ESCC, EA and NE	SA sub-group	Looking at issues surrounding the Sustainability Appraisal, including joint data collection.
2013 – ongoing on a quarterly basis	Wealden	East Sussex Strategic Planning Officers and Members Groups	Strategic Planning and Duty to Cooperate	Joint working on cross boundary issues including common policy areas and housing provision.
2012 – ongoing – meetings on a quarterly basis	Worthing and Shoreham	Coastal West Sussex and Greater Brighton Strategic Planning Board and associated officers	Strategic Planning and Duty to Cooperate	Joint working on cross boundary issues including strategic infrastructure and housing provision. Through this group the Housing Development Needs Study was undertaken and agreed by all authorities in early 2014, in addition to the Duty to Co-operate Housing

		meetings		Study in late 2012 and 2013. A large number of meetings were held concerning both studies, which are not individually documented in this statement.
9 th August 2013	Horsham	All authorities from the Coastal West Sussex & Greater Brighton Strategic Planning Board, as well as Mid Sussex DC, Horsham DC and Crawley BC.	Duty to Cooperate – meeting housing provision.	To explore the potential for the authorities who make up the Sussex Coast and the Northern West Sussex HMA's to work together to address the issue of meeting housing needs. Subsequent to this meeting, consideration has been given to the structures needed to enable this to take place.
4 March 2014	Horsham	Various East and West Sussex and Surrey Authorities, BHCC and SDNPA	Duty to Cooperate Workshop	PAS facilitated workshop including elected members. Exploration of how to support economic and housing growth in the context of the Duty to Cooperate, identifying common ground on strategic matters, identifying mechanisms necessary to take actions forward.
13 January 2014 - ongoing	Hove Town Hall	East Sussex local authorities, Brighton & Hove CC, SDNPA and ESCC (Traveller Liaison).	Gypsy and Traveller Accommodation Assessment (GTAA)	Joint working on updating GTAA.
January 2012 onwards	Lewes & Haywards Heath	Senior officers and Lead Members for Planning from LDC and Mid Sussex DC	Duty to Co-operate	To enable each authority to gain a greater understanding of the respective plans. To explore and attempt to resolve cross-boundary issues, including the potential for

				unmet development needs to be met within the respective authority areas.
19 September 2013	Lewes	Officers from Wealden DC and Lewes DC (Eastbourne BC also invited, but did not attend).	Duty to Co-operate	Update on respective plans and key issues emerging. To make Wealden DC aware of the significant shortfall in housing provision that the Lewes District Core Strategy will have and that no short-term potential has been identified in the Sussex Coast HMA at this stage. Due to timing of the review of the Wealden Core Strategy, it is not yet known whether there is any potential to plan for a housing shortfall elsewhere.
24 March 2014	LDC	Officers from MSDC and LDC		Current position on respective local plans, including LDC revised housing targets and justification; future cooperation.
4 March 2014	Horsham	Various LPAs including Lead Member from LDC	Duty to Cooperate	PAS facilitated Duty to Cooperate Workshop
27 th May 2014	Lewes	Officers from Lewes DC, Wealden DC, Mid Sussex DC, Adur & Worthing BC	Duty to Cooperate	LDC to set out its position in terms of the ability of the Core Strategy to meet objectively assessed development needs. Opportunity provided to other LPA's to scrutinise the evidence and emerging policy and LDC to set out what help it needs from other LPA's in order to meet its housing need (if possible).
26 June 2014	LDC	Officers from MSDC and LDC	SHLAA sites, cross boundary matters and MoU	Consideration of LDC SHLAA methodology and sites (especially those close to the MSDC boundary). Discussion on revisiting

				the previously drafted MoU.
7 August 2014	MSDC	Officers from MSDC and LDC	SHLAA sites, cross boundary matters and MoU	Consideration of MSDC SHLAA methodology and sites (especially those close to the MSDC boundary). Discussion on a MoU.

Environment Agency

Maintained an ongoing dialogue throughout the production of the Core Strategy, including significant input into the production of the Strategic Flood Risk Assessment, Sequential and Exceptions Test and the Coast Defence Strategy. The Environment Agency has also been closely involved in site specific proposals for the North Street site allocation, which will include a significant flood defence scheme (Spatial Policy 3). In addition Agency officers have been closely involved on an informal basis in the drafting of relevant policy wording.

English Heritage

Formal consultation undertaken. No significant issues have arisen.

Natural England

Key issues identified during the preparation of the Core Strategy

The Core Strategy, including in combination with other plans, could cause a significant effect on protected European sites within and near to the district and that this would need to be investigated through our Habitats Regulations work.

A Habitats Regulations Assessment concluded that recreational disturbance from new development within 7km of the Ashdown Forest SPA/SAC could cause a significant effect on the site's integrity and that the Core Strategy needed to propose mitigation measures.

Have these issues been addressed and are there any outstanding issues/concerns on the Proposed Submission document?

Working in partnership with Natural England and neighbouring authorities, we have proposed mitigation measures to prevent a significant effect being caused by development on Ashdown Forest. The measures have been agreed with Natural England and we are working with them and others to deliver them.

Record of key meetings undertaken

Date	Venue	Attendees	Any Grouping/ theme?	Purpose of meeting and any key outcomes
4/12/2010	Phoenix House, Lewes (Natural England Offices)	Officer from LDC, Wealden DC and Natural England	Habitat Regulations	Was to gain relevant information in order to carry out the Appropriate Assessment Screening Opinion.
9/3/2011	Phoenix House, Lewes (Natural England Offices)	Officer from LDC, Wealden DC and Natural England	Habitat Regulations	To gain an understanding of the effects of our Core Strategies (both individually and 'in combination) on the Lewes Downs SAC and Ashdown Forest SAC/SPA and to consider whether likely significant effects would arise.
30/5/2012	Lewes House	Officer from LDC, Wealden DC and Natural England	Habitat Regulations	To update progress on our HRA work, to agree position on Ashdown Forest and to seek guidance as to how to use DMRB tool with regards to nitrogen deposition.
8/8/2012	Newick	Officer from LDC, Wealden DC and Natural England	Habitat Regulations	Undertake site visits on potential SANG sites in Newick. Agreed that one site did have the potential to be a SANG and that the environment around Newick was likely to house necessary features for SANGs.
Quarterly from September	Ashdown Forest Centre	Officers from LDC, Wealden DC, Mid	Habitat Regulations (Strategic Access,	Working with neighbouring authorities to implement a set of measures to reduce the

2012		Sussex DC, Tunbridge Wells BC, Natural England and the Conservators of Ashdown Forest	Monitoring and Management Strategy)	impact of development at the Ashdown Forest, in accordance with our obligations under the Habitat Regulations.
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Homes and Communities Agency

During the course of preparing the Core Strategy the Homes and Communities Agency (HCA) have been invited to comment at all formal consultation stages. In addition, the HCA, through their Advisory Team for Large Applications (ATLAS), have become actively involved in progressing the proposals that relate to Spatial Policy 3 (North Street & Eastgate). This has been through an advisory and facilitation role at the Project Team and Project Board meetings that have been regularly held in order to develop proposals that accord with the spatial policy. Such meetings have taken place on a monthly basis since June 2013 and have been attended by representatives from the South Downs NPA, Lewes District Council, East Sussex County Council, the Town Council, ATLAS and the majority landowner/prospective applicant. The outcome of these meetings is that, as at September 2014, a planning application is imminently expected that should be broadly in conformity with Spatial Policy 3. The HCA have played a crucial role in enabling this position to be arrived at.

Clinical Commissioning Group (formerly Primary Care Trust)

Date	Venue	Attendees	Any Grouping/ theme?	Purpose of meeting and any key outcomes
19/7/2012	Southover House, Lewes	Officers from LDC and NHS Sussex	Infrastructure Delivery Plan	To discuss the requirements of NHS Sussex for additional or improved health provision to meet the needs arising from the housing growth proposed in the Core Strategy. NHS Sussex advised that it has no plans for

				additional surgery provision in the District, although initial discussions have commenced regarding the possibility of an extension to Seaford Health Centre. Ultimately, NHS Sussex was not in position to make long-term decisions on new or expanded premises (due to the reorganisation of the health service).
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Highways Agency

Key issues identified during the preparation of the Core Strategy

The Highways Agency reviewed the findings of the Lewes Town and Newhaven transport studies in 2011. The Agency did not identify any 'showstoppers' but raised some concerns about the transport models used and requested that further technical work be undertaken in order to for it to fully understand the impact of the potential Core Strategy developments on the strategic road network, in particular on the Beddingham and Southerham roundabouts.

Have these issues been addressed and are there any outstanding issues/concerns on the Proposed Submission document?

The Council commissioned the consultants who carried out the original Lewes Town and Newhaven transport studies to undertake additional, more detailed work in order to meet the Highways Agency's requirements for further technical information. This additional work was completed in early 2012, following which further discussions and meetings took place between the Agency and ESCC transport officers in order to resolve some outstanding issues.

The Highways Agency confirmed in its response to the Proposed Submission document in 2013 that all its concerns have now been addressed and that the transport modelling work undertaken by the Council's consultants is sufficient to provide the necessary understanding of the impact of the Core Strategy proposals on the strategic road network. The Agency is satisfied that Core Strategy's requirement for a transport assessment to support all development that generates a significant demand for travel (Core Policy 13) will enable the impact of individual developments to be adequately assessed in the future.

Record of key meetings undertaken

None directly with Lewes District Council

Coast to Capital LEP

Key issues identified during the preparation of the Core Strategy

With the Core Strategy directing the greatest level of growth to Newhaven, as well as seeking to plan for the wider regeneration of the town, it was important for the Strategic Economic Plans being prepared by the LEP's were consistent with this spatial planning approach, as well as the wider objectives of the Core Strategy. Ongoing liaison with the LEP has sought to ensure this consistency.

Have these issues been addressed and are there any outstanding issues/concerns on the Proposed Submission document?

Yes, the SEP for the Coast to Capital area is very much consistent with the Core Strategy (and vice versa), with significant investment identified for infrastructure improvements in and around Newhaven that will help facilitate the high level of growth the Core Strategy has planned for.

Record of key meetings undertaken

Date	Venue	Attendees	Any Grouping/ theme?	Purpose of meeting and any key outcomes
3 March 2014	Lewes	Representatives of the LEP and Lewes District Council		Seeking to align the respective plans being prepared so that they would be consistent with one another.

It should be noted that in addition to the above meeting, LDC Officers and Members have also had meetings with the LEP through other forums, including the Coastal West Sussex and Greater Brighton Strategic Planning Board.

South East LEP

Key issues identified during the preparation of the Core Strategy

As for the Coast to Capital LEP.

Have these issues been addressed and are there any outstanding issues/concerns on the Proposed Submission document?

Yes, as for the Coast to Capital LEP.

Record of key meetings undertaken

No specific one to one meetings to discuss the Joint Core Strategy, although informal meetings held between the LEP Board Members and Senior Officers and Members from the District Council to explore opportunities for aligning respective priorities and strategies.

Local Nature Partnership

Key issues identified during the preparation of the Core Strategy

None identified. However, the District Council and South Downs National Park Authority will continue to work with the Sussex Local Nature Partnership and other partners to deliver sustainable growth within environmental limits. This will be achieved by jointly managing and investing in the environmental assets and natural resources that contribute to the overall quality of life and economic success of the district and also by seeking to reduce the environmental and ecological impact of new development.

Have these issues been addressed and are there any outstanding issues/concerns on the Proposed Submission document?

Not applicable

Mayor of London, Civil Aviation Authority, Office of the Rail Regulator, Transport for London, Marine Management Organisation

Key issues identified during the preparation of the Core Strategy

No issues identified by any of these prescribed bodies during the preparation of the Core Strategy.

Have these issues been addressed and are there any outstanding issues/concerns on the Proposed Submission document?

Not applicable.

Record of key meetings undertaken

No meetings concerning the Core Strategy held with any of these prescribed bodies.

APPENDIX 2

Planning and Compulsory Purchase Act 2004 (As amended)

Local Development Framework

Protocol for Joint Working on the Lewes District Core Strategy between South Downs National Park Authority and Lewes District Council

As from 1 April 2011 the South Downs National Park Authority (SDNPA) became the Local Planning Authority for that part of the South Downs National Park (hereinafter referred to as the Park) which lies within Lewes District Council (LDC), covering about 56 % of LDC's geographical area and including 24% of its population.

The SDNPA has commenced its preparation of a Local Plan for the whole Park and intends to have this adopted by 2017. In the meantime existing saved Local Plan policies and (where relevant) adopted LDF policies will apply in Lewes District and elsewhere in the Park. There is advantage in having Joint Core Strategies adopted for as much of the Park as possible by 2014. The SDNPA will therefore seek to adopt as joint documents Core Strategies which are already well advanced and/ or which it can sign up to without a significant input of staff time and financial resources.

Because of its large area and population within the Park, the SDNPA is willing to provide specific resources for working with LDC on a Joint Core Strategy, providing there is a real prospect of achieving a satisfactory document within reasonable cost and time constraints. Similarly there are benefits to LDC in having a Core Strategy which covers the whole of their administrative area, such as being able to reflect housing, economic development and community infrastructure priorities as part of a more comprehensive spatial plan, albeit within the overriding priority of National Park purposes for the parts of the plan that are of relevance to the National Park. In pursuit of this the SDNPA and LDC hereby agree to prepare and in due course adopt a Joint Core Strategy for Lewes District and to this end have agreed the following principles and procedures.

1. Core Principles

Lewes District Council recognises and understands the role of SDNPA as the sole planning authority for that part of the Park within its area and SDNPA recognises the continuing role of LDC as planning authority for the rest of the district.

LDC recognises the over-riding primacy of the National Park purposes and duty in relation to development within the Park. Its recognition of the Park's purposes is evidenced by Emerging Core Strategy that was published in September 2011. All subsequent documents and policies affecting land and

development inside the Park will similarly recognise the importance of the Park purposes and duty, as well as any other Vision and Objectives that may emerge through the preparation of the SDNPA Management Plan. They will also take account of LDC's Sustainable Community Strategy and of its role as strategic housing authority and in promoting economic development, albeit that fostering social and economic well-being is to be done in pursuit of the Park's purposes.

The SDNPA agrees to the overall approach to development within the Park and to the strategic objectives as set out in the Emerging Core Strategy and subsequently updated in the Proposed Submission document. It is recognised that a locally derived housing target has been developed for the Core Strategy, due to the abolition of the South East Plan. In addition, further options for a housing delivery strategy have emerged since the Emerging Core Strategy was consulted upon (including potential strategic site options).

2. Joint Ownership and Equivalence of Decision-making

There will be joint ownership of and equivalence in the preparation and decision-making processes at all stages. In particular, all documents will be jointly and equally agreed by the SDNPA and LDC prior to publication. The LDC and SDNPA will ensure continued dialogue between both parties and will work together to present a unified and co-ordinated approach to the public.

This will require that there is sufficient time in the project plan for the SDNPA members to familiarise themselves with the issues which relate to the Park within Lewes District. In addition Park members need to familiarise themselves with issues within the Core Strategy but outside the park that have an impact on it, while LDC members may need to ensure an equivalent understanding of how issues in the Park impact on the area outside it. Joint training events, briefings and site visits are expected to be undertaken for District Councillors and Members of the SDNPA.

Engagement and involvement of LDC Councillors and Members of the SDNPA will be in accordance with the constitutional arrangements of each body.

As key stages in the preparation of the Core Strategy will need to be approved by both LDC and SDNPA any engagement of Members in the process of production will be replicated for both authorities. The documents to be considered by the relevant authority Members will be prepared by a set date to be agreed by both parties. Officers from both parties will need to agree to the content of the documents by the set date.

The agreed documentation, which is to be considered by the District Councillors and the Members of SDNPA, will be made public by both authorities on the same date, which has been pre-agreed by both parties. Consideration by the relevant authority Members will take place at the earliest

possible opportunity thereafter. Both authorities will consider the documentation on dates that are as close as possible together.

If necessary to aid in the smooth and timely progression of the Core Strategy, the formation of an informal co-ordinating group will be considered. The purpose of such a group will be to oversee the strategic policy direction, work programme and resources for the Core Strategy and to advise on issues such as the consultation arrangements. If established, the group would be expected to meet at appropriate intervals. Recommendations concerning the work programme and resources could be reflected in the two authorities service and financial plans that are prepared.

The secretariat for the group will be provided by the District Council and it will be possible to co-opt representatives from other statutory bodies onto the group, if seen as necessary. It is worth noting that such a group would not be a decision making group and they would only make recommendations back to their respective parent bodies.

With two authorities needing to provide approval for various stages of the preparation of the Core Strategy to be undertaken, there is a chance that disagreement could occur. There will therefore be a need for the differing opinions of the two authorities to be resolved. In such instances, the dispute avoidance and dispute resolution procedure that is outlined in Section 6 of the Section 101 Agency Agreement will be expected to be followed. If this procedure needs to be enacted then in most instances the differing opinions will be expected to be resolved through officer level liaison between the two authorities.

3. Timetables

LDC and SDNPA hereby agree a common timetable for completion of the Core Strategy. The timetable will provide for full involvement and ownership of the project by the SDNPA and LDC and provide realistically for SDNPA to participate fully in decision making. The SDNPA and LDC are satisfied that the key dates set out in Appendix 1 would enable this.

4. Staffing

The lead on professional /technical input into Core Strategy work will be taken by LDC, with funding from the SDNPA as set out in Appendix 2. This is because the District Council have been working on the Core Strategy prior to the joint-working arrangement coming into play and so have a good understanding of the plan preparation to date, and also because the District Council have a greater strategic role in the preparation of the Core Strategy (i.e. it is setting policies for the whole plan area albeit within the context of the National Park purposes for significant parts of the plan area). SDNPA will provide staff to participate in discussions and decisions, to ensure that agreed timescales are met.

No TUPE obligations will arise from this joint-working arrangement.

5. Funding

Costs to be incurred in progressing the Core Strategy will be agreed in advance by both parties and apportioned between SDNPA and LDC in a fair and equitable manner.

The SDNPA funding represents the marginal increase in cost which results from the Park's inclusion. It includes a proportion of the costs (including on-costs such as pension and National Insurance) of employing LDC's staff directly working on the LDF on the basis that savings could have been made on these costs had the joint strategy not been proposed. The proportion of planning policy staff costs assumed to be working on the Core Strategy varies between 39% and 78%, figures, derived from LDC's time allocation forms (the average percentage of time for all Planning Policy posts is 69%). Of this about 44% of the work is associated with the National Park, which is the basis for the costs to be paid by SDNPA.

The funding does not include fixed costs and recharges from other departments unless it can be established that these relate directly to additional work arising from the LDF Core Strategy and that this additional work is greater as a result of the Park's inclusion in the Core Strategy.

It also includes a percentage of identifiable elements of significant expenditure during 2013-14, e.g. consultancy work, etc. The percentage relates either to the split between the part of the District that lies within the Park and the part outside it, based on either population (24/76) or area (44/56), as appropriate. These are estimated costs at this stage and payment would be on the basis of the actual costs as they are incurred. The most significant cost to be incurred during 2013-14 will be as a result of the Examination in Public. The contribution of the SDNPA towards the Examination costs should reflect the relative importance of the Park-related matters being addressed at the Examination and would be assessed and agreed once the issues for Examination have been decided by the Inspector.

Payment will be quarterly in arrears and will be reviewed should there be significant changes in staffing levels or work priorities. LDC staff will maintain time-sheet records of time spent on LDF Core Strategy work to enable their input to be monitored and to support the quarterly invoices.

6. Continuity with SDNPA Core Strategy

It is recognised that at the same time as the Joint Core Strategy is being progressed, SDNPA will also be progressing work on their own Local Plan that will cover the whole National Park area. Although this Local Plan will not be jointly produced in the same way as the Lewes District version will be, it

will be important that the LDC, and all other constituent authorities within the National Park, work closely with SDNPA in progressing their document through to adoption. In this regard, LDC will commit to ensuring that it is able to contribute towards the development of the SDNP Local Plan, beyond just its statutory consultee role. This will include the sharing of evidence that has been prepared for the Lewes District Joint Core Strategy and the provision of informal comments on emerging strategy in SDNPA's document.

The Joint Core Strategy will need to be prepared in a way that enables both parties to determine what parts of the document (including each of the policies) apply to the constituent authorities. This means that when the SDNPA prepare their own Core Strategy it will be possible for it to 'lift' the relevant policies from the Joint Core Strategy into their own Core Strategy. The SDNPA commits to transposing the relevant policies and principles of the joint CS work into the SDNP CS, assuming the policies are recently adopted and/ or appropriately current at the time of SDNPA CS submission.

7. Consultation

Both the SDNPA and LDC have recently adopted their own Statement of Community Involvement (SCI). Consultation undertaken on the Core Strategy will be undertaken in accordance with LDC's SCI, providing that a cross-check takes place against the SDNPA's stakeholder / consultee database and that opportunities for consultation in conjunction with the Park Management Plan and other forums and events in the Park are taken where appropriate.

In advance of the Joint Core Strategy being considered by the Members of the respective authorities a schedule of consultation will be agreed upon by Officers from LDC and SDNPA. Preparation of this schedule will be led by LDC Officers.

Details for how the costs of undertaking consultation events will be apportioned between LDC and SDNPA are contained within Appendix 3. Such costs include those incurred for advertising and the printing of documents and exhibition material.

8. Evidence commissioned after the 1st April 2013

LDC has undertaken the preparation of much of the evidence that will be required to support the development of the Core Strategy. Hence, at this stage it is not envisaged that additional evidence will need to be produced after the 1st April 2013, apart from potentially minor updates to existing studies. However, in the event of having to undertake further evidence base studies, including the updating of an existing study, the following will apply:

- As far as possible the study should be undertaken and presented in a way that allows the parts of the evidence that apply to only the Park to be 'detachable' from the rest of the study. This will mean

that, where appropriate, the SDNPA can utilise the evidence for their own Local Plan work, as can LDC.

- The need to commission or undertake a piece of evidence to inform the Core Strategy will need to be agreed by Officers from the LDC and SDNPA. This will apply to updates to studies (e.g. the Strategic Housing Land Availability Assessment).
- If consultants need to be appointed then the procurement will be led by LDC whose procurement procedures will be followed. The exception to this will be if SDNPA consider there is a need to commission consultants to undertake a piece of work that LDC does not consider necessary for the Core Strategy, or if the work is required as a specific result of National Park purposes.
- Although in most instances the procurement of an evidence base study will be led by LDC, SDNPA will be involved in the setting of the brief for the study and the interviewing of potential consultants. The opposite will apply if the procurement is led by SDNPA.
- Details for how the cost of producing an evidence base study by external consultants will be apportioned LDC and SDNPA are contained within Appendix 3. The proportion that each authority pays will be agreed in advance of the commencement of the study.
- Any evidence base studies that are published after the 1st April 2011 will be owned by both LDC and SDNPA.
- Prior to publication of an evidence base document, Officers from both authorities will have had the opportunity to comment on a draft. Publication of any evidence base document will not require Member approval from either authority, although such a document will normally be discussed with the District Council's Lead Member for Planning, and with the SDNPA's Planning Committee Chairman. Any evidence base briefing/ workshop that is undertaken for the District Councillors will also be open to members of SDNPA, or replicated for them on a separate occasion.

9. Examination

Examination of the Core Strategy is due to take place in early 2014. One of the initial tasks for the Examination will be the appointment of a Programme Officer (this will need to be undertaken at the Submission stage). This appointment will be made by LDC. The Examination itself will be held by LDC, unless agreed otherwise.

In advance of the hearing sessions it is expected that the Inspector will raise a number of issues and questions requiring a written response. On receipt of these issues and questions, Officers from the LDC and SDNPA will agree on who prepares the response and their content. Once the hearing sessions have been arranged, Officers will agree on representation at each hearing.

Substantial costs are expected to be incurred in 2013-14 as a result of the Examination (predominantly the cost of the Inspector and Programme Officer). These costs will be apportioned between the LDC and SDNPA depending on

the issues that are dealt with at the Hearing Sessions. The cost of Hearing Sessions that deal with plan-wide issues will be apportioned using the same principle as the general approach to plan-wide evidence base studies. Similarly, the cost of Hearing Sessions that deal with location specific issues will be apportioned using the general approach to site-specific evidence base studies.

10. Monitoring and implementation

Once adopted, the policies in the Core Strategy will need to be monitored in order to determine their effectiveness. Under the 'plan, monitor and manage' approach to Development Planning, a series of indicators will need to be identified (some of these will be indicators that are required to be reported upon through the present Annual Monitoring Report process) that will be used to assess the performance of adopted policies. Both SDNPA and LDC will need to agree on the indicators that each authority is going to monitor, as well as targets that will apply to each authority. This will need to be agreed in advance of the publication of the Proposed Submission document (regulation 27).

Implementation of certain policies within the Core Strategy may necessitate either authority, or both, preparing a Local Development Document (LDD) (e.g. an Area Action Plan to provide detailed policy direction for the development of a strategic site/area). If this is the case, the authority that is required to prepare the LDD will commit to its production by identifying the document in an up-to-date version of their LDS.

11. Sustainability Appraisal/Strategic Environmental Assessment (SEA)

The Sustainability Appraisal process (incorporating SEA) for the Core Strategy is being undertaken by LDC Officers. To aid in the robustness of this process Officers from SDNPA will have an opportunity to provide comments on the draft appraisals undertaken. Such comments will be reflected in the Sustainability Appraisal reports that accompany each stage of the Core Strategy.

12. Implications of changes to the planning system

As the Core Strategy is being progressed towards adoption further changes to the planning system are expected to take place (e.g. adoption of Local planning regulations and the National Planning Policy Framework). Such changes may necessitate altering the process for progressing the Core Strategy towards adoption. If this happens to be the case the programme for progressing the Core Strategy towards adoption will be reviewed by LDC and SDNPA Officers. The validity of this protocol against an amended programme for the Core Strategy will be reviewed and necessary amendments made.

13. Website

To ensure consistency and to avoid duplication, it is proposed that the LDC website will host all material and documentation associated with the Core Strategy. This will include evidence base documents (including Sustainability Appraisal reports), any consultation material, documents and statements associated with the Examination and the different iterations of the emerging Core Strategy document itself. SDNPA will provide a link from their website to the Core Strategy section of the LDC website.

14. Enquiries, complaints and requests for information

Any enquiries, complaints and requests for information (including those made under the Freedom of Information Act), which are concerned with the Core Strategy, will be responded to by the authority that receives the enquiry, complaint or request in the first instance. An exception to this will be if both authorities agree that the authority that did not receive the enquiry, complaint or request for information is best placed to respond. Where appropriate, both LDC and SDNPA will liaise in preparing responses (this could just involve copying the response to the non-responding authority).

Appendix 1

Key Milestones still to be reached/undertaken from April 2013 onwards

Milestone	
April – mid May 2013	Collate and analyse representations made and prepare a summary of all representations received.
Mid May – Mid July 2013	Commission and undertake the SHMA update.
Mid May – End of July	Prepare list of focussed amendments and continue liaison with neighbouring and nearby authorities on addressing housing supply shortfall.
Early Sep – End of Oct	Representation period on the Focussed Amendments
Mid November	Formal Submission to the Secretary of State
End of Jan 2014	Commencement of EiP Hearing Sessions
April 2014	Inspectors Report received
May 2014	Adoption of the Core Strategy

Appendix 2

SDNPA Contribution to Joint Core Strategy Costs 2013-14

	£
Staff Costs	
Planning Policy Manager: 70% of 1 post x 0.44	£17,007
Senior Planning Officer: 75% of 1 posts x 0.44	£14,258
Senior Planning Officer: 78% of 1 post x 0.44	£13,358
Principal Planning Officer: 72% of 1 post x 0.44	£13,688
Planning Officer: 67% of 0.5 post x 0.44	£4,735
Planning Officer: 62% of 0.5 post x 0.44	£4,382
Team Clerk: 39% of 0.5 post x 0.44	£1,892
Sub-Total	£69,321
Evidence Base	
Other Costs	
Publicity materials and venue hire (estimated)	240
Grand Total (estimated)	72,361

Staff costs will cover evidence base studies being undertaken in house, the drafting of the actual Core Strategy document, administering and undertaking consultations (including the analysis of reps) and SA/SEA work. The above constitute a fixed price to be paid quarterly, subject to no significant changes in workload or staff levels.

With regard to the estimated costs, SDNPA will pay on the basis of actual costs for these items, when known, using the methodology set out in the Schedule below.

Other costs in 2013-14 will include a share (to be agreed) of Examination expenses, including the fees for the Inspector and Programme Officer. Total cost of these could be in the order of £105,000. How such costs are apportioned between the two authorities will be determined once more information is known on the Examination (eg. number of Hearing Sessions, issues to be discussed, etc).

Schedule of Anticipated Costs

The following schedule identifies how the above costs have been arrived at. This schedule will be kept under review. The evidence base studies that are specifically identified are those studies that the District Council is currently committed to undertaking. Items of expenditure that are likely to just relate to Officers time (i.e. do not involve paying for consultants, inspectors or any items of expenditure) are identified in red.

Items of expenditure	Who pays for what?		Actual Cost / Comment
	Lewes District Council	South Downs National Park Authority	
Plan-wide evidence base studies – general approach	If the study relates to physical issues (e.g. infrastructure, landscape, flood risk) then the proportion of the total cost to be paid will equate to the proportion of the plan area that is outside the Park (44%). If the study relates to human issues (e.g. affordable housing), then the proportion of the total cost to be paid will equate to the proportion of the population that is outside the Park (76%).	If the study relates to physical issues (e.g. infrastructure, landscape, flood risk) then the proportion of the total cost to be paid will equate to the proportion of the plan area that is within the Park (56%). If the study relates to human issues (e.g. affordable housing), then the proportion of the total cost to be paid will equate to the proportion of the population that is within the Park (24%).	This approach will be pursued unless stated otherwise for a particular study detailed in the remainder of this Schedule.
Site/area specific evidence base studies – general approach	If the site/area is wholly within the part of the District outside of the National Park (even if some of the impacts may be felt within the NP).	If the site/area is wholly within the part of the District within the National Park (even if some of the impacts may be felt outside of the NP).	In such instances, the authority that is not meeting the cost of the study will be expected to be involved in its production. This would include commenting on a brief for the study and a draft of the study itself.
Update to Strategic Housing Market Assessment			Costs to be accommodated within Housing Department budget (Lewes District Council)

Appropriate Assessment (AA)	Assessing the impact of development scenarios (across the plan area) on the Ashdown Forest SPA (the Pevensey Levels Ramsar site has been screened out).	Assessing the impact of development scenarios (across the plan area) on the Lewes Downs SAC (the Castle Hill SAC has been screened out).	This work is expected to be completed by LDC Officers. However, in the unlikely event that specialist consultants are required, the cost will be split in accordance with the two previous columns.
Strategic Transport Studies	Any modelling and testing of development scenarios that are within the part of the District outside of the National Park.	Any modelling and testing of development scenarios that are within the National Park	No further transport evidence is expected to be commissioned. However, in the unlikely event that it is the cost will be split in accordance with the two previous columns.
Publicity material (including cost of statutory notices, leaflets and posters) Hire of venues for consultation events	76%	24%	Estimated cost for consultation on the Proposed Submission document is £1,000, hence the share to be paid by the NPA will be £240. LDC will pay £760.
Cost of the Planning Inspector and Programme Officer	How this cost is split between the two authorities will only be established once the Examination programme is known and the Inspector has identified the issues to be examined. The costs incurred in preparing for and undertaking hearing sessions that relate to a particular geographical area (i.e. strategic site policies) will be incurred by the relevant authority. Including the costs of the Programme Officer and the employment of any specialist consultants who are required for EiP hearing sessions it is estimated that the total cost of the Examination will be in the region of £105,000. This figure is based on the costs quoted by PINS, the average length of time spent on the Examination and is consistent with the costs incurred by LPAs who have already been through the process.		
Undertaking the Sustainability Appraisal/ SEA process			Costs to be incurred will be the cost of Officers time.
Administering and analysing representations made on the Core Strategy	76%	24%	Costs to be incurred will be the cost of Officers time. But could include the appointment of temporary staff and/or

			the purchase of consultation software if an unexpectedly high level of representations is made.
Appointment of a mediator to resolve any potential conflict(s) arising as the Core Strategy is progressed	50%.	50%.	Hopefully such a cost will not need to be incurred.