

**FILE REF:** 23885/A7

**DATE:** 1 November 2016

**MINUTES OF A MEETING BETWEEN ARUN DC, FORD NEIGHBOURHOOD PLAN GROUP  
AND THE PROMOTERS OF LAND AT FORD AIRFIELD  
HELD ON 1 NOVEMBER, FROM 11:45AM  
AT ARUN DISTRICT COUNCIL OFFICES, LITTLEHAMPTON**

Present: David Coleman – Arun DC  
Donna Moles – Arun DC  
Trevor Ford – Ford Neighbourhood Plan Group (NPG)  
John Tarvit – Wates  
Richard Smith – Redrow  
Sam Langmead – Land owner consortium, Ford Airfield  
Tim Guymer – Barton Willmore  
Tom Rice – Barton Willmore

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**1.0 LOCAL PLAN UPDATE**

- 1.1 Officers updated that the OAN (Arun's own housing needs excluding unmet need) had risen from 845 dpa to 919 dpa over the plan period. With regard to the Duty to Cooperate, ADC has engaged with all authorities in the HMA, but is undertaking more focussed / formal meetings with Adur, Worthing and Chichester. ADC is looking to help address the unmet needs arising from these districts, but considers that it won't be able to accommodate all unmet need in the HMA within its boundary.
- 1.2 Officers updated that the SA for the Local Plan is testing up to a maximum of 1,000 homes per annum. The rationale for not testing any higher was that this was considered significantly higher than the original starting number of 545 homes per annum put forward in the submission draft.
- 1.3 ADC anticipates there will be issues with short term delivery of the housing target and are looking to install a staged trajectory of housing supply, reducing the target for the first 5 years, but increasing this later in the plan period. This is to allow for the anticipated long lead in times for the strategic sites.
- 1.4 Officers updated that West Sussex County Council (WSCC) had advised them of the need to provide a new 10 forms of entry secondary school (to meet an OAN of 845 homes per annum). WSCC had identified Ford as a 'good general location' due to its central position within the District.

- 1.5 The final set of proposed modifications to the plan will be sent to the Local Plan Sub Committee in March, with a full Council meeting to approve these on 22 March. The modifications will be consulted upon in April 2017.
- 1.6 A first draft of the transport assessment will be presented to officers at the end of November. It was agreed that ADC would share this with the NPG as soon as possible.

## **2.0 FORD NEIGHBOURHOOD PLAN UPDATE**

- 2.1 TF provided an update on where the Neighbourhood Plan was, setting out the aspirations of the NPG to submit the Reg 15 document to ADC before Christmas, and run a community engagement event to publicise the consultation in January.
- 2.2 Officers advised that this may cause issues for examination of both the Local Plan and the Neighbourhood Plan. This was due to a potential conflict arising between the strategic policies in the Local Plan and the policies in the Neighbourhood Plan – although no conflict was known or expected at this time. Officers also advised that an earlier submission of the Neighbourhood Plan would elevate risks of an inconsistent evidence base between the two documents. Consequently, officers advised that the Neighbourhood Plan submission be suspended until April 2017 to coincide with the Modifications consultation.
- 2.3 In response to the above point, TF advised that he would present this option to the NPG and feedback to ADC.

## **3.0 FORD AIRFIELD UPDATE**

- 3.1 TR updated on how the promoters of Ford Airfield had been undertaking evidence studies to support the promotion of Ford Airfield through both the Local Plan and the Neighbourhood Plan. In order to support Ford PC in preparing their plan, this has been shared with the NPG.
- 3.2 In order to support the preparation of the modifications to the local plan, the promoters of Ford Airfield are willing to share studies to supplement ADC's evidence base.
- 3.3 The long term timetable for Ford Airfield was discussed, and it was agreed that a planning application in the second half of 2017 would be an acceptable timetable.

**4.0 EVIDENCE BASE STUIDES**

- 4.1 **Landscape:** TR raised concerns that ADC's landscape assessment had identified large portions of the Ford Airfield site as having limited development capacity. TR requested that the Council's evidence document be updated to reflect that the erosion of the gap between Ford / Yapton / Climping was likely to be limited due to the presence of the airfield and associated activities (such as the car boot sale) as well as the infrastructure uses that exist on the site. DC advised that this be raised in the Council's site pro forma
- 4.2 **Employment Study:** TG asked if the NLP Employment Study could make reference to the desire of the parish council to relocate Ford Industrial Estate. DC stated that the Employment Study undertaken by NLP was only a strategic document identifying overall levels of need, but that we could raise it through our response to the site pro forma.
- 4.3 **Transport:** Officers advised that the Transport Assessment being undertaken by Systra is at a 'very advanced stage', with an initial draft being presented to officers at the end of November. Officers requested that the site promoters contact Systa to help feed into the Transport Assessment's consideration of Ford.
- 4.4 **Education:** Officers updated that West Sussex County Council (WSCC) had advised them of the need to provide a new 10 forms of entry secondary school (to meet an OAN of 845 homes per annum). WSCC had identified Ford as a 'good general location' due to its central position within the District. TF advised that in previous consultations the NPG and the wider community had been opposed to locating a new secondary school in Ford.
- 4.5 **Sustainability Appraisal:** Officers advised that the SA scoping report for the Local Plan had been updated, and that the SEA for the Neighbourhood Plan should review these / take the new sustainability objectives into account. The final SA will be presented to the Local Plan Sub Committee in March.
- 4.6 **Viability concerns:** Officers requested that the promoters of Ford Airfield raise any concerns on viability through the site promoter's pro forma. TR advised that at this stage it would be difficult to advise on any concerns due to the lack of expected infrastructure contributions required from Ford Airfield. The final viability study will be presented to the Local Plan Sub Committee in March.
- 4.7 **Flood Risk Assessment:** TR advised that the site promoters are content with the conclusions of the study since it reflects the limited flood risk associated with Ford Airfield (laying outside Flood Zones 2 and 3).

- 4.8 **Surface Water Management Study:** TR questioned whether the scope of the study could be defended at examination due to its focus on Lidsey and Pagham catchment areas. DC advised that this study was undertaken in response to Inspector's comments and concerns from local residents.
- 4.9 **Open Space Standards:** The site promoters are broadly happy with these standards, but would need to ensure when taken as a whole against other infrastructure requirements that these aren't too onerous to prevent the site from coming forward. A holistic view will need to be taken at a later date given the unknowns surrounding 'big ticket' contributions such as education and transport.
- 4.10 **Ecology and HRA:** The final HRA will be presented to the Local Plan Sub Committee in March. The site promoters offered to share their phase 1 ecology study for Ford Airfield with ADC.
- 4.11 **Infrastructure Delivery Plan:** The final draft will be ready in March to present to the Local Plan Sub Committee. Officers were unable to share early drafts of this since it depends on all other technical studies being completed.

## **5.0 ONGOING WORKING AND COOPERATION**

- 5.1 It was agreed that close cooperation between the neighbourhood plan group, Arun DC and the site promoters would be needed over the coming weeks and months to ensure a consistent evidence base and policy approach to the site. In order to facilitate this, the following was agreed:
- a) Arun DC would share initial drafts of their emerging evidence base, particularly with regard to Transport and Education, at the earliest possible opportunity.
  - b) Ford Airfield site promoters would share their initial studies on ecology, heritage and transport with the appropriate sub consultants undertaking technical studies on behalf of ADC.
  - c) Ongoing meetings should take place between ADC, the NPG and the site promoters, with one meeting to take place before Christmas. The aims of these meetings will be to work towards a statement of common ground, ready to publish alongside the main modifications consultation in April.